



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

**ANNOUNCES**  
**ORGANISATION OF INFORMATION TECHNOLOGY**  
**AND MULTIMEDIA COURSES**

1. Software & Internet Fundamentals – Course Fee -Rs. 2200
  2. Basic Multimedia with WEB Design Approach - Course Fee - Rs.7500
  3. Advanced Multimedia - Course Fee - Rs.14500
  4. Financial Accounts Package - Course Fee - Rs.4500
  5. Advanced Financial Accounts & Taxation – Course Fee - Rs.6400
  6. a) P.C. Hardware Assembling & Maintenance - Course Fee - Rs.3400  
b) Basic Networking(Optional course) - Course Fee -Rs.1600
  7. S.M.P.S. & Monitor Repairing and Servicing – Course Fee - Rs.2600
  8. DTP with Printing, Course Fee - Rs.3400
  9. Webpage Application Development - Course Fee - Rs.2600
- ( Service Tax will be charged with all course fees @ 10.3%)

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. **Probable date of commencement of training: 17.08.09. Last date of submission of application 12.08.09. SC/ST candidates will get 50% concession on course fees. Candidates must be 18 yrs. of age as on 12.08.09. No upper age limit.** Course fees will not be refunded under any circumstances except programme not conducted due to unavoidable circumstances. **For further details contact Sri D. Mitra, Asstt.Director(SENET), Mob. 9231687403/ 9433117069(11 a.m to 5 p.m. except Sat. & Sunday). Details can also be had from our website –www.msmedikolkata.gov.in**

**Director, MSME Development Institute**  
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For details see page 2



सत्यमेव जयते

**MSME - DEVELOPMENT INSTITUTE**  
**(Formerly, Small Industries Service Institute)**

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

GOVERNMENT OF INDIA

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Visit DC(MSME) : [www.smallindustryindia.com](http://www.smallindustryindia.com)



MICRO, SMALL & MEDIUM ENTERPRISES

सूक्ष्म, लघु एवं मध्यम उद्यम संस्थान

**COURSE DETAILS:**

- 1. SOFTWARE & INTERNET FUNDAMENTALS** (10 weeks, 60 hours),(Course Fee: Rs.2200)- Min. Qualification: Madhyamik  
Computer overview, Binary Number 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.
- 2. PC HARDWARE ASSEMBLING & MAINTENANCE** (10 weeks, 60 hours)(Course Fee Rs.3400/=)- 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.  
**2A. BASIC NETWORKING**(optional Course)(4 weeks, 24 hours)(Course Fee: Rs. 1600/=)
- 3. 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.
- 4. 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.
- 5. 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.
- 6. BASIC MULTIMEDIA WITH WEB DESIGN APPROACH** (12 Weeks, 108 hours)(Course Fee Rs.: 7500/=): 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.
- 7. ADVANCED MULTIMEDIA** (24 Weeks, 216 Hours)(Course Fee: Rs. 14,500/=): 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
- 8. WEB PAGE APPLICATION DEVELOPMENT** (10 weeks, 60 hours)(Course Fee: 2600/=)- 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.
- 9. D.T.P. WITH PRINTING**(8 weeks 48 hours)(Course Fee: Rs. 3400/=)- Min. Qualification: Madhyamik  
Operating system- Windows, Page maker, Corel Draw, 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: **17.08.09** onwards. Optional courses will follow after completion of regular courses. **Last date of submission of application: 12.08.09.** 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 12.08.09. No upper age limit.