

Faculty of Commerce & Business Administration

Scientific and Report writing

Information :

Course Code : BIT 310

Level : Undergraduate

Course Hours : 2.00- Hours

Department : Faculty of Commerce & Business Administration

Instructor Information :

Title	Name	Office hours
Lecturer	Maha Ali Gharib Ali	14
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Description :

This course is designed to teach from basic to advanced reporting techniques and skills. Students taking this course should have experience using some sort of reporting tool, such as Business Objects, Microsoft Excel, Microsoft Access, or one of the similar reporting applications. Real-life examples that help students understand how to use Business Objects to provide solutions to corporate reporting demands, grounding in the techniques of writing as a process will be given together with sufficient writing practice.