SAHARA GROUP



TRAINING CATALOGUE

Committed to Inspire…

TRAINING | TOURISM | TRADING | CONSULTANCY | BUSINESS DEVELOPMENT

Approach & Categories

Customized Content: Providing Education Tailored To The Background And Regional Setting Of Trainees…

The mission of Sahara group is to furnish an environment that endows aspiring participants with competitive skills and an education that is refined to integrate the latest technological advancements in their respective fields.

Sahara group was established with the aim of providing various services, out of which training at the continued education level has been refined to meet the demands of professionals seeking to master the management and technical implementations that their respective professions demand in an atmosphere that has assumed the responsibility of keeping in tune with the latest technological advancements at the core of all the courses and various training services that it provides.

One of the distinguishing features of the company is its strive to cater to the needs of customers by utilizing the expertise and refined experience of top professionals across the nation and around the globe, one in which instructors of distinctive credentials and practical experience are especially sought. In order to ensure the accuracy and technical applicability of course content, on top of having academically sound qualifications, courses are offered by instructors of related field and industrial experience. SAHARA ensures that all activities run efficiently throughout the designated training sessions, meticulously striving to keep all proceedings under track. To fully integrate updated advancements in respective disciplines, certain courses are offered by multiple instructors to harvest their field-specific expertise.

Oil and Gas	Management
IT & Telecommunications	Leadership
Electrical & Electronics Engineering	Human Resources
Mechanical, Welding & Material Sciences	Public Administration
Maintenance And Scheduling	ISO Management Systems
Architectural Design And Visualization	Accounting, Finance, Banking & Insurance
Journalism & Broadcasting	SME Training
Medical Sciences & Health Administration	Vocational Training
Municipality Services	Miscellaneous Courses

Analyse Needs → Attend Course → Evaluate Learning → Action Plan → Review Progress

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Course Categories

01 - International Programs (in collaboration with solution partners)
02 - OGE - Oil & Gas
03 - EEE - Electrical & Electronics Engineering
04 - MMW - Mechanical, Welding & Material Sciences
05 - CHEM - Chemical and Process Engineering
06 - MSE - Maintenance, Scheduling, Planning
07 - PRJ - Project Management
08 - CMN - Contract Management and Negotiation Skills
09 - SRM - Safety and Occupational Health
10 - MLC - Management and Leadership
11 - HRC - Human Resources
12 - MHRA - Arabic Programs in Management, HR and Misc
13 - MCR - Customer Relations and Marketing
14 - CSOM - Communication Skills and Office Management
15 - TEM - Training and Education Management
16 - ISOC - ISO Management Systems (Standardization)
17 - MUN - Municipality Services and Governance
18 - AFBI - Accounting, Finance, Budgeting, Banking & Insurance
19 - TCOM - Telecommunications and GSM
20 - ITC - Information Technology (IT)
21 - MCP - Microsoft Certified Programs
22 - MDC - Medical Sciences and Clinical Research
23 - PHR - Pharmaceutical Sciences
24 - HCM - Health Care Management & Administration
25 - PAM - Press and Media
26 - ADV - Architectural Design and Visualization
27 - ATC - Aviation Related Courses
28 - AFLC - Agriculture, Fishery and Livestock
29 - MISC - Miscellaneous Courses
30 - LONG - Long-Term Programs
31 - SAH - SAHARA Group Policies and Procedures

01 - International Programs (in collaboration with solution partners)

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **BMP 202**	Integrative Management Applications Program (by Purdue University, USA)	06 Feb	06 Aug										
2. **IBS 401**	Business and Finance (by IBS, UK)	03 Oct	01 Nov	07 Dec	09 Jan	05 Mar	07 May	03 Sep	05 Nov				
3. **IBS 402**	Business Communications (by IBS, UK)	04 Oct	02 Nov	05 Dec	06 Feb	09 Apr	06 Aug	08 Oct	10 Dec				
4. **IBS 403**	Business Etiquette (by IBS, UK)	05 Oct	07 Nov	06 Dec	16 Jan	12 Mar	14 May	09 Jul	12 Nov				
5. **IBS 404**	Information Technology for Business (by IBS, UK)	21 Sep	17 Oct	15 Nov	21 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec			
6. **IBS 405**	Marketing and Customer Service (by IBS, UK)	18 Oct	16 Nov	19 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
7. **IBS 406**	People Skills in Business (by IBS, UK)	19 Oct	21 Nov	20 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
8. **IBS 407**	Self Awareness & Personal Development (by IBS, UK)	12 Oct	14 Nov	13 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
9. **IBS 408**	Time Management in Business (by IBS, UK)	27 Sep	26 Oct	28 Nov	27 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
On Demand Courses													
BMP 200	Executive mini-MBA in Business Management Principles (by Purdue University, USA)	On Demand											
BMP 201	Management Principles Program (by Purdue University, USA)	On Demand											
EPH 301	Executive Management Skills (by Berenschot Institute, Holland)	On Demand											
EPH 302	Crisis Management (by Berenschot Institute, Holland)	On Demand											
EPH 303	Change Management for Successful Transitions in Organizations (by Berenschot Institute, Holland)	On Demand											
EPH 304	International Project Management (by Berenschot Institute, Holland)	On Demand											

02 - OGE - Oil & Gas

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **OGE 101**	Petroleum Geology for Non Geologists	05 Oct	05 Dec	06 Feb	02 Apr	04 Jun	06 Aug	08 Oct	10 Dec				
2. **OGE 102**	Petroleum Engineering	01 Nov	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov	03 Dec				
3. **OGE 103**	Applied Reservoir Engineering	11 Oct	14 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec					
4. **OGE 104**	Principles of Carbonate Reservoirs	14 Nov	09 Jan	12 Mar	14 May	16 Jul	12 Nov	17 Dec					
5. **OGE 105**	Integrated Production Modeling	10 Oct	13 Dec	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov	17 Dec			
6. **OGE 106**	Geostatistics and Reservoirs Modeling	16 Nov	06 Feb	20 Feb	09 Apr	23 Apr	04 Jun	06 Aug	20 Aug	08 Oct	22 Oct	03 Dec	24 Dec
7. **OGE 107**	Carbonate Reservoirs and Seismic Characterization	19 Oct	19 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov	31 Dec			
8. **OGE 108**	Corrosion Control in the Oil and Gas Industry	24 Oct	21 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec					
9. **OGE 109**	Drilling Fluids in the Oil Industry	28 Nov	02 Jan	05 Mar	07 May	02 Jul	03 Sep	05 Nov	10 Dec				
10. **OGE 110A**	Well Logging Quality Control	24 Oct	20 Dec	09 Jan	12 Mar	14 May	16 Jul	12 Nov	17 Dec				
11. **OGE 110B**	Well Logging Quality Control (7 Days)	28 Sep	28 Nov	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec					
12. **OGE 111**	Drilling	04 Oct	07 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov	31 Dec			
13. **OGE 112**	Drilling Supply Chain Management (10 days)	07 Nov	27 Feb	30 Apr	27 Aug	29 Oct	24 Dec						
14. **OGE 113**	Cased Hole Logging	03 Oct	06 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec				
15. **OGE 114**	Open Hole Logging	09 Nov	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov					
16. **OGE 115**	Heavy Oil Gathering and Transport System (Oil Movement)	12 Oct	12 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec					
17. **OGE 116**	Coating Inspection	27 Sep	23 Nov	09 Jan	12 Mar	14 May	16 Jul	12 Nov	17 Dec				
18. **OGE 117**	Applied Reservoir Engineering Workshop	21 Nov	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov					
19. **OGE 119**	Petroleum Tanks Measurement	22 Nov	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec						
20. **OGE 120**	Petroleum Systems Modelling (4 Weeks)	07 Nov	23 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov	31 Dec				
21. **OGE 121**	Petroleum Project Economics & Risk Analysis	19 Oct	19 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec					
22. **OGE 122**	Economics of Petroleum Refining	17 Oct	20 Dec	06 Feb	09 Apr	04 Jun	06 Aug	01 Oct	03 Dec				
23. **OGE 123**	Fundamentals of Oil and Gas Industry	04 Oct	07 Dec	09 Jan	05 Mar	07 May	02 Jul	03 Sep	05 Nov	03 Dec			
24. **OGE 124**	Electrical Submersible Pumps (ESP) basic operations, design and optimization (10 Days)	26 Sep	21 Nov	19 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
25. **OGE 125**	Petroleum Refinery Processing	18 Oct	21 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec					
26. **OGE 126**	Instrumentation and Control Systems in Oil and Gas Industry	15 Nov	09 Jan	12 Mar	14 May	16 Jul	12 Nov	10 Dec					
27. **OGE 127**	Electrical Submersible Pumps (ESP) Technology Design and Sizing	26 Sep	28 Nov	19 Dec	27 Feb	30 Apr	28 May	27 Aug	29 Oct	31 Dec			
28. **OGE 128A**	Gas Chromatography (GC) Techniques	31 Oct	29 Nov	28 Dec	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov	17 Dec		
29. **OGE 128B**	Advanced Gas Chromatography Techniques (10 days)	05 Oct	05 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec					
30. **OGE 129**	The Petrochemicals Industry	08 Nov	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov					
31. **OGE 130**	Flow Assurance for Pipeline Systems and pipeline optimization (10 days)	02 Nov	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec						
32. **OGE 131**	Introduction to HYSYS in Oil and Gas	18 Oct	20 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	10 Dec				
33. **OGE 132**	Hi-TAN Number and Solutions	11 Oct	14 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov				
34. **OGE 133**	Safe Equipment in Hazardous Areas	14 Nov	12 Dec	13 Feb	16 Apr	16 Jul	13 Aug	15 Oct	17 Dec				
35. **OGE 134**	Natural Gas Processing, Conditioning and Handling	03 Oct	15 Oct	13 Nov	27 Nov	11 Dec	25 Dec	15 Jan	29 Jan				
36. **OGE 137**	Casing and Cementing	10 Oct	13 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec					
37. **OGE 140**	Oil and Gas Measurement Calculation (10 Days)	01 Nov	09 Jan	12 Mar	14 May	16 Jul	12 Nov	03 Dec					
38. **OGE 141**	Surface Facility Production Operations	18 Oct	20 Dec	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov	10 Dec			
39. **OGE 171**	Process Fired Heaters	29 Nov	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec						
40. **OGE 172**	Gas Processing and Conditioning	07 Nov	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov	24 Dec				
41. **OGE 173**	Reservoir Modeling and Data Integration	30 Nov	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec						
42. **OGE 175**	IWCF Drilling Well Control Certification Level 3 - Drillers (6 Days)	28 Nov	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec					
43. **OGE 176**	IWCF Drilling Well Control Certification Level 2 - Introduction (5 Days)	30 Nov	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov	03 Dec				
44. **OGE 177**	IWCF Drilling Well Control Certification Level 4 - Supervisors (6 days)	30 Nov	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec						
45. **OGE 178**	IWCF Well Intervention Pressure Control Level 4 - Supervisors (6 days)	14 Nov	09 Jan	12 Mar	14 May	16 Jul	12 Nov	10 Dec					
46. **OGE 199**	Drilling Supply Chain Management (Intensive)	14 Nov	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov	24 Dec				
On Demand Courses													
OGE 501	Gasification Technology	On Demand											
OGE 502	3D Seismic Acquisition	On Demand											
OGE 505	Oil & Gas Gravity Separation	On Demand											
OGE 506	Natural Gas Processing	On Demand											
OGE 507	Planning for Sustainable Energy Resources	On Demand											

03 - EEE - Electrical & Electronics Engineering

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **EEE 101**	Electrical Circuits Fundamentals	04 Oct	02 Nov	05 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
2. **EEE 102**	Electrical Circuits and Wiring Systems	05 Oct	07 Nov	06 Dec	10 Jan	13 Mar	08 May	10 Jul	13 Nov				
3. **EEE 103**	Electrical Faults and Troubleshooting	10 Oct	08 Nov	14 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	20 Nov			
4. **EEE 104**	Electrical Distribution Systems Design and Installation	11 Oct	09 Nov	12 Dec	24 Jan	27 Mar	29 May	24 Jul	25 Sep	27 Nov			
5. **EEE 105**	Transmission Lines Design and Installation	12 Oct	14 Nov	13 Dec	07 Feb	10 Apr	07 Aug	09 Oct	11 Dec				
6. **EEE 106**	Electrical Grounding, Bonding and Lightning Protection	17 Oct	15 Nov	21 Dec	14 Feb	10 Apr	14 Aug	16 Oct	18 Dec				
7. **EEE 107**	Transformers Operation and Maintenance	18 Oct	16 Nov	19 Dec	07 Feb	03 Apr	10 Jul	07 Aug	02 Oct	04 Dec			
8. **EEE 108**	Smart Grid	05 Oct	07 Nov	06 Dec	28 Feb	24 Apr	29 May	21 Aug	23 Oct	25 Dec			
9. **EEE 109**	UPS Systems Operations and Maintenance	24 Oct	22 Nov	21 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
10. **EEE 110**	Electrical Motors and Drives	25 Oct	23 Nov	26 Dec	10 Jan	13 Mar	08 May	10 Jul	20 Nov				
11. **EEE 111**	Circuit Breakers and Switchgears	26 Oct	28 Nov	27 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	13 Nov			
12. **EEE 112**	Electrical Maintenance Principles and Applications	31 Oct	29 Nov	21 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
13. **EEE 113**	Power Compensation and Control	25 Oct	30 Nov	26 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec				
14. **EEE 114**	SCADA Systems	26 Oct	28 Nov	27 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	13 Nov			
15. **EEE 115**	SCADA applications in Natural Gas Measurement (20 days)	12 Oct	14 Nov	13 Dec	10 Jan	13 Mar	08 May	10 Jul	20 Nov				
16. **EEE 116**	Partial Discharge	18 Oct	16 Nov	19 Dec	24 Jan	27 Mar	22 May	24 Jul	25 Sep	27 Nov			
17. **EEE 117**	Reactive Power Management and Power Factor Correction	17 Oct	15 Nov	21 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec				
18. **EEE 118**	Industrial Electronics and Applications	19 Oct	21 Nov	20 Dec	07 Feb	03 Apr	08 May	07 Aug	09 Oct	11 Dec			
19. **EEE 119**	Process Reactor Operation Troubleshooting Start-Up and Shutdown	03 Oct	01 Nov	07 Dec	10 Apr	14 Aug	16 Oct	18 Dec					
20. **EEE 120**	Harmonics In Power Systems: Causes, Effects and Elimination Methods	03 Oct	01 Nov	07 Dec	21 Feb	24 Apr	21 Aug	23 Oct	25 Dec				
21. **EEE 121A**	Overhead Line Maintenance	24 Oct	21 Nov	19 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	13 Nov			
22. **EEE 121B**	Overhead Line Maintenance (10 Days)	24 Oct	21 Nov	19 Dec	10 Jan	13 Mar	08 May	10 Jul	13 Nov				
23. **EEE 122A**	Design & Construction of Overhead Line	28 Sep	26 Oct	30 Nov	28 Dec	03 Jan	06 Mar	01 May	04 Sep	06 Nov			
24. **EEE 122B**	Design & Construction of Overhead Line (10 Days)	28 Sep	26 Oct	30 Nov	28 Dec	21 Feb	24 Apr	21 Aug	23 Oct	25 Dec			
25. **EEE 123A**	Cable Termination	28 Sep	18 Oct	22 Nov	20 Dec	14 Feb	10 Apr	15 Aug	09 Oct	18 Dec			
26. **EEE 123B**	Cable Termination (10 Days)	18 Oct	22 Nov	20 Dec	14 Feb	10 Apr	08 May	14 Aug	09 Oct	11 Dec			
27. **EEE 124A**	Power Load Flow	31 Oct	28 Nov	26 Dec	07 Feb	03 Apr	01 May	07 Aug	02 Oct	04 Dec			
28. **EEE 124B**	Power Load Flow (10 Days)	31 Oct	28 Nov	26 Dec	24 Jan	27 Mar	22 May	24 Jul	25 Sep	27 Nov			
29. **EEE 125**	Practical Application of Computers in Structural Engineering (10 Days)	05 Oct	07 Nov	06 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	13 Nov			
30. **EEE 126**	66&11 kV OHTL Design Using PLS-CADD (10 Days)	11 Oct	09 Nov	12 Dec	10 Jan	13 Mar	08 May	10 Jul	13 Nov				
31. **EEE 127**	Modern Technologies in the Supervision and Quality Control of Buildings and Dealing with Contractors (10 days)	18 Oct	15 Nov	13 Dec	03 Jan	06 Mar	01 May	04 Sep	06 Nov				
32. **EEE 128**	Survey & Profile Using Total Station including Identification and Clarification the Relevant Computer Software (10 Days)	25 Oct	29 Nov	27 Dec	14 Feb	17 Apr	14 Aug	16 Oct	11 Dec				
33. **EEE 129**	High Voltage Safety (4 Days)	12 Oct	14 Nov	13 Dec	07 Feb	03 Apr	01 May	07 Aug	02 Oct	04 Dec			
34. **EEE 130**	Instrumentation, Controls and Electrical Systems for Facilities Engineers	19 Oct	23 Nov	21 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
35. **EEE 135**	Basic Operation Of Air Circuit Breaker	25 Oct	29 Nov	27 Dec	14 Feb	10 Apr	14 Aug	16 Oct	18 Dec				
On Demand Courses													
EEE 501	Industrial Electronics Maintenance Skills	On Demand											
EEE 502	Arc Flash Analysis and Prevention Techniques	On Demand											
EEE 503	Insulators Specifications and Selection	On Demand											
EEE 504	Transmission Lines Protection and Maintenance	On Demand											
EEE 505	Printed Circuit Board (PCB) Design, Implementation and Troubleshooting Techniques	On Demand											
EEE 507	Basic Instrumentation For Process Operators	On Demand											
EEE 508	Power Plant Operations	On Demand											
EEE 509	Electrical Protection Devices	On Demand											
EEE 510	Operation and Maintenance of Electric Generators	On Demand											
EEE 511	Power Systems Control	On Demand											
EEE 512	CYMGRD Software (6 days)	On Demand											

