

SIXTEENTH COMPUTER APPLICATION COURSE

JUNE 01, 2000 – JUNE 28, 2000

COURSE GUIDELINES



BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

SIXTEENTH COMPUTER APPLICATION COURSE

COURSE ADVISER

MD. ABDUR RAZZAQUE
MEMBER, DIRECTING STAFF (cc)

COURSE DIRECTOR

AMALENDU SEN
DIRECTOR (LTA)

COURSE COORDINATOR

MD. ZAKIR HOSSAIN
ASSISTANT DIRECTOR

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

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SIXTEENTH 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 basic 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 an important role 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 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.*

Achievement Strategy:

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 IT base knowledge of the trainees.*

Achievement Strategy:

1. Discussing various concepts of IT 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.*

Achievement Strategy:

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 the Course, the trainees are expected to utilise their acquired skills and knowledge for typing letters, making reports, carrying out researches, 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
- MS Project 98
- Others (Internet, WWW, Hardware and software troubleshooting, etc.)

Each session will be of one hour. 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
- A study tour may also be arranged to orient the participants with the experience of observing computer in action and use of information technology.

DURATION OF THE COURSE

The Course will commence on June 01, 2000 and end on June 28, 2000 with 24 working days and four holidays. Sessions will also be held on Saturdays as usual. The details of the Tentative Programme of the 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 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: (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%. 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 expected to evaluate freely the facilitators, the course management, the logistic facilities of the Centre and for course as whole.

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 8 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 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 and other sports during their stay at the Centre.

Mosque

There is a beautiful mosque in the premises. No separate arrangements for prayer is 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 9 A.M. to 9 P.M. Participants are entitled to get free medical care and prescription from 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

MODULE-1 : INTRODUCTION TO COMPUTER (IC)

MODULE-IN-CHARGE : MD. ZAKIR HOSSAIN

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)

MODULE-IN-CHARGE : MEHEDE MASUD

Code	Topic	Facilitator	Training Method
TT –2.1 to 2.20	Type Tutor	ZH, ZI, MM, RF	Practice

MODULE-3 : MS WORD (MW)

MODULE-IN-CHARGE : SK. MUSTAFIZUR RAHMAN

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.	SMR	Lecture/Practice
MW – 3.3	Formatting : Character formatting, Paragraph formatting	SMR/ZH/ KAM	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	SMR	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	KAM/MH	Practice
MW – 3.11	Exercise/Test	SMR	Test

MODULE-4 : MS POWERPOINT (MP)

MODULE-IN-CHARGE : M. ARIFUR RAHMAN

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

MODULE-5 : MS EXCEL (ME)

MODULE-IN-CHARGE : BADRUL ALAM TRAFDER

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

MODULE-6 : MS ACCESS (MA)

MODULE-IN-CHARGE : A.K.M. ENAMUL HOQUE

Code	Topic	Facilitator	Training Methode
MA – 6.1	Introduction, Overview, Getting started	EH	Lecture/Discussion
MA – 6.2	Creating database, Entering data	EH	Lecture/Practice
MA – 6.3	Working with tables	EH	Lecture/Practice
MA – 6.4	Working with forms	EH	Lecture/Practice
MA – 6.5	Working with queries	EH	Lecture/Practice
MA – 6.6	Working with reports	EH	Lecture/Practice
MA – 6.7	Access is a relational database	EH	Lecture/Discussion
MA – 6.8	Assignment	EH	Practice
MA – 6.9	Practice on Access	EH	Practice
MA – 6.10	Exercise/test	EH	Excercise/Testr

MODULE-7 : MS PROJECT (MP)

MODULE-IN-CHARGE : KAZI HASAN IMAM/M. ARIFUR RAHMAN

Code	Topic	Facilitator	Training Method
MP – 7.1	Introduction, Getting started with MS Project 98	KHI/AR	Lecture/Discussion
MP – 7.2	Starting a new project and working with tasks	KHI/AR	Lecture/Practice
MP – 7.3	Developing the timeline	KHI/AR	Lecture/Practice
MP – 7.4	Displaying and printing your schedule	KHI/AR	Lecture/Practice
MP – 7.5	Assigning the resources and costs to tasks	KHI/AR	Lecture/Practice
MP – 7.6	Finilizing and publishing your plan	KHI/AR	Lecture/Practice
MP – 7.7	Managing and tracking the project	KHI/AR	Lecture/Practice
MP – 7.8	Assignment	KHI/AR	Practice
MP – 7.9	Practice on Project 98	KHI/AR	Practice
MP – 7.10	Exercise/Test	KHI/AR	Exercise/Test

MODULE-8 : MISCELLANEOUS (Misc)

MODULE-IN-CHARGE : MD. ZAKIR HOSSAIN

Code	Topic	Facilitator	Training Method
Misc – 8.1	Internet, E-mail, Multimedia	GS	Lecture/Discussion
Misc – 8.2	Computer Maintenance and troubleshooting	GS/ZH	Lecture/Discussion
Misc – 8.3	Introduction to MIS/GIS	EH	Lecture/Discussion
Misc – 8.4	Training film/Study tour	EH/ZH	Film/Study tour

