



**Dr B R Ambedkar
National Institute of Technology
Jalandhar - 144011**



Computer Applications

(1st – 3rd December , 2021)

Organized by :

Centre for Continuing Education

**Dr B R Ambedkar National Institute of Technology
Jalandhar - 144011**

ABOUT US



Dr B R Ambedkar National Institute of Technology was established in the year 1987 as Regional Engineering College and was given the status of National Institute of Technology (Deemed University) by the Government of India on October 17, 2002 under the aegis of Ministry of Human Resource Development, New Delhi. Now the Ministry of Human Resource Development, Government of India has declared the Institute as “Institute of National Importance” under the act of Parliament-2007. As one of the National Institutes of Technology (NIT), the Institute has the responsibility of providing high quality education in Engineering, Technology and Sciences to produce competent technical and scientific manpower for the country.

CENTRE FOR CONTINUING EDUCATION

(CCE) is established in the Institute to cater the need of the society. The centre will provide a multidisciplinary platform for policy discourse. This will bring researches, practitioners and interested members of our community together in order such burning issues. Interactions among public officials, civil society and the private sector in the search for creative solutions to public policy problems take management decision for development of society.

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FACILITIES

- Guest house & Hostel facility available.
- Well-equipped classroom
- Tennis Court, Basketball court, Cricket Ground, etc
- Gym Facility
- Cells and Clubs

OBJECTIVES

- To understand the computer properties to be used in office working.
- Demonstrate employability skills and a commitment to professionalism.
- Operate a variety of advances spreadsheet, operating system and word processing functions.
- Solve a range of problem using office productivity applications, and adapt quickly to new software releases.

CONTENTS TO BE COVERED

- Knowing Computer
- Operating Computer using GUI Based Operating System
- Understanding Word Processing (MS Word)
- Understanding Spreadsheet (MS Excel)
- Introduction to Internet, WWW and web browsers
- Understanding Slides (MS Powerpoint)
- Communication and collaboration
- Making small presentation
- Principals of Computer Security

A CERTIFICATION etical

A certificate from NIT will be issued to those participants who satisfactorily complete the requirements of the course.

A etical METHODOLOGY

A combination of theoretical and practical inputs in the form of group discussions, and success stories will be used for knowledge sharing.

PARTICIPANT'S PROFILE etical

All officials of Central & State Government Departments, Public Sectors, Board, Educational Institutions, Managers & Senior Managers from Private Sectors.

VENUE

CCE, Dr B R Ambedkar
National Institute of Technology,
Jalandhar -144011

REGISTRATION

The numbers of seats are limited and nomination will be accepted on first-cum-first basis.

Interested candidate/organization needs to send the **registration form**.

Last date of nomination is 25th December 2021

PROGRAMME FEE

The **registration fee**

Residential : Rs 25000/- + GST

Non Residential : Rs 15000/- + GST

(Internal candidates shall be exempted from GST)

REGISTRATION & PAYMENT LINK

<https://www.nitj.ac.in/events/registration/capp2021/login>

TRAVEL AND ACCOMODATION

The Participants will have to make their own travel arrangements to reach the venue of the program on or before 01.12.2021.

Stay and Food arrangements shall be provided to the participants on availabilities of Seats.

PLACES TO VISIT

**Golden Temple,
Wagha Border,
Devi Talab Mandir,
Jang-e-Azadi memorial,
Rangla Punjab,
Hari Pattan Bird Sanctuary**

(Participants may visit to the different places during free time)

CHIEF - PATRON

Sh. Subhash Chandra Ralhan, Chairperson,BOG, NITJ

PATRON

Prof. L K Awasthi, Director, NIT Jalandhar

COORDINATOR

Dr S K Mishra, Registrar & Head, CCE

CO-COORDINATOR

Mr Bhupinderjit Singh , Dr Prashant

For any query Email us : stc@nitj.ac.in || Contact us : +91- 9478098010