



Training Course Information Form

Course Information

Course Name: MS-Visio Drawing Program

Institute/Centre: Port Training Institute **Course Code:** C41

Type: Program Course Workshop

Course Duration: 5 days 3 days 1 days Other: --

Course Conducted: Local International
Indicate: -----

Course Venue:

Course Language: English Arabic Both Other: -----

Course Description

Course Outlines:

- Introduction to MS-Visio
- Creating shapes and stencils
- Formatting shapes
- Inserting graphs and stencils to office group files
- Publishing the MS-Visio drawing on the web
- Creating organization chart using MS-Visio

Course Objectives:

- Introducing the participants on creating graphics and flow charts that helps in drawing work procedures, generating statistical reports in addition to creating organization structure, charts and networks structure.

Learning outcomes:

Course includes: Theoretical Fire training module Laboratory Workshop
 Site Visit

Course Prerequisites: Windows Operating System

Who should attend: All departments

Course References:

No. of Participants/course: 5-10 10-15 15-20 Other: -----

Qualifications of Participants:

- Intermediate Degree (minimum) with engineering drawing experience

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data show PC Manual Handouts
 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

Registration: AAST Admission Registration Online Other: -----

**Documents
required:**

Registration form ID/Passport copy Photo