



Government of India
Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises

ANNOUNCES
TO ORGANISE TRAINING PROGRAMMES ON
INFORMATION TECHNOLOGY
AND MULTIMEDIA

1. Software & Internet Fundamentals – Course Fee - Rs. 2200 + S/Tax Rs.227/-
2. Basic Multimedia with WEB Design Approach - Course Fee - Rs.7500+ S/Tax Rs.773/-
3. Advanced Multimedia - Course Fee - Rs.14500+ S/Tax Rs.1494/-
4. Financial Accounts Package - Course Fee - Rs.4500+ S/Tax Rs.464/-
5. Advanced Financial Accounts & Taxation – Course Fee - Rs.6400+ S/Tax Rs.659/-
6. P.C. Hardware Assembling & Maintenance with Basic Networking - Course Fee - Rs.4500 + S/Tax Rs.464/-
7. Advance Networking with Server Technology – Course Fee – Rs.10000+ S/Tax Rs.1030/-
8. S.M.P.S. & Monitor Repairing and Servicing – Course Fee - Rs.2800+ S/Tax Rs.288/-
9. DTP with Printing, Course Fee - Rs.3400+ S/Tax Rs.350/-
10. Webpage Application Development - Course Fee - Rs.2600+ S/Tax Rs.268/-

Interested candidates may apply with full bio-data in plain paper with testimonials and 2 copies of stamp size photo along with course fees by **cash or demand draft/pay order** drawn in favour of "**Director, MSME-DI, Kolkata**" payable at any service branch at Kolkata. Seats are limited. Selection will be on first-cum-first-serve basis. **Probable date of commencement of training: 19.04.10. Last date of submission of application 14.04.10. SC/ST candidates will get 50% concession on course fees. Candidates must be 18 yrs. of age as on 14.04.10. No upper age limit.** Course fees will not be refunded under any circumstances except programme not conducted due to unavoidable circumstances. **Details can be had telephonically 9231687403/9433117069(11 A.M. to 6 P.M.) or from our website – www.msmedikolkata.gov.in**

Director, MSME Development Institute
Govt. of India, Min. of MSME
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**MSME - DEVELOPMENT INSTITUTE
(Formerly, Small Industries Service Institute)**

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

GOVERNMENT OF INDIA

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E-mail: director@sisikolkata.gov.in Visit Us. www.msmedikolkata.gov.in

Visit DC(MSME) : www.smallindustryindia.com



COURSE DETAILS:

- SOFTWARE & INTERNET FUNDAMENTALS** (10 weeks, 60 hours),(Course Fee: Rs.2200+ Rs.227/-S.Tax)- Min. Qualification: Madhyamik Computer overview, Binary Numnber System, Identifying Computer peripherals , Windows operating System, MS-DOS, MS-Office(Word, Power Point, Excel, Access), Concept of Internet & use of E-mail, Introduction to world wide web, E-Commerce Fundamentals.
- PC HARDWARE ASSEMBLING & MAINTENANCE WITH BASIC NETWORKING** (14 weeks, 84 hours)(Course Fee Rs.4500/-+Rs.464/--S.T)- Min. Qualification: Madhyamik. Overview on MS-Office(Word, Excel, Power point), 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, Introduction to Networking/Networking concept, TCP/IP Utilities, Internet Installation & Configuration, Internet and Printer sharing crimping and LAN cable preparation .
- ADVANCE NETWORKING WITH SERVER TECHNOLOGY**(24 weeks,144 hours)(Course Fee Rs. 10000/-+Rs.1030-S.T.). Min. Qualification: Madhyamik with knowledge of Computer Hardware, Desirable : Basic Networking Overview of Client & Server Architecture, Installation and configuration of Server- 2003/2008, Domain concept, User and Administrator Account. Networking with Windows XP & Vista. concept and configure of wireless networking etc.
- SMPS & MONITOR REPAIRING & SERVICING** (12 weeks,72 hours)(Course Fee:Rs.2800/=+Rs.288-S.T.)- 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/=+Rs.464/=S.T.): 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- 9.1, Fact, Ex-Nex Generation.
- ADVANCED FINANCIAL ACCOUNTS & TAXATION**(12 weeks, 108 hrs.)(Course Fee : Rs. 6400/=+Rs.659-S.T.): 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.
- BASIC MULTIMEDIA WITH WEB DESIGN APPROACH** (12 Weeks, 108 hours)(Course Fee Rs.: 7500/=+Rs.773-S.T.): Min. Qualification: Madhyamik with knowledge of Windows Operating System. Adobe PhotoShop CS2, Adobe Premier Pro, HTML Script,Java Script, CSS,Dreamweaver-8, 3D Max-8, Macromedia Flash - 8, Adobe Audition, Project Work.
- ADVANCED MULTIMEDIA** (24 Weeks, 216 Hours)(Course Fee: Rs. 14,500/=+Rs.1494-S.T.): Min. Qualification: Madhyamik (Optional: knowledge of photography or Art) Adobe Photoshop CS2, Flash - 8, Adobe Audition(Multitrack sound recording mixing), 3D Studio Max-8, Adobe premier pro(with capturing technology), Adobe after effects 6.5(compositions), Combustion, Basic, Photography(theory & practice over view), SLR & Digital camera approach, Visual Design & cognitive approach etc., Project Work
- WEB PAGE APPLICATION DEVELOPMENT** (10 weeks, 60 hours)(Course Fee: 2600/=+Rs.268-S.T.)- Min. Qualification: Madhyamik with knowledge of basic operation. HTML,XHTML, DHTML, JAVA SCRIPT, CSS programming, Dream Weaver designing, overview on Internet network(www),Overview on Photoshop, E-application on website and concept of web hosting, Project presentation on CD ROM.
- D.T.P. WITH PRINTING**(10 weeks 60 hours)(Course Fee: Rs. 3400/=+Rs.350-S.T.)- Min. Qualification: Madhyamik Operating system- Windows, Page maker, Corel Draw, Free Hand, Bengali Font Application, Adobe Photoshop, Prepress(Post Production)

Service Tax will be charged @10.3% on all course fees

Interested candidates may apply with particulars (Name, Father's/Guardian's Name, Address, Phone No., Qualifications, Whether SC/ST, Course Title) on plain paper along with Xerox copy of mark sheets, Caste Certificate, 2 copies of stamp size photo & 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: **19.04.10** onwards. **Last date of submission of application: 14.04.10.** Course fee will not be refunded under any circumstances except programme not conducted due to unavoidable circumstances. SC/ST candidate will get 50% concession on course fee. Candidates must be **18 yrs. of age as on 14.04.10.** No upper age limit.