



*Training Course:  
Computer Application Skills for Engineers and  
Managers*

*29 December 2024 - 9 January 2025*

*Dubai (UAE)*

*Residence Inn by Marriott Sheikh Zayed Road, Dubai*

## Training Course: Computer Application Skills for Engineers and Managers

Training Course code: EN9313 From: 29 December 2024 - 9 January 2025 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 7970 € Euro

### 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.

## Registration form on the Training Course: Computer Application Skills for Engineers and Managers

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.