

Information Technology Certification Program (ITCP)



The pre-requisite of the program is to have basic knowledge of computers and middle or Matriculation academic qualification is required.

This highly comprehensive and concrete Program is ideally suited to following individuals who are:

- Middle Pass and Fresh Matriculation at least.
- Primary Knowledge of computers & its System
- Willing to Enhanced their IT Knowledge
- Interested to enable their selves as IT person

Program is offered by: 3D Educators – Trainers & Consultants

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3D EDUCATORS

Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Number of classes in a week	Three Class Per Week
Duration of each class	1.5-Hour

Other Learning Activities:

Classroom Assignments	4
Sessions with senior I.T. Professional	1
Presentations by Trainees	1
Final Project	1

Program Topics and Time Allocation

The participants will cover the following syllabus:

Introduction to computers & Hardware...	14 Hours
MS Office ... & Internet	24 Hours
Adobe Photoshop	18 Hours
Dreamweaver & Flash ...	18 Hours
Microsoft C# & .Net Framework	24 Hours

About the Program

The “**Information Technology Certification Program**” has been designed by the senior I.T. Professionals and conducting by renowned faculties.

The Specialty of this program that it covers the various area of Information technology, like it starts from introduction to Information Technology and covering office management, web development, Graphic Designing, and programming concepts of OOPS are included in this course. Once the candidate copes up all the contents of this course, then he or she will never let down in the market and get the good start in career.

The scope of this program is good, because today every organization using the computers and enabling the Information technology at their end. Today, without having the IT Infrastructure, organizations cannot meet the business objectives and goals.

The Trainers who are conducting this program they may have sound background of IT and training experience as well.

As Consultant & Senior Trainers, the team of trainers from any side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality. We evaluate students and also faculty members too.

Program Syllabus

INTRODUCTION TO INFORMATION TECHNOLOGY

- Introduction to Information Technology
- Definition of Information Technology
- Difference between Computer and Information Technology

- Types of Computer
 - Analog Computer
 - Digital Computer
 - Hybrid Computer

- Classification of Digital Computer
 - Mainframe
 - Mini
 - Personal Computer
 - 8088 ,286,386,486
 - 586 Pentium II,III, 4, I core technology
 - Super Computer system

- Introduction to basic elements of Information Technology
 - Software
 - Hardware
 - firmware
 - Procedure

- Software
 - Types of Software
 - Introduction to System software
 - Introduction to Application software

- Hardware
 - Types of Computer hardware devices
 - Input device
 - Output device
 - Storage Device
 - RAM, ROM
 - Floppy Disk
 - Hard-disk
 - CD – ROM
 - Zip Drive

MICROSOFT WINDOWS 7

• WHAT IS WINDOWS 7?

- BENEFITS OF WINDOWS 7
- THE WINDOWS 7 DESKTOP
- WHAT ARE DRIVES, FOLDERS AND FILES?
- THE START BUTTON
- THE TASKBAR
- THE RECYCLE BIN
- MY COMPUTER VS COMPUTER
- NETWORK NEIGHBORHOOD
- REVIEW QUESTIONS

• WINDOW COMPONENTS & SELECTION TECHNIQUES

- THE TITLE BAR
- THE SCROLL BARS
- MAXIMIZE, MINIMIZE, RESTORE AND CLOSE BUTTONS
- BORDERS
- THE CONTROL MENU ICON
- DIALOG BOXES
- TEXT BOXES
- LIST BOXES
- DROP DOWN LIST BOXES
- CHECK BOXES AND RADIO BUTTONS
- COMMAND BUTTONS
- TABS
- MOUSE SELECTION TECHNIQUES
- KEYBOARD SELECTION TECHNIQUES
- DRAG AND DROP TECHNIQUES

• STARTING TO USE WINDOWS 7

- WHAT IS THE START BUTTON?
- THE START MENU

• THE START BUTTON - PROGRAMS

- START MENU - FAVORITES
- THE START BUTTON - DOCUMENTS
- THE START BUTTON - SETTINGS
- THE START BUTTON - FIND
- THE START BUTTON - HELP TOPICS
- THE START BUTTON - RUN
- THE START BUTTON - SHUT DOWN
- THE STARTUP FOLDER
- ADDING PROGRAMS TO YOUR START MENU
- CUSTOMIZING THE START MENU
- WHAT IS THE TASKBAR?
- ARRANGING YOUR DESKTOP ICONS
- DESKTOP TOOLBARS

