MES ASMABI COLLEGE
P.Vemballur, Kodungallur

FIVE DAY ONLINE ADMINISTRATIVE TRAINING PROGRAMME FOR NON- TEACHING STAFF

COMPUTER TRAINING ON
OFFICE AUTOMATION

3rd to 7th August 2020

DAY-1:
03-AUG-2020 TIME 10.A.M
Understanding the Various Concepts of Office Automation

DAY-2:
04-AUG-2020 TIME 10.A.M
Operating Computer using GUIbased OS

DAY-3:
05-AUG-2020 TIME 10.A.M
Networking and Software Installation

Resource Person:
Sri. Sajeev Kumar
Senior Superintendant
DDO Thrissur

DAY-4:
04-AUG-2020 TIME 10.A.M
Office Management Practices and Office Automation Techniques

DAY-5:
05-AUG-2020 TIME 10.A.M
Database Management Systems

Dr. A Biju
Principal

Dr. Shafeer P S
IQAC Coordinator

ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL, MES ASMABI COLLEGE, P.VEMBALLUR
AFFLIATED TO UNIVERSITY OF CALICUT, NAAC REACCREDITED WITH B++