

Vision

To Be The Source and Symbol of Management Excellence

Mission

NIM shall remain the prime driver of management standards and values, in all ramification, and a veritable change agent in strategic transformation, delivering;

About The Institute

The Nigerian Institute of Management (Chartered) has repositioned itself as a veritable change agent in strategic transformation, significantly expanding the reach of its activities across Nigeria and overseas in the drive to promote management standards and values, distinctive individual discipline and universal management best practices. This the Institute has done over the years through its high impact seminars, conferences, open courses and diploma programmes.

Today, the Institute has over 100,000 individual members and 350 corporate members making it the largest multi-discipline, trans-sector, professional body in Nigeria. The new NIM which evolved as a result of the conferment of Charter status on the Institute in June 2003 by Act 14 of the National Assembly, is empowered by law to regulate and control the management profession in all its aspects and ramifications. This mandate requires all persons who wish to be admitted into the management profession, to take and pass the membership qualifying examination approved by the Council of the Institute. Furthermore, all those who wish to be practitioners of the management profession must be registered and licensed by the Institute.

As the leading organisation for managers, the Institute thoroughly understands the issues faced by organisations in their efforts to improve performance, and is well placed to provide management development solutions that have impact on productivity and organizational growth.

This brochure provides information on the Institute's open courses scheduled to run during 2010. To complement these courses, other unscheduled programmes will be run during the year. Notification for these programmes will be made through appropriate media as they come up.

In addition to the courses presented in this handbook, the Institute conducts tailor-made in-plant and special programmes, courses as well as a wide range of consultancy services to organizations to assist them achieve set goals and objectives.

Registration is by writing, e-mail or telephone to the Registrar/CE indicating the names(s) of your nominee(s) and the course(s) of interest, at least five working days before the programme.

Payment is by Bank Draft payable to NIM or paying cash into NIM account No.20101091404110 in Guaranty Trust Bank Plc

The advertised course fees cover lectures, course materials, lunch and tea break.

Registration And Payment

LATE REGISTRATION

Please note that, registration not made at least three (3) working days to the commencement of the programme, may not be guaranteed a place in the course, especially if the would-be participant or his/her organization did not contact us earlier to indicate their interest in the course.

For further information, please contact:

1. Moji Olukoga: 08023636495 E-mail: moji@managementnigeria.org.
 2. Bimpe Onifade: 08056631611 E-mail: onifade@managementnigeria.org
 3. Lucy Ukokoh: 08028335525 E-mail: lucyukoko@managementnigeria.org
- E-mail: training@managementnigeria.org.

CANCELLATION

Cancellation notice received within three days before the commencement of the programme will be refunded in full. No refunds will be made after this period.

DISCOUNTS

- Confirmed Booking:**
10% is applicable to nomination of at least three participants whose participation is confirmed by payment of the course fee a week ahead of the scheduled programme.
- Quantity Discount:**
Nominations of five or more participants will attract 15% discount while less than five will attract 5% discount. There will be no discount for nomination of just one person.
- Special Discount:**
Organisations wishing to run any of our scheduled courses as in-house programmes for up to fifteen members of their staff will receive 30% discount on the advertised fee. The company will provide feeding and lecture hall for the participants.

Please note that the discounts indicated are mutually exclusive, and are not deductible at source.



Venue Of Courses

Lagos

Nigerian Institute of Management,(Chartered),
Management House, Plot 22, Idowu Taylor Street,
Victoria Island, P.O. Box 2557, Lagos, Nigeria.
Tel: 01- 2705367, 2704045, 08023544007
08023636495 08057471484
Fax: 01- 2701418
E-mail: training@managementnigeria.org
Website: www.managementnigeria.org

Abuja

Nigerian Institute of Management,
Abuja Area Office,
No. 4, Kaltungo Street,
Off Egbedi Close,
Off Ladoke Akintola Boulevard,
Garki 2, (Near Treasury House), Abuja.
Tel: 09-6706604, 08073989673 08086034662.
E-mail: nimabuja@managementnigeria.org

Port Harcourt

Nigerian Institute of Management,
NIM Management Centre,
9, Aba Road,
Port Harcourt, Rivers State.
Tel: 084-578569
Tel: 084-578569, 08055464138, 08038920334.
E-mail: nimph@managementnigeria.org

