

Open School

Indian Institute of Cerebral Palsy

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Computer Courses



School Services

Vocational Training

Continuing Education

Family Services

Respite and Adult Day Services

Community Based Services

Advocacy Group

Training Programmes

for Rehabilitation Professionals, Personnel, Parents

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Timing : 9:30 am - 4:00 pm (Mon to Fri)



Centre for Continuing Education and Skill Development for Adults with Disability

Cerebral Palsy, Intellectual Disabilities, Learning
Disabilities, Hearing Impairment

modular courses

Courses certified by IICP

COMPUTER

PRINTING

CATERING

OFFICE ASSISTANCE

ADVOCACY & EMPOWERMENT TRAINING

OPEN SCHOOL

OPEN BASIC EDUCATION

Supported by: Sir Dorabji Tata and Allied Trusts

Name of the course : NIOS
Pre-requisites
Age Above 14 years
Educational Level : Class 8 pass
Admission : Once a year July / August
Examination : Twice a year April / October
Examination System : Students have an option to appear for one or more subjects at a time. They can answer in any Indian language although books are available only in English/Hindi.
Transfer of Credit Facility : A student passing in any of the subjects provided by NIOS from a recognized board can transfer two subjects to his present registration.

Medium of instruction : English/Hindi
Registration period : 5 years
Five subjects including one language
Language offered : Hindi, English, Bengali
Subjects : Mathematics, Business Studies, Home Science, Word Processing, Psychology, Indian Culture and Heritage.
Registration Requirements : Any five subjects including a language

Registration Fee including prospectus and books for 5 years	For 5 subjects Rs. 1050/- for boys Rs. 800/ for girls Rs. 600/- for exempted categories Rs. 150/- for every additional subject for all categories
Examination Fee	Rs. 100/-for theory Rs. 50/-for practical

Name of the course : WBCROS
Pre-requisites:
Age Above 14 years
Educational Level:- Class 8 pass
Admission : Twice a year April / October
Examination : Twice a year June / December
Examination System : Students have an option to appear for one or more subjects at a time
Transfer of Credit Facility A student passing in any of the subjects provided by SOS from a recognized board can transfer two subjects to his present registration .
Medium of instruction : Bengali
Registration period : 5 years
Seven compulsory subjects

Registration Fee including prospectus and books for 5 years	For 7 compulsory subjects Rs. 965/- for boys Rs. 815/- for girls and exempted categories. Rs. 100/- for every additional subject
Examination Fee	Rs. 50/- per paper

Module I. Introduction
*Learning to use the computer
Operating system*

Course Fees : Rs. 300/-
Duration : June to July, 2010

Module II. Working with documents
*Knowing the keyboard
MS Word*

Course Fees : Rs. 600/-
Duration : June to September, 2010

Module III. Making Presentations
MS-PowerPoint

Course Fees : Rs.350/-
Duration : September to November, 2010

Module IV. Using the Internet
Browsing, Printing, Downloading, E-mailing

Course Fees : Rs.600/-
Duration : June to August, 2010

Module V. DeskTop Publishing
PageMaker

Course Fees : Rs.750/-
Duration : June to September, 2010

Module VI. Graphics
Photoshop

Course Fees : Rs. 1000/-
Duration : September 2010 to June 2011

Module VII. Graphics
CorelDraw

Course Fees : Rs. 900/-
Duration : January to April, 2011

Module VIII. Spreadsheets
MS-Excel

Course Fees : Rs. 600/-
Duration : June to August, 2010

Module IX. DataBase Management
MS-Access

Course Fees : Rs. 600/-
Duration : June to August, 2010

Module X. Financial Accounting
Tally / Fact

Course Fees : Rs. 900/-
Duration : September to December, 2010

Pre-requisites
For Modules I-VII : Minimum Understanding of English
For Modules VIII- X (linked sequential modules): Mathematics at class VIII level
Assistive technology options and devices will be offered to trainees with access problems.

