

F.No.1-1/2012-SD-II  
**SECRETARIAT TRAINING INSTITUTE**  
 (Staff Development Wing)

**TRAINING PLAN FOR EMPLOYEES UPTO BPS-16 FOR THE CALENDAR YEAR 2018**

S. No.	Course Title	Time table	Duration	Course Contents	Objective	Target Group
<b>COURSES ON “SERVICE RULES &amp; REGULATIONS”</b>						
1	Service Rules & Regulations	01-01-2018 to 12-01-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Conduct Rules, 1964.</li> <li>• An over view of Civil Servants Act. 1973.</li> <li>• APT Rules, 1973</li> <li>• E&amp;D Rules, 1973.</li> <li>• Appeal Rules, 1977.</li> <li>• Promotion Policy.</li> <li>• Seniority Rules.</li> <li>• Revised Leave Rules, 1980</li> <li>• PPRA Rules, 2004.</li> <li>• Retirement from Govt. service and re-employment (S.No.1-10 Chapter 6 Estacode Vol.I).</li> </ul>	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16
2	Service Rules & Regulations	30-04-2018 to 11-05-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Conduct Rules, 1964.</li> <li>• An over view of Civil Servants Act. 1973.</li> <li>• APT Rules, 1973</li> <li>• E&amp;D Rules, 1973.</li> <li>• Appeal Rules, 1977.</li> <li>• Promotion Policy.</li> <li>• Seniority Rules.</li> <li>• Revised Leave Rules, 1980</li> <li>• PPRA Rules, 2004.</li> <li>• Retirement from Govt. service and re-employment (S.No.1-10 Chapter 6 Estacode Vol.I).</li> </ul>	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16
3	Service Rules & Regulations	02-09-2018 to 14-09-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Conduct Rules, 1964.</li> <li>• An over view of Civil Servant Act. 1973.</li> <li>• APT Rules, 1973</li> <li>• E&amp;D Rules, 1973.</li> <li>• Appeal Rules, 1977.</li> <li>• Promotion Policy.</li> <li>• Seniority Rules.</li> <li>• Revised Leave Rules, 1980</li> <li>• PPRA Rules, 2004.</li> <li>• Retirement from Govt. service and re-employment (S.No.1-10 Chapter 6 Estacode Vol.I).</li> </ul>	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16
4	Service Rules & Regulations	10-12-2018 to 21-12-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Conduct Rules, 1964.</li> <li>• An over view of Civil Servant Act. 1973.</li> <li>• APT Rules, 1973</li> <li>• E&amp;D Rules, 1973.</li> <li>• Appeal Rules, 1977.</li> <li>• Promotion Policy.</li> <li>• Seniority Rules.</li> <li>• Revised Leave Rules, 1980</li> <li>• PPRA Rules, 2004.</li> <li>• Retirement from Govt. service and re-employment (S.No.1-10 Chapter 6 Estacode Vol.I).</li> </ul>	To refresh and update knowledge of participants about prevailing rules and regulations.	BPS 11-16

S. No.	Course Title	Time table	Duration	Course Contents	Objective	Target Group
<b>COURSES ON “OFFICE PROCEDURES”.</b>						
5	Office Procedures.	04-02-2018 to 16-02-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions: <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>• Basics of conduct of business in the Parliament (ROB, 1973).</li> <li>• Legislation (ROB, 1973).</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973).</li> <li>• Miscellaneous (Secretariat Instructions 57-63 Appendix ‘E’).</li> <li>• Conduct of cases of the Federal Govt. in Courts (SI Appendix ‘F’ Sub section 1-4 &amp; 20-23).</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 11-16
6	Office Procedures.	05-03-2018 to 16-03-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions: <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>• Basics of conduct of business in the Parliament (ROB, 1973).</li> <li>• Legislation (ROB, 1973).</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973).</li> <li>• Miscellaneous (SI Appendix ‘E’ Secretariat Instructions 57-63).</li> <li>• Conduct of cases of the Federal Govt. in Courts (SI Appendix ‘F’ Sub section 1-4 &amp; 20-23).</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 05-10
7	Office Procedures.	25-06-2018 to 06-07-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>• Distribution of work &amp; responsibilities</li> <li>• Basics of Secretariat Instructions: <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>• Basics of conduct of business in the Parliament (ROB, 1973).</li> <li>• Legislation (ROB, 1973).</li> <li>• Handling of classified documents</li> <li>• Recording, Indexing &amp; weeding of files.</li> <li>• Consultation among Divisions (ROB, 1973).</li> <li>• Miscellaneous (SI Appendix ‘E’ Secretariat Instructions 57-63).</li> <li>• Conduct of cases of the Federal Govt. in Courts (SI Appendix ‘F’ Sub section 1-4 &amp; 20-23).</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 05-10

