معهد البحرين للتدريب
Bahrain Training Institute

مملكة البحرين
وزارة التربية والتعليم

Bahrain Training Institute

Course Planner 2019

2030
البحرين
BAHRAIN

cipd | PEARSON VUE AUTHORIZED CENTER | HERIOT WATT UNIVERSITY | CIW Certified Instructor | IATA | CISCO Networking Academy | aat | Microsoft | CompTIA A+ Certified · Network+ Certified IT Technician

BAHRAIN TRAINING INSTITUTE

Bahrain Training Institute (BTI) is a premier vocational training organisation established by the High Council for Vocational Training (HCVT) in August 1992 with the objectives of serving the human resources development needs of the Kingdom of Bahrain and providing high quality training that meets the needs of the manufacturing, process, construction, commercial, information technology, creative and service industries in line with the Economic Vision of 2030. BTI operates under the patronage of the Ministry of Education by virtue of Royal Decree 24 (2011).

معهد البحرين للتدريب

يمثل معهد البحرين للتدريب أول مؤسسة للتدريب المهني تأسست من قبل المجلس الأعلى للتدريب المهني في شهر أغسطس من العام ١٩٩٢م بهدف تلبية احتياجات التنمية البشرية المتنامية في مملكة البحرين وفق الرؤية الاقتصادية المستقبلية ٢٠٣٠م، يعمل معهد البحرين للتدريب على توفير فرص للتدريب عال الجودة والذي يلبي الاحتياجات المتنوعة لمختلف القطاعات الصناعية والإنشائية والاقتصادية ونظم المعلومات والصناعات الخدمية بشتى أشكالها. يعتبر معهد البحرين للتدريب إدارة من إدارات وزارة التربية والتعليم بموجب المرسوم الملكي السامي رقم ٢٤ ٢٠١١م.

VISION

To be recognized as the leading vocational education and training provider in the region striving to be a learning institution of Excellence

الرؤيا

أن يكون معهد البحرين للتدريب مؤسسة رائدة في مجال التعليم والتدريب في المنطقة تسعى دوما نحو التمي

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www.bti.moe.bh

MISSION

1 In pursuit of its vision, Bahrain Training Institute is committed to:
- Serve the vocational education and training needs of:
- the nation and the people of Bahrain
- different economic sectors
- employers in the public and private sectors
- individuals, in their quest for employment and career growth

2 Provide vocational education and training programs that are:
- relevant in content, supported by suitable facilities and equipment
- meeting international and national accreditation requirements
- of a high standard, meeting defined quality criteria
- facilitated by competent and qualified instructors and lecturers utilizing effective pedagogical delivery practices

3 Provide an institutional, student, and administrative support environment that reflects excellence in systems and practices.

4 Provide a vision-focused management and leadership in relation to:
- Students and staff
- Facilities, equipment, and resources
- Policies, procedures, and practices
- Systems and processes
- Influencing and supporting national initiatives for vocational education and training reform

5 Adopt a trainee-centered approach.

الرسالة

١ سعيا نحو تحقيق رؤيته، يلتزم معهد البحرين للتدريب بما يلي

تلبية احتياجات التعليم والتدريب المهني في البحرين، للفئات التالية

- مواطني مملكة البحرين
- القطاعات الاقتصادية المختلفة
- موظفي القطاعين العام والخاص
  الأفراد، الباحثين عن عمل أو الساعين للتطوير الوظيفي

٢ توفير برامج تعليم وتدريب مهني تتميز بالتالي

- محتوى ذي صلة، مدعومة بمرافق ومعدات مناسبة
- تتوافق مع متطلبات الاعتماد الوطنية والدولية
- على مستوى عال وتلبي معايير الجودة المطبقة
- يتم تقديمها على أيدى محاضرين ومدربين أكفاء ومؤهلين، وبإستخدام أكثر الأساليب التربوية فاعلية

٣ توفير بيئة دعم مؤسساتية وإدارية تعكس التفوق في النظم والممارسات

٤ توفير ادارة وقيادة محددة الاهداف فيما يتعلق بالتلي

- الطلبة والموظفين
- المرافق، المعدات، والمصادر
- السياسات، الاجراءات، والممارسات
- الأنظمة والعمليات
- دعم المبادارت الوطنية لاصلاح التعليم والتدريب المهني

٥ اعتماد نهج يركز على المتدرب

2030
البحرين
BAHRAIN

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- Working with Others (Stage 3)
- Problem Solving (Stage 1)
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- Problem Solving (Stage 3)

Management / Marketing in arabic بالعربية

- Customer service
- Work Ethics
- Call Center
- Excellence in Modern Secretarial Work and Advanced Office Management
- Problem Solving and Decision Making Skills
- Organizational Skills and Time Management
- Preparation and Writing Minutes of Meetings
- Effective Supervisory Skills
- Entrepreneurship and Small Business
- Planning, Follow-up and Development of the Work Environment
- Inventory Control
- Supply Chain Management
- Strategic Planning Skills

Human Resources

- National Diploma in Human Resource Management
- CIPD Level 3 in Human Resource Practice /Learning and Development
- CIPD Level 5 in Intermediate Diploma in Human Resource Practice
- Rehabilitation of Heads of Training and Development Departments
- Recruitment and Selection Skills
- Job Analysis and Human Resources Planning
- Performance Management

Accounting

- AAT Level 2
- AAT Level 3
- AAT Level 4
- Fundamentals of Accounting

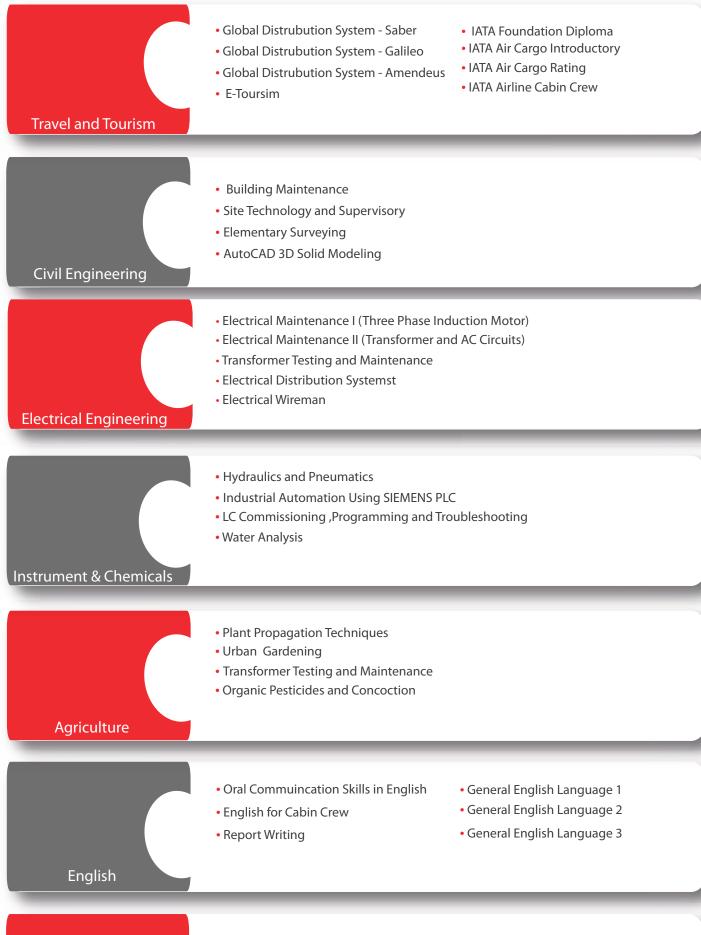## Information Technology

- CIW – WEB Design Professional
- CIW – WEB Development Professional
- CIW – WEB Foundation Associate
- CIW – WEB Security Associate
- CCNA Security
- CCNA Routing And Switching
- CISCO Certified Network Professional (CCNP)
- ICDL Base Profile
- CISCO Certified Network Professional (CCNP) Security
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- ICDL Expert Profile
- ASP.NET in Visual Basic
- Mobile App Development using Adriod
- VMware vSphere 6 Administration
- Dynamic Web 2.0 Application Development using PHP & MySql

Art & Design

- Basic Adobe Illustrator
- Basic Adobe InDesign
- Basic Adobe Photoshop
- Basic Hand Drawing
- Design Principles for Interior Designers
- Jewellery and Goldsmithing
- Perspective Drawing for Interior Design
- 3D Studio Max for Interior and Exterior
- AutoCAD for Interior Designers

Travel and Tourism

- Global Distrubution System - Saber
- Global Distrubution System - Galileo
- Global Distrubution System - Amendeus
- E-Toursim
- IATA Foundation Diploma
- IATA Air Cargo Introductory
- IATA Air Cargo Rating
- IATA Airline Cabin Crew

Civil Engineering

- Building Maintenance
- Site Technology and Supervisory
- Elementary Surveying
- AutoCAD 3D Solid Modeling

Electrical Engineering

- Electrical Maintenance I (Three Phase Induction Motor)
- Electrical Maintenance II (Transformer and AC Circuits)
- Transformer Testing and Maintenance
- Electrical Distribution Systemst
- Electrical Wireman

Instrument & Chemicals

- Hydraulics and Pneumatics
- Industrial Automation Using SIEMENS PLC
- LC Commissioning ,Programming and Troubleshooting
- Water Analysis

Agriculture

- Plant Propagation Techniques
- Urban Gardening
- Transformer Testing and Maintenance
- Organic Pesticides and Concoction

English

- Oral Communcation Skills in English
- English for Cabin Crew
- Report Writing
- General English Language 1
- General English Language 2
- General English Language 3

Math

- IPM Statistical Package for the Social Sciences (SPSS)
- Numeracy (Level 1)
- Numeracy (Level 2)
- Numeracy (Level 3)

In order to ensure the efficiency of the organisation, employers depend on office administrators who can provide effective support in the achievement of the organisation's overall objectives. Hence, this qualification is developed to equip prospective candidates with the necessary skills to handle diverse office situations where work flows are becoming increasingly complex and challenging.

Target Group

This qualification is designed for individuals who provide office and administrative support and may facilitate progression in the workplace
to work as:

- Office Managers
- Administrators
- Personal Assistants
- Secretaries
- Clerks
- Office Assistants
- Receptionist

Programme Intended Learning Outcomes

At the end of this programme, learners will be able to:

- Demonstrate generalised knowledge and understanding relating to principles and practices of office administration.
- Use office administration practices, principles, policies, procedures and technology to plan an organized and new tasks.
- Obtain, organize, and use information to respond to familiar and unfamiliar situations within the working environment.
- Apply knowledge and skills relating to processes and practices underlying the planning and organising of meetings and travel arrangements.

Training Duration

1 Year

Medium of Instruction

English

Course Outline

Unit No.	Unit Title	Teaching Hours	NQF Credit
1	The Managerial Process	27	10
2	Application Software with Keyboarding	36	12
3	Business Communication	36	9
4	Office Ergonomics	27	10
5	Bookkeeping and Accounting	27	10
6	Budgetary and Cost Control	27	9
7	Records Management	27	11
8	Organise Meetings	27	11
9	Travel Arrangements	36	10
10	Diary Management System	27	11
11	Office Supplies Management	27	8
12	Building effective teams	27	12

Assessments

Varied types of assessments are given throughout the duration of the course including practical activities and written exams.

Certification

A National Certificate Level 5 qualification will be awarded to the candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

Access and admission to the qualifications is open to all learners:

- With a Secondary Certificate or equivalent qualification
- Who passed the English placement test (including learners with physical disabilities)
- With relevant working experience within a business context

Course Fee

BD 600

Back

The Diploma in Purchasing and Supply Chain Management is designed to responds to the rapidly growing need to develop skills in purchasing and supply chain management, a key area for competitiveness and export performance. This qualification will familiarize the prospect candidates with main concepts and theories related to purchasing and supply chain management as well as introducing them to the different related activities.

Target Group

This qualification is designed for the following prospective candidates:

- Individuals who are newly recruited within purchasing and
- supply chain management positions
- Individuals who are aspiring to expand their knowledge in the field
- purchasing and supply chain management

Program Intended Learning Outcomes

At the end of this programme, learners will be able to:

- Demonstrate detailed knowledge and understanding of the different processes, techniques, structures and functions within purchasing and supply chain management.
- Apply various techniques and processes to deal with defined and undefined situations within purchasing and supply chain management.
- Communicate and present information when using standard applications and processes within purchasing and supply chain management.
- Operate in defined areas of work by evaluating new trends in purchasing and supply chain management.

Training Duration

1 Year

Medium of Instruction

English

Course Outline

Unit No.	Unit Title	Teaching Hours	NQF Credit
1	Purchasing and Supply Chain Principles	45	15
2	Structuring Purchasing and Supply Chain Operations	45	15
3	The Purchasing Environment	45	15
4	Quality Management and Inventory Control	45	15
5	Purchasing Performance Evaluation	45	15
6	Negotiation and Support Tools	45	15
7	Purchasing in Local and International Markets	45	15
8	E-Business and Modern Purchasing Trends	45	15

Assessments

Varied types of assessments are given throughout the duration of the course including practical activities and written exams

Certification

A National Diploma Level 6 qualification will be awarded to the candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

Access and admission to the qualifications is open to all learners:

- With a Secondary Certificate or equivalent qualification
- Who passed the English placement test (including learners with physical disabilities)
- With relevant working experience within a business context

Course Fee

BD 650

Back

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The Diploma in Supervisory Skills is designed to improve and develop the knowledge, skills and competence of supervisors and aspiring supervisors. This qualification defines the role of supervisors and will provide opportunities for learners to gain understanding of the necessary techniques needed for effective performance as a supervisor.

Target Group

This qualification is designed for the following prospective candidates:

- Individuals who have been recently promoted to supervisory/management positions
- Individuals who are interested in career advancement in the area of supervisory management

Programme Intended Learning Outcomes

At the end of this programme, learners will be able to:

- Apply detailed knowledge and understanding in the fundamentals and challenges of supervision.
- Use skills to plan and organise familiar tasks to adapt practices and techniques to deal with defined and undefined situations.
- Use effective communication skills in oral and written forms when presenting and evaluating information.
- Select and use standard applications relating to performance appraisal, conflict, workplace politics, discipline, and negotiations in defined areas of work.

Training Duration

1 Year

Medium of Instruction

English

Course Outline

Unit No.	Unit Title	Teaching Hours	NQF Credit
1	Introduction to supervision	45	13
2	Supervision challenges	45	16
3	Supervisory Functions	45	15
4	Supervisory Skills	45	15
5	Motivating and leading followers	45	15
6	Communicating effectively and developing groups	45	15
7	Performance Management	45	15
8	Conflict Resolution	45	15

Assessments

Varied types of assessments are given throughout the duration of the course including practical activities and written exams.

Certification

A National Diploma Level 6 qualification will be awarded to the candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

Access and admission to the qualifications is open to all learners:

- With a Secondary Certificate or equivalent qualification
- Who passed the English placement test (including learners with physical disabilities)
- With relevant working experience within a business context

Course Fee

BD 650

Back

NQF Diploma in Warehouse Management

Level 6

This Diploma in Warehouse Management is designed to equip prospective candidates with the necessary knowledge and understanding of the main theories, concepts, processes, and techniques relating to warehouse operational areas such as warehouse processes; inventory control; warehouse systems; health, safety and security; team management; and legal, regulatory, ethical, social and environmental issues.

Target Group

This qualification is designed for the following prospective candidates:

- Individuals who would like to start their career in Warehouse Management
- Individuals aspiring to have a career advancement in field of Warehouse Management

Programme Intended Learning Outcomes

At the end of this programme, learners will be able to:

- Demonstrate detailed knowledge and understanding of the concepts, principles, techniques, constraints and issues relating to various warehousing operations.
- Plan and organize familiar and some advanced level tasks in warehouse operations considering defined and undefined issues on health, safety, security, legal and environmental compliances.
- Use and organize information in dealing with defined and some undefined situations and problems in inventory, warehouse processes and systems.
- Use ICT basic skills to communicate effectively in a well-structured manner to convey warehouse information.

Training Duration

1 Year

Medium of Instruction

English

Course Outline

Unit No.	Unit Title	Teaching Hours	NQF Credit
1	The Warehouse Management Environment	36	12
2	Communication and Computing Technology in Warehouse Operations	36	13
3	Application Software with Keyboarding	36	12
4	Inventory Control	36	13
5	Warehouse Processes	63	14
6	Warehouse Management System	36	13
7	Health and Safety in Warehouse Operations	36	13
8	Legal Framework and Environmental Compliances in Warehouse Operations	36	12
9	ICT in Warehouse Operations	63	17
10	Team Development in Business	27	12

Assessments

Varied types of assessments are given throughout the duration of the course including practical activities and written exams.

Certification

A National Diploma Level 6 qualification will be awarded to the candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

Access and admission to the qualifications is open to all learners:

- With a Secondary Certificate or equivalent qualification
- Who passed the English placement test (including learners with physical disabilities)
- With relevant working experience within a business context

Course Fee

BD 700

Back

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Working with Others (Stage 1)

The Working with Others Stage 1 is one of the key skills commonly needed to succeed in a range of activities at work and in everyday life. In developing the key skill of problem solving, the learner needs to learn to use and adopt the skills confidently and effectively in a range of setting and context.

Target Group

- Job seekers
- High School Graduate
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Confirm you understand the given objectives and plan for working together.
- Work with others towards achieving the given objectives.
- Identify ways you helped and how to improve your work with others.

Training Duration

72 hours

Medium of Instruction

English

Course Outline

The Working with Others Stage 1 covers the following:

- Working with Others – What's it all About?
- Icebreaker – Interview Your Partner
- I'll Go My Way
- Confidence Quiz
- Working with Others or Working Alone
- What makes a Good Team?
- Brainstorming
- Webquest 1 – Jobs in Your Neighborhood
- Webquest 1 – Best City in Europe
- Webquest 1 – It's All Your Fault! Young People and Crime
- Choosing and Shaping a Project
- Who? What? When? Where? Why? How?
- Finding Information
- Questionnaires
- Planning Your Time
- Keeping Records
- Measuring Success – How Did We Do?
- Filling in Your Logbook
- Webquest 2 – Just Before You Light Up
- Webquest 2 – Strictly Business
- Webquest 2 – Theme Park Weekend
- Toolkit and Logbook

Assessments

- Tests
- Midterm
- Exams

Certification

A certification is issued to a candidate who successfully completes all the requirements of Chartered Management Institute (CMI).

Progression Pathways

- Working with Others Stage 2
- Working with Others Stage 3

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 308

Back

Working with Others (Stage 2)

The Working with Others Stage 2 equips learners with skills applicable in various activities in different settings, contexts, and purposes. Learners will be guided to organise and carry out tasks.

