

أكاديمية إدارة

للدراسات والتطوير الإداري

EDARA ACADEMY

For Studies & Management Development



الاحترافية بتحقيق الأهداف،،

2026

Jordan • Turkey

+962 6 537 1818

+962 6 537 1918

+962 7 9566 0848

@ edara.academy2@gmail.com

+962 7 9749 9926

www.edara-academy.com



أكاديمية إدارة

للدراسات والتطوير الإداري

EDARA ACADEMY

For Studies & Management Development



Professionalism in Achieving Goals



Jordan • Turkey

+962 6 537 1818

+962 6 537 1918

+962 7 9566 0848

edara.academy2@gmail.com

+962 7 9749 9926

www.edara-academy.com



Index

Index	2
Message from the CEO	3
Our Vision	4
Our Mission.....	4
Our Goals.....	5
About the Academy	6
Points of Excellence	7
The Professional Staff	8
Advisory Committee	8
Methods of Implementation & Delivery of Training	9
Training Methods	9
Training Outcomes	10
Hall Availability.....	10
HR & Training Courses.....	11
Management, Leadership & Self-Development Courses	13
Specialized Administrative Courses.....	16
Finance & Banking Courses.....	18
Purchasing & Warehouse Courses	21
Secretarial & Office Management Courses.....	23

Training & Education Courses	25
Quality Courses	27
Safety, Occupational Health & Security Courses.....	29
Telecommunication, Information Technology & Cyber Security Courses	31
Marketing & Sales Courses.....	34
Security Courses	36
Digital & Social Media Courses	38
Environmental Courses	40
Law Courses.....	42
Customs Courses	45
Medical Treatment Courses	47
Public Relations & Clients Courses	49
Engineering and Industrial Courses	51
Petroleum & Gas Installations Courses	53
Drug Prevention Courses.....	55
Aviation & Ground Services Courses	57
Diplomas	58

Message from the CEO

Our world today is witnessing a tremendous openness and development in various fields, at a time when competition is intensifying, distances between parts of the world are narrowing and the pace of technological progress is accelerating, the human being becomes the first goal to achieve the biggest dream in the renaissance, progress and sustainability of our institutions, as the first seed and our real wealth, hence the importance of training and qualification in transforming ordinary institutions



into leading institutions and from complete institutions to effective institutions in all fields and at various levels.

We at Edara Academy at for Studies & Management development have become our first obsession is to establish the correct rules and sound principles for training programs that meet the needs of institutions that are looking forward to the promising future horizons that promise positive results that benefit the individual, the institution and society. We seek through joint work agreements between us and those institutions that aspire to more in the professional business world and raise the level of their job performance in a way that makes them pioneering, distinctive and in line with the modernity of the era we live in, through a group of trainers with high practical and scientific expertise, and we believe that creativity in the concept of institutional development.

Our Vision

We seek to build an international professional training institution that provides training services at a high level of professionalism, excellence and quality to become the ideal effective partner in preparing and qualifying Arab human resources, using the latest and finest comprehensive quality

Our Mission

Providing all that is new and contemporary in the world of training and consulting, adopting the best modern training programs, accrediting the best trainers and academics with higher specializations, providing an advanced and distinguished educational environment, and improving the quality of training service to become a symbol of creativity and professionalism at the local and regional levels.



**YOUR
SUCCESS
IS
OUR
GOAL**

Our Goals

- Providing a distinguished academic environment capable of preparing a trainee at the highest level in terms of efficiency, professionalism and the ability to practical application with extreme professionalism.
- Assist organizations in finding strategic solutions to problems facing institutions.
- Contribute to raising performance in various educational, training and research fields in order to solve administrative problems facing organizations and institutions.
- Re-engineering training and advanced consulting thought.
- Maximizing the role of human resources as the most important resource in institutions.
- Providing specialized technical and general consultations in various fields.
- we seek to provide the local and Arab markets with an immortal and well-established experience in various fields of specialization of different age groups and practical fields.
- Providing all appropriate conditions for the success of the training process with quality and professionalism and providing all facilities and diligent and continuous follow-up to all our participants until the completion of their training programs.

About the Academy

Edara Academy for Studies and Management Development was established in the Hashemite Kingdom of Jordan and registered with the Ministry of Industry and Trade and the Ministry of Labor under the number (33124) in 2012 by a group of academics and specialists with higher specializations and who have great experience in the field of training in order to meet the requirements of developing the business of the public and private sectors and our keenness at the Academy to achieve these requirements, training plans, programs and workshops have been prepared by the Academy's training staff, where all needs have been taken into account. Training for our clients, taking into account the rapid developments in our world and the needs of stakeholders to serve their goals and ambitions with the highest degree of experience, quality, leadership and good resource management.





Points of Excellence

Multiple Training Services:

we are fully committed to provide various training services that meet the needs of its clients in different sectors, groups and individuals, with high professionalism.

Highly Qualified Coaching Staff:

The Academy includes a distinguished elite of experts, trainers and practicing pioneers with higher scientific and practical competencies whose educational degrees are not less than (master's and doctorate) in various fields and disciplines, which enhances the quality of training programs and adds a distinct practical dimension.

Quality and Effectiveness at the Academy:

We believes that quality comes first, and we are fully committed to provide our customers with high-quality services, and an impressive level of services, and therefore the Academy seeks to achieve customer satisfaction and improve its products and services and confirms that its training programs are subject to a periodic amendment and development process based on the observations and information it receives from customers.

The Professional Staff

The staff consists of a group of academic specialists who hold higher scientific degrees and these academics participate in the development of policies and action plans for all training and consulting services from the beginning of the work to its completion moment by moment.

Advisory Committee

the committee composed of a group of experts and specialists within the Academy, concerned with formulating policies and proposing plans and programs to be held in line with the development in the Jordanian labor markets, regional and Arab markets, and the needs of individuals and companies, and the tasks of this committee are:

- 1) Drawing up the future policy for the Academy's work in the field of vocational training and rehabilitation.
- 2) Approving training and rehabilitation plans.
- 3) Participation and supervision of the implemented training programs, whether programs inside the Hashemite Kingdom of Jordan or outside the Kingdom.
- 4) Contribute to the development of quality control standards in administrative and financial programs and human resource development.





Methods of Implementation and Delivery of Training

- 1) Observational training.
- 2) Participatory training.
- 3) Automatic training.
- 4) Continuous training.
- 5) Individual training
- 6) Traditional training (face-to-face).
- 7) Training based on the use of advanced technology.
- 8) E-training (remote).
- 9) Interactive training.
- 10) Built-in training.
- 11) Scenarios.



Training Methods

- 1) Practical workshops.
- 2) Participatory learning.
- 3) Observational training.
- 4) Project-based training.
- 5) Virtual classrooms.
- 6) Interactive training.
- 7) Training using virtual reality (VR) and augmented reality (AR).
- 8) Individual training.
- 9) Self-learning.
- 10) Simulation.
- 11) Lectures.

Training Outcomes

- 1) Pre- and post-tests.
- 2) Self-evaluation of trainees.
- 3) Observation and observation.
- 4) Polls.
- 5) Individual or group interviews.
- 6) Measure practical performance.
- 7) Analyze performance before and after training.
- 8) Post-training follow-up.



Hall Availability

The Academy has training halls of different sizes, and administrative offices fully equipped with the latest technology and amenities to display training materials and other supplies, to ensure that training courses are delivered in an ideal educational environment.





HR & Training Courses

- 1) Training Managers: Mechanisms of Developing & Improving the Work Environment.
- 2) Electronic management in human resources development.
- 3) Contemporary Trends in Human Resources Management.
- 4) Restructuring Businesses & Jobs.
- 5) Creativity & Quality in Strategic Training & its Impact on the Organizational Development.
- 6) Work Methods in Employment Management.
- 7) Human Resource Management & Future Planning through Job Descriptions.
- 8) Designing & Developing the Payments & the Benefits Policies & Systems.
- 9) The integrated program for the manager & human resources specialist.
- 10) An Integrated Approach to Identifying Training Needs.
- 11) On-The-Job Training Methods & Skills.
- 12) Improvement of Administrative Skills & Human Development.
- 13) Professionalism in the Preparation & Qualification of Supervisors & Training Specialists.
- 14) Designing, Implementing & Evaluating the Training Programs.
- 15) Strategies to Evaluate & Improve the Employees Performance.
- 16) Advanced Techniques for Training Policies & Formulation of Training Plans.
- 17) Advanced Techniques for Training Policies & Training Program Design.



- 18) Key Performance Indicators.
- 19) Career Path Planning.
- 20) Institutional Excellence.
- 21) Job Analysis & Description.
- 22) Determine the Educational & the Behavioral Goals.
- 23) The Financial Skills for

the HR Staff.

- 24) Balancing the Performance Programs.
- 25) The Art of Interviewing, Direct dialogue, selection & Employment.
- 26) Recent Trends in the Development of the Higher Education & the Methods of Measurement & Evaluation in it.
- 27) Comprehensive Training Program for Newly Hired Employees.
- 28) The Foundations of Establishing & Developing Controls Between Employees' Relations.
- 29) Advanced Statistical Methods in Human Resources Business.
- 30) Work Environment Mediation & Conflict Resolution Skills.
- 31) Techniques for Analyzing, Categorizing, Describing & Evaluating Jobs.
- 32) Managing Employees Performance, Behavior & Attitudes.
- 33) The Technological Strategies for the Human Resources Management.
- 34) Performance Evaluation & Linking the Career Path to the Training Path.
- 35) Professional Development & Succession Planning.

- 36) The Electronic Human Resources: Latest Trends & Applications.
- 37) Preparing & Building Human Resources Policies & Organizational Structures.
- 38) Evaluate & Measure the Level of Employment, Professional Competence & Workload.
- 39) Preparing Training Plans Based on the Annual Performance Standards.
- 40) Preparing the Strategic Plan & Designing Functional & Operational Plans.
- 41) The Recent Trends in Personnel Affairs Administration.
- 42) Strategic Human Resources Management (SHRM).
- 43) Certified Training & Development Specialist.
- 44) Human Resources Planning & the concluding of Employment Contracts.
- 45) Global Trends in Human Resources Development.
- 46) HR Development Strategies.
- 47) Building the Training Plan: Preparing, Implementing & Measuring its Return.
- 48) Global Best Practices in Human Resources Management.
- 49) International Standards for Training & Career Development.
- 50) Designing Flowcharts of Operational Processes in Human Resources.
- 51) Training & Investment Management in Human's Head.
- 52) Principles of Human Resources Management for Managers of all Departments.
- 53) Strategies to Enhance the Development, Career Progression & Identify the Training Gaps.
- 54) Advanced Systems for Planning, Implementing & Controlling Personnel Affairs Regulations & Provisions.
- 55) Evaluate the Impact of Training on the Trainee's Performance.
- 56) Attracting Internal Competencies & Job Replacement.



