

3.13 it@coops - IT-Training for Cooperatives

Name of the Tool:	it@coops - IT-Training for Cooperatives : Business IT, Web Development, Administration and Networking, User Productivity and more
Source:	GIZ
Usage:	This training programme is designed to improve IT capabilities and skills of cooperatives.
Description:	<p>The it@coops Training Modules comprise 100 days of training in Thai, English and Bahasa on topics relevant to cooperative users such as Business IT, Web Development, Administration and Networking, User Productivity and more to improve IT capabilities and skills of cooperatives .</p> <p>The training material was created during the project “it@coops - Information Technology for Southeast Asian Cooperatives”, a joint initiative of the Asian Women in Cooperative Development Forum (AWCF) and GIZ, Germany in cooperation with CULT (Thailand), FORMASI Indonesia (Indonesia) and NATCCO (Philippines) with financial support by the German Federal Ministry for Economic Cooperation and Development (BMZ). For more information see: http://www.it-coops.org</p>

Topic:	it@coops - IT-Training for Cooperatives: Business IT, Web Development, Administration and Networking, User Productivity and more
Objectives:	<p>The module supports cooperatives and their umbrella associations in the establishment of IT expertise in various fields.</p> <p>The project consists of three components. The first component aims at qualifying members of cooperatives in the field of information technology. The intention is to train a number of instructors from selected cooperatives, who will in turn train further cooperative members.</p> <p>In addition to teaching basics, instructors will receive a solid foundation on the teaching of IT skills and will specialise in a particular area in information technology (e.g. Web design, e-security, e-technology).</p> <p>An additional project component aims at promoting the construction of local IT centres. This will enable cooperative members and many small and very small businesses to gain access to important IT services and the Internet.</p> <p>An important component of the programme is the national and regional networking of all participating actors. The goal is to create networks that will systematise operational procedures, facilitate the exchange of information and knowledge and act together on the market, thus improving competitiveness.</p>
Target Group:	IT managers of cooperatives
Prerequisites:	Basic IT skills

Content:	<p>1. IT Skills training</p> <p>Thai, English</p> <ul style="list-style-type: none"> • TS 009 Web Development • SS 003 Business IT (Business Development Centre): Presentation • INTR 001 Introduction to IT (Slide presentation of Introduction to IT@Coops Project Module): Computer for Life • TS 002 Introduction to Internet • SS 005 Train the Trainer • Training Management • Presentation Technique • TS 001 Introduction to Computer (Windows XP) • TS 013 PC Networking <p>Bahasa, English</p> <p>Softskill Module-TOT</p> <ul style="list-style-type: none"> • Module V Communication • Module VI TOT Training Development • Module VII TOT Curriculum • Module VII Monitoring and Evaluation • Module IX Identifying Facilitators and Practicing in facilitating • Module X Action Plans <p>Introduction to PC use</p> <ul style="list-style-type: none"> • TSB001-Introduction to Computer • TSB002-Operating System • TSB003-Microsoft Word • TSB004-Microsoft Excel • TSB005-Open Office Overview • TSB006-Microsoft Access #1 • TSB007-Microsoft Access #2 • TSB008-Internet Concept • TSB010-Text Editing • TSB011-Spreadsheet • TSB012-Email Application • TSB009-Microsoft PowerPoint • TSB013-Networking Concept • TSB014-Troubleshooting Hardware • TSS001-Design Concept & Colour Theory • TSS002-Photo Editing • TSS004-Page Layout • TSS003-Drawing Tools • TS005-Simple Animation and Video Editing • TSS006-Web Layout • TSS008-Basic Algorithms
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- TSS009-HTML-DHTML concept
- TSS010-Introduction Apache Web server and PHP
- TSS011-Apache Web Server Administration and Implementation
- TSS012-PHP Programming basics and Web Database
- TSS013-Database Administration
- TSS014-Web Portal with PHPNuke
- Project Management

Basic IT

- Introduction To Computer
- Operating System
- Microsoft Word
- Open Office Overview
- Microsoft Access 1
- Microsoft Access 2
- Internet Concept

Advance IT

- Microsoft PowerPoint
- Spreadsheet
- Email Application
- Networking Concept
- Troubleshooting Hardware

Project Management and Graphic Design

- Design Concept and Colour Theory
- Photo Editing
- Drawing Tools
- Page Layout
- Simple Animation, Flash and Video Editing
- Web Layout

Web Programming

- Basic Algorithms
- HTML / DHTML Concept
- Introduction Apache Web Server and PHP
- Apache Web Server Administration and Implementation
- PHP Programming basics and Web Database
- Database Administration
- Web Portal with PHPNuke

English**User Productivity Track (Modules and Presentations)**

- Introduction to ICT
- Operating System (Introduction to Windows Operating System)
- Word Processing (Introduction to MS Word)
- Spreadsheet Hands-On (Introduction to MS Excel)
- Creating Slide Show Presentation (Introduction to MS PowerPoint)
- Email Client (Introduction to MS Outlook)
- Open Source Office Application (Introduction to OpenOffice)
- Office Integration (Integrating MS Office)
- Gender Awareness (Basic Gender Sensitivity)
- Training-The-Trainers 1 & 2 (ToT Presentation & Communication Skills)
- PC Orientation

Creative Track (Handouts and Slides)

- Basic HTML
- Mastering HTML
- Dynamic Web
- Photoshop
- Flash Animation
- In Design

Administration and Networking Track

- Training of Trainers 3 (Handouts and Slides)
- Managing Information for Coops Presentation
- Basic Concepts in Maintaining IT Resources (Hardware)
- Basic Concepts in Maintaining IT Resources (Hardware) Presentation Basic Concepts in Maintaining IT Resources (Software)
- Basic Concepts in Maintaining IT Resources (Software) Presentation
- Sharing IT Resources and Info by Connecting Computers
- Sharing IT Resources and Info by Connecting Computers Presentation

Application Development Track

- MS Excel Review
- Creating Simple Cooperative Software Using MS Excel and Visual Basic
- Understanding Software Development/Acquisition Process
- Creating Coop Software Using Apache-MySQL-PHP
- Intro to Mobile & E-Commerce
- Planning for Information System Needs of Cooperatives

2. Promoting the construction of local IT centres

Training methods:	Face-to-face training plus e-learning/mentoring phases
Training material	it@coops website: http://www.it-coops.org/e417/index_eng.html created in 2006
Copyright and licensing of material / course	License: Creative Commons Attribution-Share Alike 3.0 Germany
Language	English, Bahasa, Thai
Duration:	100 days
Date:	-
Location:	-
Trainer:	Can be provided by GIZ, more than 80 trainers in Indonesia, the Philippines and Thailand, see: http://www.it-coops.org/e343/index_eng.html
Certification:	GIZ certificate
Costs:	Participation fee
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