04 - MMW - Mechanical, Welding & Material Sciences

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MMW 101**	Machine Elements	03 Oct	01 Nov	07 Dec	10 Jan	13 Mar	15 May	17 Jul	13 Nov				
2. **MMW 102**	Material Selection	04 Oct	02 Nov	05 Dec	17 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
3. **MMW 103**	Pumps and Compressors	05 Oct	07 Nov	06 Dec	24 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
4. **MMW 104**	Valves and Actuators Technology	10 Oct	08 Nov	14 Dec	08 Feb	04 Apr	02 May	01 Aug	03 Oct	05 Dec			
5. **MMW 105**	Pump Selection, Operation and Troubleshooting	11 Oct	09 Nov	12 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
6. **MMW 106**	Heating, Ventilation, and Air Conditioning (HVAC) Systems	12 Oct	14 Nov	13 Dec	22 Feb	25 Apr	23 May	22 Aug	24 Oct	26 Dec			
7. **MMW 107**	Hydraulic and Pneumatic Systems	17 Oct	15 Nov	21 Dec	28 Feb	24 Apr	28 Aug	30 Oct	25 Dec				
8. **MMW 108**	Automation Systems	18 Oct	16 Nov	19 Dec	07 Feb	03 Apr	04 Jun	07 Aug	09 Oct	11 Dec			
9. **MMW 109**	Advanced Valve Technology: Design, Installation, Applications & Maintenance	31 Oct	29 Nov	28 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	13 Nov			
10. **MMW 110**	Mechanical Maintenance Fundamentals	19 Oct	21 Nov	20 Dec	14 Feb	17 Apr	14 Aug	16 Oct	18 Dec				
11. **MMW 111**	Mechanical Failure Analysis	24 Oct	22 Nov	21 Dec	03 Jan	13 Mar	15 May	17 Jul	13 Nov				
12. **MMW 112**	Cooling Towers and Condensers	25 Oct	23 Nov	26 Dec	21 Feb	24 Apr	21 Aug	23 Oct	25 Dec				
13. **MMW 113**	Non Destructive Testing (NDT) & Evaluation	26 Oct	28 Nov	27 Dec	28 Feb	24 Apr	28 Aug	30 Oct	25 Dec				
14. **MMW 114**	Heat Transfer and Exchangers	28 Sep	31 Oct	29 Nov	14 Dec	17 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov		
15. **MMW 115**	Valves Operation and Maintenance	25 Oct	30 Nov	26 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
16. **MMW 116**	Mechanical Failures and Systems Analysis	26 Oct	28 Nov	27 Dec	03 Jan	06 Mar	01 May	04 Sep	06 Nov				
17. **MMW 117**	Measuring Mechanical Vibrations and Methods of Measurement	03 Oct	01 Nov	07 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec				
18. **MMW 118**	Lifting Equipment Selection, Maintenance and Troubleshooting	04 Oct	02 Nov	05 Dec	10 Jan	06 Mar	08 May	04 Sep	06 Nov				
19. **MMW 119**	Non-Destructive Testing (NDT)	05 Oct	07 Nov	17 Jan	13 Mar	15 May	10 Jul	13 Nov					
20. **MMW 120**	Control Valves	11 Oct	09 Nov	12 Dec	14 Feb	10 Apr	15 May	14 Aug	16 Oct	11 Dec			
21. **MMW 121**	Metallurgical failure Analysis	12 Oct	14 Nov	13 Dec	21 Feb	17 Apr	21 Aug	23 Oct	18 Dec				
22. **MMW 122**	API 570 (10 days)	17 Oct	15 Nov	21 Dec	28 Feb	24 Apr	28 Aug	23 Oct	25 Dec				
23. **MMW 123**	Composite Materials	24 Oct	23 Nov	20 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
24. **MMW 125**	Centrifugal Compressor & Steam Turbine	12 Oct	16 Nov	14 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
25. **MMW 126**	Custody Transfer and Flow Measurement	11 Oct	15 Nov	13 Dec	03 Jan	06 Mar	01 May	04 Sep	06 Nov				
26. **MMW 127**	Pressure Vessel Inspector	12 Oct	09 Nov	14 Dec	07 Feb	03 Apr	07 Aug	09 Oct	04 Dec				
27. **MMW 129**	Heat Exchanger & Cooling Towers	28 Sep	26 Oct	23 Nov	28 Dec	17 Jan	13 Mar	15 May	17 Jul	13 Nov			
28. **MMW 130**	Welding Techniques and Technologies	10 Oct	08 Nov	14 Dec	21 Feb	17 Apr	14 Aug	16 Oct	11 Dec				
On Demand Courses													
MMW 132	Gas Metal Arc Welding (GMAW)	On Demand											
MMW 502	ASME Standards	On Demand											
MMW 505	Pipeline Inspection and Testing	On Demand											
MMW 506	AWS Welding Inspector Certification	On Demand											
MMW 507	Metallurgy for Non Metallurgists	On Demand											
MMW 508	Materials of Construction for Process Equipment	On Demand											
MMW 509	Corrosion Monitoring, Inspection and Control	On Demand											
MMW 510	Principles and Components of Hydraulic Systems	On Demand											
MMW 511	Common Problems of Hydraulic Systems and Solutions	On Demand											
MMW 512	Study of Hydraulic Circuit Components, Fittings and Hoses	On Demand											
MMW 513	Hydraulic Pumps and Valves	On Demand											
MMW 516	Types of Bearings and Methods of Installation & Disassembling	On Demand											
MMW 517	Types of Gears and Methods of Installation and Maintenance	On Demand											
MMW 518	Types of Pumps, and Methods of Maintenance	On Demand											
MMW 519	Identify Shafts Miss-alignment and the Methods of Shaft Alignment	On Demand											

05 - CHEM - Chemical and Process Engineering

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **CHEM 101**	Process Plant Optimization and Energy Conservation	19 Oct	21 Nov	20 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
2. **CHEM 102**	Chemical Laboratory Instrumentation: Operation, Quality and Safety of Equipment	11 Oct	09 Nov	12 Dec	07 Feb	03 Apr	17 Jul	07 Aug	02 Oct	04 Dec			
3. **CHEM 103**	Handling Chemicals-Design for Safe Handling	18 Oct	16 Nov	19 Dec	10 Jan	13 Mar	08 May	10 Jul	13 Nov				
4. **CHEM 104**	Basic Distillation (Operation)	28 Sep	24 Oct	22 Nov	21 Dec	07 Feb	10 Apr	08 May	07 Aug	14 Aug	09 Oct	11 Dec	
5. **CHEM 105**	Advanced Operation Skills	12 Oct	14 Nov	13 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	13 Nov			
6. **CHEM 106**	Cathodic Protection and Chemical Treatment	03 Oct	01 Nov	07 Dec	21 Feb	17 Apr	29 May	21 Aug	23 Oct	25 Dec			

06 - MSE - Maintenance, Scheduling, Planning

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MSE 127**	Equipment Condition Monitoring and Evaluation	18 Oct	21 Nov	21 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
2. **MSE 101**	Maintenance & Reliability Best Practices (10 Days)	11 Oct	14 Nov	14 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
3. **MSE 102**	Maintenance & Reliability Best Practices	05 Oct	07 Nov	06 Dec	09 Jan	12 Mar	14 May	16 Jul	17 Sep	12 Nov			
4. **MSE 103**	Cost Effective Maintenance Management	10 Oct	08 Nov	14 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
5. **MSE 104**	Maintenance Strategy Development	11 Oct	09 Nov	12 Dec	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
6. **MSE 105**	Optimizing Equipment Maintenance & Replacement	12 Oct	14 Nov	13 Dec	20 Feb	23 Apr	04 Jun	20 Aug	22 Oct	24 Dec			
7. **MSE 106 A**	Preventive and Predictive Maintenance Excellence	05 Oct	15 Nov	21 Dec	27 Feb	30 Apr	28 May	27 Aug	29 Oct	31 Dec			
8. **MSE 106 B**	Preventive and Predictive Maintenance Excellence (10 Days)	18 Oct	21 Nov	20 Dec	02 Jan	05 Mar	07 May	05 Nov					
9. **MSE 107**	Fundamentals of Asset Management	18 Oct	16 Nov	19 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
10. **MSE 108**	Risk Based Strategies for Inspection & Maintenance	19 Oct	21 Nov	20 Dec	09 Jan	12 Mar	14 May	09 Jul	12 Nov				
11. **MSE 109**	Modern Maintenance Management	04 Oct	02 Nov	05 Dec	13 Feb	16 Apr	13 Aug	15 Oct	10 Dec				
12. **MSE 110**	Inventory Management	28 Sep	24 Oct	22 Nov	14 Dec	20 Feb	23 Apr	21 May	20 Aug	22 Oct	24 Dec		
13. **MSE 111**	Supply Chain Management	25 Oct	23 Nov	26 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
14. **MSE 112**	Warehouse Management (10 Days)	26 Oct	22 Nov	26 Dec	06 Feb	09 Apr	06 Aug	08 Oct	10 Dec				
15. **MSE 113**	Managing Efficient Shutdowns & Turnarounds	31 Oct	29 Nov	21 Dec	09 Jan	05 Mar	07 May	03 Sep	05 Nov				
16. **MSE 114**	Machinery Failure, Vibration & Predictive Maintenance	26 Oct	28 Nov	27 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
17. **MSE 115**	Store Management	18 Oct	21 Nov	19 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
18. **MSE 118**	Maintenance Planning, Budgeting and Management	04 Oct	02 Nov	05 Dec	16 Jan	12 Mar	14 May	16 Jul	03 Sep	12 Nov			
19. **MSE 119**	Photocopying Machines Maintenance (10 days)	05 Oct	07 Nov	06 Dec	20 Feb	16 Apr	20 Aug	22 Oct	24 Dec				
20. **MSE 120**	Maintenance and Operation of A/C Systems	10 Oct	08 Nov	14 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
21. **MSE 121**	Supply Chain and Inventory Management (10 Days)	10 Oct	09 Nov	12 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
22. **MSE 122**	Reliability Centered Maintenance (RCM)	12 Oct	14 Nov	13 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
23. **MSE 123**	Good Distribution Practice	03 Oct	01 Nov	07 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
24. **MSE 124**	Total Productive Maintenance (TPM)	18 Oct	16 Nov	19 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
25. **MSE 125**	Reducing Costs through Spares Optimisation	18 Oct	22 Nov	20 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
26. **MSE 126**	Boiler Operation & Maintenance	24 Oct	21 Nov	20 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
27. **MSE 128**	Annual Inventory Management in Government Sectors (10 Days)	04 Oct	02 Nov	05 Dec	16 Jan	12 Mar	14 May	16 Jul	12 Nov				
28. **MSE 129**	Liebert HPM A/C Systems	28 Sep	31 Oct	30 Nov	19 Dec	20 Feb	23 Apr	20 Aug	22 Oct	17 Dec			
29. **MSE 130**	Effective Problem Solving	03 Oct	01 Nov	07 Dec	09 Jan	05 Mar	07 May	07 May	03 Sep	05 Nov			
30. **MSE 131**	Facility Management (10 Days)	18 Oct	16 Nov	19 Dec	02 Jan	05 Mar	07 May	02 Jul	05 Nov				
31. **MSE 199**	Drilling Supply Chain Management (15 Days)	03 Oct	01 Nov	07 Dec	16 Jan	12 Mar	14 May	09 Jul	12 Nov				
On Demand Courses													
MSE 501	Lean - Six Sigma	On Demand											
MSE 505	Root Cause Failure Analysis	On Demand											
MSE 507	Syst. Materials Handling Analysis & Sys. Container Planning	On Demand											
MSE 508	Location and Site Selection & Systematic Layout Planning	On Demand											
MSE 520	Performances Measurement and Data Analysis Techniques	On Demand											

