



SKILL DEVELOPMENT CENTRE

Kozhikode District Panchayath

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NATIONAL INSTITUTE OF OPEN SCHOOLING

Under MHRD, Govt. of India

AVI. No. 590072

PROSPECTUS 2012-13

Contents

1. SDC Courses

- ◆ Certificate in Basic Computing Applications (BC)
- ◆ Diploma in Graphic Designing (GD)
- ◆ Diploma in Modelling & Animation (MA)
- ◆ Diploma in Computer Applications (DCA)
- ◆ Diploma in Advanced Film Editing (FE)
- ◆ Diploma in FAM (Financial Accounting and Management) (FM)
- ◆ Tally & Wings (TW)
- ◆ CTTC (Computer Teacher Training Course) (CT)

2. NIOS Vocational Courses

- ◆ CCA (Certificate in Computer Application) (CC)
- ◆ Data Entry Operations (DE)
- ◆ Certificate in Web Designing (WD)
- ◆ Diploma in Advanced Web designing (AW)
- ◆ Certificate in Computer Office Applications (CO)
- ◆ CDTP (Certificate in Desk Top Publishing) (DT)
- ◆ Computer Hardware Servicing & Assembling (HW)
- ◆ Radio & TV Technician Course (TV)
- ◆ Electrical Technician Course (ET)
- ◆ Certificate in Care of Elderly (CE)
- ◆ Certificate in Cutting, Tailoring & Dress making (TD)
- ◆ Certificate in Plumbing and Sanitation (PS)
- ◆ Refrigeration & Air Conditioning Mechanic (RA)
- ◆ Certificate in Civil Construction Supervision (CS)
- ◆ Diploma in Insurance Services (IS)

3. Combined Programmes

4. Other Courses

- ◆ KSELB Wireman Licensing Course (WL)
- ◆ Rural Technology Programmes (RT)

C O U R S E D E T A I L S

1. SDC courses

1. **BC** **Basic Computing Applications**
4 months (150 hrs)- Fees Rs. 1500/-
Contents: Computer Fundamentals, Windows, Word, Excel, Power Point, ISM, Internet & Linux
Qualification: SSLC or equivalent
2. **GD** **Diploma in Graphic Designing**
(Including CDTP of NIOS)
6 months (225 hrs) - Fees Rs. 6,000/-
Contents: Page layout software (In design, Pagemaker, Quark Express), Photoshop, Illustrator, Corel Draw, ISM, Project.
Qualification: SSLC
3. **MA** **Diploma in Modelling & Animation**
6 months (300 hrs) - Fees Rs. 6,000/-
Contents: Photoshop, 3D Studio, Maya, Flash, Project
Qualification: SSLC
4. **DCA** **Diploma in Computer Applications (DCA)**
1 year - Fees Rs. 10,000/-
Equivalent to 'O' Level of DOEAC
Unit 1- IT Tools and Business System (DE/EOA/CCA Module-I)
Unit 2- Web designing and Internet technology
(Advanced Web designing)
Unit 3- C Language and Programming (II semester of CCA)
Unit 4- Electives
 - Multimedia Applications or
 - .NET Technology or
 - Computer HardwareQualification: +2 Pass or ITI Certificate in IT
One year experience in an IT firm/institution

5. **FE** **Diploma in Advanced Film Editing (FCP)**
4 months (300 hrs) - Fees Rs. 15,000/-
Contents: Clips, Media Files, Sequence, Capturing, Editing, Titles and Graphics, Compositing Color correction, Finishing
Qualification: SSLC Pass with Graphic designing
Note: Freshers should undergo the course no-2 Diploma in Graphic designing along with this. (Total fees: 20,000)
6. **FM** **Diploma in FAM**
(Financial Accounting and Management)
6 months (200 hrs)- Fees Rs. 4,000/-
Module 1 - DOS, Windows, Word, Excel, (2 months)
Module 2 - Computerized & Manual Accounting (4 months)
(Wings, Tally, Project)
Qualification: +2 with Commerce.
7. **TW** **Tally & Wings**
4 months - Rs. 3,200/-
Contents: Module 2 of FAM
Qualification: +2 with Commerce.
8. **CT** **CTTC (Computer Teacher Training Course)**
1 year - Rs. 7500/-
Module 1 - Fundamentals of Computer, O.S, M.S office, Programming with C, Programming with V.B, Project Introduction the linux, Internet.
Module 2 - Web designing, DTP, Accounting with Tally, Teaching methodology (IT), Teaching practice, Man & Environment, Project.
Qualification: SSLC or equivalent

2. NIOS Courses

1. CC **CCA (Certificate in Computer Application)**
10 months (236 hrs)- Fees Rs. 3500/-

Semester 1 - Fundamentals, DOS,
Windows, MS Office,

Semester 2 - C Programming, Access,
Internet.

