SIXTEENTH COMPUTER APPLICATION COURSE

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BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

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BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE AND ITS ROLE

Bangladesh Public Administration Training Centre (BPATC) is mainly responsible for imparting upto-date and based training to the officers and executives working at different levels of government, semi-government, autonomous bodies and NGOs. The Centre was established as an autonomous organisation on April 28, 1984 by merging former Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers Training Academy (COTA) and Staff Training Institute (STI). BPATC is situated about 28 k.m. away from the city of Dhaka and located in a beautiful natural spot along the Dhaka-Aricha highway near Jahangirnagar University.

BPATC conducts three core courses, namely Senior Staff Course (SSC), Advanced Course on Administration and Development (ACAD) and Foundation Training Course (FTC). Joint Secretaries to the government and officers of the same rank from autonomous bodies participate in the Senior Staff Course. The Advanced Course on Administration and Development is designed for the mid-level officers; while new entrants of the Bangladesh Civil Service (BCS) and other class-I officers take part in the Foundation Training Course.

The Rector, a Senior Secretary to the Government is the Chief Executive of BPATC. The Centre consists of the following five divisions:

- a) Programme and Studies Division;
- b) Management and Public Administration Division;
- c) Development and Economics Division;
- d) Research and Consultancy Division; and
- e) Project Division.

Each Division is headed by a Member Directing Staff (MDS) holding the rank and status of a Joint Secretary to the Government of Bangladesh. Each Division is further sub-divided into departments and branches, which are manned by Directors and Deputy Directors respectively. They in turn are helped by Assistant Directors and officers of equivalent rank, as well as other supporting staff. The Centre has four Regional Public Administration Training Centres (RPATCs) located at Dhaka, Chittagong, Rajshahi and Khulna. Each RPATC is headed by a Deputy Director.

RATIONALE OF THE COURSE

Computers have become one of the most indispensable tools for working efficiently, effectively and innovatively. Around the world, people are discovering that the computer is becoming as crucial to their business as the clock, phone, fax, typewriter, calculator, recorder, copier, cheque book, and even a filing cabinet. This has been made possible because a computer can be many of

those things in one small package. Indeed, starting from typing a letter to communicating with a space ship (say the space shuttle), the use of computer is sine qua non.

A few years' back, buying a computer was a matter of personal choice. However, now it has become almost a necessity. As we just can't conduct business now without a pen or a telephone, the day isn't far off when we won't be able to do business without a computer. Today, we use computers widely for word processing, accounting, database management, spreadsheet analysis, communication, planning, budgeting, project management, presenting graphics, entertainment, desktop publishing, education, and countless other things. Computer just only can't do these jobs, in fact they can do them even better.

To meet the challenges of the next century, we must develop a large number of computer literate people in our country. Realising this need and the strong instrumental role computers play in this Age of Information, both the public and the private sectors in Bangladesh are now emphasising on developing computer-literate human resources. The Government of Bangladesh is also gradually taking steps towards computerisation of the public sector as well as giving computer training for the public sector officials and staff. As such, Bangladesh Public Administration Training Centre (BPATC) has been imparting computer training mainly to public sector officials to help realise that goal.

As a part of developing computer-literate and computer-enthusiast managers in the public sector, BPATC includes computer training in all training courses held at this Centre. This computer training is very crucial for the trainees because of their future role in the overall development process of Bangladesh. This training will not only assist the trainees to do their work better but will also help in their personal development for future challenges.

Last but not the least, the interpretation of a literate person may very well be redefined in the near future through inclusion of the criteria of computer literacy. Therefore, there is every reason for organising computer training courses and help officials working in the public sector to attain computer literacy.

OBJECTIVES OF THE COURSE

- *Developing skills in using computers: Develop skills in typing and word processing by using computer and learning new software applications.*

<u>**Achievement Strategy**</u>:

1. By instructing the basics of typing and use of a mouse through practice;
2. Familiarising the participants with the fundamentals of the Windows '95 Operating System;
3. Demonstrating MS Word for word-processing in practical-sessions;
4. Helping them to create a complete document in English;
5. Explaining the usage of other software applications such as MS Excel, Power Point, and MS Access.