Target Group

- Job seekers
- High School Graduate
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Plan Work with Others.
- Work co-operation toward achieving the identified objective.
- Review your contributions and agree ways to improve work with others.

Training Duration

72 hours

Medium of Instruction

English

Course Outline

The Working with Others Stage 2 covers the following:

- Working with Others – What's it all About?
- Icebreaker – Interview Your Partner
- Five Words that Sum Me Up
- Confidence Quiz
- Working with Others or Working Alone
- Team Roles
- Brainstorming
- Are You a Good Listener?
- Webquest 1 – Opening a Music Shop
- Webquest 1 – Study Choices
- Webquest 1 – All-inclusive Theme Park Weekend
- Choosing and Shaping a Project
- Dividing Up the Work

- Finding Information
- Surveys
- Planning Your Time
- Keeping Records
- Getting the Best from Meetings
- Measuring Success – How Did We Do?
- Filling in Your Logbook
- Webquest 2 – Travel
- Webquest 2 – Workplace Makeover
- Webquest 2 – Look After Yourself
- Toolkit and Logbook

Assessments

- Tests
- Midterm
- Exams

Certification

A certification is issued to a candidate who successfully completes all the requirements of Chartered Management Institute (CMI).

Progression Pathways

- Working with Others Stage 3

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 308

Back

Working with Others (Stage 3)

The Working with Others Stage 3 emphasizes the development of varied skills required when working with people. Learners are expected to apply these skills according to purpose. In particular, the course deals agreeing realistic objectives in working with others, seeking effective ways to develop cooperation, and identifying factors that influence the outcome.

Target Group

- Job seekers
- High School Graduate
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Plan work with others.
- Seek to develop co-operation and check progress towards objectives.
- Review work with others and agree ways of improving collaborative work.

Training Duration

72 hours

Medium of Instruction

English

Course Outline

The Working with Others Stage 3 covers the following:

- Working with Others - what's it all about?
- Icebreaker
- My Favourite Place
- Confidence Quiz
- Working with Others or Working Alone
- Team Roles
- Brainstorming
- Are You a Good Listener?
- Dealing with Difficult People
- Webquest 1 – The Next Big Thing – Predicting Fashion
- Webquest 1 - Teambuilding
- Webquest 1 – Underage Drinking
- Choosing and Shaping a Project
- Dividing up the Work
- Finding Information
- Surveys
- Planning Your Time
- Keeping Records
- Getting the Best from Meetings
- Advertising and Publicity
- Measuring Success – How Did We Do?
- Filling in Your Logbook
- Webquest 2 – What does it mean to be Scottish?
- Webquest 2 – What are we Eating?
- Webquest 2 – The Big Event
- Toolkit and Logbook

Assessments

- Tests
- Midterm
- Exams

Certification

A certification is issued to a candidate who successfully completes all the requirements of Chartered Management Institute (CMI).

Progression Pathways

- Working with Others Stage 3

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 308

Back

The course in Problem Solving Stage 1 is one of the key skills commonly needed to succeed in a range of activities at work and in everyday life. In developing the key skill of problem solving, the learners need to use and adopt the skills confidently and effectively in a range of setting and context.

The Stage 1 course focuses on understanding certain problems and decision making in problem solving.

Target Group

- Job seekers
- High School Graduate
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Analyse a given problem
- Plan for solutions to a problem
- Evaluate means of improving solutions to problem

Training Duration

72 hours

Medium of Instruction

English

Course Outline

- What is involved?
- Problems, problems
- People with problems
- Making and handling complaints
- Juggling problems
- Planning a holiday
- Inventor's challenge
- Choosing a project
- Planning
- Finding information
- Interviews
- Keeping records
- Tracking time
- Measuring success
- Logbook
- Sports performance web quest
- Local history web quest
- Growing plants web quest

Assessments

- Tests
- Exams

Certification

A certification is issued to a candidate who successfully completes all the requirements of Chartered Management Institute.

Progression Pathways

- Problem Solving Stage 2
- Problem Solving Stage 3

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 308

Back

CMI Chartered Manager

The course in Problem Solving Stage 2 is one of the key skills commonly needed to succeed in a range of activities at work and in everyday life. In developing the key skill of problem solving, the learners need to use and adopt the skills confidently and effectively in a range of setting and context.

The Stage 2 course deals with problem description and problem solving.

Target Group

- Job seekers
- High School Graduate
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Analyse a given problem
- Plan for solutions to a problem
- Evaluate means of improving solutions to problem

Training Duration

72 hours

Medium of Instruction

English

Course Outline

Analysing the Problem
- Introduction
- Some activities to get you started
- Mini project
- Assessment tasks 2–6

Planning your Project
- Introduction
- Planning the task
- Completing the task

Evaluating your Project
- Introduction to the section
- Self-evaluation

Assessments

- Tests
- Exams

Certification

A certification is issued to a candidate who successfully completes all the requirements of Chartered Management Institute (CMI).

Progression Pathways

- Problem Solving Stage 3

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 308

Back

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Problem Solving (Stage 3)

The course in Problem Solving Stage 3 is one of the key skills commonly needed to succeed in a range of activities at work and in everyday life. In developing the key skill of problem solving, the learners need to use and adopt the skills confidently and effectively in a range of setting and context.

The Stage 3 course focuses on identification and analysis of problem, plan of solutions to the problem, and review of approaches in problem solving.

Target Group

- Job seekers
- High School Graduate
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Analyse a given problem
- Plan for solutions to a problem
- Evaluate means of improving solutions to problem

Training Duration

72 hours

Medium of Instruction

English

Course Outline

The Problem Solving Level 3 covers the following:

Analysing the Problem

- Introduction
- Some activities to get you started
- Mini project
- Assessment tasks
- Analysing a task

Planning the Project

- Introduction
- Planning the task
- Completing the plan

Evaluating the Project

- Introduction
- Self-evaluation

Assessments

- Tests
- Exams

Certification

A certification is issued to a candidate who successfully completes all the requirements of Chartered Management Institute (CMI).

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 308

Back

Sales and Marketing

The programme deals with the theories and practice of customer relation, sales, market operation and developments. It exposes learners to competencies used by professionals in industry.

Target Group

- High School Graduate
- Diploma Holders
- Interested Individuals

Program Intended Learning Outcomes

At the end of this course, trainees are expected to:

- Prepare marketing plan.
- Apply negotiation skills in dealing with customers.
- Apply decision making skills.
- Develop promotional campaigns.
- Conduct market research.
- Develop marketing concepts.
- Use online resources in marketing

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Essential of successful Marketing
- Selling Skills and Techniques
- Total Customer Care
- Marketing Research
- Developing a Successful Marketing Strategy
- Business to Business Marketing
- Managing Public Relation and Media

Career Path

- Marketing Executives
- Sales/Marketing Representatives
- Account Executive
- Market Researcher

Assessments

Varied types of assessment will be given such as quizzes, practical activities, presentations, projects, and written examinations.

Certification

Upon the completion of the programme, a trainee is awarded a certificate of completion.

Entry Requirements

- Secondary school certificate or its equivalent
- Placement Tests
- Interview (If applicable)

Course Fee

BD 420

Back

تهدف هذه الدورة إلى إعداد موظفي خدمة العملاء وتدريبهم على التعرف على العناصر الرئيسية التي تعزز ولاء العملاء، وتعريفهم بالممارسات لتتبع في خدمة العملاء. وتوفر الدورة التدريب على استخدام مهارات التعامل مع الآخرين كأدوات هامة في مجال خدمة العملاء وتطوير مهارات خدمة العملاء و مهارات حل الصراعات.

الفئة المستهدفة

صممت هذه الدورة لكي جميع الموظفين في المؤسسات والعاملين في مجال خدمة العملاء.

أهداف الدورة

سيتمكن المشاركين عند انتهاء من الدورة من التعرف على:

- مراجعة معايير خدمة العملاء
- تطوير وفهم توقعات العملاء الداخليين والخارجيين
- شركيفي في التعامل مع العملاء الصعبين بطري قفعالة
- وضع الأهداف والغايات بشكل يكفل زيادة الإنتاجية الوظيفية
- الاستفادة من أساليب التعامل مع العملاء في ظل ظروف التوتر

محتوى الدورة

- تعريف خدمة العملاء وظائفها ومفاهيمها
- خدمة العملاء في الهيئة الفناسرية
- أهمية خدمة العملاء في تحقيق أهداف المؤسسات
- لكيات خدمة العملاء المهية تخدمة في التواصل المثمر مع العملاء
- تحديد العملاء الداخليين والخارجيين
- أهمية الخدمة الداخلية والخارجية
- تأسيس العلاقات المثمرة
- سلسلة الخدمة والربح
- فهم نمط شخصيتك والأنماط الشخصرية الأخرى
- التعامل مع طلبات العملاء بشكل موضوعي
- تطوير مهارات التواصل للتعامل مع عدد أكبر من العملاء
- مستويات الخدمة المقدمة للعملاء
- استقيامات وإجراءات رضاء العملاء
- التعامل مع أنماط الشخصيات المختلفة
- تحديد نمط الاتصال للموظف والعميل
- تطوير العلاقة مع العملاء
- إيجاد القارب مع العملاء بمس هولقز يادة التأثير
- المصطلحات الفعالة و مهارات التواصل الهاتفي والإلكتروني
- فهم العواطف الإنسانية.

مدة التدريب

40 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

- تقييمات تقديرية وتقييم تقييمي ها طوال مدة التدريب بتتضمن من الاحالات التدريبية وأنشطة علمية.

الرسوم الدراسية

265 دينار بحريني

Back

تطوير الإستراتيجيات الذهنية التي تحافظ على التفاؤل والرزلة
استخدام غلجس لفهم الاحكام الحل الفسفرية
تهيير الحل الفسبوعية تجنب ردوافعال عاطفوية الليبية
تهيرزس لولكيات العملاء والتعامل مع فلبعالية
فهم إدارة الغضب
تحويل العميل الغضب إلى عميل عبد استخدام نظام الإبقاء
للتافاعل الإيجابي مع العملاء الغاضبين

صمم هذا البرنامج لتعميق مفاهيم قيمة أخلاقيات قيم العمل لدى المشاركين وتنمي في نفوس روح بالمسؤولية تجاه العمل، كما تهدف أيضا إلى تعزيز قيم العمل وفع مستوى الأداء العملي في المؤسسات وترسيخ وتعميق أخلاقيات العمل كمبدأ أو ميثاق مهني داخل المؤسسة، فضلا عن محاولة اقتراح أفكار واقعية لدعم الصراع لقرار عند معالجة أسباب تراجع معدلات الأداء في هذه المؤسسات

الفئة المستهدفة

صمم هذا البرنامج لجميع الموظفين في المؤسسات ولكل المستويات الوظيفية

مدة التدريب

18 ساعة تدريبية

أهداف الدورة

سيتمكن المشاركون عند انتهاء من الدورة التعرف على:

- أخلاقيات العمل وخصائص الموظف ذو الأخلاق المهنية العالية
- حقوق وواجبات الموظف والمخالفات المهنية ووسائل التغلب عليها
- آليات تطبيق استراتيجيات وخطط توسيخ وتعميق أخلاقيات العمل

لغة التدريس

اللغة العربية

التقييم

- تقييمات متنوعة يتم تطبيقها طوال مدة التدريب تتضمن الامتحانات التحريرية والأنشطة العملية.

جتوى الدورة

سيتمكن المشاركون عند انتهاء من الدورة التعرف على:

- مفهوم أخلاقيات العمل
- الضوابط الشرعية لأخلاقيات المهنة
- علاقة أخلاقيات العمل بنظرية العلاقات الإنسانية
- خصائص الموظف ذو الأخلاق المهنية العالية
- مصدر الأخلاقيات في منظمة الأعمال
- العقبات والعوائق لتطبيق أخلاقيات المهنة
- مفاتيح النجاح الأساسية على أخلاقيات الموظف الحكومي
- المخالفات المهنية ووسائل التغلب عليها.
- أثر أخلاقيات العمل على وظائف الإدارة
- أخلاقيات المهنة في نظام الخدمة في نظام العمل
- استراتيجيات وخطط توسيخ وتعميق أخلاقيات المهنة
- أنواع الفساد الإداري
- أخلاقيات العمل الإيجابية
- أخلاقيات العمل السلبية
- خطوات نحو أخلاقيات عمل أفضل

الساعات الدراسية

180 دينار بحريني

تهدف دورة مركز الاتصالات إلى تطوير مهارات المشاركين في مجالات خدمة العملاء وبناء العلاقات واستراتيجيات التواصل، وتقنيات التعامل مع الاتصالات الصعبة، وبروتوكول الرد على المكالمات الهاتفية وتقوية موضع المشاركين في الدورة في مواقف عمل حقيقية لعدة على تعزيز ثقتهم بأنفسهم أثناء التعامل مع الزبائن.

الفئة المستهدفة

- الموظفون العاملون في مراكز الاتصالات.
- الراغبون في تعلم مهارات مراكز الاتصالات

المخرجات التعليمية المرجوة من الدورة

عند الانتهاء في البرنامج، سيتمكن المشاركون من التالي:

- استخدام تقنيات وتقنيات حوار فعالة
- التعامل مباشرة مع العملاء الصعبين من خلال تقنيات مفيدة ومحسنة لطول للمشاركين التي تخفف من حدة التوتر في التعامل مع الزبائن
- إدارة القلق والتوتر والضغوط العاطفية
- تطبيق بروتوكول التواصل عند التعامل مع الزبائن

مدة التدريب

40 ساعة

لغة التدريب

العربية - الإنجليزية

محتوى الدورة

- رعاية زبائن مركز الاتصالات
- خدمة الزبائن
- مهارات الرد على الهاتف/ مهارات صوتية
- حل المشكلات
- إدارة القلق والضغوط
- العمل ضمن فريق/ القيادة

آلية التقييم

- تقييمات قبلية وتقييمات متقطعة خلال مدة التدريب تتضمن مراحل تفاعلية وأنشطة عملية.

شهادات الدورة

يتم منح شهادات للمشاركين الذين يكملون وينجحون جميع متطلبات إتمام الدورة

متطلبات الالتحاق بالدورة

- جواز السفر الأصلي ونسخة عنه
- البطاقة الذكية الأصلية ونسخة عنه
- صورتان شخصيتان حديثتان بحجم صورة الجواز

رسوم الدورة

265 دينار بحريني

الدبلوم في أعمال السكرتارية الحديثة وإدارة الملفات المتطورة

يقوم السكرتاري بدور هام وحيوي في أي مؤسسة وحرصاً على تدريبهم على الأعمال الإدارية على إختلاف أحجامها ونشاطاتها تستوعب مساعدة المدراء وتخذ القرار في هذه المؤسسات على تحقيق أعلى مهم حتى تحقق أهدافها والذي حرص المسؤولون على إختيار العاملين في رأس السكرتارية بعناية فائقة، لأن السكرتير يساهم مساهمة فعالة في تحقيق صورة المؤسسة أمام العملاء، ومن هنا حرص المفكرون والكتاب على المساهمة في تحديد الصفات الخاصة بالواجبات وظائف لشغل في وظائف السكرتارية، كما حرصوا على تحديد المهام الواجبات التي يقوم بها موظف السكرتارية

مدة الدورة
20 ساعة تدريبية

لغة التدريب
اللغة العربية

التقييم
- تقويمات وتقويم مستمر طوال مدة التدريب تتضمن الإمتحانات التحريرية والأنشطة العملية.

متطلبات الالتحاق بالدورة
- شهادة الثانوية العامة أو ما يعادلها.

الرسوم
130 دينار بحريني

الفئة المستهدفة
- العاملون في مجال السكرتارية العامة والخاصة
- العاملون في إدارة مكتب أعضاء الإدارة العليا

أهداف الدورة
- تنمية وتطوير قدرات ومهارات العاملين بكساب المعارف الحديثة تجاه إستخدام الأساليب والتقنيات المعاصرة في أعمال السكرتارية والمحفوظات
- تنمية مهارات مدراء المكتب و إمداد مهم بالمعونة الفكرية اللازمة لأداء العمل بالكفاءة الإنتاجية العالية وتزويد مهم بالمهارات و المهارات التي تتطلبها مهامهم مسؤولياتهم و واجباتهم الوظيفية
- إكساب المشاركين المعارف والخبرات والمهارات الإدارية والفنية التي تمكنهم من تحقيق عملية الإتصال الفعال بين الإدارة العليا ويلقي أجزاء المنظمة وفقاً لأحدث أساليب التقنية المستخدمة في إدارة الأعمال وإنجاز المهام بصورة تحقق أهداف المنظمة

محتوى الدورة
- مفهوم السكرتارية و أهميتها - أنواع السكرتارية ومجالاتها.
- أهمية العمل المكتبي ووظائف الإدارة المكتبية
- تصميم وتنظيم المكتب الحديث
- تأثيث المكتب المعاصر تكنولوجيا المكتب
- طبيعة الإتصالات الإدارية ومفهومها
- مهارة معالجة المكالمات الهاتفية، وإستقبال الزوار
- فن الإتصال الجيد والحديث الفعال
- مهارات تنظيم الإجتماعات
- مهارات الكتابة الإدارية الفعالة (المراسلات والتقارير)
- أساليب تصنيف وترتيب وحفظ ووسائل المحفوظات
- الرقابة على الأداء المكتبي
- نظم المعلومات في مجال الأعمال المكتبية
- مهارات مواجهة المشكلات، ومهارات التعامل مع الآخرين (الإتيكيت والبروتوكول)
- تنمية مهارات فهم الذات والتعرف على الآخرين

برنامج حل المشكلات واتخاذ القرارات من أهم البرامج التطويرية التي تنظم طريقة تفكير الأفراد عند مواجهة المشكلات في جميع نواحي الحياة العلمية والشخصية. خلال البرنامج يتدرب المشاركين في البرنامج على الطرق العلمية المنظمة لحل المشكلات واتخاذ القرارات بدءاً من ظهور المشكلة بأعراضها الظاهرية ومعرفة أدوات تحديد المشكلة ثم العمل على تحليل الأسباب الجذري في تواجد المشكلة بتطبيق أدوات تحليل المشكلات المختلفة للوصول إلى أكثر عمق للمشكلة وفي وضع الحلول للمشكلة بطرق سليمة على الأسباب الجذري إلى أن يتم الاتفاق على أفضل القرارات بتطبيق هواوضع ورقة عمل هذا وضع تعتبره وتقيم فاعليتها.

الفئة المستهدفة	مدة التدريب
	20 ساعة تدريبية

لغة التدريب

اللغة العربية

الفئة المستهدفة

مدراء الإدارات ورؤساء الأقسام وجميع العاملين في الوظائف الإشرافية.

