

IT Applications

Course length: 5 hours*

Course Code: 100594BT016

This course will help you to improve your knowledge of the key IT applications that you need to perform effectively as a manager.

Benefits for the Learner

The impact that IT has had on modern business has been compared to the industrial revolution, and the ability of a manager to harness the power of IT is a key factor in the competitiveness of any modern organisation.

If you sometimes feel you've been left behind by technology, this course will help you to get to grips with the basics. You'll explore the benefits offered by IT in the workplace and be given a step-by-step, jargon-free guide to using spreadsheet and database applications. The course also gives you an overview of the pros and cons of on-line technologies such as e-commerce, email, the internet and intranets.

Benefits for the Business

A 2005 Survey by the Office for National Statistics showed that in the manufacturing sector, the use of computers by the workforce raised productivity by 2.1% for every additional 10% of employees IT-enabled.

It makes good business sense to ensure that your managers have the skills they need to make powerful modern software work for them and for your organisation. IT proficient managers are more efficient, more effective and more productive than those who shy away from computers.

This course provides an excellent introduction to the key IT applications of databases, spreadsheets, email and the internet.

What You Get From This Course

Having completed this course, you will be able to:

- Define Information Technology
- Carry out basic tasks using a spreadsheet
- Carry out basic tasks using a database
- Understand online technologies

What Does the Course Cover?

- Working with figures using a spreadsheet
- Managing information using a database
- Making the most of online technologies

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 5 hours to complete.

*Courses are accessible for six months from the date of purchase.