Management, Leadership & Self-Development Courses

- 1) Management & Supervisory Leadership.
- 2) Management & leadership dynamics & European excellence models EFQM.
- 3) Strategic management according to McKinsey methodology.
- 4) Methods of follow-up & preparation of senior management reports.
- 5) Increasing production & efficiency in management.
- 6) Planning & senior administrative leadership.
- 7) Managing & developing human performance.
- 8) Second Line Leadership & Supervision.
- 9) Creativity & excellence in organizing work.
- 10) Obstacles to Organizational Communication.
- 11) Qualification of Middle Management to Assume the Tasks of Higher Management.
- 12) Modern Management Techniques.
- 13) Strategic Management Approaches.
- 14) Interpersonal Skills in the Work Environment.
- 15) Strategic Studies Preparation.
- 16) Leadership, planning, follow-up & evaluation.
- 17) Management, planning & follow-up to improve performance.
- 18) Administrative distinction, change skills, & strategic planning.
- 19) Strategic leadership & decision making in complex environments.



- 20) Brainstorming.
- 21) Agile Leadership.
- 22) Rational Leadership.
- 23) Higher Management.
- 24) Strategic agility.
- 25) Advanced management.
- 26) Strategic planning & thinking.
- 27) Management & organization.
- 28) Strategic Planning & its Role in Executive Decision Support.
- 29) Developing force structure & capabilities.
- 30) Administrative differentiation & strategic planning.
- 31) Strategic Planning & Scenario Development.
- 32) Change management & organizational development.
- 33) Strategic planning & future vision.
- 34) Leader strategies for managing risks & crises.
- 35) Developing Leadership & Management Skills for the Middle Leaders.
- 36) Modern Supervisory Skills & Management Performance Development.
- 37) Achieving Leadership & Administrative Excellence in Government Departments & Agencies.
- 38) Developing Work Systems in Administrative Affairs & Administrative Development.
- 39) Developing Leadership & Supervisory Skills & Achieving Outstanding & Creative Performance.
- 40) Innovative & Creative Leadership & preparing of High-Performance Teams.
- 41) Modern Strategies for Management Development.
- 42) Advanced Management, Leadership & Executive Skills.
- 43) Strategic Planning & its Role in Executive Decision Support.
- 44) Modern Trends of Management: Administrative Decisions.
- 45) Driving Organizational Excellence & Creativity in Facing the Management & the behavioral Challenges.
- 46) Principles of Effective Supervision.
- 47) Qualification of Leaders.
- 48) Developing Administrative Skills for Managers & Building Leadership Capabilities.
- 49) Develop Leaders & Management Skills.
- 50) Knowledge Management & Smart Management.
- 51) Modern Practices for the Development of Administrative Affairs.
- 52) Senior Strategic Management.
- 53) EFQM European Excellence Model Standards.
- 54) Continuous Improvement According to the Kaizen Methodology.
- 55) Strategies for Organizing Committees & Meetings Under Work Pressures to Solve Problems.
- 56) Time Management & Work Pressure.
- 57) Secrets of Administrative Work Success.
- 58) Enterprise Management from a Total Quality Management Perspective.
- 59) Simplify Procedures & Develop Work Methods.
- 60) The Art of Negotiation & Communication Skills.
- 61) The Concept of Management: The Objectives & the Development.
- 62) Delegating, Motivating & Managing Multicultural Work Strategies.

- 63) Strategic Skills in Planning Work in Government Agencies.
- 64) The Art of Formulating Strategies & Psychology of Making Smart Decisions.
- 65) Leadership Development & Team Building.
- 66) Skills to Achieve Outstanding Administrative & Creative Performance.
- 67) Conflict Management at Work.
- 68) Project Management Using Primavera.
- 69) Applied Aspects of Self-Development Using Neuro-Linguistic Programming (N.L.P).
- 70) Solve Problems & Make Decisions Using Mind Map Formulation.
- 71) Principles of Guidance & Counseling.
- 72) Six Sigma Applications for Business Development.
- 73) Modern Methods of Detecting Administrative Violations.
- 74) Effective Presentation & Speaking Skills.
- 75) Arts & Skills of Presentation & Declamation.
- 76) Successful Management in an Effective Communication Style.
- 77) Strategic & Operational Planning for First & Second-Grade Leaders.
- 78) Integrated Strategic Planning.
- 79) Preparing & Writing Official Reports.
- 80) Developing Thinking Skills in the Strategic Planning Process for the Distinguished Manager According to the (Scamper) Method.
- 81) Creativity & Quality in Strategic Training & its Impact on Organizational Development.
- 82) Coordination & Follow-Up Skills.
- 83) Leadership & Strategic Planning.
- 84) Dealing with Work Pressure.

- 85) Strategic Foresight & Creative Planning.
- 86) Supervisory Skills for Supervisors & Heads of Departments.
- 87) Developing Administrative Skills for Managers & Building Leadership Capabilities.
- 88) Creative Skills for Supervisory Positions & Middle-Ranking Occupants.
- 89) Management & Leadership Dynamics.
- 90) Administrative & Leadership Creativity for Effective Educational Supervision.
- 91) The Art of Diplomacy & the Diplomatic Representation.
- 92) Managing the Institutional & Digital Transformation of the Government Sector.
- 93) Electronic Management & Information Technology.
- 94) Advanced Leadership Skills for the New Leaders.
- 95) Critical Thinking Strategies.
- 96) Forming Outstanding Administrative Behavior.
- 97) Comprehensive Governance System.
- 98) Self-Management & the Art of Leading Others.
- 99) Competencies of Management & Smart Leadership.
- 100) Strategic & Risk Management.
- 101) Advanced Methods in Managing & Measuring Strategic Performance.
- 102) Administrative Excellence & the Effective Completion of Difficult Tasks.





Specialized Administrative Courses

- 1) Electronic archiving & document preservation.
- 2) Computer applications in the hotel.
- 3) Modern applied systems for document management, archives & archiving.
- 4) Management of officers' clubs & hotels.
- 5) Managing & organizing various sports tournaments on various occasions.
- 6) Management of documents, archives, records, manuscripts & information.
- 7) Managing food production departments.
- 8) Advanced organizational & technical efficiency in archival security.
- 9) Information systems & electronic archiving.
- 10) The skill of preparing publications & dealing with printing presses.
- 11) Construction & maintenance of sports grounds.
- 12) Electronic archiving to establish & manage the electronic archive system.
- 13) The architecture of the modern museum.
- 14) Developing the capabilities of employees of documents & archives centers.
- 15) Principles & standards of indexing in archives.
- 16) Electronic document management.
- 17) Mapping technology.
- 18) Advanced digital indexing & archiving & electronic document management (edms).

- 19) Management of printing presses, offset & technical binding.
- 20) Planning & implementing events & conferences.
- 21) Stadium management.
- 22) Electronic references & how to deal with them & ways to benefit from them.
- 23) Restaurant management in hotels.
- 24) Preparing a sports coach.
- 25) Advanced indexing, archiving & file management methods.
- 26) Structural organization in real estate institutions.
- 27) The art of photography & image processing.
- 28) Waiter preparation.
- 29) Library management.
- 30) Advanced electronic archiving (secure preservation & document security).
- 31) Management of sports committees formed by associates.
- 32) Management of gyms & sports clubs.
- 33) Technical output.
- 34) Transfer systems from the paper system to electronic archiving.
- 35) Contemporary trends in the management & development of social services.
- 36) Management of social care institutions.
- 37) Organizing the preservation & security of documents, documents & information.
- 38) Dispute resolution & sports arbitration.
- 39) Prepare a fitness trainer.
- 40) Social enterprise management.
- 41) Security of documents & archives.

- 42) Fitness.
- 43) Military translation.
- 44) Mall management.
- 45) Central presses.
- 46) Prepare referees.
- 47) E-commerce.
- 48) Electronic press.
- 49) Horse care.
- 50) Graphic design.
- 51) Sports laws.
- 52) Quality control & production in printing establishments.
- 53) Real estate office management.
- 54) Chefs preparation.
- 55) Tourist photography.
- 56) Sports management.
- 57) Fiber optic network systems.
- 58) Planning the organizational structure of the food & beverage department.
- 59) Museums & antiquities department.
- 60) Sports facilities management.
- 61) Develop the skills of museum curators.





Finance & Banking Courses

- 1) Financial management & accounting control.
- 2) Auditing financial & government documents.
- 3) Financial management for non-financial people.
- 4) Financial oversight & auditing.
- 5) Recent Trends in Cost Accounting Management.
- 6) Financial & Administrative Affairs.
- 7) Modern Trends to Raise the Efficiency of the Performance of the Internal Auditor.
- 8) Advanced Financial Accounting, Financial Performance Assessment & Analysis, Financial Risk Management & Budgeting.
- 9) Strategies & Trends of Modern Software in Government Accounting.
- 10) Modern Methods of Financial Planning & Budgeting.
- 11) Integrated Skills in Control & Audit.
- 12) Accounting & Cost Control.
- 13) The Skills of Preparing Government Budgets.
- 14) Financial Systems for Personnel & Human Resources, Prepared Using Computer Balancing Employment.
- 15) Rules of Financial Analysis for Non-Accountants.
- 16) Financial Reports in Petroleum Accounting.
- 17) Advanced Financial Accounting, Evaluation & Analysis of Financial Performance, Financial Risk Management & Budget Preparation.
- 18) Advanced Systems to Account for the Financial Aspects of Personnel & Human Resources.

- 19) Skills of Preparing Financial & Future Plans.
- 20) Financial & Administrative Review to Ensure the Performance of Safety.
- 21) Electronic Financial Management Using a Computer.
- 22) Financial Crisis Management.
- 23) Management Accountant.
- 24) JCPA Chartered Accountant.
- 25) Investment to Serve Pension Funds.
- 26) Integrated Strategy for the Preparation of Budgets & Financial Reports.
- 27) Accounting Information in Support & Administrative Decision-Making.
- 28) Accounting for Costs & Cost Analysis.
- 29) Prepare Planning Budgets.
- 30) National Accounts Statistics.
- 31) Management & Measurement of Credit Risk Using a Computer.
- 32) Cost Accounting for Non-Accountants.
- 33) Audit Systems & Internal Control & the Preparation of the Auditor's Report COSO.
- 34) Feasibility Studies & Project Evaluation.
- 35) Economic Feasibility Study for Financing Purposes.
- 36) Documentation & Evaluation of Internal Control Systems.
- 37) Legal Problems Related to Bank Guarantees.
- 38) Integrated Program in Preparation & Analysis of Financial Statements & Government Budgets.
- 39) Fundamentals of Converting from the Monetary System to the Accrual System.
- 40) Financial & Statistical Analysis of Data Using SPSS Program.