Enugu

Nigerian Institute of Management,
NIM Management Centre,
6, Ukeje Street, Upper New Haven,
Enugu.
Tel: 08033027741
E-mail: nimenugu@managementnigeria.org

Ibadan

NIM Management Centre,
Premium House,
Jericho (Opp. Heinemann Book Publishers),
Ibadan, Oyo State.
Tel: 08023501284, 02- 7515482
E-mail: nimibadan@managementnigeria.org

Benin

NIM Management Centre,
7, Tony Anenih Avenue,
Off Boundary Road, GRA,
Benin City, Edo State.
Tel: 052- 464072, 08023374001.
E-mail: nimbenin@managementnigeria.org

Kano

NIM Management Centre,
79, Club Road, (Near Customs Area Office)
Bompai, Kano,
Kano State.
Tel: 08036415577, 064 - 959262
E-mail: nimkano@managementnigeria.org

Gombe

NIM Management Centre,
13, Sharu Road, Opp. Connoil Filling Station
New GRA, Gombe.
Tel: 08033533868

Markurdi:

NIM Management Centre,
28, Iyoreha Ayu Road,
Wurukum, Markurdi,
P. O. Box 1077 Markurdi,
Benue State.
Tel: 08033533868
E-mail: nimmurdi@managementnigeria.org



**INFORMATION AND
COMMUNICATIONS
TECHNOLOGY
MANAGEMENT
COURSES**

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

EFFECTIVE PRESENTATION SKILLS AND TECHNIQUES

Professionals need to be equipped with effective presentation skills and techniques because they are often required to make presentations to inform, persuade, affect decisions and stimulate action in the course of explaining an idea or selling a product or service. This course is designed to equip managers, training and sales executives and those who have to make presentations with the skills to make a product, service or idea stand out from the competition. The use of Microsoft Power Point - presentation software and multimedia projector to enhance the quality of the presentation will give the presenter the needed edge to achieve success.

Content

- Introduction to Microsoft PowerPoint
- Planning and structuring your presentations
- Developing Presentations in Microsoft PowerPoint
- Developing graphics for Presentations
- Working with Fill Effects and Preset features
- Working with Drawing bar and Picture bar
- Working with remote control and light pen
- Sample presentations
- Working with master slides
- Animation and Transition effects

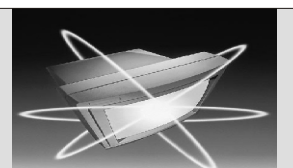
Who Should Attend

Training Managers, Sales executives, IT Professionals, Business Consultants, Analysts and others who have to make presentations

DATE/VENUE:

7 - 9 JUNE, 2010, LAGOS
1 - 3 NOV., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00



ADVANCED SKILLS IN MICROSOFT OFFICE TOOLS AND APPLICATIONS

In an increasingly competitive and demanding business environment, all cadres of organizational staff have come to appreciate the computer as an indispensable tool for effective performance. The course offers participants the opportunity to become acquainted with a number of advanced ICT features that are meant to enable users automate routine tasks/functions, beyond just typing and printing. Also, to help the participants in data analysis and interpretation.

Content

- Recent Developments in Information and Communication Technology (ICT)
- Routine Computer Maintenance, System Tools and Utilities
- Advanced features in Microsoft Word (Graphs, Equations, Mail Merging etc)
- Advanced Features in Spreadsheet Analysis (Forecasting & Projections, Depreciation, Advanced Formulas, etc)
- Using Microsoft Outlook for inter-office Communications
- Developing Professional Presentations using Microsoft PowerPoint
- Data Protection and Security, Backup and Standard System Functions
- Performing Analysis from different sheets on the same worksheet

Who Should Attend

Senior Accountants, Managers, ICT users, Senior Level Officers in Public and Private Organisations.

DATE/VENUE:

1 - 5 MARCH, 2010, LAGOS
16- 20 AUG., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

INFOTECH WORKSHOP FOR MANAGERS

Today, we all live in the information age also known as the digital or knowledge economy, where business derive economic value from information. It is in this light that technology is often cited as a means of gaining and sustaining competitive advantage.

It is therefore essential for all managers to align themselves with the use of computers so as to remain relevant. This course is designed to equip managers with basic skills in computing for effective utilization of Information Technology resources in their organizations and to have gainful insight into the digital world. It also helps the users in acquiring skills in data disaster recovery and planning for effective information security.

