

## COURSE DETAILS

**Course Name** Microsoft Office Basics

**Duration** 1 month

**Timings** 1 hour Monday - Friday

**Fees** 300,000/=

**Examination** Practical and Theory Exam

## PREREQUISITE

- Willingness to Learn
- Must know English Language

## OVERVIEW

This course provides a comprehensive introduction to Microsoft Office, focusing on the essential applications: Word, Excel, PowerPoint and Internet. It is designed for beginners who want to develop basic skills and confidence in using these widely used software programs for personal and professional tasks.

## COURSE OUTLINE

- Theoretical introduction to computers
- Ms-Word basics
- Ms-Excel basics
- Ms-Powerpoint basics
- Internet



Scan for more details

## COURSE DETAILS

**Course Name** Microsoft Office Intermediate

**Duration** 1 month

**Timings** 1 hour Monday - Friday

**Fees** 350,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must know Microsoft Office Basics
- Must know English Language
- Willingness to Learn
- Must be familiar with the software

## OVERVIEW

This course builds on the foundational knowledge of Microsoft Office applications, focusing on more advanced features and techniques in Word, Excel and Access. It is designed for users who are familiar with the basics and wish to enhance their skills for increased productivity and efficiency in various tasks.

## COURSE OUTLINE

- Ms-Word
- Ms-Excel
- Ms-Access



Scan for more details

## COURSE DETAILS

**Course Name** Microsoft Office Advance

**Duration** 1 month

**Timings** 1 hour Monday - Friday

**Fees** 450,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must know Microsoft Office Basics
- Must know Microsoft Office Intermediate
- Must know English Language
- Willingness to Learn
- Must be familiar with the software

## OVERVIEW

This advanced course is designed for users who are proficient in Microsoft Office applications and want to master complex features and functionalities across Word, Excel, PowerPoint, and Google Drive. The focus will be on enhancing productivity, data analysis, automation, and professional presentation skills.

## COURSE OUTLINE

- Ms-Word advance
- Ms-Excel advance
- Google Drive Basics
- Ms-PowerPoint advance



Scan for more details

## COURSE DETAILS

**Course Name** Microsoft Office Basics Excel

**Duration** 2 weeks

**Timings** 1 hour Monday - Friday

**Fees** 200,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Willingness to Learn
- Must know English Language

## OVERVIEW

- Microsoft Office Excel is a spreadsheet application that is part of the Microsoft Office suite. It is widely used for data organization, analysis, and visualization. Excel is available for both Windows and Mac, and it offers a range of features for managing numerical data, performing calculations, and creating reports. Here's an overview of the basic features of Excel.

## COURSE OUTLINE

- Spreadsheet Basics
- Basic Functions & Formulas
- Data Analysis Tools
- Managing data
- Printing and sharing
- Keyboard Shortcuts & Efficiency Tools



Scan for more details

## COURSE DETAILS

**Course Name** Microsoft Office Intermediate Excel

**Duration** 2 weeks

**Timings** 1 hour Monday - Friday

**Fees** 250,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Willingness to Learn
- Must know English Language
- Must know Ms.Office Basic Excel

## OVERVIEW

- Microsoft Office Excel is a spreadsheet application that is part of the Microsoft Office suite. It is widely used for data organization, analysis, and visualization. Excel is available for both Windows and Mac, and it offers a range of features for managing numerical data, performing calculations, and creating reports. Here's an overview of the basic features of Excel.

## COURSE OUTLINE

- Logical Function
- Nesting Function
- Rank and RankAverage Function
- Mathematical Function
- Text Function
- Conditional Formatting
- Chart/Graph formatting
- Mail merge in Excel
- Filters, Paste special functions
- Statistical Function
- Freeze Panes
- Lookup Function



Scan for more details

## COURSE DETAILS

**Course Name** Microsoft Office Advanced Excel

**Duration** 2 weeks

**Timings** 1 hour Monday - Friday

**Fees** 300,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Computer Basic Excel skill

## OVERVIEW

- Microsoft Office Excel is a spreadsheet application that is part of the Microsoft Office suite. It is widely used for data organization, analysis, and visualization. Excel is available for both Windows and Mac, and it offers a range of features for managing numerical data, performing calculations, and creating reports. Here's an overview of the basic features of Excel.

## COURSE OUTLINE

- Templates, Paste special options
- Pivot tables & charts,
- Hyperlinks, Linking & Embedding
- Importing text files
- Passwords & Security issues
- Sorting & Filtering data
- Advance Filtering data
- Data Validation
- Tracking and Reviewing changes
- Scenarios
- Input tables
- Auditing
- Macros
- Goal seek
- Financial Function (PMV)
- Lookup Function
- Database Functions.



Scan for more details

## COURSE DETAILS

**Course Name** Online Collaboration

**Duration** 2 weeks

**Timings** 1 hour Monday - Friday

**Fees** 250,000/=

**Examination** Theory Exams

## PREREQUISITE

- Basic Technical Skills
- Internet Access
- Device Compatibility
- Knowledge of Collaboration Tools
- Communication Skills
- Team Collaboration Experience

## OVERVIEW

- The CompTIA Security+ certification is a globally recognized credential that validates foundational skills in cybersecurity and information security. It is designed for IT professionals who want to establish a career in cybersecurity, covering essential concepts and practices to secure networks and systems. Here's an overview of CompTIA Security+.

