



Training Program

IT Essentials for Decision Making For Executive & Non IT Professionals

Mar 26 - 28, 2009
(09am to 01pm)

Introduction

The discipline of Information Technology (IT) has undergone a major change in the past decade. Ever increasing competition and complexity of business have forced leaders and managers to rely on accurate, timely and complete information so as to arrive at informed decisions. This program has been specifically designed by CIIT-Cisco Regional Academy for the benefit of Executives and non-IT Professionals. The aim is to stir thinking and enable them improved to effectively utilize the newly available computing and communication technologies. The focus of training is synthesized exposure to the rigors of using IT tools and techniques to improve productivity and organizational management.

AIM

The program aims at providing the participants an opportunity for:

1. Attaining a higher level of awareness about use of available IT tools and techniques for improving office productivity.
2. Impart genuine appreciation of their new roles and responsibilities.
3. Enrich them with the qualities required to become a value asset to organizations.
4. Gaining an understanding of the strategies for effective use and deployment of new office technology and the critical issues relating to implementation.

COURSE

Information Technology:

1. Basic & Advance Concepts.
2. Computer hardware and software
3. Tele communication and networking (LAN & WAN)
4. The Internet and Intranets , Email

Management:

The Emerging Paradigm Shift and the Role of officials.

1. IT Tools and Applications
2. New Office Technology and Communication Tools
3. Implications of Office Automation
4. E-Governance & E-Commerce
5. Advances in IT field
6. Change Management
7. Developing Interpersonal Skills
8. Case study presentations and discussions

FACULTY AND METHODOLOGY

The methodology would lay emphasis on taught session interspersed with presentations, discussions, case studies, mock up exercises as well as conceptual tutorials. The faculty would include specialists from CIIT and invited speakers from organizations of eminence.

Venue:

COMSATS Institute of Information Technology
CISCO Regional Academy,
H-8 Campus Islamabad.

REGISTRATION

Nomination indicating the name(s) of the participants, designation, contact address, e-mail ID, phone/cell number and FAX number etc may be forwarded to:

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