Content

- Recent Developments in Information and Communications Technology (ICT)
- Distinguishing between the old and new economies
- Pertinent issues of the Information Age
- Advanced Spreadsheet Analysis (charts, forecasting & Projections and Depreciation, Advanced Formulas etc)
- Advanced Word Processing Systems (Graphs, Equations, Mail Merging etc)
- Introduction to Relational Database Management System (RDBMS)
- Microsoft Outlook and Office communication
- Data Protection, Security and Backup
- Internet Browsing, Sending and Receiving E-mails
- Ethical, Security and Control issues relating to the Information

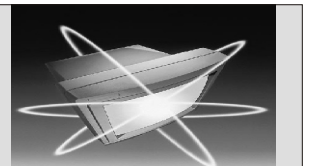
Who Should Attend

Managers in all Organizations, ICT Specialists, Executive Officers in both private and public sector of the economy, Accountants and Marketers.

DATE/VENUE:

22 - 26 FEB., 2010, LAGOS
25 - 29 OCT., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00



ADVANCED TECHNIQUES IN GRAPHIC DESIGN AND PUBLISHING

The course is designed to expose participants to advanced and innovative techniques in publishing with emphasis on pre-press, press and post-press analysis. Also, techniques for transforming images and pictures to their desired states using blending and feathering tools will be given full exposition.

Content

- Recent Developments in Digital Technology
- Using and Working with Templates in Microsoft Publisher
- Using Corel Draw for Artistic Designing
- Using Corel Photo Paint (Plastic and Feathering effects)
- Using Corel draw for creating and designing pictures, banners, and other graphical objects
- Image and Text Conversion and Editing for Publishing
- Case Studies and Sample Publications
- Pre-Press, Press and Post-Press Analysis

Who Should Attend

Web Designers, Graphic Artists, Executive Secretaries, Information Managers and all those involved in creative designing and Desktop publishing.

DATE/VENUE:

3 - 7 MAY, 2010, LAGOS
22 - 26 NOV., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

DATABASE MANAGEMENT

Effective storage, maintenance and utilization of data is crucial in all organizations on account of the important role they play in the decision making process.

Microsoft Access is an easy-to-use Relational Database Management System (RDBMS). As a component of Microsoft Office suite, it is easy to come by. However, not many people have been able to explore the tremendous benefits of this application software apart from Microsoft Word and Excel which are commonly used. This course is designed to equip the participants with basic database management skills on Microsoft Access, so that they can effectively use it to automate their administrative functions and other database needs. Also, it gives the users proper understanding of front end and back end relationship

Content

- Developments in Database Management
- Database Engines and Development Tools
- Introduction to Database Management Systems and various database Templates
- Various Types of Database
- Creating Databases, Designing Tables and Working with Datasheets in Microsoft Access
- Introduction to Database Drivers and Engines
- Data Migration Toolkit
- Creating and Working with Queries, Forms and Reports for information & decision making
- Introduction to SQL (Sequel) and case studies
- Creating and Working with SQL commands, viewing & modifying stored data
- Securing database and database backup

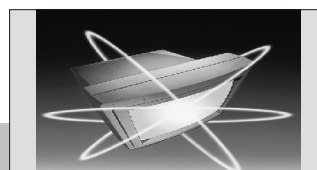
Who Should Attend

Senior Administration Personnel, Human Resource Managers, Information Managers, Executive Officers, Database Managers and Information Managers.

DATE/VENUE:

22 - 26 MARCH, 2010, LAGOS
20 - 24 SEPT., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00



IT TOOLS FOR EFFECTIVE MANAGEMENT ACCOUNTING

Computerization of accounting functions has presented organization with increasing challenges on how to effectively deliver and produce desired results. Adequate and up-to-date skills are necessary to efficiently manage accounting procedures and processes. The traditional decision making tools cannot suffice in this globalized world. The course is designed to improve the skills of the participants in the use of modern ICT tools in the generation and maintenance of appropriate accounting information for the preparation and auditing of accounting and financial reports. This is with a view to leveraging on its web operability as it concerns information technology.