التقييم

• تقييمات متنوعة تقدم طوال مدة التدريب تتضمن الاختبارات التحريرية والأنشطة العملية.

أهداف الدورة

يهدف البرنامج إلى تمكين المشاركين من حل المشكلات والعمل واتخاذ القرارات المناسب بعد تحديد وتحليل الأسباب واختيار الحلول للمشكلة وتمكين المشاركين من اتخاذ قرارات مسبقة بمعرفة المشكلة وتعرف على الأسباب التي تؤدي إلى اتخاذ قرارات خاطئة.

شروط ومتطلبات الالتحاق بالدورة

• شهادة الثانوية العامة أو ما يعادلها

محتوى الدورة

• أسس وتعريف المشكلات
• أهمية العلم وما تفيد في اتخاذ القرارات الصحيحة
• دور التسرع والانفعالات الشخصي والسلوكي في اتخاذ القرارات الخاطئة
• مراحل وخطوات اتخاذ القرارات الصحيحة ومهام كل مرحلة من هذه المراحل
• طرق تحديد المشكلة بدقة
• استخدام المسبب الحقيقي وتحديد وتحليل الأسباب الجذري للمشكلات
• طرق التفكير الإبداعي في اتخاذ القرارات وأولويات تنفيذها
• معايير اتخاذ القرارات الفعالة
• كيفية تنفيذ الحل ومتابعته وتقييم نتائجه لاحقاً

الرسوم

130 دينار بحريني

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يعد استغلال الوقت من أهم أولويات الحياة، نظرا لارتباطه بحياة الإنسان، فمن أضاع وقته ضاع أضاع حياته، ومن كسب وقته، أثمر لهفي الحياة. لمعرفة أهمية الوقت لابد من تحديد ومعرفة ما ننجزه، وما نسعى لإنجازه، وذلك من خلال تحقيق التوازن في متطلبات الحياة الخاصة، ولعمل، وبين حاجات الروح، والعقل، والجسد

الفئة المستهدفة

المقبلون والمشرفون وجميع الموظفين

أهداف الدورة

يهدف هذه الدورة إلى صقل مهارات الموظفين في كيفية التنظيم للاستفادة القصوى من الوقت المتاح للقيام بكل مهام الأسري في العمل والحياة في تخطيط وتنظيم والتأسيس على أداء الفرد. كما سيتم التطرق إلى الأساليب الحديثة في التخلص من الوقت الضائع والغير مفيد.

محتوى الدورة

* الوقت مفهومه وأهميته وأهداف إدارة الوقت
* الإدارة الناجحة للوقت
* ضياعات الوقت والتغلب عليها
* إدارة الوقت وعلاقة بطبيعة سلوك الفرد
* أنواع الوقت وطرق تنظيمها
* الخطوات اللازمة لتطوير إدارتك الذاتية للوقت
* اتخاذ القرارات الحاسمة وأثر في إدارة الوقت
* إستراتيجيات إدارة الوقت
* إدارة الوقت على مستوى المؤسسة
* كيفية تحكمك في وقتك وتتغلب على محاولات إهداره

مدة التدريب

8 ساعات تدريبية

لغة التدريب

اللغة العربية

التقييم

* تقييمات مستمرة وعقد تقدم طوال مدة التدريب تتضمن الامتحانات التحريرية والأنشطة العملية.

متطلبات الالتحاق بالدورة

* شهادة الثانوية العامة أو ما يعادلها

الرسوم

80 ديناراً بحرينياً

Back

إن إعداد محاضر الاجتماعات من أهم العوامل المؤثرة في نجاح أي اجتماع؛ حيث يمد المشاركون في الاجتماعات في هذه المحاضر لمعرفة المزيد من المعلومات عن الموضوعات التي تم استيعابها بشكل جيد أو فهم النقاط التي يستطيعون التركيز فيها بعد خلال الاجتماع. وللمحضر أهمية كبيرة للأشخاص الذين لم يتمكنوا من حضور الاجتماع ويرغبون في معرفة ما اتخذ من قرارات في خلال الاجتماع التعريف بالوسائل الجديدة والمعلومات الإدارية المبتكرة التي تخص محضر الاجتماعات. كما يهدف هذه الدورة للبرنامج إلى التعرف بدور المشاركين في عملية إدارة الاجتماع وتطوير أساليب ومهارات عملية لأخذ تسجيل أحداث الاجتماع بدقة وفعالية

الفئة المستهدفة

- مديرو مكاتب الإدارة العليا
- سكرتارية و رؤساء الأقسام والوحدات
- المشرفون في مجال الأعمال الإدارية والمالية والختامية وقانونية
- العاملون في الوظائف المختلفة والمعنيون بكتابة محضر الاجتماع في القطاع الحكومي والخاص

أهداف الدورة

سيتمكن المشاركون بعد انتهاء من الدورة التالي :

- تحديد جميع الإجراءات اللازمة للإعداد لأي اجتماع بفعالية
- التعرف في كيفية لكتابة وإصدار جداول أعمال الاجتماعات وإرسال دعوات الحضور
- العمل مع رئيس الاجتماع ومساعدته في تسجيل أحداث الاجتماع بدقة
- مناقشة كيفية التصرف بثقة وحزم في الشخصيات الصعبة في الاجتماعات.
- الوصول إلى التوضيحات المطلوبة أثناء الاجتماع وتحديد جميع القرارات في نهاية الاجتماع
- أخذ ملاحظات بدقة وقة خلال الاجتماع وتحويلها إلى محضر اجتماعات فعالة

محتوى البرنامج

سيتمكن المشاركين في هذا البرنامج من التعرف على:

- **الحضور للاجتماع بفعالية**
  - أنواع الاجتماعات
  - واجباتك كمنسق الاجتماع قبل وأثناء وبعد الاجتماع
  - فهم دورك كمنسق الاجتماع في تسجيل للملاحظات
  - إعداد قاعة الاجتماعات وتحديد المشاركين

- **جدول أعمال الاجتماعات**
  - إعداد جدول أعمال الأعمال
  - إعداد إخطارات الدعوة للإجتماعات

- **لمهامك في الاجتماع**
  - تسجيل للملاحظات
  - دعم رئيس الاجتماع
  - الوصول إلى جميع التوضيحات

كتابة محضر

- تصميم لمحضر بالشكل العام
- أفضل ممارسات تستخدم لكتابة لمحضر
- جداول الزمنية

الممارسات أثناء الاجتماع:

- تعريف بالبنود المدرجة في جدول أعمال الاجتماع
- إدارة نقاش بنود جدول الأعمال
- طرق تسجيل محضر الاجتماع بفاعلية

ممارسات لكتابة محضر الاجتماع

- مراجعة الملاحظات وإعداد لمحضر
- تحويل الملاحظات المسجلة إلى النسخة الأخيرة من لمحضر

مدة التدريب

25 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

- تقييمات تقني وعقد مقدم طوال مدة للتدريب تتضمن من الإمتحانات التحليلية والأنشطة العملية.

الرسوم الدراسية

160 دينار بحريني

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مهارات الاشراف الفعال

يلعب الإشراف دوراً هاماً في الإدارة، حيث يعمل المشرفون كوسيط بين الإدارة والموظفين. وتقنية مهمة للإشراف الناجح على العمليات في مجالات الصناعة والتجارة. ويهدف دورة مهارات الإشراف الفعال على تعريف المشاركين بتقنيات ومهارات أن تكون المشرفين الناجحين قائد للفريق.

الفئة المستهدفة

صممت هذه الدورة لكي تفيد في ها رؤساء الأقسام والمراقبون المشرفون

الفئة المستهدفة
مدة التدريب

20 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

• تقويمات مستمرة وتقييم نهائي طوال مدة التدريب تتضمن الامتحانات التحريرية والأنشطة العملية.

أهداف الدورة

يهدف هذه الدورة إلى بناء إستراتيجية الاشراف الإبداعي التي تميز الإداري في المؤسسات الحكومية والخاصة من خلال تطبيق الأدوات الحديثة في الإشراف، كما تهدف أيضاً إلى تدريب المشرفين المتميزين على أسس بناء شخصية المشرف الابتكارية. وتنمي الدورة مهارات التأثير الإيجابي من خلال المستويات القيادية للمشرف المتميز.

الرسوم الدراسية

130 ديناراً بحريني

محتوى البرنامج

• ماهية الإدارة العامة وأصولها.
• الإطار الفكري لتطور الإدارة العامة
• وظائف الإدارة أو العملية الإدارية.
• مفهوم و مكونات العملية الإداري.
• مفهوم مسؤولية الإدارية وأخلاقيات الإدارة العامة وتطبيقاته
• الاتجاهات الكلاسيكية والحديثة في الإدارة العامة
• مفهوم الإشراف الإداري وأهميته
• وظائف المشرف وأدواره
• نشأة العملية الإشرافية

Back

يهدف هذه الدورة إلى تعريف المشاركين بمفاهيم ريادة الأعمال ومناقشة إمكانيات وتحديات ومزايا امتلاك مشروع تجاري صغير متناهي الصغر، كما يهدف إلى تزويد المشاركين بالمهارات اللازمة ليكونوا رواد أعمال ناجحين

الفئة المستهدفة

- المتدربون في مجال الريادة والأعمال
- أصحاب الأعمال متناهية الصغر

المخرجات التعليمية المرجوة من الدورة

عند الانتهاء من البرنامج، سيتمكن المشاركون من التالي:

- اختيار وعرض فكرة العمل الأولية
- وصف مهارات التطوير الشخصي المطلوبة في إدارة المشروع
- مناقشة الجوانب القانونية للمالية لبدء العمل التجاري
- إعداد خطة عمل متكاملة

مدة التدريب

60 ساعة

لغة التدريب

العربية - الإنجليزية

محتوى الدورة

فلسفة المشروعات الصغيرة والابتكار والابداع

- مفهوم وأهمية المشروعات الصغيرة
- خصائص المشروعات الصغيرة والتحديات التي تواجهها
- اختيار نوع الملكية
- إجراء دراسة الجدوى
- المهارات اللازمة لتشغيل الأعمال الناجحة
- تنمية المهارات اللازمة لإدارة الأعمال الناجحة
- إعداد خطة العمل المقترحة

منهجية

أنواع متنوعة من التقييم طوال مدة الدورة تتضمن:

- الامتحانات والأنشطة الكتابية
- تطبيقات وحالات عملية
- مشروع تخرج

شهادات الدورة

يتم منح شهادة اجتياز للمشاركين الذين يكملون بنجاح جميع متطلبات الدورة

متطلبات الالتحاق بالدورة

- شهادة الثانوية العامة أو ما يعادلها
- جواز السفر (الأصلي ونسخة عنه)
- البطاقة الذكية (الأصلية ونسخة عنها)
- صورتين شخصيتين حديثتين (بحجم صورة الجواز)

تكلفة الدورة

380 دينار بحريني

Back

صمم هذه الدورة لتعريف الموظفين بمهارات جعل الإبداع جزءاً من نجاح وعمل كل إنسان ومسعى يومي لكل من في نجاح والتطوير وتتناول الدورة في خلق بيئة إبداعية وابتكارية في المؤسسات والشركات، وهو أمر حاسم في نجاح المؤسسات من نواحي قدرة الكوادر على إيجاد البيئة الداخلية والخارجية وقدرتها في التوصل لحلول أو إتجاهات عمل إستراتيجية أو عامل تلقيها من مواجهة التحديات بيئة تعزز نجاح المؤسسة وكذلك خلق بيئة منفتحة وحوارية ، وقدرة في تحفيز الكوادر بعد إجراء المخاطر لكل مشكل من بنات وتنمية العلمي والمستمر من جهة ثانية وخلق على نجاح وتحقيق الذاتي لتحفيز الكوادر ودفع الطاقات الإبداعية من خلال التدريب العلمي وزرع علاقة بالنفس في عنصر العمل والتطوير ما يحقق المستمر للمعارف والخبرات.

الفئة المستهدفة

- الموظفون في مجال الإدارة
- مدراء الإدارات المختلفة
- رؤساء الأقسام ومساعديهم
- مدراء المكاتب ومرؤوسي حكمهم
- قليون والأخصائيون الذين يريدون تطوير مهاراتهم الإدارية

أهداف الدورة

- تنمية قدرات المشاركين العلمي على تطبيق ويقي وعلى أي البتساب المعرفة عن إنتاج اتجاهات للحياة في التخطيط والمتابعة
- تطوير مهارات الخاص في قدرات الإبتكاري والتخطيط والمتابعة
- التعرف على المدخل الشمولي للتخطيط وموقعه في العملية الإدارية ونوعية المعلومات والبيانات اللازمة له
- الأساليب المتبعة في التخطيط والمتابعة
- معرفة إجراءات التخطيط وطرق وأساليب وضع الخطة المثالية للمؤسسة
- إعداد تقارير المتابعة والرقابة والأساليب لتحقيقها

محتوى الدورة

- سيتمكن المشاركين في هذه الدورة من التعرف على:
-
- المفاهيم المتعلقة بالتخطيط
- الإطار العلمي للعملية الإدارية وأهمية التخطيط فيها
- فهم مفهوم التخطيط وأهميته
- مراحل وأنواع عملية التخطيط
- الدوليات والأساليب الملائمة لتحسين التخطيط
- مواصفات التخطيط في أنظمة العمل المهنية مع عرض تجارب ونماذج لها
- الأساليب الإبداعية لمراحل إعداد خطة العمل
- أسلوب جمع وتحليل المعلومات اللازمة لوضع الخطط والتزام الموظفين بخطة العمل
- أسلوب بصياغة أهداف خطة العمل من واقع دراسة لوضع الحلول لجملة العمل
- ومؤشرات وعوارض لها في عملية التخطيط العمل
- تقييم تنفيذ الخطط والإجراءات التصحيحية المطلوب التقييم
- الدوليات الملائمة لتحقيق التزام الموظفين في تنفيذ الخطط
- الإتجاهات لتحسين في التخطيط والمتابعة
- المتابعة المقننة والمتابعة الميدانية كأساس لتقييم الأداء في ضوء الخطة

محاور الدورة

- يعتبر التخطيط والمتابعة في مستوى المؤسسة القطاع الإدارة
- التخطيط والإبداع والإبتكار في العمل
- مهارات المتابعة والإبتكار
- كيفية استشفاء كفاءة تخطيط والمتابعة
- كيفية إعداد الخطط الإبداعية
- إستخدام أساس لتحديد وصياغة الأهداف
- النظام الإبتكاري والإبداعي في المؤسسات
- العلاقتين الإبتكار والإبداع للأشخاص
- صنع البيئة الإبتكارية والإبداعية
- أهمية وأنواع الرقابة الإدارية
- إستخدام أساس الرقابة والمتابعة في العمل التخصصي لخطط
- التخطيط الوظيفي كمضمن من العملية الإدارية المعاصرة
- مهارات تصميم الأهداف: طويلة ومتوسطة وقصيرة الأجل
- مهارات تحليل المؤشرات والمتغيرات البيئية
- مهارات تطوير الإبتكار في تصميم سيناريوهات مستقبلية
- جدولة لعمل باستخدام شبكات الأعمال
- أسس توزيع المهام في الإدارة وفرق العمل والأفراد
- الموازنات كأداة تخطيطية ورقابية

مدة التدريب

20 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

- تقييمات مستمرة وتقدم طوال مدة التدريب تتضمن الإمتحانات التحصيلية والأنشطة العملية.

متطلبات الالتحاق بالدورة

- شهادة الثانوية العامة أو ما يعادلها

الرسوم

130 دينار بحريني

Back

ادارة ومراقبة المخزون

صُمم هذا الدورة لتزود المشاركين بالأسس العلمية والعملية لإدارة المخازن (المستودعات)، وتنمية مهاراتهم في عمليات تخطيط المخزون وتنظيم أعمال المستودعات و مراقبة المخزون، كما يهدف لتنمية مهارات المشاركين في استخدام الأساليب الكمية الحديثة في حل المشكلات التخزينية لاتخاذ القرارات المناسبة في الوقت الملائم

الفئة المستهدفة

العاملون في المخازن والاختصاصيون في الوحدات المرتبطة مثل الأقسام الحسابية والتخطيطية وأقسام مراقبة المخزون ومراقبة الجودة في الشركات والمؤسسات

أهداف الدورة

سيتمكن المشاركون عند انتهاء من الدورة التعرف على:

- التعريف بأبعاد النشاط التخزيني ومناقشة مشكلاته والموضوعات العلمية والعملية المتصلة به
- التعرف على أبعاد النشاط التخزيني من منظور هندسة المخازن ونظم الجودة
- تنمية قدرات المشاركين في قراءة وتحليل أرقام المخزون وترجمتها إلى خطط عمل مثمرة
- التعريف بالطرق الحديثة في مراقبة جودة المخزون وتأثيرها على سير العمل وعلى الموظفين

محتوى البرنامج

- مقدمة في إدارة المخزون
- أهداف تخطيط المخزون ومراقبة المخزون
- تحديد كيفية المخزون
- وصف توصيف المخزون
- أنواع المخزون
- تصنيف المخزون باستخدام طريقة ABC من نموذج التصنيف
- التبؤ بالطلب وفترة التوريد
- دور قطب المخزون
- العوامل التي تؤثر على قت توقعات الطلب
- طرق التنبؤ بكمية الطلبات
- نظم المخزون
- عناصر الاحتفاظ بالمخزون وتكاليف الطلب
- تحديد نقطة إعادة الطلب ROP
- عد ومراقبة المخزون
- أهمية دقة سجلات المخزون
- تخفيض الاستثمار في المخزون
- نظرية JIT أو السحب في إدارة المخزون للحد من الكلفة الإجمالية
- قياس أداء إدارة المخزون

مدة التدريب

20 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

- تقييمات متنوعة يتم تطبيقها طوال مدة التدريب تتضمن الامتحانات التقليدية والأنشطة العملية.

الرسوم الدراسية

130 دينار بحريني

إدارة سلسلة التوريد

يهدف هذا البرنامج إلى تزويد المعرفة اللازمة لفهم الضروري والنظريات والمفاهيم والعمليات والتقنيات الأساسية المتعلقة بإدارة سلسلة التوريد (SCM) حيث أن الموردين يتم تبنيهم كأنظمة وإجراءات سلسلة التوريد، ولكي تستخدم الشركات كسلسلة توريد لشراء احتياجاتها من السلع والخدمات، ومدى أهمية تدفق المعلومات عبر سلسلة التوريد، ولكي يمكن الاستناد في جميع التكنولوجيا الحديثة أن تساعد في تحقيق ميزة تنافسية.

