

INFORMATION TECHNOLOGY



Center for Accounting & IT: Information Technology Courses

The Center offers many public courses in IT. The backbone of the courses offered Microsoft Office multi-level courses. From January 2009 Office 2007 will be offered. Word, Excel, and Access will all be offered at three levels: Basic, Intermediate and Advanced. We encourage participants to ensure that they enroll on the right level of course. If not sure the participants should contact us and our specialist tutors will be happy to advise on the appropriate level to enroll. PowerPoint, Outlook and Project will be offered at two levels only: Basic and Advanced.

Other courses on offer during 2009 include IT Project Management, Project Management Principles, and Crystal Report.

Look out for new offerings that will be introduced during 2009. When we introduce them we will let you know via the website.

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340B - Microsoft Access 2007: Basic

Description

This ILT Series course teaches the basic functions and features of Access 2007. Students will learn how to plan and create a database, work with tables, create queries and forms, filter records, and generate reports. This course is designed for students with little or no Access experience, and it maps to Microsoft Certified Application Specialist (MCAS) exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Organize data efficiently by using a database management system; start Access and open Access database; and use the Help feature.
- Plan and create a database; use Datasheet view and Design view; and create tables and work in tables.
- Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records.
- Set field properties; create input masks; set validation rules; and create single and multiple-field indices.
- Create queries, and sort and filter the results; modify queries; and perform operations in queries.
- Create, modify, and work with forms; and use them to find, sort, and filter records.
- Create reports by using AutoReport, the Report Wizard, Design view, and queries; and modify and print report.

Prerequisites

Basic knowledge of Windows 2000 & Vista

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration: 4 days

Instructors: BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

340I - Microsoft Access 2007: Intermediate

Description

This ILT Series course teaches intermediate-level features and functions of Access 2007. Students will learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages. This course maps to Microsoft Certified Application Specialist (MCAS) exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Normalize tables, set table relationships, and implement referential integrity between related tables.
- Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables.
- Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data.
- Add unbound controls, graphics, calculated fields, and a combo box to a form.

Prerequisites

COM 340B – MS Access – Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

340A - Microsoft Access 2007: Advanced

Description

This ILT Series course on Access 2007 teaches advanced techniques such as: querying with SQL; using crosstab, parameter, and action queries; creating and running macros; importing, exporting, and linking database objects; optimizing, replicating, and synchronizing databases; and basic database security. This course maps to Microsoft Certified Application Specialist (MCAS) exam objectives.

Objectives

- Use SQL statements and examine them in Access, write SQL statements to create queries, and attach an SQL statement to a command button.
- Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to create new tables.
- Create and run macros to automate tasks and attach macros to the events of database objects.
- Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects.
- Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents, link objects from one database to another and update the links, and export and import tables and queries to the Windows SharePoint Services site.
- Work with Database utilities to optimize resources, and replicate and synchronize a database.
- Use a password to secure database files, encrypt and decrypt databases, and set specific permissions for users to secure database objects.

Prerequisites

COM 340 I – MS access – Intermediate

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

315B - Microsoft Excel 2007 Basic

Description

This ILT Series course teaches the basic functions and features of Excel 2007. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page. This course is designed for students with little or no Excel experience. This course maps to MCAS exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

Objectives

- Preparing Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, and use the Help feature.
- Enter and edit labels, values, and formulas in a worksheet, and find and replace a formula.
- Move and copy data, insert and delete ranges, and work with relative and absolute references when creating and copying formulas.
- Use functions such as SUM, AVERAGE, MIN, and MAX to perform calculations in a worksheet, and use the AutoSum feature.
- Preview and control Page Setup options for a worksheet, print a worksheet, and set and clear a print area.
- Create, format, modify, and print charts based on worksheet data.
- Save a worksheet as a Web page, use the Auto Republish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.

Prerequisites

Basic knowledge of Windows 2000 and Vista.

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

3151 - Microsoft Excel 2007 Intermediate

Description

This ILT Series course teaches intermediate-level features and functions of Excel 2007. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trend lines, use Excel's auditing features, and work with templates. This course maps to MCAS exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.
- Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.
- Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.
- Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.
- Sort lists by columns; and filter lists based on complex criteria.
- Format data points; create combination charts and trend lines; and add and format graphic elements.
- Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.
- Work with Excel's built-in templates; and create and manage custom templates.

