Training

First: General English Program

- It consists of 12 levels, covering all aspects of English grammar.
- Each Course is 4 weeks long; 12 hours in total.
- Two lectures a week; an hour and half per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

Second: English Conversation Course

- It consists of 3 levels divided into 16 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; an hour per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

Third: Translation Course

- It consists of 2 levels divided into 16 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; an hour per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

Fourth: Writing Skills Course

- It consists of 3 levels divided into 8 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; two hours per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

Fifth: Reading Skills Course

- It consists of 3 levels divided into 8 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; two hours per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

Sixth: Pronunciation Skills Course

- It consists of 2 levels divided into 16 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; an hour per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

English Language Summer Activities:

1. Open Dialogue:

- Monthly activity designed to enhance the skill of dialogue and pronunciation, divided into 16 sessions; 16 hours in total.

- Two lectures a week; an hour per class.

2. Special Courses for Children

Kids smaller than 6 years old

- It consists of one level divided into 16 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; an hour per class.

Kids More than 6 years old

- It consists of 2 levels divided into 16 sessions.
- Each course is 2 months long; 16 hours in total.
- Two lectures a week; an hour per class.
- Students can get an approved certificate from MPL after each level.
- Students should pass free MPL placement test before joining the course.

French Language Courses

First: General Course

- It consists of 12 levels, covering all aspects of French grammar.
- Each level includes 10 lectures; 12 hours in total.
- Students can get an approved certificate from MPL after passing four levels and one certificate after each two levels.
- Students are required to pass MPL test after each level in order to join the next.

Second: French Conversation Course

- The program aims to enhance the skill of speaking and pronunciation.
- It consists of 4 level; 12 hours in total.
- Students can get an approved certificate from MPL each two levels.

Third: Translation Course

- It consists of 4 level; 12 hours in total.

- General Translation Course

- Political Translation Course

- Economic Translation Course

- Student can get an approved certificate from MPL each two levels.

Tourism Course

- The course is designed in order to allow students to know how to deal with Tourists.
- Course is two months long; 30 hours in total.
- Students can get an approved certificate from MPL at the end of the course.

Open Dialogue

- Course is two months long; 30 hours in total.
- Students can get an approved certificate from MPL at the end of the course.

Note: Students should pass free MPL placement test before joining the course.

German Language Courses

- It consists of six levels, covering all aspects of language with subscription of 75 pounds per level.

- The duration of each level is 16 hours divided into 8 lectures at 2 lectures per week.

- Each level is followed by a test, and the advanced can get an observed certificate from the library.

Greek Language Courses

- The duration of each level is 48 hours divided into 24 lectures at 2 lectures per week.

- Each level is followed by a test, and the advanced can get an observed certificate from the library.

ICDL
Scholarship

First: The scholarship of the Ministry of Communications and Information Technology:

1. Categories who are allowed to obtain the scholarship of training and testing.

2. Categories who are allowed to get the tests of the scholarship only.

3. Required Documents

4. Financial receivables

5. Duration of the study

6. Subject

Second: Training and Testing in Mubarak Public Library-Damanhour.

1. Categories who are allowed to them to obtain the training and testing

2. Required Documents

3. Financial receivables

4. Duration of the study

5. Subject

First: The scholarship of the Ministry of Communications and Information Technology:

Categories who are allowed to obtain the scholarship of training and
1-testing.

1. Non-workers (who have higher qualifications or obtaining the diploma - three years or five years - technical or commercial).

2. Private sector employees.

3. National sector workers.

4. Public sector employees of contracting companies (Arab Contractors – Hassan Allam.)

5. Workers in the press with all its bodies and affiliates.

6. Arab Organization for Industrialization, and all its bodies and affiliates.

7. Workers in unions and its affiliates.

8. Students of Al Azhar and Al-Azhar University.

9. Members of Teaching Staff of Al-Azhar University.

10. Students at concession year at the faculties of medicine in public universities.

11. Students of Workers' University and all its branches.

12. Students of Technical Colleges of the Ministry of Higher Education.

13. Students of upper and upper-middle governmental Institutions of the Ministry of Higher Education.

14. Open-education students.

15. Allocated centers of Blinds.

16. Telecom Egypt, the Central Office and the Egyptian post-office.

17. Officers of the armed forces and police officers.

2. Categories who are allowed to get the tests of the scholarship only.

1-Students of Private Schools.
2--Students of private Institutions and Universities.

