



St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited 'A+' Grade by NAAC (3rd Cycle), CPE by UGC
Mehdipatnam, Hyderabad -500 028



Quality Connect

IQAC & Department of Computer Science

Under UGC Paramarsh Scheme

Organize a

Two Day State Level Workshop

on

Digital Skills for Effective Office Management

Date: 24th & 25th September, 2021

Time: 11:00am to 1:00pm

Mode: Online / Offline

Online Participants : Gmeet

Offline: ICT Centre @ St. Ann's

Topics to be Covered:

- **Creating Google Forms & Sheets**
- **Organizing in Google Drive**
- **ERP / MIS Systems**
- **ICT Best Practices**

Resource Persons:

Ms B Aparna

Asst Professor, Dept of CS

Ms. K Rajeswari,

Asst Professor, Dept of CS

Free Registration

Target Group : Administrative Staff

E-Certificates will be issued

<https://forms.gle/pJPCWX232fastJj19>



For further details contact: r20msds2020@gmail.com