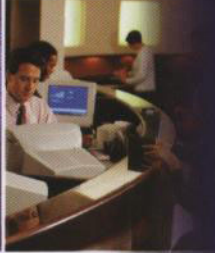


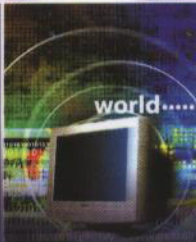
ENGLISH COURSES



BUSINESS COURSES



COMPUTER COURSES



OFFICE FACILITIES

ITC

INFORMATION TECHNOLOGY CENTER

Your Reliable Partner

ITC Business Information Center (BIC)

To assist Small Business and Community, BIC offers:

Conference room.

Fully equipped to host workshops, training and seminars up to 70 persons



Internet Cyber.

Equipped with reliable purchase in a quite professional environment.



Library

Easy access to information about industry and service trends through catalogs, magazines and books (mainly business and IT)



Office facilities.

- * Translation services
- * Report production services
- * Photocopying services
- * Telephone/Fax facilities
- * Office space (rent)

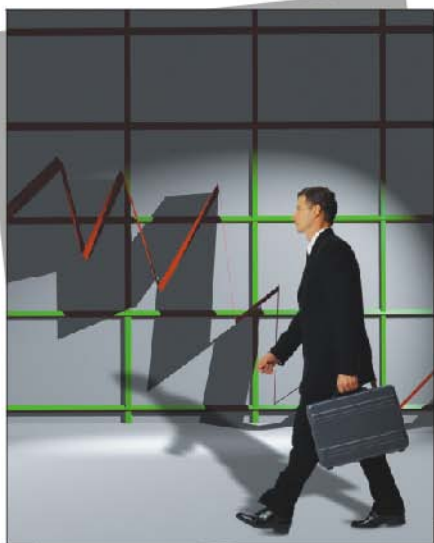


ITC

INFORMATION TECHNOLOGY CENTER

BUSINESS

C O U R S E S



Business Courses



INFORMATION TECHNOLOGY CENTER
Training Division

BUSINESS COURSES

| Course | Levels | Duration | Course Price | Placement Test Price |
|--------------------------|--|------------------------------|-------------------------------|------------------------|
| Marketing | Marketing I Marketing II Strategic Marketing I Strategic Marketing II | 20 Hrs. (For each level). | L.E 280 (For each level). | L.E. 10 |
| Business Planning | Business Planning I Business Planning II Business Planning III | 20 Hrs. (For each level). | L.E 280 (For each level). | L.E. 10 |
| Business Letters & Memos | Business letters I Business letters II Business letters III | 20 Hrs. (For each level). | L.E 250 (L.E. each level). | L.E. 10 + Interview |
| Management | First Level Second Level | 20 Hrs. 20 Hrs | L.E. 280 L.E 300 | L.E. 10 + Interview |
| Project Management | One Level | 24 Hrs. | L.E. 250 | L.E. 10 + Interview |
| Strategic Leadership | One Level | 10 Hrs. | L.E. 200 | L.E. 10 + Interview |
| Advertising | One Level | 10 Hrs. | L.E. 200 | L.E. 10 + Interview |
| Selling Skills | First Level Second Level | 20 Hrs. 20 Hrs | L.E. 280 L.E. 280 | L.E. 10 + Interview |
| Marketing & Management | Level One Level Two | 20 Hrs. 20 Hrs | L.E. 350 L.E. 350 | |