Printing Courses

Catering Courses

Office Assistance Courses

Open Basic Education

Module I- Paper Bag Making

*Selection of materials and bag-making process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 500/-

Duration : June to November, 2010

Module II- Envelope Making

*Selection of materials and envelope-making process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 500/-

Duration : June to November, 2010

Module III. Comb Binding

*Selection of materials and comb binding process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 500/-

Duration : June to November, 2010

Module IV. Silk Screen Printing

*Selection of materials and silk screen printing process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 1000/-

Duration : June 2010 to May 2011,

Module V. Lamination

*Selection of materials and lamination process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 500/-

Duration : November 2010 to May 2011

Module VI. Spiral Binding

*Selection of materials and spiral binding process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 500/-

Duration : November 2010 to May 2011

Module VII - Folder Making

*Selection of materials and bag-making process
Safety and first aid
Post training internship (15 days)*

Course Fees : Rs. 500/-

Duration : November 2010 to May 2011

Pre-requisites:

Adequate hand function
Understanding simple instructions
Following a sequence of steps
Comprehension of simple objects and action pictures
Basic numerical and functional literacy skills will be an added Advantage

Module I- Introduction to Catering

*Hygiene and health
Safety and first aid
Recognition of equipment
Sorting food items (dry and fresh)
Cleaning, stock taking and storage
Laying a table*

Course Fees : Rs. 500/-

Duration : Jun to July, 2010

Module II. Bakery & Confectionary

*Identifying and weighing ingredients
Bread /Biscuits/Cookies/Tarts/Cakes
Hot and cold desserts
Packaging of products
Post training internship (15 days)*

Course Fees : Rs. 3000/-

Duration : July 2010 to January 2011

Module III. Meal Production

*Planning menus
Indian and Continental dishes
Presentation and serving
Preserved foods (Jams and Pickles)*

Course Fees : Rs. 3000/-

Duration : January to July, 2011

Module IV. Snacks & Beverages

*Hot and cold beverages, juices
Serving and decoration
Sandwiches and burgers
'Chaats', pakoras, cutlets and chops
Sauces and chutneys
Presentation*

Course Fees : Rs. 1500/-

Duration : July to November, 2011

Module V. House Keeping & Laundry

*Maintenance of interiors
Polishing, cleaning, flower arrangement
Laundry*

Course Fees : Rs. 1500/-

Duration : November to March, 2011

Pre-requisites:

Adequate hand function
Understanding simple instructions
Comprehension of simple objects and action pictures
Basic numerical and functional literacy skills will be an added advantage

Module I Front Desk Management

*Hygiene, cleanliness and manners
Using the telephone
Organisation related information
Receiving and relaying messages*

Course Fees : Rs. 700/-

Duration : June and July, 2010

Module II Back Office Assistance

*Filing
Conventions of labeling for dispatch
Updating mailing lists
Despatch and receipts
Stationery stock taking & issue
Work place cleanliness*

Course Fees : Rs. 700/-

Duration : August and September, 2010

Pre-requisites

For Front Desk Management :

Basic literacy skills
Spoken Language proficiency (Basic English, Bengali/Hindi)

For Back Office Assistance :

Adequate hand function (in both hands or in one hand)
Basic literacy skills in English & Basic number skills
Legible writing

Advocacy & Empowerment Training

From Disability to Ability

*Definition
Attitude
Rights and Statutory Acts
Responsibilities*

Course fees : Rs. 500/-

Duration : June to August, 2010

Communication for Disability Rights

*Theatre
Puppetry*

Course fees : Rs. 500/-

Duration : November to December, 2010

Art and Craft

Introduction to Creative Writing

Pre-requisites :

Understanding of basic concepts
Expressive communication skills

Name of the course Open Basic Education (OBE) Level-A

Educational Level : Class 2, Admission Once a year June

Examination : Once a year in July

Medium of instruction : English/Hindi/Bengali

Registration period : 5 years

Four compulsory subjects

Subjects Offered :

English/Hindi/Bengali, Mathematics, Environmental Studies,
Vocational Education Foundation Course

Admission Fee	Rs. 500/-
Tutorial Service	IICP provides tutorial services in the afternoon from 3:00 pm to 4:30 pm
Examination Fees	Rs. 100/-for theory papers Rs. 50/-for practical paper

Name of the course Open Basic Education (OBE) Level-B

Educational Level : Class 3

Admission Once a year in June

Examination : Once a year in July

Medium of instruction : English/Hindi/Bengali

Registration period : 5 years

Five compulsory subjects

Subjects Offered :

English/Hindi/Bengali, Mathematics, Science, Social Science and Vocational subject (Computer, Silk Screen Printing, and Food Processing).

Admission Fee	Rs. 500/-
Tutorial Service	IICP provides tutorial services in the afternoon from 3:00 pm to 4:30 pm
Examination Fees	Rs. 100/-for theory papers Rs. 50/-for practical paper