



## OFFICIAL JUNE INTERNSHIP TIME TABLE

### 02-07TH JUNE 2025

#### **Briefing & Orientation**

- Introduction/About Us
- Making Payments
- Assigning Groups
- Organising Logbooks etc

### 09-14TH JUNE 2025

#### **MS office Applications**

- Word
- Excel
- Database(Access)
- ◆ Intern Report, Relationship Shapes, Mail Merge Ranking, VLOOKUP, Equations Tables, Forms & Queries

### 16-21ST JUNE 2025

#### **Graphic Designing**

- Adobe Photoshop
- Indesign
- ◆ Tools, Image Editing
- Poster, Magazine Designing

### 23-30TH JUNE 2025

#### **Website Dev't**

- HTML
- CSS

#### **Basic Database Programming**

- Php
- JavaScript, Sql
- Xampp Server
- cPannel
- ◆ Domains
- Website Hosting

### PUBLIC HOLIDAYS

- 03RD-Martyrs' Day**
- 06TH-Eid-Al-Adha**
- 09TH-Heroes' Day**

### TIME SCHEDULE

- MON-WEDNESDAY**
- THUR-SATURDAY**
- 09:30AM-01PM**
- 02PM-05:00PM**

