

**DELHI UNIVERSITY COMPUTER CENTRE
UNIVERSITY OF DELHI
DELHI – 110007**

Phone No.: 27667165, Fax No.: 27662373

Training Schedule (May 2017 – August 2017)

(Timings: 02:00 PM to 05:00 PM)

S.No.	Course	Period	Prerequisite	Coordinator
1.	BASIC COMPUTER CONCEPTS, MS-WORD, POWER-POINT, EXCEL, INTERNET & E-MAIL	15-05-2017 to 26-05-2017	None	Nitin Dawar
2.	S P S S – (Statistical Package for Social Sciences)	29-05-2017 to 02-06-2017	knowledge of Computer with statistical background	Namita
3.	Web Designing with HTML & Dreamweaver CS5	05-06-2017 to 16-06-2017	Knowledge of Computer Operation	Seema Sirpal
4.	Database Management through MS-ACCESS	19-06-2017 to 30-06-2017	Elementarty knowledge of Computer Programming	Manish Srivastava
5.	Advance EXCEL	03-07-2017 to 14-07-2017	Basics of Worksheet	Namita
6.	PHP and MySQL	17-07-2017 to 21-07-2017	Knowledge of HTML	Seema Sirpal
7.	BASIC COMPUTER CONCEPTS, MS-WORD, POWER-POINT, EXCEL, INTERNET & E-MAIL	24-07-2017 to 04-08-2017	None	Manish Srivastava
8.	Introduction to Matlab	21-08-2017 to 25-08-2017	Knowledge of Programming & mathematical background.	Namita

Interested staff (Teaching & non – teaching) / PG students / Research Scholars of University of Delhi, should send their application through their HOD/ Principal of the college to the Director, DUCC. DUCC will start receiving applications only one week before the date of commencement of a particular course. A participant can apply maximum for two courses in a session on separate application forms.

Note: Course Certificates will be awarded only to those, who will have a minimum 80% attendance and undergo an assessment carried out at the end / during the course.

A minimum of ten (10) applicants, are required for a course to run. A course can accommodate up to twenty (20) participants on a strictly first come first serve basis.

DIRECTOR

Application forms and course detail are also available at: <http://ducc.du.ac.in/training.html>