الفئة المستهدفة

صمم هذا البرنامج الكي يستفيد منه:

- مديرو المخازن والمشتريات
- أخصائيو مستودعات والمخازن والمشتريات
- المشرحون الشغل هذه الوظائف

أهداف البرنامج

- شرح مفهوم وإطار إدارة سلسلة التوريد
- مناقشة دور عقود التوريد في سلسلة التوريد.
- شرح أهمية إدارة المخزون.
- توضيح أهمية تدفق المعلومات في سلسلة التوريد.
- تقييم الاحتياجات لتكامل سلسلة التوريد واستراتيجياتها.
- توضيح دور التكنولوجيا في إدارة سلسلة التوريد.

محتوى البرنامج

1. **مقدمة في إدارة سلسلة التوريد**
   - شرح مفهوم إدارة سلسلة التوريد.
   - وصف مدفئ سلسلة التوريد.
   - العوامل الخارجية التي تؤثر على سلاسل التوريد.
   - الخطوط العريضة لقضايا التكامل الحقيقي في سلاسل التوريد.

2. **عقود التوريد**
   - شرح معاملات عقود التوريد.
   - تحديد أنواع مختلفة من العقود.
   - وصف تداعيات عقود التوريد لأساسيات سلسلة التوريد.
   - مناقشة مسألة المعلومات غير المتماثلة في عقود التوريد.

3. **إدارة المخزون**
   - الخطوط العريضة لأهمية إدارة المخزون.
   - قائمة أشكال وأنواع المخزون.
   - كر أسباب التخزين والاحتفاظ بالمخزون.
   - شرح طرق تصريف المخزون.
   - تحديد الفرق بين نظام الفرز الدوري ونظام الفرز الدائم.

4. **قيمة المعلومات في إدارة سلسلة التوريد**
   - كر أسباب تقلبات الطلب في سلسلة التوريد.
   - شرح دور المعلومات في سلسلة التوريد.
   - اقتراح المستويات لإدارة تأثير bullwhip
   - وصف تأثير تقلبات الطلب على سلسلة التوريد.

5. **تكامل سلسلة التوريد واستراتيجياتها**
   - شرح مزايا تكامل سلسلة التوريد
   - تطبيق استراتيجيات سلسلة التوريد القائمة على الدفع للسحب في استراتيجيات سلسلة التوريد معالجة المنتجات.
   - تحديد تأثير المعلومات على استراتيجيات سلسلة التوريد.

6. **تكنولوجيا سلسلة التوريد**
   - التكنولوجيا في سلسلة التوريد.
   - وصف الأدوات التكنولوجية RFID، CPC، E-Procurement، ERP، VMI (التي تستخدم في إدارة سلسلة التوريد.
   - العوامل التي تؤثر على تكنولوجيا سلسلة التوريد.

مدة التدريب

18 ساعة تدريبية

لغة التدريس

اللغة العربية اللغة الإنجليزية

التقييم

- تقدم أنواع متنوعة من التقييم طوال مدة التدريب تتضمن الإمتحانات التحريرية والأنشطة العملية.

الرسوم الدراسية

120 دينار بحريني

Back

Strategic Business Planning

The course is designed to provide the learners with the knowledge and skills in strategic planning in business context. It focuses on understanding a business analysis of business problems, and techniques in establishing a business. Learners are given the opportunity to apply varied organisational strategies including planning, implementing and evaluating decisions in business settings.

Target Group

- Diploma Holders
- Interested Individuals

Program Intended Learning Outcomes

At the end of this course, trainees are expected to:

- Describe the process of strategic planning.
- Formulate business strategies.
- Implement strategies in actual or simulated business situations

Training Duration

18 hours

Medium of Instruction

English

Course Outline

- Strategic context and terminologies
- Market entry strategies
- The realization of strategic plans

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to candidate who successfully fulfils all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 140

Back

This programme provides a comprehensive background and practical experience in the field of human resource. Trainees will have the opportunity to explore their skills in HRM, people, and critical thinking needed to succeed in the competitive national or global market.

Target Group

This qualification is designed for the following prospective candidates:

- HR officers and managers who are newly appointed to the role and who lack previous generalist experience
- HR assistants, administrators and secretaries who support senior HR staff
- Employees working for new and expanding organisations who acquire responsibilities for HR practices
- Individuals working in HR related areas
- Individuals working in specialist areas who wish to progress into or have more knowledge of generalist roles
- Line mangers or supervisors who have responsibilities for HR activities
- Owners or managers of small businesses who have overall responsibility for their HR activities
- Individuals aspiring to or embarking in a career in HR

Programme Intended Learning Outcomes

At the end of this programme, learners will be able to:

- Apply detailed knowledge and understanding of core functions and common practices of Human Resource Management in contemporary organisations.
- Develop, implement, and evaluate processes related to employee recruitment, selection, and retention within familiar and unfamiliar contexts.
- Communicate clearly in a well-structured manner integrated solutions to solve problems in managing employees.
- Design and implement performance enhancement processes in the organization.
- Plan, organize, and implement legislative requirements and organizational policies when coordinating employee relations.
- Appraise and apply techniques and processes that are needed to facilitate effective compensation and reward in routine and non-routine contexts.

Training Duration

1 Year

Medium of Instruction

English

Course Outline

Unit No.	Unit Title	Teaching Hours	NQF Credit
1	Human Resources Management within an Organisational Context	36	12
2	Strategic Human Resource Management	36	12
3	Job Analysis and Human Resource Planning	36	12
4	Aspects of Bahrain Labour Law	36	13
5	Recruitment and Selection	36	11
6	Training and Development	36	12
7	Performance Management	36	13
8	Development Planning for a Career in Business	36	13
9	Rewards and Compensation	36	11
10	Employee Relations	36	11

Assessments

Varied types of assessments are given throughout the duration of the course including practical activities and written exams.

Certification

A National Diploma Level 6 qualification will be awarded to the candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

Access and admission to the qualifications is open to all learners:
- With a Secondary Certificate or equivalent qualification
- Who passed the English placement test (including learners with physical disabilities)
- With relevant working experience within a business context

Course Fee

BD 750

Back

Valued by employers: Learners can be sure that CIPD qualifications will equip them with the knowledge and skills that employers are looking for.

HR in a business context: CIPD qualifications focus on the role of HR building sustainable business success.

HR Path: There is an opportunity to progress to HR advanced level.

Professional membership: CIPD qualifications cover the knowledge required to work towards CIPD professional membership i.e. Associate, Chartered Member or Chartered Fellow.

Target Group

- Aspiring to, or embarking on a career in Human Resources (HR).
- Working in the field of HR in a support role and wish to develop their knowledge and skills.
- Responsible for HR activities and decisions within an organization without specialist functions.

Program Intended Learning Outcomes

- Gain a deeper understanding of HR issues.
- Gain the knowledge towards professional membership.

Training Duration

222 hours minimum credits 44

Medium of Instruction

English

Course Outline

Core Units:

- Developing Professional Practice
- Business Issues and the Contexts of Human Resources
- Using Information in Human Resources
- Managing and Coordinating the Human Resources Function

Optional Units:

- Resourcing and Talent Planning
- Improving Organizational Performance
- Employee Engagement
- Contemporary Developments in Human Resource Development

Assessments

- Each Unit/Module has Outcomes with assessment criteria which have to be achieved. Assessment will take the form of assignments against identified assessment criteria, and maybe formative as well as summative. Learners need to complete all formative and summative assessments.

Certification

A Certificate of CIPD Level 5 Intermediate Diploma in Human Resource Management will be issued for the learners who successfully completed the qualification.

Entry Requirements

- Pass the placement test and interview.
- Proficient in English to cope with the course of study and assessments.

Course Fee

BD 1800

Back   **CIPD**

Valued by employers: Participants can be sure that CIPD qualifications will equip them with the knowledge and skills that employers are looking for. **HR in a business context:** CIPD qualifications focus on the role of HR building sustainable business success. **Flexible to meet learner's needs:** Learn at your own pace and gain credit for your achievements. CIPD certificates and diplomas have a range of optional units to meet your particular development needs. **HR Path:** There is an opportunity to progress to HR Intermediate and advanced level. **Boosting earning potential:** Independent research reveals that individuals with professional qualifications would elevate their living standard. **Professional membership:** CIPD qualifications cover the knowledge required to work towards CIPD professional membership i.e. Associate, Chartered Member or Chartered Fellow.

Target Group

- Aspiring to, or embarking on a career in Human Resources (HR).
- Working in the field of HR in a support role and wish to develop their knowledge and skills.
- Responsible for HR activities and decisions within an organization without specialist functions.

Program Intended Learning Outcomes

- A sound understanding of the knowledge, skills and behaviour required of a professional HR practitioner, in a generalist or a specialist role.
- An understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.
- Ability to analyse HR information and present findings to inform decision-making.

Training Duration

185 hours minimum credits 37

Medium of Instruction

English

Course Outline

- Developing yourself as an HR Practitioner
- Understanding organizations and the role of HR
- Recording, analyzing, and using HR information
- Resourcing Talent
- Supporting good practice in managing employee relations
- Supporting good practice in performance and reward management
- Contributing to the process of job analysis
- Delivering Learning and Development Activities

Assessments

- There are varied types of assessments given ranging from writing short reports, essays, presentations, and practical assessments.

- Participants are allowed two submission opportunities per each module in which they have to pay BD20/- for the second submission marking..

Certification

A Certificate of CIPD Level 3 Foundation Diploma in Human Resource Management will be issued for the learners who successfully completed the qualification.

Entry Requirements

- Pass the placement test and interview.
- Proficient in English to cope with the course of study and assessments.

Course Fee

BD 1200

Back

CIPD

صممت هذه الدورة لتطوير مهارات مسؤولي قسم التدريب والتطوير الوظيفي في مجالات التخطيط والتنفيذ والقيادة والإشراف على إدارة أقسام التدريب، كما وتعرفهم بطرق العمل على إعداد خطط وبرامج لازمة لتنفيذ مهام الإدارة/القسم والإشراف على حسن تنفيذها والعمل على تأهيل ورفع كفاءة الموظفين والتنسيق مع معاهد ومراكز التدريب المختلفة.

الفئة المستهدفة

صممت هذه الدورة لكي يستفيد منها مسؤولو إدارات/أقسام التدريب والتطوير ومساعديهم ومدراء المكاتب ومنفذي خدماتهم، وكذلك القانونيون والأخصائيون والراغبون في التطوير من ممارستهم الإدارية.

أهداف الدورة

سيتمكن المشاركون عند انتهاء من الدورة من التعرف على:

- تنمية وتطوير قدرة المسؤولين في التدريب على تحديد القدرات الأساسية والعالية الوظيفي للمؤسسات
- تنمية وتطوير قدرات المسؤولين على الكيفية إدارة المواد التدريبية والمعارف
- تنمية وتطوير المعرفة والمهارات على تحديد الاحتياجات التدريبية
- تنمية وتطوير المهارات والمعرفة في تصميم البرامج التدريبية
- تنمية وتطوير قدرة المعلمين في تنفيذ وتقييم البرامج التدريبية
- معرفة الكيفية قياس العائد من التدريب
- التمكن من تنمية مهارات إعداد ميزانية التدريب
- الكيفية قياس أداء الموظفين بعد برامج التطوير الوظيفي

محتوى الدورة

- المفاهيم المتكاملة للتدريب والتطوير الوظيفي
- ما هو التدريب والتطوير الوظيفي وأهدافه
- الوظائف الرئيسية لإدارة/أقسام التدريب والتطوير الوظيفي
- القرقبين على عملية التدريب والتطوير الوظيفي
- الهيكل التنظيمي للتدريب والتطوير في المنظمات
- دور إدارات/أقسام التدريب والتطوير الوظيفي في المؤسسات الحديثة
- ماهي الاحتياجات التدريبية
- مستويات تحديد الاحتياجات التدريبية للمعارف في منها
- أنواع وأساليب وطرق التدريب والتطوير
- أدوات تقييم الاحتياجات التدريبية
- الكيفية وضع الأهداف العامة لمثل هذه البرامج
- أسس ومفاهيم التدريب المبني على الكفاءات
- المبادئ الأساسية لتصميم وتنفيذ البرامج التدريبية بناءً على الكفاءات الوظيفية
- تطبيق إستراتيجيات التدريب وموائمتها مع التدريب المبني على الكفاءات للبرامج
- أسس تقييم فعالية النشاط التدريبي من خلال مجالات الكفاءات
- أسس تقييم الكلفة للتدريب
- عناصر الكلفة لخطة التدريبية
- أسس تشخيص تكاليف التدريب والأسلوب الأمثل لاستخدام هذه الموارد
- عوامل التأثير في اتخاذ قرار تحديد ميزانية التدريب
- قياس وتحليل تكاليف العائد من التدريب
- ما هي قياس العائد من التدريب

مدة التدريب

40 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

- تقويمات تقني وتقييم تقييمها طوال مدة التدريب يتضمن من اختبارات تقييمية وأنشطة عملية.

الرسوم الدراسية

250 دينار بحريني

مهارات التوظيف والاختيار والتعيين

تهدف هذه الدورة إلى مساعدة المشاركين الذين يعملون كموظفين في أقسام التوظيف والاختيار والتعيين وتزويدهم بمهارات التي تمكنهم من اتخاذ قرارات بشأن عمليات التوظيف. بالإضافة إلى ذلك تهدف الدورة إلى تعريف المشاركين بمفاهيم التوظيف والاختيار في مراحل مختلفة من عملية التوظيف والتعيين، حيث يتم تدريب المشاركين على طرق تنفيذ هذه المفاهيم في أي مؤسسة سواء في القطاع العام أو الخاص، وتعريفهم بالبرامج والآليات الجديدة المستخدمة في هذا المجال

الفئة المستهدفة

صمم هذا الدورة التي تستفيد منها مسؤولو إدارات أقسام التوظيف والاختيار والتعيين ومساعديهم ومدراء المكاتب ومن في حكمهم، وكذلك الفنيون والأختصاصيون الراغبون في تطوير مهاراتهم في هذا المجال

أهداف الدورة

- دراسة ومعرفة مدى فعالية التوظيف والاختيار والتعيين ومساهمتهم في نجاح الأعمال
- إجراء أنشطة التوظيف لإظهار العمليات التي تؤدي إلى الحصول على عروض عمل ناجحة
- تقييم عملية التوظيف والاختيار والتعيين والأداء الفردي

محتوى الدورة

- نشاط التوظيف والاختيار والتعيين وموقعه في منظومة إدارة الموارد البشرية
- مفهوم وأهداف ومقومات سياسات التوظيف والاختيار والتعيين.
- خطوات ومراحل عملية التوظيف والاختيار والتعيين
- دراسة وتحليل المصادر المختلفة للحصول على القوى العاملة المطلوبة
- توصيف الوظائف وعلاقته بنشاط التوظيف والاختيار والتعيين وإجراء المقابلات
- أهمية المقابلات الشخصية واستخدامها المختلفة
- أنواع المقابلات الشخصية
- المهارات اللازمة لإدارة المقابلة
- الإعداد للمقابلة وتهيئة المناخ الملائم
- كيفية إدارة الحوار
- فن توجيه الأسئلة وتسجيل وتحليل النتائج
- مختبر عملي فيديو لأساليب إجراء المقابلات وفنون الأسئلة

مدة التدريب

25 ساعة تدريبية

لغة التدريب

اللغة العربية

التقييم

- تقييمات تقع وتعقد مقدم طوال مدة التدريب تتضمن الاختبارات التحصيلية والأنشطة العملية.

الرسوم

160 دينار بحريني

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إدارة الأداء

صُممت هذه الدورة لتزويد المشاركين بالمفاهيم الحديثة في تقييم الأداء وإكسابهم مهارات إدارة الأداء بما في ذلك التخطيط لإجراءات التقييم وكيفية إجراء مقابلات الأداء قبل التعامل مع النتائج المترتبة عن مقابلات الأداء وكيفية التعامل مع التقارير الخاصة بتقييم الأداء

الفئة المستهدفة

- المدراء ورؤساء الأقسام والمشرفون
- الموظفون في القطاعين العام والخاص
- الموظفون الذين تتطلب أعمالهم إعداد التقارير
- المهتمون من مختلف القطاعات

أهداف الدورة

سيتمكن المشاركون عند انتهاء من الدورة التعرف على:

- التعريف إدارة الأداء بما في ذلك التعريفات والأهداف والتطورات
- فهم مراحل دورة إدارة الأداء وكيفية إدارتها
- تطوير معايير ملموسة وغير ملموسة للأداء
- تعريف وفهم الخطوات الخمس لسلسلة الاستدلال والتعامل معها المثلى
- القيام بمهام عملية تقييم الأداء الفعلية
- تحديد طرق المكافآت لتحفيز الموظفين وتقييم أدائهم

محتوى الدورة

- إدارة الأداء: المفهوم والأهمية الاستراتيجية
- لماذا يجب إدارة الأداء
- المكونات عملية إدارة الأداء الفعلية
- تقييم الأداء كوظيفة من وظائف إدارة الموارد البشرية
- مفهوم تقييم الأداء الوظيفي
- آلية تقييم الأداء وبعده الاستراتيجي
- أهداف تقييم الأداء الوظيفي
- مسؤوليات تقييم الأداء الوظيفي
  - دور إدارة الموارد البشرية
  - دور المقيم
  - دور المقيم (المرؤوس)
- مبررات تقييم الأداء الوظيفي
- استخدامات نتائج تقييم الأداء الوظيفي
- مداخل تقييم الأداء
  - مدخل رقابة الأداء
  - مدخل تنمية الأداء
  - مدخل تقييم الأداء كنظام متكامل
  - مدخل الإدارة بالأهداف

- تدريب المقيمين
- أخطاء التقييم
- معايير تقييم الأداء
- أساليب تقييم الأداء
- مقابلة تقييم الأداء
- علاقة أسرية بتخطيط تقييم الأداء
- تعريف مقابلة الأداء وفوائدها
- أنواع المقابلات وأهدافها
- كيفية الإعداد لمقابلة تقييم الأداء
- كيفية إدارة مقابلة تقييم الأداء
- دور المقيم في مقابلة الأداء
- دور المرؤوس في مقابلة الأداء
- إرشادات التفعيل مقابلة الأداء
- حق التظلم من نتائج تقييم الأداء

مدة التدريب

25 ساعة تدريبية

لغة التدريس

اللغة العربية

التقييم

- تقييم متنوعة طوال مدة التدريب تتضمن الاختبارات التحصيلية والأنشطة العملية.

