

Shikhar Training and Research Institute, Vashi
The Maharashtra State Co-op Bank Ltd. Mumbai

Programme on Banking Environment & Technology

Duration:- 3 Days

Target Group:- officers / Clerks

Venue:- Shikhar, Vashi

Programme Director:-

Objectives	Exhibit skills for operation of computer Explain handling various software packages Describe use of spread sheet and data handling Prepare power point presentations Use of e-mail and Internet, Intranet
Contents	<ul style="list-style-type: none"> • Basic of computer hardware • Windows Operating System • Document Management • Use of spread sheet for data storage/data analysis/data base management • Preparation of presentations • Data security and back up and disaster management • Use of Internet, e-mail • Operation of software use in the bank • IT policy of bank

Day to Day Schedule

Date	Session & Time	Session/Topic	Resource Person
1st Day	10.00 to 10.30	Joining, Inauguration & Entry Test	
	10.30 to 11.45	Basic of Computer Hardware	
	11.45 to 12.00	Tea Break	
	12.00 to 1.30	Documentation Management	
	1.30 to 2.30	Lunch Break	
	2.30 to 4.00	IT Policy of the bank, Various types of threats	
	4.00 to 4.15	Tea Break	
	4.15 to 5.30	Preparation of Presentation	
2nd Day	10.15 to 11.45	Windows Operating system	
	11.45 to 12.00	Tea Break	
	12.00 to 1.30	Data Security & Back up and Disaster Management, Data Centre, DRC	



	1.30 to 2.30	Lunch Break	
	2.30 to 4.00	Use of Internet, e-mail	
	4.00 to 4.15	Tea Break	
	4.15 to 5.30	Operation of Software use in the Bank	
3rd Day	10.15 to 11.45	Operation of Software use in the Bank and Operations systems in the bank, Back up concept and Day end Precautions	
	11.45 to 12.00	Tea Break	
	12.00 to 1.30	Use of Spread Sheet	
	1.30 to 2.30	Lunch Break	
	2.30 to 4.00	Use of Data analysis	
	4.00 to 4.15	Tea Break	
	4.15 to 5.30	Use of Data base management	
	5.30 to 6.00	Valediction & Exit Test	

