Administrative Training Programme for Non-Teaching Staff

Duration: 30 hours

Medium: Online   **Type: Theory and Hands-on Training**

Objectives

i. To impart knowledge about the basic technological aspects of daily life;
ii. To provide hands-on training on different ICT tools including softwares etc.;
iii. To provide theoretical knowledge about different ICT tools;
iv. To build confidence in using and utilising ICT tools and techniques.

Learning outcomes

i. Understanding the various tools of popular operating systems including Windows, Android, etc.
ii. Understanding the know-how of the popular ICT tools such as Microsoft Excel, Word etc.
iii. Learning the handling of the frequently used products and tools namely Google Workspace in academic purposes;
iv. Understanding how to prepare different products of Google such as Gmails, Google docs, Slides, Forms, Spreadsheets, etc.
v. Learning how to operate the Android operating systems optimally;

Syllabus

A) Basics of Information Technology

1) Windows Operating System (Desktop)

2) Basics of Android Operating System (Mobile)

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B) Microsoft Word

1) Basic of MS Word

2) Formatting documents

3) Page layout and Printing

4) Mail merge and Reference

C) Microsoft Excel (duration hours)

1) Basic of MS Excel

2) Formatting cells

3) Data handling

4) Formulas and Charts

D) Google Workspace

1) G-Mail basics and advance

2) Google Drive – 2 hours

3) Google Meet and Contacts – 1 hours

4) YouTube and Google Search – 2 hours

E) Basics of Tally