

AGRICULTURAL COOP. STAFF TRAINING INSTITUTE, MADHAVARAM, CHENNAI - 51

**TRAINING PROGRAMME ON "BASICS IN COMPUTERS & INTERNET"
FOR PACCS**

PERIOD: FROM 28.08.2025 TO 30.08.2025

TIME TABLE (CLASS ROOM NO -2)

DAY	TIME	TOPIC	FACULTY (TVL / TMT)
THURSDAY 28.08.2025	09.30 A.M. - 10.00 A.M.	REGISTRATION	COORDINATOR
	10.00 A.M. - 10.30 A.M.	INAUGURATION	PRINCIPAL
	10.30 A.M. - 11.15 A.M.	ICE BREAKING AND ENTRY TEST	COORDINATOR
	11.15 A.M. - 11.30 A.M.	TEA BREAK	
	11.30 A.M. - 12.45 P.M.	Basics of computer and Internet - E-mail usage in Office	D VELAYUTHAM CHIEF MANAGER/FACULTY ACSTI
	12.45 P.M. - 01.45 P.M.	LUNCH BREAK	
	01.45 P.M. - 03.00 P.M.	Introduction to MS-Word and its usages	R SATHIASAYEE CHIEF MANAGER / FACULTY
	03.00 P.M. - 03.15 P.M.	TEA BREAK	
	03.15 PM. - 04.30 P.M.	MS WORD Hands on	M NAGARAJAN FACULTY, ACSTI
FRIDAY 29.08.2025	09.30 A.M. - 10.00 A.M.	RECAP	COORDINATOR
	10.00 A.M. - 11.15 A.M.	Introduction to MS-Excel and its usages. Issues like common formulae, data sorting, graphs, etc.	D VELAYUTHAM CHIEF MANAGER/FACULTY ACSTI
	11.15 A.M. - 11.30 A.M.	TEA BREAK	
	11.30 A.M. - 12.45 P.M.	MS-Excel – Hands on	S VEERAKANNAN MANAGER / FACULTY
	12.45 P.M. - 01.45 P.M.	LUNCH BREAK	
	01.45 P.M. - 03.00 P.M.	Mail merge - using Mail merge for report preparation	M NAGARAJAN FACULTY, ACSTI
	03.00 P.M. - 03.15 P.M.	TEA BREAK	
	03.15 PM. - 04.30 P.M.	Mail Merge function - Hands on	M NAGARAJAN FACULTY, ACSTI
SATURDAY 30.08.2025	09.30 A.M. - 10.00 A.M.	RECAP	COORDINATOR
	10.00 A.M. - 11.15 A.M.	Introduction to Power point presentation and how to prepare PPT and to make effective presentations - Hands on	D VELAYUTHAM CHIEF MANAGER/FACULTY ACSTI
	11.15 A.M. - 11.30 A.M.	TEA BREAK	
	11.30 A.M. - 12.45 P.M.	Cyber Security - Protection of Hardware, Software & Password protection	M NAGARAJAN FACULTY, ACSTI
	12.45 P.M. - 01.45 P.M.	LUNCH BREAK	
	01.45 P.M. - 03.00 P.M.	LIBRARY	
	03.00 P.M. - 03.15 P.M.	BREAK	
	03.15 PM. - 04.00 P.M.	EXIT TEST COURSE EVALUATION	COORDINATOR
	04.00 P.M - 04.30 P.M.	VALEDICTION	PRINCIPAL

COORDINATOR : D VELAYUTHAM



AGM / Principal