

Scandinavian Academy Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Computer Application Skills for Engineers and Managers

Code	City	hotel	Start	End	price	Language - Hours
IT-287SA	Al Baha	Hotel Meeting	2027-01-31	2027-02-04	10950 SR	En - 25

Program Overview

In this program you will learn about:

This program will provide the participant exposure and understanding of relevant Computer technologies, applications and methodologies that will help them improve their productivity, the productivity of their sections or departments.
They will also be able to effectively manage their employees – where their subordinates substantially depend on computers to their job.

You will learn about the Best Worldwide Practices in

- Methodology
- Planning
- Tools and Technology Issues
- Implementation Management

Program Content

How to productively use Computer Tools and Methodologies.

- Operating Systems
- Computer Networks

- Windows
- Word Processing: Preparing Documents, Letters, Manuals, Books, Reports, Brochures, Invoices, Legal Pleadings, Mass-Mailing Letters and Internet/Web Pages using MS Word
    - Formulating and Implementing Quality Assurance Procedures when using Word
    - Project work - making and using a Word Productivity Tool.
- Database: Preparing Database Applications for - Mailing Lists, Asset Tracking, Contact Management, Event Management, Expenses, Inventory Control, Ledger, Membership Management, Order Entry, Picture Library, Student Class Management, Service Call Management, Web Page Management and Dynamic Web Pages using MS Access
    - Formulating and Implementing Quality Assurance Procedures when Designing Database Applications
    - Project work - making and using a Access Application.
- Spreadsheet: Preparing Spread Sheet Applications for Accounting, Calculations, Estimating, Analyzing - Excel
    - Formulating and Implementing Quality Assurance Procedures when Designing Spreadsheet Applications
    - Project work - making and using an Excel Application.
- Presentation: Preparing Professional Presentation for Strategy Recommendation, Reporting Progress, Meetings, Overview of Situation, Technical Report Selling Ideas and including Web Presentations using Power Point
    - Formulating and Implementing Quality Assurance Procedures when Designing using Power Point
    - Project work - making and using a Powerpoint Presentation.
- Internet Browsing Skills
    - Browsing (roaming) the Internet using Microsoft Internet Explorer
    - Searching the Internet.
- Web Page Creation
    - HTML, Java Introduction
    - Creating Web Pages
    - Setting-up a Basic Web Server using Microsoft`s Internet Information Server.

- Web Publishing using Microsoft Front Page
- Formulating and Implementing Quality Assurance Procedures.

- Using Email - Microsoft Outlook, Outlook Express and Eudora Pro.
  - Formulating and Implementing Management Procedures for Productive Email Utilization
- FAX: Professional Computer FAX Management using Office and Delrina WinFax Pro.
- Total Quality Management as Applied to Computer Application Administration
- The Future
  - Where is this Technology Going?
  - Keeping updated on Relevant Technology and Productivity Tools.
  - Career Development Opportunities.

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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