- ***Broadening knowledge base of the trainees.***

<u>**Achievement Strategy**</u>:

1. Discussing various concepts of computer in theory and practice;
2. Referring the participants to various journals, books, and other sources from where they can gather further information.

- ***Bring positive attitudinal change: By increasing awareness and initiative in using computers.***

<u>**Achievement Strategy:**</u>

1. Discussing and learning about the usefulness, effectiveness and benefits of computers;
2. Discussing the Information Super Highway, Internet, Multimedia, Virtual Reality etc.

NATURE OF THE COURSE

The Course is largely elementary. It is designed for the trainees who are going to use computer for the very first time or who have very little idea about how to use a computer and/or word processing software. Though very basic, the course contents may seem somewhat extensive because of the attention given to the practical need of the trainees.

After completing of this Course, the trainees are expected to utilise their acquired skills and knowledge for typing letters, making reports, carrying out research, etc.

The contents of the course includes:

- ➢ Introduction to the computer
- ➢ Features of the Keyboard and their usage and using a Mouse
- ➢ Typing Tutor
- ➢ Operating System: Windows '95
- ➢ MSWord
- ➢ MS Power Point
- ➢ MS Excel
- ➢ MS Access
- ➢ Others (MS Project, Internet, Hardware and software troubleshooting, etc.)

The sessions will run for one-half hour. However, the trainees should practice in the computer laboratory by themselves after the training sessions to sharpen their individual skills.

TRAINING METHODOLOGY

- ➢ Lectures and discussions
- ➢ Practical Sessions
- ➢ Question-Answer Sessions
- ➢ A study tour may also be arranged to orient to participants will be experience of observing computer in action and use of information technology.

DURATION OF THE COURSE

The Course will commence on December 01, 1999 and end on December 28, 1999 with 23 working days and five holidays. Sessions will also be held on Saturdays as usual. The details of the Tentative Programme Course are given later in this Guideline

COURSE REQUIREMENTS

> ➢ It is a residential training course and as a part of the course requirement, all participants will have to stay full-time at the dormitory and abide by the dormitory rules.

> ➢ Participants must maintain punctuality in all activities of the Course.

> ➢ They must wear formal dresses during academic sessions and official functions.

> ➢ Follow table manners during formal lunch and dinner.

EVALUATION

Trainees will be evaluated on one hundred (100) marks. The evaluation process has two parts: (I) Multiple Choice Question (MCQ Test), and (2) Practical Test. MCQ will cover 20% and the Practical Test will cover 80% of the total marks. Trainees should pass both parts separately, and the pass mark for both parts is 50%.

SERVICE FACILITIES AT THE CENTRE

Library

BPATC has a modern library with a very rich collection of books, journals, periodicals and documents. It has about 85,000 (eighty five thousand) books, about 250 different journals, periodicals and magazines procured both from home and abroad. The participants of this Course are expected to spend some time in the library for intensive study. BPATC tries to provide the participants with full-time library facilities. The library remains open from 9 A.M. to 10 P.M. on working days as well as on Saturdays and from 4.M. to 6 P.M. on Fridays. The participants are allowed to borrow books in conformity with library rules and regulations.

Food Arrangements

There is a cafeteria in the Centre where the participants will take their breakfast, lunch, evening tea, and dinner as well as Sehri and Iftar (during the month of Ramzan) as per specified time schedule. The participants will form a mess committee to arrange food for themselves. The cafeteria staff will help them in this respect. However, a mid-session tea break (excluding the month of Ramzan) is also arranged by the course administration.

Physical Exercise, Sports & Games

The Centre will provide both indoor and outdoor facilities to the participants for physical exercise, sports and games. Participants are encouraged to take part in the morning and evening walk/jogging within the campus and other sports during their stay at the Centre.

