Continuing Education & Community Services

Training Programs

Table Of Content

WHO WE ARE?

About CSCE – AAST:

It is a leading service center; training and educational consultations for the development of community members and institutions where it offers quality and professional activities in training and education to enhance the role of the Academy in serving the community and to provide continuing education for all its members.

Vision & Mission:

SCEC seeks social participation to raise the various competencies required by the labor market by opening professional diplomas and accredited courses at the lowest prices and highest qualifications with the granting of an internationally accredited and recognized certificate in all Arab countries.

Our Core Values:

It seeks to excel in educational programs, education, professional and administrative skills, engineering and linguistics for all ages in all segments of society, from integration into the labor market and promotion in the manner that you want in competition in the local and regional labor markets.

Supply Chain & Logistics

Planning is everything . The plan is nothing
- Dwight D. Eisenhower-

Supply Chain and Logistics

Description:

Graduates get the hands-on skills and knowledge needed to manage, organize, and run supply chain functions. From logistics to procurement, knowledge management to global sourcing, students cover all aspects of the supply chain management field, being challenged to apply theory to the practical workplace. CSCE in ASTMT offering the following professional diplomas and courses supply chain and logistics field:

- **Advanced Supply Chain and Logistics Professional Diploma**
- **Marketing and Logistics Professional Diploma**
- **Professional Diploma in Logistics**
- **Supply Chain Management Professional**
- **Certified Professional Purchasing**
- **Production Planning and Inventory Control**
- **Certificate in Procurement and Supply Operations**
- **Import and Export Management Professionals**
- **Forecasting and Demand Planning**
- **Retail Management**

Supply Chain & Logistics

Advanced Supply Chain and Logistics Professional Diploma:

Program content:

Advanced Supply Chain	Logistics	Procurement	Customer Relations Management	Introduction to Quality
• Introduction. •The nature of the work of supply chains and their importance to the organization •The Main axes of Supply Chain Management •Performance Indicators • Fundamentals of Quality Management for Organizations •Supply chain strategy or design •Supply chain planning •Supply chain operation •Supply Chain Drivers and Metrics •Designing the Distribution Network in a Supply Chain	• Introduction. •Fundamentals of Logistics Management methods and how to activate them	SECTION 1: Evolution of the purchasing function Transactional vs Strategic purchasing Category management Purchasing digitalization The pathway to Purchasing excellence SECTION2: Purchasing Strategy Purchasing mission, vision and core values. Purchasing situational analysis: VCAP, PESTEL, Porter 5 forces, and Portfolio analysis Purchasing SWOT analysis Purchasing Strategy Map SECTION3: Purchasing Performance management Purchasing Policy and Procedures. Purchasing Key Performance Indicators (KPI's). Purchasing Key Risk Indicators (KRI's). Purchasing Balanced Scorecard	• Introduction. • Understanding CRM. • Understanding Relationships. • Managing the customer lifecycle-customer acquisition. • Managing the customer lifecycle-customer retention. • Customer portfolio management. • How to deliver customer-experienced value. • Managing customer experience. • Sales Force automation. • Marketing automation. • Service automation. • Developing & managing customer-related databases. • Implementing CRM.	• Introduction. •History of Quality Definitions of Quality •The Garvin Model of Quality •Perspectives in the Value Chain • Quality as a Competitive Advantage • Quality and Costs • Quality and profitability • Quality in Organizations • Quality in Manufacturing Systems •Quality in Services

Marketing and Logistics Professional Diploma:

Program content:

Module One: Logistics	Module two: Marketing
Introduction to logistics	Introduction to Marketing
Distribution & logistics	Understanding Marketing Philosophies
The concept, functions and tasks of the consumer services.	Strategies and dealing with competition
Managing customer services. The relation between supply chain, logistics and Purchasing.	Principles of digital marketing
- Managing transport & supplies	

Supply Chain Management Professional:

Program content:

▪ Introduction to Supply Chain Management	▪ Success and Failure Stories due to Supply Chain
▪ Introduction to Logistics	▪ Supply Chain Strategic Fit
▪ Comparison between Logistics and Supply Chain Management.	▪ Supply Chain Drivers
▪ Importance of Supply Chain Management	▪ Designing the distribution network

Certified Professional Purchasing:

Program Content:

Introduction to purchasing procurement planning.	*Supply requisition sources.*
Purchase methods.	*Procurement and strategy development.*
Negotiation strategies.	*Purchase management*
Contracts.	

Professional Diploma in Logistics:

Program Content:

- Introduction to logistics and logistics management.	*- Monitoring customer satisfaction.*	*- Organization and management of logistics.*
- Distribution and logistics.	*- Monitoring customer satisfaction.*	*- The nature of the work of supply chains and their importance to the organization*
- Development of logistics management.	*- Managing transport.*	*-The Main axes of Supply Chain Management*
- The concept, functions and tasks of the consumer services.	*- Managing supplies.*	*- Performance Indicators*
- Building cu-Introductory considerations of the role and value of marketing logistics stomper satisfaction.	*- Managing warehousing.*	*- The relation between supply chain, logistics and Purchasing*
- Building customer satisfaction.	*- Logistics information systems.*	

Production Planning and Inventory Control:

Program Content:

1. The Nature of Inventory Chapter	10. Obsolete Inventory Chapter
2. Inventory	11. Product Development Chapter
3. Inventory Policies Chapter	12. Inventory Record Accuracy Chapter
4. Materials Planning and Forecasting Chapter	13. Inventory Counting and Reconciliation Chapter
5. Purchasing Activities Chapter	14. The Supply Chain Chapter
6. Inventory Receiving Chapter	15. Warehousing Efficiencies Chapter
7. Putaway and Picking Chapter	16. Warehouse Storage Systems Chapter
8. Impact of Production on Inventory Chapter	17. The Warehouse Layout Chapter
9. Inventory Shipping Chapter	18. Inventory Measurements Production management

Certificate in Procurement and Supply Operations:

Program Content:

Introduction and overview of logistics and supply chain management Basics of forecasting methods and estimates	Inventory Management
Production planning and control	Fundamentals of transportation and multimedia systems
Production scheduling	Basics of purchasing and administration management
Material requirements planning	Distribution management
Manufacturing resource planning	Quality management and supply chain management
Enterprise resource planning	

Import and Export Management Professionals:

Program Content:

Incoterms (International Commercial Terms for delivery):	Marine Insurance fundamentals and clauses
Payment Methods in International Trade	Customs Clearance procedures and documentations
International Transport	

Forecasting and Demand Planning:

Program Content:

Part one: The Demand Forecasting Function in the Supply Chain	Part IV – Forecasting with Exponential Smoothing Models
Part II - Framing the Demand Forecasting Function	Part V – Measuring Forecast Accuracy
Part III - How to Use Components of a Time Series	

Retail Management:

Program Content:

• Introduction to Retailing	• Decisions related to Retail People
• Types of Retail	• Decisions related to Retail
• The Role of Retail in Value Creation • Channel Integration in Retail	• Customer Relationship Management
• Decisions related to Retail Marketing	• Decisions related to Retail Pricing
• Decisions related to Retail Location	• Decisions related to Retail Operation
• Decisions related to Retail Physical Layout	• Decisions related to Retail Finance
• Decisions related to Retail supply chain management	• Decisions related to Retail Technology

Business Administration

Coming together is a beginning keeping together is progress; working together is success
- Henry Ford-

Business administration diploma:

Description:

The general objective of the Business Administration program is to provide students with tools to be professional employees and future managers. The program exposes the student to information, concepts, theories, applications, research findings, case studies, and models related to business functions and management functions. This exposure develops the student's analytical, decision making, technical, human, and conceptual skills, thus enabling him/her to professionally manage his/her job, people, organizational units, and the organization as a whole.

