Arab Academy for Science, Technology and Maritime Transport	
Training Course Information Form	

Course Information

Course Name:	**Computer for Top Management**
Institute/Centre:	Port Training Institute **Course Code:** C08
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. Introduction to personal computers and Windows operating system
2. Introduction to MS–Word
3. Introduction to MS–Excel
4. Introduction to MS–PowerPoint
5. Introduction to MS–Outlook

Course Objectives:
- Introducing personal computer and its office applications functions.

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

Course Prerequisites: None

Who Should Attend: All Departments (Top Management)

No. of Participants/Course: ❑ 5-10 ❑10-15 √ 15-20 ❑Other

Qualifications of Participants:
- Intermediate Degree (minimum)

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