



## Training Course Information Form

### Course Information

**Course Name:** Port Electronic Management

**Institute/Centre:** Port Training Institute      **Course Code:** e 01

**Type:**       Program       Course       Workshop

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

**Course Conducted:**       Local       International      Indicate: A.R.E

**Course Venue:** Anywhere

**Course Language:**       English       Arabic       Both       Other

### Course Description

#### Course Outlines:

1. Introduction to information systems.
2. Introduction to Electronic Management.
3. Using Information system in Seaports and basics of Electronic Ports Management.
4. Data transfer by EDI – training on computer networks and information systems.
5. Electronic management application.
6. Practical application.

#### Course Objectives:

- Introducing the participants to the basics of information systems, Electronic Management in ports and its importance in raising work efficiency.

**Course includes:**       Theoretical       Fire training module       Laboratory  
                                  Workshop       Site Visit

**Course Prerequisites:** Windows Operating System

**Who should attend:** All Administrations

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

#### Qualifications of Participants:

- Over 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 Training Institute

**Registration:**

Beside gate No. 27 - outside customs area,

Alexandria Port.

- Online     Other

**Documents required:**     Registration form     ID/Passport copy     Photo