Arab Academy for Science, Technology and Maritime Transport
Port Training Institute

Training Course Information Form

Course Information

Course Name:	Financial and Administrative Irregularities
Institute/Centre:	Port Training Institute **Course Code:** F24
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. Standards of job performance and ethics of the profession.
2. Administrative irregularities / types / forms and skills to deal with.
3. Mechanisms and policies of reform measures.
4. Financial irregularities and the role of internal control system.
5. Role and functions of the internal auditor in the detection and reduction.

Course Objectives:

Identify and distinguish between administrative and financial work in organizations:
- Detect administrative and financial irregularities using supervisory methods.
- Understand the role of supervision and activate it to reduce violations and abuses and reduce the effects.
- Raise the skills of Participants in the diagnosis of administrative and financial irregularities.

Course Includes:	√ Theoretical ❑ Fire Training Module ❑ Laboratory ❑ Workshop ❑ Site Visit
Course Prerequisites:	Not Required
Who Should Attend:	Directors of departments and heads of departments and administrative and internal control departments
No. of Participants/Course:	√ 5-10 ❑10-15 ❑15-20 ❑ Other

Qualifications of Participants:
- High Qualification

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