Program Content:

1-Strategic Management Duration:	2-Human Resources Management Duration:	3-Marketing :	4-Supply Chain Management Duration:	5-Finance & Accounting
• Introduction to strategic Management • Basic concepts of strategic management • Future vision and mission • Assessment of the external environment • Assessment of the internal environment • Long-term goals • Types of strategies • Analysis of available	• The concepts of human resource management • Different role for HRM • HR and authority • Changing roles of HR management • HRM meeting challenges today • New trends in human resource management • HR as strategic partner • The HR manager's new proficiencies • How to conduct an effective selection interview • Organizational performance • Outcomes from effective performance management • Performance management process • Performance management framework • Performance appraisal • Objectives of performance appraisals • Performance appraisal process • How does the appraisal interview work? • Performance appraisal & development interview	• Introduction to Marketing • Basic Marketing Concepts • Developing a Marketing Plan • Marketing Management • Marketing mix • Product Strategy • Price Strategy • Distribution Channels • Marketing Communications • Marketing Strategy • Dealing with Competition	• Introduction to Logistics • Introduction to Supply Chain Management • Comparison between Logistics and Supply Chain Management • Importance of Supply Chain Management • Success and Failure Stories due to Supply Chain • Supply Chain Strategic Fit • Supply Chain Drivers • Designing the distribution network • Transportation and Logistics	➢ Finance: • Define finance and kinds of financial decisions. • The dimensions of financial performance analysis. • The criteria of sound financial ratios analysis. • The application of financial analysis on real world. ➢ Accounting The module focuses on the key areas of accounting; the following aims of the course: • Explain the role of accounting as an information system. • Preparation the basic financial reports.

Human Resource Management

Certified Professional Human Resource Management Diploma – CPHRMD

Description:

The objectives of human resources management are summarized in Three main objectives:

- Social goals: You employ community members to suit their capabilities and qualifications.

- Job objectives: where you pay attention to the flow of manpower for the facility, and work to take full advantage of it.

- Organizational goals: This is by having a link between the Human Resources Department and other departments in the facility.

Program content:

PART ONE | INTRODUCTION	PART TWO | RECRUITMENT AND SELECTION	PART THREE | TRAINING AND DEVELOPMEN	PART FOUR | COMPENSATION & BENEFITS	PART FIVE | Egyptian Labor Law & Personnel
1. Introduction to Human Resource Management. 2. Strategic HRM & Change Management. 3. The Manager's Role in Strategic Human Resource Management.	4. Conducting Job Analysis & Job Description. 5. HR Planning & Forecasting. 6. Recruitment and Selection processes. 7. Candidates Testing & Interviewing.	8. Difference between Training & Development. 9. Performance Management Cycle. 10. Career and Talent Management. 11. Competency Based HR.	12. Different types of compensation. 13. Factors affecting Strategic Pay Plans. 14. Traditional Bases for Pay. 15. Incentive Pay Plans. 16. Building Market competitive compensation system	17. Egyptian Labor Law. 18. Personnel procedures. 19. Social Insurance procedures 20. HR Audit.

HR Workshops

Wages and salaries	Advanced Performance Management	KPIs Implementation
1. How to build a Salary Structure? 2. How to apply annual increases on salary structure? 3. How to calculate salary taxes? 4. The new calculation of Social Insurance according to the new Social Insurance law. 5. Regulations for salary deductions in the Labor Law	1. Explain the steps of implementing a "Performance Management System" on Organizational Level. 2. Illustrate the key responsibilities of the HR Business Partner in supporting the PMS implementation. 3. Identify the different levels of org. performance. 4. Get introduced to different PM Systems (Balanced Score Cards – KPIs – Behavioral Anchored Rating Scale – MBO – Competency Based PM). 5. Integrate Business Performance on organizational level with job performance on departmental & individual level by practicing Objectives Cascading. 6. Outline Employee Goal Setting Techniques and choose Performance Standards. 7. Plan Performance on individual level considering different levels of "Job Performance.	1. Explain the Performance Management System functions. 2. Get introduced to the PMS tools. 3. Estimate the value added by KPIs as a PMS tool. 4. Differentiate between Metrics & KPIs. 5. Identify the difference between objectives, KPIs, and initiatives. 6. List the main processes for the KPI based PMS. 7. Design a well-structured KPI selection process. 8. Recognize useful KPI selection sources. 9. Deploy KPI selection techniques. 10. Identify a standard criterion for KPI selection. 11. Evaluate different approaches to align KPIs within the Organization. 12. Cascade KPIs from Organizational Level to Departmental level. 13. Practice KPIs Documentation using standard template. 14. Apply KPIs Activation Techniques. 15. Outline the "Target Setting" Process for KPIs. 16. Address challenges related to KPIs data gathering & reporting. 17. Discuss Data visualization guidelines.

APPLIED HUMAN RESOURCE

Authority Matrix Workshop	Human Resources Policies and Procedures Development Workshop	How to set-up an Assessment Center Workshop	*Workplace Investigations Workshop*	Human Resources Business Intelligence Workshop
1.Define Responsibility Charting 2.Explain the Responsibility Charting Theory. 3.Diagnose the need for Responsibility Charting. 4. Recognize RACI terminology & authority impact. 5. Apply a 5-step process for RACI Charting. 6.Develop the Pre-RACI Action List. 7.Create a project RACI chart. 8.Carry on Post–RACI vertical & horizontal analysis to ensure chart effectiveness.	1. Understand the difference between the "Policy" & "Procedure" 2. Learn the main characteristics of writing "professional" policies & procedures. 3. Develop a complete outline of the needed components for writing a "Policy" & a "Procedure" 4. Practice writing different HR Policies for (Employment, Attendance, Training, Performance, etc.) 5. Create HR Policy Manuals / Employee Handbooks / SOPs 6. Demonstrate the announcement procedure for a newly developed policy	1. Define "Assessment Centers". 2. Determine the main features of an Assessment Center. 3. Design an Assessment Center applying a set of principles. 4. Relate the use of "Assessment Centers" in different HR functions. 5. Explain the Behavioral Dimensions related to Assessment Centers Setup. 6. Differentiate between "Assessment Centers" & "Development Centers". 7. Make use of a "Model" for Assessment Exercises preparation. 8. Examine different types of Assessment exercises. 9. Evaluate the role of Individual Assessor 10. Identify the processes carried on by the Group of Assessors. 11. Discover what makes a Good Assessor. 12. Provide feedback of Assessment Centers Results. 13. Discuss the variety of validity evidence related to Assessment Centers. 14. Criticize Assessment Centers. 15. Apply Guidelines and ethical considerations for Assessment Centers operations. 16. Link the Assessment Centers with the Business Strategy.	1. Define "work-place" investigations. 2. Outline effective investigation techniques. 3. Apply Egyptian Labor Law regulations to work-place investigations. 4. Administer the steps to follow in preliminary investigations related to misconduct. 5. Apply a "Basic Standard Model" for conducting investigations. 6. Practice the 5 W's for smart collection of incidents' facts. 7. Identify the role of the line Manager in investigations. 8. Arrange for investigations interviews. 9. Document witness statement. 10. Evaluate the Information & Evidence collected during investigations. 11. Discover various possibilities for investigations closures. 12. Make use of appropriate methodology for preparing investigations' reports. 13. Acquire a strategy for communicating investigation results. 14. Establish "Basic Approach" for monitoring internal investigation procedure quality assurance.	Define Analytics; identify their different types and gradual stages. Discover the evolution of human capital metrics and develop HR Metrics in different HR fields. Comprehend the five steps of Analytics formulation in HR. Make use of a value chain Model to decide on what to measure by HR Analytics. Recognize the concepts of Business Analytics & Business Intelligence. Differentiate between Analytics, BA, and BI. Apply the cycle of BI Analysis, discovering the tools used in different BI phases Examine a predictive management model driven by Human Capital Analytics

