

2016

Giant Leap

[COMPUTER SKILLS- MSSW II YEAR B.SC PSYCHOLOGY]

[Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.]



Giant Leap, a transformation company, is into soft skills training for professional of corporate and business establishments. Strongly believing that one has the capabilities to push limits and expand horizons, Giant Leap works as a catalyst facilitating one to reach their destination in the shortest and most efficient way. A path that is sure to be thought provoking and truly satisfying.

Giant Leap was founded by Ganesh Kumar S in the year 2012. Passionately committed to this life changing initiative, every trainer at Giant Leap with rich experience goes beyond the call of duty to create an environment, to transform people beyond expectations.

Lavanya is the Director- Operations of Giant Leap. She has done her Masters of Business Administration from BIM (Bharathidasan Institute of Management), majored in Finance and Systems.



Lavanya has over 8 years of experience in the BPO industry in both line and Training & Development function. Her last stint was with Scope International as a full time trainer and one of her key achievements was viewing, revising and editing storyboards for e-Learning thereby assisting creation of innovative, interactive and accurate online learning sessions. She possesses good knowledge of Microsoft Office applications which comes from her previous experience of being an Operations Manager with Scope International Pvt Ltd.

Her key areas of strength are technical training on Banking Products and Processes. Her fort also lies in e-Mail Etiquettes, Telephone Etiquettes, Customer Centric Trainings and Presentation Skills.

She has done many trainings for colleges and companies such as Sands India, MR Logistics, Agility Logistics and Ethiraj College for Women.

Details of Lavanya's class are as follows:

Course Name:	Computing Skills
Dates:	7 th September too 10 th September
Timings:	1.30 pm till 6.30 pm
Audience:	2 nd Year B.Sc Psychology

Topics Handled:

- Introduction to computers
- Information on Big Data and 3D Printing
- Overview on Virus, Hacking and Ethical Hacking
- Different types of software and operating systems
- Use of Computers in the modern age
- Microsoft Access
- Uses of Microsoft Word
 - Inserting cover pages
 - Cross Referencing charts and tables
 - Creating borders and designs
 - Inserting and formatting pictures
- Microsoft Excel
 - Simple Formulas
 - Creating Pivot Tables

- Creating and modifying charts
- Presentations using Microsoft Power Point

Report:

The class was quite well informed with basic computer skills and were able to do the exercises mostly on their own. An industry expert delivered the session on the first day and the students were able to gain more knowledge on the expansive use of computers in this modern age.

Microsoft Word and Microsoft Power Point were familiar for the students, therefore they practiced those applications in the lab quite comfortably. Since students had an idea of excel and had already worked on it for simple data entry, they were introduced to additional formulas, data extraction through pivot tables and also comparing data using "vlookup" and "hlookup" functions in this session.



It was very difficult to sustain the interest of the students with respect to the content, constant interventions through games and activities sustained the energy of the students. The students too thoroughly enjoyed these ergo breaks along with interspersed content.

Tests and assignments were conducted/ given to examine the understanding of the students on the various topics covered.

In order for this session to be more effective, the sessions should have been conducted in the lab so that students can practice tips and exercises immediately which in turn would help increased knowledge retention.



ATTENDANCE SHEET (Batch 2016)

ATTENDANCE SHEET			07/09/2016					08/09/2016					09/09/2016				
S.No	Register No.	Name	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1	BSC-16-01	AKSHAYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	BSC-16-02	AKSHAYA K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	BSC-16-03	ANAMIKA CHAKRABORTY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	BSC-16-04	ANNAPOORANI AL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	BSC-16-05	ANUSHKA PRASAD	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	BSC-16-06	ARSHIYA FATHIMA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	BSC-16-10	DEEPAK RAJ S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	BSC-16-11	DHEEPAK KIRUSHNA S K	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	BSC-16-12	DORINA RUTH NITTLA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	BSC-16-13	EUNICE SHERRINE P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	BSC-16-14	FLORA EZHILARASI R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	BSC-16-15	GABRIEL MANGALRAJ J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	BSC-16-16	GIRI PRASAD S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	BSC-16-17	GOKUL KOUMAR S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	BSC-16-18	HEVIN P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	BSC-16-20	KANCHARLA GEETHIKA SAI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	BSC-16-21	KARTHIKA SUSEELAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	BSC-16-22	MADHURA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	BSC-16-23	MITHRAN R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	BSC-16-24	MOHAMED AARIF M H	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	BSC-16-25	NANDHINI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	BSC-16-26	NIKITA DHIMAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	BSC-16-27	NIKITHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	BSC-16-28	OSWIN RAGUL S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	BSC-16-29	PONMANI ANJANA E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	BSC-16-30	PRANAV KRISHNAMURTHY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	BSC-16-31	RAJASREE A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	BSC-16-32	SAKINA S SARAIYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	BSC-16-33	SANCHANA RAMANATHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	BSC-16-34	SHAKTHI RAVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	BSC-16-35	SHREENATH T R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	BSC-16-36	SIDDHARTH E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	BSC-16-37	SILVIA S V	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	BSC-16-38	SOLOMON A D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	BSC-16-39	SONIA ALAPPAT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	BSC-16-40	SOUMYA MURALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	BSC-16-41	SRIMATHI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	BSC-16-42	SWATHI PAVANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	BSC-16-43	SWEATHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	BSC-16-44	SYED AMINA FATHIMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
41	BSC-16-45	TAWNY MARTHA DROZARIO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
42	BSC-16-46	TENA P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
43	BSC-16-47	THEJA BHAARGAVI AK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	BSC-16-48	VANDANA YADAV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	BSC-16-49	VENNILAVAN M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	BSC-16-50	VIDYA BHARADWAJ S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	BSC-16-51	VIJAYASANTHI D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	BSC-16-52	ALEX TAYLOR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	BSC-16-53	JEBA SELVA WILLIAMS J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50	BSC-16-55	SRI DHEETCHITHA S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Signature of Faculty			NY	NK	NK	NK	NK	NK	NK	NK	NK	NK	NK	NK	NK	NK	NK