07 - PRJ - Project Management

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **PRJ 109**	Earn Value Project Management	18 Oct	21 Nov	20 Dec	11 Jan	07 Mar	09 May	12 Sep	07 Nov				
2. **PRJ 101**	Project Management and Implementation	03 Oct	01 Nov	14 Dec	04 Jan	01 Feb	14 Mar	04 Apr	02 May	11 Jul	01 Aug	05 Sep	03 Oct
3. **PRJ 102**	Project Management Using Primavera Software	28 Sep	31 Oct	29 Nov	21 Dec	15 Feb	11 Apr	16 May	15 Aug	17 Oct	12 Dec		
4. **PRJ 103**	Financial Management for Project Development	24 Oct	22 Nov	21 Dec	18 Jan	21 Mar	23 May	18 Jul	19 Sep	21 Nov			
5. **PRJ 104**	IT Project Management	17 Oct	15 Nov	21 Dec	29 Feb	25 Apr	30 May	29 Aug	24 Oct	26 Dec			
6. **PRJ 105**	Project Governance	10 Oct	08 Nov	14 Dec	04 Jan	14 Mar	02 May	05 Sep	03 Oct	14 Nov			
7. **PRJ 106B**	Construction Project Management (10 Days)	10 Oct	08 Nov	14 Dec	08 Feb	11 Apr	11 Jul	08 Aug	10 Oct	12 Dec			
8. **PRJ 106C**	Construction Project Management (15 Days)	17 Oct	15 Nov	14 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov			
9. **PRJ 106D**	Construction Project Management-Intensive	03 Oct	08 Nov	07 Dec	22 Feb	25 Apr	25 Jul	22 Aug	26 Sep	28 Nov			
10. **PRJ 107**	IT Project Management and Electronic Document Management Systems (10 Days)	31 Oct	29 Nov	21 Dec	08 Feb	04 Apr	01 Aug	03 Sep	03 Oct	05 Dec			
11. **PRJ 108A**	Monitoring and Evaluation	03 Oct	01 Nov	07 Dec	11 Jan	07 Mar	09 May	11 Jul	05 Sep	07 Nov			
12. **PRJ 108B**	Monitoring and Evaluation (10 Days)	17 Oct	15 Nov	14 Dec	15 Feb	18 Apr	18 Jul	15 Aug	17 Oct	19 Dec			
13. **PRJ 110**	GIS Management Project	24 Oct	22 Nov	21 Dec	04 Jan	07 Mar	02 May	05 Sep	03 Oct	07 Nov			
14. **PRJ 111**	PMP Exam Preparation (10 Days)	31 Oct	30 Nov	27 Dec	08 Feb	11 Apr	11 Jul	08 Aug	10 Oct	12 Dec			
15. **PRJ 112**	Construction Project and Risk Management (10 days)	03 Oct	01 Nov	07 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov	19 Dec		
16. **PRJ 114**	Water Project Management and Leadership	10 Oct	15 Nov	14 Dec	25 Jan	28 Mar	23 May	25 Jul	26 Sep	28 Nov			
17. **PRJ 115**	Analytical and Critical Thinking Skills	03 Oct	01 Nov	07 Dec	01 Feb	04 Apr	02 May	01 Aug	03 Oct	05 Dec			
18. **PRJ 116**	PMP Exam Preparation (7 Days)	03 Oct	01 Nov	07 Dec	11 Jan	14 Mar	09 May	11 Jul	10 Oct	14 Nov			
19. **PRJ 117**	Managing Media Campaigns	05 Oct	07 Nov	06 Dec	22 Feb	18 Apr	18 Jul	15 Aug	17 Oct	19 Dec			
20. **PRJ 118**	Upgrading Informal Settlement Projects and Landscape Management	19 Oct	23 Nov	21 Dec	11 Jan	14 Mar	09 May	11 Jul	05 Sep	14 Nov			
21. **PRJ 119**	Community Service Fundamentals	19 Oct	23 Nov	15 Feb	18 Apr	18 Jul	15 Aug	17 Oct	19 Dec				
22. **PRJ 120**	Principles of Construction Project Management	26 Oct	02 Nov	28 Dec	25 Jan	28 Mar	30 May	29 Aug	26 Sep	28 Nov			
23. **PRJ 121**	Principles of Construction Project Management (10 Days)	26 Oct	30 Nov	28 Dec	01 Feb	04 Apr	02 May	01 Aug	03 Oct	05 Dec			
24. **PRJ 123**	Project Engineering Principles and Skills (10 Days)	22 Nov	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov					
25. **PRJ 124**	Strategic Performance Monitoring, Evaluation, and Management	17 Oct	19 Dec	20 Feb	16 Apr	16 Jul	13 Aug	15 Oct	17 Dec				

08 - CMN - Contract Management and Negotiation Skills

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **CMN 101**	Negotiation Skills and Contract Management Techniques	10 Oct	08 Nov	14 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
2. **CMN 102**	Purchasing and Negotiation Techniques	11 Oct	09 Nov	12 Dec	01 Feb	11 Apr	01 Aug	03 Oct	05 Dec				
3. **CMN 103**	Negotiation Skills in International Oil Contracting	26 Oct	26 Dec	04 Jan	07 Mar	02 May	05 Sep	07 Nov					
4. **CMN 104**	Negotiation and Documentation of Oil Industry Transactions	01 Nov	15 Feb	11 Apr	15 Aug	17 Oct	19 Dec						
5. **CMN 105**	Maintenance Contract Management	25 Oct	30 Nov	26 Dec	11 Jan	14 Mar	16 May	18 Jul	14 Nov				
6. **CMN 106**	Oil & Gas Contracts	05 Oct	09 Nov	07 Dec	18 Jan	21 Mar	23 May	18 Jul	19 Sep	21 Nov			
7. **CMN 107**	International Contracting	04 Oct	02 Nov	05 Dec	22 Feb	25 Apr	22 Aug	24 Oct	26 Dec				
8. **CMN 108**	Contract Administration from Award to Completion	18 Oct	16 Nov	14 Dec	25 Jan	28 Mar	30 May	25 Jul	26 Sep	28 Nov			
9. **CMN 109**	Managing Vendor Qualification	16 Nov	15 Feb	11 Apr	15 Aug	10 Oct	12 Dec						
On Demand Courses													
CMN 501	Negotiation and Conflict Management in Organizations	On Demand											

09 - SRM - Safety and Occupational Health

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **SRM 101**	Building and Facilities Security Guard Officer Training	05 Oct	07 Nov	06 Dec	02 Jan	10 Jan	05 Mar	13 Mar					
2. **SRM 101A**	Occupational Safety and Health Administration (10 Days)	12 Oct	14 Nov	13 Dec	06 Feb	02 Apr	06 Aug	01 Oct	03 Dec				
3. **SRM 102**	Safety Engineering and Hazard Control	08 Nov	14 Dec	16 Jan	19 Mar	21 May	16 Jul	17 Sep	19 Nov				
4. **SRM 103**	Security Management: Safety and Protection of Corporate Facilities (15 Days)	19 Oct	21 Nov	13 Dec	13 Feb	10 Apr	13 Aug	15 Oct	11 Dec				
5. **SRM 104**	Warehouse Safety Procedures and Safety Handling	28 Sep	24 Oct	22 Nov	14 Dec	09 Jan	12 Mar	14 May	16 Jul	19 Nov			
6. **SRM 105**	Safety Management Systems (SMS)	11 Oct	09 Nov	12 Dec	23 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
7. **SRM 106**	Firefighting and Emergency Evacuation	04 Oct	02 Nov	05 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
8. **SRM 107**	Safety and Protection of Corporate Facilities (10days)	25 Oct	23 Nov	12 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
9. **SRM 108**	Process Safety Management (LOPA & SIL)	03 Oct	01 Nov	07 Dec	06 Feb	09 Apr	04 Jun	08 Oct	03 Dec				
10. **SRM 109**	Safety and Protection of Corporate Facilities	18 Oct	16 Nov	19 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
11. **SRM 110**	Risk Based Process Safety Management (RBPS)	28 Sep	26 Oct	28 Nov	20 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec			
12. **SRM 111**	HSE Management (with Economics Module)	28 Sep	26 Oct	28 Nov	13 Dec	16 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov		
13. **SRM 112**	Core Concepts in Industrial Hygiene	04 Oct	02 Nov	05 Dec	09 Jan	12 Mar	14 May	16 Jul	12 Nov				
14. **SRM 113**	Principles of Fire & Explosion Hazard Management	12 Oct	14 Nov	13 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
15. **SRM 114**	Principles of Radiation Protection	17 Oct	15 Nov	21 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
16. **SRM 115**	The Core Concepts of Occupational Ergonomics	05 Oct	07 Nov	06 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
17. **SRM 117**	Close VIP Protection	19 Oct	19 Oct	21 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
18. **SRM 118**	Risk Assessment	29 Nov	21 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov				
19. **SRM 119**	Risk Assessment & Incident Investigation	14 Nov	16 Jan	13 Feb	12 Mar	16 Apr	14 May	16 Jul	13 Aug	10 Sep	15 Oct	12 Nov	17 Dec
On Demand Courses													
SRM 116	Security Guard (Officer) Training	On Demand											
SRM 506	Seaport Security and Safety Management	On Demand											
SRM 507	Fire Prevention and Fire Fighting	On Demand											
SRM 508	Dangerous Goods Awareness Programs	On Demand											

10 - MLC - Management and Leadership

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MLC 101**	Mini-MBA in Business Management Principles (BMP) (13 Days)	02 Nov	04 Jan	01 Feb	07 Mar	04 Apr	02 May	11 Jul	01 Aug	03 Oct	07 Nov	05 Dec	
2. **MLC 102**	Management Skills	10 Oct	14 Nov	13 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
3. **MLC 103**	Transformational Leadership and Change Management	03 Oct	07 Nov	05 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
4. **MLC 104**	Corporate Governance	03 Oct	07 Nov	05 Dec	25 Jan	22 Feb	28 Mar	25 Apr	23 May	25 Jul	22 Aug	26 Sep	24 Oct
5. **MLC 105**	The Six Hats and Lateral Thinking	11 Oct	08 Nov	13 Dec	04 Jan	08 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
6. **MLC 106**	Effective Strategies for Team Building & Team Management	12 Oct	16 Nov	21 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	19 Sep	10 Oct
7. **MLC 107**	Managing Priorities, Performance & Pressure	27 Sep	17 Oct	21 Nov	19 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep
8. **MLC 108**	Knowledge Management	17 Oct	21 Nov	20 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
9. **MLC 109**	Time and Priority Management	28 Sep	19 Oct	21 Nov	26 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	25 Jul	29 Aug	26 Sep
10. **MLC 110**	Management in Crises and Difficult Situations	18 Oct	22 Nov	20 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
11. **MLC 111**	Goal Setting, Planning and Decision Making	24 Oct	28 Nov	26 Dec	11 Jan	08 Feb	07 Mar	04 Apr	09 May	08 Aug	10 Oct	14 Nov	12 Dec
12. **MLC 112**	Planning, Organizing and Delegating	18 Oct	22 Nov	20 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
13. **MLC 113**	Key Performance Indicators and Balanced Score Cards	24 Oct	28 Nov	26 Dec	25 Jan	22 Feb	28 Mar	25 Apr	23 May	25 Jul	26 Sep	24 Oct	28 Nov
14. **MLC 114**	Leadership for Creativity and Performance	27 Sep	25 Oct	29 Nov	27 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct
15. **MLC 116**	Time and Priority Management Advanced	17 Oct	21 Nov	19 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	08 Aug	19 Sep	10 Oct	14 Nov
16. **MLC 118**	Corporate Information Management in the Digital Age	04 Oct	07 Nov	05 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	08 Aug	10 Oct	14 Nov	12 Dec
17. **MLC 119**	Strategic Management and Leadership Skills	28 Sep	19 Oct	16 Nov	21 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep
18. **MLC 120**	Strategic IT Resources Management & Leadership	05 Oct	02 Nov	07 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	25 Jul	29 Aug	26 Sep	31 Oct
19. **MLC 121**	People Management	28 Sep	26 Oct	23 Nov	28 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep
20. **MLC 122**	Root Cause Analysis (RCA)	28 Sep	26 Oct	30 Nov	28 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct
21. **MLC 123**	Strategic Business Development Skills	10 Oct	14 Nov	12 Dec	11 Jan	08 Feb	14 Mar	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct
22. **MLC 124**	Top Management Skills (10 days)	25 Oct	29 Nov	27 Dec	25 Jan	22 Feb	21 Mar	25 Apr	30 May	25 Jul	22 Aug	26 Sep	24 Oct
23. **MLC 125**	Leadership Skills (10 days)	31 Oct	28 Nov	26 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	03 Oct	07 Nov	05 Dec
24. **MLC 126**	Business Process Reengineering (BPR)	19 Oct	21 Nov	21 Dec	11 Jan	08 Feb	07 Mar	11 Apr	09 May	08 Aug	10 Oct	14 Nov	12 Dec
25. **MLC 127**	Business Etiquette	03 Oct	07 Nov	05 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	20 Jun	18 Jul	15 Aug	19 Sep
26. **MLC 128**	Event Management	25 Oct	23 Nov	26 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	25 Jul	29 Aug	26 Sep	31 Oct
27. **MLC 129**	Self Awareness & Personal Development	18 Oct	16 Nov	19 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	11 Jul	01 Aug	05 Sep	03 Oct
28. **MLC 130**	Business Process Analysis And Modelling Workshop Using BPMN	26 Oct	30 Nov	28 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
29. **MLC 131**	Strategic Thinking & Business Planning	04 Oct	01 Nov	06 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	17 Oct	21 Nov
30. **MLC 132**	Creative Thinking and Problem Solving	04 Oct	23 Nov	21 Dec	25 Jan	22 Feb	28 Mar	25 Apr	23 May	25 Jul	22 Aug	26 Sep	24 Oct
31. **MLC 133**	Leading with Emotional Intelligence: Psychology of Leadership	24 Oct	22 Nov	21 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
32. **MLC 134**	Executive Management Skills	04 Oct	07 Nov	07 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
33. **MLC 135**	Buliding The Learning Organization	19 Oct	23 Nov	21 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
34. **MLC 136**	Business Intelligence and Decision Making	04 Oct	01 Nov	06 Dec	25 Jan	22 Feb	21 Mar	25 Apr	23 May	25 Jul	22 Aug	24 Oct	28 Nov
35. **MLC 137**	SWOT and GAP Analysis	28 Sep	24 Oct	22 Nov	21 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov		
36. **MLC 141**	Sustainable Enterprise Development and Management	10 Oct	08 Nov	07 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
37. **MLC 142**	Design Thinking for Business	21 Sep	19 Oct	23 Nov	21 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct
38. **MLC 150**	Management in Crises and Difficult Situations (10 Days)	31 Oct	28 Nov	26 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
39. **MLCA 115**	Effective Strategies for Management and Communication Skills (10 Days)	04 Oct	01 Nov	06 Dec	25 Jan	22 Feb	28 Mar	25 Apr	30 May	25 Jul	26 Sep	31 Oct	28 Nov
40. **MLCB 115**	Effective Strategies for Management and Communication Skills	21 Sep	19 Oct	23 Nov	21 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct
On Demand Courses													
MLC 502	Strategic Planning, Communication and Measurement	On Demand											
MLC 505	Priority Management: Optimizing Time and Workflow	On Demand											
MLC 507	Creativity and Innovation Management	On Demand											
MLC 508	Sustainable Business Model for SMEs	On Demand											
MLC 509	Mind Maps for Business Management	On Demand											
MLC 510	Campaign Management	On Demand											

11 - HRC - Human Resources

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **HRC 101A**	Human Resources Management	11 Oct	23 Nov	12 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
2. **HRC 101B**	Human Resources Management (10 Days)	10 Oct	22 Nov	14 Dec	01 Feb	04 Apr	01 Aug	03 Oct	05 Dec				
3. **HRC 102**	Job Analysis and Job Description Techniques	10 Oct	08 Nov	14 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
4. **HRC 103**	How to Write HR Policies and Procedures	28 Sep	17 Oct	22 Nov	19 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec			
5. **HRC 104**	Recruitment Skills and Interviewing Techniques	10 Oct	08 Nov	07 Dec	29 Feb	25 Apr	29 Aug	31 Oct	26 Dec				
6. **HRC 105**	Employee Testing and Evaluation Techniques	25 Oct	14 Nov	14 Dec	04 Jan	07 Mar	02 May	05 Sep	07 Nov				
7. **HRC 106**	Organizational Change and Development	03 Oct	08 Nov	07 Dec	11 Jan	14 Mar	09 May	11 Jul	05 Sep	14 Nov			
8. **HRC 107**	Employee Engagement and Motivation	11 Oct	09 Nov	05 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov			
9. **HRC 108**	Human Resources Performance Improvements	28 Sep	17 Oct	08 Nov	14 Dec	25 Jan	28 Mar	30 May	25 Jul	26 Sep	28 Nov		
10. **HRC 109**	Succession Planning	04 Oct	02 Nov	12 Dec	04 Jan	07 Mar	02 May	05 Sep	07 Nov				
11. **HRC 110**	Financial Skills for HR Professionals	12 Oct	07 Nov	06 Dec	01 Feb	04 Apr	01 Aug	03 Oct	05 Dec				
12. **HRC 111**	Organization and Workforce Planning	19 Oct	14 Nov	06 Dec	11 Jan	14 Mar	09 May	11 Jul	14 Nov				
13. **HRC 111B**	Organization and Workforce Planning (4 Days)	14 Nov	18 Dec										
14. **HRC 112**	Employee Relations: Roles and Responsibilities	05 Oct	14 Nov	06 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
15. **HRC 113**	Building Effective Organizational Culture	28 Sep	25 Oct	16 Nov	20 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov		
16. **HRC 114**	Developing Minimum HR Management Standards for Universities/ Higher Education Institutions (HEIs)	26 Oct	21 Nov	13 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
17. **HRC 115**	Competency Based Frameworks	03 Oct	08 Nov	21 Dec	25 Jan	28 Mar	23 May	26 Sep	28 Nov				
18. **HRC 116**	Basic of Human Resources (HR)	26 Oct	28 Nov	27 Dec	22 Feb	25 Apr	22 Aug	24 Oct	26 Dec				
19. **HRC 117**	Measuring & Maximising Training ROI	03 Oct	01 Nov	07 Dec	08 Feb	04 Apr	08 Aug	10 Oct	05 Dec				
20. **HRC 118**	Organizing Multi-Shifts Operations	18 Oct	21 Nov	21 Dec	15 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
21. **HRC 119**	Linking Training to Organization Goals	28 Sep	31 Oct	29 Nov	28 Dec	04 Jan	07 Mar	02 May	05 Sep	07 Nov			
22. **HRC 120**	Compensation and Benefits Management	24 Oct	21 Nov	07 Dec	11 Jan	14 Mar	09 May	11 Jul	14 Nov				
23. **HRC 121**	Collective Bargaining Agreement (10 Days)	19 Oct	22 Nov	26 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
24. **HRC 122**	Position Classification	10 Oct	14 Nov	14 Dec	25 Jan	28 Mar	23 May	25 Jul	26 Sep	28 Nov			
25. **HRC 130**	Talent Management	26 Oct	21 Nov	06 Dec	22 Feb	25 Apr	22 Aug	24 Oct	26 Dec				
On Demand Courses													
HRC 502	Job Evaluation	On Demand											
HRC 503	Advanced HR Techniques and Effective Training Planning Strategies	On Demand											
HRC 505	Workforce Management (Time Studies, Forecasting, Scheduling)	On Demand											
HRC 506	Auditing HR Processes	On Demand											
HRC 508	Human Resources in the Municipal Workplace	On Demand											
HRC 509	The management and development of human resources and workforce planning	On Demand											