الرسوم الدراسية

160 دينار بحريني

Back

صممت هذه الدورة لتلقي الضوء على أساس لتميز ا.داري والإبتكار والإبداعي التطويري لتخطيط الإداري في لمنظمات الحديثة، مع عرض لتجارب وطلبات في لدول لتقدمة في مجال لتميز والإبداع ويلإبتكار ومناقشة ش.روعات لتطوير لمقدمة من لمشاركين في لدورة.

فلئة لمستهفة

- المدراء والعملون في إدارة الموارد البشرية
- المفهومن بإدارة الموارد البشرية

أهداف البرنامج

سيتمكن لمشاركون في يبعد اتهاء من الدورة لتعرف على:

- لتعرف على أحدث اليات وسبل عمل الموارد البشرية والتعرف على فاضل لممارسات في إعداد وبناء الهياكل التنظيمية في لمؤسسات
- التعريف بمفهومتحليل الوظائف والوصف الوظيفي
- إكساب لمشاركين بالبرنامج لمهارات الأساسية لتحليل وظائف إدارة الموارد البشرية
- اكساب لمشاركين لمهارات اعداد بطاقة اتلوصف الوظيفي
- القدرة على تطبيق معايير ومفاييم لجودة الش.ق المهني ادارة الموارد البشرية

جتوى لدورة

- تعريف التحليل الوظيفي
- خطوات عمل للتحليل الوظيفي
- تفحص الش.كة وتحديد ألواع الوظائف ومعرفة مدى ملائمة كل ظيفي في الش.كة
- تحديد الألوب المستخدم في جمع للمعلومات في علية التحليل الوظيفي
- ش.ر وتحديد لمعاني التحليل الوظيفي للإدارة والعاملين.
- اختيار الوظائف لعمل التحليل
- تحضير لوصف الوظيفي. Job Description
- تحديد مواصفات شاغل الوظيفة Job Specification
- اعداد بطاقة لوصف الوظيفي
- تصنيف الوظائف
- لوصف الوظيفي وعلمية الاستقطاب والاختيار
- لوصف الوظيفي وتحديد الاحتياجات لتدريبية
- لوصف الوظيفي وتقييم الادا الفردي

مدة لتدريب

25 ساعة تدريبية

لغة لتدريب

اللغة العربية

قييم

- قييمات متنوعة يتم تقييمها طوال مدة لتدريب تتضمن الإمتحانات القبلية والأنشطة العملية.

لرسوم لدراسية

160 دينار بحريني

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The AAT Advanced Diploma in Accounting and Business provides the learners the fundamentals accountancy and business skills needed to progress to employment or further study in accountancy or relayed field. In particular, it deals with financial practices and processes required within the accounting business.

Target Group

- Job seekers
- High School Graduates
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Prepare bookkeeping/financial documents
- Record bookkeeping transactions
- Use cost recording system
- Use accounting software
- Apply communication skills in business environment
- Employment procedures in payroll system

Training Duration

330 hours

Medium of Instruction

English

Course Outline

The AAT Foundation Diploma in Accounting and Business covers a board range of core accounting skills, as well as accountancy-related business, communications, and personal skills as follows:

- Bookkeeping Transactions
- Bookkeeping Controls
- Element of Costing
- Using Accounting Software
- Work Effectively in Finance
- Business Communications and Personal Skills
- Developing Lifelong Learning Skills
- Introduction to Business and Company Law
- Introduction to Payroll

Assessments

External assessment (Computer-based Assessment) conducted by AAT

- Unit assessment
- Synoptic assessment

Certification

A certification is issued to a candidate who successfully completes all the requirements of the programme.

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 1100

Back

The course in AAT Advanced Diploma in Accounting is intended to provide opportunity for learners to acquire specialist knowledge and skills required for academic or employment progression in the field of accounting or finance.
AAT qualifications are internationally recognized. Organizations hire AAT qualified members for their knowledge, skills, diligence and enthusiasm, because AAT represents the highest standards of professionalism.

Target Group

- Students who are interested to pursue career in accounting
- Career changers
- Interested individuals

Learning Outcomes

At the end of the course, learners will be able to:

- Prepare accounts
- Record bookkeeping transactions
- Use cost recording system
- Use accounting software

Training Duration

390 hours

Medium of Instruction

English

Course Outline

- Advanced bookkeeping
- Final accounts preparation
- Management accounting: Costing
- Indirect tax
- Ethics for accountants
- Spreadsheets for Accounting

Assessments

External assessment (Computer-based Assessment) conducted by AAT

- Unit assessment
- Synoptic assessment

Certification

A certification is issued to a candidate who successfully completes all the requirements of the programme.

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 1400

Back

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AAT Professional Diploma in Accounting (Level 4)

The AAT Level 4 Professional Diploma in Accounting offers technical training for those who intend to pursue or progress their career in accountancy or finance. The course is aimed at enhancing the learners' skills developed in AAT Level 3 Advanced Diploma in Accounting. It covers a more complex accounting management process particularly in the areas of tax, audit, and credit management.

Target Group

- Accounting technicians
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Discuss theories and principles of financial management
- Prepare financial statements
- Apply accounting strategy
- Prepare accounting reports

Training Duration

448 hours

Medium of Instruction

English

Course Outline

The AAT Level 4 Professional Diploma in Accounting covers a broad range of core accounting skills, as well as accountancy-related business skills and communications and personal skills. It covers the following topics:

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial statements of Limited Companies
- Accounting Systems and Controls
- Business Tax
- Personal Tax
- External Auditing
- Cash and Treasury Management
- Credit Management.

Assessments

External assessment (Computer-based Assessment) conducted by AAT

- Unit assessment
- Synoptic assessment

Certification

An International certificate from AAT is issued to the candidate who successfully completes all the requirements of the programme.

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview
- AAT Level 3 certificate

Course Fee

BD 1700

Back

تتعرف في هذه الدورة المشاركين في هذه الدورة بأساسيات المحاسبة، وخصائصها بعد أن يتحديد وقياس، والابلاغ عن المعلومات المحاسبة، ونظام المحاسبة أو حفظ السجلات المزدوج

سوف يمنح المشاركون في الدورة فرصة إجراء معاملاتي ويشمل تسجيل، وتحضير، وتسوية الملفات الأولية للحفظ سابات المؤسسة

الفئة المستهدفة

- موظفو الشركات
- موظفو ا. دارة العامة
- المحاسبون والمساعدون الشخصيون
- الراغبون في تعلم أساسيات المحاسبة

مخرجات التعلم المرجوة من الدورة

بعد الانتهاء من الدورة، سيتمكن المشاركون من التالي:

- وصف عملية المحاسبة
- نقاش مفاهيم المحاسبة
- تحليل المعاملات التجارية
- إعداد التقارير المالية

مدة التدريب

100 ساعة

لغة التدريب

الانجليزية

محتوى الدورة

المبيعات والايصالات

- مقدمة في المحاسبة
- ملفات الضرائع والخدمات
- المحاسبة للمبيعات الائتمان وعوائد المبيعات
- موازنة الحسابات وضبط حسابات المبيعات
- استلام وتسجيل المبيعات
- الفحص البنكي
- الدفتر النقدي - تسجيل الابصالات
- التواصل مع الزبائن والأمور القانونية

المشتريات والمدفوعات

- ملفات الضرائع والخدمات
- المحاسبة للمشتريات وعوائد المشتريات الائتمان
- موازنة الحسابات وضبط حسابات المشتريات
- عمل المدفوعات
- مدفوعات للرواتب
- الدفتر النقدي - تسجيل المدفوعات
- التواصل مع الموردين

المصروفات النثرية، الحسابات وميزان المراجعة الأولي

- فتر المصروفات النثرية
- جواز بحسابات الائتي دال المزدوج
- موازنة الدفتر النقدي والتسوية البنكية
- لتخدام ..... وحسابات ضبط التسوية
- موازنة المراجعة الأولية وتصحيح الأخطاء
- لتخدام موازنة المراجعة

تقييم

- تقييمات وتكوينات جمعية

شهادات الدورة

تمنح شهادة للمشاركين الذين يكملون جميع متطلبات البرنامج بنجاح

متطلبات الالتحاق بالدورة

- شهادة بلدم امانية العامة
- جواز سفر (الأصل ونسخة عنه)
- البطاقة الذكية)الأصلية ونسخة عنها(
- صورتان حديثتان)مرور الجواز(

تكلفة الدورة

620 دينار بحريني

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Fundamental of Accounting

This course will introduce the candidates to the fundamentals of accounting particularly the process of identifying, measuring, and communicating accounting information, and the system of accounting or double-entry bookkeeping.

Learners will be given an opportunity to deal with daily transactions in recording, preparation, and reconciliation of preliminary documentations of preserving the accounts of organizations.

Target Group

- Company employees
- Public administration officers
- Accountants and personnel assistants
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe an accounting process
- Discuss the principles of accounting
- Analyze business transactions
- Prepare financial report

Training Duration

100 hours

Medium of Instruction

English

Course Outline

Sales and Receipts

- Introduction to accounting
- Documents for goods and services
- Accounting for credit sales and sales returns
- Balancing accounts and control account for sales
- Receiving and recording payments
- Paying into the bank
- Cash book – recording receipts
- Customer communications and legal issues

Purchases and Payments

Documents for goods and services
- Accounting for credit purchases and purchases returns
- Balancing accounts and control account for purchases
- Making payments
- Payroll payments
- Cash book – recording payments
- Communicating with suppliers

Petty cash, accounts and initial trial balance

Petty cash book
- Aspects of double-entry accounts
- Balancing the cash book and bank reconciliation
- Using the journal and reconciling control accounts
- Initial trial balance and correction of errors
- Using the trial balance

Assessments

- Formative and Summative Assessments

Certification

A certification is issued to a candidate who successfully completes all the requirements of the programme.

Entry Requirements

- Secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size

Course Fee

BD 620

Back

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To earn the CIW Web design professional certification, learners have to pass two certification exams: CIW web design specialist and CIW e-commerce specialist.

The course is intended for those who would like to pursue career in web design and development. Learners are equipped with basic web authoring skills to learn the best practices and essentials of web design including design theory, tools, and technologies.

Further, learners are expected to demonstrate a working knowledge of e-commerce standards. The course in e-commerce strategies and practices is for the individuals who understand the foundations of Web technologies and wants to become proficient in e-commerce practices and site design. It prepares learners for CIW e-commerce specialist exam.

Target Group

- Web authors
- Marketing and communications professionals
- PR professionals
- Webmasters
- Graphic designers
- Desktop designers
- Technical writers
- Library scientists

Program Intended Learning Outcomes

At the end of the course, learners will be able to:
- Prepare and maintain hypertext-based web sites using authoring and scripting languages
- Create Web content
- Use Web management tools and digital media tools
- Apply human-factor principles to design
- Conduct business online
- Manage technical issues associated with the construction of e-commerce website
- Compare and contrast traditional and electronic commerce
- Use e-commerce technologies at various levels of sophistication

Training Duration

168 hours

Medium of Instruction

English

Course Outline

- The CIW Web Design
- The CIW E-Commerce Strategies and Practices

Assessments

- Quizzes
- Two international certification exams (Exam ID: 1D0 520 and 1D0 525)

Certification

A candidate who successfully passes the two international exams shall receive certifications as follows:

- CIW web design specialist
- CIW E-commerce specialist
- CIW Web design professional

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (if applicable)
- Basic understanding of internet functionality, tools, and X/HTML

Course Fee

BD 880

Back

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CIW – WEB Development Professional

The CIW web development professional certification course is intended for individuals who would like to pursue a career in web and IT technologies.

The course will equip learners with skills in building dynamic websites that deliver content in a variety of format and integrating front-end scripting and back-end programming languages with

Target Group

- Web application developers
- Software developers
- Application programmers
- Client/server developers
- Web architects

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Implement and maintain hypertext-based websites using authoring and scripting languages
- Create web content
- Use web-management and digital media tools

Training Duration

148 hours

Medium of Instruction

English

Course Outline

- CIW JavaScript
- CIW Perl
- CIW Database Design

Assessments

- Quizzes
- International certification exams

Certification

A candidate who successfully passes the international exams shall receive certifications as follows:

- CIW JavaScript Specialist
- CIW Perl Specialist
- CIW Database Design Specialist

Training Duration

Certified and skilled individual who completed the course may apply for any of the following positions:

- Web developer
- Web application developer
- Web developer HTML5/CSS3
- Applications programmer
- Client/server developer
- Front-end web developer
- Web architect
- JavaScript developer

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (if applicable)
- Basic understanding of internet, web page development and network configuration, X/HTML code development, web scripting, and operating system (Microsoft Windows XP)

Course Fee

BD 375

Back

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CIW – WEB Foundation Associate

The *CIW Web Foundation series* of courses are the most popular vendor-neutral web education programmes in the world. Individuals who complete the three foundation courses master more than mere digital literacy skills. They acquire knowledge of businesses using the internet, data networking and website design technologies.

Target Group

- High School Graduate
- College students
- Technical/trade school students
- IT professionals
- Business professionals
- Healthcare professionals
- Legal professionals
- Marketing professionals
- Graphic artists
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe the essentials of internet
- Apply skills in internet business, site development, and network technology

Training Duration

72 hours

Medium of Instruction

English

Course Outline

- Internet Business
- Site Development
- Network Technology

Assessments

- Quizzes
- CIW Web Foundation Certification exam (Exam ID: 1D0-610)

Certification

A candidate who successfully passes the exam is awarded a certification as CIW web foundation associate.

Entry Requirements

- Secondary school certificate or its equivalent (If secondary school graduate) (original and photocopy)
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (if applicable)
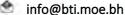- Knowledge in operating system (Microsoft Windows 7)

Course Fee

BD 500

Back

CIW – WEB Security Associate

The CIW Web Security Associate course equipped learners with the skills on handling security of internal data network from unauthorized activities. It covers topics on security principles, establishing effective security policies, pre-empt of the different types of hacker activities that organisations are likely to encounter and implementing strong reporting and preventive measures. Individuals with these security skills can pursue or advance careers in many aspects of online and network security.

Target Group

- Network server administrators
- Firewall administrators
- Systems administrators
- Application developers
- IT security officers

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Secure the organization's network from unauthorized activity
- Implement access control lists, operating system hardening and firewall technology
- Personalize the network security system
- Ensure proper user authentication
- Protect network operating systems
- Respond to and report hacker activity

Training Duration

80 hours

Medium of Instruction

English

Course Outline

- Corporate network security policies
- Authentication procedures, encryption standards and implementations
- Corporate network security policies
- Authentication procedures, encryption standards and implementations

- Ports and protocols that hackers manipulate
- Proactive detection and response/reporting methods
- Preventing and managing hacker penetration

Assessments

CIW Web Security Associate exam (Exam 1D0-571)

Certification

A candidate who successfully passes the international exam shall receive certification as CIW Web Security Associate. Candidate who also passes additional certification exams from third-party security/ networking training providers can earn the higher-level CIW Web Security Specialist and CIW Web Security Professional certifications.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (if applicable)
- Knowledge in internet and networking or CIW Web Foundations

Course Fee

BD 750

Back

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CCNA Security

The course in CCNA Security equips learners with the knowledge and skills required for career in entry-level security specialists. It offers a blended curriculum combining both online and classroom learning. Learners are exposed to hands-on, career-oriented e-learning solution that will provide them with practical experience in procedural and troubleshooting labs, integration challenges, and model building.

Target Group

- Cisco networking academy students
- Individuals enrolled in technology degree programmes
- IT Professionals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe the theories of network security
- Design and support network security
- Employ industry practices
- Apply skills by using IT equipment

Training Duration

96 hours

Medium of Instruction

English

Course Outline

- Modern network security threats
- Securing network devices
- Authentication, authorization, and accounting
- Implementing firewall technologies
- Implementing intrusion prevention
- Securing the local area network
- Cryptographic systems
- Implementing virtual private networks
- Implementing the Cisco adaptive security appliance
- Advanced Cisco adaptive security appliance
- Managing a secure network

Assessments

- Quizzes
- Skill-based exam
- Final online exam
- International exam (Implementing Cisco Network Security (IINS) certification exam: 210-260)

Certification

A certification as Cisco Certified Network Associate Security (CCNA Security) will be issued to a candidate who successfully passes the exam.

Carrere Path

Certified and skilled individuals who completed the course can apply for the following positions:

- Network security specialist
- Security administrator
- Network security support engineer

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)
- CCNA

Course Fee

BD 550

Back

CISCO
Networking Academy

CCNA Routing And Switching

Cisco Certified Network Associate (CCNA) Routing and Switching is a certification programme for entry-level network engineers. The programme enhances the learners' knowledge on networking. It exposes them to practical activities which include installation, configuration, operation, and troubleshooting of medium-sized routed and switched networks.

Target Group

- Network specialists
- Network administrators
- Network support engineers with 1-3 years of work experience

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Build simple LANS
- Employ IP addressing schemes
- Configure and troubleshoot routers, switches, and network devices
- Resolve issues with RIPv, RIPng, single-area and multi-area OSPF, virtual LANs, inter-VLAN routing, OSPF, EIGRP, STP, and data link protocols

Training Duration

384 hours

Medium of Instruction

English

Course Outline

- Introduction to Networks (ITN)
- Routing and Switching Essentials
- Scaling Networks
- Connecting Networks

Assessments

- Online assessments
- Simulation skills assessments using Packet Tracer
- Performance exams
- CCNA international (Exam ID: 200-120)

Certification

A certification as Cisco Certified Network Associate (CCNA) will be issued to a candidate who successfully passes the exam.

Carrere Path

Certified and skilled individuals who completed the course can apply for the following positions:

- Network technician
- Support engineer
- Network administrator
- Network designer Network engineer

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)

Course Fee

BD 1000

Back

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CISCO Certified Network Professional (CCNP)

Cisco Certified Network Professional (CCNP) Routing and Switching certification validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions.

The course is appropriate for those with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions. It equips the learners with the skills required in the physical and virtualized networks.

Target Group

- College or university-level students seeking for enterprise-level networking skills
- IT professionals wishing to expand their skills in core routing, switching, and network troubleshooting
- CCNA certification holders
- Individuals seeking for CCNP certification

Program Intended Learning Outcomes

- At the end of the course, learners will be able to:
-
- Configure, diagnose, and troubleshoot complex network.
- Use networking equipment.
- Apply critical thinking in solving problems related to laboratories and cases.

