**Report on One Week Basic Computer Skills Program**

**Session (2021-22)**

The IT Club of Department of Computer Science organized an "One Week Basic Computer Skills Program" for Non –Teaching Faculty of the College.

While corona virus and remote learning has made computer literacy a much more pressing issue, it is one that is not likely to go away with the virus. As technology becomes more prevalent in the classroom and society, we must make sure that all students and employees have equitable access and training, not just so that they are able to learn and complete their assignments/regular works, but also so that they are prepared for a workforce in which comfort with technology is a growing necessity.

Topics covered during this Program:

1.MS-Word Basics

2. MS-Excel Basics

3. MS-PowerPoint Basics

4. Internet Basics

Date:17th to 22nd January,2022

Venue: Computer Lab 2

Faculty on Duty:Mrs. Pooja

List of Non-Teaching Faculty who attended the Program

1.  Mr. Jarnail (Lab Attendant in Dept. of Physics)
2.  Mr. Parvesh (Lab Attendant in Dept. of Chemistry)
3.  Mr. Abhishek(Lab Attendant in Dept. of Chemistry)
4.  Mr. Bhupinder Singh(Lab Attendant in Music Department)
5.  Ms. Deepika (Office Non -Teaching Faculty)
6.  Ms. Bandana (Library Staff)