HUMAN RESOURCES MANAGEMENT

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HR Professional Level – PHRi:

Course Content :

Module 1 Talent Acquisition:	Module 2: HR Administration & Shared Services:	Module 3: Talent Management & Development:	Module 4: Compensation, Benefits & Work Experience	Module 5: Employee Relations & Risk Management	Module 6: HR Information Management
1. Job Analysis & Design 2. Workforce Planning 3. Workforce Recruitment 4. Workforce Selection 5. Review	1. HR & Organization (Part 1) 2. HR & Organization (Part 2) 3. Employee Life Cycle 4. Employee Attendance 5. HR Documents & Records 6. Review	1. Performance Management 2. Employee Training 3. Employee 4. Talent Management 5. Review	1. Total rewards (Part 1) 2. Total rewards (Part 2) 3. Incentive Programs 4. Employee value preposition. 5. Review Session	1. Employee Relations 2. Employee Policies 3. Employee Safety & Health 4. Review Session.	1. HR Technology & Business Processes (Part 1) 2. HR Technology & Business Processes (Part 2) 3. Information Privacy & Security 4. Review

Strategic Management:

Description:

The course emphasizes the value and process of strategic management. In addition to familiarizing students with new subject matter, students are expected to integrate and apply their prior learning to strategic decision making in organizations. The Strategic Management course is designed to explore an organization's vision, mission, examine principles, techniques and models of organizational and environmental analysis, discuss the theory and practice of strategy formulation and implementation such as corporate governance and business ethics for the development of effective strategic leadership.

Program content:

• Introduction to strategic Management	• Assessment of the internal environment
• Basic concepts of strategic management	• Long-term goals
• Future vision and mission	• Types of strategies
• Assessment of the external environment	• Analysis of available

Media Planning & Advertising

Stopping advertising to save money is like stopping your watch to save time
- Henry Ford -

Whoever controls the media , controls the mind
- Jim Morrison -

E-Advertising:

Social media platforms are driven by digital advertising. As a result, social media advertising is affordable and can be purchased at almost any budget. Targeting options in social media advertising are also sophisticated. It is possible to tailor ads around a user's behaviors (e.g., likes, posts and clicks). This course unpacks small business use cases of Facebook, Instagram, Google, LinkedIn and Tiktok advertising. From basic campaigns, to advanced techniques including lookalike modeling and audience retargeting, this course shows how to effectively advertise on five major social media platforms.

Program outline:

• Introduction to online Advertising	• Google Advertising
• Media planning	• Tiktok Advertising
• Facebook & Instagram Advertising	• LinkedIn Advertising
• Project : create a media plan with targeting for assigned project score is out of 100	

Sales & Marketing

A best – seller is the golden touch of mediocre talent
- Cyril Connolly -

The marketers are always creating relationships. Relationships with customers , brands and others marketers.
- Kurt Uhlir-
-

If your Business is not on the internet, then your business will be out of business.
- Bill Gates -

Professional Diploma in Marketing, Sales & Digital marketing:

Description:

This course is designed to improve the understanding and skills in marketing. Using cases, discussions, and readings to provide a mix of integrated concepts and tackling problem solving approaches. Strategic marketing also help business to become more innovative and better penetrate market.

Program Content:

➢ Marketing	➢ Digital Marketing	➢ Sales
• Marketing Definitions.	• Social Media	• What Is Selling?
• Important marketing terminologies.	• Content marketing	• What is sales management?
• Understanding Marketing Philosophies	• SEO	• Objectives of sales Management
• Creation of marketing plan due to different environmental factors	• E -Business Models	• What Do Customers Buy?
• Marketing mix strategies	• E-Marketing vs marketing	• Individual Purchase Process
• How to define and select target customers	• Strategy, Plan & Goals	• Sales Organization structure
• How to define and reach the market	• Online Research	• Line Sales Organization structure
• Strategies and dealing with competition	• Web Analytics	• Functional Sales Organization
• Product strategies	• CRM & Marketing Automation	• The roles of Sales in Marketing
• Integrated Marketing Communications (IMC) during product life cycle	• Search Engine Marketing	• Sales Relationships
• Pricing strategies and tactics	• Display advertising	• Types of Sales Transactions
• Distribution Strategies	• Mobile marketing	• The sales process
• Marketing communication Models and effects	• Affiliate marketing	• Steps of Sales process
• Advertising planning	• Email	• Time Management
• Sales form and direct selling		• Group Meeting
• Public relations		• Personal Selling
• Budgeting approach		• Sales Persons
• Evaluation		• Sales force Structure
• Competitors : Different types of competition		

Professional Diploma in Executive Marketing:

Program Content:

➢ Marketing	➢ Digital Marketing	➢ Sales	➢ E-Advertising
• Marketing Definitions. • Important marketing terminologies. • Understanding Marketing Philosophies • Creation of marketing plan due to different environmental factors • Marketing mix strategies • How to define and select target customers • How to define and reach the market • Strategies and dealing with competition • Product strategies • Integrated Marketing Communications (IMC) during product life cycle • Pricing strategies and tactics • Distribution Strategies • Marketing communication Models and effects • Advertising planning • Sales form and direct selling • Public relations • Budgeting approach • Evaluation • Competitors : Different types of competition	• Social Media • Content marketing • SEO • E -Business Models • E-Marketing vs marketing • Strategy, Plan & Goals • Online Research • Web Analytics • CRM & Marketing Automation • Search Engine Marketing • Display advertising • Mobile marketing • Affiliate marketing • Email	• What Is Selling? • What is sales management? • Objectives of sales Management • What Do Customers Buy? • Individual Purchase Process • Sales Organization structure • Line Sales Organization structure • Functional Sales Organization • The roles of Sales in Marketing • Sales Relationships • Types of Sales Transactions • The sales process • Steps of Sales process • Time Management • Group Meeting • Personal Selling • Sales Persons • Sales force Structure	Introduction to Online Advertising. • Media Planning. • Facebook & Instagram Advertising. • Introduction to Facebook Ads • Facebook Business Manager • Planning for Facebook Campaign • Campaign execution

Pharma Management Professional Diploma:

Description:

Diploma in Pharmaceutical Management broadens knowledge of management, marketing, sales and purchasing, and the optimal use of these elements In pharma field. It allow the participant to be aware of the market techniques and tricks that help in marketing medicines.

Program content:

- Strategic Management and Strategic Planning

- Managing the   Production Process, through Supply Chain, Logistics and Purchasing.

- Retail Management

- Advanced Management in Marketing, Identification Targeting the Consumer and Creating a Marketing Plan

Engineering

Scientists investigate that which already is; Engineers Create That which has never been
- Albert Einstein -

Project Management Professional:

Description:

This course is designed specifically for people who want to earn their PMP Certifications. Both alumni of the PDC project Management certificate program and those with previous project management training who want to earn their certification will benefit from this course.

