



## IQAC & DEPARTMENT OF COMPUTER SCIENCE

### HANSRAJ COLLEGE

Organizes

## Four days Workshop on Computer Awareness

for

Non-teaching Staff

### TRAINING SCHEDULE



<u>Day-1 ( 12<sup>th</sup> Dec'16 )</u>	<u>Day-2 ( 14<sup>th</sup> Dec'16 )</u>	<u>Day-3 ( 15<sup>th</sup> Dec'16 )</u>	<u>Day-4 ( 16<sup>th</sup> Dec'16 )</u>		
<b>10.00 AM - 11.00 AM</b> Inauguration	<b>Session 1</b> <b>9.00 AM - 10.00 AM</b> Introduction to MS Word	<b>Session 1</b> <b>9.00 AM - 10.00 AM</b> Introduction to MS Excel	<b>Session 1</b> <b>9.00 AM - 11.00 AM</b> Internet and Communication Skills for Digital World		
<b>11.00 AM - 11.30 AM</b> Tea-Break	<b>10.00 AM - 11.00 AM</b> Hands on Session	<b>10.00 AM - 11.00 AM</b> Hands on Session	<b>11.00 AM - 11.15 AM</b> Tea-Break		
<b>Session 1</b> <b>11.30 AM - 12.30 PM</b> Introduction to Computer Terminology & MS Office	<b>11.00 AM - 11.15 AM</b> Tea-Break	<b>11.00AM - 11.15 AM</b> Tea-Break	<b>Session 2</b> <b>11.15 AM - 12.15 PM</b> Hands on Session		
<b>12.30 PM - 1.30 PM</b> Hands on Session	<b>Session 2</b> <b>11.15 AM - 12.15 PM</b> Exploring MS Word	<b>11.15 AM - 12.15 PM</b> Exploring MS Excel	<b>12.15 PM</b> Valedictory Session		
<b>12.30 PM - 1.30 PM</b> Hands on Session	<b>12.15 PM - 1.15 PM</b> Hands on Session	<b>12.15 PM - 1.15 PM</b> Hands on Session			
<b>Ms. Sunita Chand</b>	<b>Ms. Anita</b> <b>Mr. Sanjay Narang</b>	<b>Mr. Sanjay Batra</b>	<b>Dr. Harmeet Kaur</b>	<b>Dr. Baljeet Kaur</b>	<b>Dr. Rama</b>
<b>Coordinator</b>	<b>Organizers</b>	<b>IQAC Convener</b>	<b>Convener</b>	<b>Teacher- In-charge</b>	<b>Off. Principal</b>