

SPECIAL COMPUTER APPLICATION COURSE

COURSE DIRECTOR

AMALENDU SEN
DIRECTOR (LTA)

COURSE COORDINATORS

AKM ENAMUL HAQUE
DEPUTY DIRECTOR

MD. ZAKIR HOSSAIN
ASSISTANT DIRECTOR

M. ARIFUR RAHMAN
EVALUATION OFFICER



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE AND ITS ROLE

Bangladesh Public Administration Training Centre (BPATC) is responsible for imparting training to the officers of different cadres working at different levels of government and also executives of business organisations and NGOs. The Centre was established as an autonomous organisation on April 28, 1984 by merging erstwhile Bangladesh Administrative Staff College (BASC), National Institute of Public Administration (NIPA), Civil Officers' Training Academy (COTA) and Staff Training Institute (STI). BPATC is located about 28 kms away from the city of Dhaka 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 equivalent rank from autonomous bodies and defense services participate in the Senior Staff Course. The Advanced Course on Administration and Development is designed for the mid-level officers and the new entrants of the Bangladesh Civil Service (BCS) and other class-I officers take part in the Foundation Training Course.

Recently, the Centre has achieved the prestigious ISO 9001 certificate for quality. BPATC is the first public sector organisation to have achieved this award.

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 headed by Directors and Deputy Directors respectively. They in turn are assisted 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, communications, planning, budgeting, project management, presentation graphics, entertainment, desktop publishing, education, and countless other things. Computers not only can 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 that 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) is 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 activities 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

The Course has the following objectives:

1. Give the participants an idea about the Windows Operating System.
2. Enable the participants to attain a reasonable typing speed.
3. Enable the participants to use MS Word to produce text documents.
4. Enable the participants to use MS Excel to create and manage spreadsheet applications.
5. Enable the participants to use MS Powerpoint to create and make computer-assisted presentations.
6. Give the participants an idea about ISO 9001 certification for quality.

NATURE OF THE COURSE

The Course is designed for participants who are either going to use computer for the very first time or may have very little idea it. Though very basic, the course contents may seem somewhat extensive because of the attention given to the practical needs of the trainees.

After completing the Course, the trainees are expected to utilise their acquired skills and knowledge in their workplaces.

The contents of the course includes:

- Introduction to the computer
- Features of the Keyboard and their usage and using a Mouse
- Typing Tutor
- Windows 95
- MS Word
- MS Excel
- MS Power Point

Each classroom session will be of one hour duration. However, it is expected that the trainees would practice in the computer laboratory by themselves after the training sessions to sharpen their individual skills.

TRAINING METHODOLOGY

- Lectures/Discussions
- Lecture/Practice
- Project Work/Assignment

DURATION OF THE COURSE

The Course will commence on July 5, 2000 and end on July 19, 2000 with 13 working days and 2 holidays. *Sessions will also be held on Saturdays as usual.* The details of the tentative programme of the Course are given later in this Guidelines.

COURSE REQUIREMENTS

- It is a residential training course, and as such, 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 two hundred (200) marks. Out of the 200 marks written examination/exercise/test will cover 100 marks and attendance, overall discipline etc. will cover 100 marks. The written examination have two parts: (1) Short Questions (written) and (2) Practical Test. Written test 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%. Participants are graded on the following categories.

<u>Percentage of Marks</u>	<u>Grading</u>
90 and above	AA (Outstanding)
80-89	A+ (Very good)
70-79	A (Good)
60-69	B+ (High average)
50-59	B (Average)

The participants are also expected to evaluate freely the course contents, the resource persons/facilitators, the course administration and the logistic facilities of the Centre.

SERVICES AND LOGISTICS

Library

BPATC has a modern library with a very rich collection of books, journals, periodicals and other documents. It has about 85,000 books and 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. The library remains open from 8 A.M. to 10 P.M. on working days, including, Saturdays, and from 4 pm to 6 pm on Fridays. The participants are allowed to borrow books as per 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 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 tea is also arranged by the course administration during classroom sessions in the morning.

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 in games during their stay at the Centre.

Mosque

There is a beautiful mosque in the campus. No separate arrangements for prayer is available in the dormitory. Timings of Salat is available in the mosque.

Clinic

The Centre maintains a clinic with reasonable medical facilities. The clinic remains open from 9 am to 9 pm. Participants are entitled to get free medical care and prescription from this clinic. In case of non-availability of prescribed medicines in the clinic, participants have to procure medicines 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 and ironed on payment at reasonable rates.

Publications

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 guidelines for ready reference.