S. No	Course Title	Time table	Duration	Course Contents	Objective	Target Group
8	Office Procedures	05-11-2018 to 16-11-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>Organization &amp; structure of the Federal Government (ROB, 1973).</li> <li>Distribution of work &amp; responsibilities</li> <li>Basics of Secretariat Instructions:                             <ul style="list-style-type: none"> <li>- Disposal of business.</li> <li>- Opening of new files.</li> <li>- Paging/referencing/ docketing/ diarizing.</li> </ul> </li> <li>Basics of conduct of business in the Parliament (ROB, 1973).</li> <li>Legislation (ROB, 1973).</li> <li>Handling of classified documents</li> <li>Recording, Indexing &amp; weeding of files.</li> <li>Consultation among Divisions (ROB, 1973).</li> <li>Miscellaneous (SI Appendix 'E' Secretariat Instructions 57-63).</li> <li>Conduct of cases of the Federal Govt. in Courts (SI Appendix 'F' Sub section 1-4 &amp; 20-23).</li> </ul>	To enhance skills of participants in Office Procedures & Practices	BPS 11-16
<b>COURSE ON "COMMUNICATION SKILLS".</b>						
9	Communication Skills	26-03-2018 to 30-03-2018	One week (part time)	<ul style="list-style-type: none"> <li>Correspondence with Foreign Governments</li> <li>Correspondence with Members of the public</li> <li>Noting &amp; Drafting on Files</li> <li>Preparation of Drafts / Specimen of forms of draft communication(s).</li> <li>Checks on delays</li> <li>General:                             <ul style="list-style-type: none"> <li>- Inspections</li> <li>- Meetings</li> </ul> </li> </ul>	To enhance communication skills of participants to build professional excellence.	BPS 11-16
10	Communication Skills	08-10-2018 to 12-10-2018	One week (part time)	<ul style="list-style-type: none"> <li>Correspondence with Foreign Governments</li> <li>Correspondence with Members of the public</li> <li>Noting &amp; Drafting on Files</li> <li>Preparation of Drafts / Specimen of forms of draft communication(s).</li> <li>Checks on delays</li> <li>General:                             <ul style="list-style-type: none"> <li>- Inspections</li> <li>- Meetings</li> </ul> </li> </ul>	To enhance communication skills of participants to build professional excellence.	BPS 11-16
<b>COURSES ON "FINANCIAL RULES"</b>						
11	Financial Issues Relating to Pension & Retirement.	22-01-2018 to 26-01-2018	One-week (part-time)	<ul style="list-style-type: none"> <li>Preparation of Service Book (with practical exercise).</li> <li>Pension Rules/Preparation of Pension Papers (FR/SR).</li> <li>Benevolent and Group Insurance Rules / benefits for serving &amp; retiring Govt. servants.</li> <li>G.P. Fund Rules/Advances / Final Payment procedures.</li> <li>Revised Leave Rules, 1980</li> <li>TA/DA Rules.</li> </ul>	To build the capacity of the participants in preparation of pension cases and relevant documents.	BPS 11-16