12 - MHRA - Arabic Programs in Management, HR and Misc

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MHRA 101**	إدارة الموارد البشرية - 10 أيام	12 Oct	14 Nov	14 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
2. **MHRA 102**	مهارات الإدارة	12 Oct	15 Nov	12 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
3. **MHRA 103**	دور العلاقات العامة في إدارة الأزمات	27 Sep	26 Oct	21 Nov	27 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	14 Nov
4. **MHRA 104**	مهارت وتقنيات الإدارة	04 Oct	01 Nov	07 Dec	18 Jan	15 Feb	21 Mar	18 Apr	18 Jul	15 Aug	19 Sep	17 Oct	21 Nov
5. **MHRA 105**	الإدارة التحولية وإدارة التغير	10 Oct	08 Nov	07 Dec	25 Jan	22 Feb	28 Mar	25 Apr	23 May	25 Jul	22 Aug	26 Sep	24 Oct
6. **MHRA 106**	القبعات الست والتفكير الجانبي	12 Oct	14 Nov	13 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
7. **MHRA 107**	بناء الفريق والعمل الجماعي الفعال	26 Oct	29 Nov	26 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
8. **MHRA 108**	إدارة الأولويات والأداء وضغط العمل	03 Oct	01 Nov	07 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
9. **MHRA 109**	إدارة الوقت والأولويات	28 Sep	25 Oct	21 Nov	21 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	25 Jul	29 Aug	26 Sep
10. **MHRA 110**	مهارات التوظيف و تقنيات إجراء المقابلات	19 Oct	22 Nov	19 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
11. **MHRA 111**	الإدارة في الأزمات والمواقف الصعبة	18 Oct	09 Nov	05 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
12. **MHRA 112**	تحديد الأهداف والتخطيط واتخاذ القرار	17 Oct	14 Nov	14 Dec	18 Jan	15 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
13. **MHRA 113**	مهارات إدارة الموارد البشرية	26 Oct	28 Nov	20 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	22 Aug	19 Sep	24 Oct
14. **MHRA 114**	فن و مهارات إدارة و تنفيذ المشروعات	24 Oct	21 Nov	20 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	25 Jul	29 Aug	26 Sep	31 Oct
15. **MHRA 115**	تقنيات التحليل والوصف الوظيفي	12 Oct	07 Nov	06 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
16. **MHRA 116**	تقنيات الإدارة ومهارات التواصل	12 Oct	14 Nov	06 Dec	25 Jan	22 Feb	28 Mar	23 May	25 Jul	22 Aug	26 Sep	24 Oct	28 Nov
17. **MHRA 117**	كيفية كتابة سياسات وإجراءات الموارد البشرية	10 Oct	22 Nov	12 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
18. **MHRA 118**	مهارات التوظيف و تقنيات إجراء المقابلات	04 Oct	16 Nov	19 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct	14 Nov
19. **MHRA 119**	إدارة التكنولوجيا والابتكار	17 Oct	15 Nov	14 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	22 Aug	19 Sep	17 Oct
20. **MHRA 120**	التغيير والتطوير التنظيمي	19 Oct	14 Nov	20 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	25 Jul	29 Aug	26 Sep	31 Oct
21. **MHRA 121**	مشاركة وتحفيز الموظفين	12 Oct	09 Nov	06 Dec	04 Jan	01 Feb	07 Mar	04 Apr	08 Aug	05 Sep	10 Oct	07 Nov	05 Dec
22. **MHRA 122**	إدارة المشتريات الخارجية والتخليص الجمركي	03 Oct	01 Nov	07 Dec	11 Jan	15 Feb	14 Mar	11 Apr	16 May	11 Jul	15 Aug	17 Oct	21 Nov
23. **MHRA 123**	أسس المحاسبية المالية والإدارية، التحليل المالي، الإدارة المالية	19 Oct	23 Nov	26 Dec	18 Jan	22 Feb	21 Mar	18 Apr	23 May	18 Jul	22 Aug	24 Oct	21 Nov
24. **MHRA 130**	إدارة المشاريع الهندسية -10 أيام	24 Oct	22 Nov	21 Dec	25 Jan	29 Feb	28 Mar	25 Apr	30 May	29 Aug	26 Sep	31 Oct	28 Nov
25. **MHRA 131**	إدارة المواهب	24 Oct	22 Nov	27 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
26. **MHRA 135**	الحملة الانتخابية - مهارات إدارة	25 Oct	29 Nov	26 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
27. **MHRA 136**	الحملة الانتخابية - المهارات الشخصية	18 Oct	22 Nov	20 Dec	25 Jan	22 Feb	28 Mar	25 Apr	23 May	25 Jul	22 Aug	26 Sep	24 Oct
28. **MHRA 137**	الحملة الانتخابية - مهارات القيادة	12 Oct	09 Nov	14 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	01 Aug	05 Sep	03 Oct	07 Nov
29. **MHRA 138**	الحملة الانتخابية - الاتصال ومهارات التنسيق	28 Sep	26 Oct	30 Nov	28 Dec	11 Jan	08 Feb	14 Mar	11 Apr	09 May	11 Jul	08 Aug	10 Oct
30. **MHRA 139**	الحملة الإنتخابية - نهج الخدمات الموجهه - (خدمات البلدية	31 Oct	28 Nov	26 Dec	18 Jan	15 Feb	21 Mar	18 Apr	16 May	18 Jul	15 Aug	19 Sep	17 Oct
On Demand Courses													
MHRA 500	دبلوم إعداد القادة (10 أيام)	On Demand											
MHRA 504	تدقيق عمليات الموارد البشرية	On Demand											
MHRA 506	تقييم الوظائف	On Demand											

13 - MCR - Customer Relations and Marketing

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MCR 103**	Customer Relationship Management	04 Oct	01 Nov	06 Dec	04 Jan	01 Feb	07 Mar	04 Apr	02 May	11 Jul	01 Aug	05 Sep	03 Oct
2. **MCR 105**	Customer Service	31 Oct	26 Dec	03 Jan	06 Mar	01 May	04 Sep	06 Nov					
3. **MCR 101**	Strategic Marketing Management	17 Oct	21 Nov	19 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec				
4. **MCR 102**	Marketing in Social Media	25 Oct	29 Nov	27 Dec	17 Jan	13 Mar	15 May	17 Jul	13 Nov				
5. **MCR 104**	Customer Relations and Business Development Skills	10 Oct	14 Nov	12 Dec	14 Feb	10 Apr	14 Aug	16 Oct	11 Dec				
6. **MCR 106**	International Relations and Dispute Resolution Mechanisms	24 Oct	28 Nov	26 Dec	24 Jan	18 Apr	15 Aug	17 Oct	19 Dec				
7. **MCR 107**	Service Management	03 Oct	02 Nov	07 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
8. **MCR 108**	Service Desk Analyst (SDA)	12 Oct	09 Nov	14 Dec	28 Feb	24 Apr	28 Aug	30 Oct	25 Dec				
9. **MCR 109**	Service Desk Senior Analyst (SDSA)	26 Oct	28 Nov	27 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
10. **MCR 110**	Service Excellence	03 Oct	07 Nov	06 Dec	07 Feb	03 Apr	07 Aug	09 Oct	04 Dec				
11. **MCR 111**	The Art and Science of Conceptual Selling	18 Oct	16 Nov	19 Dec	10 Jan	06 Mar	08 May	10 Jul	04 Sep	06 Nov			
12. **MCR 112**	Mobile Marketing	31 Oct	28 Nov	26 Dec	14 Feb	10 Apr	14 Aug	16 Oct	11 Dec				
13. **MCR 113**	Customer Profiling Techniques	03 Oct	07 Nov	05 Dec	17 Jan	13 Mar	15 May	17 Jul	18 Sep	13 Nov			
14. **MCR 114**	Content Marketing	28 Sep	26 Oct	30 Nov	28 Dec	15 Feb	18 Apr	16 May	21 Aug	23 Oct	18 Dec		
15. **MCR 115**	Digital Marketing Strategy (10 Days)	21 Sep	24 Oct	22 Nov	21 Dec	07 Feb	03 Apr	07 Aug	09 Oct	04 Dec			

14 - CSOM - Communication Skills and Office Management

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **CSOM 101**	Management for Non-Managers	18 Oct	16 Nov	20 Dec	25 Jan	28 Mar	30 May	25 Jul	26 Sep	28 Nov			
2. **CSOM 102**	Business Communications	24 Oct	23 Nov	20 Dec	29 Feb	25 Apr	29 Aug	31 Oct	26 Dec				
3. **CSOM 103**	Effective Time, Task and Work Planning	28 Sep	31 Oct	29 Nov	28 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov		
4. **CSOM 104**	Office Management Skills	25 Oct	23 Nov	28 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
5. **CSOM 105**	Effective Office Management Techniques	17 Oct	16 Nov	19 Dec	11 Jan	14 Mar	09 May	11 Jul	14 Nov				
6. **CSOM 106**	Communicating & Dealing with Others	10 Oct	07 Nov	07 Dec	08 Feb	14 Mar	11 Apr	08 Aug	10 Oct	12 Dec			
7. **CSOM 107**	Office Management Skills for Oil & Gas Operations	11 Oct	09 Nov	13 Dec	04 Jan	07 Mar	09 May	05 Sep	07 Nov				
8. **CSOM 108**	Communication Skills for Telephone Operators	11 Oct	09 Nov	13 Dec	01 Feb	04 Apr	18 Jul	01 Aug	03 Oct	05 Dec			
9. **CSOM 109**	The Senior Secretary Development Program	12 Oct	14 Nov	13 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
10. **CSOM 110**	Effective Body Language	25 Oct	23 Nov	26 Dec	01 Feb	04 Apr	09 May	01 Aug	03 Oct	05 Dec			
11. **CSOM 111**	Public Relations and Communication Skills	03 Oct	02 Nov	05 Dec	11 Jan	14 Mar	09 May	11 Jul	05 Sep	14 Nov			
12. **CSOM 112**	Public Relations and Communication Skills (10 Days)	04 Oct	02 Nov	05 Dec	08 Feb	11 Apr	16 May	08 Aug	10 Oct	12 Dec			

15 - TEM - Training and Education Management

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **TEM 101**	Training of Trainers (TOT)	05 Oct	02 Nov	07 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
2. **TEM 102**	Training Needs Analysis and Evaluation	12 Oct	09 Nov	14 Dec	08 Feb	11 Apr	09 May	08 Aug	10 Oct	12 Dec			
3. **TEM 103**	Effective Training Techniques	19 Oct	21 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	14 Nov				
4. **TEM 104**	Skills of Training Coordinators	28 Sep	26 Oct	23 Nov	28 Dec	22 Feb	25 Apr	22 Aug	24 Oct	26 Dec			
5. **TEM 105**	Training Management	03 Oct	01 Nov	07 Dec	25 Jan	28 Mar	23 May	25 Jul	26 Sep	28 Nov			
6. **TEM 106**	Innovation and Creativity in Education	11 Oct	09 Nov	12 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
7. **TEM 107**	Effective Teaching Certificate (ETC)	12 Oct	15 Nov	14 Dec	01 Feb	04 Apr	11 Jul	01 Aug	03 Oct	05 Dec			
8. **TEM 108**	Applications of Quality Concepts in the Educational Process	18 Oct	16 Nov	19 Dec	11 Jan	14 Mar	09 May	11 Jul	14 Nov				
9. **TEM 109**	Effective Training Features (10 Days)	25 Oct	23 Nov	28 Dec	15 Feb	15 Aug	17 Oct	19 Dec					
10. **TEM 110**	Excellence Journey of Universities in the 21st Century: Leadership Program for Academic Executives	11 Oct	09 Nov	13 Dec	04 Jan	07 Mar	02 May	05 Sep	07 Nov				
11. **TEM 111**	Training and Development	31 Oct	28 Nov	26 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
12. **TEM 112**	Effective Class Managemnet for Superior Learning Outcomes	28 Sep	26 Oct	30 Nov	28 Dec	08 Feb	11 Apr	09 May	08 Aug	10 Oct	12 Dec		
13. **TEM 113**	Mastering Learning Styles for Enhanced Teaching	30 Oct	28 Nov	26 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep				
14. **TEM 114**	Understanding Multiple Intelligences for Higher Learning Performance	25 Oct	29 Nov	27 Dec	29 Feb	25 Apr	29 Aug	31 Oct	26 Dec				
15. **TEM 115**	Effective Instructional Design Strategies for Training in Education, Industry and Business	19 Oct	23 Nov	21 Dec	25 Jan	21 Mar	30 May	25 Jul	26 Sep	28 Nov			

16 - ISOC - ISO Management Systems (Standardization)

