



Training Course Information Form

Course Information

Course Name: Planning Budgets With Computer Application
Institute/Centre: Port Training Institute **Course Code:** F28
Type: ☒ Program ☐ Course ☐ Workshop
Course Duration: ☒ 5 Days ☐ 3 Days ☐ 1 Days ☐ Other
Course Conducted: ☒ Local ☐ International Indicate: A.R.E
Course Venue: Anywhere
Course Language: ☐ English ☐ Arabic ☒ Both ☐ Other

Course Description

Course Outlines:

1. What are the planning budgets, types and nature?
2. The general framework of planning budgets.
3. Principles of preparing budgets.
4. The most important programs ready to help in the preparation of budgets.
5. PC applications for the preparation of capital cash budgets.

Course Objectives:

- The participant understands what planning budgets, types and general framework, as well as understanding the general principles for the preparation and development of skills in the use of computers in the area of budgets and programs ready to help in the preparation.

Course Includes: ☒ Theoretical ☐ Fire Training Module ☐ Laboratory
☐ Workshop ☐ Site Visit

Course Prerequisites: Computer courses

Who Should Attend: Finance and Accounting

No. of Participants/Course: ☒ 5-10 ☐ 10-15 ☐ 15-20 ☐ Other

Qualifications of Participants:

- Bachelor degree

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