## COURSE OUTLINE

- Keys Concepts of Online Collaboration
- CloCollaboration Concepts
- Preparation for Online Collaboration
- Using Online Collaborative Tools
- Mobile Collaboration



Scan for more details

## COURSE DETAILS

**Course Name** Form Four Special Course - Ms. Office Computer Basics + English

**Duration** 1 month

**Timings** 1 hour Monday - Friday

**Fees** 200,000/=

**Examination** Theory and Practical Exams

## PREREQUISITE

- Willingness to Learn
- Must know English Language

## OVERVIEW

- This course provides a comprehensive introduction to Microsoft Office, focusing on the essential applications: Word, Excel, PowerPoint and Internet. It is designed for beginners who want to develop basic skills and confidence in using these widely used software programs for personal and professional tasks.

## COURSE OUTLINE

- Theoretical introduction to computers
- Ms-Word basics
- Ms-Excel basics
- Ms-Powerpoint basics
- Internet



Scan for more details



## COURSE DETAILS

**Course Name** Data Analysis in Excel

**Duration** 4 weeks

**Timings** 1 hour Monday - Friday

**Fees** 400,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must have Basic Excel Skills.

## OVERVIEW

- Data analysis in Microsoft Excel refers to the process of collecting, organizing, analyzing, and interpreting data to help make informed decisions. Excel is one of the most widely used tools for data analysis because of its robust features, flexibility, and accessibility. It is used across various fields like finance, business, education, and research to organize and analyze large datasets, create reports, and present actionable insights.

## COURSE OUTLINE

- Introduction to Data Analysis in Excel
- Organizing and Preparing Data
- Working with Formulas and Functions
- Analyzing Data with Excel's Statistical Tools
- Data Visualization Techniques
- Data Analysis Using PivotTables
- Advanced Excel Data Analysis Tools
- Time Series Analysis and Forecasting
- Data Reporting and Presentation



Scan for more details

## COURSE DETAILS

**Course Name** Adobe After Effects

**Duration** 4 weeks

**Timings** 1 hour 30 minutes Monday - Friday

**Fees** 400,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must have Computer Skills

## OVERVIEW

- Adobe After Effects is a powerful motion graphics and visual effects software used primarily for creating sophisticated animations, video compositions, and post-production effects. It is widely used by filmmakers, video editors, animators, graphic designers, and other creative professionals to enhance videos and create dynamic visual content. After Effects is especially popular for its versatility in video production, offering tools to animate text, images, and video clips, as well as for creating special effects and complex visual compositions.

## COURSE OUTLINE

- Fundamentals Of Motion Graphics
- Getting To Know The Workflow
- Creating And Editing Keyframes
- Creating Basic Animation
- Working With Shape Layers
- Track Matte
- Animating Text
- Working With Masks
- Importing And Animating Illustrator Files
- Using Effects And Presets
- Rendering And Output



Scan for more details

## COURSE DETAILS

**Course Name** Basic Graphic Design

**Duration** 2 month

**Timings** 1 hour 30 minutes Monday - Friday

**Fees** 600,000/=

**Examination** Practical and Theory Exam

## PREREQUISITE

- Basic Computer Skills

## OVERVIEW

This course introduces the fundamental concepts and principles of graphic design. It is designed for beginners who want to develop essential design skills and an understanding of visual communication.

## COURSE OUTLINE

- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
- ADOBE INDESIGN



Scan for more details

## COURSE DETAILS

**Course Name** Advanced Graphic Design

**Duration** 2 months

**Timings** 1 hour 30 minutes Monday - Friday

**Fees** 700,000/=

**Examination** Practical and Theory Exam

## PREREQUISITE

- Basic Computer Skills
- Basic Knowledge for Graphics

## OVERVIEW

This course provides an in-depth exploration of advanced graphic design concepts, techniques, and tools. It is designed for individuals with foundational graphic design knowledge who want to enhance their skills and develop a sophisticated understanding of design principles in various contexts.

## COURSE OUTLINE

- ADVANCED ILLUSTRATOR
- ADVANCED PHOTOSHOP
- 3D ANIMATION



Scan for more details

## COURSE DETAILS

Course Name	Static Website
Duration	5 weeks
Timings	1 hour Monday - Friday
Fees	550,000/=
Examination	Practical and Theory Exams (Local)

## PREREQUISITE

- Willingness to Learn
- Must have Computer Skills

## OVERVIEW

- A static website is a type of website that delivers the same content to every user, without any dynamic or server-side processing. Unlike dynamic websites, where content is generated based on user input or other variables, static websites are simple and consist of fixed content, typically stored in HTML, CSS, and sometimes JavaScript files.

## COURSE OUTLINE

- Overview of Web Design Concepts
- HTML and the Evolution of Markup Languages
- Features of Dreamweaver Interface
- Cascading Style Sheets for Web page design
- Style Tables with CSS



Scan for more details

## COURSE DETAILS

**Course Name** Dynamic Web Design

**Duration** 5 weeks

**Timings** 1 hour Monday - Friday

**Fees** 550,000/=

**Examination** Theory Exams (Local)

## PREREQUISITE

- Must have knowledge of how to use the Computer
- Must know how to speak english

## OVERVIEW

This course provides a comprehensive introduction to dynamic websites, exploring the technologies, design principles, and development processes that make them functional and interactive. It is designed for beginners who wish to understand how dynamic websites work and how to create them.