Qualification: SSLC Pass

2. DE **Data Entry Operations**
6 months (160 hrs)- Fees Rs. 3000/-

Contents: Computer Fundamentals,
Windows, Word, Excel, Power Point,
Formating, Mailmerge, Spread sheet, Speed typing,
Access, Internet, etc

Qualification: SSLC Pass

3. WD **Certificate in Web designing**
6 months (200 hrs)- Fees Rs. 4000/-

Module 1 - Operating System, Computer &
Communications, Internet services,
HTML, Planning, Designing,
Development, Scripting, Dream weaver.

Qualification: SSLC Pass

4. AW **Diploma in Advanced Web designing**
6 months (200 hrs)- Fees Rs. 5,500/-

Module 1 - Computer Communications, Internet,
Photoshop, Flash, Advanced HTML, CSS,
Planning, Designing, Development,
Scripting, Multimedia in web designing.

Qualification: +2 Pass or Certificate in Web designing

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5. CO **Certificate in Computer Office Applications**
6 months (200 hrs)- Fees Rs. 3000/-

Module 1 - Fundamentals, Windows, MS Office,
Qualification: +2 Pass

6. DT **CDTP (Certificate in Desk Top Publishing)**
6 months (225 hrs) - Fees Rs. 2,500/-

Module 1 - Windows, Pagemaker, Corel Draw, ISM
Photoshop, Project

Qualification: SSLC

7. HW **Computer Hardware Servicing & Assembling**
6 months - Rs. 2500/-

Qualification: SSLC Pass with knowledge in Basic Electronics
(ITI/Diploma/ Electronics Technician of NIOS &
Computer basics).

Contents: Assembling, Installing different version of
Windows and linux, Application software etc..
Maintanance & Trouble shooting.

8. TV **Radio & TV Technician Course**
1 Year (400 hrs)- Fees Rs. 4000/-

Semester 1 - Basic Electronics, Radio (AM & FM),
Tape Recorder, CD Player

Semester 2 - T.V. Fundamentals
- Black and White TV - Both repairing & servicing
- Colour TV - Both repairing & servicing

Projects:- 1) Land Phone & Mobile phone Repairing,
2) LED light & Emergency lamp
3) UPS & Inverter assembling,
4) FM Radio assembling
5) Computer SMPS servicing,
6) Monitor servicing

Qualification: SSLC Pass

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9. **ET** **Electrical Technician Course**
1 Year (400 hrs)- Fees Rs. 4000/-

Semester 1 - House Wiring
- Electrical appliance repairing & servicing

Semester 2 - Transformer & Motor rewinding
- Plumbing – Pumps & Motor servicing

Projects:- 1) Stair case wiring, 2) Hospital wiring, 3) Go down wiring, 4) Master control wiring, 5) Panel Board wiring, 6) Stabilizer, 7) Room coolers, 8) Washing machines, 9) Mixer and Grinder, 10) Heater, 11) Designing and winding of Transformer, 12) Ceiling fan rewinding, 13) Rewinding of armature, 14) Pump set installing.

Qualification: SSLC Pass

10. **CE** **Certificate in Care of Elderly**
1 Year - Fees Rs. 3500/-

Semester 1 - (i) Basic Life Sciences
(ii) Aspects of Aging
(iii) General Care and Specific Needs of Elderly
(iv) Yog for Elderly

Qualification: 10th pass/ 8th pass with 2 year experience

11. **TD** **Certificate in Cutting, Tailoring & Dress making**
1 Year - Fees Rs. 2000/-

Module 1 - Basic knowledge, Machine Stitching
Usage of Machine, Making of patterns
Art of making, Basic stitching
Kapeeda ka mesurment, Colour,
Hand stitching, Machine stitching,

Qualification: Literate / equivalency pass

12. **PS** **Certificate in Plumbing and Sanitation**
6 months - Fees Rs. 1000/-

Contents: Plumbing, Sanitary fitting, Water saving, etc.
(The cost of materials have to be met by the students)

Qualification: 8th Std

13. **RA** **Refrigeration & Air Conditioning Mechanic**
1 Year - Fees Rs. 4000/-

Semester 1: Electrical basics, Refrigerator servicing
(Mechanical & Electrical)

Semester 2: A/c servicing, Water cooler servicing
(Mechanical & Electrical), Car A/c Basics

Qualification: SSLC Pass

14. **CS** **Certificate in Civil Construction Supervision**
6 months - Fees Rs. 12,500/-