Training Duration

288 hours

Medium of Instruction

English

Course Outline

- Implementing Cisco IP Routing (ROUTE)
- Implementing Cisco IP Switched Networks (SWITCH)
- Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)

Assessments

- Quizzes
- Skill-based exam
- Final online exam
- International online exam (300-101 Route)
- International online exam (300-115 Switch)
- International online exam (300-135 TShoot)

Certification

A certification as Cisco Certified Network Professional (CCNP) in routing and switching will be issued to a candidate who successfully passes the exam.
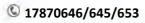
Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)
- CCNA

Course Fee

BD 1200

Back

CISCO Certified Network Professional (CCNP) Security

The speed at which network security is evolving demands more practical, hands-on skills in network security engineering and has made network security performance more visible to the entire organization. Cisco has taken note of the evolution of the role of the network security professional and its relevance to the industry.

This course prepares network security engineers who are equipped with security implementation and troubleshooting skills and who can understand the products and the discipline of good network security; the practices and compliance mandates of industry and government; and the need to protect the organizations from increasingly sophisticated threats to their systems.

Target Group

- College or university-level students seeking for advanced security specialist skills
- IT professionals wishing to broaden or add specialized skills
- CCNA or CCIE certification holders

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Implement and manage network access security by using the Cisco ISE appliance product solution
- Configure Cisco perimeter edge security solutions utilizing Cisco switches, Cisco routers, and Cisco Adaptive Security Appliance (ASA) firewalls
- Implement and manage security on Cisco ASA firewalls, Cisco routers with the firewall feature set, and Cisco switches.
- Protect data traversing a public or shared infrastructure such as the Internet by implementing and maintaining Cisco VPN solutions and troubleshooting remote-access and site-to-site VPN solutions, using Cisco ASA adaptive security appliances and Cisco IOS routers.
- Use the Cisco ASA Next-Generation Firewall (NGFW), web security, email security, and cloud web security.
- Apply and manage security on Cisco ASA firewalls utilizing the Cisco Next-Generation product solution.

Training Duration
288 hours

Medium of Instruction

English

Course Outline

- Implementing Cisco Secure Access Solutions (SISAS)
- Implementing Cisco Edge Network Security Solutions (SENSS)
- Implementing Cisco Secure Mobility
- Implementing Cisco Threat Control Solutions (SITCS)

Assessments

- Hands-on performance exam
- International online exam (300-208 SISAS)
- International online exam (300-206 SENSS)
- International online exam (300-209 SIMOS)
- International online exam (300-207 SITCS)

Certification

A certification as Cisco Certified Network Professional Security (CCNP - Security) will be issued to a candidate who successfully passes the exam.

Carrere Path

Certified and skilled individuals who completed the course can apply for the following positions:

- Network security specialist
- Security administrator
- Network security support engineer
- Network security engineer

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Placement Test
- Interview (If applicable)
- CCNA Security

Course Fee

BD 1400

Back

CompTIA A+

CompTIA A+ certification validates one's knowledge on the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. CompTIA A+ is a powerful credential that helps IT professionals worldwide improve their career prospects.

It is designed to help learners become entry-level IT technicians. A+ Certification is internationally endorsed and recognized as the only benchmark vendor-neutral qualification for PC support and troubleshooting.

Target Group

- Aspiring to, or embarking on a career in Human Resources (HR).

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Assemble hardware components based on customer requirements
- Apply basic networking concepts
- Install and configure laptop and other mobile devices
- Troubleshoot hardware and network problems
- Install, configure and maintain Microsoft Windows desktop operating system
- Employ security for PC and mobile devices
- Troubleshoot PC and mobile operating system

Training Duration

104 hours

Medium of Instruction

English

Course Outline

CompTIA A+ Essential
- Hardware
- Networking
- Mobile Devices
- Hardware and Network Troubleshooting

CompTIA A+ Practices
- Windows Operating Systems
- Other Operating Systems and Technologies
- Security
- Software Troubleshooting
- Operational Procedures

Assessments

- CompTIA A+ Essential Online Exam 220-901
- CompTIA A+ Practices Online Exam 220-902.

Certification

A candidate who successfully passes the exam shall receive the CompTIA A+ certification.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)

Course Fee

BD 930

Back   CompTIA

CompTIA Network+

This hands-on course is designed to prepare learners for the CompTIA Network+ exam.

CompTIA's Network+ certification is an entry level vendor neutral certification for aspiring system and network administrators. The Network+ course provides basic training in managing, maintaining, troubleshooting, installing and configuring a network infrastructure. Network+ certification is also a step towards attaining higher level vendor specific certifications such as Microsoft (MCSE, MCITP), Cisco (CCNA, CCNP) and Linux (Linux+, RHCE).

Target Group

- Network technicians

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Plan for basic network design and connectivity
- Maintain network documentation
- Identify network limitations and weaknesses
- Implement network security, standards, and protocols

Training Duration

80 hours

Medium of Instruction

English

Course Outline

- Network architecture
- Network operations
- Network security
- Troubleshooting
- Industry standards, practices, and network theory

Assessments

- CompTIA Network+ certification online exam (N10-006).

Certification

A candidate who successfully passes the exam shall receive the CompTIA Network+ certification.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)
- CompTIA A+ certification

Course Fee

BD 700

Back

CompTIA Security+

The course is intended for IT learners who are responsible for implementing security practices on the transmission and storage of data in the network. It equips the learners with the skills required in network security and hacker preventions.

Target Group

- IT security professionals with a minimum of 2 year-experience in IT administration particularly on security

Program Intended Learning Outcomes

- At the end of the course, learners will be able to:
-
- Identify risk
- Demonstrate skills in risk mitigation
- Provide infrastructure, application, information, and operational security
- Apply security controls to maintain confidentiality, integrity and availability
- Identify appropriate technologies and products
- Employ troubleshooting techniques in the security events and incidents
- Operate with an awareness of applicable policies, laws, and regulations

Training Duration

80 hours

Medium of Instruction

English

Course Outline

- Network security
- Compliance and operational security
- Threats and vulnerabilities
- Application, data, and host security
- Access controls and security management
- Cryptography

Assessments

- CompTIA Security+ certification online exam (SY0-401)

Certification

A candidate who successfully passes the exam shall receive the CompTIA Security+ certification.

Carrere Path

Certified and skilled individual who completed the course may pursue career as:

- Security specialist/administrator
- Security consultant
- Security or systems administrator
- Network administrator

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)
- CompTIA Network+ certification

Course Fee

BD 730

Back · CompTIA

ICDL Expert Profile

The course in ICDL Expert Profile is intended to provide learners with an in-depth knowledge that will enable them to perform advanced functions in commonly used applications.

Target Group

- Individuals who completed ICDL Base and Standard Profiles

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Use the advanced features of word processing applications
- Use the spreadsheet applications
- Organize report information through advanced tools available in database applications
- Create presentations using the advanced features of presentation software

Training Duration

112 hours

Medium of Instruction

English

Course Outline

- Advanced Word Processing
- Advanced Spreadsheets
- Advanced Database
- Advanced Presentation

Assessments

- Online tests

Certification

A candidate who successfully passes the exam shall receive the ICDL Expert Profile certification.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)

Course Fee

BD 271

Back

ASP.NET in Visual Basic

Our ASP.NET course objective is to help you get familiarize with Microsoft.Net, VB.NET and ASP.NET technologies. This course is designed to make you understand the different concepts and features of .NET coding, debugging and developing of Windows and web applications. This course has been designed in such a way that it is very easy for you to acquire and expand your ASP.NET skills quickly.

ASP.NET is being used by most of the world's top multinationals. ASP.NET professionals are earning very high salaries when compared with other technologies. With high demand and a number of job opportunities in this field, the early-stage Web developers who want to integrate dynamic data into their pages and experienced programmers who want to integrate C# or Visual Basic code into live websites will get benefited from this course.

Target Group

- Web Developers
- University students/pass outs
- Students with Higher secondary education
- Trainers/teachers
- Anybody who wants to setup their development center.
- Anybody who wants to develop web applications.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:
- To learn .Net Framework
- To understand .Net, VB
- Designing web applications
- To develop web application using ASP.NET
- To develop database applications using ADO.Net

Training Duration

64 hours

Medium of Instruction

English

Course Outline

- ASP.Net Web Designing with MS Access
- ASP.Net Web Designing with MySQL

Assessments

- Quizzes
- One international certification exams Developing ASP.Net Web Applications (Exam ID: 70-486)

Certification

A candidate who successfully passes the international exams shall receive certifications as follows:

- ASP.Net Web Application developer

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)
- Basic understanding of internet functionality, tools, and X/HTML

Course Fee
BD 500

Back

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PHP is a server scripting language, and a powerful tool for making dynamic and interactive Web pages. PHP is a widely-used, free, and efficient alternative to competitors such as Microsoft's ASP.
It is powerful enough to be at the core of the biggest blogging system on the web (WordPress)!
It is deep enough to run the largest social network (Facebook)!
It is also easy enough to be a beginner's first server side language!

Applications:

Online Shopping Carts, Order Tracking, Credit Card Processing, Content Management System
Form Generators/Processors, Image Galleries, Stock photo applications using E-commerce
Web Traffic Analysis, Virtual Communities and Social Networking, Blogs and Forums, Polls and Surveys, Feedback Forms, Ratings and Reviews, Mailing Systems, Integrated Search, Online Chats
RSS Feeds

Target Group

- Web Developers
- Anyone who would like to develop web App
- Webmasters
- Any teachers or trainer who are teaching web development
- Higher secondary pass out

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Prepare and maintain hypertext-based web sites using authoring and scripting languages
- Create Web content
- Use Web management tools and digital media   tool How to configure relevant setting to match the needs of your project.
- How to work between a user interface and a database back-end that stores critical information.
- How to plan and apply PHP and MySQL to specific examples and finally your own real world projects.

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- PHP with MySQL
- PHP with AJAX
- PHP with JQuery

Assessments

- Quizzes
- International certification exams Zend Certified Engineer **ZCE 2017-PHP**

Certification

A candidate who successfully passes the International exam shall receive certifications as follows:

- Zend Certified Engineer
- BTI Certificate

Entry Requirements

- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)
- Basic understanding of internet functionality, tools, and X/HTML

Course Fee

BD 500

Back

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ICDL Base Profile

The course in ICDL Base Profile is essential to any individual who uses computer. It is designed to equip learners with the skills in using office programmes for academic, professional, or personal needs.

Target Group

- Beginners
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Explain concepts related to the use of devices, file creation and management, network and data-security improvement
- Apply skills in web browsing
- Communicate online or through email
- Create and format word processing documents
- Use spreadsheets, standard formulas and functions
- Create and format graphs and charts

Training Duration

120 hours

Medium of Instruction

English

Course Outline

- Computer Essentials
- Online Essentials
- Word Processing
- Spreadsheets

Assessments

Online tests

Certification

A candidate who successfully passes the exam shall receive the ICDL Base Profile certification.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)

Course Fee

BD 271

Back

Mobile App Development using Android

Android is an open source and Linux-based operating system for mobile devices such as smartphones and tablet computers. Android was developed by the Open Handset Alliance, led by Google, and other companies. This training will train the trainee basic Android programming and will also take trainee through advance concepts related to Android application development.

Applications:
Communication and Social, Security, Health and Fitness, Cooking and Food, Travel, Shopping Reading and News, Utilities, Browsers and References, Polls and Surveys, Organization, Entertainment.

Target Group

- App Developers
- Anyone who would like to develop Mobile App
- Any teachers or trainer who are teaching web development
- Higher secondary pass out

Program Intended Learning Outcomes

At the end of the course, learners will be able to:
- Describe the basic components of an Android application.
- Define the lifecycle methods of Android application components.
- Describe the basics of event handling in Android.
- Describe the basics of graphics and multimedia support in Android.
- Demonstrate basic skills of using an integrated development environment (Android Studio) and Android Software Development Kit (SDK) for implementing Android applications.
- Demonstrate through a simple application the understanding of the basic concepts of Android
- Developing Android advance Apps

Training Duration

72 hours

Medium of Instruction

English

Course Outline

- Mobile App Development using Android
- Course content attached

Assessments

- Quizzes
- International certification exams Android Certified Application Developer AND-401

Certification

A candidate who successfully passes the International exam shall receive certifications as follows:

- Android Certified Application Developer
- BTI Certificate

Entry Requirements

- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)
- Basic understanding of Java Programming

Course Fee

BD 500

Back

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VMware vSphere 6 Administration

To earn the VMware Data Center Virtualization (VCP6-DCV) professional certification, learners have to pass two certification exams: vSphere 6 Foundations Exam and VMware Certified Professional 6 - Data Center Virtualization Exam.

This training course explores installation, configuration, and management of VMware vSphere, which consists of VMware ESXi 6 and VMware vCenter Server. It covers the exam objectives for the vSphere 6 Foundations and VCP 6 – Data Center Virtualization both exams.

Trainees will be able to administer a vSphere infrastructure for organizations, large or small. This course will turn out to be the foundation for you to learn other important VMware technologies in a software-defined data center.

Target Group

- Network Engineer / Administrator
- System Administrator
- System Engineer
- IT Professionals
- IT Trainers
- Server Administrator
- Cloud Technologies Learners

Program Intended Learning Outcomes

At the end of the course, learners will be able to:
- Deploy a vCenter Server instance or VMware vCenter Server Appliance.
- Configure and manage vSphere infrastructure with VMware vSphere Client and VMware vSphere Web Client.
- Configure virtual networks with vSphere standard switches.
- Use vCenter Server to manage various types of host storage.
- Migrate virtual machines with VMware vSphere vMotion.
- Monitor resource usage and manage resource pools.
- Use vSphere distributed switches to improve network scalability.

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- vSphere 6 Foundations
- VMware Certified Professional 6 – Data Center Virtualization

Assessments

- Quizzes
- Two international certification exams (Exam ID: 2V0-620 and 2V0-622)

Certification

A candidate who successfully passes the two international exams shall receive certifications as follows:

- VMware certified Professional 6 Data Center Virtualization

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Interview (if applicable)
- Basic understanding of Networking Technologies.

Course Fee

BD 500

Back

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Basic Adobe Illustrator

This course equips learners the fundamental skills in designing vector graphics. It provides opportunities for learners to apply techniques and use tools in creating a web page and doing layout and presentation exhibited in projects such as logo and print advertisements.

Target Group

- High School Graduate
- Interested Individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Draw and transform objects
- Apply techniques in illustrator
- Use effects in designing materials
- Design various print materials

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- ISelecting and transforming objects
- Re-shaping objects
- Creating objects
- Drawing with Pen tool
- Changing colours and adding effects
- Creating colourful illustrations
- Using live paint
- Working with symbols
- Working with pen tool
- Working with live-trace
- Combining shapes using pathfinder
- Creating and editing patterns
- Working with layers
- Applying effects
- Integrating files with flash
- Saving files for flash and web

Assessments

- Project and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 200

Back

Basic Adobe InDesign

This course provides learners with the skills in Adobe's popular page layout software, which is used to create print publications such as magazines, newsletters, posters, book and other marketing materials. Learners will use Adobe In design to explore the underlying principles and techniques in lay outing both single and multi-page documents. The course will also offer learners an understanding of the various tools and techniques and their application around design principle, composition and presentation.

Target Group

- Designers
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Set up and create a new document
- Illustrate basic navigation
- Use layers, colour, graphics and text
- Create visual communications

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Starting with InDesign
- Setting up a document
- Working with a workspace
- Navigating InDesign
- Working with pages
- Layers
- Working with colour
- Frames and shapes
- Working With Graphics
- Working with text
- Preparing for printing

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 260

Back

Basic Adobe Photoshop

The course introduces the learners with the features and editing capabilities of Adobe Photoshop. Learners are given the opportunity to unleash their creativity and use techniques in designing, editing, and retouching images.

Target Group

- Photographers
- Painters
- Designers
- Interested Individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Create graphics
- Apply techniques and special effects to typography
- Process photos for web and print output
- Edit visuals
- Produce print materials

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- New editing, painting, retouching tools in Photoshop CS6
- Photoshop's work area, tools and panels
- Editing and retouching
- Working with selections
- Layer basics
- Comprehensive Type Tool
- History panel
- Painting and brushing
- Masks and channels
- Special effects and applications

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 200

Back

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Basic Hand Drawing

Drawing is one of the major forms of expression in visual arts. It is generally concerned with the marking of lines and areas of tone onto paper/other material, where the accurate representation of the visual world is expressed upon a plane surface. In this course, learners will be provided with the basic knowledge and skills in drawing. They will have the opportunity to use various drawing instruments or two-dimensional medium.

Target Group

- High School Graduates.
- Interested individuals.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Explain the use of basic drawing in graphic design.
- Use drawing tools and techniques.
- Produce sketches and Art works using basic drawing tools and techniques in response to brief.

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- Recording of observations through freehand drawing
- Use of basic drawing techniques with a variety of mediums
- Drawing of objects from "sight" as well as from imagination
- Shading and blending techniques
- Organizing space (composition)

Assessments
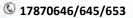
- Practical assessment/Digital portfolio

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 200

Back

3D Studio Max for Interior and Exterior

3D Studio Max program provides a way for quickly learning to use 3Ds Max. It covers modeling, lighting, cameras, and rendering.

Target Group

- Professionals working in the field.
- Intermediate level users.
- Beginners/Interested individuals.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Create 3D objects and surfaces 3.
- Using lighting and rendering.
- Illustrate how to develop computer models.

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Interface
- Files & Objects
- Transforms
- Applying Modifiers
- Low-Poly Modeling
- Shapes
- Compound Objects
- Modeling Lab
- Animation Basics
- Hierarchies
- Character Animation
- Animation Lab
- Materials
- Using Maps
- Mapping
- Cameras
- Lighting
- Mental Ray
- Rendering

Assessments

- Project and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 375

Back

Design Principles for Interior Designers

The course equips the learners with the skills required in interior design. It introduces them with the elements of design, the overview of design principles, rules, and guidelines.

Target Group

- High School Graduates
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe the principles of design such as unity, balance, rhythm, emphasis, proportion, and scale.
- Interpret elements of design, including line, shape (form/shape), texture, and color.
- Analyze the design principles and elements in interior spaces.
- Apply design principles in own work

Training Duration

20 hours

Medium of Instruction

English

Course Outline

- Introduction to design principles and elements for interior design.
- Use of tools and equipment for Art and Design
- Identifying the use of the design principles
- Understand the design principles: Balance & Rhythm.
- Balance and rhythm in interior design.
- Understand the design principles: Harmony & Emphasis.
- Harmony and emphasis in interior design
- Understand the design principles: Proportion & Scale
- Proportion and scale in interior design.
- Introduction to design elements.
- Using design elements in artwork.

Assessments

- Class activities and 1 assignment

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 145

Back

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The Jewellery and Goldsmithing industry in Bahrain is vast and diverse with rewarding opportunities. The course in Jewellery and Goldsmithing gives learners a thorough introduction to Goldsmithing techniques. Participants are prepared to find gainful employment in Goldsmithing or to start their own business. They will develop essential skills and techniques in fundamental Jewellery making.