## COURSE OUTLINE

- Module 1: Introduction to Web Development
- Module 2: Front-End Development (Client-Side)
- Module 3: Back-End Development (Server-Side)
- Module 4: Database Integration
- Module 5: Dynamic Content and Authentication
- Module 6: Website Security
- Module 7: Deployment and Hosting
- Module 8: Advanced Topics



Scan for more details

## COURSE DETAILS

**Course Name** Database Management System

**Duration** 4 weeks

**Timings** 1 hour Monday - Friday

**Fees** 500,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must have Basic Computer Science Concepts such as Computer Programming Language

## OVERVIEW

- Database Management System (DBMS) is software that provides an interface to interact with databases. It allows users to define, create, manage, and manipulate databases, as well as control access to the data within those databases. The DBMS is responsible for ensuring data integrity, security, and consistency while providing a convenient means for users to interact with stored data.

## COURSE OUTLINE

- INTRODUCTION TO DATABASE MANAGEMENT SYSTEMS
- DATABASE DESIGN
- SQL (STRUCTURED QUERY LANGUAGE)
- DATABASE SECURITY
- DATABASE ADMINISTRATION AND MAINTENANCE



Scan for more details

## COURSE DETAILS

**Course Name** IT Security

**Duration** 3 weeks

**Timings** 1 hour Monday - Friday

**Fees** 350,000/=

**Examination** Theory Exams

## PREREQUISITE

- Must have Computer Skills

## OVERVIEW

- This course provides a foundational understanding of cybersecurity principles, practices, and technologies. It is designed for individuals seeking to develop their knowledge in securing information systems and protecting sensitive data.

## COURSE OUTLINE

- Introduction to Security Concepts
- Fundamental Security Technologies and Practices
- Security Policies and Procedures
- Network Security Basics
- Cryptography Fundamentals
- Application Security
- Operating System Security
- Security Tools and Technologies
- Data Protection and Privacy
- Emerging Threats and Trends
- Developing a Security Mindset
- Security Best Practices and Incident Management



Scan for more details



## COURSE DETAILS

**Course Name** PC Maintenance and Networking

**Duration** 1 month

**Timings** 1 hour Monday - Friday

**Fees** 550,000/=

**Examination** Theory Exams

## PREREQUISITE

- Understanding of Computer Systems
- Interest in Systems and Processes
- Must know how to use the computer

## OVERVIEW

PC Maintenance and Networking covers essential skills and knowledge for managing and troubleshooting personal computers and network systems. Here's what you can expect in this area

## COURSE OUTLINE

- Module 1: Introduction to PC Maintenance
- Module 2: PC Hardware Maintenance
- Module 3: Software Maintenance
- Module 4: Introduction to Networking
- Module 5: Setting Up Networks
- Module 6: Networking Protocols
- Module 8: Advanced Topics (Optional)



Scan for more details

## COURSE DETAILS

**Course Name** Account For Beginners

**Duration** 1 month

**Timings** 1 hour Monday - Friday

**Fees** 300,000/=

**Examination** Theory Exams

## PREREQUISITE

Basic Computer Skills

## OVERVIEW

This course provides a foundational understanding of accounting principles, practices, and terminology. It is designed for individuals with little to no prior knowledge of accounting who want to learn the basics of financial management and reporting.

## COURSE OUTLINE

- Introduction to Accounts
- Double Entry
- Journals , Ledger and Trial balance
- Balance sheet , Income statement and Cash Flow Statement



Scan for more details

## COURSE DETAILS

Course Name	E-Commerce
Duration	3 weeks
Timings	1 hour Monday - Friday
Fees	350,000/=
Examination	Theory Exams

## PREREQUISITE

- Basic Computer Skills

## OVERVIEW

This course provides a comprehensive introduction to e-commerce, covering its key concepts, technologies, business models, and trends. It is designed for individuals interested in understanding how online business operates and how to leverage digital platforms for commerce.

## COURSE OUTLINE

- E-Commerce and E-Commerce ecosystem
- E-Commerce Transactions
- E-Commerce Business Models
- Online Store Platform
- Social Commerce
- E-Commerce Marketplaces
- E-Commerce Implementation
- E-Commerce Engagement Performance



Scan for more details

## COURSE DETAILS

**Course Name** English 1 - 7

**Duration** 7 months

**Timings** 1 hour Monday - Friday

**Fees** 200,000 @ level

**Examination** Theory and Practical Exams

## PREREQUISITE

- A willingness to practice regularly and engage with the language through various media (books, films, conversations).

## OVERVIEW

This course offers a comprehensive introduction to the English language, its structure, history, and usage, as well as an exploration of key literary works and movements. It is designed for individuals interested in enhancing their understanding of English in both linguistic and literary contexts.

## COURSE OUTLINE

1. BEGINNER LEVEL
2. SURVIVAL LEVEL
3. CONFIDENCE LEVEL
4. FLUENCY LEVEL
5. COMMAND LEVEL
6. PROFESSIONAL LEVEL
7. SPEAKING LEVEL



Scan for more details

## COURSE DETAILS

**Course Name** Social Media Marketing

**Duration** 1 month

**Timings** 1hr Monday - Friday

**Fees** 400,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Basic Computer Skills
- Familiarity with Social Media
- Basic Writing Skills

## OVERVIEW

This course provides an in-depth understanding of social media marketing strategies and tools, focusing on platforms such as Facebook, Instagram, Twitter, LinkedIn, TikTok, YouTube, and Pinterest. The course will cover both organic and paid social media techniques, content creation, audience engagement, analytics, and trends in social media marketing.