No.	Course Title	Time table	Duration	Course Contents	Objective	Target Group
12	Duties & responsibilities of DDOs/Cashiers	16-07-2018 to 20-07-2018	One-week (part-time)	<ul style="list-style-type: none"> <li>Definitions of Accounting Management.</li> <li>Financial Management in Public Sector Organizations.</li> <li>Budget Preparation.</li> <li>Preparation of bills/sanctions &amp; relevant provisions of GFR/FTR.</li> <li>Duties &amp; responsibilities of DDOs/Cashiers (Cash handling, Maintenance of Cash Book, disbursement of claims, Appropriation Register, Monthly Expenditure Statement, &amp; Re-conciliation with AGPR/Banks).</li> <li>Development and non-development expenditures.</li> <li>Financial Powers delegated to the Ministries/ Divisions and Heads of the Departments.</li> </ul>	Capacity building of DDOs/ Cashiers for better and standardized performance.	DDOs / Cashiers
13	General Financial Rules & Procedures.	26-11-2018 to 30-11-2018	Two weeks (part-time)	<ul style="list-style-type: none"> <li>Overview of Financial Control &amp; Budgeting, 2006.</li> <li>Expenditure and Payment of Moneys (GFR Chapter 2, Section II )</li> <li>Defalcations, losses, etc. (GFR Chapter 2, Section V ).:</li> <li>Re-appropriations and Supplementary grants(GFR Chapter 5, Section IX ):</li> <li>Establishment(GFR Chapter 6, Section II ):</li> <li>Stores (GFR Chapter 8, Section I, II &amp; IV ).</li> <li>Pay (FR/SR Part III, IV &amp; V).</li> </ul>	To update and refresh knowledge of participants about the financial rules and procedures.	BPS 11-16
<b>COURSES ON OFFICE ETHICS / ETIQUETTES</b>						
14	Ethics, manners & hospitality	16-04-2018 to 20-04-2018	One-week (part-time)	<ul style="list-style-type: none"> <li>General Ethics &amp; behavior</li> <li>Punctuality &amp; discipline</li> <li>Mannerism</li> <li>Dress code</li> <li>Serving the officers/guests</li> <li>Integrity</li> <li>Movement of papers</li> <li>Sense of ownership &amp; responsibility</li> <li>Handling of Fax / Photocopiers / Computer.</li> <li>Receiving/ attending guests</li> <li>Attending telephone when required.</li> </ul>	To build capacity for standardized performance among the participants.	BPS 1-4
15	Duties & responsibilities of Drivers/ Despatch Riders.	22-10-2018 to 26-10-2018	One-week (part-time)	<ul style="list-style-type: none"> <li>General Ethics &amp; behaviour</li> <li>Sense of responsibility</li> <li>Discipline, Control &amp; punctuality.</li> <li>Rules for the use of Staff Cars, 1980</li> <li>Mannerism</li> <li>Individual/collective behaviour</li> <li>Dress code</li> <li>Integrity</li> <li>Security of Classified documents / negotiations/conversations / Attending Protocol duty</li> <li>Traffic Rules/ Regulations</li> <li>Managing crisis</li> <li>Fundamental knowledge for trouble shooting.</li> <li>Maintenance of vehicles.</li> <li>Maintenance of Log Book</li> <li>Safety of the vehicles.</li> </ul>	To create awareness among the participants about their duties & responsibilities.	Drivers/ DRs and equivalent

دفتری اردو، اردو مختصر نویسی، ٹائپنگ و اردو کمپوزنگ (ان پیج) کمپیوٹر پروگرام 2018

