

Middle East Computer & Culture Center Portfolio

Company Name: Middle East Computer and Culture Center

Contact Name: Mr. Gehad AlMobayed (General Manager)

Business Address: P.O. Box 22327 Sharjah. UAE

Almusalla, Opp. Etisalat

Phone : +971 6 561 5454

Website: www.mei.ac.ae

Email : mei@emirates.net.ae

Introduction

Considered one of the pioneers in education in the UAE, the centre guarantees excellent training in the prospective career fields of:

Computer – Languages – Secretarial – Accounting – Business Management

Accredited and licensed by the Ministry of Education the centre is located in Sharjah. Since its inception in 1988 it has been making its mark in the field of education through its successful training programmes which have enabled qualified graduates to gain employment in both the public and private sectors. This is also due to the efforts of the highly qualified and dedicated staff employed by the centre.

The centre employs the use of cutting edge technology ensuring the students are trained in the most modern techniques and able to face the constant challenges of the changing requirements of the business world. The centre has a continuing obligation to provide modern education for the modern world, using technology to empower students.

To continually develop our strategies and to ensure that we are the leading service provider in the field. Our services will, at all times, reflect both the social requirement of the community, and the current technological developments and requirement of the workplace.

We offer consistent technically advanced courses which are competitively priced to suit our student's budget and needs. The entire courses and certificates are in accordance with the standards and rules set out by the accrediting body, being the Ministry of Education.

Training methods are constantly revised in order to provide modern training methods to students which enable them to self study, complete courses in a relatively short period, and apply knowledge in their workplace. Each training session is adapted to suit the needs of the students, in both single and group settings.

We are following Islamic values, and respecting these traditions and cultures in our teaching sessions. To ensure that all students receive the highest standards of teaching at all times, no discrimination to any person for any reason. Our teaching atmosphere at all times is friendly, relaxed and enjoyable for the students.

Operational Status

➤ Courses Offered & Exams Delivery

General English

- The courses offered are varied and interesting. The student will practice the four language skills of Reading - Writing - Listening and Speaking in a relaxed and serious atmosphere.
- The center offers instruction by experienced professionally trained teachers in this field. The staffs are chosen because of their understanding of diverse cultures. Native speakers are available for specific courses.
- Classes are limited to small groups (maximum 15)
- All prospective students are assessed when they register at the center in order to determine the best level suited to their current ability. Courses are tailored to suit the needs of the students.
- The center offers private tuition for one to four students maximum. The course material will be chosen according to the students needs.

Beginner

- A Beginner course is specifically designed for those students with little or no knowledge of English. It concentrates on grammar and practical course that develops basic daily living skill such as greetings, asking direction, ordering food in a restaurant and shopping.

Intermediate

- An Intermediate Course is designed for those students who have a basic knowledge of English, and are able to converse and be understood. Students' skills in listening, reading and writing are developed and their vocabulary range and confidence in their own ability is increased.

Advanced

- An Advanced Course is designed for those students who have a good understanding of English and its grammatical structure. Students in this course study grammar in depth and learn everyday English including idioms and idiomatic expressions.
- Students participate actively in extensive listening, reading and writing exercises designed to improve their current skills. This is an excellent course for students who need skill improvement prior to studying for TOEFL or IELTS.

Comprehensive English

- This course is a modern English course, designed by Cambridge University. The course focuses on improving confidence and fluency by giving the learner plenty of opportunities to practice.
- Practical exercises are used as much as possible, together with the course material.
- We offer courses at different levels to ensure that our students are getting the best tuition in a class with classmates of similar ability.
- This English course develops all four skills (reading, writing, listening and speaking) and focuses on grammar in a communicative context.

Reading

- You can develop the skills you need to read confidently at home, at work or in social situations with English speaking friends.
- You will develop strategies for reading difficult texts.

Writing

- You can develop the skills you need to write in any situation whether you are writing an essay, a letter, an email or completing a form.

Listening and Speaking

- You can develop the skills you need to feel confident while traveling, studying, at work or just chatting with English speaking friends. This course helps you to feel confident of the English you are using in your daily life and be sure of what you hear.

TOEFL Preparation

- Test of English as a Foreign Language (TOEFL) is a test designed to assess the English language skill of Non-English speaking students seeking study placement in English speaking countries, or at most universities in the UAE. The test helps students demonstrate that they have the English skills needed for success. It also emphasizes integrated skills and provides better information to institutions about students' ability to communicate in an academic setting and their readiness for academic coursework.
- This course is suited to those who have successfully completed at least Advanced Level English. Teachers are native English speakers, and are designed to provide a friendly, supportive environment.