COURSE CONTENTS

MODULE-1 : INTRODUCTION TO COMPUTER (IC)

Code	Topic	Facilitator	Training Method
IC - 1.1	Introduction to Computer	ZH	Lecture/Discussion
IC - 1.2	Keyboarding and Mousing	ZH	Lecture/Practice
IC - 1.3	Operating System: Windows 95	ZH	Lecture/Practice

MODULE-2 : TYPE TUTOR (TT)

Code	Topic	Facilitator	Training Method
TT -2.1 to 2.30	Type Tutor	ZH, AR	Practice

MODULE-3 : MS WORD (MW)

Code	Topic	Facilitator	Training Method
MW - 3.1	Introducing Microsoft Office, Starting and exiting the office application, Getting started word, introducing word screen, Exit Word	ZH	Lecture/Practice
MW - 3.2	Start a new document, Entering and editing text, Save, Close document, Open existing document.	ZH	Lecture/Practice
MW - 3.3	Formatting : Character formatting, Paragraph formatting	ZH	Lecture/Practice
MW - 3.4	Page layout, Page formatting and Document Styles	ZH	Lecture/Practice
MW - 3.5	Headers and Footers : creating, editing, Footnote, Find and replace	ZH	Lecture/Practice
MW - 3.6	Working with Table	ZH	Lecture/Practice
MW - 3.7	Working with Clip Art, Word Art	ZH	Lecture/Practice
MW - 3.8	Printing a document	ZH	Lecture/Practice
MW - 3.9	Table of contents, Index	ZH	Lecture/Practice
MW - 3.10	Practice on Word	ZH	Practice
MW - 3.11	Exercise/Test	ZH	Test

MODULE-4 : MS POWERPOINT (MP)

Code	Topic	Facilitator	Training Method
MP - 4.1	Getting started in PowerPoint	AR	Lecture/Discussion
MP - 4.2	Text tips and Format	AR	Lecture/Practice
MP - 4.3	Animation, Art, and Sound	AR	Lecture/Practice
MP - 4.4	Making the Presentation	AR	Lecture/Practice
MP - 4.5	Practice/Exercise/Test	AR	Exercise/Test

MODULE-5 : MS EXCEL (ME)

Code	Topic	Facilitator	Training Method
ME – 5.1	Introduction, Getting started, Part of Excel screen, Columns, Row and Cell, The Active cell	EH/ZH	Lecture/Discussion
ME – 5.2	Creating worksheet and Entering data	EH/ZH	Lecture/Practice
ME – 5.3	Editing and formatting a workbook	EH/ZH	Lecture/Practice
ME – 5.4	Charting	EH/ZH	Lecture/Practice
ME – 5.5	Working with formulas and function	EH/ZH	Lecture/Practice
ME – 5.6	Shorting data, Query data	EH/ZH	Lecture/Practice
ME – 5.7	Advanced query	EH/ZH	Lecture/Practice
ME – 5.8	Formatting table, text, cell	EH/ZH	Lecture/Practice
ME – 5.9	Practice/Assignment on Excel	EH/ZH	Practice
ME – 5.10	Exercise/Test	EH/ZH	Exercise/Test

LIST OF PARTICIPANTS

Joint Directors

1. Janab Muhammad Kamal Uddin Ahmad
2. Janab A.K. Sharif Ullah
3. Janab S.J. Anwar Zahid
4. Janab Taposh Ranjan Bose
5. Janab Qamrul Ahsan
6. Dr. Md. Abdul Hamid

Deputy Directors

7. Janab Shapon Kumar Dasgupta
8. Janab Abdus Samad Mia
9. Janab Md. Shafiqul Islam (1)
10. Janab Taposh Kumar Biswas
11. Janab Yasin Ali
12. Janab Abul Kalam Azad
13. Janab Md. Shafiqul Islam (2)
14. Janab Milon Kanti Bhattacharya

Assistant Directors

15. Janab Abdul Qader
16. Janab Md. Qamrul Hasan
17. Janab Abdul Karim
18. Janab Newaz Ahmed Chowdhury
19. Janab Md. Jahangir Alam
20. Begum Nasima Aktar
21. Janab Md. Nuruzzaman
22. Janab Ranjan Kumar Guha
23. Janab Abdullah Al Mamun
24. Janab Md. Mizanur Rahman (2)
25. Janab Shishir Kumar Munshi

RELEVANT TELEPHONE NUMBERS

BPATC PABX : 7710010-16
email : bpatc@bangla.net

<i>Sl.No.</i>	<i>Name of Designation</i>	<i>Designation</i>	<i>Telephone No.</i>	
			<i>Office</i>	<i>Residence</i>
1.	Dr. Ekram Hossain	Rector	7710033 4101	8314511
2.	Mr. Md. Abdur Razzaque	MDS (R &C) & Course Adviser	4115	4415
3.	Mr. A.K.M Musa	Director (Admin)	4107	4407
4.	Mr. Amalendu Sen	Director(LTA) & Course Director	4106/4118	4413
5.	Mr. Md. Zohurul Islam	P.S.to Rector	4141	4446
8.	Mr. Md. Latifur Rahman	Dy. Director (Service)	4121	4421
9.	Mr. Md. Zakir Hossain	Assistant Director & Course Coordinator	4162	4462
10.	Library		4198	
11.	Cafeteria		4210	
12.	Medical Centre		4223	

