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	 Classification of Computer and its applications Supercomputer Mainframe Mani Computer Macro Computer Overview of Computer Hardware and Software Operating System and Its types File types and extensions 						
04/09/2019	5. Computer Network & Internet and its applications 1. Brief about Computer Virus and types Trojan Worms Ransomeware Spywares Email virus etc Ways to Protect computer from virus 2. Ms-Word Basic operation of word Creating New style Insert Header & footer and its types of operation						

	 Cross reference Creating of table Track Changes and etc. Ms-Word Practical Lab							
05/09/2019	1. File Management Importance of file Management Backing of files File and folder Manipulating Windows 2. Spreadsheets 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	Brief about Hacking a. Shot Film about various types of hacking b. DDOS attack c. Phishing attack d. Sniffing attack e. Spoofing attack • Seminar Presentation by Students for assig topics							

Report

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



The first day start with Classification of applicationslike and its Computer Supercomputer, Mainframe, Mini Computer and Macro computer and different Operating Systems, User Interfaces, Networking and Internet etc.and students were able to gain uses of different knowledge about Computers in different areas like space, Education and Research& tropical, 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 virusand ways to protect computer from virus.

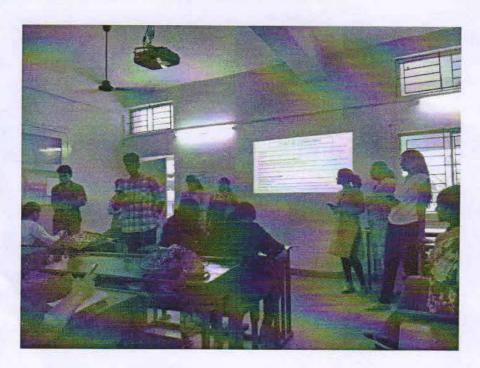
After session studentsstarted with Word Processing and Its operations like setting up page layout, paragraph, line spacing, creating new style, Mail Merge, Smart Art, Inserting Shapes, Clipart etc. and students were able to gain the knowledge about different function of Word Processing and Its applications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

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

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MADRAS SCHOOL OF SOCIAL WORK (MSSW)

DEPARTMENT OF PSYCHOLOGY

ATTENDANCE FOR EVEN SEMESTER 2020-2021

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