- **GS = GUEST SPEAKER**

LIST OF PROBABLE RESOURCE PERSONS

Sl No	Name	Designation	Code
1	Badrul Alam Tarafdar	Director	BAT
2	Kazi Hasan Imam	Deputy Director	KHI
3	A.K.M. Enamul Hoque	Deputy Director	EH
4	Sk. Mustafizur Rahman	Deputy Director	SMR
5	Md. Zakir Hossain	Assistant Director	ZH
6	M Arifur Rahman	Evaluation Officer	AR
7	Rokeya Fahmida	Evaluation Officer	RF
8	Khondoker Abdul Mottaleb	Assistant Director	KAM
9	Mehede Masud	Evaluation Officer	MM
10	Nazrul Alam Chowdhory	Assistant Director	NA
11	Mofazzel Hossain	Technical Supervisor	MH

LIST OF PARTICIPANTS

SL. No.	NAME & DESIGNATION	OFFICIAL ADDRESS
1.	Md. Morshed Alam Senior Assistant Commisionar of Police	DMP Dhaka
2.	Dil Ara Sarwar Publication Officer (Research)	National S. W. Council of Bangladesh 131 New Eskaton, Dhaka
3.	A.R.M. Farid Uddin Researcher	Housing & Building Research Institute Dar-us-Salam Road, Mirpur, Dhaka
4.	Md. Rafiqul Islam Senior Research Officer (incharge)	Housing & Building Research Institute Dar-us-Salam Road, Mirpur, Dhaka
5.	Saibal Kanti Chowdhury Additional S.P.	Mymensingh
6.	Md. Shakhawat Hossain ASP	Bera Circle Pabna
7.	Md. Nazmul Hoque Committee Officer	Bangladesh Parliament Secretariat Dhaka
8.	Khan Md. Mizanul Islam Anti-Corruption Officer	Law Section, Headquarters Anti-Corruption Bureau, Dhaka
9.	Md. Shahjahan Librarian	B.K.S.P. Zirani, Savar, Dhaka
10.	A.K.M. Safiur Rahman D.G.M., P.L.I.	Directorate of Postal Dhaka
11.	S.M. Zabaidul Kabir Commandent (in charge)	3 Answer Batelian Zorarganj, Chittagong
12.	F.A.M. Nurul Islam Director	BARD Kotbari, Comilla
13.	Shahidullah Nur Deputy Director (Chemistry)	BSTI 116/Ka Tejgoan I/A, Dhaka
14.	Md. Latifur Rahman Deputy Director (Physics)	BSTI 116/Ka Tejgoan I/A, Dhaka
15.	Sitara Rowshan Jahan Senior Assistant Secretary (Banking)	Finance Division, Ministry of Finance Bangladesh Secretariat, Dhaka
16.	Md. Siddiqur Rahman Assistant Secretary (Admin-5)	Finance Division, Ministry of Finance Bangladesh Secretariat, Dhaka
17.	Abul Kashem Howlader Assistant Manager (Revinew)	Sales Division, B.G.S.L., Chittagong

SL. No.	NAME & DESIGNATION	OFFICIAL ADDRESS
18.	Shamsul Karim Assistant Engineer	Distribution Division Chittagong
19.	Sayed Mostafa Kamal Programme Organizer	Bangladesh Betar, Headquarters Dhaka.
20.	Touhida Chowdhury Programme Organizer	Transcription Service, Bangladesh Betar Dhaka.
21.	Somen Mitra Majumder Technical Officer	BCSIR, Dhaka.
22.	S.M. Golum Mowla Assistant Conser of Forest	Bon Bhaban, Directorate of Forest Mohakhali, Dhaka.
23.	Laila Arjumand Banu Executive producer	BTV 121, Kazi Najrul Islam Avenue, Dhaka.
24.	Md. Zahidul Islam Producer (News)	BTV 121, Kazi Najrul Islam Avenue, Dhaka.
25.	Md. Abdul Aziz Miah T.V. Engineer, Grade-1	BTV 121, Kazi Najrul Islam Avenue, Dhaka.
26.	Dilruba Latif Art Director (Graphic)	BTV 121, Kazi Najrul Islam Avenue, Dhaka.
27.	Motiur Rahman Dey Manager (Admn-2)	B.Z.M.C, Adamjee Coart 115-120, motiJhil, Dhaka.
28.	Sultana Razia Programme Oraganizer	Transcription Service, Bangladesh Betar. 121, Kazi Najrul Islam Avenue, Dhaka
29.	Md. Shirajul Hossain Research Officer	N.I.L.G Agargoan, Dhaka
30.	Md. Mostaq Ahmed Khondaker Research Officer	N.I.L.G Agargoan, Dhaka