نمبر	کورس نام	تائیم ٹیبل	دورانیہ	کورس عنوانات	مقاصد	ٹارگٹ گروپ
۱	دفتری اردو/مراسلت نویسی	2018-1-8 to 2018-1-18	ایک ہفتے کا (جزوقتی)	دفتری اردو کا تعارف اور اس کی اہمیت - اردو میں کیفیت اور مراسلت نویسی - فائلنگ سسٹم - اردو میں مراسلت کی اقسام	اردو میں دفتری قواعد کاری کے بہتر اطلاق کے لئے شرکاء کو کورس کی صلاحیت -	بی بی ایس - ۱۱-۱۲
۲	اردو کمپوزنگ (ان پیج) کمپیوٹر سافٹ ویئر	2018-2-5 to 2018-2-16	۲ ہفتے کا (جزوقتی)	- اردو ٹائپنگ کی اہمیت - کمپیوٹر سافٹ ویئر کے فنکشن کا تعارف / گرائفٹس - صفحہ کی درجہ بندی اور تحریر کے انداز - اردو ٹائپ کاری میں عملی مشقیں	اردو کمپوزنگ (ان پیج) میں مہارت اور کارکردگی کو بہتر بنانا	اسٹنٹ پرائیویٹ سیکرٹریز، ٹیٹو ٹائپسٹس / ایل ڈی سیز
۳	اردو مختصر نویسی (تیسری)، ٹائپ کاری اور کمپیوٹر (ان پیج) کورس	2018-3-1 to 2018-6-29	۴ ماہ کا (جزوقتی)	- اردو مختصر نویسی (تیسری) - اردو کلیدی بورڈ کا سیکھنا - اردو کمپیوٹر سافٹ ویئر کا سیکھنا - اردو ٹائپنگ میں عملی مشقیں	اردو مختصر نویسی (تیسری) کے فن کو سیکھنا اور متعلقہ شعبہ میں مہارت کو بڑھانا۔	اسٹنٹ پرائیویٹ سیکرٹریز، ٹیٹو ٹائپسٹس / ایل ڈی سیز اور سرکاری ملازمین کے زیر کفالت
۴	دفتری اردو/مراسلت نویسی	2018-12-03 to 2018-12-07	ایک ہفتے کا (جزوقتی)	دفتری اردو کا تعارف اور اس کی اہمیت - اردو میں کیفیت اور مراسلت نویسی - فائلنگ سسٹم - اردو میں مراسلت کی اقسام	اردو کمپوزنگ (ان پیج) میں مہارت اور کارکردگی کو بہتر بنانا	بی بی ایس - ۱۱-۱۲
۵	اردو کمپوزنگ (ان پیج) کمپیوٹر سافٹ ویئر	2018-12-17 to 2018-12-28	۲ ہفتے کا (جزوقتی)	- اردو ٹائپنگ کی اہمیت - کمپیوٹر سافٹ ویئر کے فنکشن کا تعارف / گرائفٹس - صفحہ کی درجہ بندی اور تحریر کے انداز - اردو ٹائپ کاری میں عملی مشقیں	اردو کمپوزنگ (ان پیج) میں مہارت اور کارکردگی کو بہتر بنانا	اسٹنٹ پرائیویٹ سیکرٹریز، ٹیٹو ٹائپسٹس / ایل ڈی سیز

