Dear Deans and Heads of Department/Unit/Centre
Kindly encourage your CAA for attending the training workshop.
Director/SDC

Programme code CPD/2015/011

Staff Development Centre

Union Complex, University of Jaffna
Website: www.jfn.ac.lk/sdc
E-mail: sdc@jfn.ac.lk
Phone(Office): 021 2225924

Announcement

Training Workshop on ICT usage for Computer Application Assistants

Objectives
- To train the CAAs for effective usage of ICT in their routine office work at the faculty / department / units

Topics, Resource Persons and Dates

Applications	Topics to be covered	Resource Persons	Date & Time
Word Processing: Advanced features in MS-Word	• Usage of templates • Collaborative editing • Mail merge • Report writing • Typing in Unicode	Mrs. R. Mahesan Mrs. V. Surendranathan	*06.07.2015* *08.00 – 13.00*
Spreadsheet Application	• Data analysis • Collaborative editing • MS-Excel	Mrs. P. Balendran Mrs. S. Aravinthan	*07.07.2015* *08.00 – 13.00*
Computer system maintenance	• Partitioning and defragmenting hard disks • Installing and updating software • Sharing printers or photocopier on network • Handling antivirus • Basic troubleshooting	Mr. K. Ananthakrishnan Mr.T.Sugirthan Mr.P.Gobikrishna	*13.07.2015* *08.00 – 13.00*
Collaboration through Internet tools	• Calendar • Email • LMS	Dr. E.Y.A. Charles Mr. K. Sarveswaran	*14.07.2015* *08.00 – 13.00*

Target group
- Computer Application Assistants and Clerks

Registration
- Please fill the online form by visiting the website of SDC, www.jfn.ac.lk/sdc and submit same on or before **02.07.2015**

Venue
- Computer Centre

Director/SDC