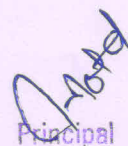


Maniben M. P. Shah Mahila Arts College, Kadi

Circular

Date: 21/12/2020

This is to inform all the students that the IQAC of the college is going to Organize **“Skill Enhancement Course”** on **“Computing Skills - Basic Computer ICT”** during 1/1/2021 to 7/1/2021. Please do registration on or before the last date for registration 31/12/2020.



Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.



Skill Enhancement Course

in

Computing Skill – Basic Computer

Organized by,

Internal Quality Assurance Cell (IQAC)

Maniben M. P. Shah Mahila Arts College, Kadi

(NAAC Accredited “B” Grade (2.48 CGPA))

Managed By

M. P. Shah Education Society, Kadi

Date: 01st Jan. to 07th Jan. 2021

Last Date of Registration: 31st Dec., 2020

Fees: No any Registration Fee

All Participants will get Certificate

*Those students who are interested to do this Workshop Kindly
Contact College Admin Office



IQAC Coordinator



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Maniben M.P. Shah Mahila Arts College, Kadi

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society, Kadi)

Website : www.mahilaartskadi.org

Email : mmsmac@yahoo.com

Email : prinhm Patel@gmail.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P/2020-21

Date : 08/01/2021

Skill Enhancement Course Report: Computing Skill - Basic Computer

Duration: 01st January to 07th January, 2021

Introduction:

The skill enhancement courses on "Computing Skill - Basic Computer" Program was organized by IQAC, Maniben M. P. Shah Mahila Arts College during 01 January to 07 January, 2021, aimed to provide students with fundamental knowledge and practical skills in using computers effectively. Led by Prof. Milan Kadikar, an experienced educator, the course focused on demystifying basic computer concepts and fostering digital literacy among participants. Total 50 students have participated in this program.

Objective:

- To familiarize students with essential computer hardware and software components.
- To develop proficiency in using common computer applications for everyday tasks.
- To empower students with practical skills for navigating digital environments and utilizing technology resources.

Course Structure and Methodology:

The course spanned over several months and adopted a structured approach to cover key aspects of basic computer skills. The Expert utilized a combination of lectures, hands-on demonstrations, practical exercises, and interactive sessions to facilitate effective learning. The curriculum included the following components:

Introduction to Computers: The Expert provided an overview of computer systems, components, and their functions, helping students understand the basic architecture of computers.

Operating Systems and Software: Participants learned about different operating systems, such as Windows and macOS, and gained hands-on experience in navigating the desktop environment and managing files and folders.

Word Processing and Document Creation: The course covered essential word processing skills using software like Microsoft Word, focusing on formatting documents, creating tables, and using basic editing tools.

Spreadsheet Applications: Students were introduced to spreadsheet software like Microsoft Excel, learning to create, format, and analyze data using formulas and functions.

Internet and Email Basics: The Expert guided students in accessing the internet safely, conducting online research, and sending and receiving emails using popular email platforms.

Cyber security and Digital Citizenship: Participants were educated about cyber security best practices, including password management, safe browsing habits, and ethical use of digital resources.

Course Outcomes:

Improved Digital Literacy: Students demonstrated enhanced proficiency in using computers and navigating digital environments with confidence.

Practical Application Skills: Participants acquired practical skills in using common computer applications for everyday tasks such as word processing, spreadsheet management, and internet browsing.

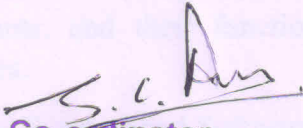
Increased Productivity: The course equipped students with tools and techniques to improve their efficiency and productivity in both academic and professional settings.

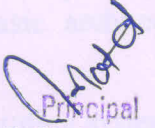
Enhanced Problem-Solving Abilities: Students developed problem-solving skills through troubleshooting common computer issues and learning to utilize available resources for assistance.