## COURSE OUTLINE

- Introduction to Social Media Marketing
- Understanding Social Media Platforms
- Content Creation & Branding
- Social Media Advertising (Paid Media)
- Social Media Engagement & Community Management
- Analytics and Performance Measurement
- Social Media Trends and Best Practices
- Social Media Crisis Management and Reputation Management



Scan for more details

## COURSE DETAILS

**Course Name** Marketing in Business

**Duration** 4 weeks

**Timings** 1hr Monday - Friday

**Fees** 400,000/=

**Examination** Theory Exams

## PREREQUISITE

- Basic Computer Skills
- Familiarity with Social Media
- Basic Writing Skills

## OVERVIEW

This course provides an in-depth understanding of social media marketing strategies and tools, focusing on platforms such as Facebook, Instagram, Twitter, LinkedIn, TikTok, YouTube, and Pinterest. The course will cover both organic and paid social media techniques, content creation, audience engagement, analytics, and trends in social media marketing.

## COURSE OUTLINE

- Module 1: Introduction to Marketing
- Module 2: Consumer Behavior and Market Research
- Module 3: Product Development and Branding
- Module 4: Pricing Strategy
- Module 5: Distribution and Channel Strategy
- Module 6: Integrated Marketing Communication (IMC)
- Module 7: Digital Marketing and Social Media
- Module 8: Marketing Analytics and Metrics
- Module 9: Marketing Strategy and Planning
- Module 10: Ethical Marketing and Sustainability



Scan for more details

## COURSE DETAILS

**Course Name** Finance in Business

**Duration** 4 weeks

**Timings** 1hr Monday - Friday

**Fees** 400,000/=

**Examination** Theory Exams

## PREREQUISITE

- Basic understanding of mathematics and accounting principles.

## OVERVIEW

This short course provides an introduction to key financial concepts, tools, and techniques, with an emphasis on practical application. The course is designed to help participants gain a solid foundation in finance and develop the skills necessary to make informed financial decisions in business and personal contexts.

## COURSE OUTLINE

- Introduction to Finance
- Financial Statements and Analysis
- Budgeting and Forecasting
- Time Value of Money and Investment Valuation
- Financial Planning and Personal Finance
- Corporate Finance and Capital Structure
- Risk Management and Financial Markets
- Ethical Issues in Finance



Scan for more details

## COURSE DETAILS

**Course Name** Tally for Beginners

**Duration** 1 month

**Timings** 1hr and 30 minutes Monday - Friday

**Fees** 300,000/=

**Examination** Practical and Theory Exams(Local Exams)

## PREREQUISITE

Must have Accounting knowledge and Computer literacy.

## PREREQUISITE

Learn the fundamentals of Tally Prime, including company creation, ledger management, and basic voucher entry. Perfect for beginners to start digital accounting with ease and confidence.

## COURSE OUTLINE

- Accounting basics
- Creation of charts of accounts
- Creation of voucher types
- Inventory Creation & Configurations
- Account and Inventory Data Entry
- Advance configuration of vouchers
- Bank reconciliation
- Analyzing Accounting & Inventory reports
- Printing and Exporting reports to various formats



Scan for more details



## COURSE DETAILS

**Course Name** Certificate in Business development, sales & marketing

**Duration** 3 weeks

**Timings** 1 hour Monday - Friday

**Fees** 300,000/=

**Examination** Theory Exams

## PREREQUISITE

- Interest in Business Development
- Must know English Language

## OVERVIEW

A Certificate in Business Development, Sales, and Marketing is designed to equip individuals with the essential skills and knowledge needed to excel in various aspects of business growth and customer engagement. Here's an overview of what you might expect from such a program:

## COURSE OUTLINE

- Business Development Fundamentals
- Sales Techniques
- Marketing Strategies
- Customer Relationship Management (CRM)
- Negotiation Skills
- Ethics and Compliance



Scan for more details

## COURSE DETAILS

**Course Name** → CompTIA A+

**Duration** → 3 months

**Timings** → 1 hour 30 minutes Monday - Friday

**Fees** → 1,200,000/= + Exam Fee USD 284

**Examination** → Practical and Theory Exams

## PREREQUISITE

- Basic IT Knowledge
- Exam Structure
- Study Materials

## OVERVIEW

- The CompTIA A+ certification is a widely recognized entry-level credential in the IT industry, aimed at individuals looking to start a career in technical support and IT operations. Here's an overview of what the CompTIA A+ certification entails.

## COURSE OUTLINE

- Hardware
- Operating system
- Software
- Networking
- Troubleshooting
- Security
- Mobile Device
- Virtualization and Cloud Computing
- Operational Procedures



Scan for more details

## COURSE DETAILS

**Course Name** → CompTIA Security+

**Duration** → 3 months

**Timings** → 1 hour 30 minutes Monday - Friday

**Fees** → 1,200,000/= + Exam Fee USD 226

**Examination** → Practical and Theory Exams

## PREREQUISITE

- Basic IT Knowledge
- CompTIA A+ Certification
- Familiarity with Networking Concepts

## OVERVIEW

- The CompTIA Security+ certification is a globally recognized credential that validates foundational skills in cybersecurity and information security. It is designed for IT professionals who want to establish a career in cybersecurity, covering essential concepts and practices to secure networks and systems. Here's an overview of CompTIA Security+.

