



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Strategic review of training processes

Objectives

- Give the trainees an idea about the information systems and stages of development and design according to the model relational.
- Developing participants' skills in understanding MS-ACCESS and developing practical skills in database development.
- Enabling trainees to handle MS-ACCESS relational tools and practical skills in database development.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- The concept of information technology
- Achieving competitive advantage of IT.
- Pursuing change in technology systems.
- Consider the appropriate IT for your organization.
- Preparation of IT staff.

DAY 2

- Information Systems
- Physical components.
- Program Components
- Organization of data.
- Management software package.
- Human Resource Software Package.



DAY 3

- Strategy for preparing training plans
- Training Information System: Contents, Design and Specifications
- Methods of performing work in training departments and linking them to ICTs
- Measuring the productivity of training using information technology
- Databases and training methods of training institutions
- Training course databases
- The basics of information systems and their role in developing the training process
- Collection, analysis and modeling of data

DAY 4

- Create a database and create tables
- Validation of data verification
- Query data in one table and in more than one table
- Perform calculations in the MS-ACCESS program
- Use data protection tools and their integration
- Data Retrieval

DAY 5

- Create forms and reports
- Work with the MS-Office Toolbox
- The basics of information systems and their role in the development of the administrative process



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