Himachal Pradesh Judicial Academy

Curzon House, Boileauganj Shimla
Tentative Curriculum
Of
Two days Change Management Ubuntu Awareness cum Training
Programme for the Judicial Officers

Sessions	Time	Topic
DAY ONE		
Sessions	**Time**	**Topic**
9.00 -9.30		**Registration of Participant-Officers**
9.30 - 10.00		Inaugural Session to be followed by tea and light refreshment
1	10.00 – 10.30	Change Management – Concepts, Importance & Methodology
2	10.30 – 11.30	Basic Operating System Concepts – Why Ubuntu Linux – features & benefits
3	11.45 – 13.15	Ubuntu – Linux Practical Tips & Techniques – I (Understanding its Menus and Managing Files & Folders in Ubuntu with Practical Session)
4	14.00- 15.30	Ubuntu Operating System Practical Tips & Techniques - II
5	15.45 -16.30	Ubuntu Operating System Practical Tips & Techniques
6	16.30 – 17.15	Firefox Web browser Tips & Techniques
7	17.15 – 17.30	Feedback/ suggestions by participant Judicial Officers
DAY TWO		
1	10.00 – 11.30	Using LiberOffice Writer in Ubuntu 12.04-I
2	11.45 – 13.15	Using LibreOffice Writer in Ubuntu 12.04-II
3	14.00– 15.45	Using LibreOffice Writer in Ubuntu 12.04-III
4	16.00 – 17.00	Google Search Tips & Techniques
5	17.00-17.15	Feedback/ suggestions by any two Judicial Officers
6	17.15 -17.30	Feedback Form Filling by the participants

Tea Break: 11.30 to 11.45 & 15.45 to 16.00

Lunch Break: 13.15 to 14.00