TOEFL (ITP)

- The TOEFL Institutional Testing Program (ITP) test comprises the basic language skills:

Listening – Structure and Written Expressions – Reading

TOEFL (IBT)

- The TOEFL Internet-based test (IBT) tests all four language skills that are important for effective communication:

Reading – Listening – Speaking – Writing

IELTS Preparation

- International English Language Testing System (IELTS) is a test designed to assess the English language skill of Non-English speaking student seeking study placement in English speaking countries or at most universities in UAE.
- This course is suited to those who have successfully completed at least Advanced Level English. Teachers are native English speakers, and are designed to provide a friendly, supportive environment.
- Our IELTS preparation courses are designed to help students acquire effective test taking strategies and students will learn
 - techniques for doing the **reading comprehension** tasks quickly and efficiently
 - how to approach the **writing tasks**
 - techniques for the **listening comprehension** paper
 - how to perform to the best of your ability in the **speaking exam**.
- The course focuses on exam preparation and language acquisition and therefore does concentrate on raising the level of candidates' English. Furthermore, we show students how the language they know can be used to good effect. Experience shows that candidates who have the necessary skills and strategies do consistently better than those who take the test unprepared.

LEVELS

We offer two levels of IELTS preparation courses

- **IELTS High:** for students who have a higher intermediate and above level of English and who need Band 6 upwards
- **IELTS Low:** for students who have a pre-intermediate/lower intermediate level of English and who need Band 5 / 5.5

Are you in a hurry to take IELTS test?

Our **IELTS INTENSIVE PREPARATION COURSES** are offered to assist those who may not have much time but would still need effective preparation for the test.

- Each course is 36 hours long, over 4 weeks. Classes are two hours four days a week or two hours three days a week.
- Courses are available throughout the year and run in our centre.
- We provide our students with effective original IELTS books and Audio CD package.
- **REGISTRATION**
Before students **register** for an IELTS preparation course, they will need to take our placement test which will determine which course they can follow.

General Training Module

- For students seeking entry to secondary school or to vocational training courses.
- For general migration purposes (Intending immigrants must check with the individual country for requirements).

Academic Training Module

- For students seeking entry to university or higher education institutions offering degree and diploma courses.
- For professional migrants such as doctors and engineers (intending immigrants must check with the individual country for requirements).

Completion of this course

- The students will have learnt different skills, and strategies, and will have done enough practice to be able to deal with different IELTS modules and tasks to increase their scores on all sections of the IELTS test.

Listening – Reading – Writing – Speaking

➤ **Our Client**

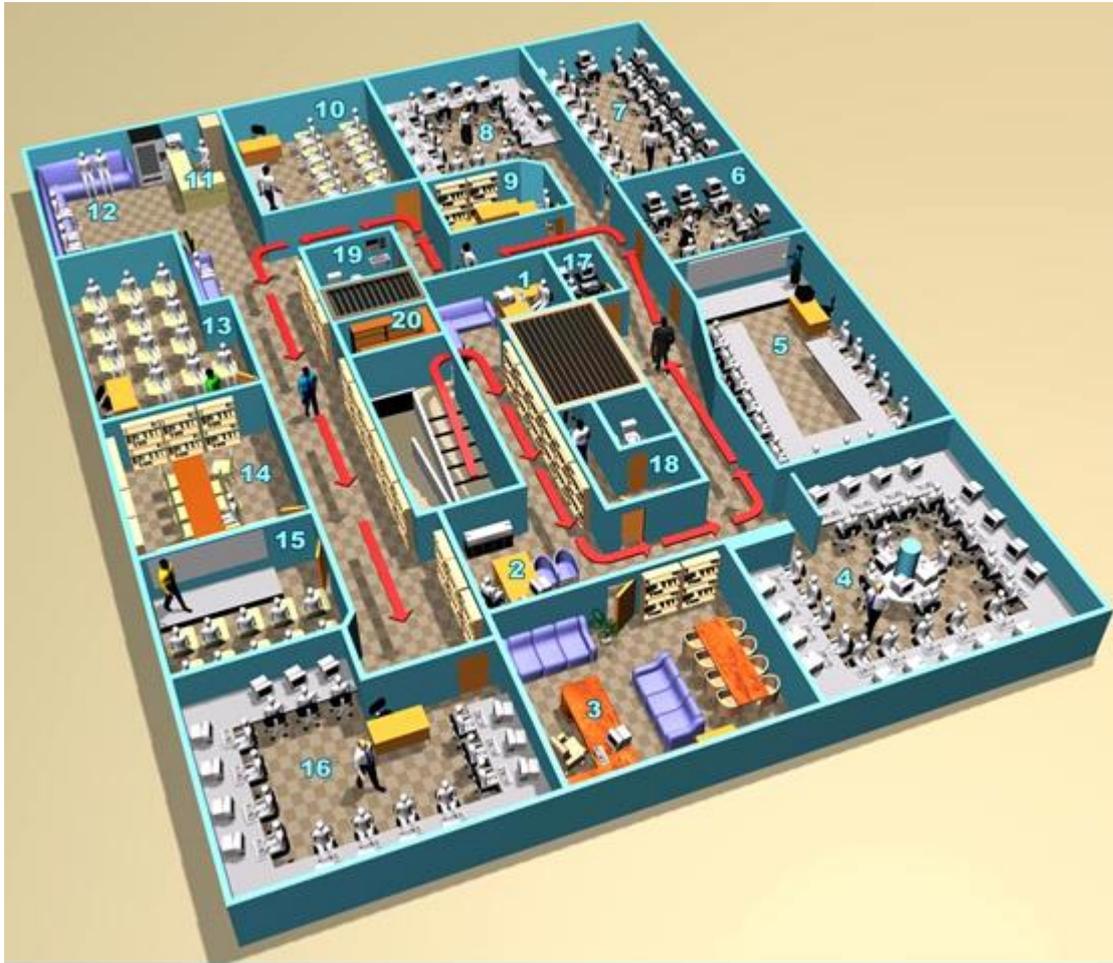
In addition to High School Graduates or students seeking entry to university or higher education institutions, and professional migrants such as doctors and engineers, our clients also include:

Government Sector	Private Sector
<ul style="list-style-type: none"> • Ministry of Interior • Ministry of Foreign Affairs • Ministry of Planning & Economy • Ministry of Labour, Sharjah • Ministry of Human Resource Development • Department of Culture of Dubai • Department of Economics • Department of Culture & Information • Central Bank • Directorate of Town Planning & Survey • Sharjah International Airport • Hamrya Free Zone • Sharjah Airport Free Zone • Chamber of commerce & Industry • Sharjah Municipality • Sharjah Police • General H.Q of Armed Forces • Islamic Affairs & Endowments 	<ul style="list-style-type: none"> • Sharjah T.V • Al Maarifa School • Commercial Bank of Dubai • Arab Bank • Mashrek Bank • Abu Dhabi Commercial Bank • Bank of Sharjah • Islamic Commercial Bank • Emirates International Meteorology • ADNOC • Etisalat • Best Constructions • Tariq Al Bouri Constructions • Al Ghanem Constructions • Sharjah Ladies Club • Emirates Post

➤ **Staffing**

- All our 3 teachers have a Bachelor of Arts in English Literature, years of experience, and a gift for bringing out the best in their students. Our teachers always focus classes on the skills which students need to develop (reading, listening, writing, speaking), using a wide variety of academic and authentic materials.
- Our staff creates an atmosphere of trust, enjoyment and success because they understand that a strong command of English can bring success whilst you study as well as advancing your career.
- Teaching methods include **communicative** practice exercises such as role-plays, dialogues, debates, discussion groups and presentations.

➤ Premises



1- Reception

2- Secretary

3- Manager Office

4- Computer Lab

5- English Classroom

6- Computer Lab

7- Computer Lab

8- Computer Lab

9- Teachers Room

10- Computer Lab

11- Cafeteria

12- Student Lounge

13- English Classroom

14- Library

15- English Classroom

16- Computer Lab

17- Internal Design Office

18- Men's Bathroom

19- Women's Bathroom

20- Equipment Store

➤ **Corporates & Accreditations**

- The **M.E.C** is accredited and Licensed by the Ministry of Education which makes all our courses and certificates in accordance with the standards and rules set out by the accrediting body.
- The **M.E.C** is also a certified testing centre of some international exams Such as **Microsoft- CompTIA – Certiport – ICDL**
- Our centre is also certified by AMIDEAST to conduct TOEFL ITP Tests.

➤ **The organization funding**

- The M.E.C is a private profit organization.

➤ **Rational of interest in becoming an IELTS test centre**

Our good reputation of providing a good service, which meets and satisfies our clients needs in all its aspects that goes back to 25 years, has increased our clients data base as well as the interest in conducting the IELTS test in our centre. Our location is very accessible to clients especially those who live in the suburbs.

Our reason behind the interest of becoming an IELTS test centre is mainly human because we would like to provide a complete service to our clients. The thing which will increase our clients trust on us.