



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

**PROUDLY ANNOUNCES ORGANISATION OF BASIC IT COURSES FOR
SELF-EMPLOYMENT OPPORTUNITIES**

1. Software & Internet Fundamentals – Course Fee -Rs. 2200

(10 weeks, 60 hours)(Mon & Wed, 11AM – 2 PM)- Min. Qualification: Madhyamik
Course coverage- 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.

2. P.C. Hardware Assembling & Maintenance - Course Fee - Rs.3400

(10 weeks, 60 hours)(Wed & Fri, 11AM – 2 PM)- Min. Qualification: Madhyamik
Course coverage- 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.

3. S.M.P.S. & Monitor Repairing and Servicing – Course Fee - Rs.2600

(8-weeks, 48 hours)(Tue & Thu, 11AM – 2 PM) Min. Qualification: Madhyamik.
Course coverage- 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 - Course Fee - Rs.4500

(12 Weeks, 96 hours)(Mon, Wed & Fri, 10.30AM-1.30 PM): Min. Qualification: H.S(Com).
Course coverage- 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.

(Service Tax will be charged with all course fees @10.30%)

Interested candidates may apply in plain paper with full bio-data 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. **Probable date of
commencement of training: 20.04.09. Last date of submission of application
17.04.09 subject of availability of seats on first cum first serve basis. SC/ST
candidates will get 50% concession on course fees. Candidates must be 18
yrs. of age as on 17.04.09. No upper age limit.** Course fees will not be refunded
under any circumstances except in case the programme not conducted due to
unavoidable circumstances. Certificates will be awarded on successful completion of
the course.

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