HANDBOOK
OF
SHORT-TERM
CERTIFICATE COURSES

DU-NTPC FOUNDATION ICT TRAINING CENTRE

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CONTENTS

Introduction

The Equal Opportunity Cell (EOC) of the University of Delhi, in association with the NTPC, conducts short term certificate courses as outlined in this handbook. The courses are typically of 5 months' duration and are conducted at the DU-NTPC Foundation ICT Training Centre, University of Delhi, located near the Central Reference Library, Arts Faculty. The courses are offered twice a year from August to December and January to May; however, some courses may not be offered during a particular term. Please enquire before applying. In addition, specialised summer courses are offered during the summer break of the University. The details of the courses, including eligibility, syllabi, resources, are as outlined in this handbook. In addition, the Centre also proposes to provide need based counselling and practical advice for individuals with disabilities. Furthermore, when issues concerning persons with disabilities are addressed through interactions with individuals and groups on campus, the students and the staff of the University are able to overcome anxieties and confusion around the concept of disability. The Cell and the Centre are committed to constantly work towards greater awareness of disability and towards empowering persons with disabilities in every way possible.

Courses

1. The list of courses:
   I. Sign Language Interpretation A-Level
   II. Sign Language Interpretation B-Level
   III. Communicative English
   IV. Information and Communication Technology
   V. Disability and Human Rights
   VI. News Reading and Cinematography
2. Number of seats for each course:
   i. Sign language A-level (20); B-level (10)
   ii. Communicative English (60)
   iii. ICT (10 +15 = 25)
   iv. Disability and Human Rights (25)
   v. News Reading and Cinematography (25)
3. The Courses will be conducted during the afternoon hours. Please enquire at the Centre for the time-table.
4. All the courses will have at least 25% marks reserved for internal assessment and/or project or practical including attendance and assignments.
5. The medium of instruction for all courses is bilingual (English/ Hindi).
6. Entrance tests and interviews are held for admissions to all the courses without exception.
7. The participants will be examined in the last week of the duration of the course.
8. The successful candidates will be awarded appropriate certificates.

Eligibility

I. Courses I, II and V are open to any person with disability (PwD) and the students and the teaching/ non teaching staff of the University of Delhi.

II. Course III is open only to the PwD/ SC/ ST/ OBC candidates at the University of Delhi.

III. Course IV is open to the PwD students only.

IV. For Course number VI, preference will be given to the candidates from the PwD/ SC/ ST/ OBC categories.

V. Candidates should have passed XII standard to be eligible for all other courses except course number V, which requires candidates to possess an undergraduate degree (BA/ BSc/ BCom/ equivalent).

VI. Candidates should have completed 18 years of age to be eligible for the courses.

VII. Candidates applying under different categories must submit proof of the category along with the application form.

Fees

I. Candidates must submit their fees in the form of bank drafts in the name of 'The Registrar, University of Delhi' along with the application as per the following details:

Course	Fees (in Rupees)
Certificate in Sign Language Interpretation A and B-Levels	2000
Certificate in Communicative English	1000
Certificate in Information and Communication Technology	1000
Certificate in Disability and Human Rights	1000
Certificate in News Reading and Cinematography	10,000

II. Fees may be reduced by 50% on application from the PwD/ SC/ ST/ OBC students if considered deserving by the EOC.

III. Refund of fees will be according to the following schedule: 100% fees within 7 days of the beginning of the classes, 75% within 15 days of the beginning of the classes, and no fees after that will be refunded upon withdrawal from a course. The application for withdrawal must state the reason for the same.

Resources

I. Courses Committee:
   a. Dr.Tanmoy Bhattacharya (Coordinator)
   b. Dr. Chandra Nisha Singh
   c. Prashant Verma
   d. Aalokparna Mahato
   e. Ramneek Singh
   f. Hidam Gourshyam Singh

II. The Centre maintains a pool of experts for each course consisting of teachers and senior research students of the University of Delhi and renowned experts in the field concerned. These experts conduct special classes/ workshops from time to time and participate in regular teaching.

III. One signer and a carer are present at the Centre throughout the year on contract basis for persons with hearing impairment and locomotive impairment respectively.

IV. The Centre has a Braille Reader/ Embosser, various assistive devices, well-equipped classrooms and computer facilities.

Course Contents

COURSE I:

Certificate in Sign Language Interpretation A-Level
The goal of this course is to enable participants to develop basic communicative competence in sign language and the ability to interpret at a basic level.

Unit 1: Disability and Deafness
- Definitions of Disability
- Models of Disability
- Language of Disability
- Disability and the Law
- Stereotypes of Sign Language
- Deaf Education

Unit 2: Grammar I (Practice)
- Greetings
- Pronouns
- Questions
- Negation

Unit 3: Grammar II (Practice)
- Numbers
- Plural (objects and actions)
- Possession
- Relations
- Facial expression (Adverbs)

Unit 4: Grammar III (Practice)
- Verbs (actions and processes)
- Finger spelling
- Use of Space

COURSE II:

Certificate in Sign Language Interpretation B-Level
The objective of this advance course in sign language is fluency in using the language and understanding of its basic grammar. Awareness of deaf culture and community or disabilities in general is other important aspects of the course.

UNIT 1: Disability and Deafness
- Definitions of Disability
- The Language of Disability
- The Models of Disability
- Definition and causes of Deafness
- Classification and Prevention of Deafness
- Oralism, Total Communication and Bilingualism
- Deaf Culture

UNIT 2: Revision
- Question formation
- Negation
- Relations in action and Role play

UNIT 3: Grammar
- Basic Linguistics Concepts
- Tense and Aspects
- Agreement
- Quantifiers
- Adverbs

UNIT 4: Complex Sentences
- Complement Clauses
- Conditional Clauses
- Relative Clauses

UNIT 5: Practice

COURSE III:
Certificate in Communicative English
This is an enabling course which aims to give students a formal and methodical exposure to technical writing and professional communication skills. The approach is practical in nature. The course will provide an opportunity to use computer based tools for effective document preparation and presentation.