S .No	Course title	Time Table	Duration	Course Contents	Objectives	Target Group
<b>ENGLISH SHORTHAND / TYPEWRITING &amp; PRIVATE SECRETARIES COURSES.</b>						
01	English Shorthand Theory.	01-01-2018 to 27-04-2018	4- Month (part-time)	<ul style="list-style-type: none"> <li>Basic Principles of Shorthand.</li> <li>Basic English grammar, pronunciation, vocabulary and usage).</li> </ul>	Capacity Building in required skills	Stenotypists / UDCs/LDCs/ etc. and Dependents of Govt. Servants.
02	Office Automation /IT. (English Typewriting )	08-01-2018 to 02-02-2018	One - Month (Part-time)	<ul style="list-style-type: none"> <li>Learning of English Typewriting key board.</li> <li>Basics of Microsoft Office (MS Word/ Power point/Excel).</li> <li>Practical exercises.</li> </ul>	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.
03	English Shorthand Refresher Speed Course.	05-02-2018 to 30-03-2018	2-Month (Part-time)	<ul style="list-style-type: none"> <li>Dictation.</li> <li>Basic English grammar, pronunciation, vocabulary and usage).</li> </ul>	Capacity Building in required skills	APSS/ Steno typists / LDCs etc. and Dependents of Govt. Servants.
04	Duties & Responsibilities of Private Secretaries / Assistant Private Secretaries.	02-04-2018 to 13-04-2018	Two week (part-time)	<ul style="list-style-type: none"> <li>Duties &amp; Responsibilities of a Private Secretary / Assistant Private Secretary.</li> <li>Basics of Secretariat Instructions.</li> <li>Procedure for official meeting</li> <li>Communication skill/Forms of communication.</li> <li>Handling of classified documents</li> <li>Organizational Skills in the Workplace Profile of an Ideal PS/APS</li> <li>Secretary's time waster</li> <li>Secretary's office work desk tools</li> <li>MS Office (Word/spread sheet on Excel/power Point / Internet)</li> <li>Introduction to Urdu computer In-page software programme.</li> </ul>	Capacity Building in required skills	Private Secretaries/ Assistant Private Secretaries
05	Office Automation /IT. (English Typewriting )	16-04-2018 to 11-05-2018	One - Month (Part-time)	<ul style="list-style-type: none"> <li>Learning of English Typewriting key board.</li> <li>Basics of Microsoft Office (MS Word/ Power point/Excel).</li> <li>Practical exercises.</li> </ul>	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.
06	English Shorthand Theory.	02-05-2018 to 31-08-2018	4- Month (part-time)	<ul style="list-style-type: none"> <li>Basic Principles of Shorthand.</li> <li>Basic English grammar, pronunciation, vocabulary and usage).</li> </ul>	Capacity Building in required skills	Stenotypists / UDCs/LDCs/ etc. and Dependents of Govt. Servants.
07	Office Automation /IT. (English Typewriting )	23-07-2018 to 17-08-2018	One - Month (Part-time)	<ul style="list-style-type: none"> <li>Learning of English Typewriting key board.</li> <li>Basics of Microsoft Office (MS Word/ Power point/Excel).</li> <li>Practical exercises.</li> </ul>	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.
08	Office Automation /IT. (English Typewriting )	19-11-2018 to 14-12-2018	One - Month (Part-time)	<ul style="list-style-type: none"> <li>Learning of English Typewriting key board.</li> <li>Basics of Microsoft Office (MS Word/ Power point/Excel).</li> <li>Practical exercises.</li> </ul>	Capacity Building in required skills	UDCs/LDCs/ etc. and Dependents of Govt. Servants.

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
<b>COURSES ON “INFORMATION TECHNOLOGY”</b>					
1.	<b>Microsoft Office 2013/2016 &amp; Internet</b>	15-01-18 to 26-01-18  Two weeks (part-time)	<ul style="list-style-type: none"> <li>• How to create, edit &amp; format documents, spread sheets &amp; presentations.</li> <li>• Paragraph &amp; page numbering</li> <li>• Page Layout/Page Setup</li> <li>• Auto Text/ Quick Part Entries</li> <li>• Recording and use of Macros</li> <li>• Working with Tables</li> <li>• Mail Merge (complete)</li> <li>• Table of Contents</li> <li>• Track Changes</li> <li>• Handling of MS Office Options/Settings</li> <li>• Use of Template</li> <li>• Formulas &amp; Functions</li> <li>• Conditional Formatting</li> <li>• Sort &amp; Filter</li> <li>• Searching Data Timely &amp; Easily</li> <li>• Proofing document, worksheet &amp; presentation</li> <li>• Save, Protect and Print documents, spreadsheets &amp; presentations</li> <li>• Internet Browsing, Surfing and Email handling</li> <li>• MS office online</li> <li>• Sharing of data without opening email</li> <li>• Using file on Computer &amp; Cell Phone</li> </ul>	<ul style="list-style-type: none"> <li>• To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.</li> <li>• To provide hands-on knowledge about latest MS office features (21<sup>st</sup> century tools).</li> <li>• To develop skills to perform daily office task efficiently &amp; effectively.</li> <li>• To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.</li> </ul>	BS7 to BS16