Participants will be engaged for the whole program in a captivating physical project. They are going to apply all the Knowledge areas of project management in an actual project executed using an experiential learning kit, especially designed for by PMPs for future PMPs.

Program content:

• Initiate a project	• Analyze Project Risks
• difference between Aglie and waterfall methodologies	• Define project procurement requirements
• Define project scope	• Execute, control and close the project perfectly
• Develop schedule & cost performance baseline for a project	• Apply worldwide best practices & methodologies in project Management
• Plan project quality, staffing & communications	• Be prepared for PMP exam for those who want to obtain the PMP certificate

Engineering

3DMAX COURSE:

Description:

Autodesk 3ds Max Design Visualization software provides architects, designers, civil engineers, and visualization specialists with 3D modeling , rendering, animation, and compositing tools to help create cinematic – quality visuals and movies.

Program content:

• Modeling
• Applying Materials
• Lighting
• Animation
• Rendering

Engineering

VRAY:

Description:

A worldwide leader in computer graphics. creating the technology that helps artists and designers create photo real imagery and animation for design, television, and feature films. Its physically-based rendering and simulation software is used daily by top design studios, architectural firms, advertising agencies, and visual effects companies around the globe.

Program content:

• How to start VRAY & some concepts	• Different materials
• light interior	• Render elements
• Light exterior	• Proxy / Reference

Graphic design:

Description:

Graphic design training courses will open up the world of graphics to you, design and help you expand your skills. Learn from creative professionals who will share their tips, techniques, and workflows in some of the most widely used graphic design programs including Photoshop, Illustrator, InDesign.

Program content:

▪ Theoretical introduction of Graphic design and color theory	• Adobe Illustrator
▪ Sources that can be used to obtain design images	▪ Adobe InDesign
▪ Adobe Photoshop	• Practical workshop to design (Banners – Business cards – Flyers – Brochures – Drawing – Painting –Logos – Folders –Photos manipulation GIF)

Engineering

Interior Design Professional Diploma:

Description:

This introductory of Interior Design Course shall boost your passionate skills and sharpen your knowledge for this world of Interior Design and its main target is to widen your spectrum of understanding of spaces and areas, finishing products, illumination and interior furnishing along with dress-up. The Opportunity After completing this online interior Design Class, participants will be able to: - Apply skills to design and decorate any space like a professional - Able to differentiate between Design Styles and Design Trends - Able to handle the interior design setup from concept to surface finishing to dress-up - Understand the color theory and how to work with balanced lighting - Select suitable furniture pieces and give an artistic flair And become certified from the AASTMT.

Program Content:

▪ Introduction to design	▪ Toward the past (classic, culture, history)
▪ Design Tools	▪ AutoCAD
▪ Into details	▪ Interior Design Visualization with Photoshop, Autodesk 3D'S Max &V-Ray)

Engineering

Motion Graphic Course:

➤ Adobe Illustrator	➤ Adobe Aftereffect
• Intro to Adobe illustrator for motion	• Motion Graphics Vs VFX
• Open shape – close shape	• Motion infographics Workflow
• Edit shape	• Create New Composition
• Layers	• Resize element in comp
• Isolation mode separate layers	• Basic animation concept
• Transform – rotation – reflection	• Solid / shape/sequence layers
• Shape builder tool	• Motion path / easy ease
• Align & Distribute – save file	• Effect & Presets Fast Blur

Engineering

Primavera P6 Course:

Description:

This course gives you the knowledge and skills to learn how to download, install and practice Primavera P6 Project Management software. The course uses presentations, discussions and practical applications.

Program Content:

• Download and install Primavera P6 software	• Create and assign resources
• Create a project	• Assign expenses
• Create WBS	• Assign Baseline
• Create and sequence schedule activities	• Update project progress
• Develop project schedule	• Export and print projects

Engineering

REVIT COURSE:

Description:

The Autodesk® Revit® software is a powerful Building Information Modeling (BIM) program that works the way architects think. The program streamlines the design process through the use of a central 3D model, where changes made in one view update across all views and on the printable sheets. This training course is designed to teach you the Autodesk Revit functionality as you would work with it throughout the design process. You begin by learning about the user interface and basic drawing, editing, and viewing tools. Then you learn design development tools including how to model walls, doors, windows, floors, ceilings, stairs and more. Finally, you learn the processes that take the model to the construction documentation phase.

Program Content:

• Introduction to BIM & Revit	• Annotation and details
• Getting Comfortable with the Revit Environment	• Massing & site Different between all Revit environment
• Starting a project	• Families, create forms concept
• Walls, Doors, Windows, Floors, Roofs, Adding furniture	• Conceptual project workflow
• Complex walls, curtain walls	• Presentation & material& Rendering
• Stairs, openings, Railings, Ramps	• Sheets , plotting and publishing

Video Editing Course:

Description:

This course serves as an introduction to the art of video post-production. We explore the theory and practice of various editing styles in order to gain a better understanding of how stories are constructed in the editing room. Through demonstrations and hands-on experience, students learn advanced editing techniques with an in-depth examination of Final Cut X. To further enhance projects, students create animated motion graphics using Motion or After Effects. Strong emphasis is placed on post-production techniques that improve the sound and image quality of the videos. Footage is provided for all exercises and projects. However, students are given the option to shoot new material for their final projects if desired.

Program content:

• Adobe Premiere	• importing Video & Audio files.
• intro for video editing	• sync audio & video
• what's a premier	• create a new sequences
• create new project	• moving clip to the timeline
• premiere interface	• moving, trimming & deleting Clips on the timeline.
• Exploring preference	
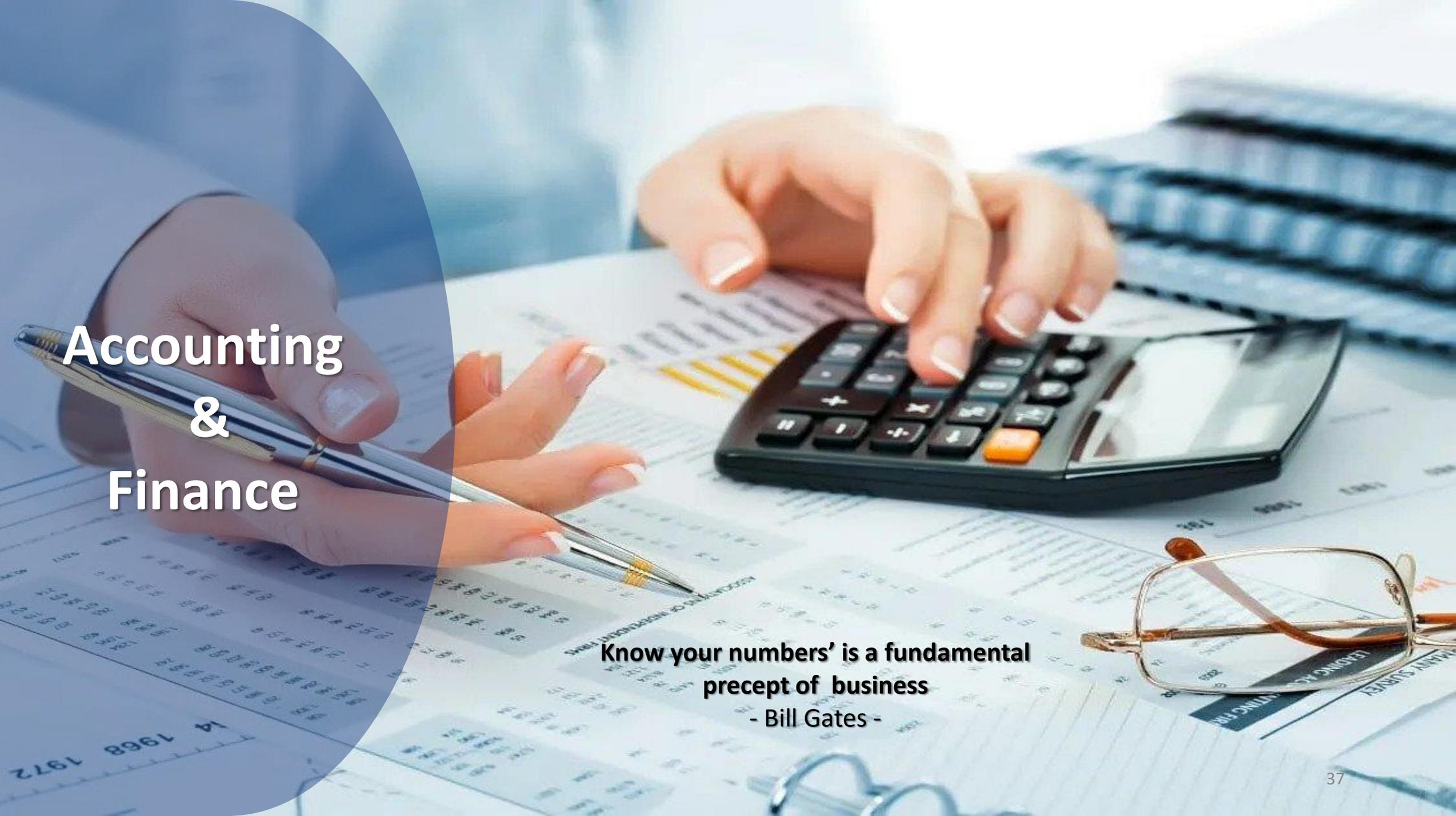
Accounting & Finance

Know your numbers' is a fundamental precept of business
- Bill Gates -

Accounting & Finance

Finance for nonfinancial professional:

Description:

Impact your financial decisions and learn how to affect the performance of your unit's profitability and of your organization. In this course gain a basic understanding of finance and accounting concepts to drive your organization's growth. Upon completion of this course, you will have gained general financial knowledge and an in-depth understanding of the impact of your decisions outside your functional area. Content of the course includes selected aspects of finance from a non-financial specialist perspective. Specific topics include: financial analysis; audit, costing, and budgeting; cash flow, and strategic financing. This course will be interactive and will require the active involvement of the participants in finance related activities.

Program Content:

▪ Time value of money	▪ Financial statements analyses
▪ Capital budgeting	▪ Working capital management
▪ Cost of capital	▪ Internal audit & external audit point
▪ Costing & breakeven point	▪ Economics & strategies
▪ Financial statements	

Accounting & Finance

Excel For Accounting Course Outline:

Description:

This course is design to teach the trainee the formulas , posting journal entries, building financial statements , Vlookup & hlookup and other actions on Excel which assist the finance staff with daily Excel tasks.

Program Content:

- Basic Functions
- Advance functions
- Pivot Tables
- Tables & Graphs
- Building Financial Statements
- Accounting ledgers

Accounting & Finance

Financial Analysis Course:

Description:

This course is designed to prepare students to interpret and analyze financial statements for tasks such as credit and security analyses, lending and investment decisions, and other decisions that rely on financial data. This course explores in greater depth financial reporting from the perspective of financial statement users. Students develop a sufficient understanding of the concepts and recording procedures and therefore are able to interpret various disclosures in an informed manner.

Program Content:

- Financial Accounting & Managerial Accounting.
- Introduction to Financial Statements.
- Preparation of Financial statements.
- Cash Management.
- Financial Analysis Tools & Techniques.
- Financial Ratios & Related Companies Risks.
- Investments Types.
- Companies' Capital Structure.

Accounting & Finance

Internal Auditing Course:

Description:

Topics include internal auditing standards, risk assessment, governance, ethics, audit techniques, and emerging issues. The course covers the design of business processes and the implementation of key control concepts and uses a case study approach that addresses tactical, strategic, systems, and operational areas.

Program content:

1- introduction to internal auditing	2- Internal Control	3- Corporate Governance	4- Risk Management
▪ Code ethics	▪ Control definition	▪ Governance principles and regulations	▪ Risk management process
▪ Internal audit	▪ Control types	▪ Internal audit role related to governance	▪ A role regards to risk management
▪ Independence and objectivity	▪ Control framework		▪ Risk Management framework
▪ Internal audit types	▪ Processes cycles and associated controls		▪ ISO 31000
▪ Internal audit charter	▪ Management controls and control self assessment		
▪ Proficiency and due care			
▪ Continuing professional development			
▪ QAIP			

Accounting & Finance

Professional Finance Manager:

Description:

This course is based around the discipline and concepts of financial management. Financial management is all-encompassing and embraces both the asset and liability sides of an organization. Although Financial Managers are at senior positions and on par with the CFO and Treasurer, they are not engaged in accounting functions nor that of auditing. This course will help you grasp the main concepts of finance and the practical mechanics of its implementation in different market disciplines, such as banking, commercial and industry. It will provide you with the necessary tools to make a sound financial decision – as in investments, acquisitions, divestitures, funding, and product architecture.

Program content:

- Financial statements presentation & overview.
- Financial analysis techniques.
- Capital Budgeting: Feasibility Study's tools.
- Cash flow statement preparation.
- Treasury and Cash management essentials

Accounting & Finance

International financial Reporting Standards (IFRS):

Description:

IFRS course by the continuing education in AAST Certified Accountants is one of the most appreciated and respectable qualifications in International Financial Reporting Standards across the globe. The diploma course by CSCE is designed to develop your knowledge and understanding of IFRS. This program helps you prepare you for Diploma In IFRS (DipIFR) examination.

Program content:

Module 1	Module 2	Module 3	Module 4	Module 5
• Structure of the IFRSF/ IASB	• Accounting policies, changes in accounting Estimates and Errors	• Investment property	• Income taxes	• Provisions, contingent assets, and contingent liabilities
• The use of IFRS around the world	• Property, plant and Equipment	• Impairment of assets	• Earning per share	• Operating segments
• IAS 1, Presentation of financial statement	• Intangible assets	• Borrowing costs	• Inventories	• Interim financial reporting
		• Non – current assets held for sale	• Agriculture	• Events after the balance sheet date
		• Accounting for government grants and disclosure governmer assistance		• Exploration for and evaluation of mineral resources

Certified Management Accountant (CMA):

Description:

The certified Management Accountant is a globally recognized certificate that supports management accounting and finance professionals who drive business performance inside organizations. The CMA program is an advanced professional certificate and the course designed to enhance the participant skills in accounting and finance, and open the gate for more opportunities.

Program content:

➢ Part 1	➢ Part 2
▪ Cost management	▪ Financial statement analysis
▪ Planning, budgeting, and forecasting	▪ Corporate finance
▪ Performance Management	▪ Decision analysis
▪ External Financial Reporting Decisions	▪ Risk Management
▪ Internal controls	▪ Investment decisions
▪ Technology & analysis	▪ Professional ethics

Advanced accounting professional Diploma:

Description:

This professional diploma will build your technical and theoretical *accounting* knowledge, enabling you to: understand, evaluate and apply the principles of current *accounting* practice. develop the technical skills essential for a *professional accountant* in a global environment.