Prerequisites

COM 315 B – MS Excel Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

315A - Microsoft Excel 2007 Advanced

Description

This ILT Series course covers advanced-level features and functions of Excel 2007. Students will learn how to create nested functions, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros, and use Share Point services. This course maps to MCAS exam objectives.

Objectives

- Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data.
- Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.
- Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases.
- Run a macro to perform tasks automatically; record macros to perform repetitive tasks; assign a macro to a button, and use the button to run the macro; edit a macro by editing VBA code; and create a custom function to perform calculations when built-in functions are not available.
- Publish a worksheet as an interactive Web page; republish a Web page; change the source data; publish a PivotTable as a Web page; and add fields to a PivotTable after publishing it by using a Web browser.
- Use the Goal Seek and Solver utilities to meet a target output for a formula by adjusting the values in the input cells; install and use Analysis ToolPak to perform statistical analysis; create scenarios to save various sets of input values that produce different results; and create views to save different sets of worksheet display and print settings

Prerequisites

COM 315 I – MS Excel Intermediate

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

330B - Microsoft Word 2007 Basic

Description

This ILT Series course teaches the basic functions and features of Word 2007. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools. They'll also learn how to work with Word's integrated Web and e-mail features. This course maps to Microsoft Certified Application Specialist (MCAS) exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Explore the Word environment; create, save, and close documents; and use the Help system.
- Navigate in a document; use some of Word automated tasks; use basic editing techniques; and use the Undo and Redo commands.
- Select text; copy and move text; and use the Find and Replace commands to modify document text
- Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.

Prerequisites

Basic knowledge of Windows 2000 and Vista

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

330I - Microsoft Word 2007 Intermediate

Description

This ILT Series course teaches intermediate-level features and functions of Word 2007. Students will learn how to work with sections and columns, format tables, import Excel data, create and modify styles, and work with headers and footers. They'll also learn how to print labels and envelopes, work with graphics and objects, apply and create templates, and manage document versions. This course maps to MCAS exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Create and format sections in a document, create multiple columns, and sort text in columns.
- Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table.
- Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails.

Prerequisites

COM 315 B – MS Word Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

330A - Microsoft Word 2007 Advanced

Description

This ILT Series course teaches advanced-level functions and features of Word 2007. Students will learn how to perform a mail merge, create and modify forms, work with large documents, and create macros. They'll also learn how to customize menus and toolbars, and they'll work with Word's XML-based features. This course maps to Microsoft certifies Application Specialist (MCAS) exam objectives.

Objectives

- Use the Mail Merge task pane to create form letters, create a data source, work with records, and create mailing-label documents.
- Create forms, modify and rearrange fields in forms, protect and print forms, and discuss digital signatures.
- Create a master document that includes a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames.
- Automate tasks by recording, running, modifying, and copying macros, and use macros in a form.
- Create an XML document, attach an XML schema, modify XML options, apply a transform, and discuss smart documents.

Prerequisites

COM 330I – MS Word Intermediate

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

350B - Microsoft PowerPoint 2007 Basic

Description

This ILT Series course teaches the basic functions and features of PowerPoint 2007. Students will learn how to create presentations, rearrange and delete slides, use the Formatting toolbar, set tabs, and align text. They'll also learn how to work with objects, AutoShapes, text boxes, fill colors, WordArt, and other types of images. They'll create tables, apply a design template, work with slide masters, add headers and footers, and use PowerPoint's built-in proofing tools. Finally, they'll learn how to create links between presentations and save a presentation for Web delivery. This course maps to Microsoft certifies Application Specialist (MCAS) exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Create a new presentation; add new slides to it; save and update changes; work in the Outline tab to rearrange bullets; rearrange and delete slides; and insert slides from another presentation.
- •Use the WordArt toolbar to make the text in a presentation more appealing; use the Select Picture dialog box; explore clip art on the Web; insert images; and use the color, brightness, and contrast controls on the Picture toolbar.
- Use the Formatting toolbar; use the Find, Replace, Cut, Copy, and Paste commands; examine the ruler; set tabs; and align text.
- Create objects by using the Drawing toolbar; duplicate, move, resize, delete, align, and connect objects; add AutoShapes to a slide; edit AutoShapes, and align them by using grids and guides; add text to objects; draw text boxes; and use fill color options.

