

# UPNVJ Education Personnel Office Automation Training

Tuesday, 08 January 2019 16:15 WIB

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**UPNVJ Humas** - Starting 2019, the Jakarta "Veteran" National Development University held Office Automation Training for UPNVJ education staff for two days which was held on January 7-8 2019 at the UPNVJ campus. This training is aimed at improving administrative services and skills in the computer field so that educational staff can improve their work skills in completing work according to their duties and responsibilities. This activity was attended by approximately 150 education staff who were divided into four

groups. The event was opened by Dr. Ir. Halim Mahfud. M.Sc as PLH. Chancellor of UPNVJ. The activity coordinator is the Dean of the Faculty of Computer Science, Dr. Ermatita, M. Kom. Participants are directed to better understand how to use existing technology and information and practice directly so they really master the material being explained, especially *Microsoft word* and *Excel*.



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