



BASIC COMPUTER TRAINING FOR MIDDLE / SENIOR OFFICERS AND MANAGERS (ARM 107)

PREMISE: Improved management practice places a strong demand on modern organisations struggling to cope with challenges of changing environment. Experience has shown that middle/senior officers in most organisations have low level awareness and appreciation of the usefulness of computer in solving their day-to-day management problems. To meet this demand, managers must take advantage of the micro-computer as a versatile tool for efficient and effective information management and decision-making.

OBJECTIVES: This course, therefore, seeks to introduce senior/middle managers to the use of the micro-computer as an essential tool for effective information management. At the end of the course, participants should be able to:

- ◆ describe the role of the micro-computer in management;
- ◆ identify and discuss the components of a typical micro-computer system;

- ◆ discuss the rudiments of data processing;
- ◆ operate and use the micro-computer for data processing; and
- ◆ discuss the role of Internet in managing day-to-day activities.

CONTENT:

- ◆ Overview of ICT.
- ◆ Introduction to computers.
- ◆ MS-Windows 7.
- ◆ The use of Internet and E-mail facilities.
- ◆ Introduction to Software Packages:
 - MS-Word 2007
 - MS-Excel 2007
 - MS-Access 2007

TRAINING METHODS: Lecturettes, demonstrations, hands-on practical exercise and group discussions.

WHO SHOULD ATTEND? Middle/Senior level Officers and Managers from private organisations including the ADPs, RBDAs, Ministries of Agriculture and Rural Development (MARD), Local Governments, Research Institutes, NGOs, CBOs, etc.

DURATION: One week

DATE: September 24 – 28, 2012

VENUE: Ilorin

CHARGES: ₦55,000.00