Empowerment for Lifelong Learning: The course empowered students with foundational computer skills essential for lifelong learning and adaptation to evolving technological advancements.

Conclusion:

The Computing Skill - Basic Computer course, led by Prof. Milan Kadikar, played a pivotal role in equipping students with fundamental computer knowledge and practical skills. Through comprehensive instruction and hands-on learning experiences, participants gained confidence in using computers effectively for various purposes. The acquired skills are invaluable assets that will benefit students in their academic pursuits, professional endeavors, and everyday life in an increasingly digital world. Such initiatives underscore the importance of digital literacy in empowering individuals to thrive in the modern era of technology.


Co-ordinator
IQAC
Maniben M.P.Shah Mahila
Arts College, Kadi


Principal
Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.

Maniben M. P. Shah Mahila Arts College Kadi
Registration List

Basic Computer



Sr. No.	M/F	Name	Roll No.	Subject	Year (FY/SY/TY)
1	F	VAGHELA HINABEN ABHESINH	50	Psy	FY
2	F	BAROT HETAL KAMLESHBHAI	51	Psy	FY
3	F	BAROT NISHA MUKESHBHAI	52	Psy	FY
4	F	CHAUHAN DIYABEN ARUNSINH	53	Psy	FY
5	F	CHAUHAN POONAMBEN HIMMATSINH	54	Psy	FY
6	F	CHAUHAN RAJALBEN ROHITSINH	55	Psy	FY
7	F	CHAUHAN RAJESVRIBEN KARANSINH	56	Psy	FY
8	F	CHUAHAN POOJAKANWAR K	57	Psy	FY
9	F	DABHI URVASHIBEN ABHESINH	58	Psy	FY
10	F	DHOBI MUSKAN SABIRBHAI	59	Psy	FY
11	F	KURESHI RIZVANABANU HIMANTKHA	60	Psy	FY
12	F	PARMAR RINABEN BHARATKUMAR	61	Psy	FY
13	F	PARMAR SOBHNA KHENGARBHAI	62	Psy	FY
14	F	PRAJAPATI ASMITABEN VISHNUBHAI	64	Psy	FY
15	F	PRAJAPATI URMILA KIRITKUMAR	65	Psy	FY
16	F	RAVAD ANADBEN MANILAL	66	Psy	FY
17	F	RAVAL RIDDHIBEN RAJUBHAI	67	Psy	FY
18	F	SAIYED SAJIYABANU SAFIMAHMMAD	68	Psy	FY
19	F	SHEKH ARSIBANU ASLAMBHAI	69	Psy	FY
20	F	SOLANKI PRIYANKABEN MANUBHAI	70	Psy	FY
21	F	THAKOR ALPABEN LAXMANJI	71	Psy	FY
22	F	THAKOR HIRAL NATVARJI	72	Psy	FY
23	F	THAKOR HIRALBEN RAMESHJI	73	Psy	FY
24	F	THAKOR KOMALBEN MAHENDRABHAI	74	Psy	FY
25	F	THAKOR MEENABEN KANUJI	75	Psy	FY
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47	F	THAKOR TEJALBEN RAMESHJI	97	Psy	FY
48	F	THAKOR VIMAL GANPATJI	98	Psy	FY
49	F	VANKAR MAYURIBEN MELABHAI	99	Psy	FY
50	F	BHARAVAD NILAMBEN BHARATBHAT	100	Psy	FY

Principal
Maniben M.P. Shah Mahila Arts College
Kadi - (N.G.)-384440

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

01 - 01 - 2021

Training Date: 1/1/2021 to 7/1/2021

Training Time 9.00 to 12.00

From: 09:00 AM

To: 12:00 AM

Details of Student

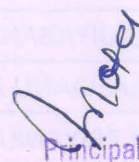
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50	F	BHARAVAD NILAMBEN BHARATBHAI	100	Psychology	FY	P

Total	50
Present	48
Absent	2

Trainer's Name: Milan Kadikar

Signature:

Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

02.01.2021.