Content

- Introduction to ICT, Recent Developments in ICT
- Introduction to e- business and IT Audit
- IT in finance and Accounts
- Financial Modeling, What if utilities and Analysis
- Different types of e-payment solutions
- Data Management and Pivot Tables
- Business continuity and Disaster Recovery
- Report management Add-ins
- Consolidating Data and importing data techniques
- Advanced accounting functions, Macros and Editing Macros
- Safeguarding against viruses, Trojans, spywares and worms
- Advanced Features in Spreadsheet Analysis (Charts, Forecasting and Projections, Depreciation, IRR, NPV and Break Even Analysis)
- File Linking and Data analysis (Advanced Formulas)
- Basic Accounting principles and Processes (QuickBooks)

Who Should Attend

Senior Accountants, Chief Accountants, Auditors, Financial Officers, Business Owners and Entrepreneurs.

DATE/VENUE:

17 - 21 MAY, 2010, LAGOS
6 - 10 SEPT., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

INFOTECH MANAGEMENT WORKSHOP FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS

The use of InfoTech has become pervasive in today's organizations with the automation of most business/administrative processes and functions, more so with the introduction of wireless communications infrastructure. The effective management of these technologies is now a critical success factor in business transactions. This course is designed to equip participants with the knowledge and skills needed to exploit these technologies in a manner that ensures the attainment of organizational goals.

Content

- Managing Computer Resources and Electronic Filing System
- Routine Computer Maintenance
- Advanced Word Processing (Graphs, Equations, Mail Merging)
- Data Protection and Security, Backup and Standard System Functions
- Advanced Spreadsheet Analysis (Forecasting and Projections and Depreciation)
- Recent Developments in Information and Communications Technology (ICT)
- Accounts System (File Linking) and Advanced Formulas
- Safeguarding against viruses, Trojans, spywares and worms
- Microsoft Outlook, office Communication and automation

Who Should Attend

Executive Secretaries and Personal Assistants in the Public and Private sectors of the Nigerian economy and other officers who desire to be proficient in computer usage and applications.

DATE/VENUE:

24 - 28 MAY, 2010, LAGOS
23 - 27 AUGUST, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

DESIGN AND MANAGEMENT OF INTERACTIVE DATABASE USING MySQL AND PHP

Management of data has a tremendous impact in the decision making process of organisations. Structured collection of data is of utmost importance to ensure reliability. To add, access, and process data stored in a computer database, you need a database management system such as MySQL server. Since computers are very good at handling large amounts of data, database management systems play a central role in computing, as standalone utilities or as part of other applications.

MySQL server has capacities to handle large database much faster than existing solutions. Its connectivity, speed, and security make MySQL server highly suited for accessing database in production environments and on the internet.

The course will expose the participants to rich and useful set of functions embedded in MySQL that makes it suitable for modern day databases and business operations.

Also connectivity between PHP and Web Server back - end will be fully treated.

Content

- Introduction to Database Management System
- Introduction to MySQL servers
- Installing MySQL and Data Migration Toolkit
- Introduction to PHP
- Post Installation Setup
- Working with and Connecting Migration Toolkit to MySQL server
- Creating Databases and tables
- Inserting records into a Table, Viewing stored data
- Modifying stored Data and Deleting stored Data
- Working with MySQL commands
- Database Backups
- MySQL Access Control
- Creating and Working with Queries for Data Retrieval

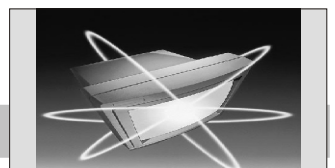
Who Should Attend

Data Administrators/ Managers, Officers in Planning, Research and Personnel Departments, Web Developers, IT Professionals, ICT users of data in both Public and Private sectors of the economy

DATE/VENUE:

12 - 16 APRIL, 2010, LAGOS
4 - 8 OCT, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00



INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

PROJECT MANAGEMENT

Successful planning and implementation of any project is largely dependent on both technical and managerial skills. Therefore, reliance on traditional techniques for project management creates pitfalls. To overcome these challenges, exposure and access to information technology is of great importance. Whether you are new or a veteran project manager, this course extends traditional project management concepts into the IT arena. You will gain an understanding of the strategies and skills needed to manage any project of any size and use your software to manage the complexities of multiple projects more efficiently and effectively.

