

A. Name of the Institute	LOVELY PROFESSIONAL UNIVERSITY, PUNJAB, INDIA (A unit of Lovely International Trust), An ISO 9001:2015, ISO/ISE 27001:2013 Institute
B. Name / Title of the Course	Certificate Course in IT tools for effective administration
C. Proposed Dates and Duration of the Course in Weeks / Months	9 th Dec to 22 nd Dec 2022 2 weeks
D. Eligibility Criteria for Participants and Age Limits	Any Graduate with Basic knowledge of Computers Maximum Age: No bar
E. 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.
F. Content of the Course (What all would be covered in the course)	<ul style="list-style-type: none"> • Introduction to Google products for office <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Mail Merge ○ Creating charts and graphs ○ Data analysis using Power Pivot
A. Learning Outcome	<ol style="list-style-type: none"> 1. Improvement in data analysis and data handling capabilities. 2. Quickly sending customized emails to hundreds of users. 3. Managing office tasks efficiently.
A. Instructional Strategy	Through demonstration and practice.
B. Course would be relevant for what type of audience	Diplomats, Senior and Middle Level officers of various ministries and Government Offices, School and College Principals / Rectors, Professional from different functional areas of I.T and Engineering .For any managers or team leaders who handle reporting of team and spend time on analyzing productivity.
Mode of Evaluation of Performance of ITEC Participant	Online