Program Content:

▪ Design of an integrated accounting system.	▪ Restrictions on inventory adjustments.
▪ Designing the accounting course and the full documentary course	▪ Explanation of VAT
▪ Preparation of the Accounts Manual	▪ Explanation of commercial and industrial profits tax.
▪ How accounting works	▪ Explanation of real estate tax.
▪ Practical project from the Office of Chartered Accountant and Registration in (American Journal - General - Balance of Audit - Item Card - Income Statement - List of Financial Position)	▪ Explanation of stamp duty.
▪ Process sales invoices and sales returns and work restrictions.	▪ Explanation of employment tax
▪ Processing of procurement invoices and returns of purchases and the work of their restrictions	▪ Explanation of the part of social insurance.• Preparation of the tax return.
▪ Explain the fixed assets register to calculate the general depreciation.	▪ Explain provisions to meet certain losses and to face uncertain losses.

Programming

Everyone Should learn how to
code, it teaches you how to
think
- Steve Jobs -

Programming:

The programming skill is important for learning to innovate, create eco-friendly solutions for global problems. Programming or Coding is important to create software and applications that help computer and mobile users in daily life. Due to all these reasons, it's really important to learn how to use programming languages in our daily life. CCSCE in AASt provide the following courses in programming:

- **C++ programming Syllabus**

- **Python programming with data analysis**

- **Java**

Programming

Java:

Java is a programming language and computing platform. There are lots of applications and websites that will not work unless you have Java installed, and more are created every day. Java is fast, secure, and reliable. From laptops to datacenters, game consoles to scientific supercomputers, cell phones to the Internet.

Installing java	References types in java
How to use eclipse java complier	Array and array list in java
Introduction to java platform	Collections in java
Introduction to java object oriented programming	Functions in java
Primitive data types	Generics in java
Conditional statements in java	Introduction to threads and concurrency
Loops types in java	Introduction to files and exceptional handling

C++ programming Syllabus:

Description :

This course is designed to teach students the C++ programming language and introductory and intermediate programming concepts with examples and applications using the C++ language. and prepares students for more advanced programming courses as well as for entry level programming employment. The course is required for an Associate Degree in several Computer Information Systems and Computer Science degree areas

Program Content:

Module 1: Fundamentals of programming by C++	Module 2: Advanced C++ with OOP
▪ C++ Introduction	▪ Pointer basics
▪ Control statement and looping	▪ Structure Data type
▪ Functions	▪ Object and class
▪ Array	▪ Inheritance
▪ Applications	▪ polymorphism
	▪ Abstraction & Exception
	▪ File & stream
	▪ Standard Template Library (STL)

Programming

Python programming with data analysis:

Description:

Gain the skills you need to analyze and visualize data with Python. In this Python training, you learn the fundamentals of Python programming with a focus on data analytics, and work with popular statistical computing libraries — like numPy, Pandas, and sciPy, that allow you to begin analyzing data to answer key business questions.

Program Content:

- **Module 1:** Introduction to programming with Python

- **Module 2:** Advanced Python

- **Module 3:** Python Data structure

- **Module 4:** Python data analysis libraries[20 h]

- **Module 5:** Full stack (Back end, Front end)

LAW

Corporate lawyer professional Diploma:

Description:

As corporate lawyers, the overall job of candidates is to ensure and check the legality of all commercial transactions of the company or organization for which they work. Corporate Lawyers also have to advise their corporations regarding their duties and legal rights and this is inclusive of the responsibilities and duties of the corporate officers of that organization. The role of a corporate lawyer affects the whole organization at large and they represent their corporations on the legal front. It comes upon the Corporate Lawyer to resolve any controversy that is faced by the company and offer legal solutions for the same. This course provide the participant with overall transactions and act that corporate lawyer need to perform as part of his job.

Program content:

• Principles of contracts	• Legal analysis & due diligence (LDD)
• Types of companies	• Commercial Arbitration
• Business negotiations	• Investment structure
• negotiations-Form and funds of companies	• Corporate finance
• Mergers and acquisitions	• Shares trading in the stock market

Drafting of legal contracts:

Description:

Drafting of legal contract is not a matter of law student or lawyers only, it's a knowledge that every one should have for any legal transactions, The course teaches the essential skills of writing clear documents and contracts, explaining essential legal vocabulary and phrases.

Program content:

• The General theory of contracts	• Drafting of transfer contracts (air-land-maritime)
• Negotiation on contracts (English &Arabic language)	• Drafting of supply contract (services – Goods)
• Drafting of legal contracts (English and Arabic language)	• Drafting of franchise contracts
• Drafting of contract of sale of goods	• Drafting of FIDIC contracts
• Drafting of commercial contracts (company & investments contracts)	• Drafting of insurance contract

Legal Translation:

Description:

The course in Legal Translation constitutes in-depth training on translation techniques and strategies of legal texts. Adapting interdisciplinary approach to translation, the certificate covers legal drafting, a contrastive study of legal, translation of legal contracts and formal texts.

Program content:

▪ foundations of translation and interpretation	▪ legal terminologies and expressions.
▪ legal translation techniques and text types	▪ legal translation problem solving strategies
▪ legal drafting mechanisms	

PROGRAMMING &
DATA ANALYSIS

Advanced Data Analysis Professional Diploma:

Description:

Data analysis is the process of collecting, modeling, and analyzing data to extract insights that support decision-making. There are several methods and techniques to perform analysis depending on the industry and the aim of the analysis.

Course Outline:

Managing your Data	Correlation and Regression Analysis
Descriptive Statistics	Practical Session
Elementary Statistical Testing	

Course content:

Data Analysis

STATA & R	Excel for data analysis	TABLEU	POWER PI
Managing your Data Stata and R Interface Importing and Exporting Data Data Manipulation Data Coding and Entry Data Cleaning	Classic statistical analysis using Excel: Descriptive statistics - Histogram - Hypothesis testing. -Classic Excel reporting and analysis using Pivot Tables and Slicers. -Pivot Tables drawbacks - Using VLOOKUP. -Creating Modern Excel data models using PowerPivot.	introduction to Tableau Desktop and Data Management	-Introduction to Power BI.
Descriptive Statistics Tabulation and Cross Tabulation Graphs Summary Measures	-Creating Relationships. -Creating Simple calculations. -Collecting data from multiple sources. -Importing data from Files and reports.	Calculations in Tableau	-Importing data in Power BI.
Elementary Statistical Testing One sample Two Independent samples or more Dependent Samples Non-Parametric Tests Normality Tests	-Collecting data from web and databases. -Appending and merging tables. -Replacing values and manipulating data. -Transpose and un pivot columns.	Data Visualizations & Understanding Charts	-Creating Reports and Dashboards in Power BI.
Correlation and Regression Analysis Linear Correlation Linear Regression Multiple Regression Logistic Regression	-Data transformation and loading. -Creating and formatting measures and calculated columns using DAX -Simple and advanced analysis expressions using DAX functions: Filter - Calculate - SUMX - IF - Time intelligence functions. -Data Visualization using Pivot Charts.	Advanced Topics: Introduction to Dashboards	-Integrating Power BI with Excel.
Practical Session	-Using Sparkline's. -Creating Hierarchies. -Creating KPIs -Introduction to Cube functions to visualize data.		