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **ISOC 101**	ISO 9001 Quality Management System (QMS)	03 Oct	01 Nov	07 Dec	04 Jan	04 Apr	16 May	01 Aug	03 Oct	05 Dec			
2. **ISOC 102**	ISO 14001 Environmental Management System (EMS)	04 Oct	02 Nov	05 Dec	04 Jan	07 Mar	02 May	11 Jul	05 Sep	07 Nov			
3. **ISOC 103**	ISO 27001 Information Security Management System (ISMS)	05 Oct	07 Nov	06 Dec	08 Feb	11 Apr	16 May	08 Aug	10 Oct	12 Dec			
4. **ISOC 104**	ISO 13485 Management System for Medical Devices	10 Oct	08 Nov	14 Dec	11 Jan	15 Feb	14 Mar	18 Apr	09 May	11 Jul	15 Aug	05 Sep	17 Oct
5. **ISOC 105**	ISO 20001 IT Services Management System	11 Oct	09 Nov	12 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov			
6. **ISOC 106**	ISO 22001 Food Safety Management System	12 Oct	14 Nov	13 Dec	22 Feb	25 Apr	22 Aug	24 Oct	26 Dec				
7. **ISOC 107**	ISO 22301 Business Continuity Management System	17 Oct	15 Nov	21 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
8. **ISOC 108**	ISO 27005 Information Security Risk Management	18 Oct	16 Nov	19 Dec	11 Jan	14 Mar	09 May	11 Jul	05 Sep	14 Nov			
9. **ISOC 109**	ISO 50001 Energy Management System	19 Oct	21 Nov	20 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
10. **ISOC 110**	ISO 18001 Occupational Health and Safety Management	28 Sep	24 Oct	22 Nov	21 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov		
11. **ISOC 111**	ISO 27031 IT Disaster Recovery & Business Continuity Management	25 Oct	23 Nov	26 Dec	29 Feb	25 Apr	22 Aug	31 Oct	26 Dec				
12. **ISOC 112**	ISO 17025 Laboratory Management System	26 Oct	28 Nov	27 Dec	25 Jan	28 Mar	23 May	25 Jul	26 Sep	28 Nov			
13. **ISOC 113**	ISO 19011 Guidelines for Auditing Management System	28 Sep	31 Oct	29 Nov	21 Dec	01 Feb	04 Apr	02 May	01 Aug	03 Oct	05 Dec		
14. **ISOC 114**	Internal Auditing & Integrated Management System	25 Oct	30 Nov	27 Dec	04 Jan	07 Mar	09 May	05 Sep	07 Nov				
15. **ISOC 115**	Quality Control and Conformity Declaration According to the ISO/IEC 17025 Standard	26 Oct	28 Nov	27 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
On Demand Courses													
ISOC 501	ISO 9001 QMS Lead Auditor	On Demand											
ISOC 502	ISO 14001 EMS Lead Auditor	On Demand											
ISOC 503	ISO 18001 OSHAS Lead Auditor	On Demand											
ISOC 504	ISO 27001 ISMS Lead Auditor	On Demand											
ISOC 505	Documents & Records Management Compliance	On Demand											
ISOC 506	ISO 17021 Requirements for Bodies Providing Audit and Certification of Management Systems	On Demand											

17 - MUN - Municipality Services and Governance

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MUN 101**	Municipality Services Delivery & Local Governance	05 Oct	07 Nov	06 Dec	04 Jan	07 Mar	02 May	05 Sep	07 Nov				
2. **MUN 102**	Water Treatment Systems and Technologies	12 Oct	14 Nov	13 Dec	01 Feb	04 Apr	01 Aug	03 Oct	05 Dec				
3. **MUN 103**	Water Distribution Systems	25 Oct	23 Nov	26 Dec	11 Jan	11 Apr	08 Aug	10 Oct	05 Dec				
4. **MUN 104**	Electricity Distribution Systems Design and Installation	18 Oct	16 Nov	19 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
5. **MUN 105**	Gas Distribution Systems	26 Oct	28 Nov	27 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov			
6. **MUN 106**	Traffic Control Systems	10 Oct	08 Nov	07 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
7. **MUN 107**	Recreational Parks and Services	03 Oct	01 Nov	07 Dec	25 Jan	28 Mar	23 May	25 Jul	26 Sep	28 Nov			
8. **MUN 108**	Managing Industrial Pollution and Disposal	11 Oct	16 Nov	12 Dec	22 Feb	25 Apr	22 Aug	24 Oct	26 Dec				
9. **MUN 109**	Energy Saving Methodologies and Technologies	28 Sep	24 Oct	22 Nov	21 Dec	25 Jan	28 Mar	30 May	25 Jul	26 Sep	28 Nov		
10. **MUN 110**	Sustainable Communities and Citizen Engagement	28 Sep	31 Oct	29 Nov	14 Dec	29 Feb	25 Apr	29 Aug	31 Oct	26 Dec			
11. **MUN 111**	Waste Collection and Disposal	19 Oct	21 Nov	20 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov			
12. **MUN 112**	Strategic Planning for Municipalities	04 Oct	02 Nov	05 Dec	15 Feb	18 Apr	15 Aug	17 Oct	19 Dec				
13. **MUN 113**	Land Utilization Planning	17 Oct	15 Nov	14 Dec	11 Jan	14 Mar	09 May	11 Jul	14 Nov				
14. **MUN 114**	Industrial Waste Water Treatment	11 Oct	09 Nov	12 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
15. **MUN 115**	Water and Waste Water Treatment Principles	05 Oct	07 Nov	06 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec				
16. **MUN 116**	Municipal (Sewage) Waste Water Treatment	10 Oct	09 Nov	12 Dec	07 Mar	02 May	01 Aug	05 Sep	07 Nov				
17. **MUN 117**	Municipal Development Program (MDP) -10 days	25 Oct	23 Nov	19 Dec	01 Feb	04 Apr	08 Aug	10 Oct	05 Dec				
On Demand Courses													
MUN 502	Public Relations & Communications for Communities	On Demand											
MUN 504	Municipality Law, Rules and Regulations	On Demand											
MUN 505	Local Government Accounting and Finance	On Demand											
MUN 506	Entrepreneurship Skills Development Programs	On Demand											
MUN 507	Environmental Monitoring and Modelling	On Demand											

18 - AFBI - Accounting, Finance, Budgeting, Banking & Insurance

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **AFBI 101**	Using Cost Accounting & Financial Analysis for Decision Making	10 Oct	08 Nov	07 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
2. **AFBI 102**	Analyzing Balance Sheets	10 Oct	15 Nov	14 Dec	10 Jan	13 Mar	08 May	10 Jul	18 Sep	13 Nov			
3. **AFBI 103**	Finance for Non-Financial Officers	21 Sep	17 Oct	15 Nov	21 Dec	17 Jan	20 Mar	15 May	17 Jul	18 Sep	20 Nov		
4. **AFBI 104**	Fundamentals of Finance and Accounting	28 Sep	24 Oct	22 Nov	14 Dec	24 Jan	27 Mar	22 May	24 Jul	25 Sep	27 Nov		
5. **AFBI 105**	Cost Engineering	17 Oct	15 Nov	21 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec				
6. **AFBI 106**	Investment, Financial Planning, Analysis and Reporting	28 Sep	24 Oct	22 Nov	07 Dec	14 Feb	17 Apr	14 Aug	16 Oct	18 Dec			
7. **AFBI 107**	Cost Accounting and Analysis	10 Oct	15 Nov	14 Dec	21 Feb	24 Apr	29 May	21 Aug	23 Oct	25 Dec			
8. **AFBI 108**	Cost Management & Budgeting Techniques	10 Oct	08 Nov	07 Dec	28 Feb	01 May	10 Jul	28 Aug	30 Oct	31 Dec			
9. **AFBI 109**	Internal Audit Basics	31 Oct	29 Nov	26 Dec	10 Jan	13 Mar	15 May	17 Jul	13 Nov				
10. **AFBI 110**	Financial Statement Preparation & Analysis	10 Oct	08 Nov	14 Dec	03 Jan	06 Mar	08 May	10 Jul	04 Sep	06 Nov			
11. **AFBI 111**	Financial System Monitoring and Performance Evaluation	03 Oct	01 Nov	07 Dec	17 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
12. **AFBI 112**	Islamic Banking Principles and Applications	28 Sep	24 Oct	22 Nov	21 Dec	24 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov		
13. **AFBI 113**	Insurance Principles	28 Sep	31 Oct	29 Nov	14 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec			
14. **AFBI 114**	Managing Financial Risks	10 Oct	08 Nov	07 Dec	14 Feb	17 Apr	14 Aug	16 Oct	18 Dec				
15. **AFBI 115**	Letters of Guarantees/Credits	28 Sep	24 Oct	22 Nov	21 Dec	21 Feb	24 Apr	21 Aug	23 Oct	25 Dec			
16. **AFBI 116**	International Accounting Standards (IAS)	03 Oct	01 Nov	07 Dec	28 Feb	24 Apr	28 Aug	30 Oct	31 Dec				
17. **AFBI 117**	Finance for Non-Financial Officers Advanced	28 Sep	31 Oct	29 Nov	21 Dec	03 Jan	06 Mar	08 May	10 Jul	04 Sep	06 Nov		
18. **AFBI 118**	Professional Skills for Finance and Accounting	17 Oct	22 Nov	21 Dec	10 Jan	13 Mar	15 May	17 Jul	13 Nov				
19. **AFBI 119**	International Public Sector Accounting Standards (IPSAS)	17 Oct	15 Nov	14 Dec	17 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
20. **AFBI 120**	Financial Decision Making for Bankers	28 Sep	31 Oct	29 Nov	21 Dec	24 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov		
21. **AFBI 121**	Efficient Finance and Accounting Operations	03 Oct	01 Nov	07 Dec	07 Feb	10 Apr	07 Aug	09 Oct	04 Dec				
22. **AFBI 122**	Cost Management, Financial Management, Budgeting and Cost Control	28 Sep	31 Oct	29 Nov	21 Dec	14 Feb	17 Apr	14 Aug	16 Oct	18 Dec			
23. **AFBI 123**	Budget Preparation Skills	28 Sep	18 Oct	15 Nov	13 Dec	21 Feb	24 Apr	21 Aug	23 Oct	25 Dec			
24. **AFBI 124**	Business and Finance	10 Oct	15 Nov	14 Dec	28 Feb	01 May	28 Aug	30 Oct	31 Dec				
25. **AFBI 125**	A Step-Wise Operational Risk Management	18 Oct	13 Dec	02 Jan	12 Mar	14 May	13 Nov						
26. **AFBI 126**	Internal Capital Adequacy Assessment Process (ICAAP)	12 Oct	16 Nov	14 Feb	10 Apr	14 Aug	16 Oct	11 Dec					
27. **AFBI 127**	Mastering Value-at-Risk (VaR)	25 Oct	27 Dec	21 Feb	24 Apr	28 Aug	23 Oct	25 Dec					
On Demand Courses													
AFBI 501	Corporate Banking	On Demand											
AFBI 502	Investment Banking	On Demand											
AFBI 503	Portfolio Management	On Demand											
AFBI 504	Personal and Retail Banking	On Demand											
AFBI 506	Fraud Prevention and Financial Integrity	On Demand											
AFBI 507	Modern Applications of Documentary Credits	On Demand											
AFBI 508	Anti Money Laundering	On Demand											
AFBI 513	Cash Flow Management	On Demand											

19 - TCOM - Telecommunications and GSM

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **TCOM 101**	Digital Communication Techniques	28 Sep	31 Oct	30 Nov	21 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov		
2. **TCOM 102**	Wireless Communications	24 Oct	29 Nov	21 Dec	07 Feb	03 Apr	01 Aug	03 Oct	05 Dec				
3. **TCOM 103**	GSM Systems Operations	17 Oct	15 Nov	14 Dec	17 Jan	13 Mar	15 May	17 Jul	04 Sep	13 Nov			
4. **TCOM 104**	Wimax Technologies and Deployment	10 Oct	08 Nov	07 Dec	14 Feb	10 Apr	15 May	14 Aug	16 Oct	11 Dec			
5. **TCOM 105**	Antenna Systems Operation, Installation and Troubleshooting	28 Sep	31 Oct	28 Nov	21 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov		
6. **TCOM 106**	RF Design and Applications	03 Oct	01 Nov	07 Dec	21 Feb	17 Apr	21 Aug	23 Oct	18 Dec				
7. **TCOM 107**	Global Maritime Distress And Safety System (GMDSS)	24 Oct	22 Nov	21 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
8. **TCOM 108**	Advanced Digital Communication Techniques	17 Oct	15 Nov	14 Dec	28 Feb	24 Apr	28 Aug	30 Oct	25 Dec				
9. **TCOM 109**	Signalling System No.7 – SS7	03 Oct	01 Nov	05 Dec	07 Feb	06 Mar	08 May	10 Jul	04 Sep	06 Nov			
10. **TCOM 110**	Fiber Optic Installation, Testing and Troubleshooting	10 Oct	08 Nov	07 Dec	07 Feb	10 Apr	14 Aug	16 Oct	11 Dec				
11. **TCOM 111**	Ground Penetrating Radar (GPR)	19 Oct	21 Nov	20 Dec	01 Feb	04 Apr	09 May	01 Aug	03 Oct	05 Dec			
12. **TCOM 112**	UMTS System	10 Oct	08 Nov	14 Dec	10 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
13. **TCOM 113**	Fiber Optic Network Maintenance and Design Basics (10 Days)	03 Oct	01 Nov	07 Dec	17 Jan	13 Mar	15 May	17 Jul	13 Nov				
14. **TCOM 114**	Huawei SDH Systems	17 Oct	15 Nov	21 Dec	14 Feb	10 Apr	15 May	14 Aug	16 Oct	11 Dec			
15. **TCOM 115**	Radio Access Networks For UMTS (Principles and Practice)	28 Sep	24 Oct	22 Nov	21 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov		
16. **TCOM 116**	LTE Implementation & EPS System Technical Overview	28 Sep	31 Oct	29 Nov	21 Dec	21 Feb	17 Apr	17 Jul	21 Aug	23 Oct	18 Dec		
17. **TCOM 117**	Packet Switch Core Network System Principles	17 Oct	15 Nov	14 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov			
18. **TCOM 118**	IP in Telecoms (Datacoms for Telecoms Professionals)	11 Oct	09 Nov	13 Dec	28 Feb	24 Apr	28 Aug	30 Oct	25 Dec				
19. **TCOM 119**	UMTS and LTE Implementation (10 Days)	11 Oct	02 Nov	05 Dec	07 Feb	10 Apr	07 Aug	09 Oct	04 Dec				
20. **TCOM 120**	ATS Message Handling Service (AMHS) – COM-OPS	12 Oct	14 Nov	13 Dec	10 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
21. **TCOM 121**	ATS Message Handling Service (AMHS) – CNS	19 Oct	21 Nov	20 Dec	14 Feb	10 Apr	14 Aug	16 Oct	11 Dec				
22. **TCOM 122**	GSM Systems Operations & UMTS System(10 Days)	12 Oct	16 Nov	14 Dec	17 Jan	13 Mar	15 May	17 Jul	20 Nov				
23. **TCOM 123**	Advanced Satellite Communication Systems & IP in Modern Networks	28 Sep	31 Oct	29 Nov	28 Dec	21 Feb	20 Mar	17 Apr	21 Aug	23 Oct	18 Dec		
24. **TCOM 125**	Fundamental of VSAT Systems	21 Sep	26 Oct	23 Nov	28 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov		
25. **TCOM 126**	Fundamental of Closed-Circuit Television (CCTV)	28 Sep	26 Oct	23 Nov	28 Dec	28 Feb	27 Mar	24 Apr	28 Aug	30 Oct	25 Dec		
On Demand Courses													
TCOM 127	SONET - Synchronous Digital Hierarchy (SDH) Networks	On Demand											
TCOM 501	Global Maritime Distress and Safety System (GMDSS)	On Demand											
TCOM 504	GMDSS Equipment Installation, Maintenance and Troubleshooting	On Demand											

20 - ITC - Information Technology (IT)