Microsoft project is project management software which is designed to assist project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads. This course will provide the participants with novel skills, techniques and solutions, for the effective handling of multiple projects. Participants will also develop and maintain time management strategies that will enable them work under less stressful conditions and complete all projects successfully. The programme will acquaint participants with critical success factors and hidden risks and get proven, cost effective solutions.

Content

- What does it mean to manage a project
- Elements of project analysis and management
- Cost Benefit Analysis (CBA)
- Quantitative techniques and methods for project analysis
- Tools of estimation for different types of projects
- Project execution and control skills
- How to gather and analyze your project requirements
- Pitfalls of ad-hoc management
- How to arrange tasks and tract progress
- Critical Path Analysis and PERT
- IT project management and Workload Dynamics
- Project phases, establishing a time-line and system view
- The functionality of MS project (MSP)
- Making changes in MSP and Troubleshooting in MSP
- Project execution and control skills
- Developing a standardized work breakdown structure (WBS)

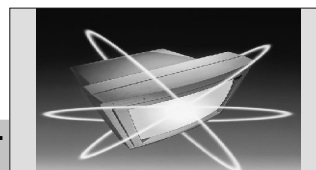
Who Should Attend

Project Manager and schedulers, Senior Executives who manage/supervise a portfolio of projects, Managers with development-oriented organizations, IT Project Managers, Senior Programme Officers and Researchers, Budgeting and Controlling Managers and Accountants, Management Consultants and Planning Officers in the Public and Private Sectors, Administration Managers and Executives

DATE/VENUE:

5 - 9 APRIL, 2010, LAGOS
21 - 25 JUNE, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N 85,000.00
Non Members - N90,000.00



APPLICATIONS OF INFO TECH IN HUMAN RESOURCES MANAGEMENT

Information Technology world has spanned every facet of human endeavour. That is why adequate knowledge of ICT is a critical success factor in human resources management. Human resource managers require up-to-date data and records management skills in order to achieve better result within the shortest time possible for proper implementation of "CRUD" components of any record. The human resource managers must have adequate information technology tool at their disposal. The programme is designed to make the participants have full grasp of the knowledge required for a successful and efficient human resources department.

Content

- Recent developments in Information & Communications Technology (ICT)
- Mail merging, graphics and chart formatting
- Advanced features in Microsoft Word
- Introduction to Database
- Database management using Microsoft access
- Information security and data protection
- Knowledge Management
- Data backup philosophy
- Data Backup Methodology
- Creative exploitation of the internet
- Database query, form and report making

Who Should Attend

Human Resources Managers & Personnel Managers, Administrative & Executive Officers, Executive Secretaries and Personal Assistants, Officers who desire greater productivity in resources management both in private and public sectors.

DATE/VENUE:

8 - 12 FEB., 2010, LAGOS
NOV. 29 - DEC. 3, 2009, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

INFO TECH WORKSHOP FOR LIBRARIANS AND INFORMATION PROFESSIONALS

The emergence of IT has greatly impacted on our daily life, as well as that of the organizations we work for. Information has made ICT become a revolutionary vehicle for job performance. Therefore, the way we gather, store, use and protect information is of great concern. This workshop is designed to give insight into information and document management system, electronic library system with full automation concepts. It will also expose the participants to the newest and state-of-the-art ICT tools for archiving and disaster recovery techniques. This in turn, will guarantee easier operational procedures and organizational cost effectiveness. Also, the participants will have adequate knowledge of cataloguing and disaster recovery mechanism.

Content

- Introduction to Information and Communications Technology (ICT)
- Recent developments in ICT
- Introduction to easy-lib software
- Introduction to Document Management Solutions
- Information and Document Archiving
- Application of Acquisition, catalogue, circulation and report modules
- Electronic filing systems
- Working with different storage media
- Data backup and disaster recovery solutions
- Information security, control, protection and management
- Introduction to RDBMS
- Network usage and map drive
- Access level management and control
- Microsoft outlook and office communication

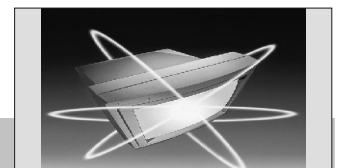
Who Should Attend

Librarians, Archivists, Information Professional, Journalists, Media Consultants and Reporters, Management Consultants and Researchers, Administrators both in Private and Public sectors of the economy, Professional and Information Managers

DATE/VENUE:

15 - 19 FEB., 2010, LAGOS
12 - 16 JULY, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00



BUSINESS DYNAMICS

Take a look at the world around you and you will notice it is not only a "world" but a "globalized world" - a single, intensely competitive market place. As the traditional world has changed, so have traditional tools of decision making. The success of every organization is largely dependent on the level of dynamism it experiences. In today's dynamic business environment, adequate knowledge of IT tools for efficient business operations is key. At the same time, there is a need for optimization in every area of business and organization endeavours. The scale and complexity of organizational decision making processes are continuously growing, creating unprecedented challenges in controlling, monitoring, managing and analyzing business environment.

