Training Course Information Form

Course Information

Course Name:	**Electronic Auditing**
Institute/Centre:	Port Training Institute **Course Code:** F29
Type:	√ Program ❑ Course ❑ Workshop
Course Duration:	√ 5 Days ❑ 3 Days ❑ 1 Days ❑ Other
Course Conducted: **Course Venue:**	√ Local Anywhere ❑International Indicate: A.R.E
Course Language:	❑ English ❑ Arabic √ Both ❑ Other

Course Description

Course Outlines:
1. Objectives and competences of the Audit Department and its relationship with the Controller.
2. Design and organize of internal audit systems (audit indicators).
3. Review of fixed assets and depreciation.
4. Inventory control / control of project costs.
5. Review income, expenditure and payments.

Course Objectives:
- Developing the skills of the Participants in the audit work, especially with regard to fixed assets and depreciation, as well as reviewing the works of stores, project costs and electronic auditing of revenues, expenses and payments.

Course Includes: √ Theoretical   ❑ Fire Training Module   ❑ Laboratory
                 ❑ Workshop   ❑ Site Visit

Course Prerequisites: Computer Courses

Who Should Attend: Finance and Accounting and Auditing

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