## COURSE OUTLINE

- General Security Concept
- Threats , Vulnerabilities and Mitigations
- Security Architecture
- Security Operation
- Security Program Management and oversight



Scan for more details

## COURSE DETAILS

**Course Name** → CompTIA Network+

**Duration** → 3 months

**Timings** → 1 hour 30 minutes Monday - Friday

**Fees** → 1,200,000/= + Exam Fee USD 207

**Examination** → Practical and Theory Exams

## PREREQUISITE

- Basic IT Knowledge
- CompTIA A+ Certification
- Familiarity with Networking Concepts

## OVERVIEW

- The CompTIA Network+ certification is a globally recognized credential that validates essential networking skills and knowledge. It is designed for individuals pursuing a career in IT networking, ensuring they have a solid foundation in networking concepts and practices. Here's an overview of what the CompTIA Network+ certification entails:

## COURSE OUTLINE

- Networking Concept
- Network Implementation
- Network Security
- Network Troubleshooting



Scan for more details

## COURSE DETAILS

**Course Name** → CompTIA Cloud+

**Duration** → 2 months

**Timings** → 1 hour 30 minutes Monday - Friday

**Fees** → 700,000/= + Exam Fee USD 207

**Examination** → Practical and Theory Exams

## PREREQUISITE

- Familiarity with IT Concepts
- CompTIA A+ and Network+
- Understanding of Virtualization

## OVERVIEW

- The CompTIA Cloud+ certification is a globally recognized credential designed to validate the skills and knowledge needed to effectively work with cloud technologies. It focuses on the principles of cloud computing, infrastructure, and deployment models. Here's an overview of what CompTIA Cloud+ entails:

## COURSE OUTLINE

- Cloud Architecture
- Deployment
- Operation
- Security
- DevOps Fundamentals
- Troubleshooting



Scan for more details

## COURSE DETAILS

**Course Name** Advance CompTIA DataSys+

**Duration** 2 months

**Timings** 1 hour 30 minutes Monday - Friday

**Fees** 1,000,000/= + Exam Fee USD 207

**Examination** Practical and Theory Exams

## PREREQUISITE

- CompTIA A+ or IT Fundamentals (ITF+)
- Knowledge of Analytics Tools
- Basic Understanding of Data Concepts

## OVERVIEW

- The CompTIA DataSys+ certification is designed to validate the skills and knowledge required for working with data systems, including data management, data analytics, and data governance. It is aimed at professionals who manage data-driven solutions and need a solid understanding of data principles. Here's an overview of what CompTIA DataSys+ entails:

## COURSE OUTLINE

- Database Fundamentals
- Database Management and Maintenance
- Data and Database Security
- Business Continuity



Scan for more details

## COURSE DETAILS

Course Name	Level 3 Certificate in Professional Computing in Information Systems
Duration	6 months
Timings	1 hour Monday - Friday
Fees	2,500,000/= + Exam Fee 250 POUNDS
Examination	Global Examination & Assignment

## PREREQUISITE

- Must know the English Language.
- Form Four leavers.

## OVERVIEW

- A Certificate in Professional Computing and Information Systems is an educational program designed to provide individuals with the foundational knowledge and technical skills needed to pursue careers in computing, information systems, and IT-related fields. This certificate typically focuses on equipping students with essential skills in computer programming, data management, networking, system analysis, and other key areas of IT that are crucial for working in technology-driven environments.

## COURSE OUTLINE

- Database Software
- Introduction to Computer Programming
- Small Business Systems
- Optimize IT System Performance
- Business Organisations



Scan for more details

## COURSE DETAILS

**Course Name** Certificate in Accounting and management (ACCA)

**Duration** 1 year

**Timings** 1 hour Monday - Friday

**Fees** 1000,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Mathematical Educational Background
- Basic Understanding of Accounting and Finance

## OVERVIEW

- The Association of Chartered Certified Accountants (ACCA) is one of the largest and most respected global professional accounting bodies. It provides a world-class qualification in accounting, auditing, taxation, and financial management. The ACCA qualification is recognized globally, offering career opportunities in various sectors, such as public practice, industry, government, and education.

## COURSE OUTLINE

- FA1: Recording Financial Transaction
- MA1: Management Information



Scan for more details



## COURSE DETAILS

**Course Name** ▶ Diploma Certificate in Accounting and management

**Duration** ▶ 1 year

**Timings** ▶ 1 hour Monday - Friday

**Fees** ▶ 1,000,000/=

**Examination** ▶ Theory Exams

## PREREQUISITE

- Mathematical Educational Background
- Basic Understanding of Accounting and Finance

## OVERVIEW

- The Association of Chartered Certified Accountants (ACCA) is one of the largest and most respected global professional accounting bodies. It provides a world-class qualification in accounting, auditing, taxation, and financial management. The ACCA qualification is recognized globally, offering career opportunities in various sectors, such as public practice, industry, government, and education.