Target Group

- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Apply techniques in soldering, chain making, stone setting, saw piercing, doming, swaging, and finishing.
- Create different jewellery pieces such as; neck pieces, bracelets, rings, pendant, earrings, brooch and other jewellery.

Training Duration

70 hours

Medium of Instruction

English

Course Outline

- Phases of jewellery manufacturing process
- Saw piercing, doming and swaging, chain making polishing and finishing

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 1000

Back

Perspective Drawing for Interior Design

This course is designed to provide opportunity for the learners to enhance their creativity by applying different techniques to achieve perspective in drawings. In particular, this course deals with drawings covering one-point perspective and two-point perspective.

Target Group

- High School Graduates
- Artists
- Interior designers

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Interpret basic perspective language and terms.
- Use basic one-point and two-point perspective methods.
- Apply perspective to a given interior space.

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- Introduction to perspective language and methods
- One-point perspective and practice
- Two-point perspective and practice
- Small one and two point drawing for interior spaces
- Larger one and two point drawing for interior spaces

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 200

Back

3D Studio Max for Interior and Exterior

3D Studio Max program provides a way for quickly learning to use 3Ds Max. It covers modeling, lighting, cameras, and rendering.

Target Group

- Professionals working in the field.
- Intermediate level users.
- Beginners/Interested individuals.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Create 3D objects and surfaces 3.
- Using lighting and rendering.
- Illustrate how to develop computer models.

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Interface
- Files & Objects
- Transforms
- Applying Modifiers
- Low-Poly Modeling
- Shapes
- Compound Objects
- Modeling Lab
- Animation Basics
- Hierarchies
- Character Animation
- Animation Lab
- Materials
- Using Maps
- Mapping
- Cameras
- Lighting
- Mental Ray
- Rendering

Assessments

- Project and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 375

Back

AutoCAD for Interior Designers

This course allows learners to develop skills and understanding of the use of AutoCAD for interior design. Learners will be exposed to the use of the learning the tools to the final outcome. They will be provided with professional support and guidance through tutorial and activities for them to improve their skills in digital design.

Target Group

- Interior designers
- Decorators
- Employees of design companies

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Use AutoCAD interface.
- Operate AutoCAD tools and techniques.
- Produce design.

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- Introduction to AutoCAD (2 hours)
- Use of draw tools (6 hours)
- Use of modify tools (6 hours)
- Use of layers and block tools (4 hours)
- Use of plot feature (4 hours)
- Revision and creating final work (8 hours)

Assessments

- Exercises in draw and modify tools
- Activity in layers and block tools
- Activity in plot feature
- Final assignment

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 200

Back

Global Distribution System – Sabre

The course is intended to provide learners with skills in using the computer reservations system (CRS). It focuses on airline reservations and booking for train travel, cruises, car rental, and hotel rooms.

Target Group

- High School Graduate

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Build a PNR (Passenger Name Record)
- Price a Journey
- Analyze pricing itineraries

Training Duration

24 hours

Medium of Instruction

English

Course Outline

- Encode & decode, availability, schedule and timetable displays
- Flight information and selling an air segment
- Passenger name record
- Modifying a PNR
- Fare quote, pricing and ticketing

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Secondary/Higher Secondary Certificate
- passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 170

Back

Global Distribution System – Galileo

The course is intended to provide learners with skills in using the computer reservations system (CRS). It focuses on airline reservations and booking for train travel, cruises, car rental, and hotel rooms

Target Group

- High School Graduate

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Build a PNR (Passenger Name Record)
- Price a Journey
- Analyze pricing itineraries

Training Duration

24 hours

Medium of Instruction

English

Course Outline

- Encode & decode, availability, schedule and timetable displays
- Flight information and selling an air segment
- Passenger name record
- Modifying a PNR
- Fare quote, pricing and ticketing

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Secondary/Higher Secondary Certificate
- passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 170

Back

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Global Distribution System – Amadeus

The course is designed to provide learners the opportunity to practice the acquired techniques in making reservations. It allows learners to understand the system of access on multiple airline and hotels all around the world as well as manage booking, ticket issuance and PNRs.

Target Group

High School Graduate

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Use the basic Amadeus entries to make a booking
- Use the Amadeus platform to price journeys

Training Duration

24 hours

Medium of Instruction

English

Course Outline

- Encode & Decode, Availability, Schedule and Timetable displays.
- Flight Information & Selling an Air Segment.
- Passenger Name Record.
- Modifying a PNR.
- Fare Quote, Pricing & Ticketing.

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Secondary/Higher Secondary Certificate
- passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 170

Back

E-Tourism

Travel and Tourism industry is one of the world's largest source of revenue that provides employment to millions of people worldwide, directly and indirectly through many of its associated services. It demands employees who are competitive and can respond to the changing needs of the business.

This course allows the learners to explore a range of information technology used in the operation of travel and tourism business. It provides them knowledge and skills in managing technology and understanding how it can improve business profitability.

Target Group

- High School Graduate

Programme Intended Learning Outcomes

At the end of the course, learners will be able to:

- Compare and contrast traditional tourism and e-tourism models
- Discuss the scope of entrepreneurship in the emerging e-tourism business
- Analyze the impact of information technology on tourism and travel sector
- Design an e-tourism strategy
- Use technology in marketing

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Historical Development of E-Tourism and Current Trends in E-Tourism
- Strategic use of Internet/IT in Tourism
- E-Tourism Products
- Classification of E Tourism: Business Models

- E-Marketing and Promotion of Tourism Products
- Demand-driven E -Tourism
- Supply-driven E-Tourism
- Operational Management and distribution in E-Tourism

Assessments

Various forms of assessment are utilized to determine learners' progress like practical activities, quizzes, and written exams

Certification

Upon successful completion of the programme, a candidate will receive a certificate from BTI.

Career Path

Individual who completed the training course can apply for the following positions:

- Travel executive
- Travel agency business owner

Entry Requirements

- Secondary/Higher Secondary Certificate (original and photocopy)
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 260

Back

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The IATA Cargo introductory course is a requirement for accreditation to be qualified as an IATA cargo agent. It deals with the innovations and reforms in the air cargo industry and its evolution geared towards the adoption of Montreal protocol.

Target Group

- High School Graduate

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Arrange and reserve for international air cargo shipments.
- Calculate air cargo rates for general cargo and special cargo.
- Complete air waybills in accordance to IATA rules and procedures.

Training Duration

108 hours

Medium of Instruction

English

Course Outline

- Air way bill completion and basic rating
- The operation of freight forwarders
- The operation of airline cargo units
- IATA geography
- TACT
- Basic cargo procedures

Assessments

- Two written class tests and internal examination
- An external examination conducted by IATA

Certification

Upon successful completion of the programme, a candidate will receive:

- A Certificate of Completion from BTI
- A Certificate on Diploma in Air Cargo from IATA (issued only after passing the external examination)

Carrere Path

Individual who completed the training course can apply for the following positions:

- Airlines – Airport handling agent
- Cargo agent
- Consolidator

Entry Requirements

- Secondary/Higher Secondary Certificate (original and photocopy)
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 650

Back

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Diploma in IATA Cargo Rating and Marketing is useful for those who want to specialize in container loading and consolidation. It guarantees a worldwide recognition and a high standard of training preparing the learners for career in the airline or freight forwarder companies.

Target Group

- Holders of IATA Cargo Introductory Diploma
- Sales and marketing staff of air cargo companies
- Shipping department staff of manufacturing, import and export companies

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Quote published rates and charges of air cargo shipments
- Calculate appropriate rates and charges for mixed consignments and unit load devices
- Complete air waybills

Training Duration

108 hours

Medium of Instruction

English

Course Outline

- Review of basic cargo rating principles
- The TACT
- IATA areas and sub-areas
- Chargeable weight
- Currency regulations
- Conversion rates
- Construction of rates
- Mixed consignments

Assessments

- Two written class tests and an internal examination
- An external examination conducted by IATA.

Certification

Upon successful completion of the programme, a candidate will receive:

- A Certificate of Completion from BTI
- A Certificate on Diploma in Air Cargo Advanced Rating and Marketing from IATA (issued only after passing the external examination)

Carrere Path

Individual who completed the training course can apply for the following positions:

- Airlines – Airport handling agent
- Cargo agent
- Consolidator

Entry Requirements

- Secondary/Higher Secondary Certificate (original and photocopy)
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 650

Back

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IATA-UFTAA Foundation Diploma in Travel and Tourism

The IATA Foundation Certification opens doors to the exciting world of Travel and Tourism. It is developed by a team of industry experts based in Canada. The programme gained its international recognition as a quality product and has become a benchmark for entry into the airline industry business.

The course will equip learners with the knowledge on the fundamentals of travel and tourism operation.

Target Group

- High School Graduate

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Calculate and quote international air fares
- Use electronic booking tools
- Arrange international documents based on IATA standards
- Demonstrate confidence in meeting customer expectations

Training Duration

108 hours

Medium of Instruction

English

Course Outline

- The Travel and Tourism Industry and the Travel Professional
- Geography in Travel Planning
- Travel Documents and Departure Formalities
- Travel and Tourism Products and Services
- Air Fares, Ticketing, and GDS Functionality

Assessments

- Two written class tests and an internal examination
- An external examination conducted by IATA

Certification

Upon successful completion of the programme, a candidate will receive:

- A Certificate of Completion from BTI
- A Foundation Diploma in Travel and Tourism from IATA (issued only after passing the external examination)

Carrere Path

Individuals who completed the training course can apply for the following positions:

- Airlines – Airports travel agents
- Cruise lines – Airport handling agents
- Travel agency owners
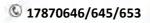- Hotel or car rental company personnel

Entry Requirements

- Secondary/Higher Secondary Certificate (original and photocopy)
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 870

Back

IATA Airline Cabin Crew Training

Cabin crew plays a crucial role in the travel and tourism industry. As a career prospect, the profession requires qualities and skills that conform to international standards.

This course is designed to provide learners with the underpinning knowledge and skills required to work effectively as cabin crew particularly in the areas of customer service, communication skills, and safety procedures.

Target Group

- High School Graduate

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe the aircraft types and cabin crew functions
- Manage passenger interactions in a variety of circumstances
- Explain and demonstrate different types of emergency and safety procedures
- Handle difficult passengers.

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Introduction to aircraft and aviation
- Crew member coordination and communication
- Customer service and managing passenger interactions
- Safety and emergency procedures

Assessments

- Written class test and internal examination
- An external examination conducted by IATA

Certification

Upon successful completion of the programme, a candidate will receive:

- A Certificate of Completion from BTI
- A Certificate in Cabin Crew Training from IATA (issued only after passing the external examination)

Carrere Path

Individual who completed the training course can apply for the following positions:

- Airline/Airport Meet and Greet Personnel
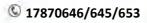- Cruise lines Guest Relation Officer

Entry Requirements

- Secondary/Higher Secondary Certificate (original and photocopy)
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 500

Back

Building Maintenance

This course is intended for the individuals who would like to land a job in the construction industry. It provides the learners the fundamental knowledge and skills required in jobs involving building repairs and maintenance.

Target Group

- Field Technicians
- Building Maintenance Technicians
- Employees of Constructions Companies
- Interested Individuals

Program Intended Learning Outcomes

- At the end of the course, learners will be able to:
- Carryout masonry and plastering repairs.
- Carryout painting, decorating and carpentry repairs.
- Carryout plumbing repairs.
- Carryout tiling repairs.
- Carryout electrical repairs.
- Analyze the results from trouble shoot tests.

Training Duration

90 hours

Medium of Instruction

English

Course Outline

Maintenance and repair of building services
- Troubleshooting and repair Plumbing and Sanitary system.
- Troubleshooting and repair minor electrical work and appliance maintenance.
- Health and Safety.
- Pest control.
- Blueprint reading.
- Carpentry.

Maintenance, repair and rehabilitation of building Components (floors, ceilings, roof systems, walls and foundations)
- Determination of cracks and failures on building components.
- Repairing of walls (Plastering and Painting).
- Repairing of floors (Changing of Tiles and Floor Surfaces).
- Repairing of concrete structures.

Erecting and dismantling access equipment and working platforms
- Erection of from works and working platforms.
- Changing procedures of panel systems.
- Stripping sequence of platforms.

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 410

Back

Construction Site Technology and Supervisory

The course is designed to provide the technical information on building sites works, needed by people engaged on site supervision to maintain acceptable building standards and techniques.

In addition, the contents have been arranged to cover the basic site organization processes, which will help the participant to improve themselves.

Target Group

All those involved in the construction work, including clients, contractors, supervisors, and technician.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Identify contract and site documents.
- Apply the general site consideration in their works.
- Identify and test the material in the site.
- Use the knowledge of Erath works in the site.
- Apply concreting and reinforcing techniques in sites.
- Reinforce the safety precautions in the site.

Training Duration

72 hours

Medium of Instruction

English

Course Outline

- Site Documents
- Site Supervision
- Construction Site Safety
- Site Testing

Assessments

Assessment is by means of a short objective test given at the end of the course.

Certification

Upon successful completion of the course candidates will be awarded a certificate with pass mark of 50% or over.

Entry Requirements

Client is requested to provide the following items to each candidate:

- Safety Helmet
- Safety vest
- Safety Shoe

Course Fee

BD 530

Back

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AutoCAD - 3D Solid Modelling

This course is concerned with introducing the basic concepts and knowledge of 3D solid modelling that can be applied to various situations using the latest release of AutoCAD.

At the end of the course the learners will be able to develop complicated 3D models based on their area of specialization.

Target Group

- Mechanical Engineering Architecture, Civil Engineering
- Anyone who is interested in developing skills in this area

Program Intended Learning Outcomes

- Getting started
- Summary of 2D drawing
- Primitive solids
- Wire frame and solid models
- Extrude and revolve commands
- Pedit command
- Working with different viewports
- Boolean operations
- Global and user co-ordinate systems
- Sectioning and dividing
- Mirror, move and array in 3D
- Creating Library symbols
- Dimensioning, Xrefs
- Model and paper space viewports
- Plotting

Training Duration

60 hours

Medium of Instruction

English

Course Outline

The course will be of great benefit to professionals and draftsmen who are involved with working drawing in the following fields and have sufficient knowledge of 2D drawing on AutoCAD

Assessments

- Practical tests

Certification

A certificate of completion will be issued to a candidate who successfully fulfils all requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 460

Back

The course deals with the theoretical and practical aspects of surveying. It primarily provides the learners the basic surveying techniques in linear and height measurement and calculations.

Target Group

- Employees of the construction industry.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe linear measurement and levelling.
- Carry out practical linear measurement and levelling exercises.

Training Duration

96 hours

Medium of Instruction

English

Course Outline

- Basic Surveying Principles
- Linear Measurement
- Levelling
- Building Surveys
- Setting Out

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 430

Back

This course introduces learners with induction motors which are used extensively as electrical devices. It exposes them with the productivity of an industry that depends greatly on the efficient and reliable operation of motors.

Learners are equipped with the knowledge and skills of proper maintenance of electromechanical devices.

Target Group

Electrical fitters, technicians, foreman, and supervisors working in operation and maintenance, power plants and other establishments/departments using motors.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Explain the principle of operation of induction motors.
- Distinguish between cage-rotor and wound rotor motors in terms of construction, features, characteristics and applications.
- Carryout inspection and testing to identify short and open circuits in motors windings.
- Test for earth faults in motor windings.
- Review and evaluate motors performance in relation to manufacturer's recommendations.

Training Duration

20 hours

Medium of Instruction

English

Course Outline

- Principles of three-phase induction motors
- Induction motors
- Multi-speed motors
- Maintaining three-phase induction motors

Assessments:

- Quizzes
- Homework /Assignment
- Practical/Project Assessment
- Final Examination

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 230

Back

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Electrical Distribution Systems

Efficient planning of Electrical distribution system is necessary for the nation's economic growth. This course will familiarize the learners with the components of the distribution system and the way in which the system delivers power to end- customers. Descriptions of key system components including single and three phase lines as well as wye and delta lines are the emphasis of this course.

The course also addresses the ways in which distribution systems are designed to serve various types of customer loads.

Target Group

- Sub-station operators, Industry personnel who are working in the power engineering
- Technical personnel in the field of Electrical Engineering
- Electrical power engineering consultants
- Technicians, electricians and engineers

Program Intended Learning Outcomes

- At the end of the course, learners will be able to:

- Explain key components of the distribution system and the function of each component
- Describe different types of distribution lines and when and why each is used
- Describe the need for power factor correction
- Analyze how the distribution system is designed to balance reliability and cost
- Design distribution system for the choices of end customer

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Overview of the distribution system layout
- Distribution substations and lines (overhead and underground, single phase & three phase, wye and delta)
- Advantage and disadvantages of each distribution line
- Distribution transformers, winding connections, groups, and cooling
- Other distribution components (lightning arrestors, circuit breakers, relays, capacitor banks, and fuses)
- Underground distribution system and its components
- How systems are designed to balance cost and reliability objectives

Assessments

- Quizzes
- Homework /Assignment
- Practical/Project Assessment
- Final Examination

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 460

Back

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Transformer Testing and Maintenance

This course covers the theory, operation, maintenance and testing of power transformers and auxiliary equipment. Learners will acquire an in-depth knowledge and skills on testing techniques applicable in transformers used in commercial and industrial power distribution systems. They are also given opportunity to perform routine oil test and other major tests on electrical equipment.

Target Group

- Electricians
- Technicians

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Explain the basic operation of a transformer
- Discuss turns ratios
- Calculate terminal voltage and current
- Discuss terminal markings and various single phase and three phase wiring schemes (WYE vs DELTA).
- Perform a polarity test on a potential transformer
- Discuss the electrical testing performed on transformers such as insulation resistance testing, excitation and power factor testing
- Conduct various tests on insulating oil

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Transformer Principles
- Vector Diagrams
- Transformer Classifications
- Transformer Construction
- Cooling
- Tap Changers
- Transformer Connections
- Transformer Maintenance
- Transformers and Relaying

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee
BD 345

Back

Electrical Maintenance II (Transformer and AC Circuits)

This course is aimed at providing the learners with the knowledge and skills of the proper maintenance of any electrical system, an important activity needed in ensuring reliable supply.

Learners will have an opportunity to understand the technical personnel's responsibility in terms of operation, characteristics, and maintenance for the system upkeep.

Target Group

Electrical technicians and supervisors employed in operation and maintenance departments of electricity, industry and power station.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Calculate and represents various electrical quantities graphically and mathematically.
- Connect, explain and control resistance, capacitance, and inductance in AC circuits.
- Measure power in three-phase circuits.
- Find transformer losses and calculate efficiency.
- Use instrument transformer.
- Carry out regular maintenance, inspection, and testing of transformers.