Prerequisites

Basic knowledge of Windows 2000 and Vista

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

350A - Microsoft PowerPoint 2007 Advanced

Description

This ILT Series course teaches advanced-level functions and features of PowerPoint 2007. Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros. Finally, they'll learn how to integrate PowerPoint with other Office programs. This course maps to Microsoft certifies Application Specialist (MCAS) exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Use advanced organization-chart options; format tables; and draw tables in a presentation. Add and modify action buttons; create and edit custom slide shows; and set up a review cycle.
- Use Microsoft NetMeeting to broadcast a presentation on demand; work with shared workspaces; embed fonts and compress pictures; run a packaged presentation; and use advanced delivery techniques.
- Customize a toolbar; create a toolbar; and create and run a macro.

Prerequisites

COM 330 B – PowerPoint Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

356B - Microsoft Outlook 2007 Basic

Description

This ILT Series course teaches the basic functions and features of Outlook 2007. Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders. This course maps to Microsoft certifies Application Specialist (MCAS) exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Change the default appearance of messages by using templates and create and use forms.
- Integrate tasks with contacts and import and export data between Outlook and other Microsoft Office applications.
- Create a public folder, post, modify, and delete an item from a public folder, delete a public folder, share the Inbox, Calendar, Contacts, and Tasks folders with other users, and use offline folders. Work with newsgroups and Outlook security features.

Prerequisites

Basic knowledge of Windows 2000 and Vista

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

356A - Microsoft Outlook 2007 Advanced

Description

This ILT Series course teaches advanced-level functions and features of Outlook 2007. Students will learn how to create custom toolbars, customize the menu bar and Navigation pane, use advanced search options, set and remove filters, and sort, group, and set rules for messages. They'll also learn how to work with notes, the Journal, advanced Calendar features, message templates, forms, public folders, newsgroups, and Outlook's security features. This course maps to Microsoft certifies Application Specialist (MCAS) exam objectives.

Objectives

- Add custom toolbars, customize the menu bar, and customize the Navigation pane by adding groups and shortcuts.
- Use Find and Advanced Find to search for messages, set and remove filters on messages, use message for mats, stationery, and delivery options to customize messages.
- Sort and group messages, use the Rules Wizard to set rules for messages, use the Out of Office Assistant to send AutoReplies, use Mailbox Cleanup, archive mail messages, and create unique e-mail signatures for multiple accounts.
- Change the default appearance of messages by using templates and create and use forms.
- Integrate tasks with contacts and import and export data between Outlook and other Microsoft Office applications.
- Create a public folder, post, modify, and delete an item from a public folder, delete a public folder, share the Inbox, Calendar, Contacts, and Tasks folders with other users, and use offline folders.

Prerequisites

COM 356 B – MS Outlook - Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

395B – Microsoft Project 2007 Basic

Description

This ILT Series course teaches the basic functions and features of Project 2007. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, students will learn how to resolve resource conflicts. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Apply project management concepts; start Project 2007, open an existing project file, and navigate different views; use the Project 2007 Help features; create and save a new project file; and close a project file and close Project 2007.
- Create a task list in Gantt Chart view by entering the task name and duration, modify the task list by inserting and deleting tasks, and create a Work Breakdown Structure by adjusting task hierarchy.
- Create task relationships by linking, add predecessors and lead time to tasks, and add recurring tasks; explore Network Diagram view and modify the task relationships in it; and use the Task Information dialog box to add advanced task information.
- Use the Change Working Time dialog box to create a base calendar for the project, use the resource sheet to create a resource pool, assign resources to tasks, create task calendars, enter resource costs in Resource Sheet view, and use the Cost table in Gantt Chart view.

Prerequisites

Basic knowledge of Project Management, Windows 2000 and Vista

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

395A – Microsoft Project 2007 Advanced

Description

This ILT Series course teaches advanced-level functions and features of Project 2007. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Student will also learn how to communicate project information by using Project Server 2007 and how to integrate Project with Excel, Access, and Word.