## COURSE OUTLINE

- FA2: Maintaining Financial Records
- MA2: Managing Costs And Finance



Scan for more details

## COURSE DETAILS

**Course Name** Certified Accounting Technician (ACCA)

**Duration** 1 year

**Timings** 1 hour Monday - Friday

**Fees** 2,500,000/=

**Examination** Theory Exams

## PREREQUISITE

- Mathematical Educational Background
- Basic Understanding of Accounting and Finance

## OVERVIEW

- The Association of Chartered Certified Accountants (ACCA) is one of the largest and most respected global professional accounting bodies. It provides a world-class qualification in accounting, auditing, taxation, and financial management. The ACCA qualification is recognized globally, offering career opportunities in various sectors, such as public practice, industry, government, and education.

## COURSE OUTLINE

- FFA: Foundation In Financial
- FMA: Foundation In Management Accounting
- FBT: Foundation In Business And Technology
- FFM: Foundation In Financial Management
- FTX: Foundation In Taxation
- FAU: Foundation In Audit



Scan for more details

## COURSE DETAILS

**Course Name** ABMA Level 3 Certificate in Office Administration

**Duration** 6 months

**Timings** 1 hour Monday - Friday

**Fees** 2,500,000/= + 250 POUNDS

**Examination** Global Examination & Assignment

## PREREQUISITE

- Must know the English Language.
- Form Four leavers.

## OVERVIEW

- A Certificate in Office Administration is a specialized program designed to equip individuals with the practical skills and knowledge required to perform administrative and clerical tasks effectively in an office environment. The certificate focuses on developing foundational skills that are essential for managing day-to-day operations in offices, supporting teams, and ensuring smooth business functions. It is ideal for individuals interested in pursuing a career in office management, administration, or supporting roles across a variety of industries.

## COURSE OUTLINE

- Introduction to Office Practices
- Administrative Roles and Responsibilities
- IT Skills
- Communication Skills
- Personal Development and Performance
- Introduction to Accounts
- Tally for Beginners



Scan for more details

## COURSE DETAILS

**Course Name** ABMA Level 3 Certificate in Business Management

**Duration** 6 months

**Timings** 1 hour Monday - Friday

**Fees** 2,500,000/= + 250 POUNDS

**Examination** Global Examinations

## PREREQUISITE

- Must have Form Four Certificate with at least one D pass

## OVERVIEW

- The Level 3 Certificate in Business Management is a qualification designed for individuals looking to develop a deeper understanding of key business concepts and enhance their managerial skills. Typically targeted at those in entry-level management roles or aspiring to move into such positions, this certification covers essential aspects of business operations and leadership.

## COURSE OUTLINE

- Economics of the Marketplace
- Understanding Functions and Roles within Business Organizations
- Introduction to Business Strategy and Planning
- Principles of Budgets and Financial Information
- Understanding the Marketing Environment
- Introduction to Accounts
- Computer Basic
- Tally for beginners



Scan for more details

## COURSE DETAILS

**Course Name** ABMA Level 4 Diploma in Business Management

**Duration** 1 year

**Timings** 1 hour Monday - Friday

**Fees** 4,000,000/= + 550 POUNDS

**Examination** Assignments

## PREREQUISITE

Must have one of the following:

- Certificate in Accounting (CIA)
- Certificate in Office Administration
- Level 3 Diploma in Business NCC Certificate
- Form Six leavers.

## OVERVIEW

- A Diploma in Business Management is a comprehensive educational program designed to provide students with the essential skills and knowledge needed to successfully manage and lead in business environments. It covers a wide range of topics related to business operations, leadership, finance, marketing, human resources, and strategic planning. This diploma is an ideal choice for individuals seeking to start or advance their careers in business management and administration, equipping them with practical skills that can be directly applied in real-world business scenarios.

## COURSE OUTLINE

- Introduction to Business Skills
- Organizational Design
- Leadership and Management
- Organizational Behavior
- Accounting and Finance
- Introduction to Economics
- Digital Marketing
- Advance Tally



Scan for more details

## COURSE DETAILS

**Course Name** ABMA Level 5 Diploma in Business Management

**Duration** 1 year

**Timings** 1 hour Monday - Friday

**Fees** 4,000,000/= + 600 POUNDS

**Examination** Assignments

## PREREQUISITE

Must have one of the following:

- Level 4 Diploma in Business Management Certificate with ABMA
- Level 4 Diploma in Business Management Certificate with NCC

## OVERVIEW

- A Level 5 Diploma in Business Management is a comprehensive educational program designed to provide students with the essential skills and knowledge needed to successfully manage and lead in business environments. It covers a wide range of topics related to business operations, leadership, finance, marketing, human resources, and strategic planning. This diploma is an ideal choice for individuals seeking to start or advance their careers in business management and administration, equipping them with practical skills that can be directly applied in real-world business scenarios.

## COURSE OUTLINE

- Strategic Planning
- Supply Chain Operations
- Change Management
- Human Resource Management
- Enterprise and Entrepreneurship
- Marketing
- Data Analytic in Excel
- Online Collaboration and Advanced Presentation



Scan for more details

## COURSE DETAILS

**Course Name** ABMA Level 6 Diploma in Business Management

**Duration** 1 year

**Timings** 1 hour Monday - Friday

**Fees** 3,600,000/= + 650 POUNDS

**Examination** Assignments

## PREREQUISITE

Must have one of the following:

- Level 5 Diploma in Business Management Certificate with ABMA
- Level 5 Diploma in Business Management Certificate with NCC

## OVERVIEW

- A Level 6 Diploma in Business Management is a comprehensive educational program designed to provide students with the essential skills and knowledge needed to successfully manage and lead in business environments. It covers a wide range of topics related to business operations, leadership, finance, marketing, human resources, and strategic planning. This diploma is an ideal choice for individuals seeking to start or advance their careers in business management and administration, equipping them with practical skills that can be directly applied in real-world business scenarios.