- 41) Central Accounting.
- 42) Bank Management.
- 43) Auditing Standards.
- 44) Basic Deposits.
- 45) Actuarial Studies.
- 46) User Cash Flows.
- 47) Budget Preparation.
- 48) Audit & Final Audit.
- 49) Treasury Management.
- 50) Preparation & Control of the Bank Budget.
- 51) Audit & Financial Control.
- 52) Specialized Skills in Audit, Financial & Administrative Inspection.
- 53) Standards & Methods of Auditing & Internal Control.
- 54) Analysis of the Financial Statements under Accounting Standards.
- 55) Managing Banking Operations & their Technical Risks.
- 56) Preparing & Analyzing Financial Statements in Accordance with International Accounting Standards.
- 57) Advanced Management Accounting.
- 58) Control of Violations & Management of Financial Investigations.
- 59) Accounting, Financial Performance Evaluation & Financial Decision Making.
- 60) Planning Budgets & Activating the Role of Censorship.
- 61) Financial Analysis & Forecasting Tools for Financial Failure.
- 62) The Basics of Accounting & Financial Analysis for Non-Accountants.
- 63) Managing Audit Tasks on Accounting Operations.





- 64) Skills of Preparing Operational & Financial Budgeting.
- 65) Developing Cashier Skills.
- 66) Government Accounting.
- 67) Modern Trends in the Preparation of Budgets Oriented Goals.
- 68) Integrated Program in Government Accounting.
- 69) Effective Financial Strategies & Accounting Skills.
- 70) Financial & Accounting Skills, & Inventory Management.
- 71) The Usage of Performance Indicators in Financial Management.
- 72) Budgeting & Rationalization of Government Spending's.
- 73) Governance, Risk Management, Compliance & Internal Controls.
- 74) International Standards on Auditing & Auditing (ISA).
- 75) Accounting Control Techniques in Institutional Work.
- 76) Administrative Contracts Accounting.
- 77) Financial Forecasting Techniques & Tools.
- 78) Financial Analysis & Reporting Skills.
- 79) Essential Skills for Financial Managers.
- 80) Financial Risk Management in the Oil Sector.
- 81) International Financial Reporting Standards in the preparation of Accounting Records, Settlement & the Closure of the Financial Accounts.
- 82) Advanced Skills of the Auditors.
- 83) Government Accounting Using the Computer.
- 84) Best Financial Auditing Practices & Control of Financial Fraud.
- 85) Accounting Sector for Purchases & Stores.
- 86) Cost Accounting.
- 87) Development Cost Accounting Skills Using the Computer.
- 88) Managerial Accounting in Decision-Making.
- 89) Financial Planning & Control Tools.
- 90) Development of Financial Skills of the Departments of Personnel Using the Computer.
- 91) Basics of Accounting & Bookkeeping.
- 92) Advanced Accounting Skills & Financial Analysis & Budgeting.
- 93) Integrated Program in National Accounting.
- 94) International Accounting Standards.
- 95) Detecting & Preventing Fraud in the Insurance Field.
- 96) Modern Strategies in the Internal Audit & Control Systems.
- 97) Integrated Program in Internal Audit & Review.
- 98) Integrated Program in Financial Accounting & Auditing.
- 99) Risk Management in Social Insurance.



Purchasing & Warehouse Courses

- 1) Warehouse management, purchasing & logistics management.
- 2) Organization & management of warehouses.
- 3) Integrated skills in managing purchases, supplies, stores & warehouses.
- 4) Management of medical stores & warehouses.
- 5) Strategies of Preventing Losses in Stores & Warehouses.
- 6) The Art of Preparing Bids & Negotiation Tactics with Suppliers.
- 7) The Modern Trends of Accounting & Financial Processing of Purchases & Stores.
- 8) Certified Logistics, Transport & Distribution (CLTD) Specialist.
- 9) Modern methods of safe purchasing.
- 10) Advanced Logistics Trends for Warehousing & Material Handling.
- 11) Supplier Relationship Management (SRM).
- 12) Total Quality in Purchasing & Warehousing Management & MRP.
- 13) Management of Processing Operations & Modern Logistics Systems.
- 14) Measuring the efficiency of inventory control Systems & Control the Movement of Stores.
- 15) Performance Measurement & Governance in Procurement.
- 16) Examining government offers.



- 17) Managing Contracts, Variation Orders & Contract Claims.
- 18) Tenders Management.
- 19) Warehouses Safety & Security.
- 20) Material management & Inventory Control.
- 21) Studying Bids & Estimating Prices.
- 22) Modern Methods of Procurement & Dealing with Suppliers.
- 23) Computer Applications in the Management of Goods & purchases.
- 24) Developing the Skills of Storekeepers.
- 25) Drafting Technical Specifications for Procurement & Preparing Notebooks of Conditions.
- 26) Recent trends in shipping, insurance & claims management.
- 27) Effective Procurement Management According to ISO 9001.
- 28) The Latest Technology in Strategic Procurement & Supply Management.
- 29) Best Practices for Managing & Optimizing Warehouses Operations & Inventory Control.
- 30) Management of Government Procurement.
- 31) Analysis & Evaluation of Procurement Strategies.
- 32) Effective Negotiation & Management Strategies in Contracts & Procurement.
- 33) Purchasing & Warehouses management within the Logistics System.
- 34) Purchasing Analysis Using Excel Worksheets.
- 35) Innovation in Procurement & Supply Network Design.
- 36) Flexible Management of Logistics & Supply Series.
- 37) Organizing Warehouses in Government Institutions.
- 38) Strategic Management of the Planning & Organization of Operations of Stores.
- 39) Comprehensive Inventory Control & Methods of Getting Rid of Overstock.
- 40) Purchasing Management & Cost Saving Techniques.
- 41) Advanced Purchasing & Warehouses Management.
- 42) The Economics of Purchasing & Warehousing.
- 43) Modern Programs to Deal with Overstock.
- 44) Warehouse Management from a Digital Perspective.
- 45) Medium Purchasing Department.
- 46) Management of Logistics Support, Transportation, Warehousing & Contracts.
- 47) Manage & Control Inventory.
- 48) Free Zone Warehouses Management.
- 49) Effective Electronic Management of Stores & Warehouses.
- 50) Modern Legal & Administrative Rules in Procurement & Contracts.
- 51) Inventory Planning & Control.
- 52) Contract Risk Management & Compliance.
- 53) Effective Methods of Inventory Taking & Getting Rid of Stagnant.
- 54) Skills Development Tools Inventory Officials.
- 55) Organizing & Planning Stores, Warehouses & Warehousing Procedures.



Secretarial & Office Management Courses

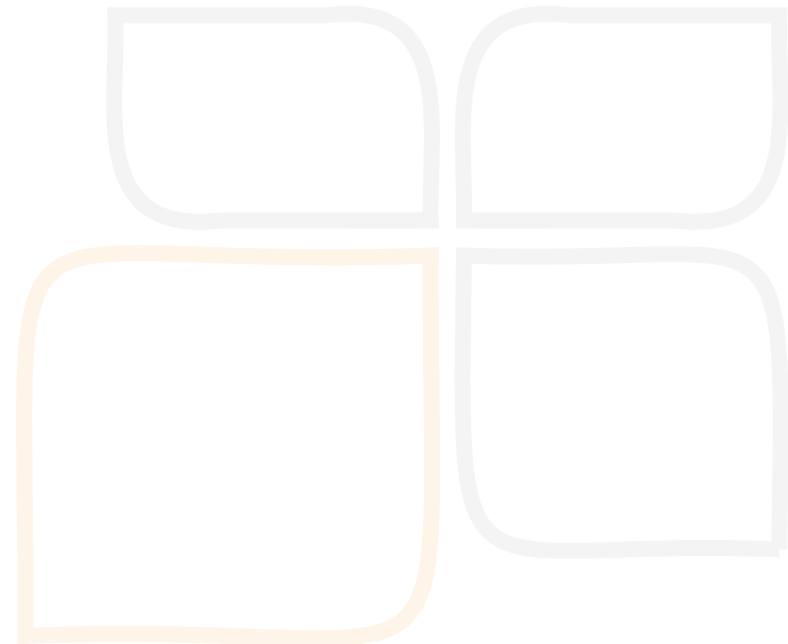
- 1) Managing office business systems electronically.
- 2) Professionalism in office management & administrative coordination.
- 3) Coordination & follow-up in the offices of senior leaders & officials.
- 4) Electronic Secretarial Using Microsoft Office.
- 5) Professional Development for Executive Secretary & Administrative Assistant.
- 6) Secretarial & electronic archiving.
- 7) The E-Government & its Role in the Secretarial work.
- 8) Protocol Skills & Diplomatic Behavior for Senior Office Managers.
- 9) How to Create an Electronic Library.
- 10) Professional Skills for Private Secretarial Work.
- 11) The New Roles of Office Managers During Crises in the Organization.
- 12) Modern Office & Secretarial Management.
- 13) Develop English Language Skills for Front Office Staff & Customer Service.
- 14) Administrative & Behavioral Skills of Office Managers.
- 15) Excellence in the Development of Secretarial Work & Advanced Office Management.
- 16) Efficiency & Outstanding Organization in Managing the Business of Senior & Executive Management Offices.
- 17) Meeting management & reports.



- 18) Legal Secretaries & Law Firm Management.
- 19) Advanced Secretarial Skills.
- 20) Electronic Office Management Systems.
- 21) Executive secretarial & most prominent practices.
- 22) Minimizing paperwork in offices.

- 23) The art of time management & setting priorities.
- 24) Distinction & innovation in office management.
- 25) Modern Methods Using Computers in Documentary Courses & Postal Correspondence for Office Managers.
- 26) Integrated skills in secretarial & office management.
- 27) Organizing & managing meetings & committees.
- 28) Continuous development skills for the executive secretariat.
- 29) Protocol skills & diplomatic behavior for senior office managers.
- 30) Office management & modern secretarial services.
- 31) Excellence in developing secretarial work & advanced office management.
- 32) Developing the English language skills of front office & customer service staff.
- 33) Modern administrative applications for the quality of secretarial work.
- 34) Excellence in developing secretarial work & advanced office management.
- 35) Integrated secretarial skills to prepare, prepare & implement meetings & committees.

- 36) Virtual office management & telecommuting.
- 37) Secretaries & senior management office managers.
- 38) Office management & streamlining office procedures.
- 39) Developing English language skills for front office staff.
- 40) Electronic secretarial skills using Microsoft programs.
- 41) Foundation courses in secretarial work.
- 42) E-government & its role in secretarial work.
- 43) Contemporary secretarial practices & effective office management in light of information & communication technology.
- 44) Advanced concepts of total quality in office management & executive secretarial work.





