

**UNIQUE OPPORTUNITY FOR TRAINING**

**Circular no:**

**April 7, 2009**

**Dear Sir/Madam,**

DCCI Knowledge Centre (KC), an extended wing of DCCI Business Institute (DBI), is pleased to announce the following 7 (seven) **PC & Internet related training courses** to be held from April, 2009.

**1. Introduction to Computer, MS Word, E-mail & Internet (30 Hrs)**

**Objectives:** This training course will enhance skills of a trainee from zero level to confident level. After completing this course, one will learn shortcuts, tips and tricks and effective ways of carrying out day to day tasks and related documentation using Microsoft Word.

**Course Content:** Hardware and Software, Operating System (OS), Application Software, Binary Language, Basic components of Computer, Desktop, File, Folder, and Drive, Mouse click, Shortcut, Rename a File or Folder, Background, MS Word 2003, A new Document, Save, Close, Open, Exit, Save as, Save in different place, Familiarize with different Toolbar, Selection/Block, View Normal View, Print layout, Ruler, and Zoom, Formatting the Text with various fonts & its size, Character effects (superscript, subscript), Cut, Copy, Paste, Undo, Redo, Line spacing, Align text, Tab settings, Changing Case, DROP Case, Numbering & Bulleting, Border & Shading, Spelling feature, Auto Correct, Headers and Footers, Symbol, Page number, Print preview, Page setup, Print a document, Tables, Mail Merge.

**2. Spreadsheet Analysis by MS Excel and Introduction to E-Commerce (30 Hrs)**

**Objectives:** After completing this course one can easily undertake the jobs related with office and business communication. It will ensure more stability and greater performance in real life calculation of statistics. Present day's world is a world of e-commerce. This course will enable trainees to understand and use e-commerce in daily life.

**Course Content:** Introduction, File Handling & Basic Data Entering, MS Excel 2003 Window & common Toolbars, Row & Column address, Entering basic data in Cell, Move Data around the Sheet, Work with Series (Numeric serial, Date, Month, Year, Day of week etc), Insert Row, Column & Work Sheet, Deleting Row, Column & Worksheet, Apply Cell Border and Shading, Apply Number Format (Currency, Accounts, General and Number), Merge Cells and Warp Text with Vertical Alignment, Text orientation, Protect Sheet & Work Book, Enter Formulas in a Cell and Use the Formula Bar, Create and Modify Headers and Footers, Print a Work Sheet, Data Sorting, Data Subtotal, Data Freezing, Working with Chart, Making a Chart from given data, Format the Chart, Intranet & Extranet, Electronic payment systems, Planning for e-business and Implementation Issues, Implementing Security to e-commerce.

**3. Presentation with MS PowerPoint (30 Hrs)**

**Objectives:** This hands-on training helps participants to become comfortable and confident as PowerPoint presenters. After completing this course one can easily make a gorgeous presentation in business and official sector. In this course, participants learn to: focus on what is most important while making a presentation; prepare, organize, and deliver a presentation, identify needs of audience and be more in tune with audience.

**Course Content:** Create a presentation from a Template or Wizard, Create a new presentation from existing Slides, Create a Blank presentation, Copy a Slide, Insert a new Slide, Delete Slides, To set presentation Design (Design Template), Change the Order of Slides using Slide Sorter View, Insert Headers and Footers, Change the layout for one or more Slides, Change the Text Alignment, Change and Replace Text Fonts, Create a Text Box for an entering Text, Promote and Demote Text in Slide & Outline Panes, Add a picture from the ClipArt Gallery, Add Shapes using WordArt or the Drawing Toolbar, Add Organization Chart and Chart, Rotate and fill an Object, Create Tables within PowerPoint, Timing set, Set up show (Manually or auto continuous), To set animation of Text and Graphics, To set Slide Animations, Display a Slide show.

**4. PC & Internet for Effective Business Communication (36 Hrs)**

**Objective:** The objective of the course is to give basic knowledge about the tools and techniques of PC & Internet to modernize trade and business operation. After completing this course, one will be able to learn more effective ways of carrying out day to day tasks and related documentation using Microsoft Word and Excel for office & business communication.