Unit 1: Communication
- Language and communication
- Differences between speech and writing
- Distinct features of speech
- Distinct features of writing

Unit 2: Writing skills
- Selection of topic
- Thesis statement and Developing the thesis
- Introductory, developmental, transitional and concluding paragraphs
- Linguistic unity
- Coherence and cohesion
- Descriptive, narrative, expository and argumentative writing

Unit 3: Technical Writing
- Scientific and technical subjects
- Formal and informal writings
- Formal writing, reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes
- Common errors to be avoided

Unit 4: Grammar Skills
- Parts of Speech
- Person, Gender, Number Phenomenon
- Use of Tense, Aspect and Modals

- Prepositions and Adverbs of Time and Place
- Degree, Adjectives
- Forming questions: *Wh* and Yes/ No
- Negation and Relative Clauses

Unit 5: Disability
- Definitions of Disability
- The Language of Disability
- The Models of Disability
- Disability and the Law: National and International
- Disability and Education

COURSE IV:
Certificate in Information and Communication Technology
This course is designed to enable participants develop basic skills in communication and information through the use of computers and to develop skills for training and enabling PwDs in ICT. Unit 6 is specially geared towards persons with low vision or visual impairment.

Unit 1: ICT and the Computers: basic concepts
- Keyboard Orientation and Typing
- Identification and understanding of the components of an IC system
- Identification and understanding of the functions of peripherals

Unit 2: Operating Systems
- Understanding features of System software
- Using DRAGON software
- Hindi typing using SAFA

Unit 3: Understanding Synthesised Speech

Unit 4: Word Processing and Spreadsheet
  ➢ Structured documents
  ➢ Documents for various purposes
  ➢ Understanding of a spreadsheet and its uses
  ➢ Changing values of variables and their effects
Unit 5: Computers and Communication
  ➢ Exchange and collaboration with E-mails
  ➢ Retrieving information by browsing
  ➢ Subscribing to mailing lists
  ➢ Using a fax-modem
Unit 6: ICT and Professional Skills (Optional)
  ➢ Screen Reading Software
  ➢ Book scanning and Reading (DAISY)
  ➢ Braille Production Course
  ➢ Digital Talking Book Production Course
Unit 7: Disability
  ➢ Definitions of Disability
  ➢ The Language of Disability
  ➢ The Models of Disability
  ➢ Disability and the Law: National and International
  ➢ Disability and Education

COURSE V:
Certificate course in Disability and Human Rights
In order to understand better the experiences of the students and the staff with disabilities and to help facilitate equal access to all facilities and educational opportunities, this course has been designed to address the larger issues that affect the way in which people with disability are seen, both at local, national and international levels.

Unit 1: Legal classifications of disability
  ➢ Definitions of disability
  ➢ Different kinds of disability that are recognized
  ➢ Legal parameters for recognition of disability: medical, social, economic
  ➢ History of disability with special reference to India
Unit 2: Rights of the disabled
  ➢ Defining rights and duties
  ➢ The earliest disability rights: ILA 1912, MHA 1987
  ➢ Disability and the international discourse of human rights with special reference to the UNCRPD
  ➢ Addressing issues of disability in the Indian context with special reference to the PwD Act, 1995.
  ➢ Disability and Education: The RTE Act, 2009.
Unit 3: Disability and Gender
  ➢ Feminism and Disability
  ➢ Challenges to viewing women with disability: Social discourse in the Indian subcontinent
  ➢ Notions of the Body
  ➢ The politics of caring
  ➢ Mental health and women
Unit 4: Critical Disability Studies
  ➢ Philosophy of Social Contract/ Justice
  ➢ The Capabilities Approach
  ➢ Research Methodology in Disability Studies
  ➢ The Postmodern turn
  ➢ Deaf Culture and the Rights-Based approach

COURSE VI:

Certificate in News Reading and Cinematography

The objective of the course is to provide knowledge and skills in a few sub-disciplines of media studies: News Reading, Anchoring and Cinematography, enabling participants to be media professionals. The approach shall be practical in nature giving hands on experience.

Unit 1: Background History
- Mass Communication: Types of Mass communication
- Broadcasting in the Post Independence Era, Policies and Principles of Broadcasting- AIR Code/ Commercial Code/ Guidelines for Election Broadcast/ Telecast
- Radio Journalism and Programme Formats
- Television in India
- Careers in Television and Radio

Unit 2: News Reading and Anchoring
- Pre-requisite qualifications
- Personal Development
- Basics of sound for anchoring, news reading
- Background and set Designing
- Role of make-up, Costume
- Role of Graphics, Titling, Caption and animation
- Presentation skills, Effective Public Speaking, Types of Interview and preparation
- Production of News and Current affairs Programmes
- Pre-production/ production/ and post production
- Practical exercises

Unit 3: Basic Principles of Camera Handling, Sound and Lighting Techniques
- Camera types, accessories (Lens, Filters) and support to camera
- Classification of shoots and visual grammar
- Camera movement; white balance
- The role of lighting in TV productions
- The role of sound in TV productions
- Indoor and Outdoor shooting
- Conducting interviews, sports coverage

Unit 4: Media and Disability
- The Social Construction of Disability and its Critique
- Representation of Disability in the Media: Films and Television
- Representation of Disability in Art and Literature
- Disability as Empowerment and Social Change
- Disability Law and Affirmative Action at the Workplace

Unit 5: Practical Exercise and Final Test

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