

PARTICIPANTS

Maximum number of participants:	30
Minimum Eligibility:	Class X or students appeared in board examination 2019 or equivalent.
Course Duration:	5 Days
Course Hours:	15 Hours

REGISTRATION

Registration form will be available from the respective department of the Institute. Participant should submit their duly filled up form including registration fees to the coordinator of that course. Participants are requested to carry any his/her nationally recognized photo identity card during the course. Acceptance of registration is strictly on the 'First Come First Serve' basis.

IMPORTANT ANNOUNCEMENT

Registration Fees : 500 INR
Registration Begins : From 11th March 2019
Inauguration Date : 22nd April, 2019
Course Starts from : 22nd April, 2019
Certificate Distribution: 26th April, 2019

COURSE OBJECTIVE

The objective of that program is to impart basic computational knowledge in an easiest way and at a very affordable cost.

COURSE CONTENT

This course will going to focus on the following sections.

- ✓ Microsoft Office Tools (Word, Power Point, Excel).
- ✓ Google GSuite (Google Doc, Google Sheet, Google Slides, Google Form).
- ✓ Basic Image Editing and Animation.

COURSE COORDINATOR

Prof. Anupam Mukherjee

Computer Science & Engineering
And

Information Technology,
Siliguri Institute of Technology
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A SHORT TERM COURSE

ON

COMPUTER PROFICIENCY PROGRAM

Organized By



**DEPARTMENT OF
COMPUTER SCIENCE & ENGINEERING
AND
INFORMATION TECHNOLOGY**



Siliguri Institute of Technology

Under Techno India Group
(Approved by AICTE & Affiliated to MAKAUT)

PO: Sukna, Siliguri, Dist: Darjeeling
West Bengal-734009

India

Phone: (0353)2778002/004/ Fax: (0353)2778003

COURSE TIMING

Inauguration:	22nd April, 2019	12.30 p.m.
Classes:	22 nd April, 2019 -to- 26 th April, 2019	1.00 p.m. -to- 4.00 p.m.
Feedback and Valedictory**:	26 th April, 2019	4.30 p.m.

*** Certificate will be provided to the participants upon successful completion of the course.*

ROUTINE OF CLASSES

Date	Time	Activity
DAY 1	12.30 p.m. – 1.00p.m.	Inauguration
	1.00 p.m. – 2.00 p.m.	Image Editing using Adobe Photoshop
	2.00 p.m. – 3.00 p.m.	2D Animation using Flash.
	3.00p.m. – 4.p.m.	Hands on Practical Session
DAY 2	1.00 p.m. – 2.00 p.m.	Word Processing Application
	2.00 p.m. – 3.00 p.m.	Presentation Tool
	3.00p.m. – 4.p.m.	Hands on Practical Session

Date	Time	Activity
DAY 3	1.00 p.m. – 2.00 p.m.	Working with Spread Sheet Application
	2.00 p.m. – 3.00 p.m.	G Suit Application- Google Doc, Google Slide.
	3.00p.m. – 4.p.m.	Hands on Practical Session
DAY 4	1.00 p.m. – 2.00 p.m.	G Suit Application- Google Form.
	2.00 p.m. – 3.00 p.m.	Google Sheet
	3.00p.m. – 4.p.m.	Hands on Practical Session
DAY 5	1.00p.m. – 4p.m.	Mini Projects
	4.15 p.m.	Valedictory Session Feedback Collection
	4.30 p.m.	Certificate Distribution

Applicants may contact the course coordinator for any clarification.

ABOUT THE DEPARTMENT

The Department is at the forefront of turning out graduate engineers with a high degree of technical expertise. It fosters the innovation and breadth of vision necessary to excel in the blooming software industry. The experienced faculty exposes budding engineers to a rigorous and exhaustive curriculum designed to bring out the best in them and to keep them in touch with the latest state of the art technology. Besides imparting theoretical knowledge, the emphasis is on hands-on training and overall development of the individual's personality. Equal importance is given to the classroom learning which is meant primarily for conceptual inputs. The teaching program has been devised keeping in view the need of a close interaction with the industry and higher education.

ABOUT THE INSTITUTION

An AICTE approved engineering institution under the auspices of Techno India Group, the Siliguri Institute of Technology (SIT) was established in 1999. Situated about 5 km away from Siliguri city, the institute has a sprawling and picturesque campus surrounded by a lush green environ. Along with the tea gardens, the dense forest of the Mahananda Sanctuary (Sukna) and the blue green Himalayan ranges, constitute an incredibly picturesque backdrop for it. Presently, the institute offers B.Tech. programs in CSE, IT, ECE, EE and CE. It also offers undergraduate and post graduate courses in management and computer applications along with an undergraduate program in Hotel management and Catering Technology.