The programme will give participants insight into how to exploit the latest IT tools to the fullest and to really put them to work for organizational growth. The training will give insight into the state-of-the-art IT tools and show how these tools can be used to model, visualize and analyze your business situations. Participants will gain new experience in getting the most out of cutting edge IT tools. You will understand how these tools can improve your business processes and be able to choose right tools and make adequate and on-time decisions to effectively and efficiently transform your entire organization and business environment at large.

Content

- Introduction to Systems Thinking and Business Dynamics
- Tools for Systems Thinking
- A Bank Account Model, Simple Rooke Pro System
- Modeling and Simulation
- Strategy Dynamics for Improved Performance
- Application Of Strategy in the Public Sector
- Business Dynamics Applications in Human Resources, Advertising, Marketing and Consulting
- Balancing and Reinforcing Loops
- Growth and under investment
- Competitive Strategy, Game theory and Rivalry Dynamics
- Common Modes of Behaviour
- Strategic Architecture and Model Analysis
- Relative expansion Infrastructure Case
- Business Dynamics: Change and Growth
- Limits to Growth and Managing Business Growth

Who Should Attend

Business Executives interested or involved in strategic planning, Management Consultants and Researchers, Human Resource, Marketing and Operation Managers, IT or e-Business Specialists, Accounting / Finance Managers, Executives both in private and public sectors of the economy

DATE/VENUE:

19 - 23 APRIL 2010 LAGOS
13 - 17 SEPT, 2010 LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

APPLICATIONS OF INFO TECH IN ACCOUNTING AND FINANCIAL MANAGEMENT.

Information Technology has revolutionized the way things are done in the Information Age and has led to the dramatic improvement in the decision making process of every organization. This course is designed to equip finance and accounting managers with modern ICT techniques and tools for greater efficiency. It will also help them achieve better results with less efforts and enhance organizational effectiveness, integration and easier operational procedures.

Content

- IT in Finance and Accounting Management
- IT Audit
- Access level Management, Usage and Control
- Data Protection and Back up
- Computerizing an Accounting System (Network, Map Drive Implementation)
- Advanced Finance and Accounting Functions in Ms-Excel
- Forecasting and Projection
- E-Business Methodology
- Efficient Database & List Management
- Advanced Ms-Excel customization
- Safeguarding against virus, worms, trojans and spyware
- Conceptualize and exploit "What if" utilities
- Report Management and Data Validation
- Decision making using Ms-Excel of a tool
- Creating and working with Pivot table

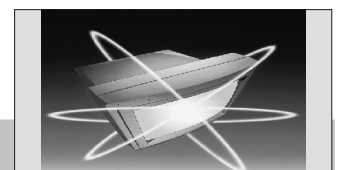
Who Should Attend

Business Executives, Account and Finance Managers, Auditors, Financial Planners and Cost Analysts.

DATE/VENUE:

10 - 14 MAY, 2010, LAGOS
18 - 22 OCT, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N 85,000.00
Non Members - N90,000.00



BUSINESS CONTINUITY, INFORMATION SECURITY AND CONTROL

Information is the core element of all organizational transactions. The success of a business is largely dependent on how information is managed. Effective and efficient management of information cannot be separated from technology. That is why ICT has become the bedrock upon which information processing is hinged. The central phenomenon of information comprises of confidentiality, integrity and availability.

This programme offers invaluable insight on how to secure, store and manage information and data. It will expose participants to business continuity and disaster recovery planning and how to institute various controls for confidentiality and availability of information at every level of organization. Also, attention will be given to change management, security governance and access control in order to safeguard the company/organizational resources.

