

Computer and Information Technology Department

Training institute for chemical industries

Polash, Narsingdi

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Course Content for the Year 2020, CITD

SL. No.	Course Title & relevant information	Course Content
01.	<p>Computer & its Application in Industries</p> <p>Course Code : CI-U304 Participants : Junior & Mid-level officers Duration : 1-Week Period: 13~18 Jun. Course Fee : Tk.7,800/- Per person</p>	<p>Introduction to Computer Hardware and Software; Introduction to MS office; Different Menu Bar or Icon meaning of MS office: File, Edit, View, Insert, Format, Tools, Table, Help etc.; MS Word: Starting MS Word, Opening new file, Document preparation in different formats and editing, different types of table making and editing, file saving/opening old or recent file/editing/closing. Printing: Page set up, margin set up, paper orientation, print preview, printer ink selection, printer selection and printing; MS Power Point: Picture and image added/link in slide, Organization chart development, Import Excel and other charts / file in power Point, Printing procedure; MS Excel: Starting MS Excel, Document preparation in different formats and editing for formula calculation, file saving/closing/opening. MS Excel: Different types chart and graph composing, File saving/closing/opening, printing; Document Printing; Computer application in Industrial Control: Role of Computer in Industrial Process Control; Types of Industrial Computer; Computer Interfacing technique with different devices; Use of computer in DCS System; Use of computer in PLC Control System; Computer for Industrial data communication; Computer Safety Control in Industries.</p>
02.	<p>Computer & its Application</p> <p>Course Code : CI-U101 Participants : Operators/Technicians Duration : 1-Week Period : 07~12 Mar. Course Fee : Tk. 7,800/- Per person</p>	<p>Introduction to computer Types: Familiarize with different types of computer, Choice proper type of computer for use, understanding the benefits of each type computers; Structure of personal computers: Understand hardware parts of computer- Meaning of Main body, Monitor, Keyboard, Printer, Speaker, Microphone, Router, and other peripherals, Understand software parts of computer- Meaning of BIOS(Basic Input Output System), Drivers, OS(Operating System), and Applications software(MS-office etc.); MS Word: Basic screen configuration, documentation concept of documentation, save need for save, and various types of documents; Document passwords enabling & disabling, understanding of Zoom in/out-screen Zoom/out, Find/Replace, Undo/Redo, features of Memo, and Spelling checker; Concept of Fonts, Font colors, Font sizes, Underline and Shades; Adjusting Character spacing/set Width; Function of Paragraphs and Multi-stage, Style; How to use Shapes and Objects; Organize Tables, Cells, and Pages; Function of Footnotes, Endnotes, Headers, Footers, Inserting, and Sorting; Features of Multi-stage alignment, Caption, and Text substitution; Printing: Page set up, margin set up, paper orientation, print preview, printer ink selection, printer selection and printing. MS Excel: Basic screen configuration and its elements; Display types of characters and numeric data; How to adjust row and column sizes; Concept of worksheets and defining names; Necessity of Fill handle and data validation; Conditional formatting using parent/child rules and Cell highlighting; Page layout and background pictures; Differences among Absolute address, Relative address, and Mixed address; Creating a formula by names; Formula calculation using the auto sum feature; Understanding of various functions; Adjusting grid spacing and labels, and display the legend; Necessity of Pivot table; Understanding of Database functions used in Excel; How to implement Macros and Hyperlinks; Printing procedure. MS PowerPoint: Basic screen composition and Theme; Move/Copy/Delete slides; Understanding of Drawing, Painting, and Style; Customizing Ribbon menu; Concept of Font, Color, Logo, Theme, Bullets, Line and Paragraph Spacing and adjust List level; How to merge several Shapes; Understanding of Shape align, Color extraction, two and three-dimensional shapes; Features of Smart Art; Converting your texts or pictures using SmartArt graphics; How to insert video clips and audio clips; Image setting and compressing media files; Means of video files and PDF documents; Applying Object animations/Screen transition to slide presentation; Recording Slide show/Online presentation; Printing procedure.</p>

03.	<p>Computer Networking & Maintenance</p> <p>Course Code : CI-U102 Participants : Operators/Technicians Duration : 1-Week Period : 12~17 Sep. Course Fee : Tk. 7,800/- Per person</p>	<p>Understanding of Network: Concept of Communication protocol and the TCP/IP, OSI reference model, Feature of the network topology, Types of Network, Network Components ; LAN cable manufacturing: Performance index of the UTP Cable, The difference between Baseband & Broadband, Kinds of UTP cable, Local Area Network (LAN) Cables for PC to PC, Local Area Network (LAN) Cables for PC to HUB, Local Area Network (LAN) Cables for HUB to HUB ; LAN Network installation & IP Configuration: Understanding of Bulletin board, mini-homepage, blogs, mini blogs, and virtual meeting space, Function of the switching hub and Network Router, installation of Local Area Network (LAN), configuration of IP addresses, test IP addresses & communication ; Network router installation & configuration: installation of Router, configuration of IP addresses, test signal, password & communication ; Wireless AP / LAN: How to firewall settings, How to Set Up Wireless LAN Card Mode, How to Set Up Access Point Mode, installation of WAP Configuration of IP addresses, test signal, password & communication; Network Troubleshooting: Diagnosing the connection status, Computer configuration problem; Setting Internet start page: Entering the desired start page, Fixing the Start Page.</p>
04.	<p>Computer Networking & Maintenance</p> <p>Course Code : CI-U303 Participants : Junior & Mid-level officers Duration : 1-Week Period : 17~22 Oct. Course Fee : Tk. 7,800/- Per person</p>	<p>Understanding of Network: Concept of Communication protocol and the TCP/IP, OSI reference model, Feature of the network topology, Types of Network, Network Components ; LAN cable manufacturing: Performance index of the UTP Cable, The difference between Baseband & Broadband, Kinds of UTP cable, Local Area Network (LAN) Cables for PC to PC, Local Area Network (LAN) Cables for PC to HUB, Local Area Network (LAN) Cables for HUB to HUB ; LAN Network installation & IP Configuration: Understanding of Bulletin board, mini-homepage, blogs, mini blogs, and virtual meeting space, Function of the switching hub and Network Router, installation of Local Area Network (LAN), configuration of IP addresses, test IP addresses & communication ; Network router installation & configuration: installation of Router, configuration of IP addresses, test signal, password & communication ; Wireless AP / LAN: How to firewall settings, How to Set Up Wireless LAN Card Mode, How to Set Up Access Point Mode, installation of WAP Configuration of IP addresses, test signal, password & communication; Network Troubleshooting: Diagnosing the connection status, Computer configuration problem; Setting Internet start page: Entering the desired start page, Fixing the Start Page.</p>