

INFORMATION TECHNOLOGY



CENTER FOR ACCOUNTING & IT

Introduction: Information Technology

The Center for Accounting and IT offers many public courses in IT. Most of the offerings are Microsoft Office 2007 multi-level courses. Access, Excel and Word are offered at three levels: Basic, Intermediate and Advanced. We encourage participants to ensure that they are enrolled on the courses at the right level. Enrolling on the courses at the wrong level will not be conducive to good participatory learning for all involved. If in doubt as to the appropriate level, participants (or their representatives) should contact us and our specialist tutors will be pleased to provide advice on the appropriate level to enroll at. If necessary, for a small testing fee, we can arrange diagnostic tests. In 2010, MS PowerPoint, MS Outlook and MS Project will all be offered only at one level, covering all the key tools.

New courses offered during 2010 will include:

- Information technology for managers
- Principles of customer relationship management (A technology view)
- Ethics in information technology
- The Project Management – Principles course, previously offered, has now been split into two courses thus: Project Management – Fundamentals (4 days) and Project Management – Scheduling & cost control (5 days).

We believe that this split will better meet our client needs.

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340 B MS ACCESS 2007 - BASIC

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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 Auto-Report, the Report Wizard, Design view, and queries; and modify and print report

Content Highlights

- Getting started
- Databases and tables
- Files and records
- Data entry rules
- Basic queries
- Using forms
- Working with reports

Target Audience

All Staff

Prerequisites

Basic knowledge of Windows Vista

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.

Note: 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

340 I MS ACCESS 2007 - INTERMEDIATE

Description

This course teaches intermediate-level features and functions of Access 2007. Students will learn how to set table relationships, work with Lookup fields and sub-datasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

On completion of the course, participants would be expected to be able to:

- Normalize tables, set table relationships, and implement referential integrity between related tables
- Create a Lookup list field, modify Lookup field properties, and use a sub-datasheet 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

Content Highlights

- Relational databases
- Related tables
- Complex queries
- Advanced form design
- Reports and printing
- Charts
- PivotTables and PivotCharts

Target Audience

All Staff

Prerequisites

COM 340B – MS Access – Basic

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.

Note: 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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340 A MS ACCESS 2007 - ADVANCED

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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
- 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

Target Audience

All Staff

Prerequisites

COM 340 I – MS access – Intermediate

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.

Note: 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

315 B MS EXCEL 2007 - BASIC

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure students success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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

Content Highlights

- Getting Started
- Entering and editing data
- Modifying a worksheet
- Using functions
- Formatting worksheets
- Printing
- Creating charts
- Managing large workbooks

Target Audience

All Staff

Prerequisites

Basic knowledge of Windows Vista

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.

Note: 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

315 I MS EXCEL 2007 - INTERMEDIATE

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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

Content Highlights

- Using multiple worksheets and workbooks
- Advanced formatting
- Outlining and subtotals
- Cell and range names
- Lists and tables
- Web and Internet Features
- Advanced charting
- Documenting and auditing
- Templates and settings

Target Audience

All Staff

Prerequisites

COM 315B – MS Excel Basic

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.

Note: 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

315 A MS EXCEL 2007 - ADVANCED

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure students success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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
- 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

Content Highlights

- Using multiple worksheets and workbooks
- Advanced functions
- Lookups and data tables
- Advanced list management
- PivotTables and Pivot Charts
- Exporting and importing
- Analytical options
- Macros and custom functions
- Conditional formatting and SmartArt

Target Audience

All Staff

Prerequisites

COM 315I – MS Excel Intermediate

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.

Note: 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

330 B MS WORD 2007 - BASIC

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure students success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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

Content Highlights

- Getting started
- Editing documents
- Moving and copying text
- Formatting characters and paragraphs
- Controlling page layout
- Proofing and printing documents

Target Audience

All Staff

Prerequisites

Basic knowledge of Windows Vista

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.

Note: 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

330 I MS WORD 2007 - INTERMEDIATE

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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

Content Highlights

- Working with sections and columns
- Formatting tables
- Working with Excel data
- Working with styles
- Headers and footers
- Printing labels and envelopes
- Working with graphics and objects
- Document templates
- Managing document revisions

Target Audience

All Staff

Prerequisites

COM 315B – MS Word Basic

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.

Note: 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

330 A MS WORD 2007 - ADVANCED

Description

This 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure students success.