**Course Content:** Basic Knowledge of Hardware & Software, File, Folder, Operating Systems, Input & Output Devices, Editing, Formatting, Working with tables, Creating worksheets, Workbooks, Editing formulas, Working with charts and diagram, Analyzing data, Web Browsing, E-mail sending, File

attaching, Exploring through Internet, Introduction to E – Commerce, Retailing & Advertising in E – Commerce, Internet & Extranet.

#### 5. Administration of a Network for SMEs (36 Hours)

**Objectives:** After completing this course one can design, configure and administer a small office network.

**Course Content:** Network Scope and Component of Networks, Network Topologies, TCP/IP, Repeaters, Hub/Switch, Network Cable, Rules of Cabling, Connector (RJ45, BNC), Installation & Configuration of NIC (Network Interface Card), Implementation of LAN, Creating Workgroup with File Sharing and Permission, Mail Software, Printer as Network Environment, Internet Connection Sharing, Overview, Project, HDD Partition and OS Installation, Create communication between 2 PC with UTP Cable through Hub / Switch, Test the communication with PING command.

#### 6. Hardware Troubleshooting and Networking (36 Hours)

**Objectives:** After completing this course the trainee will be able to install, test, troubleshoot, and repair computers and associated equipment. He/She will be prepared for this career by working in labs with the latest computer hardware and test equipment to gain skills in computer Hardware.

**Course Content:** Input & Output Device, System Unit, Processor, RAM, USB Device, Power Supply Unit, Different Types of Cards, Slot and Ports, Data Cable (PM, SM, SM, SS), Essential DOS Command, PC Assembling, Partitioning, Formatting, OS Installation, Card Install, Other Software Installation, Trouble Shooting. Network Scope and Component of Networks, Network Topologies, TCP/IP, Repeaters, Hub / Switch, Network Cable, Rules of Cabling, Connector (RJ45, BNC), Installation & configuration of NIC, Implementation of LAN, Creating Workgroup with File Sharing and Permission, Mail Software, Printer as Network Environment, Create communication between 2 PC with UTP cable through Hub / Switch, Test the communication with PING command.

#### 7. Basic Knowledge of Computer Programming & Algorithm (36 Hours)

**Objectives:** After completing this course one can create his own software or Algorithm to build his carrier as an IT person or as a programmer. In this course, participants would learn to focus on what is most important while making software like – multimedia, operating system etc.

**Course Content:** Introduction of Computer Programming & Algorithm. General Idea about Compiler, Editor etc. Introduction to Programming Language C; Constant, Variable, Data type. Operator & Expression, Flowchart, Managing input output expression; Decision making and Branching, Decision Making and Looping Arrays; Algorithm Specification and Technique; Elementary data objects and Data Structure; Stack, Queues & Recursion; Arrays; Sorting Algorithm; Merge Sort, Quick Sort, Searching; Divide & Conquer; Tower of Hanoi.

**Target Beneficiaries:** Business entrepreneurs, executives, consultants, students, and other interested persons with educational background of “A-level” or H.S.C or equivalent.

**Facilitators:** Experienced Persons having updated theoretical and Practical knowledge from home & abroad with current information will conduct the courses.

**Selection Procedure:** The interested candidates may obtain **Registration Form** from DCCI Knowledge Centre (KC). Registration would be and on payment of requisite fees and on 'first come first served basis'. Seats are limited (15):

#### Fees for Each Course:

For each Course	Course 1, 2 & 3	Course 4	Course 5, 6 & 7
DCCI/KC Member	Tk. 2,500/-	Tk. 3,000/-	Tk. 4,500/-
Non Member	Tk. 3,000/-	Tk. 3,500/-	Tk. 5,000/-

**Discount:** 10% for 3 participants from one organization & Women Participants.

**Duration:** 3 Days/Week & 2 Hours/Day; **Time:** 11-13 Hours (Shift-I) & 15-17 Hours (Shift-II)

**Application Deadline :** 15<sup>th</sup> May, 2009.

For Details please contact: **DCCI Knowledge Center (KC)**

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Best regards,

**Md. Hossain Ali**  
Executive Director, DBI