

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

Phone No.: 27667165, Fax No.: 27662373

Training Schedule (May 2018 – August 2018)

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

S.No.	Course	Period	Prerequisite	Coordinator
1.	Basic Computer Concepts, MS-Word, PowerPoint, Excel, Internet & E-mail	07-05-2018 to 18-05-2018	None	Manish Srivastava
2.	S P S S – (Statistical Package for Social Sciences)	21-05-2018 to 25-05-2018	knowledge of Computer with statistical background	Namita
3.	Web Designing with HTML & Dreamweaver CS5	04-06-2018 to 15-06-2018	Knowledge of Computer Operation	Seema Sirpal
4.	Database Management through MS-ACCESS	18-06-2018 to 29-06-2018	Elementary knowledge of Computer Programming	Manish Srivastava
5.	Basic Computer Concepts, MS-Word, PowerPoint, Excel, Internet & E-mail	02-07-2018 to 13-07-2018	None	Nitin Dawar
6.	Introduction to Matlab	16-07-2018 to 20-07-2018	Knowledge of Programming & mathematical background.	Namita
7.	PHP and MySQL	23-07-2018 to 27-07-2018	Knowledge of HTML	Seema Sirpal
8.	Advance EXCEL	06-08-2018 to 17-08-2018	Basics of Worksheet	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>