Objectives

- Save a baseline plan; update the percentage of tasks completed, actual start and finish dates, in-progress tasks, and actual work; save an interim plan; display the Earned Value table to monitor the actual and estimated costs of tasks; and view task progress in Network Diagram view.
- Analyze a project by viewing its statistics, slippage, and slack in the schedule and reschedule a project by splitting tasks, delaying resource work, and assigning overtime.
- Format a project file by modifying bar styles and timescales, use the Drawing toolbar to enhance Gantt chart information, print current views and reports, and create a custom report and a Crosstab report.
- Create a custom Network Diagram view and a combination view, create and run a macro to automate tasks, create and delete a toolbar and a menu, and create a custom table by using the More Tables dialog box.

Prerequisites

MS Project - Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

399B - Crystal Reports 10 Basic

Description

This ILT Series course on Crystal Reports 10 is designed for students with limited experience who want to learn to create and customize reports by using tables from a Microsoft Access database. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

- Create, modify, and delete formulas; use functions in formulas; and add, use, modify, and delete an item in the Crystal Repository
- Format a report by changing font style, size, and color; add lines, boxes, and shapes; and format fields conditionally.
- Add and link tables by using the Database Expert, create reports by using various wizards, and create and format a cross-tab report.
- Export a report to the Microsoft Excel, HTML 4.0, XML, and Access file formats; create a report definition; print a report; and e-mail a report.

Prerequisites

Microsoft Access 2007: Basic	340B
Microsoft Excel 2007: Basic	315B

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration	:	4 days
Instructors	:	BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy	
Other Nationalities	: BD 100

Fees: Non Member Institutions

All Nationalities	: BD 400
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399A - Crystal Reports 10 Advanced

Description

This trainer-friendly learning guide provides the perfect solution for a one-day training course. Designed for quick scanning in the classroom, and filled with interactive exercises, these open, modular guides virtually guarantee success for your instructors.

Objectives

- Use conditional formulas in your reports
- Prompt for information using parameters
- Use variables to store information temporarily
- Embed Subreports
- Build Cross-tabular Reports
- Use Crystal Dictionary and Query

Prerequisites

COM 399 B – Crystal Report - Basic

Target Audience

All Staff

Course Structure

Instructor – led “walkthrough” exercises are used to demonstrate and explain a set of features. Participants are given a series of exercises to work on independently to practice the new features.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy
Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

394P - Project Management - Principles

Description

This course teaches students about project management. Students will learn about the systems approach to project management, develop a project plan, identify the key elements of project scope management, and define schedules and activities that related to project management.

Content Highlights

- Project Management Concepts.
- Principles of Project Management.
- Project Initiation.
- Project plan.
- Project Control.
- Project implementation.
- Project Close.

Objectives

- Identify the elements of a project and project management framework, discuss project management as a profession, discuss and apply a systems approach to project management and project phases, and identify how organizational structures influence projects.
- Identify and discuss the processes involved in developing a project plan and discuss plan execution and change control.
- Identify the key elements of project scope management and tools for strategic planning and project selection during project initiation, identify the key elements of scope planning and a scope statement, and discuss scope verification and change control as they relate to project scope management.
- Define schedules and activities, identify activity sequencing, and discuss activity duration estimation, discuss schedule development with the help of Gantt charts, PERT, critical path analysis, and critical chain scheduling, and identify how to control changes to a project schedule and use software to manage time.
- Identify the components and principles of cost management, discuss the elements of resource planning, discuss cost estimation and identify the techniques used for it, discuss cost budgeting and identify the techniques used it, and discuss cost control using EVA.
- Explain the processes of project quality management and describe quality planning, discuss quality assurance and its importance, and discuss quality control and identify the tools and techniques to implement it.
- Define the elements of organizational planning, discuss staff acquisition and explain how to negotiate successfully, discuss the development of successful teams and how to motivate them, and use software to assist in human resource management.
- Identify the key aspects of project communications planning and evaluate and measure the performance of a project
- Discuss and classify project risks, identify risks and explain the use of risk identification tools, define and discuss qualitative risk analysis, discuss the steps involved in quantitative risk analysis, discuss risk response planning, and describe how to monitor and control risks.

Prerequisites

None

Target Audience

All Staff

Course Structure

This course includes lectures, group discussion and case studies.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

394A – IT Project Management

Description

This course will provide participants with a good understanding of the project concept and its role in IT environment.

Content Highlights

- Project Management: Context and Processes.
- Project Integration and Scope Management.
- Project Time and Cost Management.
- Project Quality and Human Resource Management.
- Project Communications and Risk Management.
- Procurement Management and Training.
- Planning and Executing.
- Controlling and Closing.

