Course Information

Course Name:	**MS-Project Program (Level I)**
Institute/Centre:	Port Training Institute **Course Code:** T78

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 Ms-Project & different functions
2. Prepare project Data & Steps
3. Distributing project tasks & resources
4. Dividing tasks into sub tasks

Course Objectives:
- Learning how to prepare projects and its related data and to organize tasks using the program functions.

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

Course Prerequisites: Windows Operating System

Who should attend: Operation and Engineering Administrations

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

Qualifications of Participants:
- University Degree with experience in planning

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 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