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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 ComputersMaximum 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
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| 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.
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| 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 |