ENGLISH

C O U R S E S



English Courses



INFORMATION TECHNOLOGY CENTER
Training Division

ENGLISH COURSES

| Course | Levels | Duration | Course Price | Placement Test Price |
|------------------------------------|---|---|--|----------------------|
| General English | 1. Pre-basic 2. Basic 3. Pre-intermediate 4. Intermediate 5. Pre-Advanced 6. Advanced | 30 Hrs. (for each level). | L.E. 175 (for each level) | L.E. 10 |
| Conversation | 1. Pre-Basic 2. Basic 3. Pre-Intermediate 4. Intermediate 5. Pre-advanced 6. Advanced | 30 Hrs. (for each level). | L.E. 175 (for each level) | L.E. 10 |
| Business | 1. Basic 2. Intermediate 3. Advanced | 30 Hrs. (for each level). | L.E. 250 (for each level) | L.E. 10 + Interview |
| IELTS Preparation | First Level Second Level | 24 Hrs. 30 Hrs. | L.E. 400 L.E. 450 | L.E. 10 + Interview |
| TOEFL Preparation | Pencil & Paper CBT | 24 Hrs. 30 Hrs. | L.E. 300 L.E. 400 | L.E. 10 + Interview |
| TOEIC Preparation | One Level | 24 Hrs. | L.E. 450 | L.E. 10 + Interview |
| CLEP Preparation | One Level | 24 Hrs. | L.E. 450 | L.E. 10 + Interview |
| GRE Preparation | One Level | 24 Hrs. | L.E. 450 | L.E. 10 + Interview |
| SAT I & II Preparation | Level I Level II | 24 Hrs. 24 Hrs. | L.E. 450 L.E. 500 | L.E. 10 + Interview |
| ESP(English for Specific Purposes) | English for Engineering English for Commerce English for Medicine English for Pharmacy English for Marketing English for Advertising English for Management English for Arts English for Education English for Law English for Nursing English for Conferences English for Religion | 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. 24 Hrs. | L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 L.E. 250 | L.E. 10 + Interview |
| Translation Courses | Translation Theory Translation Practice Translation & Interpretation UN & Legal Translation Legal Translation Translation of Contracts Scientific Terminology Topics in Translation Styles of Translation Pidgins & Creoles Error Analysis | 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. 20 Hrs. | L.E. 350 L.E. 350 L.E. 350 L.E. 350 L.E. 350 L.E. 350 L.E. 350 L.E. 350 L.E. 350 L.E. 400 L.E. 400 | L.E. 10 + Interview |

COMPUTER COURSES

| Courses | | Hours | Price L.E. |
|---------------------------------|------------------------------|-----------------|------------|
| Operating Systems | | | |
| 1. | Introduction + Windows XP | 24 hrs | 100.0 |
| 2. | Linux | Level 1 | 30 hrs |
| | + | Level 2 | 30 hrs |
| Microsoft Office Courses | | | |
| 3. | Word 2003 Core | 20 hrs | 100.0 |
| 4. | Word 2003 Expert | 24 hrs | 120.0 |
| 5. | Excel 2003 Core | 20 hrs | 100.0 |
| 6. | Excel 2003 Expert | 24 hrs | 120.0 |
| 7. | Access 2003 Core | 20 hrs | 120.0 |
| 8. | Access 2003 (Advanced + VBA) | 30 hrs | 180.0 |
| 9. | PowerPoint 2003 | 12 hrs | 100.0 |
| 10. | Outlook 2003 | 12 hrs | 80.0 |
| Other Courses | | | |
| 11. | ICDL | 60 hrs | 5.00 |
| 12. | Typing | 24 hrs | 120.0 |
| 13. | Internet | 12 hrs | 80.0 |
| Web Courses | | | |
| 14. | HTML + Front page 2003 | 20 hrs | 200.0 |
| 15. | Dream weaver MX2004 | 20 hrs | 150.0 |
| 16. | PHP + MySQL | 30 hrs | 250.0 |
| 17. | ASP + ADO | 30 hrs | 250.0 |
| 18. | ASP.NET+ ADO.NET | 30 hrs | 300.0 |
| Graphic Courses | | | |
| 19. | Phot oshop CS | Level 1 | 30 hrs |
| | | Level 2 | 30 hrs |
| 20. | Corel Draw 12 | 30 hrs | 200.0 |
| 21. | Adobe Illustrator CS | 30 hrs | 200.0 |
| 22. | Freehand MX 2004 | 30 hrs | 200.0 |
| 23. | Flash MX 2004 | Level 1 | 30 hrs |
| | | Level 2 | 30 hrs |
| 24. | 3D MAX 7 | Level 1 | 30 hrs |
| | | Level 2 | 30 hrs |
| 25. | Maya 6 | 30 hrs | 250.0 |
| Programming Courses | | | |
| 26. | Visual Basic I | 18 hrs | 100.0 |
| 27. | Visual Basic II | 20 hrs | 120.0 |
| 28. | Visual C++ | 24 hrs | 200.0 |
| 29. | Java script | 24 hrs | 200.0 |
| 30. | C# | Win application | 35 hrs |
| | | Web application | 35 hrs |
| Maintenance Courses | | | |
| 31. | Maintenance Computer SW/HW | 16 hrs | 200.0 |
| 32. | A+ | 30 hrs | 300.0 |
| Engineering Courses | | | |
| 33. | AutoCAD 2D | 20 hrs | 200.0 |
| 34. | AutoCAD 3D | 20 hrs | 200.0 |
| 35. | SAP.2000 | 18 hrs | 200.0 |
| 36. | Primavera | 20 hrs | 200.0 |

