

**UNIVERSITY OF NIGERIA, NSUKKA
OFFICE OF THE REGISTRAR**

MEMORANDUM

TO: Deans of Faculty/Directors of Institute/ Heads of Department/Unit	FROM: Registrar
REF: UNP/RC.23/S.1	DATE: April 12, 2018

SUBJECT: ICT TRAINING FOR HIGHER TECHNICAL OFFICERS

You are already aware that the Administration is making efforts to mobilize staff and students to ensure result-oriented Information and Communications Technology (ICT) response. In view of the fact that ICT facilitates office work, the University is working towards automation of administrative processes as well as research and learning.

The University is therefore organizing training for Administrative Staff (in groups) on automation packages that will enhance administrative jobs. In view of this, all Higher Technical Officers employed from 2015 to date will commence ICT training in the following order:

Academic Departments:

Faculties: Agriculture, Arts, Biological Sciences, Education and Engineering

Date: May 14 – 15, 2018

Time: 9.00 am – 12.00 noon daily

Faculties: Pharmaceutical Sciences, Physical Sciences, Social Sciences,
Veterinary Medicine and Vocational & Technical Education

Date: May 14 – 15, 2018

Time: 1.00 pm – 4.00 pm daily

Non-Academic Departments/Units

Date: May 16 – 17, 2018

Time: 9.00 a.m. – 12.00 noon daily

Venue: ICT-ACCESS Bank Centre

For further clarifications, please contact Rev. Ezichi A. Ituma (08063465010).



Chris C. Igbokwe Esq.

Registrar

cc: Vice-Chancellor
Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Administration)
Deputy Vice-Chancellor (Enugu Campus)
University Library
Bursar
Provost, College of Medicine
Director, ICT
PRO
Rev. Ezichi A. Ituma