



**Shri Shanteshwar VidyaVardhakha Sangha's**

**Shri G R Gandhi Arts, Shri Y A Patil Commerce and  
Shri Shanteshwar Science Degree College Indi - 586 209**

(Affiliated to Rani Channamma University, Belagavi) (Re-accredited at "B" Level by NAAC )

In Collaboration with

**Internal Quality Assurance Cell**

**Organized**

**One Week Special Training on Computer Literacy for Office Staff**

17<sup>th</sup> to 23<sup>rd</sup> December 2020

**President: Shri S. B. Jadhav, Principal.**

**Trainer: Shri S. V. Honakatti, Office Superintendent,  
Sharanappa M KHED College Indi**

**Programme Co-ordinator: Dr. Jayaprasad D. IQAC Co-ordinator**

**Venue: College ICT Room**

**Time: 10:00AM to 3:30PM**

**ALL ARE CORDIALLY INVITED**

**About Programme:**

In today's technological era, human is handicapped without adequate professional skills to perform Excellency in daily office task. The institutional performance and correspondence is depended on how well the E-Governance works. The continuous updating office staff makes the college strong and Vision oriented.

The Present Programme organized to encourage the computerized administration in every aspect of office management and correspondence with different departments, authority, university, etc. The activities in this program address the needs of office staff, who want to learn basic computer skills to enhance their work efficiency and for their personal interests and institutional goals.

**Schedule and Content of the Programme****17<sup>th</sup> to 23<sup>rd</sup> December 2020**

Time: 10:00AM to 3:30PM

<b>Date</b>	<b>Topics Covered</b>	<b>Credit Hours</b>
Day 1 ( 17-12-2020 )	Assembling the Computer	2 Hours
	Basic of Computer	3 Hours
Day 2 ( 18-12-2020 )	Typing in English, Kannada,	2 Hours
	Shortcut Keys and uses and DTP works	3 Hours
Day 3 ( 19-12-2020 )	Uses of Computer in Office	2 Hours
	File Management	2 Hours
Day 4 ( 20-12-2020 )	Introduction of Electronic Correspondence	2 Hours
	E-Challan 281, Drafting	3 Hours
Day 5 ( 21-12-2020 )	Creation of Google Form	1 Hours
	Admission details Entry	4 Hours
Day 6 ( 22-12-2020 )	Uses of Microsoft Excel in Office	1 Hours
	Data Entry as Required by Annexures of RCUB	2 Hours
	Data Management in Excel	2 Hours
Day 7 ( 23-12-2020 )	Turnover Calculation in Excel	3 Hours
	Arrears Calculation in Excel	3 Hours
<b>Total Credit Hours</b>		<b>36 Hours</b>

\*Every sessions are arranged with theory and practical demonstrations.