SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visvesvaraya Technological University, Belagavi& Approved by AICTE, New Delhi.)
#14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru– 560 057.
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Phone: 080-28 372800/1/2   Fax: 080-28 372797

Date: 24/11/2014

CIRCULAR

Office staff are here by informed about Chemistry department is conducting Staff development program on Computer based and E-learning training for one day on 01/12/2014. All office staff participate in staff development program.

HOD

Dept. of Chemistry
Dr B.S. Krishna
Professor & HOD
Department of Chemistry
Sapthagiri College of Engineering
Bangalore 560 057

Principal
Sapthagiri College of Engineering
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College of Engineering
Creating Tomorrow

Training on Computer based E-Learning Program Schedule

Speaker: Prof. Kamalakshi Naganna
Department of Computer Science
Sapthagiri College of Engineering, Bangalore-560057

Date: 01/12/2014

Time	Topics
10:30 am To 12:30 pm	Introduction to computers and basics of computer like Microsoft word, Microsoft office Excel, Power point, and E-learnings like Scenarios, Templates
	Lunch Break
01:30 pm To 04:15 pm	E-learnings like Scenarios, Templates etc.

Dr. B.S. KRISHNA
Professor & Head
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"Training on Computer Based E-Learning"

By

Prof. Kamalakshi Naganna

Department of Computer Science, SCE

Date: 1/12/2014

Venue: ECE Seminar Hall & CSE Lab

Organized *by:*
SAPTHAGIRI COLLEGE OF ENGINEERING

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Chikkasandra, Hesaraghatta Road, Bangalore-560057

Computer based and E-learning training

Attendance sheet

Sl. No.	Name of office staff	Date:01.12.2014
1	Mahalakshmi R	*signature*
2	Padmashree G	*signature*
3	NayanaRangaraj	*signature*
4	Ramesh M	*signature*
5	Hanume Gowda K H	*signature*
6	Rajanna N	*signature*
7	Jayashree B L	*signature*
8	Sayesuthe A M	*signature*
9	Jyothirmayee P H	*signature*
10	Nagarathna M V	*signature*
11	Suma B	*signature*

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Report of computer based and E-learning training

Introduction

This computer based and E-learning training is an umbrella term for learning enhanced by the use of computers. As an office staff it is mandatory for one to know the basics and have a core idea in order to satisfy the purpose of work and establish an acceptable conclusion. The computer based and E-learning training gave this opportunity to the office staff to enhance their knowledge in digital world. The computer based and E-learning training programme summarized the aspects relating to the traditional office learning methods. This computer based and E-learning training intended to orient participants towards developing their own ideas with due attention to every stage of computer use.

Objectives

The major objectives kept in mind while framing this computer based and E-learning training were as follows:

- ➤ The learner can think, respond and give feedback on the subject.
- ➤ It offers a stimulating environment where the learner can learn at his own idea.
- ➤ Through computer based and E-learning training, office staff can keep abreast with ever changing technology.
- ➤ Requires minimal technical support.
- ➤ Billing options comprise user ID, number of accesses, and date/time of access.
- ➤ Training to users is very easily delivered.

The programme was attended by 11 participants on 01/12/2014 from Sapthagiri College of Engineering. Attendees included only Office staff form varied background. While designing the structure of the programme it was kept in mind that there are going to be people from different background that's why emphasis was given on computer based and E-learning training as a whole not pertaining to one single field so that maximum can be benefitted out of it.

Summary

The speaker explained what Computer based and E-learning training was all about. She connected things starting from the rig manual entry to the modern digital entries. She described how the process of Computer based and E-learning training takes place when it comes to information entry. The second issue which they emphasised on was the collection of data. According to Prof. the

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two sources of data collection are the primary and the secondary sources and one has to choose among the two in accordance to the question which has been framed.

She emphasised on the framing of the Computer based and E-learning training and held it to be the fundamental and initial step to do work using computer. One should focus on the suitability of the Computer based and E-learning training and its applicability to which type of work. She was made the sessions interactive and based on various examples for better understanding of the E-learning. Last but not the least when the houses were open for questions the office staff were keen to ask and with the same level of enthusiasm they were justifiably answered by professor.

Speaker: Prof. KAMALAKSHI NAGANNA, HOD of CSE

Topic: Computer based and E-learning training

Morning session: Presentation

Afternoon session: Hands on Training

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Certificate

This is to certify that Mr. /Ms. _Mahalakshmi R_____

of _Sapthagiri College of Engineering_____ has participated and successfully

completed one day Staff Development Program on *"Computer based and E-learning*

training" organized by the Department of Basic Science, Sapthagiri College of

Engineering held on 01/12/2014 (Monday)

Dr. B S Krishna

HOD, Dept. of Chemistry

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Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore- 560 057

Principal