

FIFTEENTH COMPUTER APPLICATION COURSE

JUNE 01, 1999 – JUNE 28, 1999

COURSE GUIDELINES

**BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA**

বিপিএটিসি থেকে প্রকাশিত এবং বিক্রয়যোগ্য পুস্তকের তালিকা

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বিক্রয় সম্পর্কিত তথ্য :

ক) কেন্দ্রের অনুবদ ডবল-২ এর ওয় তলায় প্রকাশনা শাখার দপ্তরে তালিকাভুক্ত বই, পুস্তক, জার্নাল ইত্যাদি ৫০% কমিশনে বিক্রয় করা হয়।

FIFTEENTH COMPUTER APPLICATION COURSE

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BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

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FIFTEENTH COMPUTER APPLICATION COURSE

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE AND ITS ROLE

Bangladesh Public Administration Training Centre (BPATC) is mainly responsible for imparting upto-date and need 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 about 28 k.m. away from the city of Dhaka and located in a beautiful natural spot along 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) who holds 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 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

Today 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, chequebook, 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*.

Few years back, buying a computer was a matter of personal choice. However, now it has become a necessity. Just as we 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 widely use computers for word processing, accounting, database management, spreadsheet analysis, communication, planning, budgeting, project management, presenting graphics, entertainment, desktop publishing, education, and countless other things. Computers just only can't do these jobs, in fact they 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 Information Age, both the public and the private sectors in Bangladesh are now emphasizing on developing computer-literate human resources. The Government of Bangladesh is, therefore 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-enthusiastic managers in the public sector, BPATC includes computer training in all training courses held at this Centre. This training is very crucial for the trainees because of their future role in the overall development process of Bangladesh. However, at present, this training will not only assist the trainees to do their work better but will also help in their personal development for facing future challenges.

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

OBJECTIVES OF THE COURSE

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

Achievement Strategy:

1. By instructing the basics of typing and mousing 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: Help in increasing the knowledge base of the trainees.*

Achievement Strategy:

1. Discussing various issues of computer in theory and practice;
 2. Referring the participants to various journals, books, television and radio programs and other sources where they can find further information.
- *Bring positive attitudinal change: By increasing awareness and initiative in using computers.*

Achievement Strategy:

1. By discussing and learning about the usefulness, effectiveness and benefits of computer;
2. By discussing the Information Super Highway, Internet, Multimedia, Virtual Reality etc. and the future development of computer technology.

NATURE OF THE COURSE

The nature of the course is largely elementary. It is designed for the trainees who are going to use computer for the 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 needs of the trainees.

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

The contents of the course includes:

- Introduction to the computer
- Keyboarding and Mousing
- 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 skills.

TRAINING METHODOLOGY

- Lectures and discussions
- Practical Sessions
- Question-Answer Sessions

DURATION OF THE COURSE

The Course will commence on June 01, 1999 and end on June 28, 1999 with 23 working days and five holidays. Sessions will also be held on Saturdays as usual.

COURSE REQUIREMENTS

- It is a residential training course and as a part of the course requirement, all participants 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 dinners.

EVALUATION

Trainees will be evaluated on one hundred (100) marks. The evaluation process has two parts: (1) Multiple Choice Question (MCQ Test), and (2) Practical Test. Trainees should pass both parts separately, and the pass mark 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 Arrangement:

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 mid-session tea break 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.