Mosque

There is a beautiful mosque in the premises. No separate arrangements for prayer is made available in the dormitory. Timing of different waqt of Namaz is adjusted as per seasonal rotations. A standard chart showing the timing of Namaz is available in the mosque.

Clinic

The Centre maintains a clinic with reasonable medical facilities. The clinic remains open from a 9 A.M. to 9 P.M. Participants are entitled to get free medical care and prescription in this clinic. In case of non-availability of prescribed medicine in the clinic, participants have to procure medicine on their own arrangement. However, no pathological facilities are available in the Clinic.

Laundry

The Centre has a laundry located inside the campus, where participants can have their clothes washed on payment at a very reasonable rate.

Publication

The Centre has a Publication Section where publications of the Centre are available. Participants can buy books and journals from this section. A list of publications of the Centre is given on the inside back cover of this brochure for ready reference.

COURSE CONTENTS

COMPUTER TRAINING (CT)

CT - 01   **Introduction to computer**

Overview of Computer and its use.

Types and components of computer, How computer works, Hardware, software, glossary and vocabulary.

CT - 02   **Keyboarding and Mousing**

To familiarise with Alpa-numeric Keys, Numeric Keys, Function Keys, Special Keys, Shift, Ctrl, Alt Backspace, Delete, Esc, Home, End. PgUp, PgDn.

To familiarize with Arrow Keys, Tab, Space Bar, Caps Lock, Insert, Moving Mouse, Clicking Selection, Dragging, Right and Left Button, Mouse Pointer, Insertion Point.

CT - 03   **Operating System: Windows 95**

Start Button, Task Bar. The Desktop (My Computer, Recycling Bin, Brief Case, Inbox, Network Neighbourhood, MSN) Windows Explorer and File Management, Disk Management, Create Folder, Create file, Open File, delete File.

TYPE TUTOR (TT)

TT - 01-20   **Type Tutor (TT)**

To increase the typing speed, there will be one hour touch typing practice everyday.

MS WORD (MW)

MW - 01   Introduction, Getting Started, Menu Bar, Title Bars, Status Bar, Selection Bar, Minimize and Maximize button, Mouse Pointers, Help Function, File Management (New, Save, Close, Open), Exit MSWord.

MW - 02   Entering and Editing Text, Cut, Copy, Paste, Font Size, Font Style, Undo/Redo.

MW - 03   Bold, Italics, Underline, Line Spacing. Alignment, Tab Setting and Removing, Indent, Bullets, Numbering, Change Case, Column.

MW - 04	Creating Table, Making Columns, Sorting, Adding Border, and Coloring Text.
MW - 05	Drawing, Inserting Clipart and Picture, Creating Graph, Inserting Object.
MW - 06	View, Find and Replace, Header and Footer, Footnote and Auto Correct.
MW - 07	Spell Check, Thesaurus, Word Count, Page Setup, Margin Setting, Page Numbering.
MW - 08	Table of Contents, Working With Multiple Documents.
MW - 09	Printer: Setup, Print Preview, and Print.
MW - 10	Protecting a Document.
MW - 11	Exercise.

MS POWERPOINT (MP)

MP - 01	Introduction, Getting Started, Using the Slide View (Editing text, Adding and deleting slides), Using the Outline View, Save
MP - 02	Adding another bulleted item, Rearranging slides, Using the Slide Show View, Spelling Check, Save.
MP - 03	Pasting ClipArt in Presentations, Selecting and Importing ClipArt, Resizing a Picture, Moving a Picture,
MP - 04	Adding Borders/Background/Shadows, and Adding Tables/Organization Chart.
MP - 05	Exercise

MS EXCEL (ME)

ME - 01	Introduction, Getting Started, Columns, Rows and Cells, The active Cell, Select Cell.
ME - 02	Entering and Editing Data, Delete data, Undo last change, Move Data, Copy data, Check spelling.
ME - 03	Save, Exit Excel, Open a Workbook
ME - 04	Using Formula, Enter a Formula, Copy formula, Insert Row(s), Insert Column(s), Delete Row(s), Delete Columns(s), Change Column Width, Change Row Height.