RELEVANT TELEPHONE NUMBERS

BPATC PABX : 7710010-16

email : bpatc@bangla.net

Sl.No.	Name of Designation	Designation	Telephone No.	
			Office	Residence
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	4118	4413
5.	Mr. Nazrul Alam Chowdhury	P.S.to Rector	4141	4441
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	
13.	Dormitory – 04		4247 (Gr. Floor) 4248 (1 st Floor) 4249 (2 nd 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) |
| ✓ 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	10:30 - 11:30	11:30 - 12:00	12:00 - 13:00	14:30 - 15:30	15:40 - 16:40	19:10 - 20:10
01-06-00	Registration	Introduction & Ice breaking	IC-1.1 ZH	TEA BREAK	IC-1.2 ZH	TT-2.1 ZH		
02-06-00	FRIDAY							
03-06-00	TT-2.2 ZH	IC-1.3 ZH	MW-3.1 ZH	T E A B R E A K	MW-3.2 SMR	Practice Word	Practice Word	Practice (TT)
04-06-00	TT-2.3 RF	MW-3.3 SMR/ZH	Practice Word		MW-3.4 ZH	Practice Word	MW-3.5 ZH	Practice Word
05-06-00	TT-2.4 MM	MW-3.6 ZH	Practice Word		MW-3.7 SMR	Practice Word	MW-3.8 ZH	Practice Word/TT
06-06-00	TT-2.5 MM	MW-3.9 ZH	Practice Word		MW-3.10 MH	Practice Word	Practice Word	Exercise/ Test
07-06-00	TT-2.6 RF	ME-5.1 BAT	ME-5.2 BAT		Practice Excel	ME-5.3 ZH	Practice Excel	Practice Excel/TT
08-06-00	TT-2.7 RF	ME-5.4 BAT/ZH	Practice Excel		Practice Excel			
09-06-00	FRIDAY							
10-06-00	TT-2.8 MM	ME-5.5 BAT/ZH	Practice Excel		Exercise Excel			Film Show ZH/MH
11-06-00	TT-2.9 ZH	ME-5.6 BAT/ZH	Practice Excel		ME-5.7 BAT/ZH	Practice Excel	TT-2.10	TT TEST
12-06-00	TT-2.11 NA	ME-5.8 BAT/ZH	Practice Excel		ME-5.9 BAT/ZH	Practice Excel	Practice Excel	Exercise/ Test
13-06-00	TT-2.12 NA	Misc-8.1 GS/ZH			Misc-8.1 GS/ZH			
14-06-00	STUDY TOUR							
15-06-00	SESSION ON IT—GS/ZH/EH AND PRACTICE SESSION							
16-06-00	FRIDAY							
17-06-00	TT-2.13 MM	MP-4.1 ZH/AR	MP-4.2 ZH/AR	T E A B R E A K	Practice Powerpoint	MP-4.3 ZH/AR	Practice Powerpoint	Film Show ZH/MH
18-06-00	TT-2.14 RF	MP-4.4 AR	Practice Exercise		Practice Powerpoint	MP-4.5 ZH/AR	Practice Powerpoint	Exercise/ Test
19-06-00	TT-2.15 KAM	MA-6.1 EH	MA-6.2 EH		Practice Access	Practice Access		
20-06-00	TT-2.16 MH	MA-6.3 EH	Practice Access		MA-6.4 EH	Practice Access	MA-6.5 EH	Practice Access
21-06-00	TT-2.17 MH	MA-6.6 EH	Practice Access		MA-6.7 EH	MA-6.8 EH	Practice Access	Practice Access
22-06-00	TT-2.18 KAM	MA-6.9 EH	Practice Access		MA-6.10 EH	Misc-8.2 GS/ZH		
23-06-00	FRIDAY							
24-06-00	TT-2.19 MM	MP-7.1 KHI/AR	MP-7.2 KHI/AR	T E A B R E A K	MP-7.3 KHI/AR	Practice Project	MP-7.4 KHI/AR	Film Show ZH/MH
25-06-00	TT-2.20 ZH	MP-7.5 KHI/AR	Practice Project		MP-7.6 KHI/AR	Practice Project	Practice TT	TT TEST ZH
26-06-00	Practice	MP-7.7 KHI/AR	MP-7.8 KHI/AR		MP-7.9 ZH/AR	Misc-8.3 EH	Practice	MP-7.10 KHI/AR
27-06-00	Preparation for Examination				Examination			
28-06-00	Course Evaluation			K	Closing Ceremony		Release	

- Due to unavoidable circumstances schedule may be change.

বিপিএটিসি থেকে প্রকাশিত এবং বিক্রয়যোগ্য পুস্তকের তালিকা

ক্রমিক নং	শিরোনাম ও লেখক	মুদ্রিত কপি মূল্য
১০	ডাব্লিউ. ডাব্লিউ রসসি (১৯৬৪)- সম্পাদ, অর্থনৈতিক অগ্রগতি বিশ্লেষণ,	টক ৬.৫০
১১	মুহাম্মদ হোসেন (১৯৭০)- অনু., প্রশাসনের বিভিন্ন পদ্ধতি	৬.৫০
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বিক্রয় সম্পর্কিত তথ্য :

- ক) কেন্দ্রের অফিসে প্রথম-২ এবং ৩য় তলার প্রকাশনা শাখার মধ্যে তালিকাভুক্ত এই পুস্তক, জার্মান ইত্যাদি ৫০% কমিশনে বিক্রয় করা হয়।