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

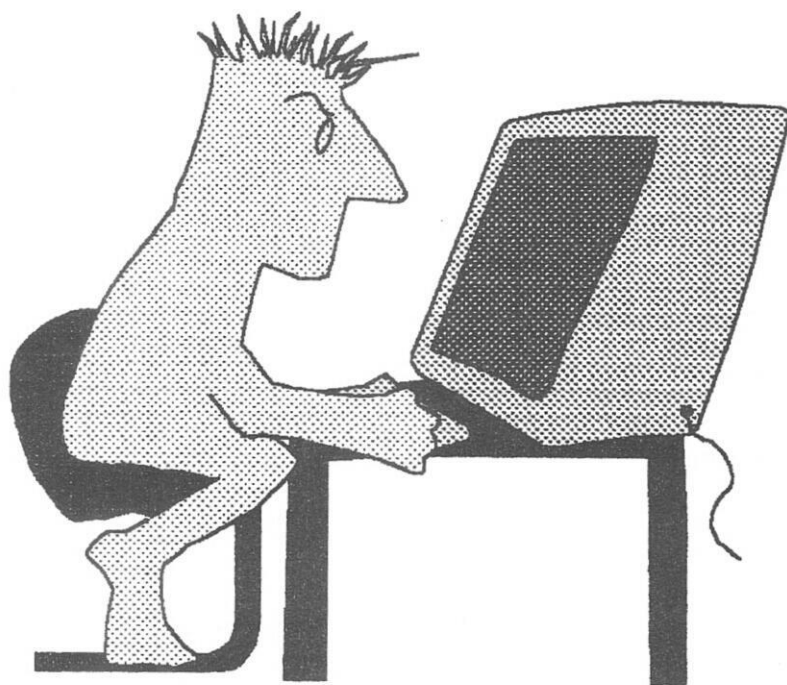
case of non-availability of prescribed medicine in the clinic, participants have to procure medicine on their own arrangement. However, no pathological facilities are available in the Clinic.

Laundry:

The Centre has a laundry located in the multipurpose building, 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

Introduction to computer

- Overview of Computer and its use.
- Types and components of computer, How computer works, Hardware, software, glossary and vocabulary.

Keyboarding and Mousing

- To familiarise with Alpha-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.

Operating System: Windows 95

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

Type Tutor

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

Ms Word

- 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.
- Entering and Editing Text, Cut, Copy, Paste, Font Size, Font Style, Undo/Redo.
- Bold, Italics, Underline, Line Spacing. Alignment, Tab Setting and Removing, Indent, Bullets, Numbering, Change Case, Column.
- Creating Table, Making Columns, Sorting, Adding Border, and Coloring Text.
- Drawing, Inserting Clipart and Picture, Creating Graph, Inserting Object.
- View, Find and Replace, Header and Footer, Footnote and Auto Correct.
- Spell Check, Thesaurus, Word Count, Page Setup, Margin Setting, Page Numbering.
- Table of Contents, Working With Multiple Documents, Protecting a Document.
- Printer: Setup, Print Preview, and Print.
- Exercise.

MS PowerPoint

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

MS Excel

- Introduction, Getting Started, Columns, Rows and Cells, The active Cell, Select Cell.
- Entering and Editing Data, Delete data, Undo last change, Move Data, Copy data, Check spelling.
- Save, Exit Excel, Open a Workbook
- 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.
- Change Data Alignment, Centre Data Across Columns, Bold, Italic and Underline, Row change, Wrap text in Cell, Add Border.
- Create a Chart, Move and Size a Chart, Print a Chart, Delete a Chart.
- Shorting Data, Query Data
- Exercise

MS Access

- Introduction, Getting Started, Creating a database file, Saving, Open an existing database, Exiting Access.
- Using a database, searching a Database, Searching a Database, and sorting a Database.
- Creating a query, using a query, deleting a query, making a report.

Others

- MS Project '98 an overview
- Internet, E-mail, Multimedia.
- Computer Maintenance and Troubleshooting

LIST OF PARTICIPANTS

SL. No.	NAME & DEIGNATION	OFFICIAL ADDRESS
1.	Mr. M. Abdul Malek ASP	Khaliajuri Circle Netrokona
2.	Mr. G.M. Azizur Rahman ASP	Special Branch, Dhaka Minto Road, Dhaka
3.	Mr. Md. Akkas Uddin Bhuiyan ASP	C.I.D., Dhaka
4.	Mr. Md. Amirul Islam Town Planner	Rajshahi Development Authority Rajshahi.
5.	Mr. Md. Jahangir Alam Choudhury Assistant Engineer	Rajshahi Development Authority Rajshahi
6.	Mr. Munshi Md. Mohiuddin Officer	Deck Workers Training Academy B.I.W.T.A, Narayanganj
7.	Mr. Apel Mahmud Instructor	Bangladesh Insurance Academy Mohakhali, Dhaka
8.	Begum Noor Fatema Assistant Director (c.c)	Director General's Office N.S.I., Dhaka
9.	Khandaker Nur Mohammad Assistant Manager	Crescent Jute Mills Co. Ltd. Khulna
10.	Begum Rafia Shaheen Ahmed D.P.M.G.	Foreign Post office G.P.O., Dhaka
11.	Mr. Shafi uddin Ahmed D.P.M.G.	Sylhet Division. Sylhet
12.	Kazi Bazlur Rahman District Relief and Rehabilitation Officer	Manikgonj
13.	Begum Firoza Khanam Assistant Director	Relief & Rehabilitation Directorate Dhaka
14.	Mr. Rezaul Karim Choudhury Engineer (Air Conditioning)	Bangladesh Television Dhaka
15.	Mr. Swapan Kanti Acharya Instructor (Gr-I)	Bangladesh Television Dhaka