• THE WINDOWS 7 ACCESSORIES

- WHAT IS WORDPAD?
- WHAT IS PAINT?
- THE CALCULATOR
- THE CLOCK

• THE EXPLORER, MY COMPUTER AND THE RECYCLE BIN

- THE EXPLORER VS. MY COMPUTER
- THE EXPLORER WINDOW
- FOLDER SELECTION TECHNIQUES
- SWITCHING DRIVES
- FOLDER CREATION
- MOVING OR COPYING FILES AND FOLDERS
- RENAMING FILES OR FOLDERS
- DELETING FILES OR FOLDERS
- THE RECYCLE BIN AND DELETED FILES
- CUSTOMIZING THE EXPLORER FILE DISPLAY
- FOLDER OPTIONS - GENERAL FOLDER
- FOLDER OPTIONS - VIEW FOLDER

• PRINTING

- WHAT IS A PRINTER DRIVER?
- INSTALLING A PRINTER DRIVER
- SETTING UP A PRINTER

• CUSTOMIZING WINDOWS 7

- CUSTOMIZING THE BACKGROUND
- SETTING A SCREEN SAVER
- SETTING DESKTOP SCHEMES
- WHAT IS THE CONTROL PANEL?
- SETTING THE TIME AND DATE
- CUSTOMIZING THE MOUSE AND KEYBOARD
- CHANGING YOUR WINDOWS 7 PASSWORD
- ADDING NEW DEVICES
- INSTALLING NEW APPLICATION PROGRAMS
- CREATING SHORTCUTS

• SECURITY AND OPTIMIZATION ISSUES

- DISK CLEANUP
- DISK DEFRAGMENTER
- SCANDISK

- **THE INTERNET**

- CONNECTING TO THE INTERNET
- WHAT IS THE INTERNET?
- WHAT IS A WEB SERVER?
- THE MICROSOFT INTERNET EXPLORER & OTHER WEB BROWSER
- THE INTERNET EXPLORER PROGRAM WINDOW
- REVIEW QUESTIONS

- **ADDRESSES, LINKS & DOWNLOADING AND EMAILS.**

- WEB SITES AND URLS
- USING A HYPER LINK ON A WEB PAGE TO JUMP TO OTHER PAGES OR SITES
- WHAT IS FTP?
- SEARCHING THE INTERNET
- WEB SEARCHING VIA MICROSOFT INTERNET EXPLORER
- SEARCHING THE INTERNET USING ALTAVISTA
- SEARCHING THE INTERNET USING YAHOO
- COMMONLY USED SEARCH ENGINES
- CREATING EMAIL ACCOUNT
- RECEIVING EMAILS
- CREATING & SENDING EMAILS
- ATTACH FILES

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OFFICE AUTOMATION (MS OFFICE 2010)

