



MESROBIAN
TECHNICAL
COLLEGE

Turn your Passion Into a Specialisation



A comprehensive introduction
on the offered specialisations
for the technical academic years

2011 - 2012

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OFFICIAL SPECIALISATIONS

BP

Offered Specialisations

- **Preschool Education**
- **Assistant Accountant**
- **Assistant Cook & Pastry**

Fully accredited programs
Approved by the Ministry
Of Education

Tuition Fees

- The tuition fees of the academic year 2011 - 2012 are fixed at:
1,600,000 L.P for the first year of BP classes (BP1)
1,700,000 L.P for the second year of BP Classes (BP2)

and slotted in 7 payments:

	November	December	January	February	March	April	May
BP 1	250,000	250,000	250,000	250,000	200,000	200,000	200,000
BP 2	250,000	250,000	250,000	250,000	250,000	250,000	200,000

Miscellaneous

- *Registration fee: 200.000 L.P*
- *The list of the books will be available starting from 5-10-2011.*
- *Courses will start in 11-10-2011.*
- *Transportation: One Way = 250 \$ / year, Two ways = 350\$ / year.*



OFFICIAL SPECIALISATIONS

BT

Offered Specialisations

- **Sales & Commercial Relations**
- **Kindergarten (Jardinière)**
- **Computer & Accounting**
- **Interior Design**
- **Architectural Drawing**
- **Hotel Management**

Fully accredited programs
Approved by the Ministry
Of Education

Tuition Fees

- The tuition fees of the academic year 2011 - 2012 are fixed at:
1.500.000 L.P for the first year of Technical Baccaulaureate (BT1)
1.600.000 L.P for the second year of Technical Baccaulaureate (BT2)
1.700.000 L.P for the third year of Technical Baccaulaureate (BT3)

and slotted in 7 payments:

	November	December	January	February	March	April	May
BT 1	250.000	250.000	200.000	200.000	200.000	200.000	200.000
BT 2	250.000	250.000	250.000	250.000	200.000	200.000	200.000
BT 3	250.000	250.000	250.000	250.000	250.000	250.000	200.000

Miscellaneous

- *Registration fee: 200.000 L.P*
- *The list of the books will be available starting from 5-10-2011.*
- *Courses will start in 11-10-2011.*



OFFICIAL SPECIALISATIONS

TS

Offered Specialisations

- **Education**
- **Accountant**

Fully accredited programs
Approved by the Ministry
Of Education

Tuition Fees

The tuition fees of the academic year 2011 - 2012 are fixed at:
 1.600.000 L.P for the first year of (TS1)
 1.700.000 L.P for the second year of (TS2)
 1.800.000 L.P for the third year of (TS3)

and slotted in 7 payments:

	November	December	January	February	March	April	May
TS 1	250.000	250.000	250.000	250.000	200.00	200.000	200.000
TS 2	250.000	250.000	250.000	250.000	250.000	250.000	200.000
TS 3	300.000	250.000	250.000	250.000	250.000	250.000	250.000

Miscellaneous

- Registration fee: 200.000 L.P
- Courses will start on 14-10-2011





PRIVATE SPECIALISATIONS

- 1st Year -

Marketing & Management

NEW



Do you want to be familiar with the business world? Do you want to develop managerial and marketing skills? Join us at MTC where you will learn managerial techniques, improve your organisational and leadership skills and discover different marketing and communication tools.

Included Courses

- Introduction to business studies
- Business organisations & their environments
- Business functions
- Organisation hierarchy
- Management types
- Maslow hierarchy of needs
- The nature & scope of marketing
- Identifying & selecting markets
 - Consumer markets
 - Business markets
 - Market segmentation/ targeting/ positioning
 - Marketing research
- The 4 "P" s (Product, Price, Place, Promotion)

Starting Date:	18 October 2011
Ending Date:	MAY 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 2nd Year -

Marketing & Management

NEW



After completing the 1st year successfully, the students enroll to the next level, and get a more thorough and in-depth understanding of all the principles of Marketing & Management.

Included Courses

- Cross departmental coordination
- Alignment positions
- Code of ethics
- Corporate strategy (long & short term goals...)
- Communication & reporting system
- Leadership, influence and change
- Understanding consumer behaviour
- Managing the marketing effort
 - Strategic marketing planning
 - Marketing implementation & evaluation
- IMC (integrated marketing communication) marketing tools
- Advertising, sales promotion & public relations

We can add:

- Product mix strategies
- Brands, packaging & other features
- Pricing strategies

Starting Date:	18 October 2011
Ending Date:	MAY 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 1st Year -

Import / Export

NEW



The Freight Forwarding program is designed to provide students with the necessary skills and qualifications for work in the international freight forwarding industry. In the first year course students will learn the general aspects of Sea Freight equipment and operational requirements, and get a general introduction to the Freight Forwarding world.