ME - 05   Change Data Alignment, Centre Data Across Columns, Bold, Italic and Underline, Row change, Wrap text in Cell, Add Border.

ME - 06   Create a Chart, Move and Size a Chart, Print a Chart, Delete a Chart.

ME - 07   Shorting Data, Query Data

ME - 08   Exercise

MS ACCESS (MA)

MA - 01   Introduction, Getting Started, Creating a database file, Saving, Open an existing database, Exiting Access.

MA - 02   Using a database, searching a Database, Searching a Database, and sorting a Database.

MA - 03   Creating a query, using a query, deleting a query, making a report.

MISCELLANEOUS (Misc)

Misc - 01   MS Project '98 an overview

Misc - 02   Internet, E-mail, Multimedia.

Misc - 03   Computer Maintenance and Troubleshooting

LIST OF PARTICIPANTS

SL. No.	NAME & DESIGNATION	OFFICIAL ADDRESS
1.	Md. Abdur Rahman Senior Instructor	Marine Fisheries Academy Chittagong
2.	Md. Mahabub Alam Junior Instructor	Marine Fisheries Academy Chittagong
3.	Abdus Salam Deputy Manager (Store)	Store Division Bakhrabad Gas System Ltd., Comilla
4.	Md. Shamsul Karim Assistant Engineer	Transmission Division Bakhrabad Gas System Ltd, Chittagong
5.	Abdus Salam Howalader Assistant Manager (Revenue)	Sales Division Bakhrabad Gas System Ltd, Chittagong
6.	Md. Ataur Rahman Assistant Director	Bangladesh National Social Welfare Council Dhaka
7.	Md. Saiduzzaman Deputy Register	Cooperative Department Dhaka
8.	Md. Nazmul Abedin Chief Coach (Cricket)	Bangladesh Kira Shikha Protisthan (BKSP) Jirani, Dhaka
9.	Md. Nazmul Huq Assistant Secretary	Parliament Secretariat Dhaka
10.	Subrata Bhowmic Assistant Professor	Bangladesh Cooperative Academy Comilla
11.	Soiab Akhter ASP	Rangamati
12.	Md. Shawkat Hossain ASP	Bera, Pabna
13.	Md. Khurshed Alam ASP	Manikgonj
14.	Sufia Begum Scientific Officer	BARI, Gazipur
15.	A.T.M. Arif Hossain Assistant Director	BPATC, Savar, Dhaka
16.	Md. Yusuf Senior Assistant Secretary	Finance Division, M/o Finance Bangladesh Secretariat, Dhaka

RELEVANT TELEPHONE NUMBERS

BPATC PABX : 9351720, 9351728
email : bpatc@bangla.net

Sl.No.	Name of Designation	Designation	Telephone No.	
			Office	Residence
1.	Dr. Ekram Hossain	Rector	9351604 4101	
2.	Mr. Md. Sikander Ali Mondal	MDS (R &C) & Course Adviser	9351872 4105	9351597 4405
3.	Mr. A.K.M Musa	Director (Admin)	4107	4407
4.	Mr. Abdur Razzak	Director (PPR)	4115	4415
5	Mr. Amalendu Sen	Director(LTA) & Course Director	4118	4413
6	Mr. Rizwan Khair	Dy Director (MIS) & Course Coordinator	4133	
7.	Mr. Mahamud-ul-Hoque	P.S.to Rector	4141	4441
8.	Mr. Altaf Hossain	Dy. Director (Service)	4121	4421
9.	Mr. Md. Zakir Hossain	Assistant Director & Course Coordinator	4162	4462
10.	Library		4198	
11.	Dormitory - 02		4244 (Gr. Floor) 4245 (1st Floor) 4246 (2nd Floor)	

REFERENCE FOR FURTHER STUDIES

Books:

✓ CD-ROM : Fundamentals to Applications / edited by Charles Oppenheim. (004.56/CDR)