PYTHON FOR DATA ANALYSIS:

Introduction:

Python is an object oriented based around data, high level programming language, It's built in a way that it's relatively intuitive to write and understand. As such, it's an ideal coding language for those who want rapid development.

Course outline:

Python setup:

- Jupyter overview	- Matplotlib python visualization tool
- Jupyter notebook	- Matplotlib Exercises
- Basics python revised	- Introduction to Seaborn
- Introduction to Numpy	- Categorical Plots
- Numpy Arrays	- Matrix Plots
- Quick Note on Array Indexing	- Grids
- Numpy Array Indexing	- Regression Plots
- Numpy Operations	- Style and Color
- Numpy Exercises Overview	- Seaborn Exercise Overview
- Introduction to Pandas	- Python data visualization Plotly and Cufflinks
- Series	- Geographical plotting Choropleth Maps
- Data Frames	- Python Machine Learning
- Missing Data	- Supervised Learning Overview
- Group by	- Evaluating Performance - Classification Error Metrics
- Merging Joining and Concatenating	- Evaluating Performance - Regression Error Metrics
- Operations	- Machine Learning with Python
- Data Input and Output	
- Pandas Built-in Data Visualization	
- Pandas Data Visualization Exercise	

Soft skills

Technical skills may get you the job, but soft skills can make you or break you as a manger

Soft skills

Soft skills:

Soft skills is an essential dimension and corner stone of an ideal person, it include communication skills , languages, abilities to express your ideas, ability to speak in confidence all these you can find in soft skills courses below. These aspects is very important if one wants to succeed in life and live a proper life. Following course are offered in AAST:-

- **Soft skills for business**

- **Training Of Trainers (TOT)**

- **Public Speaking**

- **Life Coaching & Leadership**

- **English Conversation**

- **Office Management Professional Diploma**

Soft skills

Soft Skills for Business:

Description:

Soft skills are non-technical skills that relate to how you work. They include how you interact with colleagues, how you solve problems, and how you manage your work.

Program Content:

- Business Writing
- CV Writing
- Interview Skills
- Business Etiquette
- Presentation Skills
- Communication Skills
- Time Management

Training Of Trainers (TOT):

Description

This course provides practical guidance, knowledge, and skills on how to design and deliver effective training programs. Participants will learn how to write and develop training session plans and materials, how to assess participants' performance, and how to develop and use training techniques to meet the needs of participants. The goal of Training of Trainers (TOT) Professional Certificate is to provide professionals Trainers with the needed Knowledge, Skills, and Ability to design, deliver, and evaluate their training programs

Program Content

Module (1) Adult learners -The Trainees	Module (2) the Professional Trainer	Module (3) Training Program Methodology
• Training Essential Concepts	• Who is The Trainer	• Instructional Design Theories (The ADDIE Model)
• Human behavior development and training	• Trainer and Confrontation Skills	• Assessment Methods and Formats (Training need Assessment)
• Learning and Teaching styles	• Presentation& communication skills	• Formulate Training Objectives, Training outline, Training program plan.
• Adults Learning Style Assessment	• How to Start a Training Session	• Evaluating the Learning Impact and create training evaluation form.
	• How to deal with training conflicts, the negative trainees patterns.	• Learning Strategies and Material
	• Tips to be Skilled Trainer	• Activities And Exercises
		• Training Environment and Supporting Material/Tools
		• Design one practical training session using a simple structure to meet specified training needs.
		• Deliver one short piece of practical training

Public Speaking

Description

Knowing how to captivate listeners, explain ideas, and handle tough questions with credibility has become a critical life skill in situations ranging from the job interview, running a successful meeting, or speaking from a podium. Although frequently ignored in formal curricula, effective communication and interpersonal skills, are arguably more important now than ever in this age of corporate downsizing. This course provides an easy-to-use guidebook of tactics and tips to manage three elements of every communication encounter you can find in the content.

Program Content

➢ You Create a relationship with the audience before saying a word through:	➢ The Message	➢ The Situation. Follow specific strategies for the following purposes:
• Nonverbal signals, such as meaningful pauses, direct eye contact, and comfortable posture	• Speeches: follow 7 steps to crafting a speech; begin writing in the middle	• Conference' Speech
• Language choice, which is conversational but not patronizing	• Audiences: craft a message which is relevant	• Job interview
• Listening skills which are active and receptive	• Handling tough questions and Q&A: answer the question which has been asked and know when to stop	• Handling the media
	• Sales presentations: be open about one's goal, and do not be afraid to sell	• The witness' stand
	• Special occasions: choose from several formats	• A crisis
		• Conducting a meeting.
		• Listening committee

Soft skills

Life Coaching & Leadership

Discerption

This life coach training provides an insightful introduction to the services and characteristics of the successful life coach. Learn how to transform your passion for people into a rewarding career for life, Life coaching is a field that opens the door to endless employment opportunities worldwide, including the option of starting your own business from scratch. While in leadership We develop the skills and behaviors that leaders need to lead effectively, to innovate, drive change and deliver results.

Program Content

➢Life coaching	➢Leadership
• Life coaching principles	• Leadership styles
• Coaching tools	• Daniel Goleman's six leadership styles
• Self-awareness	• How to identify your leadership style
• Self-regulation	• How to deal with other styles
• Self- direction	• Transformational – transactional leadership
• Self-motivation	• Charismatic –Visionary leadership
• Lead yourself	

Office Management Professional Diploma

Description

This comprehensive diploma program for office managers ensures that students develop a wide range of the skills demanded from today's office managers. Students will leave with the skills and competence to deliver effective results at the office.

Program content

Module 1	Module 2	Module 3
• Professional business writing :	• Time Management	• Microsoft word office
- Fundamentals of business writing	• Communication Skills	• Microsoft excel
- Email etiquette	• Protocol & Business Etiquettes	• PowerPoint
- Report writing	• Leadership Skills	
- Official letters	• Problem Solving & Decision Making	

English conversation

Description

An English speaking course is in essence one where the overriding objective is to improve the fluency and confidence of the trainee when speaking English, and so improve the ability of the trainee to communicate effectively in English. In this 30- hour course, students will practice speaking skills necessary for maintaining conversations and participating in discussions. Practice will include effective questioning and requesting, giving opinions, asking for clarification, and offering suggestions. The course will cover many facets like active vocabulary and grammar development, pronunciation, intonation, turn-taking, conversational gambits and many others. The aim of this course is to maximize the amount of trainee speaking time through group and pair work. This course will contribute in encouraging English speaking by engaging the trainees and getting them to actively want to contribute to classroom debates and discussions in order to communicate effectively in the business world.

Program Content

- Have the grammar and sentence structures

- Vocabulary for different situations

- Accent & Phonetics for effective conversation

CONSULTATION

CONSULTATION

Description:

Individuals and businesses hire consultants and consulting firms for many reasons that range from lack of expertise in a specific area, leadership's desire to improve, to a crisis within the organization

BUSINESS DEVELOPMENT

HR CONSULTATION

STATISTICAL CONSULTATION

KIDS COURSES

KIDS COURSES

Scratch:

Description:

What is Scratch? Scratch was developed by MIT Media Lab, and allows even young children to build and code their own animated adventures. With visual coding, students can learn to bring creations to life, and then power them onward with imaginative storytelling.