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **ITC 104**	Enterprise Resource Planning (ERP) - Basics	04 Oct	07 Nov	06 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	05 Nov			
2. **ITC 133**	IP in Modern Network & LTE Technology	26 Oct	30 Nov	28 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
3. **ITC 101A**	IT Security	21 Sep	17 Oct	15 Nov	21 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec			
4. **ITC 101B**	IT Security (10 Days)	11 Oct	09 Nov	13 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
5. **ITC 102**	Cloud Computing and Big Data	12 Oct	14 Nov	13 Dec	27 Feb	30 Apr	28 May	27 Aug	29 Oct	31 Dec			
6. **ITC 103**	Enterprise Architecture	18 Oct	16 Nov	20 Dec	13 Feb	16 Apr	13 Aug	13 Aug	15 Oct	17 Dec			
7. **ITC 105**	SharePoint Operation and Applications	12 Oct	14 Nov	13 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
8. **ITC 106**	ITIL Foundation v3	11 Oct	16 Nov	19 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
9. **ITC 107**	Enterprise Resource Planning (ERP) - Advanced	10 Oct	10 Oct	14 Nov	12 Dec	30 Jan	26 Mar	29 May	30 Jul	24 Sep	26 Nov		
10. **ITC 108**	HTML5 Programming (8 Days)	04 Oct	02 Nov	05 Dec	02 Jan	06 Mar	08 May	10 Jul	04 Sep	06 Nov			
11. **ITC 109**	IT Audit	17 Oct	15 Nov	14 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
12. **ITC 110**	Electronic Document Management Systems	28 Sep	25 Oct	30 Nov	26 Dec	16 Jan	12 Mar	14 May	16 Jul	03 Sep	12 Nov		
13. **ITC 111**	Electronic Document Management Systems (10 days)	05 Oct	01 Nov	05 Dec	20 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
14. **ITC 112**	Enterprise Information Systems (EIS)	11 Oct	08 Nov	13 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	10 Dec			
15. **ITC 120**	SQL Databases and Querying	05 Oct	07 Nov	06 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
16. **ITC 122**	Oracle - Administration Workshop	26 Sep	25 Oct	22 Nov	26 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec		
17. **ITC 123**	Information Technology for Business	21 Sep	17 Oct	15 Nov	21 Dec	16 Jan	12 Mar	14 May	10 Sep	12 Nov			
18. **ITC 125**	Oracle - Administration Workshop I - Release 2	11 Oct	16 Nov	19 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	03 Dec			
19. **ITC 126**	Oracle - Administration Workshop II - Release 2	03 Oct	02 Nov	06 Dec	02 Jan	05 Mar	07 May	03 Sep	05 Nov				
20. **ITC 127**	Oracle - Programming with PL/SQL	26 Sep	25 Oct	23 Nov	26 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	10 Dec		
21. **ITC 128**	Oracle - Programming with PL/SQL	27 Sep	25 Oct	28 Nov	28 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec			
22. **ITC 129**	PC Configuration and Troubleshooting	21 Sep	26 Oct	23 Nov	21 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec			
23. **ITC 130**	Java Web Development with Java Server Faces	27 Sep	26 Oct	27 Nov	27 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
24. **ITC 131**	Java-Spring MVC Framework & Web Services	10 Oct	08 Nov	07 Dec	16 Jan	12 Mar	14 May	09 Jul	12 Nov				
25. **ITC 132**	Java Programming Basics (15 Days)	17 Oct	14 Nov	13 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
26. **ITC 140**	UNIX/Linux - Administration-Fundamentals	05 Oct	01 Nov	07 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
27. **ITC 141**	UNIX/Linux - Administration-Intermediate	04 Oct	02 Nov	06 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
28. **ITC 142**	UNIX/Linux - Administration-Advanced	11 Oct	09 Nov	12 Dec	16 Jan	12 Mar	14 May	09 Jul	12 Nov				
29. **ITC 143**	UNIX/Linux - Programming Tools & Security Issues	19 Oct	22 Nov	19 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
30. **ITC 155**	Oracle JDeveloper course (4 Weeks)	27 Sep	26 Oct	28 Nov	27 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov		
31. **ITC 156**	System Center 2012 - Monitoring and Operating a Private Cloud	21 Sep	17 Oct	15 Nov	19 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec			
32. **ITC 157**	System Center 2012 - Configuring and Deploying a Private Cloud	27 Sep	31 Oct	29 Nov	28 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
33. **ITC 158**	IT Risk Management	27 Sep	25 Oct	29 Nov	27 Dec	09 Jan	05 Mar	07 May	02 Jul	03 Sep	05 Nov		
34. **ITC 160**	Microsoft Visual Basic .NET Technologies	21 Sep	24 Oct	21 Nov	20 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	10 Dec		
35. **ITC 161**	Microsoft Windows Exchange Server	26 Sep	25 Oct	23 Nov	26 Dec	16 Jan	12 Mar	14 May	09 Jul	10 Sep	12 Nov		
36. **ITC 162**	Microsoft Windows Server-Installation and Configuration	18 Oct	15 Nov	14 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
37. **ITC 163**	Microsoft Windows Server Services	05 Oct	01 Nov	05 Dec	20 Feb	23 Apr	20 Aug	22 Oct	17 Dec				
38. **ITC 164A**	Microsoft Windows Server - Administering	26 Sep	26 Oct	22 Nov	26 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov		
39. **ITC 164B**	Microsoft Windows Server - Administering (10 Days)	28 Sep	31 Oct	29 Nov	28 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
40. **ITC 170**	Computer Networks	09 Nov	12 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov				
41. **ITC 171**	IT Data Storage Networks	28 Sep	24 Oct	29 Nov	28 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov		
42. **ITC 172**	Network + (N+) Fundamentals	10 Oct	08 Nov	07 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
43. **ITC 173**	Network + (N+) Theory & Practice (10 Days)	17 Oct	22 Nov	21 Dec	16 Jan	12 Mar	14 May	16 Jul	17 Sep	12 Nov			
44. **ITC 174**	Comp TIA Network	03 Oct	01 Nov	07 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
45. **ITC 180**	CCNA Routing & Switching	05 Oct	01 Nov	05 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
46. **ITC 181**	ITIL F v3 and IT Security Course (10 Days)	12 Oct	09 Nov	14 Dec	20 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
47. **ITC 181**	Microsoft Dynamics AX 2012	27 Sep	25 Oct	29 Nov	27 Dec	30 Jan	26 Mar	28 May	09 Jul	03 Sep	03 Sep	26 Nov	
48. **ITC 182**	Data Mining & Survey Design and Data Analysis	21 Sep	26 Oct	23 Nov	21 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
49. **ITC 183A**	Electronic Document Management Systems (EDMS)	10 Oct	14 Nov	12 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
50. **ITC 183B**	Electronic Document Management Systems (EDMS) (10 Days)	10 Oct	14 Nov	12 Dec	06 Feb	09 Apr	06 Aug	08 Oct	10 Dec				
On Demand Courses													
ITC 104	Information Technology for Business	On Demand											
ITC 133	Java-Object Oriented Programming (OOP)	On Demand											
ITC 134	Java-Object Oriented Design Principles & Patterns	On Demand											
ITC 135	Java-Enterprise Edition (J2EE) Programming	On Demand											
ITC 136	Java-Hibernate & Java Persistence	On Demand											
ITC 137	Java-Spring Application Framework	On Demand											
ITC 138	Java-Aspect Oriented Programming (AOP) and AspectJ	On Demand											
ITC 139	Java 2 Micro Edition (J2ME) for Mobile Applications	On Demand											
ITC 175	IPv6 Engineering and Transition	On Demand											
ITC 501	Cisco Professional (CCNA, CCNP, CCIE) Certifications	On Demand											
ITC 502	MCSE Series Certifications	On Demand											
ITC 504	Int. Computer Driving License (ICDL)	On Demand											
ITC 566	Comp TIA Security	On Demand											
ITC 700	ITIL Foundation v3	On Demand											
ITC 701	Java-Spring MVC Framework & Web Services	On Demand											
ITC 703	CCNA Routing & Switching	On Demand											

21 - MCP - Microsoft Certified Programs

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MCP 101**	Querying Microsoft SQL Server 2012	25 Oct	21 Nov	27 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
2. **MCP 102**	Programming in C#	27 Sep	18 Oct	30 Nov	27 Dec	07 Feb	03 Apr	07 Aug	02 Oct	04 Dec			
3. **MCP 103**	Developing ASP.NET MVC 4 Web Applications	27 Sep	26 Oct	22 Nov	28 Dec	17 Jan	13 Mar	15 May	17 Jul	04 Sep	06 Nov		
4. **MPC 104**	Developing Windows Azure and Web Services	27 Sep	19 Oct	22 Nov	28 Dec	14 Feb	10 Apr	14 Aug	16 Oct	11 Dec			
5. **MPC 105**	Programming in HTML5 with JavaScript and CSS3	22 Sep	18 Oct	30 Nov	20 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov		

22 - MDC - Medical Sciences and Clinical Research

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MDC 101**	Medical Terminology	10 Oct	09 Nov	12 Dec	20 Feb	17 Apr	21 Aug	23 Oct	18 Dec				
2. **MDC 102**	Fundamentals of Medical Billing and Coding	19 Oct	21 Nov	20 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
3. **MDC 103**	Basic Life Support for Healthcare Providers (CPR)	28 Sep	24 Oct	22 Nov	21 Dec	27 Feb	26 Mar	30 Apr	27 Aug	29 Oct	31 Dec		
4. **MDC 104**	Effective Medical Writing and Transcription	21 Sep	17 Oct	15 Nov	21 Dec	09 Jan	12 Mar	07 May	09 Jul	03 Sep	05 Nov		
5. **MDC 105**	Handling Medical Emergency and Cardiopulmonary Resuscitation (CPR)	03 Oct	01 Nov	07 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	10 Dec			
6. **MDC 111**	Clinical Research Methodologies	18 Oct	16 Nov	19 Dec	16 Jan	12 Mar	14 May	16 Jul	03 Sep	12 Nov			
7. **MDC 112**	Effective Medical Writing	19 Oct	21 Nov	20 Dec	16 Jan	12 Mar	14 May	16 Jul	17 Sep	12 Nov			
8. **MDC 113**	Good Pharmacovigilance Practice	28 Sep	31 Oct	29 Nov	21 Dec	13 Feb	16 Apr	14 May	13 Aug	15 Oct	17 Dec		
9. **MDC 114**	Managing and Monitoring Clinical Trials for GCP Compliance	11 Oct	09 Nov	12 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
10. **MDC 115**	Auditing Clinical Trials for GCP Best Practices	04 Oct	02 Nov	05 Dec	20 Feb	16 Apr	20 Aug	22 Oct	24 Dec				
11. **MDC 116**	Recombinant DNA Technology	24 Oct	21 Nov	19 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
12. **MDC 117**	Writing Effective Standard Operating Procedures SOPs	12 Oct	09 Nov	07 Dec	27 Feb	30 Apr	23 Jul	27 Aug	29 Oct	31 Dec			
13. **MDC 118**	Biotechnology and Genetic Engineering	11 Oct	09 Nov	12 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
On Demand Courses													
MDC 501	Bioethics	On Demand											
MDC 502	Advanced Cardiovascular Life Support (ACLS)	On Demand											
MDC 503	Diabetes- Comprehensive Overview	On Demand											
MDC 505	Pediatric Advanced Life Support	On Demand											
MDC 506	Microbiology and Infectious Diseases	On Demand											
MDC 507	Strategies and Policies for Controlling Spread of Disease	On Demand											
MDC 510	Medical Environment Administration	On Demand											
MDC 511	Handling Medical Emergencies	On Demand											
MDC 512	Clinical research, bioequivalence and bioavailability studies	On Demand											
MDC 513	Selecting and Managing CROs	On Demand											
MDC 524	Ethical and Regulatory Considerations in Clinical Research	On Demand											

23 - PHR - Pharmaceutical Sciences

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **PHR 105**	Control of Drug-related Impurities, Degradants and Potential toxic Impurities in Drug Substance and Drug Product	27 Sep	26 Oct	28 Nov	27 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov		
2. **PHR 101**	Reference Standards: Characterization, Use and Handling in Pharmaceutical Analysis	03 Oct	01 Nov	07 Dec	06 Feb	02 Apr	04 Jun	06 Aug	01 Oct	03 Dec			
3. **PHR 102**	Dissolution Testing: Importance and Principles	04 Oct	02 Nov	05 Dec	16 Jan	12 Mar	11 Jun	16 Jul	03 Sep	12 Nov			
4. **PHR 103**	Good Manufacturing Practice (GMP) Guidelines	05 Oct	07 Nov	06 Dec	13 Feb	16 Apr	14 May	13 Aug	15 Oct	17 Dec			
5. **PHR 104**	Marketing, Advertising and Promotion of Pharmaceuticals and Medical Devices	10 Oct	08 Nov	14 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec	27 May			
6. **PHR 106**	Fundamentals of Pharmaceutical Formulations and Production	27 Sep	17 Oct	14 Nov	19 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov		
7. **PHR 107**	Pharmaceutical Microbiology Laboratory Training	17 Oct	16 Nov	19 Dec	27 Feb	30 Apr	28 May	27 Aug	29 Oct	31 Dec			
8. **PHR 108**	Chemical Substances Safe Handling and Storage, Hazards and Quality Assurance	12 Oct	09 Nov	14 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
9. **PHR 112**	Good Distribution Practices (GDP) for the Pharmaceutical Industry	11 Oct	09 Nov	12 Dec	06 Feb	09 Apr	04 Jun	06 Aug	08 Oct	10 Dec			
10. **PHR 113**	Dissolution: Theory and Best Practices (10 Days)	24 Oct	21 Dec	22 Feb	18 Apr	20 Jun	22 Aug	24 Oct	19 Dec				
On Demand Courses													
PHR 501	Introduction to Pharmacokinetics	On Demand											
PHR 502	Preparing the Pharmaceutical Module of the Global CTD Dossier	On Demand											
PHR 504	cGMP Quality Principles for Pharmaceuticals, Biologics and Medical Devices	On Demand											

24 - HCM - Health Care Management & Administration

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **HCM 101**	Health Economics	05 Oct	07 Nov	06 Dec	17 Jan	13 Mar	15 May	17 Jul	21 Aug	13 Nov			
2. **HCM 102**	Health Research and Dissertation	11 Oct	01 Nov	07 Dec	14 Feb	15 May	14 Aug	14 Aug	16 Oct	11 Dec			
3. **HCM 103**	Health Planning, Monitoring & Evaluation	03 Oct	07 Nov	05 Dec	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
4. **HCM 104**	Healthcare Supply Chain Management	10 Oct	14 Nov	12 Dec	21 Feb	17 Apr	24 Jul	21 Aug	23 Oct	18 Dec			
5. **HCM 107**	Hospital Management and Administration	27 Sep	26 Oct	29 Nov	26 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	27 Nov		
6. **HCM 108**	Smart City: Mobile Health Technologies	26 Sep	25 Oct	30 Nov	26 Dec	28 Feb	24 Apr	31 Jul	28 Aug	30 Oct	25 Dec		
On Demand Courses													
HCM 105	Effective Healthcare Marketing	On Demand											
HCM 106	Healthcare Insurance and Payment Systems	On Demand											
HCM 111	Medical Receptionist	On Demand											
HCM 112	Health Services Assistance	On Demand											
HCM 113	Health & Hospital Management Training & Orientation Program	On Demand											
HCM 114	Nutrition	On Demand											
HCM 115	Epidemiology with Biostatistics Component	On Demand											
HCM 501	Financial Management for Health Institutions	On Demand											
HCM 502	Epidemiology with Biostatistics Component	On Demand											
HCM 503	Health Services Management for Public Health Care Programmes	On Demand											
HCM 511	Principles of Pharmacoeconomics	On Demand											
HCM 514	Developing Patient Safety and Quality Care in Nursing	On Demand											
HCM 521	Information Systems in Health Care Management	On Demand											
HCM 522	Elementary First Aid	On Demand											
HCM 523	Bioethics	On Demand											
HCM 524	Clinical Research Compliance for Health Professionals	On Demand											

25 - PAM - Press and Media

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **PAM 101**	Digital Innovations for Media	21 Sep	11 Oct	21 Nov	12 Dec	04 Jan	07 Mar	02 May	10 Jul	05 Sep	07 Nov		
2. **PAM 102**	Effective Social Media Campaign	19 Oct	21 Nov	20 Dec	01 Feb	04 Apr	09 May	01 Aug	03 Oct	05 Dec			
3. **PAM 103**	Digital Content	10 Oct	21 Nov	12 Dec	11 Jan	14 Mar	09 May	11 Jul	05 Sep	14 Nov			
4. **PAM 104**	Digital Journalism	28 Sep	24 Oct	21 Nov	27 Dec	08 Feb	11 Apr	16 May	08 Aug	10 Oct	12 Dec		
5. **PAM 120**	Visual Communication	11 Oct	15 Nov	13 Dec	18 Jan	21 Mar	16 May	18 Jul	19 Sep	21 Nov			
On Demand Courses													
PAM 501	Media Management	On Demand											
PAM 502	Broadcasting Management In Crises	On Demand											
PAM 503	TV Production Management	On Demand											
PAM 506	Online Journalism	On Demand											
PAM 507	Multimedia Journalism	On Demand											
PAM 508	Newspaper journalism	On Demand											
PAM 510	Documentary Photography and Photojournalism	On Demand											
PAM 511	Camera & Lighting	On Demand											
PAM 512	Audio Engineering	On Demand											
PAM 513	Studio Sound Assistant	On Demand											
PAM 514	Film Making	On Demand											
PAM 515	Multimedia Storytelling	On Demand											
PAM 516	Managing Visual Programs for Children	On Demand											
PAM 518	Broadcast Management	On Demand											
PAM 519	Smartphone Reporting	On Demand											
PAM 520	Education Program Production	On Demand											
PAM 521	Journalism and Broadcasting Fundamentals	On Demand											

