

## **WORKSHOP FOR ENHANCEMENT OF TECHNOLOGICAL SKILLS FOR ADMINISTRATIVE STAFF**

The workshop for “*Enhancement of Technological Skills*” was conducted on 8<sup>th</sup> and 12<sup>th</sup> of August 2009 in two sessions for the administrative staff. The main objective of the workshop was to enhance the technical skills (computer skills) so as to manage computerized data efficiently.

It started up as a single day workshop but due to demand from the participants it was extended as a two session programme with hands on experience in the Computer Science Lab. The course content included Basic Windows operations, Microsoft Word and Microsoft Excel. The highlight of the program was the use of shortcuts for the different operations which was highly appreciated by all participants.

The first day session included the Basic Windows operations and Microsoft Word concepts. The second day session covered Microsoft Excel and participants were given hands on experience.

The website committee members were always present for instructing and guiding the participants. The course was well received by the participants who found it interesting and informative. Feedback from the participants was very positive and they unanimously demanded for more such sessions. The course was highly appreciated and supported by the Principal and the College management. The committee is thankful to the Principal and the College management for giving the provision to conduct the workshop.