



COMPUTER SKILL DEVELOPMENT PROGRAMME

(csdp-2018)

A Faculty Development Program (2017-18)

GokarajuRangarajuInstitute of technology
(autonomous)

Bachupally-Hyderabad-500090

Registration Details

NAME: _____

DEPT: _____

COLLEGE ID NO: _____

PHONE NO : _____

EMAIL ID: _____

Important Dates

Registration starting date: 27th Jan 2018

Registration end date:1st Feb 2018

Course starting date:5th Feb 2018

Course ending date: 17th Mar 2018

Participants shall send the above format
(Registration Details) to following email id

Email id: msofficedp@gmail.com

Contact details: Phno: 9949976188,
9652703559.

Detail's of the program

Target Audience: Faculty/Non-Teaching staff

Duration of program: 6 Weeks

Total no.of Sessions: 30

No.of Sessions per day: 1Hr.

Schedule: 5Feb-17Mar 2018

Method of Instruction: Both Theory and

Practical **Assessment:** 1.Quiz

2.Assignments/Tutorial 3.project 4.Daily

Evaluation

Attendance: Stipulated attendance is compulsory

Certificate: Qualified participants will be awarded certificates by GRIET

Feed-back: Participant's feed-back is solicited.

Topic	Resource Persons
Microsoft Word	Ch.Sunitha, T.Anitha, R.Shalini, G.Karuna
Microsoft Power Point	A.Kapil Kumar, A.Sravanthi,and D. SugunaKumari
Microsoft Excel-Basic	STGY Sandhya, D SugunaKumari, and Ch. Sunitha
Microsoft Excel-Tables and Graphs	P. Rajesh, G. Gouthami, R. Shalini and M.Mounica
Microsoft Access	T. Anitha, and A. Kapil Kumar.
Antivirus	M.Mounica, AVN Reddy, A. Sowmya, V. Tirupati
File conversion	V.Vijaykumar, STGY Sandhya, A. Sowmya, V. Tirupati
Software Installation	A.Sravanthi, G Karuna, AVN Reddy and Tirupati

COMPUTER SKILL DEVELOPMENT PROGRAMME

(CSDP-2018)

A Faculty Development Program

Organized by

Department of CPDS

5 February to 17 March 2018

Venue

Basic Science Block (Block III)



Gokaraju Rangaraju Institute of Engineering and Technology
(Autonomous)
Bachupally, Hyderabad-50090(Telangana)
www.griet.ac.in

About GRIET

GokarajuRangaraju Institute of Engineering and Technology (GRIET) is a Premier Institute established in the year 1997 under the patronage of the GokarajuRangaraju Educational Society. The college is approved by AICTE and is affiliated to JNTU, Hyderabad and has been given autonomous status. The mission of GRIET is to achieve and impart quality education with an emphasis on practical skills and social relevance. GRIET strives to provide state-of-art infrastructure. Multi-specialty faculty continuously review, Innovate and experiment teaching methodologies and learning resources and focus on research, training and consultancy through an integrated institute-industry symbiosis.

About Department of CPDS

Department of CPDS was formed in year 2013 to prepare students to develop programming skill as per industry expectation. During this period, department of cpds has successfully conducted faculty development program along with IIT Bombay in “Computer Programming Skill Development” in the year 2014 in which most of the CSE and IT Department faculty has participated and received the certificate’s. Similarly this department has conducted IIT Mooc’s program for all the first year students in C-Programming in the year 2014 and 2015 in which more than 250 students took part in each year and more than 180 students were certified for the same. This department has always reached the expectations of students and industry in terms of quality education and could able to achieve high pass percentage since the department has formed.

About the program:

The Department of CPDS proposes to organize a Faculty Development Program for all Teaching Faculty and Non-Teaching staff to provide an opportunity for improving / enhancing their computer skills applicable to their regular works in their respective domains. The course content is designed based upon the requirement and feedback from the faculty and staff of GRIET.

Vision & Mission of each course



Vision: *Microsoft Word* is a word processing system that can be utilized for both business and personal use. While already feature rich and critical for productivity, Microsoft continues to improve and enhance Word with each new release. **Mission:** Microsoft Word training at New Horizons will help you develop or improve your Microsoft Word skills so that you are able to make the most of this industry standard application. All of our Microsoft Word classes are taught by Microsoft Expert Trainers.



Vision: *Microsoft PowerPoint* is powerful software that allows you to create captivating slide presentations that can easily be shared on the web. If you want to present any information creatively and professionally, then Microsoft PowerPoint is the perfect tool. **Mission:** New Horizons has courses to help you learn how to use Microsoft PowerPoint and get started on creating memorable PowerPoint presentations. All of New Horizons' Microsoft PowerPoint classes are taught by Microsoft Expert Trainers.



Vision: *Microsoft Excel* is the most commonly used spreadsheet application. Learning how to use Excel is an investment in both your personal and professional life. Excel makes it easy to monitor financial performance, such as business profit or loss, calculate payments on large purchases, plan a budget, or stay organized with checklists. **Mission:** As an employee, learning how to use Excel efficiently provides value, since most jobs utilize this application. This opens up more opportunities for employment and career advancement. When employees know how to use Excel, it improves their efficiency in the workplace. Employees who know how to create detailed worksheets, invoices, charts, and complex formulas achieve professional results in a fraction of the time.



Vision: Take control of your data with *Microsoft Access* relational database software training at New Horizons. Our courses will teach you basic to advanced features of Access. **Mission:** Whether you are new to Access or an advanced user, this training will cover what you need to know as efficiently as possible. And, of course, all classes are delivered by one of our Microsoft Expert Trainers

FDP Organization :

Convener: Dr.S.Ramamurthy Vice principal

Coordinator: Dr.B.Srinivasa Rao HOD CPDS

Co-Coordinator: A.Kapil Kumar. Asst.Prof

Active members: Dept. Of CPDS