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| 1. Name of the Institute | LOVELY PROFESSIONAL UNIVERSITY, PUNJAB, INDIA (A unit of Lovely International Trust), An ISO 9001:2015, ISO/ISE 27001:2013 Institute |
| 1. Name / Title of the Course | Certificate Course in IT tools for effective administration |
| 1. Proposed Dates and Duration of the Course in Weeks / Months | 5 Days (Online Mode) – 3 hours per day from 24th May 2021 to 28th May 2021 |
| 1. Eligibility Criteria for Participants and Age Limits | Any Graduate with Basic knowledge of Computers  Maximum Age: No bar |
| 1. Basic outline of the course | This course is an introduction to IT tools used for routine tasks in Office. Google offers free tools for personal/educational usage, after learning these day-to-day IT tasks (like reports/documents/emails etc.) can be managed in very efficient and productive manner. |
| 1. Content of the Course   (What all would be covered in the course) | * Introduction to Google products for office   + Power of Gmail   + Time Management through Calendar   + Drive, a tool for collaborative working and anywhere access   + Forms for collecting data and analysis   + Google Docs   + Data analysis using Google Sheet * Introduction to Office 365   + Mail Merge   + Creating charts and graphs   + Data analysis using Power Pivot |
| 1. Learning Outcome | 1. Improvement in data analysis and data handling capabilities. 2. Quickly send customized emails to hundreds of users. 3. Manage office tasks efficiently. |
| 1. Instructional Strategy | Through demonstration and practice. |
| 1. Course would be relevant for what type of audience | For any managers or team leaders who handle reporting of team and spend time on analyzing productivity. |
| 1. Mode of Evaluation of Performance of ITEC Participant | Online |