26 - ADV - Architectural Design and Visualization

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **ADV 101**	Lighting Design using DIALUX	12 Oct	14 Nov	13 Dec	02 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
2. **ADV 103**	Land Surveying - Use & Alignment of Leica DNA03/ DNA10 Equipments	26 Sep	25 Oct	23 Nov	26 Dec	16 Jan	12 Mar	14 May	16 Jul	03 Sep	12 Nov		
3. **ADV 105**	Surveying Engineering- Advanced Baseline Calibration	03 Oct	01 Nov	07 Dec	27 Feb	23 Apr	27 Aug	29 Oct	24 Dec				
4. **AVD 104**	Structural Design for non- structural Engineers	17 Oct	19 Dec	20 Feb	16 Apr	20 Aug	15 Oct	17 Dec					
On Demand Courses													
ADV 501	Decorating Your Home	On Demand											
ADV 502	Drawing With Acrylic Colors	On Demand											
ADV 503	Interior Design Visualization	On Demand											
ADV 504	Exterior Design Visualization	On Demand											
ADV 505	Autocad 2D And 3D	On Demand											
ADV 506	3ds Max Modeling (Basic)	On Demand											
ADV 507	3ds Max Modeling (Advance)	On Demand											
ADV 508	3D Animation Using 3Ds MAX	On Demand											
ADV 509	Architectural Photography	On Demand											
ADV 510	Lumion 3d - Architectural Visualization	On Demand											
ADV 511	Enhancing CAD Drawings Using Photoshop	On Demand											
ADV 512	Using V-Ray 2.0 To Produce A Photorealistic Rendering	On Demand											
ADV 513	Professionally Retouching Images Using Photoshop	On Demand											
ADV 514	Hand Drawings Techniques Using Charcoal	On Demand											
ADV 515	Autocad And Google Sketchup Pipeline	On Demand											

27 - ATC - Aviation Related Courses

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **ATC 101**	Ground Operation	18 Oct	16 Nov	19 Dec	14 Feb	10 Apr	15 May	14 Aug	16 Oct	11 Dec			
2. **ATC 102**	Aviation Safety Management (8 Days)	12 Oct	09 Nov	14 Dec	17 Jan	13 Mar	15 May	17 Jul	18 Sep	13 Nov			
3. **ATC 103**	Evacuation Slide Overhaul (A 340) (6 Days)	04 Oct	07 Nov	07 Dec	28 Feb	24 Apr	29 May	28 Aug	30 Oct	25 Dec			
4. **ATC 104**	Aviation Internal Auditing	25 Sep	24 Oct	21 Nov	26 Dec	24 Jan	27 Mar	29 May	24 Jul	25 Sep	27 Nov		
5. **ATC 105**	Risk Assessment & Aviation Internal Auditing (10 Days)	11 Oct	02 Jan	05 Mar	07 Mar	07 May	06 Jun	03 Sep	13 Sep	13 Oct	05 Dec		
6. **ATC 106**	Engine Overhaul Mechanic Training CF6 80 / C2-A3 - Theoretical	29 Sep	16 Nov	21 Feb	17 Apr	21 Aug	23 Oct	18 Dec					
7. **ATC 107**	Engine Overhaul Mechanic Training CF6 80 / C2-A3 - Practical (10 Days)	28 Sep	05 Oct	19 Oct	16 Nov	24 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov		
On Demand Courses													
ATC 501	Flight Operations Inspector Inspection	On Demand											
ATC 502	Airside Operations - Safety Compliance	On Demand											
ATC 503	Passenger Services	On Demand											
ATC 504	Flight Safety Foundation Release Runway Safety Tool Kit	On Demand											
ATC 505	Air Draft Accident Investigation	On Demand											
ATC 506	Flight Data Analysis	On Demand											
ATC 507	Civil Aviation Management	On Demand											
ATC 508	Civil Aviation Policy and Regulation	On Demand											
ATC 509	Cargo Marketing Essentials	On Demand											
ATC 510	Dangerous Goods Regulations	On Demand											
ATC 511	Quality Management System (QMS) for Airlines	On Demand											
ATC 512	Airport Strategic Management	On Demand											
ATC 513	Cargo Sales and Revenue Accounting Processing	On Demand											
ATC 514	Station / Ground Handling Management	On Demand											
ATC 515	Transportation of Live Animals by Air	On Demand											
ATC 516	Air Cargo	On Demand											
ATC 517	Ticketing Courses	On Demand											
ATC 518	Law, Regulations of Aviation	On Demand											
ATC 519	Airport Security	On Demand											
ATC 520	Aviation Insurance	On Demand											
ATC 521	Aviation Security	On Demand											
ATC 522	Cargo Security	On Demand											
ATC 523	Airline Customer Service	On Demand											

28 - AFLC - Agriculture, Fishery and Livestock

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **AFLC 101**	How To Control Weeds (10 Days)	21 Sep	17 Oct	15 Nov	21 Dec	06 Feb	09 Apr	06 Aug	08 Oct	03 Dec			
2. **AFLC 102**	Farm Management (10 days)	10 Oct	08 Nov	14 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
3. **AFLC 103**	Soil Fertility & Fertilizer (10 days)	12 Oct	14 Nov	13 Dec	13 Feb	09 Apr	13 Aug	15 Oct	17 Dec				
4. **AFLC 104**	Agricultural Extension (10 Days)	18 Oct	16 Nov	19 Dec	16 Jan	12 Mar	14 May	16 Jul	12 Nov				
5. **AFLC 105**	Irrigation and Drainage Engineering (10 days)	11 Oct	09 Nov	12 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
6. **AFLC 106**	Rodents Controlling Strategy (10 days)	19 Oct	21 Nov	20 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
7. **AFLC 107A**	Irrigation Systems, Participatory Water Management and agriculture Technologies	27 Sep	26 Oct	28 Nov	20 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
8. **AFLC 107B**	Irrigation Systems, Participatory Water Management and agriculture Technologies (8 Days)	27 Sep	26 Oct	28 Nov	20 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
9. **AFLC 108**	Introduction to Horticulture (10 days)	28 Sep	26 Oct	23 Nov	21 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov		
On Demand Courses													
AFLC 502	Pest and Disease Control	On Demand											
AFLC 503	Animal Breeding	On Demand											
AFLC 504	Fisheries Management	On Demand											
AFLC 505	Agriculture Sustainability	On Demand											
AFLC 506	Turfgrass Management	On Demand											
AFLC 507	Animal Behaviour	On Demand											
AFLC 508	Agricultural Health and Safety	On Demand											
AFLC 509	Animal Agriculture	On Demand											
AFLC 511	Animal Health And Welfare	On Demand											
AFLC 512	Fish Health	On Demand											
AFLC 513	Fish Production	On Demand											
AFLC 514	Principles of Plant Pathology	On Demand											
AFLC 515	Agricultural Food Policy	On Demand											
AFLC 516	The Agriculture Technology	On Demand											

29 - MISC - Miscellaneous Courses

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **MISC 101**	Travel Management	17 Oct	15 Nov	19 Dec	29 Feb	25 Apr	29 Aug	24 Oct	26 Dec				
2. **MISC 102**	Kaizen Techniques	05 Oct	07 Nov	06 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov			
3. **MISC 105**	Technology Entrepreneurship and Lean Startups (TELM)	19 Oct	14 Nov	13 Dec	14 Feb	10 Apr	14 Aug	16 Oct	11 Dec				
4. **MISC 108**	Statistical Techniques using SPSS	21 Sep	17 Oct	15 Nov	21 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov		
5. **MISC 109**	Principles Of International Commercial Arbitration	27 Sep	26 Oct	28 Nov	27 Dec	08 Feb	11 Apr	08 Aug	10 Oct	12 Dec			
6. **MISC 111**	Management of Ground and Underground Water Resources	19 Oct	21 Nov	20 Dec	14 Feb	10 Apr	14 Aug	09 Oct	11 Dec				
7. **MISC 112**	Introduction to Statistical Techniques on Healty Sciences and Social Sciences using SPSS	11 Oct	09 Nov	12 Dec	10 Jan	06 Mar	08 May	10 Jul	04 Sep	06 Nov			
8. **MISC 117**	Advanced Statistical Techniques using SPSS	12 Oct	14 Nov	13 Dec	17 Jan	20 Mar	22 May	24 Jul	18 Sep	20 Nov			
9. **MISC 120**	School Transportation Quality	19 Oct	21 Nov	20 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec				
10. **MISC 135**	Transportation and Roads engineering	11 Oct	09 Nov	12 Dec	16 Jan	12 Mar	14 May	16 Jul	12 Nov				
11. **MISC 136**	Inland Waterways Port Safety (3 Days)	03 Oct	01 Nov	07 Dec	06 Feb	05 Mar	02 Apr	06 Aug	01 Oct	03 Dec			
12. **MISC 137**	International Shipping and Port Facility Code Appreciation (3 Days)	11 Oct	09 Nov	12 Dec	16 Jan	12 Mar	14 May	16 Jul	12 Nov				
13. **MISC 138**	Port Concessions (3 Days)	19 Oct	21 Nov	20 Dec	13 Feb	16 Apr	13 Aug	15 Oct	17 Dec				
14. **MISC 139**	Port Development and Control (3 Days)	26 Sep	25 Oct	23 Nov	26 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov		
15. **MISC 145**	Election Campaign - Management Skills	10 Oct	14 Nov	13 Dec	21 Feb	17 Apr	21 Aug	23 Oct	18 Dec				
16. **MISC 146**	Election Campaign - Communication and Coordination Skills	26 Sep	25 Oct	23 Nov	27 Dec	31 Jan	27 Mar	29 May	31 Jul	25 Sep	25 Dec		
17. **MISC 147**	Election Campaign - Leadership Skills	26 Sep	31 Oct	28 Nov	26 Dec	28 Feb	24 Apr	22 May	28 Aug	30 Oct	25 Dec		
18. **MISC 148**	Election Campaign - Personal Skills	27 Sep	25 Oct	29 Nov	27 Dec	03 Jan	06 Mar	01 May	10 Jul	04 Sep	06 Nov		
19. **MISC 149**	Election Campaign - Services oriented Approach (Municipality Services)	26 Sep	25 Oct	28 Nov	27 Dec	07 Feb	03 Apr	08 May	07 Aug	09 Oct	04 Dec		
20. **MISC 200**	Logistical Services	03 Oct	07 Nov	05 Dec	02 Jan	06 Feb							
On Demand Courses													
MISC 104	Parliamentary Diplomacy and Bill Drafting Workshop	On Demand											
MISC 140	Earthquake Emergency Management and Planning	On Demand											
MISC 300	History and Development: Learning from the Turkish Experience	On Demand											
MISC 501	Patenting Procedures and Applications	On Demand											
MISC 502	Non-Profit Organization planning and writing the proposal	On Demand											
MISC 507	Proficiency in Personal Survival Techniques	On Demand											
MISC 510	Rapid Earthquake Hazard Evaluation of Buildings	On Demand											
MISC 515	Business Intelligence and Data Mining (BI & DM)	On Demand											
MISC 516	Reception and Hospitality	On Demand											
MISC 517	Non -Violent Conflict Resolution	On Demand											

30 - LONG - Long-Term Programs

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
1. **LONG 102**	Supply Chain and Inventory Management (4 weeks)	04 Oct	02 Nov	05 Dec	10 Jan	13 Mar	15 May	17 Jul	13 Nov				
2. **LONG 112**	Special Program: English and Management and Leadership (26 Weeks)	27 Sep	26 Oct	28 Nov	27 Dec	14 Feb	17 Apr	14 Aug	16 Oct	11 Dec			
3. **LONG 101**	Intensive English Language Program (24 weeks)	03 Oct	01 Nov	07 Dec	17 Jan	13 Mar	15 May	17 Jul	13 Nov				
4. **LONG 103**	Management, HR, Capacity Building and International Relations (4 Weeks)	05 Oct	07 Nov	06 Dec	21 Feb	17 Apr	21 Aug	23 Oct	18 Dec				
5. **LONG 104**	Bridge Construction, Development and Maintenance (12 Weeks)	10 Oct	08 Nov	14 Dec	23 Jan	19 Mar	21 May	23 Jul	17 Sep	19 Nov			
6. **LONG 105**	Special Program: Pipe Fitting & Fabrication (52 Weeks)	11 Oct	09 Nov	12 Dec	20 Feb	23 Apr	20 Aug	22 Oct	24 Dec				
7. **LONG 106**	Special Program: Electric Substation Design and Electrical Protraction Systems (52 Weeks)	12 Oct	14 Nov	13 Dec	30 Jan	26 Mar	28 May	30 Jul	24 Sep	26 Nov			
8. **LONG 107**	Special Program: Project, Contract and Maintenance Management in Oil & Gas Plants (26 Weeks)	21 Sep	17 Oct	15 Nov	21 Dec	27 Feb	30 Apr	27 Aug	29 Oct	31 Dec			
9. **LONG 108**	Special Program: English, IT and Oil Services Management & Administration (52 Weeks)	18 Oct	16 Nov	19 Dec	09 Jan	05 Mar	07 May	09 Jul	03 Sep	05 Nov			
10. **LONG 109**	Special Program: English, IT and Safety & Security Management (52 Weeks)	19 Oct	21 Nov	20 Dec	06 Feb	02 Apr	06 Aug	08 Oct	03 Dec				
11. **LONG 110**	Special Program: English, IT and Safety engineering (52 Weeks)	21 Sep	24 Oct	22 Nov	21 Dec	13 Feb	16 Apr	06 Aug	08 Oct	10 Dec			
12. **LONG 111**	Special Program: English Language and Information Technology (52 Weeks)	26 Sep	25 Oct	23 Nov	26 Dec	06 Feb	02 Apr	06 Aug	08 Oct	03 Dec			
13. **LONG 113**	Special program: Office Management Skills (26 Weeks)	28 Sep	31 Oct	29 Nov	21 Dec	16 Jan	12 Mar	14 May	16 Jul	12 Nov			
14. **LONG 114**	Special program: Business Communication and Public Relations (26 Weeks)	11 Oct	09 Nov	12 Dec	20 Feb	16 Apr	20 Aug	22 Oct	17 Dec				
15. **LONG 115**	Special Program: Project Management (26 Weeks)	19 Oct	16 Nov	14 Dec	21 Feb	17 Apr	21 Aug	23 Oct	18 Dec				
16. **LONG 117**	Good Manufacturing Practice (GMP) (4 Weeks)	12 Oct	09 Nov	14 Dec	31 Jan	27 Mar	22 May	24 Jul	25 Sep	27 Nov			
17. **LONG 118**	Special Program: English and Office Management Skills (12 Weeks)	12 Oct	09 Nov	27 Feb	23 Apr	27 Aug	22 Oct	24 Dec					
18. **LONG 119**	Tourism Marketing (4 weeks)	04 Oct	02 Nov	05 Dec	07 Feb	06 Mar	08 May	03 Jul	04 Sep	06 Nov			
19. **LONG 121**	Cement Plant Operations & Maintenance (8 Weeks)	11 Oct	14 Dec	06 Feb	09 Apr	06 Aug	08 Oct	10 Dec					
20. **LONG 122**	Petroleum Production Engineering (13 Weeks)	31 Oct	26 Dec	20 Feb	16 Apr	13 Aug	15 Oct	17 Dec					
21. **LONG 123**	Architecture Project Management (4 weeks)	04 Oct	02 Nov	05 Dec	06 Feb	02 Apr	06 Aug	09 Oct	03 Dec				
22. **MMW 128**	Diploma in Welding Technology (13 Weeks)	31 Oct	27 Dec	27 Feb	16 Apr	20 Aug	22 Oct	17 Dec					
On Demand Courses													
LONG 116	Special Program: Business English, Presentation Skills and Business Administration (28 Weeks)	On Demand											
LONG 120	Special Program: Business, Technical English and Geoscience (52 Weeks)	On Demand											
LONG 501	Health and Safety Program (14 weeks)	On Demand											
LONG 502	Management and Leadership Skills for Hospital Administration (4 weeks)	On Demand											