Objectives

On completion of the course, participants would be expected to be able to:

- 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

Content Highlights

- Using Mail Merge
- Working with forms
- Working with large documents
- Creating macros
- Customizing menus and toolbars
- Appendix A: Sharing Word documents

Target Audience

All Staff

Prerequisites

COM 330I – MS Word Intermediate

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.

Note: 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

350 MS POWERPOINT 2007

Description

This course teaches the main functions and features of PowerPoint 2007. This course maps to Microsoft's MOS exam objectives. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure students success.

Objectives

On completion of the course, participants would be expected to be able to:

- Use the main/key features and functions of MS PowerPoint
- 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
- 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
- Customize a toolbar; create a toolbar; and create and run a macro

Content Highlights

- Getting started
- Building new presentations
- Formatting slides
- Using drawing tools
- Working with graphics
- Using tables and charts
- Modifying presentations
- Building custom presentations
- Using multimedia in presentations
- Using organization charts and tables
- Advanced presentation techniques
- Advanced presentation delivery options
- Customizing the environment
- Creating and modifying templates
- Building a custom slide master

- Inserting multimedia elements
- Advanced techniques for working with charts, tables, clip art, and drawing tools.
- Adding and modifying action buttons
- Using advanced delivery techniques
- Using NetMeeting to broadcast a presentation on demand
- Working with shared workspaces; embed fonts and compress pictures
- Using the Package for CD feature
- Running a packaged presentation
- Customizing and creating toolbars
- Creating macros
- Integrating PowerPoint with other MSOffice programs.

Target Audience

All Staff

Prerequisites

Windows Basics

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.

Note: 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

356 MS OUTLOOK 2007

Description

This course teaches main 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. The course is designed for quick scanning in the classroom and filled with interactive exercises that help ensure successful learning.

Objectives

On completion of the course, participants would be expected to be able to:

- Use the key/main features and functions of MS Outlook 2007

Content Highlights

- Getting started
- E-mail
- E-mail management
- Contact management
- Appointments and events
- Meeting requests and responses
- Customizing Outlook
- The Inbox
- Templates and forms
- Integration
- Public, shared, and offline folders
- Newsgroups
- E-mail security
- Creating and organizing messages
- Setting delivery options
- Printing messages
- Setting up a mail merge
- Working with contacts and tasks
- Using the Calendar
- Managing Outlook folders
- Creating custom toolbars
- Customizing the menu bar and Navigation pane
- Using advanced search options
- Setting and removing filters
- Sorting, grouping, and setting rules for messages

- Importing and exporting data between Outlook and other Microsoft Office applications
- Working with notes, the Journal, Calendar features, message templates, forms, folders, newsgroups, & security features

Target Audience

All Staff

Prerequisites

Windows Basics

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.

Note: 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

395 MS PROJECT 2007

Description

This 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

On completion of the course, participants would be expected to be able to:

- 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

Content Highlights

- Getting started
- Working with tasks
- Scheduling tasks
- Managing resources
- Working with views and tables
- Finalizing the task plan

Target Audience

All Staff

Prerequisites

Basic knowledge of Windows Vista

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.

Note: 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

328 A 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

Objectives

On completion of the course, participants would be expected to be able to:

- Address 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

Content Highlights

- Introduction to management of information security
- Planning
- Security polices
- Developing security programs
- Security model and practices
- Risk management
- Protection mechanism
- Personal and security
- Law and ethics
- Information security project management

Target Audience

All Staff

Prerequisites

None required

Course Structure

This course includes lectures, group discussion and case studies

Note: 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

394 F PROJECT MANAGEMENT – FUNDAMENTALS**Description**

This course teaches the students the fundamentals of project management. Students will learn the basic tools and techniques for developing a project plan, identifying the key elements of a project and defining the schedule. They will also be involved in other activities related to project management.

Objectives

On completion of the course, participants would be expected to be able to:

- Describe a project and a project life cycle
- Describe roles and responsibilities of a project manager across the project life cycle
- Develop the basic requirements of a project
- Develop the project requirements document
- Develop the project schedule
- Identify and scope out the project resources
- Manage the project against the baseline
- Close out a project

Content Highlights

- Introduction to project management
- Fundamentals of project initiation
- Fundamentals of project planning
- Fundamentals of project implementation
- Fundamentals of project closeout

Target Audience

All staff

Prerequisites

None required

Course Structure

This course includes lectures, group discussions and case studies

Note: 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

394 C PROJECT MANAGEMENT – SCHEDULING AND COST CONTROL

Description

This course focuses on two important elements in project management: Scheduling and Cost Control. Students will learn in detail how to manage the project in an effective way in terms of scheduling, controlling cost, and addressing the pertinent project manager roles and responsibilities.