Included Courses

- English for business
- Introduction for the international business & trade
- Global marketplaces
- International transport
- Import management
- Export management

Starting Date:	17 October 2011
Ending Date:	MAY 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 2nd Year -

Import / Export

NEW



In the second year, Students will learn in details all aspects of Sea Freight operational requirements, as well as broaden their knowledge of all modern Freight Forwarding techniques.

After graduation, they can work as an:

- Freight Forwarding Agent, Export/Import Officer, Customs Broker, Airline Shipping Companies...

Included Courses

- Freight transport services
 - Sea
 - Land
 - Air
- Planning and operation of freight transport
 - value and cost
 - documents & legal process of freight
- Responsibilities:
 - choosing the optimum transport methods for the product
 - packing of products and goods
 - Conserving the quantity and the quality
- Risks and insurance
- Warehousing
- The communication technology in this field (GPRS tracking systems)

Starting Date:	17 October 2011
Ending Date:	MAY 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 1st Year -

Executive Secretary

NEW



Secretariat is considered as one of the important functions for the smooth running of the company. Nowadays, companies need to be supported by reliable people to organise, spread information, and insure coordination between different services. For the first year, students will have good command of English and get introduced to the basic principles of secretarial duties.

Included Courses

- Introduction to business
- Financial accounting 1
- Business communication skills
- Short hand 1
- Key board skills 1 (text typing)
- Principles of management
 - Costumer service
 - Secretarial duties
- Key board skills 2 (Word, Excel)

Note: A good understanding of English is essential for the courses.

Starting Date:	18 October 2011
Ending Date:	May 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 2nd Year -

Executive Secretary

NEW



After completing the 1st year successfully, the future executive secretaries enroll to the next level, and get a more thorough and in-depth understanding of office management, sharpening their entrepreneurial skills, and have an excellent command of the administrative modern techniques as well as the complete office automation tools.

Included Courses

- Entrepreneurship development
- Information and communication technology
- Office management
- Key board skills 3 (Word, Excel, Access)
- Short hand 2
- Business law
- Interpersonal skills
- Key board skills 4 (PDF)
- Software for documents production

Note: A good understanding of English is essential for the courses.

Starting Date:	18 October 2011
Ending Date:	May 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 1st Year -

Accounting



Accounting is the understanding and the rational use of account systems, in order to know in a total, the running of a company, and organise effectively the expenses and revenues. For the first year students will learn the General accounting to have a broad introduction to the world of accounting.

Included Courses

- Accounting Systems, types of accounting information
- Basic Financial Statements
- The Accounting Cycle
- Accruals & Deferrals
- Reporting Financial Results
- Financial Assets
- Inventories & the Cost of Good Sold
- Plants & Intangible Assets
- Forms of Business Organisation
- Introduction to the Lebanese VAT & CNSS concepts

Starting Date:	17 October 2011
Ending Date:	MAY 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



PRIVATE SPECIALISATIONS

- 2nd Year -

Accounting



After completing the 1st year successfully, the students enroll to the next level, and get a more thorough and in-depth understanding of Global business & Accounting and get a practical expertise on Financial & managerial accounting systems.

Included Courses

- Global Business & Accounting
- Financial Statements analysis
- Introduction to the Cost Accounting
 - Cost ,Volume, profit analysis
- Operational Budgeting
 - Master Budget, Flexible Budgets & their variances
- Standard Cost Systems
- Rewarding Business Performance
- Capital Budgeting
- Time value of Money:
 - Future Amounts and Present Amounts

Starting Date:	17 October 2011
Ending Date:	MAY 2012
Duration:	84 hrs (2 days/week 01:30 hrs / day)
Tuition fee:	100,000 LBP / Month



English Language



English is the most widely used language in the world. It is the mother language for more than 500 million people. When it comes to communicating and impressing other people, the most important asset you can acquire is a good command of English.

Course Specifications

- English (UK)
 - Beginner
 - Intermediate
 - Advance

Entrance Exam: All students are required to participate, every Tuesday & Thursday, Beginning September 1st 2011.

