



Matrix of Training Programs Based Upon Specialized Competencies

S.N	Competencies	
1	IT	<ul style="list-style-type: none"> ▪ Shift to E-Government ▪ Development of government performance using computer ▪ Security and confidentiality of information ▪ Basics of computer network security ▪ Electronic Crimes (Anti-Cyber Crimes) ▪ Accounting Information Systems ▪ Introduction to Database Systems ▪ Security and confidentiality of information systems in governmental organizations ▪ Analysis and design of information systems ▪ Computer Networks ▪ Basics of programming ▪ Types of information systems ▪ Hacking in computer networks ▪ Security and keeping of documents and information ▪ Electronic archiving and keeping of data and information security methods ▪ Consumer Protection in Electronic Transactions ▪ Security of email correspondence ▪ Security of E-government ▪ Security of electronic documents ▪ Logistics of E-commerce ▪ WEB DEVELOPMENT ▪ Auto CAD ▪ MEDIA STUDIO - 3DMAX ▪ COREL DRAW ▪ MICROSOFT PROJECT ▪ SPSS- (STATISTICS) ▪ SAP ▪ SAPPRIMAVERA ▪ Adobe Photoshop ▪ MicroSD's ▪ Micro station ▪ PRIMAVERA MANAGEMENT ▪ Digital Government (Strategy & Mechanisms of Implementation and Management) ▪ Websites and networks hacking strategy and how to face it ▪ Communication Skills, Importance of Correspondence and Conference Management ▪ Electronic Manager Specifications ▪ ASP ▪ PMP ▪ International Computer Driving License (ICDL) ▪ Maintenance of Office Equipment ▪ Maintenance of Internal Networks ▪ Solution of Technical Problems that face the user daily ▪ 3 studio max



		<ul style="list-style-type: none"> ▪ Adobe - fire works ▪ Adobe - fire effects ▪ SWisHmax ▪ Photoshop ▪ Cord draw ▪ Network + ▪ Network security ▪ Red hat Linux Essential ▪ Information security Essentials ▪ Wireless security. Wlan ▪ Oracle. Database. 11g. Introduction to SQL ▪ Oracle. Database. 11g. Program with PL / SQL ▪ Oracle. Database. 11g. Build internet application ▪ Oracle. Database. 11g. Build reports ▪ ICDL ▪ Advanced data Access 	
2	Human Resources	<ul style="list-style-type: none"> ▪ Human Resources Planning ▪ Assessment of human resources planning processes ▪ Job interviews and talent discovery ▪ Recruitment, development and retention of manpower ▪ Career Empowerment Strategy ▪ Organization and preparation of organizational structures and job descriptions ▪ Legal affairs in human resources management ▪ Rights and duties of employees under Human Resources Act ▪ Selection and Recruitment ▪ Preparation of Organizational Structures and Restructuring ▪ Management of Wages, Salaries and Bonuses ▪ Recent global trends in training ▪ Methods and skills of on-the-job training ▪ Sustainable Training and Development ▪ Competencies of Effective Training Manager ▪ Methodologies of performance-oriented training ▪ Strategic planning for training departments ▪ Integrated system for training of trainers and preparation of training packages ▪ Applying total quality management in training systems ▪ Preparation of training specialist and coordinator, Determination of training needs and methods of return measurement ▪ Contemporary methods in managing and assessing job performance ▪ Strategies for preparation of Policies and Procedures of Career Competencies Manual ▪ Training Policies Planning and Preparation of Training Plans ▪ Measurement of Training Return ▪ Modern methods of training based upon behavioral abilities ▪ Policies and procedures of interview, selection and appointment ▪ Assessment of career performance using balanced scorecard ▪ Preparation of personnel policies (leaves, violations and 	