| Quick Diploma | | |
|---|---------|---------|
| Introduction to Computer | 2 hrs. | 200 L.E |
| Windows XP | 6 hrs. | |
| MS Word 2003 | 6 hrs. | |
| MS Excel 2003 | 6 hrs. | |
| Internet | 6 hrs. | |
| Free Training Hours | 2 hrs. | |
| Secretary Diploma | | |
| Windows XP | 6 hrs. | 250 L.E |
| Discovering the Internet | 6 hrs. | |
| MS Word 2003 | 6 hrs. | |
| MS Excel 2003 for Secretary | 4 hrs. | |
| MS Power Point 2003 | 6 hrs. | |
| MS Outlook2003 | 2 hrs. | |
| Typing speed | 2 hrs. | |
| Filling skills | 2 hrs. | |
| CV & Interview Skills | 2 hrs. | |
| Free Training Hours | 2 hrs. | |
| Web Design Diploma (PWD) | | |
| Introduction to Web Design | 2 hrs. | 500 L.E |
| Adobe Photoshop 8.0 CS | 18 hrs. | |
| Adobe Image Ready | 6 hrs. | |
| Photoshop Special Effects | 2 hrs. | |
| HTML | 6 hrs. | |
| Dream Weaver MX | 10 hrs. | |
| Macromedia Flash MX | 12 hrs. | |
| Swish MX | 2 hrs. | |
| MS Publisher 2003 | 2 hrs. | |
| Final Project | 2 hrs. | |
| Graphics Diploma (PGD) | | |
| Graphics Concept | 2 hrs. | 600 L.E |
| Adobe Photoshop 8.0 CS | 20 hrs. | |
| Photoshop Special Effects | 2 hrs. | |
| Corel Draw 12 | 18 hrs. | |
| FreeHand MX | 18 hrs. | |
| Macromedia Flash MX 2004 | 12 hrs. | |
| Instant Photo Effect | 2 hrs. | |
| Color Separation + Pre Press | 2 hrs. | |
| 3D Max Basics | 2 hrs. | |
| Project | 2 hrs. | |
| Multimedia Diploma | | |
| Advanced 3D Max 7.0 Techniques | 18 hrs. | 600 L.E |
| 3D Max 7.0 Professional Lightning | 6 hrs. | |
| Adobe Photoshop 8.0 CS | 18 hrs. | |
| Poser 5.0 | 6 hrs. | |
| Character Design & Advanced Animation | 8 hrs. | |
| Bryce 5.0 | 8 hrs. | |
| Adobe Premier 6.5 | 10 hrs. | |
| Sounds, Music, & Effects with Sound Forge 6.0 | 4 hrs. | |
| Final Touches & Effects with Illusion 2.4 | 2 hrs. | |
| Network Diploma | | |
| Introduction to Networks | 2 hrs. | 450 L.E |
| Windows XP Interface | 6 hrs. | |
| Internet Concepts | 4 hrs. | |
| Network Topologies | 4 hrs. | |
| Networking Basics | 6 hrs. | |
| Windows XP Administrator | 9 hrs. | |
| Basics of Network Security | 6 hrs. | |
| Windows XP Infrastructure | 9 hrs. | |
| Network Troubleshooting | 6 hrs. | |
| Final Project | 2 hrs. | |
| MOUS 2003 Diploma | | |
| MS Word 2003 | 20 hrs. | 450 L.E |
| MS Excel 2003 | 18 hrs. | |
| MS Power Point 2003 | 12 hrs. | |
| MS Outlook2003 | 6 hrs. | |
| MS Access 2003 | 20 hrs. | |
| Free Training Hours | 2 hrs. | |

