



MSME – DEVELOPMENT INSTITUTE, KOLKATA

(Formerly, Small Industries Service Institute)

Ministry of MSME, Govt. of India

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MICRO, SMALL & MEDIUM ENTERPRISES

सूक्ष्म, लघु एवं मध्यम उद्यम

OUR STRENGTH * हमारी शक्ति

PROUDLY ANNOUNCES

ORGANISATION OF INFORMATION TECHNOLOGY & MULTIMEDIA COURSES

- SOFTWARE & INTERNET FUNDAMENTALS** (10 weeks, 60 hours),(Course Fee: Rs.2200)- Min. Qualification: Madhyamik
Computer overview, Windows operating System, MS-DOS, MS-Office(Word, Power Point, Excel, Access), Concept of Internet & use of E-mail, Introduction to WWW, E-Commerce Fundamentals, Web Page Design through Front Page.
- PC HARDWARE ASSEMBLING & MAINTENANCE** (8 weeks, 48 hours)(Course Fee Rs.3400/=)- Min. Qualification: Madhyamik
Idea of Analog & Digital, Introduction to basic components of computer, Assembling a computer, Operating system installation, Maintaining a computer-DOS, Windows, Cleaning Virus, Identification and Trouble shooting problems.
- BASIC NETWORKING**(optional Course)(4 weeks, 24 hours)(Course Fee: Rs. 1600/=)
- SMPS & MONITOR REPAIRING & SERVICING** (8-weeks, 48 hours)(Course Fee:Rs.2600/=)- Min. Qualification: Madhyamik.
Introduction to Electronics & Electrical, Identification of Tools, Measuring instrument & Components testing by multi-meter, idea of Analog & Digital, Circuit idea and tracing, Trouble shooting.
- FINANCIAL ACCOUNTS PACKAGE** : (12 Weeks, 96 hours)(Course Fee: Rs. 4500/=): Min. Qualification: H.S, desirable – Com. stream.
Concept of Computer Software & Hardware, Windows, MS-Word, Power Point, Excel, concept of internet, Accounting concept, Books of Accounts, concept of VAT, Accounting standards, Finalization of Accounts, Accounts for different types of organization, concept of Banking Finance, Tally-7.2, Fact, Ex-Nex Generation.
- ADVANCED FINANCIAL ACCOUNTS & TAXATION**(12 weeks, 108 hrs.)(Course Fee : Rs. 6400/=): Min. Qualification: B.Com with knowledge of accounting package
Investment & Portfolio analysis, legal document preparation, Tally- 9.1 with practical, Profession Tax, Income Tax, Corporate Tax, PF & ESI, Service Tax, VAT,CST, Excise Duty, ROC etc. all with practical.
- WEB & CD-ROM BASED MULTIMEDIA** (12 Weeks, 108 hours)(Course Fee Rs.: 7500/=): Min. Qualification: Madhyamik with Windows Operating System knowledge.
Adobe Photoshop CS2, Adobe Premier Pro, HTML Script, Dream Weaver-8, design over view, 3D Max-7, Macromedia Flash-8, Sound Forge, Integration CD-ROM Project Work.
- WEB PAGE APPLICATION DEVELOPMENT** (10 weeks, 60 hours)(Course Fee: 2600/=)- Min. Qualification: Madhyamik with knowledge of basic operation.
HTML, XHTML,DHTML, JAVA SCRIPT design on Webpage, CSS programming, overview on internet network(www), Photoshop, Flash , Dream Weaver designing.

Interested candidates may apply with particulars (Course Title, Name, Father's/Guardian's Name, Address, Phone No., Qualifications, Whether SC/ST) on plain paper along with Xerox copy of mark sheets, Caste Certificate & course fee by **cash or demand draft/pay order** drawn in favour of "**Director, MSME-DI, Kolkata**" payable at any service branch at Kolkata. Application format is also available at our website. **Seats are limited.** Selection will be made on **first-cum-first serve basis.** Probable date of commencement of training: **19.11.07** onwards. Optional courses will follow after completion of regular courses. **Last date of submission of application:14.11.07. Date of Interview: on 15.11.07** at 11 A.M at MSME-DI, Kolkata(**MSME-DI Bus stop , opposite ISI**). No TA/DA will be provided for attending interview. Course fee will not be refunded under any circumstances except non-selection of the candidate and programme not conducted due to unavoidable circumstances. **SC/ST candidates will get 50% concession on course fee.** Age : Born not later than 31.10.07. No upper age bar. **For further details contact:** Shri D. Mitra, Asstt.Director (SENET) Ph.: 2577-0595/0597/98 Extn.- 219, Mob.-9231687403 (only from Monday to Friday 11 A.M. to 5 P.M.).