MS WORD 2010

- **STARTING WORD 2010 AND MANIPULATING FILES**
 - WHAT IS WORD 2010?
 - OPENING A FILE IN WORD 2010
 - SAVING A FILE AND USING 'SAVE AS'
 - CLOSING A WORD 2010 DOCUMENT
 - REVIEW QUESTIONS
- **STARTING TO USE WORD 2010**
 - THE OFFICE ASSISTANT
 - THE WORD 2010 SCREEN
 - MOVING THROUGH A WORD DOCUMENT
 - THE WORD 2010 MENU BAR AND DROP DOWN MENUS
 - WORD 2010 TOOLBARS
 - THE WORD 2010 STATUS BAR
 - ENTERING TEXT INTO A WORD DOCUMENT
 - WORD 2010 SELECTION TECHNIQUES
 - DELETING TEXT
 - DIFFERENT WORD 2010 VIEWS
 - UNDO AND REPEAT
 - HELP WITHIN WORD 2010
 - WORD 2010 KEYBOARD SHORTCUTS
 - REVIEW QUESTIONS
- **FONT FORMATTING**
 - WHAT IS WORD 2010 FONT FORMATTING?
 - BOLD AND ITALICS
 - UNDERLINING TEXT
 - CHANGING CASE
 - DROP CAPS
 - TEXT EFFECTS
 - FONT FORMATTING - KEYBOARD SHORTCUTS
 - REVIEW QUESTIONS
- **PARAGRAPH FORMATTING**
 - PARAGRAPH FORMATTING
 - PARAGRAPH FORMATTING SHORTCUTS
 - ALIGNING TEXT IN A DOCUMENT
 - INDENTING
 - BULLETS AND NUMBERING
 - REVIEW QUESTIONS
- **PA PAGE FORMATTING**
 - WHAT IS PAGE FORMATTING?
 - PAGE MARGINS
 - PAGE SIZE AND ORIENTATION
 - PAGE BREAKS
 - HEADERS AND FOOTERS
 - NUMBERING PAGES
 - REVIEW QUESTIONS
- **GE FORMATTING**
 - WHAT IS PAGE FORMATTING?
 - PAGE MARGINS
 - PAGE SIZE AND ORIENTATION
 - PAGE BREAKS
 - HEADERS AND FOOTERS
 - NUMBERING PAGES
 - REVIEW QUESTIONS
- **INTRODUCING TABLES AND COLUMNS**
 - CREATING A TABLE
 - COLUMNS
 - REVIEW QUESTIONS
- **PROOFING TOOLS WITHIN WORD 2010**
 - SPELL CHECKING
 - THE THESAURUS
 - REVIEW QUESTIONS
- **USING THE CLIPBOARD**
 - WHAT IS THE CLIPBOARD?
 - COPY
 - CUT
 - PASTE
 - REVIEW QUESTIONS
- **PRINTING**
 - PRINTING WITHIN WORD 2010
 - PRINT SETUP
 - PRINTING OPTIONS
 - PRINT PREVIEW
 - REVIEW QUESTIONS
- **MAIL MERGE, ENVELOPES AND LABELS**
 - WHAT IS MAIL MERGING?
 - MAIL MERGING FORM LETTERS
 - REVIEW QUESTIONS

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MICROSOFT EXCEL 2010

- **A FIRST LOOK AT EXCEL 2010**

- THE ADVANTAGES OF USING EXCEL 2010
- WHAT ARE WORKBOOKS AND WORKSHEETS?
- CREATING AND OPENING WORKBOOKS
- ENTERING DATA
- FURTHER DATA ENTRY TECHNIQUES
- AUTOCORRECT
- AUTOCOMPLETE
- USING PICK FROM LIST
- NAVIGATING IN THE WORKSHEET
- SELECTING ITEMS WITHIN EXCEL 2010
- INSERTING AND DELETING CELLS,
ROWS AND COLUMNS
- SAVING WORKBOOKS
- MOVING BETWEEN WORKSHEETS
- CLOSING AN EXCEL 2010 WORKBOOK
- EXITING EXCEL 2010
- REVIEW QUESTIONS

- **A CLOSER LOOK AT THE EXCEL 2010 SCREEN**

- THE STANDARD TOOLBAR
- THE FORMATTING TOOLBAR
- SELECTING WORKSHEET VIEWS
- UNDO AND REPEAT
- REVIEW QUESTIONS

- **FORMATTING AND CUSTOMIZING DATA**

- FORMATTING OPTIONS WITHIN EXCEL 2010
- ALIGNMENT
- DATA INDENTATION AND ROTATION
- TO CENTER ITEMS IN A CELL/CELLS
- USING FONTS
- FORMATTING NUMBERS
- FORMATTING COLUMNS AND ROWS
- DELETING CELLS, FORMATS, OBJECTS AND
WORKSHEETS
- ADDING, EDITING AND REMOVING BORDERS
- USING AUTOFORMAT
- REVIEW QUESTIONS

- **FORMULAS, FUNCTIONS AND NAMED
RANGES**

- FORMULAS
- OPERATOR EVALUATION ORDER WITHIN EXCEL
2010

FUNCTIONS

- USING THE SUM FUNCTION
- OTHER COMMONLY USED FUNCTIONS
- USING PASTE FUNCTION
- NAMING CELLS AND RANGES
- USING NAMED RANGES WITH FORMULAS
- REVIEW QUESTIONS

- **INTRODUCING CHARTS**

- CREATING A CHART
- MANIPULATING CHARTS
- CHANGING THE CHART TYPE
- REVIEW QUESTIONS

- **PRINTING**

- PAGE SETUP
- MARGINS
- CENTERING A REPORT ON THE PAGE
- HEADERS AND FOOTERS
- SHEET PRINTING OPTIONS
- CHOOSING A PRINTER AND CHANGING SETTINGS
- PRINTING A WORKSHEET
- PRINTING MULTIPLE FILES
- REVIEW QUESTIONS