31 - SAH - SAHARA Group Policies and Procedures

Code	Course Title	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	Date 11	Date 12
On Demand Courses													
SAH 01	SAHARA Policies	On Demand											
SAH 02	SAHARA Procedures	On Demand											

References

No	Company/Organization Name	Country
1.	Aviation Lease & Finance Company (ALAFCO)	Kuwait
2.	International Relief & Development Agency (IRD)	Afghanistan
3.	Abu Dhabi Municipality (ADM)	United Arab Emirates
4.	Advanced Electronics Company (AEC)	Saudi Arabia
5.	Advanced Petrochemical Company (APC)	Saudi Arabia
6.	Advanced Technology Company (ATC)	Libya
7.	Afghanistan Investment Support Agency (AISA)	Afghanistan
8.	Afghanistan Parliament	Afghanistan
9.	Afriqiyah Airways	Libya
10.	Aga Khan Foundation	Tajikistan
11.	Agip KCO	Kazakhstan
12.	Akakus Oil Operations	Libya
13.	Al Faisal University	Saudi Arabia
14.	Al Madar Al Jadeed Telecom	Libya
15.	Al Mamorah Scientific Bureau	Iraq
16.	Al Thabat Holding	Oman
17.	Al-Ghubrah Power and Desalinatin Company (GPDC)	Oman
18.	Al-Jouf University	Saudi Arabia
19.	Al-Khafji Joint Operations (KJO)	Saudi Arabia
20.	Al-Waha Petrochemical Co	Saudi Arabia
21.	Alfa Consulting	Kazakhstan
22.	AlMutlaq Real Estate Investment Company	Saudi Arabia
23.	Arab Academy for Banking and Financial Sciences (AABFS)	Jordan
24.	Aspire Zone (Academy)	Qatar
25.	ASRA Consulting	Afghanistan
26.	Australian Embassy	Saudi Arabia
27.	Banaja Holding	Saudi Arabia
28.	BAYAN International	Saudi Arabia
29.	Berenschot International BV	Netherlands
30.	Brightfocus	Libya
31.	BUKAMAL W.L.L	Bahrain
32.	Cash Processor B.V.	Netherlands
33.	Central Bank of Oman (CBO)	Oman
34.	Central Medical Supplies Co	Sudan
35.	CEPSA (Compañía Española de Petróleos, S.A.U.)	Algeria
36.	CERME ICT	Netherlands
37.	CERTEGLOBAL	United Kingdom
38.	CHEMANOL	Saudi Arabia
39.	Chevron Corporation	Saudi Arabia
40.	Cimmyt International	Mexico
41.	College of Electronics Tech - Ben Walid	Libya
42.	Comitato Internazionale per lo Sviluppo dei Popoli	Algeria
43.	Compagnie Général de Géophysique (CGG)	Algeria
44.	Daleel petroleum L.L.C	Oman
45.	Damir Bank	Azerbaijan
46.	Dams Implementation Unit	Sudan
47.	Dar Al-Hekma University	Saudi Arabia
48.	Department of Transport	United Arab Emirates
49.	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) - RCDF	Afghanistan
50.	Directorate Lightening and Parts	Iraq
51.	DNO Iraq	Iraq
52.	Duqm Development Company SAOC	Oman
53.	Economic Cities Authority	Afghanistan
54.	Economic Social Development Fund (ESDF)	Libya
55.	Electrical Industrial Company (EICO)	Libya
56.	Electricity Holding Company	Oman
57.	Eni North Africa B.V.	Libya
58.	EQUATE Petrochemical Co	Kuwait
59.	European Union Delegation to Afghanistan	Afghanistan
60.	Fauji Fertilizer Bin Qasim Limited (FFBL)	Pakistan
61.	Fauji Fertilizer Company Ltd	Pakistan
62.	Ferrostaal Industrieanlagen GmbH	Germany
63.	Genel Energy	Iraq
64.	General Commission for the Guardianship of Trust Funds for Minors and their Counterparts	Saudi Arabia
65.	General Desalination Company of Libya (GDCOL)	Libya
66.	Greater Nile Petroleum Operating Company (GNPOC)	Sudan
67.	Gulf Cooperation Council Interconnection Authority (GCCIA)	Saudi Arabia
68.	Hamad Medical Corporation (HMC)	Qatar
69.	HARAKAT-Afghanistan Investment Climate Facility Organization	Afghanistan
70.	Harouge Oil Operations	Libya
71.	Higher Institute for Plastics Fabrication (HIPF)	Saudi Arabia
72.	Information Technology Authority (ITA)	Oman
73.	INMA Kingdom	Saudi Arabia
74.	INPEX Corporation	Indonesia
75.	INPEX Corporation	Japan
76.	Institute of Public Administration (IPA)	Saudi Arabia
77.	Institution of Higher Technical Colleges Board	Nigeria
78.	Integrity Watch Afghanistan (IWA)	Afghanistan
79.	International Business Skills (IBS)	United Kingdom
80.	International Committee of the Red Cross (ICRC)	Afghanistan
81.	International Federation of Red Cross and Red Crescent Society	Pakistan
82.	International Islamic Trade Finance Corporation (Member of IDB)	Saudi Arabia
83.	Islamic Development Bank (IDB)	Saudi Arabia

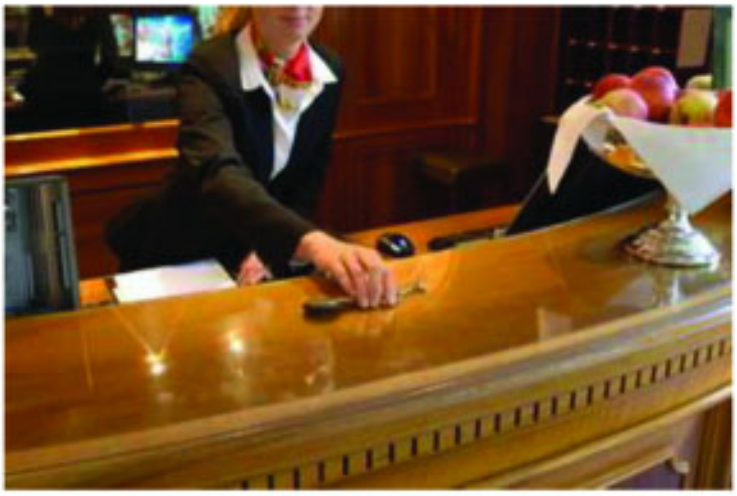
84. Kcell Joint Stock Company	Kazakhstan
85. Key Partners Group LLP	Kazakhstan
86. Khartoum Refinery Co	Sudan
87. King Abdulaziz City for Science and Technology (KACST)	Saudi Arabia
88. King Fahad Medical City (KFMC)	Saudi Arabia
89. King Saud University	Saudi Arabia
90. Knowledge Economic City	Saudi Arabia
91. KPMG-Economic Cities Authorities	Saudi Arabia
92. Kuwait Aviation Fuelling Company	Kuwait
93. Kuwait Energy	Kuwait
94. Kuwait Institute for Scientific Research (KISR)	Kuwait
95. Kuwait Investment Authority	Kuwait
96. Kuwait Oil Tanker Company (KOTC)	Kuwait
97. Les Laboratoires SERVIER	Saudi Arabia
98. Libya Telecoms and Technology	Libya
99. Libyan Iron & Steel Company (LISCO)	Libya
100. Libyan Program for Reintegration and Development (former name WAC)	Libya
101. Libyana Mobile Phone Co	Libya
102. Lusail Real Estate Development Company	Qatar
103. Mabrouk Oil Operations	Libya
104. Maersk Oil Qatar	Qatar
105. Mahan Air	Iran
106. Majan Electricity Company	Oman
107. Man-Made River (MMR)	Libya
108. Management Sciences for Health	Afghanistan
109. Mari Petroleum Company	Pakistan
110. Mazoon Electricity Company SAOC	Oman
111. Medco Energy Co	Libya
112. Mellitah Oil and Gas	Libya
113. Mesaieed Power Company	Qatar
114. Ministry of Agriculture, Irrigation and Livestock (MAIL)	Afghanistan
115. Ministry of Basic and Secondary Education	Gambia
116. Ministry Of Defence	Oman
117. Ministry of Defense-Under Secretary	Oman
118. Ministry of Health	Libya
119. Ministry of Health	United Arab Emirates
120. Ministry of Health - Engineering Services Division	Malaysia
121. Ministry of Information and Communication	Libya
122. Ministry of Labour	Libya
123. Ministry of Petroleum	Sudan
124. Ministry of Public Health (MOPH)	Afghanistan
125. Ministry of Rural Rehabilitation and Development (MRRD)	Afghanistan
126. Ministry of Tourism	Libya
127. Modern World Communications Co	Libya
128. Naghi Group Co	Saudi Arabia
129. National Center for Assessment in Higher Education	Saudi Arabia
130. National Center for Robotics and Intelligent System -KACST	Saudi Arabia
131. National Company for Mechanical Systems (NCMS)	Saudi Arabia
132. National Medical Stores	Uganda
133. National Oil Corporation (NOC)	Libya
134. National Records & Archives Authority (NRAA)	Oman
135. National Solidarity Program	Afghanistan
136. Nazarbayev University	Kazakhstan
137. Obeikan Education	Saudi Arabia
138. Occidental Mukhaizna LLC	Oman
139. Occidental Petroleum Corporation (OXY)	Libya
140. Oman Airports Management Company (OAMC)	Oman
141. Oman DryDock	Oman
142. Oman Environmental Service Holding Company (BEAH)	Oman
143. Oman India Fertiliser Company (OMIFCO)	Oman
144. Oman Oil Company Exploration And Production (OOCEP)	Oman
145. Oman Oil Company S.A.O.C. (OOC)	Oman
146. Oman Telecommunication Company (Omantel)	Oman
147. OMV Petroleum Exploration GmbH (OMV PETEX)	Iraq
148. Orient Insurance	Oman
149. Palestine Engineers Association	Palastine
150. Petro Energy E & P	Sudan
151. Petrochemical Industries Company (PIC)	Kuwait
152. PetroChina International	Iraq
153. Petrodar Oil Operating Company	Sudan
154. Petroleum Development Oman (PDO)	Oman
155. Petroleum Training and Qualifying Institute (PTQI)	Libya
156. Port of Duqm	Oman
157. Power and Water Utility Company for Jubail and Yanbu (MARAFIQ)	Saudi Arabia
158. President Office	Tanzania
159. Prince Sultan Advanced Technologies Research Institute (PSATRI)	Saudi Arabia
160. Project Public Authority	Libya
161. PTT Exploration and Production Public Company Limited (PTTEP)	Thailand
162. Public Works Authority (Ashghal)	Qatar
163. Purdue University	USA
164. Qatar Diar	Qatar
165. RAS GIRTAS POWER COMPANY (RGPC)	Qatar
166. Ras Lanuf Oil & Gas Company (RASCO)	Libya
167. Retirement Fund Incorporated	Malaysia
168. Rovshan Oguz Group	Azerbaijan
169. Royal Commission For Jubail & Yanbu	Saudi Arabia
170. Royal Commission Hospital (RCP)	Saudi Arabia
171. Royal Court Affairs	Oman
172. Royal Oman Police (ROP)	Oman
173. SADARA Company	Saudi Arabia

174. SAHARA Petrochemicals	Saudi Arabia
175. Saudi Agricultural and Livestock Investment Company (SALIC)	Saudi Arabia
176. Saudi Arabian Basic Industries Corporation (SABIC)	Saudi Arabia
177. Saudi Arabian Oil Company (Saudi Aramco)	Saudi Arabia
178. Saudi Aramco Mobil Refinery Company (SAMREF)	Saudi Arabia
179. Saudi Council of Engineers	Saudi Arabia
180. Saudi Electricity Company (SEC)	Saudi Arabia
181. Saudi Food and Drug Authority (SFDA)	Saudi Arabia
182. Saudi Industrial Development Fund (SIDF)	Saudi Arabia
183. Saudi Pharmaceutical Industries & Medical Appliances Corporation (SPIMACO)	Saudi Arabia
184. Saudi Plastic Factory	Saudi Arabia
185. SBM Offshore	Monaco
186. Scout Association	Libya
187. Security Forces Hospital	Saudi Arabia
188. Shuqaiq Water & Electricity Company	Saudi Arabia
189. Sirte Oil Co	Libya
190. SKK Migas Indonesia	Indonesia
191. SOCAR-Black Sea Terminal LLC	Georgia
192. SOCOMENIN Engineering	Tunisia
193. Solidarity Saudi Takaful Co. (Solidarity)	Saudi Arabia
194. State Oil Fund	Azerbaijan
195. Statistical Centre for the Cooperation Council for the Arab Countries of the Gulf (GCC-Stat)	Oman
196. Sukleen and Sukomi	Lebanon
197. Sultan Qaboos University	Oman
198. Sultan School	Oman
199. Syntea SA	Poland
200. Takamul Investment Company (TIC)	Oman
201. Takatuf Oman LLC	Oman
202. Taknia Libya Engineering Company (TLEC)	Libya
203. Tanzania Airports Authority	Tanzania
204. TAQ TAQ OPERATING COMPANY	Iraq
205. Telecommunications Regulatory Authority	Oman
206. Telecommunications Regulatory Authority	United Arab Emirates
207. Tengizchevroil LLP	Kazakhstan
208. The Aga Khan University	Pakistan
209. THIQAH Business Services	Saudi Arabia
210. United Arab Shipping Agencies Company (UASC)	Bahrain
211. United Enterprises Azerbaijan LLC	Azerbaijan
212. United Nations Development Programme (UNDP)	Afghanistan
213. United Nations Relief and Works Agency (UNRWA)	Jordan
214. United Nations World Food Programme (UNWFP)	Pakistan
215. Wadi Al Jizzi Power co.	Oman
216. Waha Oil Company	Libya
217. Weights and Measures Agency	Tanzania
218. Well Services of Iran	Iran
219. Wintershall Oil and Gas	Libya
220. World Health Organization	Lebanon
221. Yemen LNG Company	Yemen
222. Zubair Corporation	Oman

Hospitality and Other Services

Hotel Arrangements

We have contracts with a wide range of hotels in Istanbul and surrounding cities. The prices in our database are competitive rates which are significanty cheaper than the prices offered upon online booking and those offered at the hotel lobbies. The hotels in our database range from 3 to 5 star hotels and are selected based on previous customer feedback.





Tour programs

Our company arranges various tour packages that are customized to demand, taking into consideration the background and comfort of the customers. With years of experience in the tourism sector, our company ensures that the trainees can truly enjoy their stay in Turkey. Guides that are proficient in the native language of the trainees can be arranged upon request. The destinations can be determined based on preference. Given the advancement of the local health sector, medical oriented tourism is also offered with relevant consultancy by experts.

Airport Pickup & Transportation Arrangements

Trainees are welcomed at the airport by our representatives and their transport to the hotel is arranged. Upon request, we can provide private luxury coaches or minivans with drivers that are fluent in Arabic and/or English to better facilitate their sightseeing experience. Delegates are provided with essential information (logistic & local transportation orientation, maps, emergency numbers)



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