Training Date: 1/1/2021 to 7/1/2021

Training Time 9.00 to 12.00

From: 09:00 AM

To: 12:00 AM

Details of Student

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50	F	BHARAVAD NILAMBEN BHARATBHAI	100	Psychology	FY	P

Total	50
Present	47
Absent	3

Trainer's Name: Milan Kadikar

Signature:

M. Kadikar

Maniben

Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 390 315.

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

03/01/2021

Training Date: 1/1/2021 to 7/1/2021

Training Time 9.00 to 12.00

From: 09:00 AM

To: 12:00 AM

Details of Student

Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
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Total	50
Present	48
Absent	2

Trainer's Name: Milan Kadikar

Signature:

MKadikar

Maniben M. P. Shan

Principal

Maniben M. P. Shan Mahila Arts College
Kadi - (N.G.) - 382 115.

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

04/01/2021

Training Date: 1/1/2021 to 7/1/2021

Training Time 9.00 to 12.00

From: 09:00 AM

To: 12:00 AM

Details of Student

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14	F	PRAJAPATI ASMITABEN VISHNUBHAI	64	Psychology	FY	P
15	F	PRAJAPATI URMILA KIRITKUMAR	65	Psychology	FY	P
16	F	RAVAD ANADBEN MANILAL	66	Psychology	FY	P
17	F	RAVAL RIDDHIBEN RAJUBHAI	67	Psychology	FY	P
18	F	SAIYED SAJIYABANU SAFIMAHMMAD	68	Psychology	FY	P
19	F	SHEKH ARSIBANU ASLAMBHAI	69	Psychology	FY	P
20	F	SOLANKI PRIYANKABEN MANUBHAI	70	Psychology	FY	P
21	F	THAKOR ALPABEN LAXMANJI	71	Psychology	FY	P
22	F	THAKOR HIRAL NATVARJI	72	Psychology	FY	A
23	F	THAKOR HIRALBEN RAMESHJI	73	Psychology	FY	A
24	F	THAKOR KOMALBEN MAHENDRABHAI	74	Psychology	FY	P
25	F	THAKOR MEENABEN KANUJI	75	Psychology	FY	P
26	F	THAKOR NITABEN ARVINDI	76	Psychology	FY	P
27	F	THAKOR PRIYANKA VIRAMJI	77	Psychology	FY	A
28	F	THAKOR URMILA RAMAJI	78	Psychology	FY	P
29	F	CHAUHAN SHRADDHA DINESHBHAI	79	Psychology	FY	P
30	F	CHAVDA DIPIKABEN RANJITKUMAR	80	Psychology	FY	P
31	F	GOSWAMI ARTI POPATGIRI	81	Psychology	FY	P
32	F	MANSURI RUBINABEN IBRAHIMBHAI	82	Psychology	FY	P

33	F	PARMAR PAYAL MUKESHBHAI	83	Psychology	FY	P
34	F	PATEL DIMPAL BHARATBHAI	84	Psychology	FY	P
35	F	PATEL HARDI DASRATHBHAI	85	Psychology	FY	P
36	F	PATEL JANVI MAHESHBHAI	86	Psychology	FY	P
37	F	PRAJAPATI JAIMINI DEVABHAI	87	Psychology	FY	P
38	F	PRAJAPATI NIKI ROHITBHAI	88	Psychology	FY	P
39	F	SIPAI ASMINABANU TAIYABMIYA	89	Psychology	FY	P
40	F	SOLANKI DISHABEN BHARATBHAI	90	Psychology	FY	P
41	F	THAKOR ARTIBEN BAKAJI	91	Psychology	FY	P
42	F	THAKOR KINAJBEN RANGAJI	92	Psychology	FY	P
43	F	THAKOR NEHA BHARATJI	93	Psychology	FY	P
44	F	THAKOR PALLAVI BECHARJI	94	Psychology	FY	P
45	F	THAKOR PUNAMBEN JYANTIJI	95	Psychology	FY	P
46	F	THAKOR SUMITRABEN RASHIKJI	96	Psychology	FY	P
47	F	THAKOR TEJALBEN RAMESHJI	97	Psychology	FY	P
48	F	THAKOR VIMAL GANPATJI	98	Psychology	FY	P
49	F	VANKAR MAYURIBEN MELABHAI	99	Psychology	FY	P
50	F	BHARAVAD NILAMBEN BHARATBHAI	100	Psychology	FY	P