		<p>appointment)</p> <ul style="list-style-type: none"> ▪ Recent trends in administrative investigations in personnel affairs ▪ Competencies and Career Development ▪ Replacement and Succession Plans ▪ Assessment of Training ▪ Assessment and development of performance using Balanced Scorecard and (SIX SIGMA) methodology ▪ Advanced tools and techniques used in re-engineering of human resources ▪ Performance assessment skills and staff performance improvement ▪ Planning of career succession as per the concept of Competencies ▪ Strategies for linking career path with the training path ▪ Techniques used in the preparation of wages and incentives using computer ▪ Conducting interviews and appointments using CBM methodology ▪ Qualification of human resources specialist ▪ Human Resources Professionals Program (SHRM) / First Level ▪ Human Resources Professionals Program (SHRM) / Advanced Level ▪ Human Resources Professionals Program (CIPD) ▪ How to prepare and build salary scale and organizational structures ▪ Management of competency-based talent ▪ Motivation of employees and achievement of excellence in performance 	
3	<p>Finance & Accounting</p>	<ul style="list-style-type: none"> ▪ Certified Public Accountant CPA ▪ Emirati Certified Public Accountant ECPA ▪ International Arab Certified Public Accountant IACPA ▪ International Arab Certified Management Accountant IACMA ▪ Certified Management Accountant CMA ▪ Certified Public Accountant (CMA) ▪ Certified Internal Controls Auditor CICA ▪ Certified Cost Accountant CCA ▪ Financial Systems Controller CCS ▪ Certified Financial Manager CFM ▪ Certified Financial Counselor CFC ▪ Chief Financial Officer CFO ▪ Certificate of International Protection and Investment CISI – Anti Money Laundering ▪ Accounting skills in the preparation of financial statements and final accounts ▪ Comprehensive system of strategic cost management ▪ Government Accounting and Auditing ▪ Modern Fundamentals of Accounting and Budgeting for Non-Accountants 	



- Modern techniques for detecting violations and financial fraud
- Detection of forgery of signatures, documents and papers
- Financial Statements in Islamic Banks
- Strategic planning in banks
- Professional banking executive secretary
- Application of Cost Determination Input based on ABC Activity
- Methods of financial analysis and decision making
- Financial Feasibility Study
- Shift from the monetary principle to the principle of merit
- Basics of financial reports review
- Financial Accounting
- Preparation of operational budget for programs and performance
- preparing financial reports
- Accounting for Non-Accountants
- Preparation of budget of program and performance in projects
- Modern Financial Management
- Strategies for current costs reduction
- Modern methods in financial auditing
- Government accounting in non-profit organizations
- Contemporary methods of forecasting, planning and budgeting
- Advanced financial analysis and applications to computer
- Cost Analysis and Decision Making
- Inquiries about customer and Credit Risk Management
- Investment Tools
- Technical Analysis of the Stock Exchange and Evaluation of Investment Portfolios
- Analysis of Stock Exchange Markets
- projects Feasibility study
- Preparation and feasibility study for small enterprises
- Documentary credits and letters of guarantee
- Financial analysis of listed companies
- Modern methods in the management and analysis of banking credit risks
- Rationalization of government expenditure and transparency in budgeting
- Advanced Accounting: Financial Planning and Budgeting
- Advanced Financial Management and Investment Risk Management
- System of accounting, accrual, assets and salaries in government departments
- Modern International Skills for Internal Monitoring and Auditing
- Management of Liquidity and Payments
- Effective financial management of stores, warehouses, Inventory analysis and stocktaking
- Managing portfolios and investment funds
- Reading and analysis of budgets and financial reports
- Project Budgeting and Investment Feasibility Assessment



