

Syllabus for ICAN Information Technology Training – 60 Hours

Computer Fundamentals - 4 Hours

Computer and Digital Basics
Computer Hardware & Software
Operating Systems and File Management
Basic Concepts to Programming and How Program Works
LANs and WANS Concept
The Internet, the Web and E-mail
Virtualization and Cloud Computing
Security and Privacy
Introduction to CAAT
Introduction to EFT /E-Commerce, AIS, etc.

Word Processor - 8 Hours

Creating a Document
Editing and Formatting a Document
Working with Templates, Themes, and Styles
Managing Long Documents
Using Mail Merge
Collaborating with Others

Spread-sheets - 10 Hours

Getting Started with Excel & Formatting a Workbook
Working with Formulas and Functions
Enhancing a Workbook with Charts and Graphics
Working with Excel Tables, PivotTables, and Pivot Charts
Managing Multiple Worksheets and Workbooks
Using Advanced Functions and Conditional Formatting
Working with Financial Tools and Functions
Performing What-If Analyses
Connecting to External Data
Recording Macros and Modifying Macros
Creating a Shared Workbook

Presentation Software -8 Hours

Planning and Developing Presentation

Creating a Presentation
Adding and Modifying Text and Graphic Objects
Adding and Customizing Media and Charts
Integrating PowerPoint and Collaborating with Others
Applying Special Effects to Presentations
Giving Presentation

Database Management system - 10 Hours

Database Management System Concept
Relational Database Model: Introduction
SQL Queries

Office Utilities and Automation Tool - 2 Hours

Email and Collaboration Tools Project Management Tools

Computerized Accounting Concepts (including concept on software) – 18 Hours

Overview of Accounting Information Systems
The Information System: An Accountant's Perspective
Desktop Based Accounting Package
Accounting on the Internet
Web Based Accounting Package