Training & Education Courses

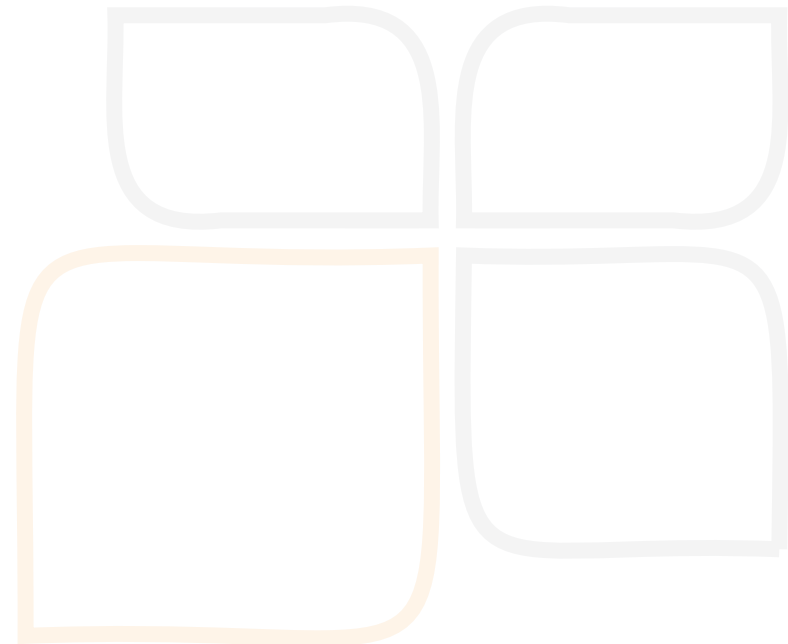
- 1) Preparing & evaluating training curricula & studying training needs.
- 2) Tools for Curriculum Change & Development.
- 3) Skills of Managing & Evaluating Students Behaviors.
- 4) Curriculum Development & Content Monitoring.
- 5) Develop Excellent Speaking & Presentation Skills.
- 6) Introduction to Overcoming Learning Difficulties.
- 7) Enhancing the Capacities of Supervisors & Educators in Curriculum Development.
- 8) Enhancing Critical Thinking Skills in Curriculum Development.
- 9) Development of Curriculum Structures.
- 10) Classroom Management in the Virtual Classes.
- 11) General & Interactive Teaching Methods.
- 12) Emotional Intelligence for Educational Leaders.
- 13) Applying Quality Management Principles in Curriculum Development.
- 14) The Art of Dealing with Different Personality Types.
- 15) Advanced Program in Integrated Skills for Total Quality Management & Continuous Improvement.
- 16) The Role of Supervision & Inspection in Monitoring Curricula.



- 17) E-Learning Strategy.
- 18) Training of Trainers - TOT.
- 19) Junior Teacher Training.
- 20) Active Learning.
- 21) Class Management.
- 22) Digital Teacher Skills.
- 23) Education & E-Learning.

- 24) The Art of Public Speaking.
- 25) Evaluation of Curricula & Educational Programs.
- 26) Total Quality in Educational Institutions.
- 27) Techniques for analyzing & classifying training needs & formulating training plans.
- 28) The Art of Management & Leadership in Educational Institutions.
- 29) Identifying Training Needs.
- 30) Advanced Skills in the Educational Technology.
- 31) Modern Roles for the Principal of the School in the Quality of Education.
- 32) STEAM Methodology in the Educational Environment.
- 33) Creativity in Education.
- 34) Integrated Program in the Development of Trustees of the School's Libraries.
- 35) Educational Services Administration.
- 36) Preparing Training Packages.
- 37) How to Make a Decision.

- 38) Professional Development for Teachers.
- 39) Learning Difficulties.
- 40) Learning, Assessment & Digital Interaction.
- 41) TKT Essentials.
- 42) Professional Development for Teaching Assistants.
- 43) Creativity & Leadership in Education/Artificial Intelligence in Education.
- 44) Learning techniques in the classroom.
- 45) Educational Technology: Principles, Strategies & Applications.
- 46) Electronic Calendar Tools.
- 47) Educational Technology Models & Applications.
- 48) Activate the Problem-Solving Method.





Quality Courses

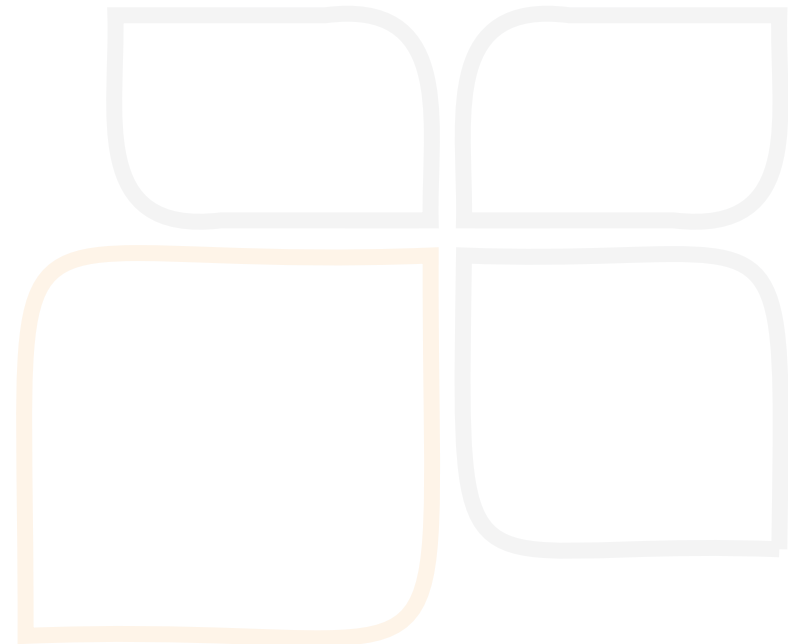
- 1) Total Quality Management in Health Services.
- 2) Total Quality Management.
- 3) Disaster recovery & business continuity.
- 4) Quality Management in Medical Laboratories.
- 5) Total Quality in Training & Development Department.
- 6) Internal Audit of Quality Systems ISO 9001-2008.
- 7) Statistical Methods & Techniques for Quality Control.
- 8) Quality Control Information Systems Production Quality Control.
- 9) Preparing the Internal Auditors for the Quality Management System.
- 10) Common Mistakes of Quality Applications.
- 11) Total Quality in Medical & Chemical Analysis Laboratories.
- 12) Operations Management under the Concept of Quality Improvement.
- 13) Quality Assurance Management System (QMS).
- 14) Total Quality in Purchasing & Warehousing Management (MRP).
- 15) Strategic Planning in Product Development & Achieving Total Quality.
- 16) Professionalism in Quality Management.
- 17) Total Quality Management in Hospitals.
- 18) Discrimination & Creativity in the Management of



- 19) Qualification of a Quality Control Manager.
- 20) Seven Quality Tools.
- 21) Quality Assurance.
- 22) Quality Audit Skills.
- 23) Green Belt in 6 Sigma.
- 24) Yellow Belt in 6 Sigma.
- 25) Green Belt in 6 Sigma & Lean.

- 26) Yellow Belt in 6 Sigma & Lean.
- 27) Strategic Quality Management.
- 28) Public Services under the Comprehensive Quality Approach.
- 29) In Accordance with International Standards of Quality Control Monitoring.
- 30) Modern International Standard ISO9001-2000.
- 31) Measuring the Role of the Quality Officer.
- 32) Risk Assessments, Data & Quality Plans.
- 33) Quality Improvement Department.
- 34) International Standards in Customer Service Quality.
- 35) Quality Assurance for Industrial Projects.
- 36) Operations Quality Management to Achieve Administrative Excellence.
- 37) The Comprehensive Quality Course in Purchasing & Warehouses Management & the MRP System.
- 38) Quality Management in Tourism.
- 39) Develop the Skills of Quality Coordinators.
- 40) Comparative Measurement as a Tool for Implementing Quality Systems.

- 41) Kaizen Strategy for Continuous Quality Improvement.
- 42) Quality & Institutional Excellence Manager.
- 43) Modern Applications of Sigma 6 Quality.
- 44) The Eight Factors for Establishing a Sustainable Quality Management System.
- 45) Balanced Scorecards for Human Resources, Quality Assurance & Management.
- 46) Total Quality Management & Organizational Excellence.
- 47) Quality Cost Management.
- 48) Total Quality & Reconstruction Strategy.
- 49) Quality Control & Assurance in Projects.





Safety, Occupational Health & Security Courses

- 1) Preventive Security, Occupational Safety & Prevention of Losses in Vital Installations.
- 2) Occupational Safety & Health OSHA.
- 3) Environmental Planning, Environmental Impact Assessment & Environmental Protection Laws.
- 4) Qualification of a Specialist in Public Safety, Security & Protection of Facilities.
- 5) Leadership & Decision-Making in Crises & Emergencies.
- 6) Develop Training in Public Safety.
- 7) Writing Technical Reports Related to Occupational Health & Safety.
- 8) First Aid Basics.
- 9) Assessment & Management of Engineering & Environmental Risk Examinations.
- 10) Strategies for Planning, Administrative Organization, Guidance & Crisis Management.
- 11) Planning & Managing Integrated Security, Safety & Loss Prevention Systems.
- 12) Control & Inspection of Foods & Medicines.
- 13) Safety of Engineering & Construction Projects from Hazards & Fire Accidents.
- 14) The Foundations of Inspection & Review in Safety Work.
- 15) Total quality management in medical Laboratories.
- 16) Leadership in Safety & Supervision.



- 17) Advanced Industrial Security Systems & Technical Investigation of Occupational Accidents.
- 18) Advanced Occupational Safety & Security.
- 19) Risk Analysis in the Work Environment.

- 20) Security crisis management & security negotiation skills.
- 21) Advanced techniques for planning & designing emergency plans.
- 22) Management of Occupational Safety & Health Systems & Preparation of Operational Plans.
- 23) Strategic Skills for Crisis & Disaster Management.
- 24) Foundations of occupational safety in warehouses.
- 25) Analysis & Evaluation of Risks & Audit of Occupational Safety & Security Systems.
- 26) Modern Rules of Security, Safety & Civil Protection.
- 27) Prevention, Control, Risk Monitoring & Accident Analysis.
- 28) Security Inspection & Control.
- 29) Environmental Protection & Loss Prevention Technology.
- 30) Recent Trends in the Prevention of Industrial Accidents.
- 31) Develop & Raise the Efficiency of Security & Safety Systems & Implement Quality Standards.
- 32) Developing Lifting Equipment Inspection Skills.

- 33) Risk Management & Loss Prevention.
- 34) Enhancing the Quality of Occupational Safety & Health in the Workplace.
- 35) Firefighting & evacuation procedures in the work environment.
- 36) Electrical safety & prevention of electrical hazards.
- 37) Assessing, analyzing & managing occupational safety risks.
- 38) Efficiency & effectiveness in managing industrial security operations.
- 39) Leadership, planning, & organizational skills to manage emergency, rescue & evacuation operations.
- 40) Responsible for the classification, safe handling, management & maintenance of electrical equipment in Hazardous Area.
- 41) Security & safety standards in seaports.
- 42) Governance & Compliance Management in Occupational Safety.
- 43) Work Environment Management in Public Safety.



