



**MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE AFFAIRS
MAURITIUS**

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 30 of 2002
152/50/11/07

6 September, 2002

FROM: Secretary for Public Service Affairs
TO: Supervising Officers i/c Ministries/Departments

ICT Training for Public Officers

As you are aware, a Task Force on E-Government has been set up under the chairmanship of the Minister of Information Technology and Telecommunications to prepare *inter alia* an E-Government Master Plan and to consider strategic approaches for the development and use of ICT in the Public Sector. Following the recommendations of the Task Force, a new item 12-101.103 -ICT Training - has been created under this Ministry's vote with a provision of Rs 5million for the implementation of a training programme for public officers in ICT.

2. The courses to be provided under the training Programme will be two-fold:
- (i) a Standard ICT Course of 24 hours' duration for officers who have had no IT training; and
 - (ii) customised courses designed to meet the specific needs of the different categories of public officers.

Copies of the modules are at annex 1.

3. Following a tender exercise, three private local training institutions have been awarded one-year contracts for the training of public officers as follows:

Training Institution

Categories of Officers

NITT
Port Louis and Quatre Bornes

General Services Cadre (i.e officers of the Personnel Cadre, the Executive, Clerical, Secretarial classes)

Harel Mallac Training Institution,
Port Louis

Judicial and Legal Class (i.e Magistrates, District Clerks), Stores and Finance Cadres

FRCI,
Pailles

Administrative Cadre and Officers of Rodrigues Administration

An Implementation Committee has been set up under the aegis of this Ministry for the smooth and effective monitoring of the ICT training project. Two meetings have already been held with the Heads of the respective cadres to kick off the project.

The ultimate objective of the training programme is to train all Public officers who require IT training for the effective implementation of the E-Government project. To enable this Ministry to draw up an Implementation Plan, it would be appreciated if a list of all other grades/classes in your Ministry, excluding those categories mentioned at paragraph 3 above, and the respective number of officers who would need training in IT/common applications of a personal computer could be submitted to us **by Friday 20 September, 2002.**



(D.P. Ruhee)
Secretary for Public Service Affairs

Standard Module

Aim	This module provides general introductory hands on sessions to beginners so as to enable them to become more productive at their work
Objectives	Those who need a good grip in use of common applications of a personal computer
Duration	24 hours (8 half days)
Target Audience	Civil servants who want to use the personal computer comfortably
Prerequisite	None

Course Contents

Module	Item	Duration(Hours)
Introduction to Information Technology	<ul style="list-style-type: none"> ◆ A general theoretical introduction to the use of information technology in every day life ◆ Components of a computer system 	3
Windows 98/2000 Operating System	<ul style="list-style-type: none"> ◆ Definition of an Operating System ◆ Using the mouse ◆ Manipulate windows ◆ Start Button and the Desktop ◆ File Management 	3
Microsoft Word	<ul style="list-style-type: none"> ◆ Definition of a word processor ◆ The Word Work place ◆ Word Processing terms ◆ Create, save(including different word 	6

Module	Item	Duration(Hours)
	processor versions) and print documents ♦ Format document at font level ♦ Format document at paragraph level ♦ Format document at page level ♦ Inserting page break	
Microsoft Excel	♦ Definition of a Spreadsheet ♦ Workbook, Worksheet, Rows, Columns and cells ♦ Entering data and formula ♦ Using functions ♦ Drawing charts	6
Microsoft Outlook	♦ Overview of time management ♦ Entering appointments ♦ Entering tasks ♦ See different view of calendar ♦ Sticky notes	3
Internet Explorer	♦ The World wide web ♦ Searching information ♦ Introduction to Electronic Commerce ♦ Email	3
		24

Judicial and Legal Class (Magistrates)

Module Standard	Item	Duration(Hours)
Microsoft Word	<ul style="list-style-type: none"> ◆ Document Search ◆ Working with multiple documents 	3
Microsoft Access	<ul style="list-style-type: none"> ◆ Database Concepts ◆ Hands on database applications 	3
Access to Past Judgements	<ul style="list-style-type: none"> ◆ Networking and Remote Access ◆ Supreme Court Judgement Database ◆ Using an Information retrieval system- Mauritius Report on CD ROM 	3
		33

Judicial and Legal Class(District Clerks)

Module	Item	Duration(Hours)
Standard		24
Microsoft Word	◆ Document Search ◆ Working with multiple documents	3
		27

Stores Class

Module	Item	Duration(Hours)
Standard		24
Microsoft Excel	<ul style="list-style-type: none"> ◆ Database features ◆ Sorting ◆ Filtering (including advanced) ◆ Consolidate ◆ Goal seek and scenario 	6
Inventory Control System	<ul style="list-style-type: none"> ◆ Overview of the Inventory Control System developed by the State Informatics Limited 	9
		39

Accountancy Class(Finance Cadre etc)

Module	Item	Duration(Hours)
Standard		24
Microsoft Excel	<ul style="list-style-type: none"> ◆ Advanced formula and functions including embedded functions ◆ Advanced charting ◆ Database features ◆ Sorting ◆ Filtering (including advanced) ◆ Consolidate ◆ Goal seek and scenarios 	12
		36

General Service Class(Executive Group)

Module	Item	Duration(Hours)
Standard		24
Microsoft Excel	<ul style="list-style-type: none"> ◆ Database features ◆ Sorting ◆ Filtering (including advanced) ◆ Consolidate ◆ Goal seek and scenarios 	6
		30

Administrative Class (Assistant Secretaries)

Module	Item	Duration(Hours)
Standard		24
Microsoft Excel	<ul style="list-style-type: none"> ◆ Database features ◆ Sorting ◆ Filtering (including advanced) ◆ Consolidate ◆ Goal seek and scenario 	6
Microsoft Powerpoint	<ul style="list-style-type: none"> ◆ Create a presentation using wizard ◆ Format design templates ◆ Format transition 	3
		33