

SECRETARIAT TRAINING INSTITUTE
(Office of the Assistant Director (IT))

IT COURSES FOR ANNUAL TRAINING PROGRAMME OF YEAR 2017

FROM 01-01-2017 TO 31-12-2017

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
1.	Advanced Course on Microsoft Excel 2013/2016	16-01-17 to 20-01-17 One week (part-time)	<ul style="list-style-type: none"> • Overview of MS Excel • Insertion/Editing/Formatting of Data and Work sheets • Conditional Formatting • Formulas & Functions • Sort & Filter • Use of Data Tools • Pivot Table • Importing of External Data • What If Analysis • Lookup and Reference • Customizing Excel • Track Changes • Working with Comments • Use of Templates • Excel Sway • Excel Online • Protecting of Work Book/Sheet 	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
2.	Microsoft Office 2013/2016 & Internet	06-02-17 to 17-02-17 Two weeks (part-time)	<ul style="list-style-type: none"> • How to create, edit & format documents, spread sheets & presentations. • Paragraph & page numbering • Page Layout/Page Setup • Auto Text/ Quick Part Entries • Recording and use of Macros • Working with Tables • Mail Merge (complete) • Table of Contents • Track Changes • Handling of MS Office Options/Settings • Use of Template • Formulas & Functions • Conditional Formatting • Sort & Filter • Searching Data Timely & Easily • Proofing document, worksheet & presentation • Save, Protect and Print documents, spreadsheets & presentations • Internet Browsing, Surfing and Email handling • MS office online • Sharing of data without opening email • Using file on Computer & Cell Phone 	<ul style="list-style-type: none"> • To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. • To provide hands-on knowledge about latest MS office features (21st century tools). • To develop skills to perform daily office task efficiently & effectively. • To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public. 	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
3.	Microsoft Office 2013/2016 & Internet	06-03-17 to 17-03-17 Two weeks (part-time)	<ul style="list-style-type: none"> • How to create, edit & format documents, spread sheets & presentations. • Paragraph & page numbering • Page Layout/Page Setup • Auto Text/ Quick Part Entries • Recording and use of Macros • Working with Tables • Mail Merge (complete) • Table of Contents • Track Changes • Handling of MS Office Options/Settings • Use of Templates • Formulas & Functions • Conditional Formatting • Sort & Filter • Searching Data Timely & Easily • Proofing document, worksheet & presentation • Save, Protect and Print documents, spreadsheets & presentations • Internet Browsing, Surfing and Email handling • MS office online • Sharing of data without opening email • Using file on Computer & Cell Phone 	<ul style="list-style-type: none"> • To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. • To provide hands-on knowledge about latest MS office features (21st century tools). • To develop skills to perform daily office task efficiently & effectively. • To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public. 	BS17 to BS19

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
3.	Advanced Course on Microsoft Excel 2013/2016	13-03-17 to 17-03-17 One week (part-time)	<ul style="list-style-type: none"> • Overview of MS Excel • Insertion/Editing/Formatting of Data and Work sheets • Conditional Formatting • Formulas & Functions • Sort & Filter • Use of Data Tools • Pivot Table • Importing of External Data • What If Analysis • Lookup and Reference • Customizing Excel • Track Changes • Working with Comments • Use of Templates • Excel Sway • Excel Online • Protecting of Work Book/Sheet 	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
4.	Information System, Security & Audit	03-04-17 to 07-04-17 One week (part-time)	<ul style="list-style-type: none"> • The Process of Auditing Information System • Governance and Management of IT • Auditing Infrastructure and Operations • Auditing Systems Acquisition / Development Process • Information Security Management 	<p>To provide the officers with a detailed knowledge of Information System and I.T Audit to enabling them to:</p> <ul style="list-style-type: none"> • Design and develop information system to improve the performance of organizations. • Apply conceptual approach of information systems to I.T. Audit. 	BS17 to BS19

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
5.	Microsoft Office 2013/2016 & Internet	17-04-17 to 28-04-17 Two weeks (part-time)	<ul style="list-style-type: none"> • How to create, edit & format documents, spread sheets & presentations. • Paragraph & page numbering • Page Layout/Page Setup • Auto Text/ Quick Part Entries • Recording and use of Macros • Working with Tables • Mail Merge (complete) • Table of Contents • Track Changes • Handling of MS Office Options/Settings • Use of Template • Formulas & Functions • Conditional Formatting • Sort & Filter • Searching Data Timely & Easily • Proofing document, worksheet & presentation • Save, Protect and Print documents, spreadsheets & presentations • Internet Browsing, Surfing and Email handling • MS office online • Sharing of data without opening email • Using file on Computer & Cell Phone 	<ul style="list-style-type: none"> • To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. • To provide hands-on knowledge about latest MS office features (21st century tools). • To develop skills to perform daily office task efficiently & effectively. • To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public. 	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
6.	Advanced Course on Microsoft Excel 2013/2016	15-05-17 to 19-05-17 One week (part-time)	<ul style="list-style-type: none"> • Overview of MS Excel • Insertion/Editing/Formatting of Data and Work sheets • Conditional Formatting • Formulas & Functions • Sort & Filter • Use of Data Tools • Pivot Table • Importing of External Data • What If Analysis • Lookup and Reference • Customizing Excel • Track Changes • Working with Comments • Use of Templates • Excel Sway • Excel Online • Protecting of Work Book/Sheet 	To enhance skills of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.	BS7 to BS16
7.	Microsoft Office 2013/2016	10-07-17 to 21-07-17 Two weeks (part-time)	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint 	To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.	Dependents of Government employees