Content

- Introduction to Information, security and control
- Best practices to protect your valuable data and to avoid data loss
- Data and Network security (Map drive Implementation)
- Firewall, virus, spyware and trojans protection
- IT Risk Management, FTP and data security
- Back up strategies (redundant and structured) & types
- Data chromatography: Encryption and decryption
- Advanced security protocols, Business Continuity and Disaster Recovery
- Data recovery solutions, Why data loss?
- Understanding data back-up philosophy
- Recovering data from a formatted medium(storage)
- Data Management(CURD) Methodology and Document Management

Who Should Attend

ICT Specialist and Information Managers, Senior Executives in HR and Administration, Database Administrations and Manager, Librarians and Data Security Professionals, Researchers and Information Consultants

DATE/VENUE:

MAY 31 - JUNE 4 2010 LAGOS
11 - 15 OCTOBER 2010 LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

E-GOVERNMENT

In the public sector, ICT solutions are being increasingly integrated by Government in the delivery of public services. ICT solutions must therefore be of the highest quality, reliability and security for effective service delivery. There is therefore, a need to have the necessary knowledge and skills to understand and fully exploit the e-Government potential. This programme will address the challenges of integrating ICT solutions into government to improve service delivery, transparency and accountability. Insight into current e-Government gaps and the best ways to overcome them will also be fully discussed.

Content

- IT Governance (COBIT), Knowledge Management
- e-Government and ICT solutions
- Integrating ICT solutions into government
- Understanding of Technology, Organizational and Policy issues to e-Government
- e-business, e-payment and Paying it safe
- Web platform Concepts, Recent developments in ICT
- Information Security & Control
- The role of managing IS/IT to meet business needs
- CRM (Customer/Citizen Relationship Management)
- Implementation of e-Government
- Development and Implementation of a Strategy for both business users and IS/IT management
- Introduction to system concepts and Document Management Solutions

Who Should Attend

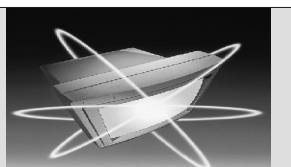
Senior Executives and Officials with an interest in policy making, Public Sector Executives, ICT Specialists, Researchers and Information Professionals, Managers in Private and Public Sectors, Management Consultants and Administrators

DATE/VENUE:

19 - 23 JULY, 2010, LAGOS
6 - 10 DEC, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N 95,000.00
Non Members - N100,000.00

COMPUTER SYSTEM REPAIRS, MAINTENANCE AND MANAGEMENT



Computer Systems are designed for optimal performance and anything short of this requires serious attention. Therefore, there is need for adequate knowledge and know-how of efficient maintenance and management of the computer system. The course gives insight into system tools that make the computer to function at a greater level of efficiency and a higher level of reliability. This programme will help participants learn how to overcome access denied problems associated with computer usage, including the issue of missing files. Adequate attention will be given to data recovery mechanisms and solutions. Participants will also be able to acquire the techniques for achieving full control of the resources embedded into the computer system in case of any hazards.

The training will address the various controls for confidentiality and availability of information at every level of the organization. Security governance, change management and access control will be discussed. At the end of the training the participants will develop the necessary skills to make the organization computer resources to function optimally.

Content

- Introduction to System tools
- Disk Defragmentation, Disk checkup and Clean Up Utilities
- Routine Computer Maintenance
- Introduction to Information Security and Control
- Recovering data from a formatted storage medium
- Access level management, usage and control
- Data Backup strategies, Master-slave Methodology
- Introduction to Network infrastructure
- Firewall, virus, worms, spyware and Trojans protection
- Data Protection Solutions (Stingers & AutoRun Eater and Terminator)
- Data & Network Security
- Resolving Temporary files, Chk files and Redundancy files problems
- Business Continuity and Disaster Recovery
- Dual booting approaches and Combating Access denied problems
- Computer system clean up strategies
- Various installation processes, procedures and management skills

Who Should Attend

Computer Engineers & Professionals, Information and Security Managers, Senior Executives in charge of Operations, ICT Specialists and Management Consultants, Data Management Executives, Researchers and Librarians

DATE/VENUE:

26 - 30 APRIL, 2010, LAGOS
27 - 30 SEPT, 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

NETWORKING TECHNIQUES AND ADMINISTRATION

The advent of ICT has made transfer of information instantaneous, less expensive and reliable. This transfer is facilitated by computer networking which has brought about tremendous growth and capabilities in computing. In this light, networking plays an important role in the internal communication processes of most organisations. The efficient handling of the tasks which have to be accomplished through the network calls for new skills and capabilities.

