



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Computer Application Skills for Engineers and Managers

| Code | City | hotel | Start | End | price | Hours |
|------|------------------|--------------------|------------|------------|--------|-------|
| 287 | Berlin (Germany) | Hotel Meeting Room | 2025-02-17 | 2025-02-21 | 5450 € | 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 and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.