

Certification

- Certificate of participation will be awarded upon successful completion of the programme from IIHMR, New Delhi
- Graded Certificate 'Swift for Executives' from NIIT after Assessment at the end of Training for topics 2,3,4 in the content list
- Complete courseware from NIIT and IIHMR

Teaching Methodology

Lecture with hands-on computer training/
practical sessions

Participants Fee

Rs. 4000 [Non Residential]

The programme fee will cover :

- Tuition Fee
- Course Study material
- Tea/ Coffee

Accommodation

The accommodation would be made available on request and money will be charged as follows.

Twin Sharing	Rs. 750/- Per Day
Single occupancy	Rs. 1000/- Per Day (meals extra)

Last date of registration is 5th March 2010
[Limited seats under first come first serve basis]

Note:

- Lunch can be arranged at extra cost on prior information.
- Residential implies boarding and lodging and air-conditioned accommodation with attached bath.
- DD to be issued in favor of "International Institute of Health Management Research" payable at New Delhi
- Programme subject to cancellation due to unavoidable circumstances.
- Course fee does not include the travel cost to & from Delhi and other Personal expenditure



For registration & queries, please contact:

International Institute of Health Management Research (IIHMR)

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New Delhi, Tel: +91 11 30418900, Mobile: 9312096282
E-mail: shikha@iihmr.org / URL:www.iihmr.edu.in

MANAGEMENT DEVELOPMENT PROGRAMME

BASICS OF COMPUTERS

FOR

NURSES AND PARAMEDICS

March 16-19, 2010



In Collaboration with



www.iihmr.edu.in



www.niit.com

About Organiser

International Institute of Health Management Research (IIHMR), New Delhi

IIHMR New Delhi is an Institution dedicated to improvement in standards of health through better management of health care and related programmes. It seeks to accomplish this through management research, training, consultation and institutional networking in a national and global perspective. In the context of rapid technological, managerial and environmental changes, it is imperative that practicing healthcare professionals continuously update their knowledge base, acquire and upgrade leadership skills to deal with the fast growing obsolescence through continuing education.

IIHMR's Management Development Programmes are designed to face the technological challenges and help the professionals in broadening their understanding and improving the skill set to deliver their services effectively and efficiently. IIHMR programmes have been planned for health professionals who are involved in health planning, health financing, managing and generating health resources and those who work for ministries of health, government agencies, planning agencies, implementing agencies, public health institutions, and voluntary agencies.

NIIT Ltd

NIIT with a legacy of 25 years in IT education business, pioneers yet another initiatives for extending IT education to college students within their campus in collaboration with institutions. NIIT Institutional alliances an initiative from NIIT ltd to map Engineering and non engineering Institutions across India with latest technical competence to the emerging knowledge economy and help pool of youngsters to educate and have an edge in the fiercely competitive employment market in Indian, with this NIIT has initiated working with State Technical Boards and host of other of other Engineering colleges in India to invest in education and ensure employability and productivity of candidate's right from day one. NIIT- IA model is working with 180+University & Colleges in India.

Objective of the Course

This Literacy Campaign is for Nurses and Paramedics from various healthcare institutions in order to empower them to cope up with the technology boom which is changing the way of healthcare delivery. Besides excellence in patient care, the need of today is to be versed with the basics of computers so as to easily participate in Computerization of Hospitals of which no Healthcare Institution can be an exception for long.

Course Contents

- **Computer Fundamentals**
- **Creating and Managing Professional Documents Using Office Word 2007**
 - ⇒ Work with various components of the Microsoft Office Word 2007 environment
 - ⇒ Create a document
 - ⇒ Edit documents by locating and modifying text
 - ⇒ Format text and paragraphs
 - ⇒ Add tables to a document
 - ⇒ Add graphic elements to a document
 - ⇒ Proof documents to make them more accurate
 - ⇒ Control a document's page setup and its overall appearance
- **Presenting and Managing Data Effectively Using Excel 2007**
 - ⇒ Work with an Excel worksheet by entering and selecting the data in it
 - ⇒ Modify a worksheet
 - ⇒ Perform calculations
 - ⇒ Format & develop a worksheet
 - ⇒ Print workbook contents
 - ⇒ Customize the layout of the Excel application window
 - ⇒ Create charts
- **Creating and Managing Presentations Using Office PowerPoint 2007**
 - ⇒ Work with PowerPoint environment
 - ⇒ Create a presentation
 - ⇒ Add text and apply themes to a presentation
 - ⇒ Format text on slides
 - ⇒ Add graphical objects to a presentation
 - ⇒ Modify objects on slides
 - ⇒ Add tables & Charts to a presentation
 - ⇒ Prepare to deliver a presentation
- **Basics of Internet and Outlook Express**
- **Hospital Information Systems, Electronic Medical Records**