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|-----|--|---|
| 16. | Mr. Delwar Hossain
Instructor | Bangladesh Forest College
Chittagong |
| 17. | Mr. Saifur Rahman
Assistant Director | Administration Department
DESA, Dhaka |
| 18. | Mr. Mostafizur Rhaman
Assistant Director | Internal Audit Department
DESA, Dhaka |
| 19. | Mr. Sajal Kumar Chowdhury
Assistant Secretary | BFDC
Dilkusha, Dhaka |
| 20. | Mr. K.M. Abdul Kader
Assistant Director | RPATC
Chittagong |
| 21. | Mr. Moinuddin
Assistant Director | RPATC
Khulna |
| 22. | Mr. M. Sarwar Jahan
Deputy Registrar | Cooperative Department
Dhaka Division, Dhaka |

RELEVANT TELEPHONE NUMBER

BPATC PABX : 831715-20

email : bpatc@bangla.net

SL.No.	Name of Designation	Designation	Telephone No.	
			Office	Residence
1.	Dr. Ekram Hossain	Rector	832544	834511
2.	Mr. Md. Sikander Ali Mondal	MDS (R &C) & Course Adviser	832528 4105	832521 4405
3.	Mr. A.K.M Musa	Director (admin)	4107	4407
4.	Mr. Abdur Razzak	Director (PPR)	4115	4415
5.	Mr. Rizwan Khair	Dy Director (MIS) & Course Director	4133	
6.	Mr. Mahmud-ul-Hoque	P.S.to Rector	4141	4441
7.	Mr. A.K.M. Sadek	Dy. Director (Service)	4121	4421
8.	Mr. Md. Zakir Hossain	Assistant Director & Course Coordinator	4162	4462
9.	Library Counter		4198	
10.	Reception		4199	
11.	Course Office		4154	
12.	Dormitory-2		4246,4247(1st floor)	
13.	PABX		4212, 9	
14.	Cafeteria		4210	
15.	Clinic		4142/4223	

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)

Journal:

- | | |
|---------------------------|--------------------------|
| • Byte | English monthly magazine |
| • Computer Bichitra | Bangla monthly magazine |
| • Computer Jagat | Bangla monthly magazine |
| • Electronics & Computers | Bangla monthly magazine |
| • PC World | English weekly magazine |

বিপিএটিসি থেকে প্রকাশিত এবং বিক্রয়যোগ্য পুস্তকের তালিকা

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২৪।	A.K.M. Hedhayetul Haq & Others (1989) Sustainability of Primary Education Project in Bangladesh	40
২৫।	Z. A. Shamsul Haq & Others (1990) Hand Book for the Magistrates, 2nd Ed.	100
২৬।	A Study of the Use of Computers in Management Decision Making in the Public Sector of Bangladesh, 1991	50
২৭।	Administrative Science Review, Published by NIPA	15
২৮।	Dr. Sk. Maqsood Ali & Others, Decentralization and People's Participation in Bangladesh	150

বিক্রয় সম্পর্কিত তথ্য :

- ক) কেন্দ্রের অনুমিত ভবন-২ এর ৩য় তলার প্রকাশনা শাখার দপ্তরে তালিকাভুক্ত বই, পুস্তক, জার্নাল ইত্যাদি ২০% কমিশনে বিক্রয় করা হয়।