File No.5(1)7/12-UTCS(TS-1)/ 7449-7615   Date 30-03-12

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A three day's training course on **"Basic Functional Efficiency in Computerization"** is an important course in the list. The Course shall commence on **28th May , 2012 to 30th May, 2012 (Monday to Wednesday).**

IMPORTANCE OF THE COURSE

Computerization in Government Departments has become an important tool for improving efficiency and effectiveness of the organization. It helps in maintaining archival data as well as current data, creation of well formatted textual as well as graphical documents and accessing of information from other sources as well as dissemination of information to other sources through Internet with speed, accuracy, diligence and reduced paper work.

TARGET BENEFICIERIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies and Public sector undertakings. The course would be useful to all government functionaries, both at middle and lower level management to maintain data records and accessing/dissemination of information to/from other sources with the help of internet with speed, accuracy and reduced paper work. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Operate and handle computer hardware.
2. Create formatted textual as well graphical document.
3. Maintain database.
4. Use internet with security techniques
5. Mail the data/text data electronically.
6. Manage graphical data.

CONTENTS OF THE COURSE

1. Basics of Computer
2. Introduction to MS Word
3. Introduction to MS Excel
4. Introduction to MS PowerPoint.
5. Introduction to MS Access
6. Introduction to Computer networks, Internet and its security techniques
7. Introduction to Outlook Express

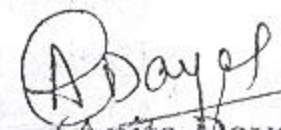8.   Introduction to PageMaker and Corel Draw

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Information Technology. While lecture method would be generally followed, practical application in computer will also be included in all sessions. The Course would be interactive and participants would be encouraged in raising questions and getting the doubts cleared.

NOMINATIONS FOR THE COURSE

1.   The Course envisages class strength of **40** Participants.
2.   Nominations shall be accepted on first-come-first-serve basis.
3.   Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by **21st May, 2012**.
4.   Nominations received after **21st May, 2012**.may not be entertained.
5.   Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1.   Participants are expected to come prepared with basic information on the course subject.
2.   Participants may bring copies of the latest departmental/Government circulars/ orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3.   Participants are expected to observe punctuality and regularity.
4.   Participants are expected to keep their mobile phones on silent mode during the training sessions.
5.   Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6.   Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7.   Participants may contact the undersigned for any information/clarification on training course.
8.   Contact/correspondence may be made on Tel. Fax No. **22308552**, email address adtrg1utcs.delhi@nic.in.
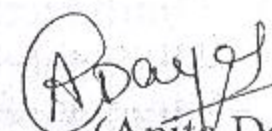
(Anita Dayal)
Assistant Director (Training)

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Copy forwarded to:
1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.

(Anita Dayal)
Assistant Director (Training)

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TRAINNG MODULE ON BASIC FUNCTIONAL EFFICIENCY IN COMPUTERIZATION

Name of the Package of Courses	BASIC FUNCTIONAL EFFICIENCY
Duration of the Course	Three Days (28.05.2012 to 30.05.2012) Monday to Wednesday
Number of Sessions	Twelve (12)
Training Branch	I
Name of Course Coordinator	Mrs. Anita Dayal, Asstt. Director

Sessions	Duration	Topics	Proposed Speaker
28.05.2012 Session – I 10.00 am- 11.15am	75 Min.	• Introduction to computers	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	• Basic and advanced operations in computers for daily office use	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	• Introduction to MS Word	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	• More Topics on MS Word	
29.05.2012 Session – V 10.00 am- 11.15am	75 Min.	• Introduction to MS Excel	
Tea			
Session –VI 11.30 am- 12.45pm	75 Min.	• Calculations and more Topics on MS Excel	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	• Introduction to Power Point	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	• Introduction to MS Access	

30.05.2012 Session – IX 10.00 am- 11.15am	75 Min.	• Introduction to Computer Networks and Internet and Network Security
Tea Session –X 11.30 am- 12.45pm	75 Min.	• E-mail and Practical operations in Government websites and portals
Lunch Session – XI 01.45 pm- 03.00pm	75 Min.	• Introduction to Microsoft OUTLOOK
Tea Session – XII 03.15 pm- 04.30pm	75 Min.	• Introduction to Adobe PageMaker and CorelDraw
04.30 pm – 04.45pm	15 Min.	Valediction and Distribution of Certificates