Objectives

- Identify the elements of a project; and discuss key elements of the project management framework they relate to IT.
- Discuss the process involved in project integration management and project scope management.
- Describe the various tools and techniques used to develop project schedules and how resource planning, cost estimating and cost control relate to overall project cost management.
- Explain the main processes of project quality management and human resources management.
- Identify the key aspects of project communications management and the processes relevant to project risk management.
- Describe the main processes and deliverable of procurement management.
- Identify the project management planning processes and outputs and explain the executing processes and outputs.

Prerequisites

Basic project management and IT.

Target Audience

Project Managers, IT Personnel, System Analysts and System Developers.

Course Structure

This course includes lectures, group discussions and case studies.

This course is examinable

Course Facts

Duration : 4 Days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals Covered by levy

Other Nationalities : BD100

Fees: Non Member Institutions

All nationalities : BD400

328A - Management of Information Security

Description

This Information Security is designed for students who want to learn the management aspects of information security. It takes a “view from the top” and presents important information for future managers regarding information security. The material covered in this course is often part of a capstone course in an information security

Content Highlights

- Introduction to Management of Information Security
- Planning
- Security Policies
- Developing Security programs
- Security Model and Practices
- Risk Management
- Protection Mechanism
- Personal and Security
- Law and Ethics
- Information Security Project Management

Objectives

- Addressing the managerial aspects of Information Security for future managers.
- Present examples of information security issues and practices implemented in today’s business environments.
- Reinforce skills as they learned with Hands-On activities.

Prerequisites

Basic knowledge in IT

Target Audience

All Staff

Course Structure

This course includes lectures, group discussion and case studies.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

380 - Business Continuity Management

Description

Business Continuity Management (BCM) course is designed for students who want to learn the principles of business continuity and how to manage it. It takes a “view from the top” and presents important information for future managers and coordinators regarding business continuity.

Objectives

- To learn what is a Business Continuity Management (BCM) policy and program management.
- Understand your organization.
- To determine business continuity strategies.
- Developing and implementing a business continuity management response.
- Exercising, maintenance and review.
- Embedding business continuity management in the organization’s culture.

Prerequisites

None

Target Audience

Managers and BC coordinators

Course Structure

This course includes lectures, group discussion and case studies.

This course is examinable

Course Facts

Duration : 4 days
Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals covered by levy

Other Nationalities : BD 100

Fees: Non Member Institutions

All Nationalities : BD 400

COURSE CALENDAR 2009

ACCOUNTING & IT CENTER: INFORMATION TECHNOLOGY COURSES

No	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	MS Access 2007 - Basic	4	340B	25-28		1-4		4-7					18-21		
2	MS Access 2007 - Intermediate	4	340I		1-4		12-15							15-18	
3	MS Access 2007 - Advanced	4	340A							5-8					
4	MS Excel 2007 - Basic	4	315B	18-21		1-4	26-29	4-7	7-10			6-9	18-21		6-9
5	MS Excel 2007 - Intermediate	4	315I		8-11 & 22-25		5-8		7-10 and 14-17	5-8		13-16	4-7	15-18	
6	MS Excel 2007 - Advanced	4	315A				19-22								
7	MS Word 2007 - Basic	4	330B	18-21		15-18	26-29					6-9	11-14		
8	MS Word 2007 - Intermediate	4	330I		1-4		5-8		14-17	12-15		13-16			
9	MS Word 2007 - Advanced	4	330A				19-22								
10	MS PowerPoint 2007 - Basic	4	350B	25-28				10-13					25-28		
11	MS PowerPoint 2007 - Advanced	4	350A		22-25				21-24					8-11	
12	MS Outlook 2007 - Basic	4	356B		8-11			10-13							
13	MS Outlook 2007 - Advanced	4	356A					17-20							6-9
14	MS Project - Basic	4	395B			22-25			21-24					8-11	
15	MS Project - Advanced	4	395A					17-20					11-14		
16	Management of Information Security	4	328A							12-15					
17	Project Management - Principle	4	394P		15-18			24-27					4-7		
18	IT Project Management	4	394A											22-25	
19	Crystal Report - Basic	4	399B					24-27							
20	Crystal Report - Advanced	4	399A											22-25	
21	Business Continuity Management - BCM	4	380			15-18							25-28		