1st Session	October 17 → December 8
2nd Session	December 12 → February 23
3rd Session	February 27 → April 30
4th Session	May 2 → June 21
Summer Session	July 2 → August 30

Levels:	Beginner – Intermediate - Advanced
Starting Date:	October 2011
Ending Date:	August 2012
Duration:	Each level requires sessions of 2 months
Time	Morning courses / Evening Courses
Tuition fee:	75,000 LBP / Month



Foreign Language



Want to learn a foreign language? At MTC you can learn the language of your choice in interactive, hands on approach.

Offered Foreign Languages

- Armenian
- Arabic
- French
- Spanish
- Italian
- Russian

Entrance Exam: All students are required to participate, every Tuesday & Thursday, Beginning September 1st 2011.

1st Session	October 17 → December 8
2nd Session	December 12 → February 29
3rd Session	March 1 → April 30
4th Session	May 2 → June 21
Summer Session	July 2 → August 30

Levels:	Beginner – Intermediate - Advanced
Starting Date:	October 2011
Ending Date:	August 2012
Duration:	Each level requires sessions of 2 months
Time	Morning courses / Evening Courses
Tuition fee:	75,000 LBP / Month



PRIVATE SPECIALISATIONS

Make-up



Beauty and its cares are quite an art, which concerns as many men as women. At MTC Technical training, Students learn all the necessary techniques to perform all the services.

Included Courses

- Epilation
- Makeup
- Hand Care
- Feet Care
- Manicure
- Pedicure
- False Nails
- Acrylic Nails
- Tattooing

Starting Date:	17 October 2011
Ending Date:	May 2012
Duration:	2 days/week 01:30 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month)



PRIVATE SPECIALISATIONS

Facial Care



“Soins de Visage” or the Facial care, This course is specially designed for those who want to specialise in the world of cosmetics... and precisely in the skin care and its comprehensive applications.

Included Courses

- Mini care
- Cleansing of the skin
- The different types of skin
- Specific facial care, skin conditioning
- Different types of cares according to the age
- Facial and neck Massage
- The different cosmetic products
- The commercial equipments used in the institutes

Starting Date:	18 October 2011
Ending Date:	January 2012
Duration:	2 days/week 01:30 hrs / day (4 months)
Tuition fee:	400 U.S. \$ (100\$/month)



Hair Styling



MTC offers a complete professional specialisation in the field of hair design for women and men. This artistic program prepares and qualifies students to be the best in this field.

Included Courses

- Hygiene
- Hair study
- Shampooing & Massage
- Hair washing
- Hair cutting
- Hair drying
- Highlighting
- Hair straightening
- Brushing

Starting Date:	19 October 2011
Ending Date:	May 2012
Duration:	2 days/week 2:00 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month)



Computer Software



Got a particular application in mind and want to learn more? You are always welcome at MTC to develop further your computer software skills.

Included Courses

- MS Windows
- MS Word
- Ms Excel
- Internet
- Web Design
- Utilities (Power Point, OCR, Photo Express)
- Adobe Photoshop
- Coral Draw
- Adobe Illustrator
- Autocad
- Web Design

1st Session	October 17 → December 9
2nd Session	December 12 → February 10
3rd Session	February 13 → April 30
4th Session	May 2 → June 29
Summer Session	July 2 → August 31

Starting Date:	October 2011
Ending Date:	August 2012
Duration:	Each level requires a session of 2 months
Time	M.W.F 1h / day or T.T.H. 1h30 / day
Tuition fee:	50,000 LBP / Month



Travel, Tourism & Ticketing



Create your own chances. If you want to work at a travel agency or in one of the many other areas of the Travel and Tourism industry, being a certified professional will greatly help you on your way. 8 modules of the formation course at MTC will give you an understanding of the travel and tourism industry.

Included Courses

- Introduction to tourism
- Travel geography
- Air transport
- Tour programs
- Travel formalities
- Air fares & Ticketing
- Customer service & Selling skills
- GDS (Global Distribution System)
- Worldwide Monitoring & Tracking

Note: A good understanding of English is essential for the courses.

Starting Date:	18 October 2011
Ending Date:	MAY 2012
Duration:	2 days/week 2:00 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month)



IATA Licence



International Air Transport Association - IATA gives you this unique opportunity to prove your knowledge and skills to the market and potential employers with the official IATA Certification as a Travel and Tourism Professional (TTP). With the proper Travel and Tourism training and knowledge of the travel industry and IATA's Certification thereof you will be recognised globally.