Training Duration

32 hours

Medium of Instruction

English

Course Outline

- Principles of alternating current
- Inductance and inductive reactance
- Capacitive, capacitive reactance, and impedance
- Power and energy in AC circuits
- Three-phase circuits
- Principles of transformers
- Transformers applications
- Maintaining transformers

Assessments

- Quizzes
- Homework /Assignment
- Practical/Project Assessment
- Final Examination

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 295

Back

This course provides the learners with practical skills and knowledge of the domestic electrical installations, and allow them to enter the Electrical & Water Authority test for electrical installation license.

Target Group

- High School Graduate "Technical Electrical Discipline "
- Employees from electrical contracting companies.
- Interested individuals.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Set for the electrical & water authority test for electrical installation license.
- Understand safety in electrical wiring.
- Draw the electrical installation charts.
- Execute domestic electrical installations.
- Test and repair electrical installations.

Training Duration

100 hours

Medium of Instruction

English

Course Outline

- Introduction.
- Safety.
- Electricity.
- Regulation for electrical installations.
- Electric circuits.
- Conduit and trunking.
- Lighting circuits and testing.
- Fault current protections.
- Power circuit

Assessments

Two assessments will be done in the mid and end of the course.

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Technical secondary school certificate
- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photos

Course Fee

BD 500

Back

Hydraulics and Pneumatics

This course provides the learners with a comprehensive knowledge and practical applications of the principles and operation of hydraulic and pneumatic machinery.

Target Group

- Technicians.
- Interested individuals.

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Discuss the principles of hydraulic and pneumatic systems.
- Evaluate hydraulic and pneumatic systems.
- Inspect, test, and maintain pressurized fluid system.
- Use electrical control devices.

Training Duration

20 hours

Medium of Instruction

English

Course Outline

- Difference between hydraulics and pneumatics
- Safety aspects
- General construction of pneumatic systems
- Pneumatic Directional Control Valves
- Pneumatic flow and pressure control valves
- Drawing Pneumatic circuits
- Simulation and application of pneumatic circuits
- General construction of hydraulic systems
- Hydraulic Directional Control Valves
- Hydraulic flow and pressure control valves
- Drawing hydraulic circuits
- Simulation and application of hydraulic circuits

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee
BD 460

Back

PLC Commissioning, Programming, and Troubleshooting

PLCs in the past have differed widely in their programming and hardware structure. However, there has been a rapid convergence today between different systems from the different manufacturers.

This course deals with PLC as a tool in automation and process control with an emphasis on the different techniques and approaches. It also focuses on the PLC fundamentals including instructions set and the hardware requirements.

Target Group

- Maintenance or plant engineering services personnel
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Analyze the structure of PLC
- Use programming software
- Design a PLC system
- Configure and install a PLC system
- Apply automation techniques

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- Introduction
- Fundamentals of PLCs
- Programming Techniques
- Installation Practice
- Data Communication
- Operator Interface
- High Security PLC System
- Problem Isolation, Troubleshooting, and Maintenance

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee
BD 285

Back

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This course is designed to prepare learners to deal with the hardware and software programming required in industrial automation. In particular, learners will have the opportunity to enhance their skills in the area of PLC maintenance and automation.

Target Group

- Electricians
- Technicians
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Carry out maintenance of Siemens PLC based automation system and programmers.
- Apply risk management approaches in solving problems related to the automation system.

Training Duration

30 hours

Medium of Instruction

English

Course Outline

- Basics of electronics
- Introduction to PLC
- PLC hardware and networking
- Programming PLC using Step7 software

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 285

Back

Water Analysis

This course introduces the principles and practice of Instrumentation and Control in process industries. It provides learners with an understanding of the techniques used in industrial process control and enable them to predict controller settings and make adjustments to achieve stability in a control system. It deals with instrumentation system's terminology, the components that make up a system, how instrumentation systems and controllers are applied in process control schemes.

Target Group

- Technicians
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Describe the components of instrumentation and control systems.
- Explain the concepts of signal conditioning and standard signal ranges.
- Describe the signal transmission methods and their characteristics.
- Apply control actions and controller tuning techniques.
- Illustrate piping and Instrumentation diagrams.
- Discuss control valve and their characteristics.

Training Duration

80 hours

Medium of Instruction

English

Course Outline

- System terminology
- Displacement Signal transmission methods
- Standard signal ranges and their characteristics

- Signal conditioners and their concepts
- Process control terminology
- Proportional with derivative and controller tuning techniques using hardware and software(MATLAB)
- Piping and Instrumentation Diagrams
- Control valves and their characteristics

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee
BD 575

Back

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Plant Propagation Techniques

The course is designed to develop the skills of the learners in propagating plants through the use of different propagation techniques. It provides an opportunity for learners to appreciate and experience horticulture activity.

Target Group

- Housewives
- Employees
- Interested Individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Use propagation techniques in growing plants
- Grow plants

Training Duration

15 hours

Medium of Instruction

English

Course Outline

- Introduction on the concept of plant propagation
- Sexual Propagation
- Asexual Propagation
- Marcotting
- Grafting

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 100

Back

Urban Gardening

The training course deals with the importance of organic agriculture and its application to urban gardening. It will equip the learners with the basic knowledge and skills in organic practices needed to grow vegetables at home.

Target Group

- Housewives
- Employees
- Interested Individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Discuss the importance of organic agriculture
- Demonstrate the steps in making organic fertilizers
- Produce organic fertilizers

Training Duration

15 hours

Medium of Instruction

English

Course Outline

- Principles and importance of organic agriculture
- Concept of urban gardening
- Natural Farming Technology System (NFTS)

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 100

Back

This course covers the theory, operation, maintenance and testing of power transformers and auxiliary equipment. Learners will acquire an in-depth knowledge and skills on testing techniques applicable in transformers used in commercial and industrial power distribution systems. They are also given opportunity to perform routine oil test and other major tests on electrical equipment.

Target Group

- Electricians
- Technicians

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Explain the basic operation of a transformer
- Discuss turns ratios
- Calculate terminal voltage and current
- Discuss terminal markings and various single phase and three phase wiring schemes (WYE vs DELTA).
- Perform a polarity test on a potential transformer
- Discuss the electrical testing performed on transformers such as insulation resistance testing, excitation and power factor testing
- Conduct various tests on insulating oil

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Transformer Principles
- Vector Diagrams
- Transformer Classifications
- Transformer Construction
- Cooling
- Tap Changers
- Transformer Connections
- Transformer Maintenance
- Transformers and Relaying

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee
BD 345

Back

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Organic Pesticides and Concoction

Learning the botanical pesticides that can easily be prepared at home will limit the use of hazardous chemicals. Through this training course, learners will be trained how to use concoctions to form organic fertilizers. The course also features topics on organic pesticides, pest attacking plants, and organic ingredients.

Target Group

- Housewives
- Employees
- Interested Individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Examine different botanical pesticides and organic concoctions
- Prepare pesticides and concoctions
- Grow plants at home
- Produce products

Training Duration

15 hours

Medium of Instruction

English

Course Outline

- Botanical pesticides
- NFTS
- Demonstration and Workshop

Assessments

- Practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the programme.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 100

Back

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Oral Communication Skills in English

The course is designed to enhance the learners' communicative competence. In particular, it deals with the enhancement of skills on sound production, language vocabulary, appropriate language use and responses, interpretation of context, and repair of communication breakdown. It provides opportunities for learners to practice their communication skills in different communication settings.

Target Group

- Secondary or university students
- Professionals
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Demonstrate ability to use and interpret non-verbal cues in communication
- Use different communication styles across cultures and audiences
- Demonstrate speaking ability in various communication situations
- Employ techniques in dealing with communication apprehension

Training Duration
30 hours

Medium of Instruction

English

Course Outline

- Self-assessment
- Elements of communication
- What speakers do
- Communication styles
- How conversation works
- Skills of enquiry
- Skills of persuasion
- Assertiveness
- Creativity in communication
- Communicating on your feet/Facilitation skills
- Communicating in group

- Listening and interviewing
- Successful telephoning
- Networking
- Making presentations
- Networking

Assessments

- Performance-based assessments

Certification

A candidate who successfully fulfills all the requirements of the course shall receive a certificate of completion.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee
BD 130

Back

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Report Writing

The Course introduces the learners with the principles of report writing including types, functions, and components of good reports. It provides them the opportunity to practice their skills in preparing and editing reports..

Target Group

- Employees of private or public sectors
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Apply the elements of structure and style in developing technical report.
- Write different types of reports.
- Proofread and edit reports.

Training Duration

40 hours

Medium of Instruction

English

Course Outline

- Introduction to report writing
- Format and structure
- The writing process
- Note taking: summarizing quoting, and paraphrasing
- Writing effective paragraphs
- Proofreading and editing

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 170

Back

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English for Cabin Crew

The English cabin Crew course provides an opportunity for people working in the aviation industry to improve their spoken and written, communication skills. This course also aims to build the learners' confidence in using the English language in the workplace.

Target Group

- People working in the aviation industry

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Use vocabulary and expressions related to aviation.
- Analyze information from reading passages and spoken conversation.
- Communicate effectively in oral and written form.

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Checking and clarifying
- Polite requests
- Formal and informal language
- Comfort expressions
- Offering a choice
- Apologizing
- Giving instructions to crew
- Talking about past: Linking words
- Reporting instructions
- Talking about time
- Expressing obligations
- Word order in multi-word verbs
- Making a recommendation

Assessments

- Written and practical assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 230

Back

General English 1

The course is focused on improving the communication skills of the learners. It aims for learners to become basic users of English. It provides them the opportunity to learn the rudiments of grammar and structure and apply skills in reading, writing, listening, and speaking.

Target Group

- High School Graduate
- Interested Individuals

Program Intended Learning Outcomes

- Use appropriate vocabulary and other expressions in writing and speaking
- Use strategies in reading
- Compose varied pieces of writing
- Express ideas clearly using appropriate vocabulary and sentence structure
- Interact with other learners using the English language
- Observe mechanics and appropriate style in writing
- Listen and comprehend recorded conversations
- Use appropriate body language during conversation or oral presentation

Training Duration

80 hours

Medium of Instruction

English

Course Outline

- Vocabulary Development: Adjectives, Places in a city, Cities and Places, Adjectives, Collocations, Jobs and places at work, Verbs connected with water, Types of films, Leisure, activities and sports, Holiday phrases, Types of Food, Useful phrases, Giving reasons, Money, Asking and giving opinions, Taking long turns
- Reading: Skimming and scanning, Understanding the main point, Specific information, Making deductions,
- Grammar: Tense, Linkers, Question words, Adverbs, Pronouns, Articles, Comparatives and superlatives, Verbs

- Listening: Understanding context, Specific information, Identifying the speaker, Large numbers, Predictions, Making notes
- Speaking: Fluency practice, Discussion, Monologue, Speculating, Describing
- Pronunciation: Contractions, schwa, word stress, showing interest, Weak and strong vowels, Intonation, Linked sound
- Writing: Ordering information, Key vocabulary
- Study Skills: Parts of speech, Word formation, Vocabulary classroom objects, Types of mistakes, Making notes, Exam skills

Assessments

- Written and Performance-Based Assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size phot

Course Fee

BD 295

Back

General English 2

The course is designed to meet the needs of learners who would like to progress to further education in universities or gain employment in local or international companies. In particular, it aims to develop the language skills of trainees to become independent users of English. They are expected to confidently express themselves in oral or written communication.

Target Group

- High School Graduate
- Interested Individuals

Program Intended Learning Outcomes

- Evaluate a piece of writing
- Use appropriate vocabulary and expressions in delivering oral piece or in composing various forms of writing
- Use the correct mechanics and appropriate style in written outputs
- Deliver short presentation confidently
- Use English in various situations
- Use note taking skills by listening to recorded conversations

Training Duration

80 hours

Medium of Instruction

English

Course Outline

- Vocabulary Development: Words with different meanings, Reporting verbs, Adjectives, Nouns and Verbs, Justifying choices, Negative adjectives, Personality adjectives, Language, Advertising, Design adjectives
- Reading: Scanning, Skimming, Inferring, Understanding the main idea, Prediction, Text organization, Inferring, Summarizing, Identifying the topic sentence
- Grammar: Present simple, Linkers, Tense, Relative pronouns, articles, Comparatives, Expressions of quantities, Modals, Verb patters, Phrasal verbs, Question forms, Conditions, Clauses

- Listening: Specific Information, Identifying speakers, Interview, Identifying ideas
- Study Skills: Editing, Writing, Critical thinking, Making notes, Association, organizing words, organizing ideas, Proofreading, Register, Recording new vocabulary, Summarizing
- Speaking: Accuracy and Fluency, Discussion, Justifying Opinion, Explaining, Comparing and Contrasting, Problem solving
- Pronunciation: Pausing and emphatic stress, word stress, Weak forms, Stress and Rhythm, Contractions
- Writing: Reference words, Sentence structure, Ordering information, Planning, Avoiding repetition

Assessments

- Written and Performance-Based Assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size phot

Course Fee

BD 295

Back

The course engages learners with a variety of language tasks at higher-level skills for them to become proficient users of English. It provides opportunities for intensive practice on the use of the English language.

Target Group

- High School Graduate
- Interested Individuals

Program Intended Learning Outcomes

- Evaluate complex pieces of reading materials
- Use appropriate writing style
- Produce texts with a wide range of subject matters
- Deliver presentation with the use of multimedia
- Use effective verbal and non-verbal cues during oral presentation
- Use correct grammar elements in oral and written outputs
- Express ideas fluently
- Use the English language effectively for various purposes

Training Duration
80 hours

Medium of Instruction

English

Course Outline

- Vocabulary Development: Phrasal verbs, Collocations, Outlining problems, offering solutions, and reacting to suggestions, Definitions, Adverbs, Agreeing and disagreeing, Formal expressions, Medical terms, Dependent prepositions, Discussing implications, Making recommendations, Transport, Safety pressures, Phrasal verbs, Comparison and contrast, Vocabulary from the text, Globalization, Suffixes, Abbreviations, Stating requirements, Hypothetical ideas, Idiomatic verbs, Signaling language
- Reading: Gap fill, Specific information, Scanning and skimming, Understanding the main idea, Ordering information, Inferring meaning

- Grammar: Tense, Indirect questions, Quantifiers, Articles, Passive, Clauses, Complex sentences, Reported speech, Conditions, Cohesion, Complex noun phrases
- Listening: Specific information, Understanding the main idea, Ordering ideas
- Speaking: Discussing and justifying, Consequences, Speculating, Monologue, Explaining your point, Monologue, Developing arguments, Explaining
- Pronunciation: Stressed syllables, Word stress,
- Writing: Understanding essay questions, Introductions, Types of graphs, Understanding the data, Avoiding repetition, Summary, Analyzing question, Essay structure, Opening paragraph, Planning, Essay
- Study Skills: Note taking, Identifying fact and opinion, Paraphrasing, Expanding vocabulary, Summarizing, Register and style

Assessments

- Written and Performance-Based Assessments

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size phot

Course Fee
BD 295

Back

Numeracy Skills Level 1

This course covers the application of straightforward numerical skills in personal, workplace, social, and educational situations. It focuses on numerical calculations, measuring, understanding and producing graphs, tables, charts, and diagrams.

At this level, learners are given the opportunity to use numerical skills, read scales, interpret and communicate straightforward information graphically in everyday context.

Target Group

- Job seekers
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Perform numerical calculations using appropriate arithmetic methods
- Measure and estimate quantities using appropriate instruments
- Use visual methods to extract, communicate, and interpret information

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Numerical calculations: Whole numbers, decimals, percentages, fractions, ratios, rounding, BODMAS rule, simple algebra
- Measuring: Units of measurement, length, mass, angle, area, volume
- Extracting and communicating graphical information: Tables, charts, graphs, diagrams

Assessments

- Two written tests (30% each)
- Final Exam (40%)

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

BD 288

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Numeracy Skills Level 2

This course covers the application of numerical skills in personal, workplace, social, and educational situations. It emphasizes the use of number skills, graphs, tables, charts, and diagrams.

Target Group

- Job seekers
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Apply moderate arithmetic calculations to a range of numerical forms
- Describe and process data using statistical methods
- Use graphical and visual methods to extract, communicate and interpret data

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Moderate numerical calculations: Whole numbers, decimals, percentages, fractions, ratios, powers, scientific notation, rounding, BODMAS rule, algebra and substitution
- Statistics: Types of data, measures of central tendency
- Extracting and communicating more graphical information: Frequency tables, histogram, charts, graphs, diagrams

Assessments

- Two written tests (30% each)
- Final Exam (40%)

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

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Numeracy Skills Level 3

This course deals with a wide range of numerical or statistical tools and complex graphical forms for personal, workplace, or educational use. Learners will have the opportunity to have a deeper understanding of graphs, tables, charts, and diagrams and apply numeracy skills in various situations.

Target Group

- Job seekers
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Use arithmetic and algebraic methods to solve advanced problems.
- Apply Statistical techniques to collect, present, analyze, and interpret data.
- Use graphical methods to analyze relationships.

Training Duration

60 hours

Medium of Instruction

English

Course Outline

- Advanced Calculations: Whole numbers, decimals, percentages, functions, ratios, powers, roots, scientific notation, rounding, BODMAS rule, algebra, substitution, solving linear equations, transposition.
- Statistics: Types of data, measures of central tendency, range, standard deviation.

- Graphical methods: Graphing linear and non-linear equations, applications.

Assessments

- Two written tests (30% each).
- Final Exam (40%)

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo

Course Fee

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This course provides the learners a thorough understanding of the functions of SPSS and prepares them to carry out a variety of statistical analyses and reports.

Target Group

- Researchers
- Vocational and university students
- Interested individuals

Program Intended Learning Outcomes

At the end of the course, learners will be able to:

- Enter and manipulate data in SPSS
- Use statistical analysis in testing relationship
- Apply statistical analysis in testing the difference between variables
- Carry out regression analysis
- Generate statistical reports

Training Duration

20 hours

Medium of Instruction

English

Course Outline

- Data entry, editing, and reporting
- Independent and paired – sample T Test
- Correlations
- Simple, multiple, and polynomial regression
- Chi-square test
- Analysis of variance

Assessments

- Formative
- Summative
- Assignment

Certification

A certificate of completion will be issued to a candidate who successfully fulfills all the requirements of the course.

Entry Requirements

- Passport (original and photocopy)
- CPR (original and photocopy)
- 2 recent passport-size photo
- Background in Statistics

Course Fee

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