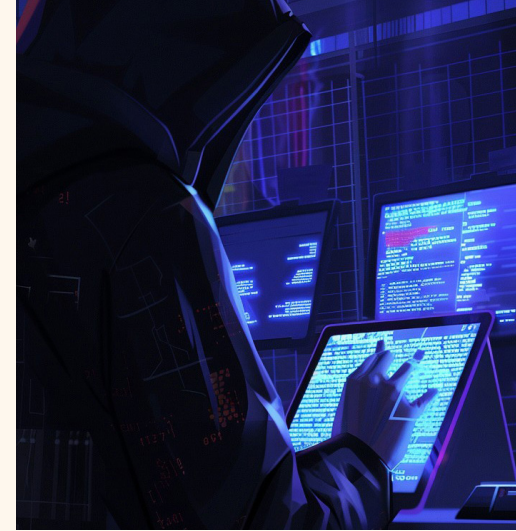
Telecommunication, Information Technology & Cyber Security Courses

- 1) Advanced Linux Administration.
- 2) Advanced Windows Administration.
- 3) Ai in cloud computing.
- 4) Governance & risk management of information technology projects.
- 5) Cyber Security Foundations.
- 6) The use of satellites in military planning.
- 7) Cyber Security Awareness for Executives CSA- EX.
- 8) Social Media Data Analytics.
- 9) Fundamentals of Communication & Network Security.
- 10) Video Communication Technology in Meetings.
- 11) Ground Segment Engineering & Satellite Ground Stations.
- 12) The Application of Artificial Intelligence in the Telecommunications Sector.
- 13) The Application of Total Quality Systems in the Management of Information Technology.
- 14) Governance, risk management & compliance for cybersecurity departments.
- 15) IT Fundamentals for Cyber security Specialization.
- 16) Certificate in Information Security Management Principles CISMP.



- 17) Data Mining.
- 18) Deep Learning.
- 19) Network Systems.
- 20) Neural Network.
- 21) Ai in healthcare.
- 22) Secure Programming.
- 23) Computer Networks.
- 24) Encryption policies.
- 25) Data Analysis.
- 26) Data Management.
- 27) Data Engineering.
- 28) Information Security.
- 29) Network Security Awareness.
- 30) Ethical Hacking Associate.
- 31) Advanced Python Programming.
- 32) Digital Investigations & Incident Response.
- 33) Systems & Database Management.
- 34) Governance & Risk Management for IT Projects.
- 35) Graph Mining Directed to Social Media Websites.
- 36) Information Security Audit.
- 37) Digital Project Management.
- 38) Foundation of Cryptology.
- 39) programming Skills for Artificial Intelligence.
- 40) Security Technology & Electronic Risk Management.
- 41) SQL Database Management.
- 42) Certified Secure Web Application Engineer.
- 43) Cyber Incident Response Management Foundation.
- 44) Artificial Intelligence for Business.
- 45) Cyber Security Awareness CSA.
- 46) ORACLE Database Management.
- 47) Information Security & Risk Management: Information Leadership.
- 48) Ethical Hacking: Cryptography for Hackers.
- 49) Law of Data Security & Investigations.
- 50) Cyber Security for Business Managers.
- 51) Become A Cyber Security Analyst.
- 52) Certified Penetration Testing Engineer.
- 53) Computer Hacking Criminal Investigator CHFI.
- 54) Data Protection.
- 55) Certified Grid Computing Professional.
- 56) Fiber Optic Network Design.
- 57) Application Design & Development.
- 58) Certified UNIX Security Administrator.
- 59) Certified Cloud Security Professional (CCSP).
- 60) Certified Virtualization Security Expert.
- 61) Turn on Information Security.
- 62) Website Development.
- 63) Fundamentals of Computer Network Security Specialization.
- 64) Cyber Security Awareness Diploma.
- 65) Head of the Electronic Information Security System Audit Team.
- 66) Certified Information Security Manager (CISM).

- 67) Cisco certified Network Associate (CCNA) Security.
- 68) Certified UNIX Security Administrator.
- 69) Assessing & Auditing Wireless Networks.
- 70) Critical Infrastructure Protection.
- 71) EC-Council Certified Security Specialist.
- 72) Offensive Security Web Expert.
- 73) Communication & information technology systems.
- 74) Cyber security for small & medium enterprises.
- 75) Wireless network security.
- 76) Cisco Certified Network Associate (CCNA).
- 77) Concepts of cyber security & information security.
- 78) Network Technician + Network.
- 79) Server management & protection.





Marketing & Sales Courses

- 1) Excellence in Customer Service.
- 2) Develop Advanced Selling Skills.
- 3) Analyzing Marketing & Sales Problems.
- 4) Advanced Marketing Skills: The Art of Interviewing & Dealing.
- 5) Creativity in Marketing in Mobile Communications Companies.
- 6) Integrated Marketing & Sales Management System.
- 7) Creative Selling Skills.
- 8) The Art of Selling & How to Convince the Customer.
- 9) Skills of Using the Phone for Effective Marketing.
- 10) Effective Marketing Management.
- 11) Consulting & Digital Selling.
- 12) Sales & Marketing Strategies.
- 13) Service Marketing Strategies.
- 14) Marketing & Selling in Light of the Current Changes & Global Developments.
- 15) Advanced Directions for Analyzing & Evaluating Offers for Sales, Marketing & Purchasing Managers.
- 16) Marketing Strategies for Product Development.
- 17) Communication & Connection Skills.
- 18) Marketing & Sales (Skill - Creativity - Excellence).

- 19) Lead & Manage High Performance Sales Teams.
- 20) Promotion & Sales Promotion.
- 21) The Skills of a Successful Marketing Specialists.
- 22) Marketing Strategies & Competitive Selling.
- 23) The Modern Concept of Strategic Marketing.
- 24) Building the Skills of Salespeople.
- 25) Professional Marketing for Marketing Managers & Supervisors.
- 26) Measuring the Impact & Return of Marketing Plans.
- 27) The Modern Entrance to Marketing & Sales Development.
- 28) Quality of Sales & Marketing Services.
- 29) Selling Basics & Techniques for Beginners.
- 30) Marketing Strategies in Light of Recession & Economic Crises.
- 31) Consumer Goods Marketing Department.
- 32) Key Performance Indicators to Measure the Performance of the Sales Department.
- 33) Marketing Research Preparation.
- 34) Marketing Communication & Media Planning.
- 35) Best Practices in Sales Management.
- 36) Advanced Strategies in Marketing & Sales Management.
- 37) Sales & Distribution Department.
- 38) Basic Knowledge of Sales Management.
- 39) The Art of Sales & its Relationship to the Success of the Institution.

- 40) Professional Methods for Setting Marketing Goals.
- 41) Professional Marketing.
- 42) Sales Specialist.
- 43) Digital Marketing.
- 44) The Art of Marketing.
- 45) Basic Skills in Marketing & Sales Services.
- 46) Quality Principles of Sales & Marketing Services.
- 47) Professional Salesman Preparation.
- 48) Management Skills of Sales Staff.
- 49) Banking Sales Skills.
- 50) Strategic Marketing Plan.
- 51) Selling & Persuasion Skills.
- 52) Marketing Strategies in Light of Competition & Building Marketing Teams.
- 53) Marketing Intelligence: the Dimensions, Themes, & Applications.
- 54) Develop Marketing Strategies to Achieve Competitive Advantage.





Security Courses

- 1) Threat & Vulnerability Assessment.
- 2) Office Interviews & Intelligence Interrogation.
- 3) Techniques of Interrogation & Investigation.
- 4) Modern Techniques in Search, Investigation, & Security Interrogation.
- 5) Recruit & manage clients & sources.
- 6) Security of military & vital installations.
- 7) Security Report Writing Skills.
- 8) Office Intelligence Operations & Office Security.
- 9) Security Media & the Principle of Transparency.
- 10) Foundational Intelligence & Security.
- 11) Managing & Responding to Security Crises.
- 12) Modern trends in security supervision.
- 13) Strategies for building & managing a security team.
- 14) Facilities security strategies.
- 15) Managing the technical security assessment of critical facility protection systems & technologies.
- 16) Security Planning in Crisis Management at the Leadership Level.
- 17) Document Security, Documents & Security Diagnostics.
- 18) Integrated System for Strategic Security Planning & Evaluation.

- 19) Enticement & Security of Intelligence Operations.
- 20) National Security Strategies.
- 21) Skills of Preparing Security Plans & Security Supervision.
- 22) Investigations Procedures in Security Work.
- 23) Security Planning Strategies.
- 24) Recent Trends in Control, Emergency Preparedness & Response.
- 25) Creativity in Security Engineering & Methods of Securing Vital Facilities.
- 26) Managing Security Crises & Security Negotiation Skills.
- 27) Qualified Anti-Corruption Expert.
- 28) Management of Security Information Systems.
- 29) Modern Methods of Detecting Fraud.
- 30) Security Inspection & Control.
- 31) Modern Strategies to Combat Terrorism.
- 32) Strategic Development in Security Institutions.
- 33) Department of Inspection & Security Monitoring for Supervisors.
- 34) Principles of Security Media." Security News".
- 35) Combating Administrative & Financial Corruption.
- 36) Security Crises in International Conferences & Meetings.
- 37) Security of Communications & Joint Information Technology.
- 38) Investigation & Interrogation Skills.
- 39) Higher Strategies in Protecting Integrity & Combating Corruption.

- 40) Security Awareness.
- 41) Sports Security & Stadium Riots.
- 42) VIP Protection.
- 43) Advanced Security.
- 44) Security negotiation.
- 45) Military inspection.
- 46) Security Supervision.
- 47) Preparing security plans & strategies in accordance with international standards.
- 48) Strategic Management of the Military & Security.
- 49) Crisis Management & Security Disasters.
- 50) Modern Technologies to Detect & Confront Security Threats.





Digital & Social Media Courses

- 1) Security Media (Police) & Crisis Facing.
- 2) Digital Transformation Strategy.
- 3) Skills of Dealing with the Media in Crises & Disasters.
- 4) Leading digital transformation.
- 5) Electronic & Digital Journalism.
- 6) Integrated program in public relations & media.
- 7) Digital transformation & activation of electronic management.
- 8) Public Relations & Dealing with Media Skills.
- 9) Modern Media Technologies & Applications.
- 10) Digital Media & Social Media Specialists.
- 11) Media Technology.
- 12) How to Deal with the Media.
- 13) Digital security & privacy.
- 14) Skills of Employing Smart Phone Applications in Journalistic Work.
- 15) Digital analysis.
- 16) Digital content management.
- 17) Communication in the Light of Multiple Cultures.
- 18) Community management.
- 19) Mass Communication.
- 20) Risk Management in Digital Media.
- 21) The Art of Journalism Release.
- 22) Visual, Audio & Read Media.
- 23) Electronic Journalism.
- 24) Communication & Cultural Formation.

- 25) Public Relations.
- 26) Digital Media.
- 27) Strategic Planning in Digital Media.
- 28) Media Spokesperson.
- 29) Media Planning.
- 30) Effective Negotiation Communication & Body Language Skills.
- 31) Electronic & Digital Journalism.
- 32) Blogging & Digital Writing.
- 33) Digital branding.
- 34) Modern Media Public Relations E-PRO.
- 35) Creating professional blogs & podcasts.
- 36) Photography for digital platforms.
- 37) Creating images & graphics using Canva.
- 38) Building a digital identity for brands.
- 39) The Art of Copywriting.
- 40) Artificial Intelligence in Digital Media.
- 41) Digital Media Ethics.
- 42) Managing intellectual property rights for digital content.
- 43) Digital media in non-profit organizations.
- 44) Privacy & Data Protection in Digital Media.
- 45) Social Media Influencer Marketing.
- 46) Optimizing digital advertising & increasing engagement.
- 47) advanced tools to analyze social media.
- 48) Analyzing digital performance with google analysis





Environmental Courses

- 1) Geographic Information Systems.
- 2) The Health Effects of Climate Change.
- 3) Environmental protection & loss prevention technology.
- 4) Applications of artificial intelligence in environmental impact assessment & sustainability improvement.
- 5) Environmental sustainability.
- 6) Environmental management systems & industrial pollution treatment.
- 7) Environmental management & environmental systems.
- 8) Environmental & community management - future roles in sustainable development.
- 9) Environmental crisis & disaster management.
- 10) Modern Methods of Environmental Planning, Impact Assessment & Protection Laws.
- 11) Modern global trends in environmental protection, waste management, & pollution treatment.
- 12) Environmental emergency planning.
- 13) Sustainable Energy Systems.
- 14) Sustainable Infrastructure.
- 15) Environmental Quality Control & Analysis.
- 16) Analysis of the E-Conomic Impacts of Environmental Problems.