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
8.	Project Management using MS Project	21-08-17 to 25-08-17 One week (part-time)	<ul style="list-style-type: none"> • Introduction • Overview of Microsoft Project • Scheduling • Developing the WBS and Outlining • Creating Tasks and Milestones • Making Dependencies • Managing Schedule Conflicts • Changing the Work Time (Calendars) • Using and defining Filters • Using the Calendar/Network Diagram/ Relationship Diagram View • Customizing Microsoft Project • Defining /Assigning Resources • Identifying/Managing Resource Conflicts • Tracking Projects • Rescheduling the Project • Printing Views • Printing Reports • Multi-Project Planning • Consolidating Project Schedules 	To build and enhance Microsoft Project usage capabilities of Government employees	BS17 to BS19

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
9.	Windows 8/10 - End User Administration	18-09-17 to 22-09-17 One week (part-time)	<ul style="list-style-type: none"> • Introduction • What's New in Windows 8/10? • Figuring Out the New Start Screen in Windows 8 • Finding the Desktop • Bellying Up to the Taskbar. • Browsing the File Explorer • Peering into Your Drives and Folders • Creating a New Folder • Renaming a File or Folder • Copying or Moving Files and Folders • Writing to CDs and DVDs • Starting a Program or App • Adding and Deleting Apps • Connecting Wirelessly to the Internet • Browsing Quickly from the Start Screen 	In a fast-moving government, where almost everything revolves around PC's, Laptops, Emails. Office Automation has become inevitable. Windows XP is not being used since April 2014. Microsoft has announced end of mainstream support in January 2015 for Windows 7 also. An upgraded windows 8/10 is being used nowadays. Therefore, said course is designed to provide basic skills required to understand various features, tools and options of windows 7/8 Operating System.	BS7 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
10.	Microsoft Office 2013/2016 & Internet	09-10-17 to 20-10-17 Two weeks (part-time)	<ul style="list-style-type: none"> • How to create, edit & format documents, spread sheets & presentations. • Paragraph & page numbering • Page Layout/Page Setup • Auto Text/ Quick Part Entries • Recording and use of Macros • Working with Tables • Mail Merge (complete) • Table of Contents • Track Changes • Handling of MS Office Options/Settings • Use of Template • Formulas & Functions • Conditional Formatting • Sort & Filter • Searching Data Timely & Easily • Proofing document, worksheet & presentation • Save, Protect and Print documents, spreadsheets & presentations • Internet Browsing, Surfing and Email handling • MS office online • Sharing of data without opening email • Using file on Computer & Cell Phone 	<ul style="list-style-type: none"> • To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. • To provide hands-on knowledge about latest MS office features (21st century tools). • To develop skills to perform daily office task efficiently & effectively. • To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public. 	Private Secretaries, Assistant private Secretaries and equivalent

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
11.	Software Acquisition Process/Practices of Information Systems	25-10-17 to 27-10-17 Three days (part-time)	<ul style="list-style-type: none"> • Approach(Waterfall, spiral, interactive, prototyping) • Phase of SDLC (Investigation and feasibility study) • Requirement Analysis and initial Design • Detailed design specification / documentation • System installation / implementation & maintenance • Project Management • Project Planning • Project Control Methods and Standards. • Service Level Agreement 	<ul style="list-style-type: none"> • To provide the officers with a detailed knowledge of acquisition/ development/ management of Information System. • Manage the development of information system to improve the performance of organization 	BS17 to BS19
12.	Cyber Security /Internet Tools for Civil Servants	06-11-17 to 10-11-17 One week (part-time)	<ul style="list-style-type: none"> • Use of internet tools to develop digital skills and productivity. • Meet and work with others remotely • Use surveys • Create and share a presentation • Plan and track a project • Organize an event or meeting • Collaborate on documents • Connect to social networks • Collate and store notes and ideas • Share large files and documents • Collate and share topical information • Send out newsletters • Access and security 	To build knowledge /expertise about foundation of security, securing Operating Systems, protecting systems using antiviruses, data encryption, data backup and disaster recovery, internet security, securing Network Connections, securing Online Transactions and Emails, Social Networking, Information Security and Mobile Devices.	BS07 to BS16

S.No.	Course Title	Schedule	Major Contents	Objectives	Target Audience
13.	ICT & E-Governance	20-11-17 to 24-11-17 One week (part-time)	<ul style="list-style-type: none"> • Introduction to Information & Communication Technology (ICT) • Improving decision making using ICT • Process Improvement using ICT • ICT as a Cross-Cutting field • ICT in Professional & Daily Life • What is E- Governance? • Advantages of E-Governance • Types of E-Governance Transactions • Types of E- Governance Services • Goals of E- Governance 	To build knowledge and improve know how about ICT and E-Governance of the public sector employees.	BS17 to BS19
14.	Microsoft Office 2013/2016	18-12-17 to 29-12-17 Two weeks (part-time)	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint 	To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.	Dependents of Government employees