Arab Academy for Science, Technology and Maritime Transport
Port Training Institute

Training Course Information Form

Course Information			
Course Name:	Accounting Information Systems Using PC		
Institute/Centre:	Port Training Institute	**Course Code:** F08	
Type:	√ Program	❑ Course	❑ Workshop
Course Duration:	√5 Days	❑ 3 Days ❑ 1 Days	❑ Other
Course Conducted: **Course Venue:**	√Local Anywhere	❑International Indicate: A.R.E	
Course Language:	❑ English	❑ Arabic √ Both	❑ Other

Course Description

Course Outlines:
1. The concept and framework of the accounting information system.
2. Methods of analysis and design of accounting information system.
3. Application of the system and stages of transformation from the manual system to the automated system.
4. Financial Accounting System.
5. System of warehouse accounts.
6. System of customer accounts and suppliers.

Course Objectives:
- Establishing the concept of accounting information systems.
- Switching from manual to automated system.
- Analysis and design of an accounting information system

Course Includes: √ Theoretical ❑ Fire Training Module ❑ Laboratory
❑ Workshop ❑ Site Visit

Course Prerequisites: Not required

Who Should Attend: Finance and business accounts - Purchasing and warehousing

No. of Participants/Course: √ 5-10 ❑10-15 ❑15-20 ❑ Other

Qualifications of Participants:
- Bachelor of Business Administration and good knowledge of computer

No. of Lecturer: √ 1   ❑ 2   ❑ 5

No. of Assistance: ❑ 1   ❑ 2   ❑ 3

Course Facilities				
√ White Board	√ V. Projector	√ Data Show	√ PC	❑ Manual
❑ Books	√ Handouts	❑ Flip Charts	❑ S/W	❑ Other

Course Evaluation			
❑ Written Examination	❑ Written Report(s)	❑ Oral Presentation	√ Attendance
❑ Delegates Participation			

Certificate Issue:

❑ Local Premises   √ AASTMT   ❑ International

Course Registration		
	√ Admission and Registration	
	Department at the Port	
Registration:	Training Institute	❑ Online ❑ Other
	Beside Gate No. 27 - Outside	
	Customs Area, Alexandria Port	
Documents Required:	√ Registration Form	√ ID/Passport Copy √ Photo