

May 19, 2021

**Subject - One Week STC on Enhancement of Computer Skill for office staff**

IEEE Student Branch at SLIET, Longowal invites applications from interested office staff members for attending one week short term course on Enhancement of Computer Skill.

Name of Instructor : Ashwani Kumar Aggarwal, Branch Counsellor

Medium of Instruction : Easy English

Period : 24-30 May 2021

Timings : 7 - 8 AM

Registration Link : <https://forms.gle/pu86GxcrsUmt3uJt9>

Lesson Link : <https://meet.google.com/ygz-yxnj-hrw>

The schedule of the STC is given below.

Date	Day	Topic
24 May 2021	Monday	Fundamentals of Computer and Information Technology
25 May 2021	Tuesday	Microsoft Word
26 May 2021	Wednesday	Microsoft Excel
27 May 2021	Thursday	Microsoft Powerpoint
28 May 2021	Friday	Printing, scanning, drafting emails & data presentation tools
29 May 2021	Saturday	Google Drive, Google Docs, Google Sheets, Google Slides
30 May 2021	Sunday	Quiz, Discussion and Feedback

A certificate of appreciation will be given by the IEEE Student Branch to those securing atleast 80% marks in the quiz.

Best regards,

Ashwani Kumar Aggarwal  
Branch Counsellor