Microsoft Power Point 2010

- **WHAT IS POWERPOINT 2010?**
- **CREATING A SIMPLE TEXT SLIDE**
 - CREATING A NEW BLANK PRESENTATION
 - SELECTING A SLIDE LAYOUT
 - SIMPLE TEXT SLIDE
 - TO INSERT A NEW SLIDE
 - DELETING AND RE-ORDERING SLIDES WITHIN A PRESENTATION
 - THE VIEW ICONS
 - MANIPULATING SLIDES IN OUTLINE VIEW
 - CREATING NOTES FOR YOUR SLIDES
 - REVIEW QUESTIONS
- **PICTURES AND BACKGROUNDS**
 - THE DRAWING TOOLBAR
 - USING THE DRAWING TOOLS
 - AUTOSHAPES
 - USING CLIPART
 - SELECTING OBJECTS
 - GROUPING AND UN-GROUPING OBJECTS
 - ALIGNING OBJECTS
 - MOVING OBJECTS FORWARDS AND BACKWARDS
 - APPLYING AND CREATING COLOR SCHEMES
 - ADDING A CUSTOM BACKGROUND
- **CREATING AND RUNNING A SLIDE SHOW**
 - WHAT IS A SLIDE SHOW?
 - NAVIGATION THROUGH A SLIDE SHOW
 - SLIDE SHOW TRANSITIONS
 - SLIDE SHOW TIMINGS
 - SLIDE SHOW ANNOTATIONS
 - HIDDEN SLIDES
 - WHAT ARE ANIMATION EFFECTS?
- **USING MASTERS**
 - WHAT ARE SLIDE MASTERS?
 - THE SLIDE MASTER
 - ADDING A FOOTER, DATE AND NUMBERING INFORMATION
 - MANIPULATING SLIDE MASTERS
- **PRINTING A PRESENTATION**
 - HOW DO YOU WANT TO PRINT YOUR PRESENTATION?
 - THE PRINT DIALOG BOX

STARTUP OF WEB DESIGNING

ADOBE PHOTOSHOP

- **INTRODUCTION TO ADOBE PHOTOSHOP**

- WHAT IS PHOTOSHOP?
- OPENING AND SAVING FILES
- REVIEW QUESTIONS

- **PHOTOSHOP INTERFACE**

- **THE TOOLBOX**

- SELECTION TOOLS
- PAINTING TOOLS
- PATH TOOLS
- TYPE TOOL
- SHAPE TOOLS
- VIEWING TOOLS
- THE TOOL OPTIONS BAR
- REVIEW QUESTIONS

- **LAYERS**

- USING LAYERS
- WORKING WITH MULTIPLE LAYERS

- **COLOR**

- COLOR MODELS
- COLOR PALETTE
- SWATCHES PALETTE

- **IMAGE MANIPULATION**

- SELECTING COLORS
- BLENDING
- SMUDGING
- FOCUSING

- **TYPE**

- CHARACTER PALETTE
- PARAGRAPH PALETTE

- **TYPE**

- SHADOWS
- GLOW EFFECT
- BEVEL AND EMBOSS EFFECTS
- WRAP TEXT

- **TRANSFORMATIONS**

- RESIZING
- ROTATING
- FLIPPING
- SELECTION TRANSFORMATIONS & Liquify

- **IMPROVING IMAGES WITH FILTERS**

- SHARPEN FILTERS
- BLUR FILTERS

- **ALTERING IMAGES WITH FILTERS**

- ARTISTIC FILTERS
- BRUSH STROKE FILTERS
- SKETCH FILTERS
- DISTORT FILTERS

MACROMEDIA DREAMWEAVER

- **INTRODUCTION TO DREAMWEAVER**
 - WHAT IS DREAMWEAVER?
 - HTML - AN OVERVIEW
- **THE INTERFACE**
 - THE TOOLBAR
 - THE STATUS BAR & THE LAUNCHER
 - THE PROPERTIES INSPECTOR
 - THE PREFERENCES
- **THE TOOLS**
 - FORM OBJECTS
 - FRAMES OBJECTS
 - HEAD OBJECTS
 - INVISIBLE OBJECTS
 - SPECIAL OBJECTS
- **SITE CONTROL**
 - STORYBOARDING
 - DEFINING A SITE
 - FILE AND FOLDER MANAGEMENT
 - THE PATH STRUCTURE
 - CREATING A SITE MAP
- **WEB PAGE BASICS**
 - CREATING A LOCAL SITE
 - CREATING THE HOMEPAGE
 - ADDING IMAGES
 - ADDING TEXT
 - ALIGNING IMAGES AND TEXT
 - MODIFYING PAGE PROPERTIES
 - ADDING META TAGS
 - VIEWING THE CODE
- **LINKING**
 - LINKING WITH POINT-TO-FILE
 - BROWSING FOR FILES
 - EMAIL LINKS
 - NAMED ANCHORS
 - LINKING USING IMAGES AND TEXT
 - CHECKING THE LINKS
- **PUBLISHING THE SITE**
 - PREVIEWING THE SITE PAGES
 - REMOTE SITE
 - TRANSFERRING FILES TO THE SERVER
 - SYNCHRONIZING FILES