Total	50
Present	47
Absent	3

Trainer's Name: Milan Kadikar

Signature:

MKadikar

Maniben M. P. Shah
Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

05/01/2021

Training Date: 1/1/2021 to 7/1/2021

Training Time 9.00 to 12.00

From: 09:00 AM

To: 12:00 AM

Details of Student

Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
1	F	VAGHELA HINABEN ABHESINH	51	Psychology	FY	P
2	F	BAROT HETAL KAMLESHBHAI	52	Psychology	FY	P
3	F	BAROT NISHA MUKESHBHAI	53	Psychology	FY	P
4	F	CHAUHAN DIYABEN ARUNSINH	54	Psychology	FY	P
5	F	CHAUHAN POONAMBEN HIMMATSINH	55	Psychology	FY	P
6	F	CHAUHAN RAJALBEN ROHITSINH	56	Psychology	FY	P
7	F	CHAUHAN RAJESVRIBEN KARANSINH	57	Psychology	FY	P
8	F	CHUAHAN POOJAKANWAR K	58	Psychology	FY	P
9	F	DABHI URVASHIBEN ABHESINH	59	Psychology	FY	P
10	F	DHOBI MUSKAN SABIRBHAI	60	Psychology	FY	P
11	F	KURESHI RIZVANABANU HIMANTKHA	61	Psychology	FY	P
12	F	PARMAR RINABEN BHARATKUMAR	62	Psychology	FY	P
13	F	PARMAR SOBHNA KHENGARBHAI	63	Psychology	FY	P
14	F	PRAJAPATI ASMITABEN VISHNUBHAI	64	Psychology	FY	P
15	F	PRAJAPATI URMILA KIRITKUMAR	65	Psychology	FY	P
16	F	RAVAD ANADBEN MANILAL	66	Psychology	FY	P
17	F	RAVAL RIDDHIBEN RAJUBHAI	67	Psychology	FY	P
18	F	SAIYED SAJIYABANU SAFIMAHMMAD	68	Psychology	FY	P
19	F	SHEKH ARSIBANU ASLAMBHAI	69	Psychology	FY	A
20	F	SOLANKI PRIYANKABEN MANUBHAI	70	Psychology	FY	A
21	F	THAKOR ALPABEN LAXMANJI	71	Psychology	FY	P
22	F	THAKOR HIRAL NATVARJI	72	Psychology	FY	P
23	F	THAKOR HIRALBEN RAMESHJI	73	Psychology	FY	P
24	F	THAKOR KOMALBEN MAHENDRABHAI	74	Psychology	FY	P
25	F	THAKOR MEENABEN KANUJI	75	Psychology	FY	P
26	F	THAKOR NITABEN ARVINDI	76	Psychology	FY	P
27	F	THAKOR PRIYANKA VIRAMJI	77	Psychology	FY	P
28	F	THAKOR URMILA RAMAJI	78	Psychology	FY	P
29	F	CHAUHAN SHRADDHA DINESHBHAI	79	Psychology	FY	P
30	F	CHAVDA DIPIKABEN RANJITKUMAR	80	Psychology	FY	P
31	F	GOSWAMI ARTI POPATGIRI	81	Psychology	FY	P
32	F	MANSURI RUBINABEN IBRAHIMBHAI	82	Psychology	FY	P