- 17) Environmental impact assessments.
- 18) Understanding the Environment from a Geographical Perspective.
- 19) Sustainable Tourism: Society & Environmental Aspects.
- 20) Applying Sustainable Development to Humanitarian Action.
- 21) Spatial & Environmental Analysis.
- 22) Hazardous wastes & its management.
- 23) Environmental scanning skills.
- 24) Environmental training & awareness methods.
- 25) Environmental impacts of chemicals & hazardous wastes.
- 26) Environmental monitoring in inspection.
- 27) Pollution & Environmental Inspection.
- 28) Environmental Contingency Planning.
- 29) Fundamentals of environmental sciences.
- 30) Environmental training & awareness methods.
- 31) Renewable energy & its technologies.
- 32) Environmental risk management.
- 33) Environment disaster management.
- 34) Sustainable Energy & Carbon Emissions Reduction.
- 35) Environmental Governance & Sustainable Development Policy.
- 36) Artificial Intelligence in Environmental Management.
- 37) Managing & protecting nature reserves.
- 38) Leadership Skills in Environmental Management.

- 39) Soil Erosion.
- 40) Smart cities.
- 41) Air Pollution.
- 42) Structural Geology.
- 43) Environment Protection.
- 44) Wetland Management.
- 45) Environmental Health.
- 46) Environmental Security.
- 47) Biotechnology & its role in environmental protection.
- 48) Genetic diversity & its role in preserving the environment.
- 49) Environmental chemistry.
- 50) Environmental Challenges.
- 51) The Agricultural Economy.
- 52) Climate change & its impacts.
- 53) Agricultural Land Rehabilitation.





Law Courses

- 1) Integrated Program in Legal Affairs.
- 2) Legal & judicial adjustment in criminal crimes.
- 3) International law of the sea.
- 4) The Origins of Legal Interpretation & Writing Memos.
- 5) The Legal Aspects in the Field of Administrative Investigations & Sanctions.
- 6) Management of contracts & documentary credits.
- 7) Oversight of the implementation of legal laws & regulations.
- 8) The Legal Considerations that controls Contracts Formulation & International Agreements.
- 9) Arbitration in contract disputes.
- 10) Legal aspects of government administration.
- 11) International criminal law.
- 12) Modern Strategies in Preparing Contracts.
- 13) Integrated Systems & Strategies in Legal Affairs.
- 14) Arbitration & Dispute Resolution.
- 15) Legally Effective Internal Audit.
- 16) Arbitration in Investment Contracts.
- 17) Scope of Application of International Humanitarian Law.
- 18) Contract Management, Change Orders, Contractual Claims, & Arbitration.
- 19) Administrative Investigation Skills.

- 20) Technical Preparation for Legal Advisors.
- 21) Contract Formulation.
- 22) Technical & Legal Skills for Formulating Memos & Lawsuits.
- 23) Military Regimes under International Humanitarian Law.
- 24) Military Rulings between Cassation & Appeal.
- 25) General Introduction to the Science of Law.
- 26) Methods of Interpreting the Law.
- 27) Evidence of Intellectual Property Right.
- 28) International Cooperation in the Judicial Field.
- 29) Interpretation & Analysis of Legal Texts.
- 30) International Humanitarian Law.
- 31) Judicial Decisions in Urgent Matters.
- 32) Legal Forming of Administrative Decisions.
- 33) How to Manage the Administrative Investigation.
- 34) Modern Standards in the Preparation & Forming of Legal Notes.
- 35) Forming International Contracts & Managing Disputes.
- 36) Legal Interpretation, Forming Skills & Pursue Legal Action.
- 37) Managing Contractual Risks & Preparing Legal Structures for Dispute Resolution.
- 38) Civil Trial Procedures.
- 39) Legal & Technical Aspects of Electronic Transactions.
- 40) Administrative Decisions: Prepared & Formed by Legal Foundations.
- 41) Effective Legal & Administrative Advice for Contracts.

- 42) FIDIC Contracts.
- 43) Trigger Conditions.
- 44) Administrative law.
- 45) Legal consultations.
- 46) Judicial arbitration.
- 47) Military Judgment.
- 48) Laws of Armed Conflict.
- 49) Courts Structuring.
- 50) Legal Affairs Department.
- 51) Commercial & business law.
- 52) Laws & the Judicial System.
- 53) Integrated Skills in Legal Affairs.
- 54) Forming Contracts in English.
- 55) The Art of Legal Forming.
- 56) Oversight of the Implementation of Legal Systems & Regulations.
- 57) Management of Educational Facilities with a Legal Vision.
- 58) Legal Aspects of Human Resource Management & Personnel Affairs.
- 59) Legal & Technical Aspects of Information Security Protection.
- 60) Legal Forming Methods.
- 61) Grievance Committees Between Judicial & Administrative Jurisdiction.
- 62) Technical Techniques in Preparing & Writing Legal Reports.





- 63) Principles of Criminal Trials.
- 64) International Contracts & Dispute Resolution Methods.
- 65) Legal Skills for Non-Legal.
- 66) Administrative Decisions.
- 67) Certified Legal Advisor.
- 68) Preparing & Forming Contracts & Legal Memoranda.
- 69) Foreign Relations & International Cooperation.
- 70) Resolution of Disputes & Claims.
- 71) Judicial Decisions in Criminal Matters.
- 72) Judicial Protection of Intellectual Property Rights.
- 73) Legal Memoranda & Administrative Decisions.
- 74) Procedures & Legal Aspects of Tenders & Bids.
- 75) Methods of Forming Investment Contracts.
- 76) The Origins of Legal Interpretation.
- 77) Rules & Principles of Investigation of Administrative Violations & Rules of Interrogation & Evidence Collection.
- 78) International Cooperation (Agreements-Negotiation).
- 79) Legal Aspects in Project Management & Evaluation.
- 80) Legal Aspects of Public Office.
- 81) Negotiation Skills & the Conclusion of Contracts with International Institutions.
- 82) Legal Studies & Consultancy Skills.
- 83) Forming Legal & Administrative Regulations.
- 84) Preparing, Awarding & Executing Tenders.
- 85) Preparing Legal Studies & Scientific Research.
- 86) Legal Origins of International Contracts.
- 87) The Legal Form of Military Decisions.
- 88) Administrative Investigation Procedures.
- 89) Labor & Employment Law.
- 90) Advocacy & courtroom skills.
- 91) Laws related to personal data protection.
- 92) Anti-corruption mechanisms in legal systems.
- 93) Managing legal issues in corporations.
- 94) Legal systems in the health sector.
- 95) Introduction to Constitutional Law.
- 96) Commercial Disputes (Arbitration & Mediation).



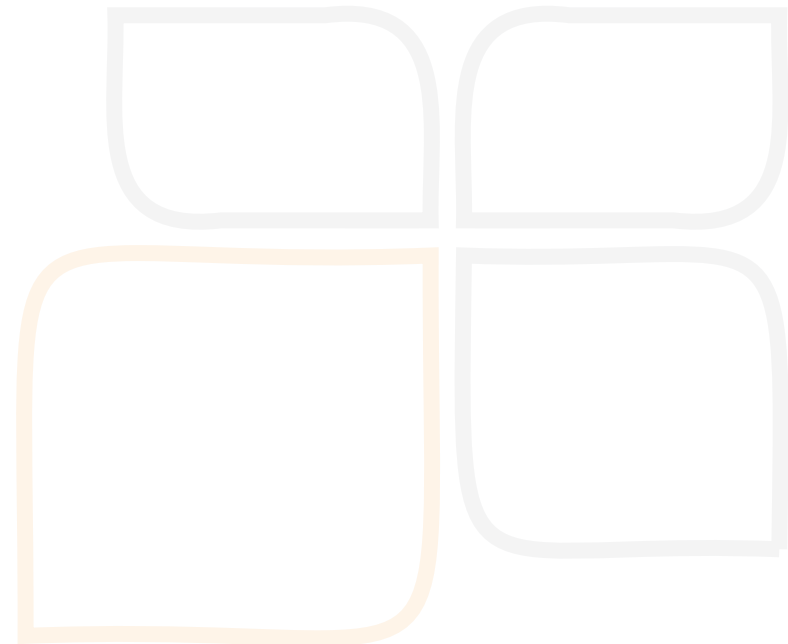
Customs Courses

- 1) Effective Customs Inspection Methods & Techniques.
- 2) Banking & Insurance Transactions in Customs Work.
- 3) Integrated Skill in Logistics Management & Customs Clearance.
- 4) Customs Procedures for Import & Export.
- 5) Customs Policies & International Law.
- 6) Border Security & Customs Smuggling.
- 7) Security Sense & Customs Inspection.
- 8) Customs Criminal Investigation Methods.
- 9) Recent Trends in the Management & Organization of Transportation Movement.
- 10) Checking Documentary Credits & Bills of Lading.
- 11) Modern Strategies in Combating Customs Smuggling.
- 12) Naval Competitions.
- 13) Customs Data Security & Protection.
- 14) Integrated Customs Tariff & Statistical Data Preparation.
- 15) Customs Policies & International Law.
- 16) Customs Risk Management Objectives.
- 17) Modern Methods of Goods Inspection.
- 18) Air & Sea Freight Bills.
- 19) Customs Risk Management.
- 20) Customs Clearance Procedures & Export Insurance.



- 21) Minutes of Legal Control of Customs Cases.
- 22) Customs Committees & Methods of Settling Customs Disputes.
- 23) Maritime Law.
- 24) Goods Warehousing & Logistics Support.

- 25) Customs Contracts, Practices & Permits.
- 26) The Role of Customs Combat in the Pursuit & Control.
- 27) Customs Inspection Procedures.
- 28) Inspection & Transit Agreement.
- 29) Skills of Preparing Reports & Customs Records.





