

**SESSION PLAN FOR ASSISTANTS (DR) FOUNDATION TRAINING PROGRAMME  
(8 WEEKS DURATION)**

**e-OFFICE MODULE**

<b>Sl. No.</b>	<b>Topic</b>	<b>Number of Sessions</b>	<b>Objectives</b>	<b>Marks</b>
1.	e- Governance	1	Describe National E-Governance Plan	Participants will not be awarded final qualifying certificate, if she fails to log in minimum of 30 hrs and also qualify the prescribed tests in e-learning.
2.	e- Office procedure	2	Describe salient features of E-Office Procedure	
3.	e- Searching and e-Referencing of rules for W2FW - demonstration	4	Search websites and find various rules and orders	
4.	Practice on common office software (Word/Excel/PPT)	3	Use ICT Tools to produce Word/Excel and PowerPoint documents/sheets	
5	Hands on ICT – minimum 10 hrs per week for 6 weeks, log in will be necessary for each participant	4.45 to 6.45 pm on all weekdays	Hands on practice on ICT Tools to increase proficiency	
<b>Total:</b>		<b>10</b>		