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PROGRAMMING

MICROSOFT C# & .NET PROGRAMMING

☐ Your First C# Program

1. Hello World
2. Why C#

☐ C# Language Basics

1. Variables & Data Types
2. Decisions
3. Loops
4. Methods

☐ Introduction to Objects

1. Overview
2. Methods & Constructors
3. Encapsulation
4. Think Objects
5. Strings
6. Arrays

☐ Extending Classes & Objects

1. Method Overloading
2. Static
3. Object References
4. Inheritance
5. Constructors
6. Method Overriding
7. Structs
8. Abstract Classes
9. Interfaces

10. The Object Class

11. Method Parameters

🔍 **C# Exceptions**

1. Catching Exceptions
2. Exception Classes
3. Throwing Exceptions
4. Creating Exceptions

🔍 **C# I/O**

1. Console I/O
2. Streams
3. Binary File I/O
4. Text File I/O

🔍 **Data Structures**

1. Array of Objects
2. Array Lists
3. Hash Tables
4. Namespaces & Assemblies
5. Program Structure

🔍 **Windows Forms**

1. Introduction to GUI Programming
2. Forms
3. GUI Components
4. Events
5. Visual Studio I (Creating Windows)
6. Visual Studio II (Adding Components & Events)

TERMS & CONDITIONS

WITHDRAWAL FROM THE CERTIFICATION

Students are not allowed to withdraw from the CERTIFICATION. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION:

A	87 - 100
B+	81 - 86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



3D EDUCATORS

ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

PRECAUTIONARY MEASURES

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

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This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.



DISTANCE NOT MATTER

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

CONTACT US:

9221-34141329

9221-34857148

0333-2402474

0322-2083032

info@3deducators.com

<http://www.3deducators.com>

(Get the Admission Form)

[Admission Form](#)

MANAGEMENT

3D EDUCATORS – TRAINERS & CONSULTANTS

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FINAL CERTIFICATION AWARDED BY IMRTC – USA



SAMPLE CERTIFICATE

**CERTIFICATE
OF EXCELLENCE**

IMRTC USA Recognized

CERTIFICATION



This is to Certify That
Mr. Danny Jones Wales
*has successfully met the certification requirements as outlined in
IMRTC content and the policies adopted thereunder; hereby grants the certification of*

Certified OHSAS 18001 Lead Implementation

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



Cheryel Rhodes

Principal of Institute

Director Affiliations and Official Affairs

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM

Address: 2 Amy Avenue, Edison NJ 08817 NEW JERSEY - United States of America

Chapter ID: AS2933770

Partnership ID: AS5588322_Pakistan

Verification@imrtc.org

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CERTIFICATE OF AUTHORIZATION

**CERTIFICATE
OF AUTHORIZATION**

IMRTC USA Recognized

CERTIFICATE OF AUTHORIZATION



This is to Certify That IMRTC Authorized

3D EDUCATORS - TRAINERS & CONSULTANTS

*to work as Training & Research Partner in capacity of
PARTNER THROUGH PAKISTAN CHAPTER
for the scope of activity shown below in accordance with the applicable rules of
the IMRTC. The use of this certification and the authority granted by this
Certificate of Authorization are subject to the provision of agreement set
forth in the application.*

*The validity of this certificate is for Two Years from the date of Issuance
and will increase according to the performance
Issuance Date: 16 Aug 2015*

Cheryyel Rhodes

Director Affiliations and Official Affairs



Chapter ID: AS2933770

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM

Address: 2 Amy Avenue, Edison NJ 08817 NEW JERSEY - USA, <http://www.imrtc.org>

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Partnerships@imrtc.org

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