Contents: Introduction to Drawing & Surveying,
Construction work, Basic work, Concrete
work, Roof work, Finishing & Sewer
construction, Road work

Qualification: SSLC Pass

15. **IS** **Diploma in Insurance Services**
1 Year - Fees Rs. 5,500/-

Module 1: latest trends in Insurance sector,
Business Organization,
Basic concepts of Management
Accounting principle
Communication, IT application in insurance

Module 2: Fire insurance, Marine insurance
Motor insurance, Accident insurance
Health insurance, Rural insurance
Liability insurance, General insurance

Qualification: SSLC Pass

3. Combined Programmes

1. **ADTP including CDTP** *Rs. 4,000/-*
CDTP of NIOS, Illustrator, In design, Quark express
2. **Diploma in Multimedia Applications**
1 year/6 months (450 hrs) - Rs. 11,000/-
(This is a combination of two courses)
 - 1(2) Diploma in Graphic Designing (GD)
 - 2(4) Diploma in Advanced Web designing (AW)
3. **Advanced Diploma in Multimedia Applications & Film Editing**
1 year - Rs. 30,000/-
(This is a combination of four courses)
 - 1(2) Diploma in Graphic Designing (GD)
 - 2(4) Diploma in Advanced Web designing (AW)
 - 1(3) Diploma in Modeling & Animation (MC)
 - 1(4) Diploma in Advanced Film editing (FE)
4. **CCA with DTP** *Fees Rs. 5000/-*
(CCA of NIOS + Pagemaker, Corel draw, Photoshop & ISM)
5. **CCA with CTTC** *Fees Rs. 8000/-*
6. **Computer Hardware, Basic Electronics & Networking** *Fees Rs. 6000/-*
Unit 1-Basic Electronics:
Simple Electrical wiring circuits, Familiarization of measuring instruments, Passive & active components (Familiarization, checking and trouble shooting) Construction of rectifiers, regulates, amplifiers; oscillators, switching etc, basic IC circuits and Projects
Unit 2-Hardware Servicing & Assembling (NIOS)
Unit 3-Networking
7. **Data Entry Operations & FAM** *Fees Rs. 6,000/-*
8. **Plumbing, Sanitation, Motor mechanic & Domestic appliance repairing**
1 year/6 months - Rs. 3,000/-
Unit 1- Plumbing & Sanitation (NIOS)
Unit 2- Motor mechanic & Domestic appliance repairing.

4. Other Courses

1. **W L KSELB Wireman Licensing Course**
1 Year - Fees Rs. 6000/-
Kerala State Electricity Licensing Board
Wireman Exam Course
Qualification: SSLC Pass
2. **Special computer Programmes**
 - a). Computer study (100 hrs) to all noncomputer courses - *Fees Rs. 1000/-*
 - b). Vacation computer Programme to school going students during vacation - *Fees Rs. 1500/-*
 - c). Computer study for house wives - *Fees Rs. 1500/-*
 - d). Computer programme for officials (BCS) and employees - *Fees Rs. 1500/-*
3. **Sopken English**- Programs to general public and students - *Fees Rs. 1500/-*
4. **Rural Technology Programmes:-**
(No minimum qualification Described)
 1. Sari designing & fabric painting
1 month - Fees Rs. 1500/-
 2. Soap & detergent making
3 days - Fees Rs. 750/-
 3. Mushroom farming
3 days - Fees Rs. 750/-

4. Umbrella making

3 days - Fees Rs. 750/-

5. Rain water harvesting

10 days - Rs. 75,000/- for a batch of 10 masons including the cost of constructing a storage tank of 10,000 liter capacity and stipent @ Rs. 200 per day per mason

6. Fahion technology

6 months - Rs. 6,000/-

7. Wormi composting tank construction

4 days - Rs. 30,000/- for a batch of 10 masons including the cost of construction of 10 tanks and stipent @ Rs. 200 per day per mason

8. Domestic bio gas plant construction

1 month- Rs. 75,000/- for a batch of 10 students including boarding & lodging (Residential)

9. Studio pottery (Decopauge)

5 days (Residential) Rs. 3,000/-

10. Home nursing

3 months - Rs. 4,000/-



***From literacy to
Development Education***

The Skill Development Centre is a Registered Society created by the Kozhikode District Panchayath with the support of the peoples plan campaign and the Kozhikode District Literacy Mission for the enhancement of technical literacy and vocational training among various sections of the people in Kozhikode District.



Fee concession

SC-ST, BPL & handicapped students on production of valid certificate will be given appropriate fee concession as decided by the executive committee from time to time (*only for SDC courses*)

10% reduction will be allowed to those who pay the whole amount initially for courses other than NIOS.