OFFICE FACILITIES

C O U R S E S



Office Facilities



INFORMATION TECHNOLOGY CENTER
Training Division

OFFICE FACILITIES

| Course | Period | Service Price | Notes |
|------------------------------|--|---|--|
| Conference Lounge | 9 a.m to 4 p.m 4 p.m to 10 p.m 9 a.m to 10 p.m | LE 350 LE 350 LE 600 | To be booked a week in advance in writing |
| Photocopying | White paper (from 1 to 500) Above 500 Transparencies | LE 0.25 LE 0.15 LE 1.50 | |
| Printing | Black n' White (per paper) Colored paper | LE 1.00 LE 4 - 6 | |
| Fax | Sending Local Faxes Sending International Faxes Receiving Local Faxes Receiving International Faxes | LE 2.00 According to country LE 1.00 LE 1.50 | |
| Paper Writing | From 1 to 30 More than 30 | LE 1.00 LE 0.75 | |
| Binding | From 1 to 100 papers Above 100 papers | LE 3.00 LE 4.00 | |
| Plastic Cover | I.D size A4 size paper | LE 1.00 LE 4.00 | |
| Media Services | Video transfer to CD CD copying from H.D Scanning an A4 size Slide design & editing | LE 15 LE 10 LE 1.00 LE 2.00 | |
| Equipment Rentals Lap Top | One hour Half a day Full day | LE 25 LE 100 LE 150 | Equipment Rules 1- An ITC accompanier has to be with any piece of equipment during rental period. 2- An I.d copy of the renting person should be obtained. |
| Slide Projector | One hour Half a day Full day | LE 20 LE 80 LE 120 | |
| Overhead Projector + screen | Two hours Half a day Full day | LE 25 LE 60 LE 100 | |

ITC/ Human Recourses courses:

The Dakahliya job market is growing vastly and ITC has developed an agreement with senior HR specialists to deliver a series of workshops on the following topics specially targeting fresh graduates and people looking for self development.

- How to make a great CV
- Secrets of finding a GOOD job
- How to go through a tough interview
- Market needs

Seasonal courses for children



ITC provides different courses in IT and English for ages starting 4 years old in addition to it's unique Fun days program which allows children of all ages to spend useful time during their seasonal vacations or holidays (summer , mid term, spring break.. etc) which are usually a full day, 3 days a week and include:

- How to choose their friends
- Etiquette
- Painting classes
- Clay & Glass arts
- Draman' Plays
- Arab Heroes
- English mini Courses
- Computer mini courses
- Spanish mini courses
- Internet
- How to make a hom epage
- French mini courses
- Music..
- German mini courses





المنصورة: ٥١ شارع حسنى مبارك . برج خليفة
تليفون: ٢٢٦٠٠٨٦ / ٠٥٠ (٦ خطوط)

51 Hosney Mobarak st., Khalifa Building, Mansoura
Tel.: 050 2260086 www.dbacd-eg.org
E-mail: sme@dbacd-eg.org