Objectives

On completion of the course, participants would be expected to be able to:

- Identify documentation needed to provide inputs to scheduling and cost control
- Understand the various types of common project costs
- Understand the difference between various forms of project costs
- Use the WBS to identify, assign and tabulate resources requirements
- Predict future project performance based on historical data
- Convert WBS to a network diagram
- Calculate schedule using PERT and the critical path method (CMP)
- Describe the building-block concepts of costing systems
- Apply job costing and contract costing concepts to project management

Content Highlights

- Project definition
- Cost estimation and budgeting
- Resource allocation and estimating
- Scheduling
- The Baseline
- Project evaluation and control
- Project closeout and termination
- Job costing and contract costing concepts to project management

Target Audience

Staff involved in project management requiring a deeper understanding of the concepts and the costing mechanisms

Prerequisites

Project Management – Fundamentals 394F and a basic understanding of cost accounting concepts

Course Structure

This course includes lectures, group discussions and case studies and covers both project management and costing concepts. There is an assessment on the final day.

Note: This course is examinable

Course Facts

Duration : 5 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 125

Fees: Non Member Institutions

All Nationalities : BD 500

394 A IT PROJECT MANAGEMENT

Description

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

Objectives

On completion of the course, participants would be expected to be able to:

- 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

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

Target Audience

- Project Managers
- IT Personnel
- System Analysts
- System Developers

Prerequisites

Basic project management and IT

Course Structure

This course includes lectures, group discussions and case studies

Note: 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

On completion of the course, participants would be expected to:

- Learn what is a Business Continuity Management (BCM) policy and program management
- Understand your organization
- Understand risk management
- Understand business impact analysis.
- Develop business continuity strategy development
- Develop and implementing a business continuity management response
- Undertake exercises, maintenance and review

Content Highlights

- Introduction to business continuity management
- Risk management
- Business impact analysis
- Business continuity strategy development
- Business continuity plan development
- Business continuity plan testing
- Business continuity plan maintenance

Target Audience

Managers and BC coordinators

Prerequisites

None required

Course Structure

This course includes lectures, group discussion and case studies

Note: 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

304 PROBLEM SOLVING CASES IN MS ACCESS AND MS EXCEL 2007

Description

Apply Access and Excel effectively and efficiently to solve real-world business problems in the PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL 2007 course. With the case studies that build a practical knowledge of Microsoft Office 2007 Access and Excel capabilities, this course sets the groundwork for applying these database and spreadsheet skills to actual scenarios. These scenarios take the form from introduce problems that are likely to face today's business professionals and allow participants to apply the information gleaned from the tutorials to solve them.

Objectives

On completion of the course, participants would be expected to be able to:

- Understand the basic concepts of database design
- Identify the tools in MS Access
- Create queries, forms and relational tables
- 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 tools 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

Content Highlights

- Database cases using Access
- Database design
- Decision support cases using Excel scenario manager
- Decision support cases using Excel solver
- Decision support cases using basic Excel functionality
- Integration case using Excel and Access
- Data analysis techniques
- Case studies

Target Audience

All staff

Prerequisites

MS Access and MS Excel 2009 - Intermediate

Course Structure

This course includes lectures, exercises and case studies.

Note: 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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305 INFORMATION TECHNOLOGY FOR MANAGERS

Description

Today's managers are increasingly expected to successfully oversee and understand information systems -- even when it is an area in which they have had little formal training or expertise. Information Technology for Managers is targeted at these future managers who are expected to understand the business implications of information technology. Real world examples show future managers how information technology can be applied to improve their organization. Information Technology for Managers provides a framework for managers to understand their important role vis-a-vis information technology and it emphasizes the importance of working effectively with all members of the organization to achieve results

Objectives

On completion of the course, participants would be expected to be able to:

- Identify the elements of information technology
- Identify and describe the information systems supporting the major business functions
- Identify the key elements of project management and tools
- Assess the role of the information technology function in a business
- Define and describe business processes and their relationship to information technology
- Explain and define the process of IT outsourcing
- Define the relationship between corporate governance and information technology and how information technology can automate corporate governance
- Identify the key aspects of E-Business and how it will help the organization
- Evaluate the role played by systems serving the various levels of management in a business and their relationship to each other

Content Highlights

- Managers: Key information technology results
- Project management
- Business process and its outsourcing
- Corporate governance and IT
- E-Business
- Business intelligence
- Knowledge management

Target Audience

Senior Managers, Managers, Section Head and Supervisors

Prerequisites

Management Experience/Position

Course Structure

This course includes lectures, group discussion and case studies.

