

E-MANAGEMENT

Training Program



Objective of the course is to facilitate the managers, professionals and others staff members, where that how to use the Information Technology or computers in their managerial tasks. This program is based on Hands on training with computers with general management procedures.

This Program is ideally suited to following individuals who are:

- Fresh University Graduates
- People who are working in Offices and involved in the managerial work
- Managers, General Managers, Directors, Secretaries and Professionals

Program is offered by: 3D Educators – Trainers & Consultants

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3D EDUCATORS

TRAINERS & CONSULTANTS

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HEAD OFFICE

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CAMPUS II

Suite # 305 Business Center Main Shahrah-e-Faisal, Adjacent PSO Pump Nursery Karachi – 0322-2083032

Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Number of classes in a week	One Class Per Week
Duration of each class	3-Hour
Total Duration	16 Hours

Other Learning Activities:

Classroom Assignments	2
Presentations by Trainees	1

3D E
TRAINERS & CONSULTANTS

About the Program Designer & Instructor

The “E-Management” Program has been designed and conducted by PhD who having the vast experience of training and consulting. He has worked with various large Government, National, and Multinational organizations in local and abroad.

The Trainer who will conduct this program are have on the position of the following:

- ✓ Chief Trainers
- ✓ CEO
- ✓ IT Manager
- ✓ Director IT
- ✓ IT Consultant

They trainers are foreign qualified and having the degree of PhD from accredited university, and having the vast experience in the econometrics.

As Consultant & Senior Trainers the team of trainers having the vast experience from econometrics side! we **3D Educators – Trainers & Consultants** would not compromise on the faculty.

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Program Syllabus

COURSE OUTLINE:

DAY ONE:

- Management
- Managers Job What it is
- E - Management
- Integration of information and Management
- Computer in the Office
- Paperless Working

DAY TWO:

- Introduction of Internet, Intranet and Extranet
- What are WebPages and Websites?
- Building and Email Internet Account
- Advantages of Internet in E-Business/ E-Commerce / E-Management
- History of E-Commerce

Microsoft Outlook

- Inbox Setting
- Maintain Your Calendar
- Maintain your Daily, weekly Schedule
- Schedule your Contacts
- Mark your meeting and appointments

DAY THREE:

- Control Tasks
- Set your Net-Meeting Application
- Optimize your personal Folder
- Set your Default Notes
- Check Your Deleted items

DAY FOUR:

Microsoft Outlook Express

- Management of Inbox
- Management of Outbox
- Check your Sent Items
- Check your deleted items
- Summary

DAY FIVE:

Globalization of IT

- Business Benefits of IT with their successful strategies
- Information System Resources

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- Real Mode vs. Batch Mode Processing

DAY – SIX

MIS with E-commerce

- Management Information System
- Database Management
- Decision Support System
- Executive Information System
- Role of Artificial Intelligence
- Expert System, Knowledge Management System
- Strategic and Business Information System
- Integrated Information System
- Financial Information System

DAY – SEVEN

Management Aspects of E-commerce

- ATM's Future
- Business and Technical Telecommunication
- Electronic Meeting Systems and Group-Ware E-communication systems
- Human Resource Management and Internet
- B2B and B2C Commerce
- Retailing on the Web
- Business to Business Application
- Supply Chain Management
- Whole Selling on the Web
- On-line Transactions and Financial Networking

DAY – EIGHT

Tools of E-commerce

Over Views:

- Microsoft Internet Information Server
- Microsoft Transaction Server
- Microsoft Index Server
- Microsoft Site Server
- Scripting Languages for Designing E-commerce Sites
- V-Commerce, Q-Commerce, M-Commerce
- (.)Net Technology