

REPORT OF COMPUTER SKILLS

Trainer Profile

S. Balakrishnan working as a Programmer in Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur which is an Institution of National Importance comes under the Ministry of Youth Affairs & Sports, Government of India. He has handled the ICT Classes for P.G. student and Faculty Members of RGNIYD and also National Youth Volunteers. He has 10 years' experience in Developing Application Software, Designing Websites and Installing and Maintaining Servers & Computer Networks. He was nominated for a month Training Programme on ICT at Tokyo by Government of India in the year 2011. He has done many training programmes related to ICT for the Youth in different parts of the country.

He has done M.C.A and Diploma In Computer Technology in Chennai, Tamil Nadu. He also certified REDHAT Engineer (Certified by REDHAT, USA) and Ethical Hacker (Certified by Government of India).

Programme Report

The Soft Skills programme commenced on 03/09/2019 at Madras School of Social Work with brief Introduction of objective of the course for the II year B.Sc Psychology students.

Topic Handled

Date	Topic
03/09/2019	<ol style="list-style-type: none">1. Classification of Computer and its applications<ul style="list-style-type: none">• Supercomputer• Mainframe• Mani Computer• Macro Computer2. Overview of Computer Hardware and Software3. Operating System and Its types4. File types and extensions5. Computer Network & Internet and its applications
04/09/2019	<ol style="list-style-type: none">1. Brief about Computer Virus and types<ul style="list-style-type: none">○ Trojan○ Worms○ Ransomware○ Spywares○ Email virus etc..○ Ways to Protect computer from virus2. Ms-Word<ul style="list-style-type: none">• Basic operation of word• Creating New style• Insert Header & footer and its types of operation• Mail Merge

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	<ul style="list-style-type: none"> • Cross reference • Creating of table • Track Changes and etc. <p>Ms-Word Practical Lab</p>
05/09/2019	<p>1. File Management</p> <ul style="list-style-type: none"> ○ Importance of file Management ○ Backing of files ○ File and folder ○ Manipulating Windows <p>2. Spreadsheets</p> <ul style="list-style-type: none"> • Basics of Spreadsheets • Meaning of Cell and Its Operations • Explained about Formulas • Conditional formatting • Explained about Preparation of Charts • Preparation of Students Marks • Pivot Table • Data Filtering Operations • Page setup
06/09/2019	<p>1. Brief about Hacking</p> <ol style="list-style-type: none"> a. Shot Film about various types of hacking b. DDOS attack c. Phishing attack d. Sniffing attack e. Spoofing attack <ul style="list-style-type: none"> • Seminar Presentation by Students for assign topics

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Report

The class was well informed with the basic computer terms with Interactive Session mode.



The first day start with Classification of Computer and its applications like Supercomputer, Mainframe, Mini Computer and Macro computer and different Operating Systems, User Interfaces, Networking and Internet etc. and students were able to gain knowledge about uses of different Computers in different areas like space, tropical, Education and Research & Development and uses of operating system and its user interfaces and Internet and Its

applications etc.

The second day class start with Computer Viruses and its types. Students were able to gain the knowledge about different types of virus and ways to protect computer from virus.

After session students started with Word Processing and Its operations like setting up page layout, paragraph, line spacing, creating new style, Mail Merge, Smart Art, Inserting Shapes, Clipart etc. and students were able to gain the knowledge about different function of Word Processing and Its applications etc.



Third day start with Ms-Word and Ms-Excel classes and after session students are taken into computer lab for practical knowledge of MS-Office. Some students had already worked on MS-Office with simple data entry; they were introduced to additional formulas, data filtration, compare data, pivot tables, chart preparation, linking with database etc.

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The last day classes started with different types of hacking and attacking techniques, explained various tools and its applications etc.



Assignments were conducted to examine the understanding of students on the various topics covered.