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2.	<b>Advanced Course on Microsoft Excel 2013/2016</b>	12-02-18 to 16-02-18  One week (part-time)	<ul style="list-style-type: none"> <li>• Overview of MS Excel</li> <li>• Insertion/Editing/Formatting of Data and Work sheets</li> <li>• Conditional Formatting</li> <li>• Formulas &amp; Functions</li> <li>• Sort &amp; Filter</li> <li>• Use of Data Tools</li> <li>• Pivot Table</li> <li>• Importing of External Data</li> <li>• What If Analysis</li> <li>• Lookup and Reference</li> <li>• Customizing Excel</li> <li>• Track Changes</li> <li>• Working with Comments</li> <li>• Use of Templates</li> <li>• Excel Sway</li> <li>• Excel Online</li> <li>• Protecting of Work Book/Sheet</li> </ul>	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
3.	<b>Microsoft Office 2013/2016 &amp; Internet</b>	05-03-18 to 16-03-18  Two weeks (part-time)	<ul style="list-style-type: none"> <li>• How to create, edit &amp; format documents, spread sheets &amp; presentations.</li> <li>• Paragraph &amp; page numbering</li> <li>• Page Layout/Page Setup</li> <li>• Auto Text/ Quick Part Entries</li> <li>• Recording and use of Macros</li> <li>• Working with Tables</li> <li>• Mail Merge (complete)</li> <li>• Table of Contents</li> <li>• Track Changes</li> <li>• Handling of MS Office Options/Settings</li> <li>• Use of Template</li> <li>• Formulas &amp; Functions</li> <li>• Conditional Formatting</li> <li>• Sort &amp; Filter</li> <li>• Searching Data Timely &amp; Easily</li> <li>• Proofing document, worksheet &amp; presentation</li> <li>• Save, Protect and Print documents, spreadsheets &amp; presentations</li> <li>• Internet Browsing, Surfing and Email handling</li> <li>• MS office online</li> <li>• Sharing of data without opening email</li> <li>• Using file on Computer &amp; Cell Phone</li> </ul>	<ul style="list-style-type: none"> <li>• To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.</li> <li>• To provide hands-on knowledge about latest MS office features (21<sup>st</sup> century tools).</li> <li>• To develop skills to perform daily office task efficiently &amp; effectively.</li> <li>• To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.</li> </ul>	Private Secretaries, Assistant private Secretaries and equivalent

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
4.	<b>Advanced Course on Microsoft Excel 2013/2016</b>	07-05-18 to 11-05-18  One week (part-time)	<ul style="list-style-type: none"> <li>• Overview of MS Excel</li> <li>• Insertion/Editing/Formatting of Data and Work sheets</li> <li>• Conditional Formatting</li> <li>• Formulas &amp; Functions</li> <li>• Sort &amp; Filter</li> <li>• Use of Data Tools</li> <li>• Pivot Table</li> <li>• Importing of External Data</li> <li>• What If Analysis</li> <li>• Lookup and Reference</li> <li>• Customizing Excel</li> <li>• Track Changes</li> <li>• Working with Comments</li> <li>• Use of Templates</li> <li>• Excel Sway</li> <li>• Excel Online</li> <li>• Protecting of Work Book/Sheet</li> </ul>	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
5.	<b>Cyber Security /Internet Tools for Civil Servants</b>	25-06-18 to 29-06-18  One week (part-time)	<ul style="list-style-type: none"> <li>• Use of internet tools to develop digital skills and productivity.</li> <li>• Meet and work with others remotely</li> <li>• Use surveys</li> <li>• Create and share a presentation</li> <li>• Plan and track a project</li> <li>• Organize an event or meeting</li> <li>• Collaborate on documents</li> <li>• Connect to social networks</li> <li>• Collate and store notes and ideas</li> <li>• Share large files and documents</li> <li>• Collate and share topical information</li> <li>• Send out newsletters</li> <li>• Access and security</li> </ul>	To build knowledge /expertise about foundation of security, securing Operating Systems, protecting systems using antiviruses, data encryption, data backup and disaster recovery, internet security, securing Network Connections, securing Online Transactions and Emails, Social Networking, Information Security and Mobile Devices.	BS07 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
6.	<b>Microsoft Office 2013/2016</b>	16-07-18 to 27-07-18  Two weeks (part-time)	<ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Microsoft PowerPoint</li> </ul>	To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.	Dependents of Government employees

