Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India

ESCI

INFORMATION TECHNOLOGY DIVISION

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

Working with BOSS Linux & LibreOffice
(Hands-on Practical BOSS Linux)
17 – 20 September 2024

LibreOffice

Introduction

Linux is a Unix-like computer operating system assembled under the model of free and open source software development and distribution. Linux based systems are increasingly being used to power mission critical server systems, network servers and desktops. With its open source heritage and rich applications, organizations have for the first time available with them open standards based platform. Linux is a "modern operating system", with features such as High Data Security, Virtual Machines, memory protection, and preemptive multitasking

LibreOffice is a powerful and free office suite, a successor to OpenOffice(.org), used by millions of people around the world. Its clean interface and feature-rich tools help you unleash your creativity and enhance your productivity. LibreOffice includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing).
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Objectives

The objective of the hands-on training is to help BOSS Linux System Users, acquire a practical insight into the working and administration of a Linux based system

Course Coverage

- Overview Of Linux
- Linux V Windows Operating System
- Linux File Structure
- System Initialization
- Linux Basic Commands
- Browsing Linux File system
- User & Groups Administration
- Files & Folder Permissions
- File System Management
- GNOME Desktop environment
- Working with GUI Tools
- **Working in Libre office**
- Documenration using **Libre** Writer
- Spread sheet preparation using **Libre** Calc
- Presentation preparation using **Libre** Impress
- Network Settings

- Mail & Browing Tools
- Configure Evolution mail client tool
- Remote Access Tools
- System Initialization
- Service Management
- Package Management
- Configuring Printers
- Loading drivers of MFDs printers.
- CD / DVD Writing
- Installing Kavach Application in Linux
- Software updates & Patch Management
- Network File Sharing (NFS)
- Security Tools in Linux
- Sharing Files & Folder using SAMBA
- Linux Troubleshooting.

Training Prerequisites: All training attendees should have Basic System and Operating System knowledge .

Target Participants

- Officers / Engineers / Scientists from Govt / Defence / DRDO / DGQA organization, who are using LINUX / BOSS LInux Operating System.

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)
Centre for Promotion of Professional Excellence

Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with Hands- on Practical, with tools, audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

Benefits to the participants

- Hands-on Practical experience
- At the end of the program, participants will be able to understand how to configure and work with Linux. They will be able to create users, Share folders and trouble shoot Linux problems.
- Participants will learn effective utlilization of Libra Office applications

Programme Dates & Timings

Dates: 17– 20 September 2024

Session timings will be from 10:00 AM – 05:00PM with 15 Minutes Tea breaks, 1 Hour Lunch Break

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA
Sr Faculty & Head IT,
Information Technology Division,
Engineering Staff College of India, Hyderabad.

Course Fee Classroom Program

₹ **22,000/- (Residential Fee)** per participant. Fee includes course material, course kit, twin-sharing / single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of training programme

Course Fee for Online Program

₹ **14,000/-** per Participant. Fee includes 3 Months LMS Platform Access for Digital Learning , 30 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No: 36AAATT3439Q1ZV, HS No.: 999293** (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of **"THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA"** by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank** A/c No. **912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

Online registration shall be available on ESCI web portal : http://www.escihyd.org/index.php/it-upcoming-trainings

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : **it@escihyd.org**

A Certificate of participation will be awarded to each participant on conclusion of the programme.