MADRAS SCHOOL OF SOCIAL WORK (MSSW)

DEPARTMENT OF PSYCHOLOGY

ATTENDANCE (COMPUTING SKILLS (LEVEL 4))

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MADRAS SCHOOL OF SOCIAL WORK (MSSW)

DEPARTMENT OF PSYCHOLOGY

ATTENDANCE FOR EVEN SEMESTER 2020-2021

S.No	Register No.	Name	06/09/2019														
			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1	1915781086001	AALIYA THAHSEEN A	X	X	X	X	X										
2	1915781086002	ABEE VAKKAS P	X	X	X	X	X										
3	1915781086003	ADHIAADAVAN SARAVANAN	X	X	X	X	X										
4	1915781086004	AJEETHA S	X	X	X	X	X										
5	1915781086005	AKRUTI BAGLA	X	X	X	X	X										
6	1915781086006	ANANDHI SUBRAMANIAN	X	X	X	X	X										
7	1915781086007	ANUSREE SIVAKUMAR	X	X	X	X	X										
8	1915781086008	ARPITA RAMAN	X	X	X	X	X										
9	1915781086010	BALA KUMAR NAGA LAKSHMI	X	X	X	X	X										
10	1915781086011	DIVYA SHRI S	X	X	X	X	X										
11	1915781086012	DIYA JUMAANA	X	X	X	X	X										
12	1915781086013	HAMSHINI S	X	X	X	X	X										
13	1915781086014	HARI KUMAR J C	X	X	X	X	X										
14	1915781086015	HARISHANKAR M V	X	X	X	X	X										
15	1915781086016	HARITHA K	X	X	X	X	X										
16	1915781086017	J SHIVA YINI	X	X	X	X	X										
17	1915781086018	JALASREE R	X	X	X	X	X										
18	1915781086019	JANANNI S R	X	X	X	X	X										
19	1915781086020	JAYASHREE S	X	X	X	X	X										
20	1915781086021	JAYASRI K L	X	X	X	X	X										
21	1915781086022	JAYASURYA B	X	X	X	X	X										
22	1915781086023	K NANDINI	X	X	X	X	X										
23	1915781086024	KANTHANA K D	X	X	X	X	X										
24	1915781086025	KAVIYA M	X	X	X	X	X										
25	1915781086027	KHATHAMBARI P	X	X	X	X	X										
26	1915781086028	KRITHIK M	X	X	X	X	X										
27	1915781086029	KRITHIKASE V	X	X	X	X	X										
28	1915781086030	LAKSHMI G	X	X	X	X	X										
29	1915781086031	MEGHA N	X	X	X	X	X										
30	1915781086033	P NANDHEETHA	X	X	X	X	X										
31	1915781086034	PRAGATHI S	X	X	X	X	X										
32	1915781086035	PRAKRUTHI S	X	X	X	X	X										
33	1915781086036	RAHUL T	X	X	X	X	X										
34	1915781086038	S A AKSHAYAA RAJESWARI	X	X	X	X	X										
35	1915781086039	S HEMASREE	X	X	X	X	X										
36	1915781086040	S KRISHANTH ARIYAN	X	X	X	X	X										
37	1915781086041	SHARANI V	X	X	X	X	X										
38	1915781086042	SHRUTIKA SANJAY PAWAR	X	X	X	X	X										
39	1915781086044	SRIDHAR S	X	X	X	X	X										
40	1915781086045	SUJANANDHINI L J	X	X	X	X	X										
41	1915781086046	SUSSANNAH J	X	X	X	X	X										
42	1915781086047	THAMAYANTHI P	X	X	X	X	X										
43	1915781086048	THOoba NIHAAL V	X	X	X	X	X										
44	1915781086049	V SAI SARADHA	X	X	X	X	X										
45	1915781086050	VINITHA V	X	X	X	X	X										
46	1915781086051	B ROOPHA	X	X	X	X	X										
47	1915781086052	GOKUL C P	X	X	X	X	X										
48	1915781086053	PREETHA VARSHENE S M	X	X	X	X	X										
49	1915781086054	KAILASH GANESH	X	X	X	X	X										

Signature of Faculty

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