Course Facts

Duration : 3 Days

Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationalities : BD 75

Fees: Non Member Institutions

All Nationalities : BD 300

306 PRINCIPLES OF CUSTOMER RELATIONSHIP MANAGEMENT (A TECHNOLOGY VIEW)

Description

Customer Relationship Management (CRM) is one of the bases of the businesses these days. In this course the participants will gain knowledge on the principles of CRM and how technology participated in enhancing CRM in the organizations.

Objectives

On completion of the course, participants would be expected to be able to:

- Understanding the basic principle of CRM
- Identify the process of CRM
- Explain the development of CRM
- Identify the relationship between data and CRM
- Explain the involvement of technology in CRM
- Understanding the basic of a database
- Identify the relationship between the database and customers data

Content Highlights

- Principle of Customer relationship management
- History and development of CRM
- CRM and data management
- Technology and data platform
- Database and customer data development

Target Audience

All staff

Prerequisites

None required

Course Structure

This course includes lectures, group discussion and case studies

Course Facts

Duration : 2 Days
 Instructors : BIBF Staff

Fees: Member Institutions

GCC Nationals : Covered by levy
 Other Nationalities : BD 50

Fees: Non Member Institutions

All Nationalities : BD 200

307 ETHICS IN INFORMATION TECHNOLOGY

Description

This course will help participants understand the legal, ethical, and societal implications of information technology. The course offers newsworthy coverage of issues such as file sharing, infringement of intellectual property, security risks, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and ethics of IT corporations. It offers an excellent foundation in ethical decision-making for current and future business managers and IT professionals

Objectives

On completion of the course, participants would be expected to be able to:

- Analyze the relationships among ethical and social issues that are raised by information technology
- Identify the main morale dimensions of an information technology society and specific principles for conduct that can be used to guide ethical decisions
- Evaluate the impact of contemporary information technology and the internet on the protection of individual privacy and intellectual property
- Assess how information technologies have affected everyday life

Content Highlights

- An overview of ethics
- Ethics for IT professionals
- Computer and internet crime
- Privacy
- Freedom of expression
- Intellectual property
- The impact of information technology on the quality of life

Target Audience

- Senior Managers, Managers, IT Supervisors
- IT Engineers
- IT Support

Prerequisites

IT Experience/Position

Course Structure

This course includes lectures, group discussion and case studies

Course Facts

Duration	:	2 Days
Instructors	:	BIBF Staff

Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 50

Fees: Non Member Institutions

All Nationalities	:	BD 200
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COURSE CALENDAR 2010 CENTER FOR ACCOUNTING & IT: 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		7-10			9-12					10-13		
2	MS Access 2007 - Intermediate	4	340I						6-9						26-29
3	MS Access 2007 - Advanced	4	340A											21-24	
4	MS Excel 2007 - Basic	4	315B	17-20	7-10	7-10	25-28	3-6	6-9	4-7		26-29	17-20	2818&26&29
5	MS Excel 2007 - Intermediate	4	315I	24-27	21-24	7-10	4-7	9-12	13-16&20-23	4-7		19-22	3-6		20-23
6	MS Excel 2007 - Advanced	4	315A				18-21								20-23
7	MS Word 2007 - Basic	4	330B			14-17			13-16				10-13		
8	MS Word 2007 - Intermediate	4	330I		14-17			23-26			29..	..1			
9	MS Word 2007 - Advanced	4	330A					16-19						7-10	
10	MS PowerPoint 2007	4	350	24-27		21-24		16-19					17-20		
11	MS Outlook 2007	4	356	17-20								19-22			
12	MS Project 2007	4	395			21-24			20-23					7-10	
13	Management of Information Security	4	328A											28 1
14	Project Management - Fundamentals	4	394F		14-17			23-26					3-6		
15	Project Management - Scheduling & Cost Control (NEW)	5	394C			28 1		6-10					21-25	
16	IT Project Management	4	394A											21-24	
17	Business Continuity Management - BCM	4	380			14-17							24-27		
18	Problem Solving Cases in MS Access 2007 & MS Excel 2007 (NEW)	4	304				25-28								
19	Information Technology for Managers (NEW)	3	305						27-29						
20	Principle of Customer Relationship Management (A Technology View)	2	306								29-30				
21	Ethics in Information Technology (NEW)	2	307							11-12					