This course is designed to enable participants acquire skills in the implementation of computer networking in their organizations, with a view to ensuring easy access to shared resources.

Content

- Introduction to Networking
- Identifying Network Components (NIC, HUB & Switches, MODEM, ROUTERS & FIREWALLS)
- Using Network Operating System
- Setting-up and Securing a Network, Firewall hardware and Software
- Identifying Requirements for Installing Internet and its Administration
- Network Backup, Implementation, NAS (Network Attached Storage)
- Expanding and Upgrading of Network
- Emerging Internet Threat: External and Internal
- Introduction to Cyberroam and Firewall Setup
- Introduction to Data Cabinet & Usage (Sizes and Types)
- Patch panel Operability
- Terminating Network cables on Patch Panel and Face Plates
- Looping Switches and Hubs
- Introduction to Network Colour Codes methodology
- Browsing the Internet, Internet Services (Gopher, FTP, WAIS etc)

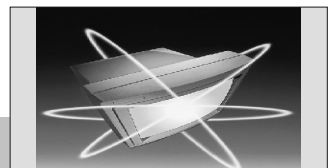
Who Should Attend

IT Practitioners, Senior Managers in charge of System Administration and Training, System and Network Administrators, Network Engineers, Specialists and Consultants.

DATE/VENUE:

5 - 9 JULY, 2010, LAGOS
15 - 19 NOV., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00



WEBSITE DESIGN AND DEVELOPMENT

Super Information Highway has collapsed the barriers of Communication and has thus made the world a global village. It is possible to get a lot of value out of the Internet without ever publishing your own content there, but the time you take to learn the basics of Web Design and Publishing will pay off in the development of an intranet website for your workplace, a personal home page, or even a web presence for a large-scale enterprise.

Moreover, the World Wide Web has opened up an entirely new avenue of publishing, one that avoids much of the costly overhead of print publishing and which is open to anyone. Then, why still waste money on print publishing? Take advantage of the enormous business opportunities on the Internet by learning the know-how now.

Content

- Understanding Web Design and Publishing
- Planning a Website and Creating Web Pages
- Editing WebPages with Internet Explorer, Netscape, Front Page and Ms-Word
- Understanding HTML Codes and document Layout
- Enhancing and Linking your Web page(Hyperlinks)
- Special Techniques in Designing Web Pages
- E-mail Link and Other Techniques
- Inserting Graphic Images Colours and Background Graphics
- Creating a table
- JavaScript Introduction, Programming and Features.
- Introduction to Front page
- Website Publishing and Hosting

Who Should Attend

Managers, Information Experts, Web Designers, Consultants, Graphic Designers and Others who want to register their presence or the presence of their companies on the web.

DATE/VENUE:

MAR. 29 - 2 APRIL, 2009, LAGOS
8 - 12 NOV., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N95,000.00
Non Members - N90,000.00

INFORMATION AND COMMUNICATIONS TECHNOLOGY MANAGEMENT COURSES

BUILDING EFFECTIVE ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEMS

Document storage has gone beyond just filling and records keeping. A keen form is now on electronic management of document and record systems. This course exposes the participants to data backup philosophy (Grandfather Father Son relationship) and effective way of using modern tools in document management. It also features the use of retrospect in document archiving and backup.

Content

- Introduction to Globodox software
- Introduction to Retrospect Software
- Data backup philosophy
- Understanding document conversion and storage
- Working with different storage media
- Data Security and backup
- Introduction to RDBMS
- Emerging Internet Threats: External and Internal
- Introduction to Cyberroam
- Information Security, Control and Management
- Access level setup and management, map ddrive methodology
- Understanding data integrity
- Understanding network management and usage
- Electronic Workflow system and working with shared folders over LAN

Who Should Attend

Database Managers/Administrators, Officers in planning and research, Information Managers Database Managers, Librarians, and Human Resources/Personnel Officers.

DATE/VENUE:

26 - 30 JULY, 2010, LAGOS
13 - 17 DEC., 2010, LAGOS

DURATION: - 5 Days
FEE: Members - N85,000.00
Non Members - N90,000.00