Medical Treatment Courses

- 1) Creative Leadership in Hospital Management in Health Services.
- 2) Recent Trends in Total Quality Management in Hospitals.
- 3) Rehabilitation.
- 4) Modern Management of Medical Laboratories & Medical Analyzes.
- 5) Develop the Skills of Physiotherapists.
- 6) Advanced intensive Care.
- 7) Cataloging & Medical Classification.
- 8) Measures of protection against risks in Medical Laboratories.
- 9) Special Education / Early Intervention.
- 10) Therapeutic Devices & the Mechanism for Discovering Faults for Medical Devices.
- 11) Maintenance & Manufacture of Prosthetics, Prosthetic Devices & Orthotics.
- 12) Crisis Management in Hospitals & Health Organizations.
- 13) Nursing Administration.
- 14) Management of Emergency Services & Ambulance Centers.
- 15) Developing the Skills of Workers in Medical Files & Reports.



- 16) First aid.
- 17) Visual Disability.
- 18) Patient Affairs.
- 19) Diabetic foot.
- 20) E-Health.
- 21) Natural Therapy.
- 22) First Aid & Rescue.
- 23) Electrocardiogram.

- 24) Medical Translation.
- 25) Central Sterilization.
- 26) Movement Therapy.
- 27) Nursing & Support Jobs.
- 28) Nutrition Services Department.
- 29) Sports Medical Devices Course for Sports Therapists.
- 30) Inclusion of People with Special Needs in Society.
- 31) Medical Terminology.
- 32) Modern Skills to Qualify Nursing Cadres.
- 33) Cost Control & Productivity Management in Hospitals.
- 34) Stroke & its conservative treatment.
- 35) Understanding & evaluating scoliosis.
- 36) Assistive devices for patients with cerebral palsy.
- 37) Diabetes education.
- 38) Palliative treatment.
- 39) Psychotherapy.
- 40) Basics of prosthetics & orthotics.
- 41) the basics of conservative treatment for scoliosis.

- 42) Manufacture & Maintenance of Stethoscope Molds.
- 43) Management of Health Institutions & Hospitals.
- 44) Infection Control in Health Facilities.
- 45) Special Education/Learning Disabilities.
- 46) The Relationship of Sports Medicine & Rehabilitation.
- 47) Prevention of Sports Injuries.
- 48) Health Insurance Procedures.
- 49) Average Sports Therapist.
- 50) Non-Surgical Treatment Protocols for Fractures.
- 51) Infection Control & Medical Waste Management.
- 52) Production of Educational Aids for People with Special Needs.
- 53) Types of Post-Operative Physical Rehabilitation.
- 54) Advanced Mathematical Therapist.
- 55) Management of Health Quality & International Accreditation.
- 56) Pharmacies & Drug Stores.
- 57) Special Education / Mental Disability.
- 58) Sports Injuries & their Types.
- 59) E-Government Applications in the Field of Health Services.



Public Relations & Clients Courses

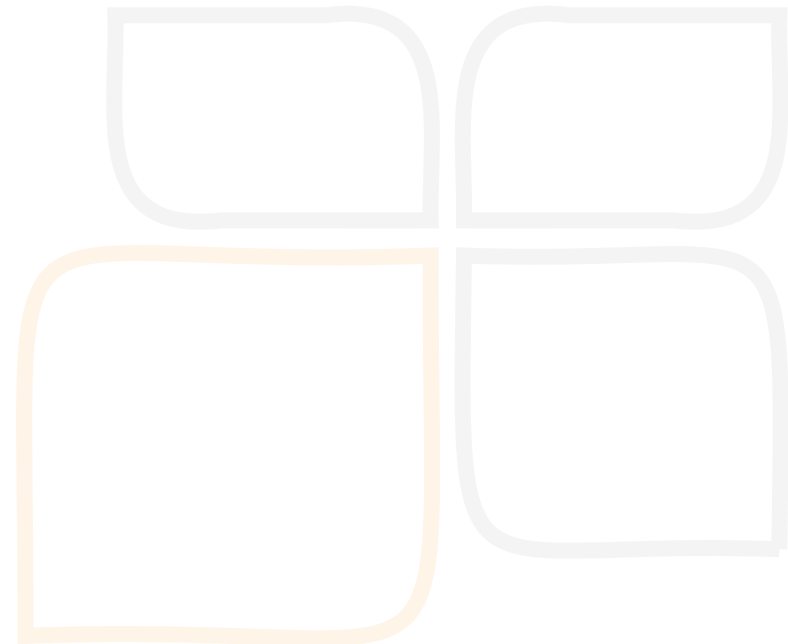
- 1) Public Relations & Mass Communication.
- 2) Field Skills for Public Relations Staff.
- 3) Qualifying the Media Spokesperson.
- 4) The art of ceremony, protocol & military etiquette.
- 5) Public Relation Skills for the Institutional Representatives.
- 6) Security Media (Police) & Crisis Facing.
- 7) Audio, Visual & Read media.
- 8) Public Relation Skills in Government & Private Institutions.
- 9) Modern Public Relations for Managers.
- 10) Planning & Managing Events & Conferences.
- 11) Communication Through the Media.
- 12) Preparing & Qualifying Public Relations Specialists.
- 13) Managing & Planning Media Campaigns & Measuring their Effectiveness.
- 14) Foundations of Public Relations.
- 15) Public Relations & Crisis Management Issues.
- 16) Electronic Journalism.
- 17) The Art of Dealing with Customers complaints.
- 18) Protocol, Etiquette & Hosting.
- 19) Developing the Skills of Public Relations Specialists.
- 20) Integrated Skills for Public Relations Managers.
- 21) Managing Public Relations Events.



- 22) Military Media.
- 23) VIP Dealing Skills.
- 24) Advertising Management.
- 25) Public Relations & Media.
- 26) Strategic Public Relations Skills.

- 27) Public Relations Techniques.
- 28) Public Communication & Its Impact on Defensive Diplomacy.
- 29) Modern Management of Public Relations, Ceremonies & Protocol.
- 30) Foundations & Tools for the Integrated media Industry.
- 31) Modern Strategies for Public Relations & Media.
- 32) International Public Relations Ceremonies, Protocol & Events.
- 33) Events & Conferences Management.
- 34) Modern Public Relations Media.
- 35) Department of International Public Relations & International Cooperation.
- 36) The Psychological Foundations of Public Relations.
- 37) Public Relations & Electronic Media Technology.
- 38) International Public Relations Department.
- 39) Preparing & Organizing Conferences & Exhibitions.
- 40) Strategic Planning Skills in the Field of Media.

- 41) Organizational communication techniques with clients.
- 42) Analyzing market trends in public relations.
- 43) Effective professional relationships with clients.
- 44) Managing customer expectations & unspoken demands.
- 45) Developing a customer value proposition strategy.
- 46) Continuous evaluation of customer experience in organizations.
- 47) Utilizing technology to develop customer relationships.
- 48) Managing customer relationships via mobile apps.
- 49) Balancing a public relations career.
- 50) Handling online reviews & feedback.





Engineering & Industrial Courses

- 1) Monitoring electrical systems.
- 2) Analyze & repair electrical errors & malfunctions.
- 3) Stability & dynamics in electrical power systems.
- 4) Engineering design of roads.
- 5) Modern techniques in the maintenance of generators & electric motors.
- 6) Planning, designing & following up on technical & engineering projects.
- 7) Technical management of power generation & transportation systems.
- 8) Management Principles for Engineers & Technicians.
- 9) Developing surveyors' skills.
- 10) Operating & maintaining electrical networks.
- 11) Engineering supervision & implementation principles.
- 12) Monitoring quality control of engineering projects in accordance with international standards.
- 13) Electrical facilities management.
- 14) Operating & maintaining power plants.
- 15) Engineering Drawing Using AutoCAD.
- 16) Diagnosis of Defects Facilities & Determine the Causes & Methods of Processing.
- 17) Planning & Scheduling the Work Overhaul.



- 18) Constituent Space.
- 19) Network Maintenance.
- 20) Contract Management.
- 21) Value Engineering.
- 22) Inspection & Industrial Control.
- 23) Productivity Improvement Techniques.

- 24) Road Engineering Design.
- 25) Environmental Engineering.
- 26) Thermal & Water Insulators.
- 27) Mechanics of materials.
- 28) Project Management PMP.
- 29) Advanced engineering.
- 30) Spaces & Quantities Account.
- 31) Engineering Project Management Using Primavera Software.
- 32) Installation, Commissioning, Testing & Maintenance of the Electrical System.
- 33) Professionalism in Project & Risk Management.
- 34) Management & Planning of Maintenance Engineering.
- 35) Protection & Maintenance of Electric Motors.
- 36) Mechanical & Hydraulic Properties in Power Systems.
- 37) Supervising Building & Construction Tasks.
- 38) Electrical Distribution Systems Planning & Maintenance.
- 39) Management & Development of Maintenance Operations.

- 40) Conference on Integrated Maintenance Management Systems.
- 41) Feasibility Studies for Construction Projects.
- 42) Engineering Project Management Technology.
- 43) Electric Power Generation.
- 44) Hydraulic Systems (Design, Operation & Maintenance).
- 45) Cost Management Professional(CCP).
- 46) Construction Site Management, Cost & Risk.
- 47) Industrial Maintenance & Equipment Fault Diagnosis.
- 48) Claims Management in Construction Projects.
- 49) Skills of Preparing & Writing Technical Reports for Engineers & Technicians.
- 50) Basics & Maintenance of Refrigeration & Air Conditioning Equipment.
- 51) Data Analysis Techniques for Engineers.
- 52) Costs of Construction Projects.
- 53) Advanced Trends of Operational Maintenance & its Technical Work.
- 54) Maintenance & Operation of Water Stations.
- 55) Administrative Skills for Engineers & Technicians.
- 56) Engineering Project Management Using Primavera.
- 57) Electrical Power Engineering Techniques.
- 58) Maintenance Management According to International Standards.
- 59) Advanced Maintenance Management.



Petroleum & Gas Installations Courses

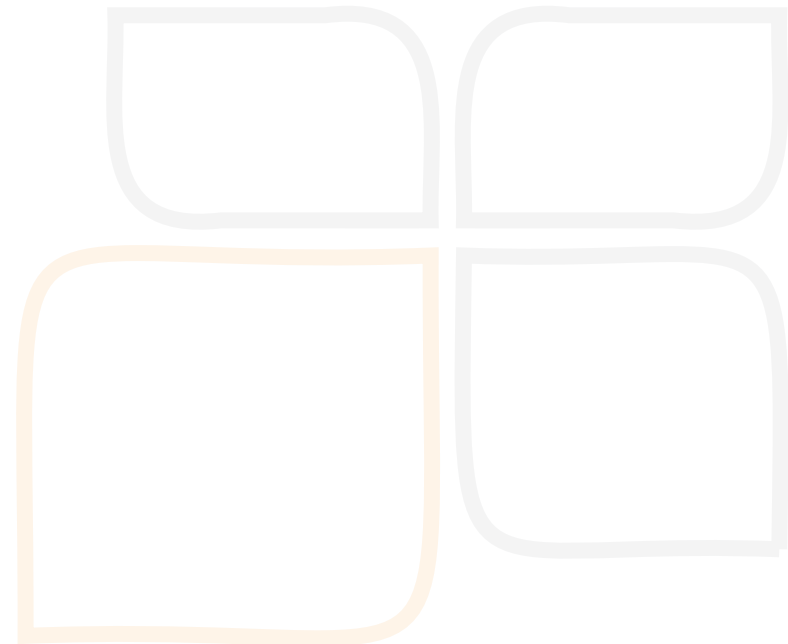
- 1) Work Risk Analysis According to OSHA Standards.
- 2) Production & Processing of Natural Gas.
- 3) Safety Management for Oil Trucks.
- 4) Managing Maintenance Operations for Oil Industry Units.
- 5) Power Plant Management & Power Factor Improvement.
- 6) Integrated Management of Safety Systems in the Disposal of Hazardous Materials.
- 7) Waste Treatment in Oil Refineries, Pollution in Establishments & Environmental Protection.
- 8) Industrial Security in Petroleum Installations.
- 9) Environmental Pollutants Measuring Devices.
- 10) Pollution Control in the Oil & Gas Industry.
- 11) Environmental Management in Petroleum Work Areas.
- 12) Distillation Process, Monitoring & Troubleshooting.
- 13) Design, Maintenance & Repair of Oil Pipelines.
- 14) Methods of Storage, Transportation & Distribution of Petroleum Products.
- 15) Technology & Programming of Digital Control Machines.
- 16) Safety Management in Oil Storage & Marketing Warehouses.
- 17) Recovery of Petroleum Waste & Utilization of Waste.