MADRAS SCHOOL OF SOCIAL WORK (MSSW)

DEPARTMENT OF PSYCHOLOGY

ATTENDANCE SHEET (Batch 2016)

S.No	Register No.	Name	10/09/2016														
			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1	BSC-16-01	AKSHAYA M	/	/	/	/	/										
2	BSC-16-02	AKSHAYA K	/	/	/	/	/										
3	BSC-16-03	ANAMIKA CHAKRABORTY	/	/	/	/	/										
4	BSC-16-04	ANNAPOORANI AL	/	/	/	/	/										
5	BSC-16-05	ANUSHKA PRASAD	/	/	/	/	/										
6	BSC-16-06	ARSHIYA FATHIMA M	/	/	/	/	/										
7	BSC-16-10	DEEPAK RAJ S	/	/	/	/	/										
8	BSC-16-11	DHEEPAK KIRUSHNA S K	/	/	/	/	/										
9	BSC-16-12	DORINA RUTH NITTLA	/	/	/	/	/										
10	BSC-16-13	EUNICE SHERRINE P	/	/	/	/	/										
11	BSC-16-14	FLORA EZHILARASI R	/	/	/	/	/										
12	BSC-16-15	GABRIEL MANGALRAJ J	/	/	/	/	/										
13	BSC-16-16	GIRI PRASAD S	/	/	/	/	/										
14	BSC-16-17	GOKUL KOUMAR S	/	/	/	/	/										
15	BSC-16-18	HEVIN P	/	/	/	/	/										
16	BSC-16-20	KANCHARLA GEETHIKA SAI	/	/	/	/	/										
17	BSC-16-21	KARTHIKA SUSEELAN	/	/	/	/	/										
18	BSC-16-22	MADHURA A	/	/	/	/	/										
19	BSC-16-23	MITHRAN R	/	/	/	/	/										
20	BSC-16-24	MOHAMED AARIF M H	/	/	/	/	/										
21	BSC-16-25	NANDHINI S	/	/	/	/	/										
22	BSC-16-26	NIKITA DHIMAN	/	/	/	/	/										
23	BSC-16-27	NIKITHA S	/	/	/	/	/										
24	BSC-16-28	OSWIN RAGUL S	/	/	/	/	/										
25	BSC-16-29	PONMANI ANJANA E	/	/	/	/	/										
26	BSC-16-30	PRANAV KRISHNAMURTHY	/	/	/	/	/										
27	BSC-16-31	RAJASREE A	/	/	/	/	/										
28	BSC-16-32	SAKINA S SARAIYA	/	/	/	/	/										
29	BSC-16-33	SANCHANA RAMANATHAN	/	/	/	/	/										
30	BSC-16-34	SHAKTHI RAVI	/	/	/	/	/										
31	BSC-16-35	SHREENATH T R	/	/	/	/	/										
32	BSC-16-36	SIDDHARTH E	/	/	/	/	/										
33	BSC-16-37	SILVIA S V	/	/	/	/	/										
34	BSC-16-38	SOLOMON A D	/	/	/	/	/										
35	BSC-16-39	SONIA ALAPPAT	/	/	/	/	/										
36	BSC-16-40	SOUMYA MURALI	/	/	/	/	/										
37	BSC-16-41	SRIMATHI S	/	/	/	/	/										
38	BSC-16-42	SWATHI PAVANA	/	/	/	/	/										
39	BSC-16-43	SWEATHA S	/	/	/	/	/										
40	BSC-16-44	SYED AMINA FATHIMA	/	/	/	/	/										
41	BSC-16-45	TAWNY MARTHA DROZARIO	/	/	/	/	/										
42	BSC-16-46	TENA P	/	/	/	/	/										
43	BSC-16-47	THEJA BHAARGAVI AK	/	/	/	/	/										
44	BSC-16-48	VANDANA YADAV	/	/	/	/	/										
45	BSC-16-49	VENNILAVAN M	/	/	/	/	/										
46	BSC-16-50	VIDYA BHARADWAJ S	/	/	/	/	/										
47	BSC-16-51	VIJAYASANTHI D	/	/	/	/	/										
48	BSC-16-52	ALEX TAYLOR	/	/	/	/	/										
49	BSC-16-53	JEBA SELVA WILLIAMS J	/	/	/	/	/										
50	BSC-16-55	SRI DHEETCHITHA S	/	/	/	/	/										
Signature of Faculty			N	N	N	N	N										



[Handwritten signature]