## COURSE OUTLINE

- Strategic Management
- Global Strategies for Growth
- Financial Management
- Economics
- Project Management
- International Marketing



Scan for more details

## COURSE DETAILS

**Course Name** Mobile App Development

**Duration** 1 Month

**Timings** 1 hour 30 Minutes Monday - Friday

**Fees** 600,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must have Computer literacy.

## OVERVIEW

- Mobile app development refers to the process of creating software applications that run on mobile devices, such as smartphones and tablets. These apps can be designed for various platforms, primarily iOS (Apple devices) and Android (Google devices), though some apps are cross-platform and work on multiple operating systems.

## COURSE OUTLINE

- Introduction to Mobile App Development
- Introduction of Technologies for App Development
- App Development Processes
- Using an IDE for Mobile App Development
- Object Orientated Programming for Mobile Apps 1
- Object Orientated Programming for Mobile Apps 2
- App Development-Getting Started
- App Development Classes and Objects, Database
- App Development Database
- App Development Location – Based
- App Development Navigation
- Deployment and Testing



Scan for more details



## COURSE DETAILS

**Course Name** Ethical Hacking Essentials

**Duration** 1 Month

**Timings** 1 hour 30 Minutes Monday - Friday

**Fees** 550,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must have Computer literacy.

## OVERVIEW

- Ethical hacking, also known as penetration testing or white-hat hacking, is the practice of intentionally probing computer systems, networks, and applications for vulnerabilities in a lawful and constructive manner. The goal of ethical hacking is to identify and fix security weaknesses before malicious hackers (black-hat hackers) can exploit them. Ethical hackers use the same tools and techniques as criminal hackers but do so with permission and for the purpose of improving security.

## COURSE OUTLINE

1. Information Security Fundamentals
2. Ethical Hacking Fundamentals
3. Information Security Threats and Vulnerabilities
4. Password Cracking Techniques and Countermeasures
5. Social Engineering Techniques and Countermeasures
6. Network Level Attacks and Countermeasures
7. Web Application Attacks and Countermeasures
8. Wireless Attacks and Countermeasures
9. Mobile Attacks and Countermeasures
10. IoT and Operation Technology (OT) and Countermeasures
11. Cloud Computing Threats and Countermeasures



Scan for more details

## COURSE DETAILS

**Course Name** ARTIFICIAL INTELLIGENCE

**Duration** 1 Month

**Timings** 1 hour 30 Minutes Monday - Friday

**Fees** 500,000/=

**Examination** Practical and Theory Exams

## PREREQUISITE

- Must have Computer literacy.

## OVERVIEW

- Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think, learn, and perform tasks that traditionally require human cognitive functions such as problem-solving, reasoning, language understanding, perception, and decision-making. AI is a broad and dynamic field of computer science that aims to create systems capable of performing tasks that typically require human-like capabilities.

## COURSE OUTLINE

- Introduction to AI
- Problem Solving Using Search
- Knowledge Representation
- Uncertain Knowledge
- Fuzzy Logic
- Machine Learning
- Neural Networks
- Decision Trees
- Genetics Algorithms
- Expert Systems
- Natural Language Processing
- Intelligent Agents



Scan for more details

## COURSE DETAILS

**Course Name** Level 3 Foundation Diploma in Accountancy

**Duration** 6 Month

**Timings** 1 hour Monday - Friday

**Fees** 2,500,000/= + £250

**Examination** Global Examination - OTHM UK

## PREREQUISITE

- Must have Form Four Certificate with at least one D pass

## OVERVIEW

- The OTHM Level 3 Foundation Diploma in Accountancy is designed to provide learners with essential knowledge and skills in accounting, preparing them for entry-level roles in finance or progression to higher-level qualifications. It serves as a solid foundation for those aiming to build a career in accounting, bookkeeping, or financial administration.

## COURSE OUTLINE

- Recording Financial Transactions
- Management Information
- Maintaining Financial Records
- Computer Basics
- Tally for Beginners



Scan for more details

## COURSE DETAILS

**Course Name** Level 4 Diploma in Accountancy and Business

**Duration** 12 Month

**Timings** 1 hour Monday - Friday

**Fees** 4,000,000/= + £550

**Examination** Global Examination - OTHM UK

## PREREQUISITE

Must have Form Six Certificate with at least one D pass

OR

Certificate in Accounting

OR

OTHM Level 3 Foundation Diploma in Accountancy

## OVERVIEW

- The OTHM Level 4 Diploma in Accounting and Business is equivalent to the first year of a UK undergraduate degree. It provides learners with a strong academic foundation in accounting, finance, and business management, preparing them for both further study and career opportunities.