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
7.	<b>Microsoft PowerPoint 2013/2016</b>	06-08-18 to 10-08-18  One week (part-time)	<ul style="list-style-type: none"> <li>• PowerPoint Overview</li> <li>• PowerPoint Views</li> <li>• Creating a New Presentation</li> <li>• Formatting Text</li> <li>• Drawing Tools &amp; Drawing Skills</li> <li>• Graphics and Clipart</li> <li>• Tables and Charts</li> <li>• Slide Masters and Templates</li> <li>• Transitions and Animation</li> <li>• Slide Shows</li> <li>• Multi-media, Linked and Embedded Objects</li> <li>• Saving presentations</li> <li>• Slide Show Preparation</li> <li>• Custom Shows</li> <li>• Speaker Notes and Handouts</li> <li>• Presenting With PowerPoint</li> <li>• Printing Presentations</li> </ul>	To build and enhance PowerPoint presentation capabilities of Government employees	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
8.	<b>Advanced Course on Microsoft Excel 2013/2016</b>	01-10-18 to 05-10-18  One week (part-time)	<ul style="list-style-type: none"> <li>• Overview of MS Excel</li> <li>• Insertion/Editing/Formatting of Data and Work sheets</li> <li>• Conditional Formatting</li> <li>• Formulas &amp; Functions</li> <li>• Sort &amp; Filter</li> <li>• Use of Data Tools</li> <li>• Pivot Table</li> <li>• Importing of External Data</li> <li>• What If Analysis</li> <li>• Lookup and Reference</li> <li>• Customizing Excel</li> <li>• Track Changes</li> <li>• Working with Comments</li> <li>• Use of Templates</li> <li>• Excel Sway</li> <li>• Excel Online</li> <li>• Protecting of Work Book/Sheet</li> </ul>	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
9.	<b>Microsoft Office 2013/2016 &amp; Internet</b>	15-10-18 to 26-10-18  Two weeks (part-time)	<ul style="list-style-type: none"> <li>• How to create, edit &amp; format documents, spread sheets &amp; presentations.</li> <li>• Paragraph &amp; page numbering</li> <li>• Page Layout/Page Setup</li> <li>• Auto Text/ Quick Part Entries</li> <li>• Recording and use of Macros</li> <li>• Working with Tables</li> <li>• Mail Merge (complete)</li> <li>• Table of Contents</li> <li>• Track Changes</li> <li>• Handling of MS Office Options/Settings</li> <li>• Use of Template</li> <li>• Formulas &amp; Functions</li> <li>• Conditional Formatting</li> <li>• Sort &amp; Filter</li> <li>• Searching Data Timely &amp; Easily</li> <li>• Proofing document, worksheet &amp; presentation</li> <li>• Save, Protect and Print documents, spreadsheets &amp; presentations</li> <li>• Internet Browsing, Surfing and Email handling</li> <li>• MS office online</li> <li>• Sharing of data without opening email</li> <li>• Using file on Computer &amp; Cell Phone</li> </ul>	<ul style="list-style-type: none"> <li>• To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.</li> <li>• To provide hands-on knowledge about latest MS office features (21<sup>st</sup> century tools).</li> <li>• To develop skills to perform daily office task efficiently &amp; effectively.</li> <li>• To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.</li> </ul>	BS7 to BS16