



PANCHAKOT MAHAVIDYALYA

Sarabari, Neturia, Purulia, West Bengal
Accredited By NAAC (Cycle-I) Grade-2.28
ISO - 9001:2015 | ISO - 14001:2015

Organized

A FIVE DAYS NON-TEACHING STAFF TRAINING PROGRAM 2020 on MICROSOFT OFFICE TRAINING

**Date : 3rd February 2020 to 7th
February 2020**

A HANDS ON TRAINING ON BASIC AND INTERMEDIATE USAGE OF MICROSOFT WORD, MICROSOFT EXCEL AND MICROSOFT POWER POINT TO THE NON-TECHING STAFF OF PKMV

Program Objectives:

- To be proficient in important Microsoft Office programs
- To be able to create documents for printing and sharing
- To be able to create and share presentations

Program Outcomes:

- Learners will be able to claim proficiency in Word and PowerPoint.
- Learners will able to independently create professional-looking documents and presentations.
- Learners will be familiar with some advanced Word and Power Point functions.
- Learners will understand how to use Word and PowerPoint in a variety of professional, educational, and personal situations.

::: PROGRAM SCHEDULE :::			
SESSION I,III,V,VII & IX	11:00 AM – 01:00 PM	SESH II,IV,VI,VIII & X	02:00 PM – 03.30 PM
DAY 1	INNAGURATION Welcome Address – Dr. Saptarshi Chakraborty, TIC, PKMV Chief Guest – Prof. Dr. Pradipta Banerjee, Honorable Dean,SKBU Chief Patron – Sri Purna Chandra Bouri, Honorable GB President, PKMV & Honorable MLA, Raghunathpur Assembly Course Co-ordinator – Prof. Joydev Panda, Asst. Prof, Dept. of Sanskrit, PKMV	LUNCH BREAK 01:00 PM – 02:00 PM	TOPIC – MICROSOFT WORD SPEAKER –PROF. SUMAN KUMAR CHANDA, Asst. Prof., PKMV
DAY 2	TOPIC - MICROSOFT WORD SPEAKER – PROF. JOYDEV PANDA, Asst. Prof., PKMV		HANDS ON TRAINING TRAINER - PROF. TANMOY PAUL,SACT , PKMV
DAY 3	TOPIC – MICROSOFT EXCEL SPEAKER – DR. SAPTARSHI CHAKRABORTY, TIC, PKMV		HANDS ON TRAINING TRAINER - PROF. RIMI ROY, SACT, PKMV
DAY 4	TOPIC - MICROSOFT EXCEL SPEAKER – PROF. SUMAN KUMAR CHANDA, Asst. Prof., PKMV		HANDS ON TRAINING TRAINER - PROF. SUMAN KUMAR CHANDA, Asst. Prof., PKMV
DAY 5	TOPIC - MICROSOFT POWER POINT SPEAKER – PROF. SANDIP KR. MAITI, Asst. Prof., PKMV		Certificate distribution Vote of Thanks - Prof. Joydev Panda, Course Co-ordinator,NTSTP

any queries please feel free contact 7278601607

THE PROGRAM IS FREE OF COST