33	F	PARMAR PAYAL MUKESHBHAI	83	Psychology	FY	P
34	F	PATEL DIMPAL BHARATBHAI	84	Psychology	FY	P
35	F	PATEL HARDI DASRATHBHAI	85	Psychology	FY	P
36	F	PATEL JANVI MAHESHBHAI	86	Psychology	FY	P
37	F	PRAJAPATI JAIMINI DEVABHAI	87	Psychology	FY	P
38	F	PRAJAPATI NIKI ROHITBHAI	88	Psychology	FY	P
39	F	SIPAI ASMINABANU TAIYABMIYA	89	Psychology	FY	P
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43	F	THAKOR NEHA BHARATJI	93	Psychology	FY	P
44	F	THAKOR PALLAVI BECHARJI	94	Psychology	FY	P
45	F	THAKOR PUNAMBEN JYANTIJI	95	Psychology	FY	P
46	F	THAKOR SUMITRABEN RASHIKJI	96	Psychology	FY	P
47	F	THAKOR TEJALBEN RAMESHJI	97	Psychology	FY	P
48	F	THAKOR VIMAL GANPATJI	98	Psychology	FY	P
49	F	VANKAR MAYURIBEN MELABHAI	99	Psychology	FY	P
50	F	BHARAVAD NILAMBEN BHARATBHAI	100	Psychology	FY	P

Total	50
Present	48
Absent	2

Trainer's Name: Milan Kadikar

Signature:

MKadikar

Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 387 715.

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

Training Date: 1/1/2021 to 7/1/2021

07/01/2021

Training Time 9.00 to 12.00

From: 09:00 AM

To: 12:00 AM

Details of Student

Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
1	F	VAGHELA HINABEN ABHESINH	51	Psychology	FY	P
2	F	BAROT HETAL KAMLESHBHAI	52	Psychology	FY	P
3	F	BAROT NISHA MUKESHBHAI	53	Psychology	FY	P
4	F	CHAUHAN DIYABEN ARUNSINH	54	Psychology	FY	P
5	F	CHAUHAN POONAMBEN HIMMATSINH	55	Psychology	FY	P
6	F	CHAUHAN RAJALBEN ROHITSINH	56	Psychology	FY	P
7	F	CHAUHAN RAJESVRIBEN KARANSINH	57	Psychology	FY	P
8	F	CHUAHAN POOJAKANWAR K	58	Psychology	FY	P
9	F	DABHI URVASHIBEN ABHESINH	59	Psychology	FY	P
10	F	DHOBI MUSKAN SABIRBHAI	60	Psychology	FY	P
11	F	KURESHI RIZVANABANU HIMANTKHA	61	Psychology	FY	P
12	F	PARMAR RINABEN BHARATKUMAR	62	Psychology	FY	P
13	F	PARMAR SOBHNA KHENGARBHAI	63	Psychology	FY	P
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17	F	RAVAL RIDDHIBEN RAJUBHAI	67	Psychology	FY	P
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19	F	SHEKH ARSIBANU ASLAMBHAI	69	Psychology	FY	A
20	F	SOLANKI PRIYANKABEN MANUBHAI	70	Psychology	FY	A
21	F	THAKOR ALPABEN LAXMANJI	71	Psychology	FY	P
22	F	THAKOR HIRAL NATVARJI	72	Psychology	FY	P
23	F	THAKOR HIRALBEN RAMESHJI	73	Psychology	FY	P
24	F	THAKOR KOMALBEN MAHENDRABHAI	74	Psychology	FY	P
25	F	THAKOR MEENABEN KANUJI	75	Psychology	FY	P
26	F	THAKOR NITABEN ARVINDI	76	Psychology	FY	P
27	F	THAKOR PRIYANKA VIRAMJI	77	Psychology	FY	P
28	F	THAKOR URMILA RAMAJI	78	Psychology	FY	P
29	F	CHAUHAN SHRADDHA DINESHBHAI	79	Psychology	FY	P
30	F	CHAVDA DIPIKABEN RANJITKUMAR	80	Psychology	FY	P
31	F	GOSWAMI ARTI POPATGIRI	81	Psychology	FY	P
32	F	MANSURI RUBINABEN IBRAHIMBHAI	82	Psychology	FY	P