✓ Mastering Microsoft Office '97 / Lonnie E. Museley and David M. Boodey. Internet edn. (005.74068/MOM)

✓ Mastering Power Point '97 / Katherine Murray. 3rd edn. (005.42/MUM)

✓ Mastering the Internet / Glee Harrah Cady & Past McGregor. 2nd edn. (004.67/CAM)

✓ Mastering Windows 3.11 / Robert Cowart. Internet edn. (005.262/COM)

✓ The CD-ROM Revolution / Devra Hall. (004.56/HAC)

Magazines/Journal:

✓ Byte	(Monthly magazine in English)
✓ Computer Bichitra	(Monthly magazine in Bangla)
✓ Computer Jagat	(Monthly magazine in Bangla)
✓ PC World Bangladesh	(Weekly magazine in English)

TENTATIVE SCHEDULE

Date	8:30 - 9:30	9:40 - 10:40	10:40 - 11:00	11:00 - 12:00	12:10 - 13:10	14:30 - 15:30	15:40 - 16:40	19:10 - 20:10
01-12-99	Registration	Introduction & Ice breaking	Tea Break	CT - 01 ZH		CT - 02 ZH		
02-12-99	TT - 01 ZH	TT - 02 ZI	Tea Break	CT - 03 ZH		MW - 01 ZH	MW - 02 ZH	TT - 03 ZI
03-12-99	FRIDAY							
04-12-99	TT - 04 ZI	MW - 03 ZH	Tea Break	MW - 03 ZH	MW (Practice)	TT - 05 ZI	TT - 06 ZI	Training Film
05-12-99	TT -07 ZI	MW - 04 ZH	Tea Break	MW - 04 ZH	MW (Practice)		TT - 08 ZI	Practice Session
06-12-99	TT - 09 ZI	MW - 05 ZH	Tea Break	MW (Practice)		MW - 06 ZH		Practice Session
07-12-99	TT - 10 ZI	MW - 07 ZH	Tea Break	MW - 07 ZH	MW (Practice)	MW (practice)	TT - 11 ZI	TT - 12 ZI
08-12-99	TT - 13 ZI	MW - 08 ZH	Tea Break	MW - 09 ZH	MW (Practice)		MW - 10 ZH	
09-12-99	TT - 14 ZI	MW - 11 ZH	Tea Break	MW - 11 ZH		TT- 15 ZI		
10-12-99	Friday							
11-12-99	TT- 16 ZI	MP - 01 AR		MP - 01 AR	MP (Practice)	TT - 17 ZI	TT - 18 ZI	TT - 19 ZI
12-12-99	TT Test ZH/ZI	MP - 02 AR		MP - 02 AR	MP (Practice)			
13-12-99	MP - 03 ZH			MP - 04 AR	MP (Practice)	MP - 05 AR		
14-12-99	MP (Practice)			ME - 01 ZH		ME - 02 ZH		
15-12-99	ME - 03 ZH			ME - 04 BA	ME - 04 BA	ME (Practice)		
16-12-99	HOLIDAY							
17-12-99	FRIDAY							
18-12-99	ME - 05 ZH			ME - 06 BA		ME (Practice)		
19-12-99	ME - 07 ZH	ME (Practice)		MA - 01 EH		MA - 02 EH	MA (Practice)	
20-12-99	MA (Practice)	MA - 03 EH		MA - 03 EH	Practice Session			
21-12-99	Project Preparation							
22-12-99	Practice Session			Misc - 01 HI				
23-12-99	Study Tour							
24-12-99	Practice Session			Misc - 02 Ataur				
25-12-99	Review Session ZH			Misc - 03 GS				
26-12-99	Review Session	Misc - 03 GS		Misc - 03 GS				
27-12-99	Preparation for Examination			Examination				
28-12-99	Course Evaluation			Closing Ceremony				

ZH = Zakir Hossain, ZI = Zohurul Islam, AR = Arifur Rahman, BA = Badrul Alam Trafder
EH = Enamul Huque, GS = Guest Speaker