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)
- ✓ PC Quest Bangladesh (Monthly magazine in English)
- ✓ Computer Bichitra (Monthly magazine in Bangla)
- ✓ Computer Jagat (Monthly magazine in Bangla)
- ✓ Computer Tomorrow (Monthly magazine in Bangla)
- ✓ PC World Bangladesh (Weekly magazine in English)

TENTATIVE SCHEDULE

Date	8:15 - 9:15	9:25 - 10:25	10:25 - 11:55	10:55 - 11:55	12:00 - 13:00	14:30 - 15:30	15:40 - 16:40	19:10 - 20:10
05-07-00	Registration & Introduction	IC-1.1 ZH	TEA BREAK	IC-1.2 ZH	IC-1.3 ZH	TT-2.1 ZH	TT-2.2 ZH	TT-2.3 ZH
06-07-00	TT-2.4 ZH	MW-3.1 ZH		MW-3.2 ZH	MW-3.3 ZH	Practice Word	Practice Word	
07-07-00	FRIDAY							
08-07-00	TT-2.5 ZH	MW-3.4 ZH	T E A B R E A K	MW-3.5 ZH	Practice Word	Practice Word	MW-3.6 ZH	TT-2.6 ZH
09-07-00	TT-2.7 ZH	MW-3.7 ZH		Practice Word	MW-3.8 MH	Practice Word	MW-3.9 ZH	TT-2.8
10-07-00	TT-2.9 ZH	MW-3.10 ZH		ME-5.1 EH	ME-5.2 ZH	Practice Excel	Practice Excel	TT-2.10 ZH
11-07-00	TT-2.11 ZH	ME-5.5 ZH		ME-5.6 EH	Practice Excel	Practice Excel	ME-5.7 ZH	TT-2.12 ZH
12-07-00	TT-2.13 ZH	Introduction ISO 9001 Musa		ME-5.8 EH	ME-5.9 EH/ZH	Practice Excel	Practice Excel	TT-2.14 ZH
13-07-00	TT-2.15 ZH	Practice Excel		ME-5.10 ZH	TT-2.16 ZH	MP-4.1 AR	Practice Powerpoint	
14-07-00	FRIDAY							
15-07-00	TT-2.17 ZH	MP-4.2 AR	T E A B R E A K	Practice Powerpoint	MP-4.3 ZH/AR	TT-2.18 AR	TT-2.19 AR	TT-2.20 AR
16-07-00	TT-2.21 ZH	MP-4.5 AR		Practice Powerpoint	Practice Powerpoint	MP-4.5 AR	TT-2.22 ZH/AR	Film Show
17-06-00	TT-2.23 MM	TT-2.24 ZH		TT-2.25 ZH	TT-2.26 ZH	Preparation for Examination		
18-06-00	TT-2.27 ZH	Written Examination		Review Session	TT-2.28 ZH	Internet ZH	TT-2.29 ZH	
19-06-00	TT-2.30 KAM	Course Evaluation			Closing Ceremony	Release		

- Due to unavoidable circumstances schedule may be changed.



QUALITY POLICY

TO DESIGN, DEVELOP, ORGANIZE AND IMPART TRAINING TO MEET EXPECTATION AND NEEDS OF CUSTOMERS.

OBJECTIVES

- ★ *TO KEEP ABREAST WITH THE LATEST METHODS AND TECHNIQUES OF TRAINING PROCESS TO ENSURE MAXIMUM BENEFIT TO TRAINEES WHO ARE REQUIRED TO PROVIDE QUALITY SERVICE TO THE NATION.*
- ★ *TO ENSURE COURSE CURRICULA MODULES AND TRAINING METHODOLOGY IN CONFORMITY WITH PROFESSIONAL NEEDS OF CLIENTELE.*
- ★ *TO ENSURE PREVENTIVE ACTION AND CONTROL TO DISPEL CUSTOMER DISSATISFACTION.*
- ★ *TO CONDUCT RESEARCH FOR DESIGNING / DEVELOPING / UPDATING TRAINING COURSES IN KEEPING WITH THE CHANGING MARKET NEEDS.*
- ★ *TO FOSTER A CULTURE OF TOTAL EMPLOYEE PARTICIPATION FOR IMPLEMENTING A QUALITY SYSTEM ACCORDING TO ISO 9001 : 1994.*

COMMITMENTS

WE, THE EMPLOYEES OF OUR ORGANIZATION AT ALL LEVELS, STAND COMMITTED TO THE ABOVE OBJECTIVES.

RECTOR