- 18) Oil Laboratories.
- 19) Recycling of Used Oils.
- 20) Modern Methods of Oil Stock Management.
- 21) Petroleum Fires & Control Techniques.
- 22) Financial Analysis in the Petroleum Industry.

- 23) Industrial Lifting Systems.
- 24) Production Engineering.
- 25) Safety in Oil Installations.
- 26) Petroleum Ports Administration.
- 27) Valves in the Petroleum Industries.
- 28) Dealing with the Effects of Explosions & Dangerous Petroleum Materials.
- 29) Technical & Economic Studies of Petroleum Refineries.
- 30) Petroleum Tanker Safety.
- 31) Quality Control of Petroleum Products.
- 32) Pump Operating Systems & Technology.
- 33) Management Practices of Executives in the Petroleum Industry.
- 34) Modern Methods of Evaluating Petroleum Projects & Making Decisions.
- 35) Legal Aspects of Tenders for Oil Companies.
- 36) Measurements of Petroleum Tanks & their Calibration Methods.

- 37) Investigation of Accidents in the Oil Field.
- 38) Project Management in Oil & Gas Facilities.
- 39) Data analysis in the oil & gas industry.
- 40) Principles of Oil & Gas Engineering.
- 41) Drilling & extraction techniques.
- 42) Tank management & storage in petroleum facilities.
- 43) Engineering design of petroleum projects.
- 44) Digital technologies in the oil & gas industry.
- 45) Supply chain management in oil & gas facilities.
- 46) Safety & security systems in petroleum facilities.
- 47) Analyzing equipment performance in oil & gas facilities.
- 48) Supervision & control systems in petroleum facilities.
- 49) Operations Management in Oil Refineries.





Drug Prevention Courses

- 1) Drugs & addiction, effects & complications, & treatment steps.
- 2) Narcotic drugs & psychotropic substances according to the regulation of the international body.
- 3) Community awareness & prevention of the effects of the scourge of drugs.
- 4) The course of the crossings in controlling the circulation & promotion of narcotic drugs.
- 5) Preventing young people from risky & addictive behaviors.
- 6) Drug control: modern methods of raising awareness.
- 7) Preparing lecturers to raise awareness of the scourge of drugs.
- 8) Training of trainers to raise awareness of the dangers of drugs.
- 9) Training of educational counselors in the field of awareness of the dangers of drugs.
- 10) Constituent drug control (types - forms - inspection - seizure - investigation).
- 11) Advanced drug control (investigation of major international drug cases - judicial procedures - raids - inspections - international regional coordination).



- 12) Preparing drug workers.
- 13) Drug relationship with crime.
- 14) Awareness of drug addiction.
- 15) The role of the media in raising awareness about addiction.

- 16) Develop preventive awareness of the dangers of drug addiction.
- 17) How to help the abuser & addict achieve drug abstinence.
- 18) Rehabilitation of nurses in dealing with & treating addictive patients.
- 19) Psychological & social rehabilitation for addicts.
- 20) Drug addiction in adolescents.
- 21) How & how to treat drug addiction.
- 22) How to protect yourself from drugs.
- 23) Methods used when discovering an addict.
- 24) Mechanism & methods of dealing with addicts & early detection.
- 25) Training of occupational safety & health inspectors.
- 26) Biological Analysis of Drugs.
- 27) Policies & Legal Practices in Drug Control.
- 28) Modern Technologies in Drug Control.
- 29) Criminal Investigations Related to Drugs.

- 30) Emergency Treatment & Dealing with Drug Poisoning.
- 31) Building Safe Communities.
- 32) Addiction in the Age of Technology: Challenges & Solutions.
- 33) Drugs & the Human Brain: Understanding Psychological & Physical Effects.
- 34) Comprehensive Follow-up & Treatment for Drug Addicts.
- 35) The Impact of Drugs on the Body & Brain.
- 36) Methods of Using Media in Drug Control.
- 37) Early Intervention in Cases of Substance Abuse.
- 38) Developing Comprehensive Strategies for Drug Control in the Community.
- 39) Building Life Skills for Youth to Prevent Drug Abuse.
- 40) Psychosocial Support for Drug Addicts.
- 41) Prevention of Drugs in Prisons & Detention Centers.
- 42) Therapeutic Treatment through Activities & Recreation for Addicts.



Aviation & Ground Services Courses

- 1) Airspace for air traffic controllers.
- 2) How to manage the Department of Air Navigation.
- 3) Methods of Investigation of Aircraft Accidents & How to Manage them.
- 4) Aircraft Maintenance Techniques.
- 5) Aircraft Electrical Wiring Systems (EWIS).
- 6) Aircraft Services.
- 7) Ground Operations.
- 8) Passenger Service.
- 9) Aviation Terminology.
- 10) Development of Work Systems in Terrestrial Communication Systems.
- 11) Statistical Analysis in Aviation Using the Program EXCEL.
- 12) Aviation Legislation - Regulations (EASA).
- 13) Safety Management in the Aircraft Yard.
- 14) Public Safety Management Systems in Aviation.
- 15) Management of Work on the Berths of Aircraft.
- 16) Qualification of Hosts & Hostesses.
- 17) Financial & Commercial Management of Airports.
- 18) Management of Airlines & Tourism Offices.
- 19) Safety in the Use of Aircraft Equipment, Operation & Maintenance.
- 20) Training of Trainers for Drivers at the Airport.
- 21) Amadeus Program for Booking Airline Tickets.
- 22) Passenger Baggage Service.

Diplomas

	Diploma Name	Training Hours
1	Project management	300
2	Journalism & newspaper editing	300
3	Certified anti-money laundering specialist certification (cams)	300
4	Patient affairs management	300
5	International auditing standards	300
6	Financial accounting management	300
7	Electronic management	300
8	Marketing	300
9	Office information systems & electronic archiving	300
10	Human resources management & training	350
11	Neuro-linguistic programming (nlp)	300
12	Computer engineering	300
13	Computerized accounting	300
14	Warehouse & purchasing management	300
15	Translation	350
16	Financial markets management	300
17	Occupational health & safety specialist	350
18	Legal affairs	350
19	Graphic design management	350

	Diploma Name	Training Hours
20	Human resources management & investment in human capital	300
21	Modern administrative skills	300
22	Hospital management	350
23	Occupational safety	350
24	Special education (learning difficulties)	350
25	Human resources planning	300
26	Databases - oracle	300
27	Information technology	300
28	Banks & islamic banks	350
29	Developing senior leadership skills	300
30	Media & national security	300
31	Network engineering	300
32	Total quality management & institutional excellence models	300
33	Nursing assistant	350
34	Librarians	300
35	Strategic planning for human resources & training	300
36	Strategic planning & institutional differentiation	300

	Diploma Name	Training Hours
37	Accounting & financial analysis	350
38	Diplomacy & public relations	300
39	Training of trainers (tot)	350
40	Qualifying warehouse keepers	300
41	Computer & mobile phone maintenance	350
42	Preparing emergency, evacuation & crisis management plans	300
43	Financial analysis using computers	300
44	Recruitment & appointment skills & techniques	300
45	Management of information systems & communications technology	300
46	Infection control & central sterilization	300
47	Integrated skills in legal affairs	300
48	General nursing	350
49	Qualification of project managers	350
50	Electronic knowledge management	300
51	Public relations & media	300
52	Management of occupational security & safety systems	350
53	Public space	350
54	Air conditioning & refrigeration	350

	Diploma Name	Training Hours
55	International auditing & accounting	350
56	Advanced secretariat for electronic government	300
57	Managing foreign trade operations & their technical risks	300
58	Occupational & industrial security & safety	350
59	Advanced financial auditing	350
60	Logistics & materials management	300
61	Geographic information systems engineering & remote sensing	350
62	Managing banking operations & their technical risks	300
63	Secretarial & executive office management	300
64	Performance measurement indicators	300
65	Islamic financing formulas & banking operations	300
66	Occupational safety & security sciences	300
67	Tourism & hotel management	300
68	Logistics & supply management	300
69	Certified marketing & sales manager	350
70	Leadership & strategic planning	350
71	Preparing safety & firefighting inspectors	300
72	Financial planning, analysis & accounting operations	300





Our Credentials اعتماداتنا



كلية كامبريدج للتدريب بريطانيا
Cambridge College Training Britain



جامعة بهشنة شهير
Bahçesehir University



جامعة البلقاء التطبيقية
Al-Balqa' Applied University



جامعة عمان العربية
AMMAN ARAB UNIVERSITY



جامعة جدارا
Jadara University



الكلية الدولية في لندن
International College in London



الجامعة الألمانية الأردنية
German Jordanian University



EnglIND LOGO Q TEC



الجامعة الأردنية
University of Jordan



جامعة مؤتة
Mutah University



كلية لندن المفتوحة
London Open College



كاثرين وكلية الملك في لندن
Katherine & King's College of London



هيئة تنمية وتطوير المهارات المهنية والتقنية
Professional & Technical Skills
Development Authority



جامعة غرب أمريكا
West American University



كلية أوكسفورد البريطانية للتدريب
Oxford Training College Britain

ارتباطاتنا Our Communications

الإمارات العربية المتحدة
UAE



قطر
Qatar



المملكة العربية السعودية
Saudi Arabia



سلطنة عمان
Oman



السودان
Sudan



مصر
Egypt



لبنان
Lebanon



البحرين
Bahrain



الولايات المتحدة الأمريكية
USA



الجزائر
Algeria



المغرب
Morocco



تونس
Tunisia



تركيا
Turkey



المملكة المتحدة
United Kingdom



اسبانيا
Spain



كندا
Canada



إندونيسيا
Indonesia



سيريلانكا
Sri Lanka



ماليزيا
Malaysia



قبرص
Cyprus



تايلند
Thailand



سنغافورة
Singapore



Our Partners عملاؤنا



Our Partners عملاؤنا

