IT Resources Development Authority Western Province

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Online
TRAINING PROGRAMS

2021

ITRDA Online Training - 2021

Code	O107
Name of the Program	Introduction to E-Government & E-Governance
No of days / Hrs.	3 days (9 hrs.)
Course Fee	Rs. 2000/=
Target Group	Officers belong to All Island Services, Parallel Services, Staff grade officers & Management Assistants.

Content	• Overview of e-Government
	• E-Government Maturity Models
	• Benefits & Impact of E-Government
	• E-Government Applications
	    - Front office delivery
	    - Back office delivery
	• E- Governance?
	• Trends in E- Government
	• Needs of Information Security
	• Information Security Trends and Directions
	• Protection of Privacy
	• CSIRT Establishment and Operation
	• SMART Cities in IOT environment
	• Currently,where we are & Where to go?

Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O108
Name of the Program	Awareness of IT related Laws (Online)
No of days / Hrs.	1 day (3 Hrs.)
Course Fee	Rs. 1000/=
Target Group	Public Sector Officials those who are interested to improve their ICT Literacy and to be aware of the laws related to IT. (Managerial Level Officers, Development Officers, Management Assistants, & Etc)
Content	• E Laws and Policy • E Government Policy • The Electronic Transactions Act No. 19 of 2006 • The Computer Crimes Act No. 24 of 2007 • The Information and Communication Technology Act No. 27 of 2003 • The Intellectual Property Act No. 36 of 2003 • Payment and Settlement Systems Act No.28 of 2005 • Payment Devices Frauds Act No. 30 of 2006
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O110
Name of the Program	Awareness on Management Information Systems (MIS) for office Administration (Online)
No of days / Hrs.	2 days (6 Hrs.)
Course Fee	Rs. 1500/=
Target Group	Public Sector and Co-operate sector Officials those who are interested to improve their IT awareness in Management Information Systems (MIS). (Chief information officers, IT support managers, Managerial Level Officers, Development Officers, Management Assistants, & Etc)
Content	• Role of the CIO • Applications and Limitations of Popular IT Management Practices • Models and Frameworks • Decision Support Systems (DSS), Executive Support Systems (ESS) • Overview of Enterprise Information Systems • Enterprise Resource Planning (ERP). • Manufacturing Resource Planning (MRP) • Customer Relationship Management (CRM) • Supply Chain Management (SCM) • Accounting Information Systems (AIS) • Knowledge Management System (KMS) • Content Management System (CMS) • Management Information Systems Best Practices Ex. In Sri Lankan context, Discussion • Planning,Controlling and MIS Implementation process
Delivery method	Online (Via Zoom) Lectures/Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O111
Name of the Program	Digitizing your Working Environment (Online)
No of days / Hrs	2 days (6 hrs.)
Course Fee	Rs. 1500/= (Per Participant)
Target Group	Officers belong to All Island Services, Parallel Services, Staff grade officers & Management Assistants.
Content	• Adapt Innovation • Introduction to Cloud born products • Email Interface • Sending Emails • Introduction about Google Drive • Task Manager • Google Calendar • Google Keep
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O112
Name of the Program	Google Workspace /Workspace Tools
No of days / Hrs	1 day (3 hrs.)
Course Fee	Rs. 1000/= (Per Participant)
Target Group	Officers belong to All Island Services, Parallel Services, Staff grade officers & Management Assistants.
Content	• Data Analyzing with Google Sheets • Using Google Docs • Google Slides • Google Hangouts • Introduction to Google Meet • Introduction to Google Maps • Benefits of digitizing work Station
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O113
Name of the Program	Increase your workplace productivity using Social Media (Online)
No of day / Hrs	1 day (3 hrs.)
Course Fee	Rs. 1000/= (Per Participant)
Target Group	Officers belong to All Island Services, Parallel Services, Staff grade officers & Management Assistants.
Content	• Social Media Delima • The role of social media • Ethics of using Social Media and Good Computing Practices • Using Facebook, Create Pages and Groups • Social Media Security Concepts and Vulnerabilities • Emerging Technologies uses by Social Media • Various kind of Social Media Platforms and Social Impact • Introduction to Cyber Security & Forensics Investigation
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O114
Name of the Program	Awareness on Information Security
No of days / Hrs.	2 days (6 Hrs.)
Course Fee	Rs. 1500/=
Target Group	Officers belong to All Island Services, Parallel Services, Staff grade officers & Management Assistants.
Content	• Confidentiality , Integrity ,Availability , and Non – repudiation • Information security in information system and Internet security • Security Classification • Access Level and Control • Cryptography • Indicate response plan • Change Management • Information Security Culture • Advantages of Watermark concept
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O115
Name of the Program	Networking Advantages for Collaborative Platforms (Online)
No of days / Hrs	1 day (3 hrs.)
Course Fee	Rs. 1000/= (Per Participant)
Target Group	This course is designed for officers who have less familiarity with Networking Technologies or Networking Environments. (Staff grade officers, Procurement officers, Technical Asst.)
Content	• History and Evolution of Networking • Introduction to Basics of networking • Network Terminologies and advantages of Networking • Networking Concepts and Trends • Network Services & Emerging Technologies • Networking Principles (EIA/TIA 568 A,B,C Standards) • Cloud Computing & Virtualization Concepts
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021	
Code	O116
Name of the Program	Free and Open Source Applications for Office Correspondence (Online)
No of days / Hrs	1 day (3 hrs.)
Course Fee	Rs. 1000/= (Per Participant)
Target Group	Officers belong to All Island Services, Parallel Services, Staff grade officers & Management Assistants.
Content	• What is Free and Open Source • Introduction to FOSS • FOSS Tools • Introduction to Linux based OS • Overview of Linux Distros • Linux VS Windows Pros & Cons • Basics of Working with Linux Environment • Linux File System Hierarchy
Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory

ITRDA Online Training - 2021

Code	O220
Name of the Program	Procurement of IT related Goods and Services (Online)
No of days / Hrs.	4 days (12 hrs.)
Course Fee	Rs. 2500/=
Target Group	Those who are interested in IT procurement and evaluation of IT bid documents. (Procurement officers, Management Assistance, Development Officers & Parallel Services)

Content	• Success and failure factors of IT Procurement
	• IT Procurement Challenges and Planning Requirements
	• Intellectual Property Rights
	• IT Procurement Ethics
	• Importance of Domain Experts
	• Prequalification process in IT Procurement
	• Preparation of Standard Bidding Documents for IT Procurement
	   - Technical Requirements
	     o Business Function & Performance Requirements
	     o Technical Specifications
	     o Testing Requirements
	     o Implementation Schedule
	     o Systems Integration elements
	     o Training
	     o Technical Support
	     o Maintenance (Warranty & Post-Warranty)
	   - Recurrent Costs, maintenance cost, Installation Costs, Migration Cost, Training Costs, etc.
	   - Service Level Agreements
	   - Evaluation Methodologies
	   - Bidder Qualifications
	• Case studies - IT Goods and Services

Delivery method	Online (Via Zoom) Lectures /Assignments
Attendance	100% Compulsory