Course content:

- How to talk to computers with their own language
- Welcome to scratch: creating an account and getting started.
- Creating a New Scratch Project.
- Getting Familiar with the Scratch Editor
- Scratch Interface
- Blocks and Commands in Scratch 3.0
- Saving Your Work
- Coordinates and Moving the Platforms
- The XY Coordinate System
- Tracking Mouse Pointer Location
- Graphic Design: Sprites, Costumes, Stages, &   Backdrops
- Looks & Sounds
- Motion
- Algorithms and Sequence
- Controls, Operators, & Conditions
- Sequential Programming with Scratch 3.0
- Learn Loops with Scratch 3.0
- Shark Eats Fish Game.

- Random Numbers
- Dice game "Learning how the computer think"
- Working with Sensing Code Blocks
- Determining when Keys Are Pressed
- Determining when Sprites Collide with Other Objects
- Creating pong Game
- Creating Our Own Sprites
- Working with the Sprite List
- Creating Our Own Backdrop
- Making a Simple Game
- Operators
- Making an Interactive Story
- Incrementing Variables
- Programming the Pong Game
- Making a Calculator
- creating a game
- Clones and define blocks
- Programming the Game "Catching The Apple"
- Programming the Game "Space Shooter "

KIDS COURSES

JavaScript Level 1(Gaming for Kids):

Description:

In this advanced lesson plan, students will be introduced to JavaScript as they complete engaging lessons, solve challenging puzzles, and build their own games in JavaScript.

Course Content:

- **Fill your favorite backdrop or color** - **Stamp your favorite sprite** - **How to place a text** - **Embed your favorite sound** - **How to draw circle, box, line** - **Introduction to variables**	- **Actions on your sprite when tap with your mouse** - **How to move your sprite** - **Introduction to functions** - **Using tap function and locating your sprites** - **Using drag function**

JavaScript Level 2(Gaming for Kids):

Description:

Students who successfully complete this lesson plan will demonstrate a strong mastery of JavaScript, as well as the ability to creatively program games and other projects and debug their own code. Students will also be able to come up with an idea for a game and take it through the entire design and implementation process, creating custom versions of many of their favorite games in JavaScript.

Course Content:

- **Rotating Your Sprite** - **Random Function** - **Introduction to arrays** - **Iterators , indexing in arrays** - **Random and arrays**	- **Repeat Function** - **If Conditions** - **Loop Function** - **Touching Function**

KIDS COURSES

Web Development:

Description:

Students in Web Development for learn how to create their own websites. your child will understand how to create and manage their very own websites, so that they can boost their online presence all while learning two of the most sought after languages: HTML and CSS.

Course Content:

- **Variables and Data types**	- **arrays**
- **Basic operators**	- **loops and iteration**
- **If / else statements**	- **objects**
- **Boolean logic**	- **math object and it's method**
- **Functions**	- **ecma 6**
- **Strings and string functions**	- **callbacks & promises**
	- **dealing with API's**

Python for Kids:

Description:

Python is a computer programming language. It is easy to learn, and can be used to write all sorts of computer programs. People use Python to build games, online tools, and websites. Python looks like a mixture of recognizable words and characters, so it can be easily read and understood by humans.

Course Content:

- Introduction to python and computer languages.	- Condition statement in Python
- Installing python editor	- Iteration and loops in python
- Syntax in Python	- Functions in Python
- Variables and declarations in python	- Tuples methods and operations
- Numbers in Python	- Dictionary methods and operations
- Common string operations	- Reading from files (optional)

KIDS COURSES

English for Kids:

Description:

English for Kids courses are designed specifically for kids. It qualifies kids to master English and motivates them to practice English confidently. The courses are mainly based on fun learning approaches.

Course Outline:

- Extend vocabulary by grouping and naming objects
- order and sequence familiar events in stories and/or familiar steps in an everyday task.

- Be aware of own feelings and describe some of them
- describe self, identify abilities, and express preferences and opinions.

- recreate roles and experiences in play situations
- link sounds to letters, begin to segment sounds in simple words and blend them together to read.

- say the number that is one more than a given number and recognize the numerals 1-20.

- find the total number of items in two or three groups, by counting all of them, and record using marks they can interpret and explain.

- be able to follow a story with pictures or props.

- be aware of the way stories are structured listen to stories with increasing attention and recall and anticipate key events.

- extend vocabulary by grouping and naming objects
say the alphabet.

- begin to talk about size of everyday objects, e.g. 'big' and 'small'.

English Course

ENGLISH COURSE

English Course for Kids and Adults:

Take our English test, You will receive your results. You can then choose the course that is right for you. Our English classes and courses provide an interesting learning community. Our highly qualified teachers help learners improve their English speaking, listening, reading and writing skills build their confidence and achieve their goals.

- Identify simple questions in English, especially those that refer to their daily activities.
- Understand quantities and the concept of some simple prepositions.
- Ask simple yes or no questions in English using the "to be" verb.
- Use more descriptive language to ask questions, to convey information or to give more detailed answers to questions or better explanations.
- Recognize starting sounds of words in English and count the syllables in simple words. This is the first stage for spelling and both of these are important pre-reading skills.
- Understand the use of pronouns and use them more efficiently.
- Know how to form the plural of nouns and use them frequently.
- Start learning the past and continuous tense by using word endings like -en and -ing, even though they might use it incorrectly at times.

- Use the articles "*the*" and "*a*" more clearly.
- Use the possessive pronouns and forms to talk about ownership.
- Comprehend various relationships between objects.
- Use prepositions in English more accurately as they understand them better.
- Identify the last sounds of words in English.
- Use the past tense in irregular verbs.
- Start learning the ordinal numbers in English.
- Ask for the meaning of words they don't know or don't fully recognize.
- Identify auxiliary verbs such as "*to have*", "*to do*" or "*to be*".
- Identify the third person in English when talking in Present Simple.
- Use adjectives in English more efficiently to describe objects or situations.
- Understand concepts related to time such as *yesterday*, *today*, *tomorrow*, or *last week*.
- Be better at spelling simple words.

ENGLISH COURSE

English Conversation:

Description:

An English speaking course is in essence one where the overriding objective is to improve the fluency and confidence of the trainee when speaking English, and so improve the ability of the trainee to communicate effectively in English.

Course Outline:

Grammar	Writing
vocabulary	listening
pronunciation	Formal and informal conversation
speaking	Communication and fluency

ENGLISH COURSE

English Writing:

Description:

This course provides Participants with knowledge about the rules governing writing in English, correspondence phrases, business reports and emails. Further, Participants will learn how design and conduct effective emails. They will also be aware of the dos and don'ts when writing professionally.

Course content:

1. Identify the features of effective writing	4. Create a business report
2. Identify the features of successful writing and information organizing	5. Plan for sending and replying to emails professionally
3. Design an appropriate business letter	

DIGITAL TRANSFORMATION

Digital Transformation Diploma for IT specialists:

Description:

Digital transformation is the process of using digital technologies to create new or modify existing business processes, culture, and customer experiences to meet changing business and market requirements. This reimagining of business in the digital age is digital transformation.

Big Data and Data analytics	Block Chain
Artificial Intelligence	Cyber Security

Digital Transformation for Administrators:

Digital transformation provides a valuable opportunity for core business functions, such as finance and HR, to move away from manual processes and automate key areas like payroll, enabling leaders to focus on wider business opportunities.

Principles of IT	Principles of Database
Operating System	Principles of Networking
Word processing Spreadsheet	Presentation
Internet Editing	Publishing
Social Media Fundamentals	

Our Clients

Contacts & Branches

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