## COURSE OUTLINE

- Academic Writing and Research Skills
- Business and the Economic Environment
- Principles of Financial Accounting
- Quantitative Methods in a Business Context
- Management Accounting
- Leading and Managing Teams
- International Finance
- Performance Management



Scan for more details

## COURSE DETAILS

**Course Name** Level 5 Diploma in Accountancy and Business

**Duration** 12 Month

**Timings** 1 hour Monday - Friday

**Fees** 4,000,000/= + £600

**Examination** Global Examination - OTHM UK

## PREREQUISITE

OTHM Level 4 Diploma in Accounting and Business  
OR

ABMA Level 4 Diploma in Business Management

## OVERVIEW

- The OTHM Level 5 Diploma in Accounting and Business is equivalent to the second year of a UK undergraduate degree. It builds on foundational accounting and business knowledge, equipping learners with advanced skills in financial management, strategic decision-making, and business operations. This qualification prepares students for leadership roles, professional development, and progression to a full UK honours degree.

## COURSE OUTLINE

- Principles and Concepts of Business Strategy
- Financial Management
- Financial Planning and Control
- Financial Reporting
- The Management of Human Resources
- Business Start-up: Conception to Market
- Forensic Accounting
- Advance Financial Reporting



Scan for more details

## COURSE DETAILS

**Course Name** Level 6 Diploma in Accountancy and Business

**Duration** 12 Month

**Timings** 1 hour Monday - Friday

**Fees** 3,600,000/= + £650

**Examination** Global Examination - OTHM UK

## PREREQUISITE

OTHM Level 5 Diploma in Accounting and Business  
OR

ABMA Level 5 Diploma in Business Management

## OVERVIEW

- The OTHM Level 6 Diploma in Accounting and Business is equivalent to the final year of a UK honours degree. It equips learners with advanced theoretical knowledge and practical skills in accounting, finance, and business management, preparing them for senior roles in organisations or for further professional qualifications.

## COURSE OUTLINE

- Corporate and Business Law
- Business Performance Measurement
- Financial Securities Markets
- Audit and Assurance
- Business Research Project
- Investment and Risk Management



Scan for more details

## COURSE DETAILS

**Course Name** Level 3 Foundation Diploma in Information Technology

**Duration** 6 Month

**Timings** 1 hour Monday - Friday

**Fees** 2,500,000/= + £250

**Examination** Global Examination - OTHM UK

## PREREQUISITE

- Must have Form Four Certificate with at least one D pass

## OVERVIEW

- The OTHM Level 3 Foundation Diploma in IT is designed to provide learners with foundational knowledge and skills in information technology. It prepares students for further studies in IT or entry-level roles in the IT industry, ensuring they understand core concepts and practical applications.

## COURSE OUTLINE

- Computer Systems
- Coding and Website Development
- Networks
- Mobile Communications
- Cyber Security
- Social Media for Business



Scan for more details

## COURSE DETAILS

**Course Name** Level 4 Diploma in Information Technology

**Duration** 12 Month

**Timings** 1 hour Monday - Friday

**Fees** 4,000,000/= + £400

**Examination** Global Examination

## PREREQUISITE

Must have Form Six Certificate with at least one D pass

OR

Certificate in Information Technology

OR

OTHM Level 3 Foundation Diploma in Information Technology

OR

ABMA Level 3 Certificate in Computing and Information Technology

## OVERVIEW

- The OTHM Level 4 Diploma in IT is equivalent to the first year of a UK undergraduate degree. It builds on foundational IT knowledge, equipping learners with practical and theoretical skills in computing, networking, programming, and business technology. This qualification prepares students for professional roles in IT or further study at higher levels.

## COURSE OUTLINE

- Cyber Security
- Principles of Computer Programming
- Systems Analysis and Design
- Web and Mobile Applications
- Computer and Network Technology
- Managing Digital Information
- Office Solution Development
- Artificial Intelligence



Scan for more details



## COURSE DETAILS

**Course Name** Level 5 Diploma in Information Technology

**Duration** 12 Month

**Timings** 1 hour Monday - Friday

**Fees** 4,000,000/= + £400

**Examination** Global Examination

## PREREQUISITE

- Must have a OTHM Level 4 Diploma in Information Technology

## OVERVIEW

- The OTHM Level 5 Diploma in IT is equivalent to the second year of a UK undergraduate degree. It builds on foundational IT knowledge to develop advanced technical and management skills in areas such as networking, programming, cybersecurity, and IT project management. This qualification prepares learners for professional IT roles or progression to the final year of a UK honours degree.

## COURSE OUTLINE

- Software Engineering
- Database Systems
- Advanced Systems Analysis and Design
- Management Information Systems
- Network Information Systems
- IT Project Management
- Dynamic Website
- Mobile App Development



Scan for more details

## COURSE DETAILS

**Course Name** Level 6 Diploma in Information Technology

**Duration** 12 Month

**Timings** 1 hour Monday - Friday

**Fees** 3,600,000/= + £450

**Examination** Global Examination

## PREREQUISITE

- Must have a OTHM Level 5 Diploma in Information Technology

## OVERVIEW

- The OTHM Level 6 Diploma in IT is equivalent to the final year of a UK honours degree. It equips learners with advanced theoretical knowledge and practical expertise in IT, preparing them for senior roles in technology, strategic IT management, and professional certifications.

## COURSE OUTLINE

- Advanced Computer Networks
- Advanced Data Analytics
- Advanced Database Management Systems
- Management Information Systems
- Computers, Society and Law
- Computing Projects



Scan for more details