

3. MS-Office / Open Office

- a. **Word** - Formatting, Page Borders, Reviewing, Equations, symbols.
- b. **Spread Sheet** - organize data, usage of formula, graphs, charts.
- c. **Power point** - features of power point, guidelines for preparing an effective presentation.
- d. **Access**- creation of database, validate data.

4. **Network Configuration & Software Installation**-Configuring TCP/IP, proxy and firewall settings. Installing application software, system software & tools.

5. **Internet and World Wide Web**-Search Engines, Types of search engines, netiquette, cyber hygiene.

6. **Trouble Shooting**-Hardware trouble shooting, Software trouble shooting.

7. **MATLAB**- basic commands, subroutines, graph plotting.

8. **LATEX**-basic formatting, handling equations and images.

OUTCOMES:

- Common understanding of concepts, patterns of decentralization implementation in Africa †
- Identified opportunities for coordinated policy responses, capacity building and implementation of best practices †
- Identified instruments for improved decentralization to the local level †
- Identified strategies for overcoming constraints to effective decentralization and sustainable management at different levels

Text Books:

1. Computer Hardware, Installation, Interfacing, Troubleshooting and Maintenance, K.L. James, Eastern Economy Edition.
2. Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition by Gary B. Shelly, Misty E. Vermaat and Thomas J. Cashman (2007, Paperback).
3. LATEX- User's Guide and Reference manual, Leslie Lamport, Pearson, LPE, 2/e.
4. Getting Started with MATLAB: A Quick Introduction for Scientists and Engineers, Rudraprathap, Oxford University Press, 2002.
5. Scott Mueller's Upgrading and Repairing PCs, 18/e, Scott. Mueller, QUE, Pearson, 2008
6. The Complete Computer upgrade and repair book, 3/e, Cheryl A Schmidt, Dreamtech.
7. Comdex Information Technology course tool kit Vikas Gupta, WILEY Dreamtech.
8. Introduction to Information Technology, ITL Education Solutions limited, Pearson Education.