Included Courses

- International organisations
- Legislation
- Terminology
- Travel agencies
- Travel organisation
- Geography
- Travel formalities
- Airlines
- Service to the clientele
- Reservations
- Luggage
- Airline tariffs
- Travel documents

Note: A good understanding of English is essential for the course

Starting & Ending Date:	October 2011 → July 2012
Courses Days:	Wednesday & Friday
Duration:	(2 days per week – 3 hrs per day)
Tuition fee:	1350 U.S. \$ + 750\$ Books



TV & Video Technician



Electronics is the science and technology closely related to the modern wonders that enhance our life. colour TV, Radio, CD, DVD, Tape recorders... After learning all the principles of electronic boards and integrated circuits and through hands-on applications, the student will learn how to diagnose the problems and repair all equipments and household appliances effectively.

Included Courses

- General Electronics
- Electronic Circuits
- Colour TV, LCD, Plasmas
- DVD
- Video Systems
 - Control
 - Command & Measure
- Communication systems
- Practical experiments
- Final Project

Starting Date:	18 October 2011
Ending Date:	May 2012
Duration:	2 days/week 1h: 30 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month)



Computer Technician



This professional field plays a great role in the market, because it is the one that helps us most when unthinkable breakdown occurs. Regardless to great sciences, what we need today, is a good computer technician. The student will be fully aware of troubleshooting problems. It also enables the student to work as a technician in a company.

Included Courses

- Computer Assembling
- A+ computer language
- Windows Installations
- Drivers Installations
 - (VGA, Sound cards, Modem, Scanner, Printer...)
- Network Installations
 - (Windows NT, window server, wireless...)
- Internet Sharing
- File & Printer Sharing
- Hub Router

Starting Date:	18 October 2011
Ending Date:	May 2012
Duration:	2 days/week 1h:30 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month)



Car Electricity



For those who are interested in repairing the electrical components of all type of cars and want to be professional in the field, MTC offers special programs from Basic Auto Electrical Courses to the most advanced Training that incorporates the use of Diagnostic Scanners. Students will learn all electrical units in a car, magnetism, semi conductors... and fault diagnosis procedures.

Included Courses

- *General Introduction to automobiles*
- *Introduction to auto parts*
- *Checking, decision making & troubleshooting*
- *Car Mechanism*
- *Car electricity*
- *Alarm Systems, Stereo Systems,*
- *Air Condition & Heater*
- *Morals*

Starting Date:	17 October 2011
Ending Date:	May 2012
Duration:	2 days/week 01:30 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month)



Cooking



You have the sweet tooth? then indulge yourself with the cooking courses at MTC's well equipped kitchen. Thought by experienced chefs, this course will make you a professional cook by learning the: Lebanese, French, Italian, American, Armenian, and the Chinese foods - need more?

International Cuisine

- *Lebanese Food*
- *European Food*
 - *Italian*
 - *French*
- *American Food*
- *Far-Eastern Specialities*
 - *Chinese*
 - *Japanese*
 - *Sushi*
- *All kinds of pastries*

Starting Date:	October 2011
Ending Date:	May 2012
Duration:	2 days/week 2h:00 hrs / day Monday & Wednesday
Time;	"08:30 → 10:30" & "19:00 → 21:00"
Tuition fee:	700 U.S. \$ - (100\$/month)



Jeweller



Gold, Gold, Gold! - Whether you are a beginner or a seasoned Jeweller who wants to learn more, at MTC you can learn the latest methods and applications in the world of Jewellery Design in 3D, by applying the latest computer aided softwares such as the “Matrix”, and the wax moulding techniques as well as the diamond setting discipline to become a competent Jeweller.

Included Courses

- *Jewellery Design on Matrix*
- *Diamond Setting*
- *Wax Moulding*

Starting Date:	18 October 2011
Ending Date:	May 2012
Duration:	2 days/week 1h: 30 hrs / day (7 months)
Tuition fee:	700 U.S. \$ (100\$/month) (Matrix additional 500 U.S. \$)

NOTES

*“Although we make every effort
to avoid mistakes, this catalogue is not a contract,
And Mesrobian Technical College MTC does not
assume Liability for errors, typographical or otherwise.
We encourage you to let us know of any errors
You find so we may amend in our next print.”*

Thank you - MTC Administration.



**MESROBIAN
TECHNICAL COLLEGE**

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Mesrobian College cares about the Environment -
This catalogue is printed on a biodegradable paper.