

Title: COMPUTER SKILL DEVELOPEOPMENT FOR COLLEGE STAFF

Type	<i>WORKSHOP</i>	Start Date	<i>26/08/2019.</i>
Title	Computer Skill Development For College Staff	End Date	<i>31/08/2019</i>

Objective:(example presented below)

The aim and objective of this event is to acquired the knowledge as follows:

- ✓ *To train College teachers and staff on computer*
- ✓ *To develop expertise in office automation*
- ✓ *To enhance their skill in ICT based teaching*

List of Potential Speakers/participants with their affiliations:

Number of participants:

Image of Programme Schedule 1st page:

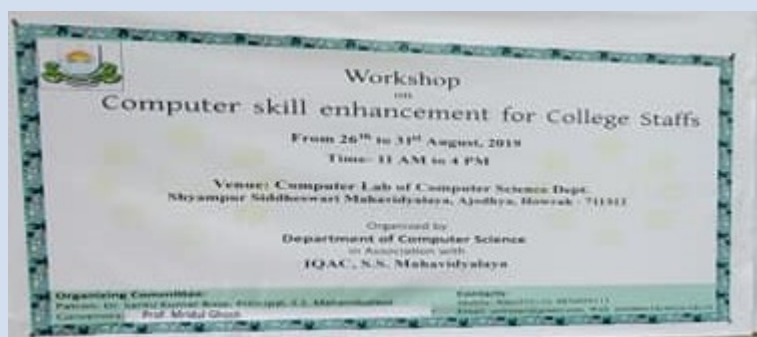


Image of the event:





Coordinator Name

Mridul Ghosh

Contact Number

9062472110

Outcome: (example)

After completion of this event the acquired the following outcome:

- ✓ *The teachers and staff are trained in Microsoft Word, Excel and PowerPoint*
- ✓ *The use of internet in Emailing, web browser surfing and use of cloud*
- ✓ *Teachers are skilled in using ICT based tools like PPT, Gmeet, ZOOM, Adobe acrobat reader, sue of projector, Google form, Google slides*