

# BROCHURE

## FIVE DAYS' WORKSHOP

### Series

On

‘Microsoft Office Skills: Word, Excel & PowerPoint’

Organized Under

‘VOCATIONALISATION AND  
SKILL ORIENTATION PROGRAMS’

Scheme Of



DEPARTMENT OF HIGHER EDUCATION  
GOVERNMENT OF PUNJAB



Organized By

**DESH BHAGAT PANDIT CHETAN DEV  
GOVT. COLLEGE OF EDUCATION, FARIDKOT**

## ABOUT THE COLLEGE



Desh Bhagat Pandit Chetan Dev Government College of Education is situated on Chahal Road near Government Brijendra College and opposite to Government Balbir School in city Faridkot of Punjab. It is one of four Government Teacher Education Institutes run by Directorate of higher Education, Government of Punjab. The current campus is built on 2.912 acres of land. It was established by Sardar Bhadur Harinder Singh Maharaja Faridkot in 1945 to meet the requirements of trained teachers in Punjab state. The college has one undergraduate (Bachelor of Education) and one postgraduate course (Master of Education). We also offer add-on course.

## ABOUT THE WORKSHOP

This Workshop series is being organized under ‘Vocationalisation and Skill Orientation Programs’ scheme of Department Of Higher Education, Government of Punjab to inculcate data processing skills using Microsoft Word, Excel & PowerPoint among students of this college.

### WORKSHOP SERIES SCHEDULE

| Workshop | Dates (Tentative)              |
|----------|--------------------------------|
| First    | 13 to 17 September, 2023       |
| Second   | 18 to 22 September, 2023       |
| Third    | 25 to 29 September, 2023       |
| Fourth   | 03 to 07 October, 2023         |
| Fifth    | 09 to 13 October, 2023         |
| Sixth    | 16 to 20 October, 2023         |
| Seventh  | 23 to 27 October, 2023         |
| Eighth   | 30 October to 03 November 2023 |
| Ninth    | 06 to 10 November 2023         |

## SCHEDULE OF FIRST WORKSHOP

| Day | SESSION | TOPIC          |          | TIME              | RESOURCE PERSON                                                     |
|-----|---------|----------------|----------|-------------------|---------------------------------------------------------------------|
| 1   | I       | MS Word        | Theory   | 01:00 to 02:00 PM | Ms. KULJEET KAUR Asst. Prof.<br>(Govt. Brijindra College, Faridkot) |
|     | II      |                | Practice | 02:00 to 03:00 PM |                                                                     |
| 2   | I       | MS Word        | Theory   | 01:00 to 02:00 PM | Ms. KULJEET KAUR Asst. Prof.<br>(Govt. Brijindra College, Faridkot) |
|     | II      |                | Practice | 02:00 to 03:00 PM |                                                                     |
| 3   | I       | MS Power Point | Theory   | 01:00 to 02:00 PM | Ms. KULJEET KAUR Asst. Prof.<br>(Govt. Brijindra College, Faridkot) |
|     | II      |                | Practice | 02:00 to 03:00 PM |                                                                     |
| 4   | I       | MS Excel       | Theory   | 01:00 to 02:00 PM | Dr. BALTEJ SINGH Asst. Prof.<br>(GGS Medical College Faridkot)      |
|     | II      |                | Practice | 02:00 to 03:00 PM |                                                                     |
| 5   | I       | MS Excel       | Theory   | 01:00 to 02:00 PM | Dr. BALTEJ SINGH Asst. Prof.<br>(GGS Medical College Faridkot)      |
|     | II      |                | Practice | 02:00 to 03:00 PM |                                                                     |

## REGISTRATION FOR FIRST WORKSHOP

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| REGISTRATION TYPE      | Free On Spot Registration Only                              |
| DATE OF REGISTRATION   | 13-09-2023 at 12:20 PM                                      |
| Venue for registration | Staff Room                                                  |
| CONTACT PERSON         | Sukhpal Kaur, Member Committee                              |
| SEATS                  | 25 Maximum                                                  |
| WHO CAN REGISTER       | In-House Workshop;<br>Limited to Students of this Institute |

## VENUE FOR WORKSHOP

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| <b>COMPUTER LAB, Academic Block (First Floor),</b><br><b>Desh Bhagat Pandit Chetan Dev Government College of Education, Faridkot</b> |
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**Note:** Intimation of detailed schedule for subsequent workshops will be done separately to the participants.

## ORGANIZING TEAM

|                      |                                         |
|----------------------|-----------------------------------------|
| Organizing Secretary | Sandeep Singh, Asst. Prof. (8146810809) |
| Coordinator          | Ranjit Singh, Asst. Prof. (9501400160)  |
| Member Committee     | Sukhpal Kaur, Asst. Prof. (8699534169)  |

Under Guidance of  
PRINCIPAL JAGDEEP SINGH  
(9478219330)