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34	F	PATEL DIMPAL BHARATBHAI	84	Psychology	FY	P
35	F	PATEL HARDI DASRATHBHAI	85	Psychology	FY	A
36	F	PATEL JANVI MAHESHBHAI	86	Psychology	FY	P
37	F	PRAJAPATI JAIMINI DEVABHAI	87	Psychology	FY	P
38	F	PRAJAPATI NIKI ROHITBHAI	88	Psychology	FY	P
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47	F	THAKOR TEJALBEN RAMESHJI	97	Psychology	FY	P
48	F	THAKOR VIMAL GANPATJI	98	Psychology	FY	P
49	F	VANKAR MAYURIBEN MELABHAI	99	Psychology	FY	P
50	F	BHARAVAD NILAMBEN BHARATBHAI	100	Psychology	FY	P

Total	50
Present	45
Absent	5

Trainer's Name: Milan Kadikar

Signature:

MKadikar

Maniben
Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.



Smt. M. M. Shah Mahila Arts College, Kadi
MANIBEN M. P. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi



Certificate

This is to certify that Kum./Smt./Shri Barot Hetal kameshbhai
has successfully completed Computing & Skill Course Basic computer I
from 1/7/2021 to 7/7/2021 with A grade.

Date : 7/11/2021
Place : Kadi

Programme Co-Ordinator
Smt. M.M. Shah Mahila Arts College, Kadi

Principal
Smt. M.M. Shah Mahila Arts College, Kadi



Smt. W. M. Shah Mahila Arts College, Kadi
MANIBEN W. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi

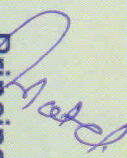


Certificate

This is to certify that Mun./Smt./Shri Ravul Anandben Manilal
has successfully completed Computing Skills Course Basic computer
from 1/1/2021 to 7/1/2021 with A grade.

Date : 7/1/2021
Place : Kadi


Programme Co-Ordinator
Smt. M.M. Shah Mahila Arts College, Kadi


Principal
Smt. M.M. Shah Mahila Arts College, Kadi



Smt. M.M. Shah Mahila Arts College, Kadi
MANIBEN M.P. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi



Certificate

This is to certify that Mum./Smt./Shri Parvati Prakashbhai
has successfully completed Computing Skills Course Basic Computer ICT
from 1/1/2021 to 7/1/2021 with A grade.

Date : 7/1/2021
Place : Kadi

M.Kadikar
Programme Co-Ordinator
Smt. M.M. Shah Mahila Arts College, Kadi

M.Kadikar
Principal
Smt. M.M. Shah Mahila Arts College, Kadi

MANIBEN M.P SHAH MAHILA ARTS COLLEGE, KADI

Basic Computer ICT

Professor : Milan Kadikar

DATE- 1/1/2021 to 7/1/2021			TOTAL DAYS-7	
SR.NO	DATE	TIME	TOPIC NAME	TOTAL HOURS
1	01/01/2021	09:00 Am To 12:00 Am	Knowing Computer	03 Hours
2	01/02/2021	09:00 Am To 12:00 Am	Based Operating System	03 Hours
3	01/03/2021	09:00 Am To 12:00 Am	Using Spread sheet	03 Hours
4	01/04/2021	09:00 Am To 12:00 Am	Using Word Processing	03 Hours
5	01/05/2021	09:00 Am To 12:00 Am	Making Small Presentation	03 Hours
6	01/06/2021	09:00 Am To 12:00 Am	Introduction to INTERNET , WWW & Web Browsers	03 Hours
7	01/07/2021	09:00 Am To 12:00 Am	Using a Exacel	03 Hours

(Signature)
Principal