Required Documents:

1. Copy of national ID card after seeing the original to be valid (not expired).

2. Two personal photos.

3. The insurance number letter describing the working status and in case of mentioning: sector 179/75 in the item of "Sector" for the state employees, the insurance number holder might be working for the government or beneficiary of the governmental pension who must then provide a letter from the pension authority that prove this - excluded from providing the insurance number letter; students at concession year at the faculties of medicine provided that they provide what prove joining the academic concession year.

4. The acknowledgment concerning notifying the student with the instruction of scholarship which was sent to the training and testing centers.

5. Regarding categories no. (3,4,5,6,7,8,9,10,11,12,13,15,16,17) the student are   excluded from providing the insurance number letter but they should provide a document from the employer proves the validity of job.

Duration of Study:

- Duration of study is 72 hours divided in 3 months at a rate of two or three lectures a week.

Subject:

- International Computer Driving License (ICDL) is a test of practical skills; it consists of seven modules covering theoretical and practical side of the computer. In order to obtain ICDL's certificate, you must pass the seven modules successfully.
- The first unit is a theoretical part of computing knowledge in general, while the remaining units from 2 to 7 deals with the practical skills as follows:

Unit I: The Basic Concepts of Information Technology (IT).

Unit II: Management of Files and Operating Systems (Windows).

Unit III: Word Processing (Word).

Unit IV: Spreadsheets (Excel).

Unit V: Databases (Access).

Unit VI: Presentations (Power Point).

Unit VII: The Foundations of Information Technology and Communications (Net).

(Private)

International Computer Driving License (ICDL)

First: Training

Normal

- Duration of study is 72 hours divided in 3 months at a rate of two lectures a week.

Condensed

- Duration of study is 54 hours a month and half at a rate of three lectures a week.

Second: Testing

Required Documents

- Two personal photos + ID Copy
- Skill card is obtained through the library for 150 LE. In order to obtain ICDL's certificate, you must pass the seven modules successfully.

Significant Notes

- Examiner could not get Skill Card value back.
- Examiner should attend before exam's beginning at least quarter of an hour.

Required Documents to Enter Exam

- For children; Certificate of Date of Birth is must.
- Driver's License or Passport in addition to the original copy of receipt must be shown.

Photoshop Courses

- A full explanation of Photoshop program, including all the foundations of engineering and artistic design, as well as the rules of colors' choice.

- The duration of the course is 36 hours divided into 18 lectures at 2 lectures per weak.

- Final draft for trainees (practical application).

- The trainer can get an observed certificate from the library.

Human Development Courses

1. Thinking Skills Development
2. Studying Skills Development

3. How to prepare a distinguished research

4. How to prepare reports

5. How to write CURRICULUM VITAE (CV)

6. Creative and Positive Thinking Skills

7. How to plan for your life

8. How to chose an appropriate job

9. Social Communication Skills Development

10. Language Skills

11. How to make your goals and fulfill them

12. How to pass personal interview

13. Rhetoric , Diction, and Listening

14. How to prepare feasibility studies

15. Effective Marketing

16. Verbal IQ

17. Time Management

- This Course is lectured by notable professors in this field through one course for four hours.
- Trainee can choose between the mentioned courses what suited his desires.
- Fees to attend are 25 pounds per each course.
- In the case of attending five courses, trainee can get an observed certificate from MPL-Damanhour.

Ots

Online Training Services (OTS)
   In collaboration with American Chamber of Commerce and MindLeaders, USA; Misr Public Library-Damanhour offers Online Training Service as an approved agent in Delta region. The package contains more than 200 training courses in English in different fields such as Management, Marketing, Sales, Information Technology, and Computer applications.
   This service gives its users the freedom to choose the appropriate time and place for these courses through internet.

For more information visit U.S. Chamber website
http://www.amcham.org.eg/ots