		<ul style="list-style-type: none"> ▪ Development of professional performance of accountants and auditors according to international standards ▪ Cost accounting and administrative reports ▪ Recent trends in financial planning ▪ Advanced strategies in auditing financial statements according to international standards ▪ Internal audit and risk management ▪ Applications of electronic accounting using computer ▪ strategies of Bidding evaluation and contracting skills ▪ Inventory control strategies and inventory systems ▪ Processing of urgent purchase and supply orders ▪ Control technology over stores and warehouses ▪ Reduction of idle inventory by adopting zero defects policy (industrial quality standards) ▪ inventory Planning and Control using computer ▪ Logistic supply system ▪ Recent trends in procurement and contracts ▪ Economics of procurement and storage ▪ systems of arrangement and classification of stores ▪ Import and export procedures ▪ Selection of suppliers through the process of bids and offers ▪ Development of purchase and negotiation skills ▪ The art of negotiation with suppliers ▪ Internal and external procurement laws and regulations ▪ Logistic management of materials according to Total Quality Management input ▪ Economics of interior design of stores ▪ International Accounting Standards and its Practical Applications 	
4	Corporate Development	<ul style="list-style-type: none"> ▪ Creativity, innovation and handling with resistance to change ▪ Change Leadership: The 8-step change model ▪ Leadership of Corporate Innovation ▪ Leadership & Influencing Skills ▪ Administrative Leadership ▪ Strategic Change ▪ Transformational Leadership ▪ Institutional Excellence Methodologies ▪ Excellence in performance management seen from a comprehensive quality perspective ▪ Planning, Monitoring and Performance Assessment ▪ Advanced Management Excellence and Creative Innovation ▪ Creative vision for formulating goals and developing strategic plans ▪ Preparation of the competencies dictionary ▪ Assessment by Using Competencies ▪ Balanced Scorecard Strategies ▪ European Standards for Excellence Awards ▪ Translating strategic plans into operational plans ▪ Internal Assessor for Institutional Excellence ▪ Criteria for Institutional Excellence Awards ▪ The 8-factors for establishing a sustainable quality 	



		<p>management system</p> <ul style="list-style-type: none"> ▪ Strategic planning using Balanced Scorecard BSC methodology ▪ Digital Technology in Total Quality Management TQM ▪ TQM and its modern applications in organizations ▪ Basics of applying the balanced performance measurement system and its impact on quality ▪ Quality Control Reporting Skills ▪ ISO 31000 risk management system according to ISO standards ▪ ISO 9001 qualifying institutions to obtain ISO certification ▪ Quality Management Strategies and SIX SIGMA Applications ▪ Preparation of quality assessment policies & procedures guide in institutions and organizations ▪ The integrated guide in the international Standard Specifications according to ISO 9001 ▪ Data design skills and information collection & analysis ▪ Formulation of questionnaires and opinion polls ▪ Measurement of customer satisfaction ▪ Management of customer expectations ▪ Customer Relationship Management CRM 	
5	Audit & Governance	<ul style="list-style-type: none"> ▪ Certified Public Accountant & Auditor CPAA ▪ Certified Professional Internal Auditor CPIA ▪ Certified Professional Senior Auditor CPSA ▪ Certified Audit Manager CAM ▪ Scheduling the measures for financial cost control ▪ Modern methods of Auditing using analytical procedures ▪ Auditor's Strategic Role in the management of internal crises ▪ Recent Trends in Internal & Financial Audit ▪ Strategies for simplifying the financial audit through the indicators of financial report ▪ International Standards for Internal Auditing and Monitoring ▪ Strategies for preparing and monitoring the implementation of budgets and analysis of deviations ▪ Diploma in the development of internal auditor's professional performance and the preparation skills of the internal auditor's report ▪ Intellectual property & trademarks laws ▪ Trademarks- the concept, importance and registration procedures ▪ Patents ▪ Protection of intellectual property on the Internet ▪ Arbitration in Intellectual Property Disputes ▪ Trade-Related Aspects of Intellectual Property Rights (TRIPS) ▪ International treaties and conventions on intellectual property ▪ Intellectual property and E-Commerce ▪ The concept, definition and evolution of intellectual property ▪ Patent Cooperation Treaty (PCT) 	
6	Support Services	<ul style="list-style-type: none"> ▪ Modern Office management ▪ Secretarial and Office Management 	



		<ul style="list-style-type: none"> ▪ Office management and secretarial works ▪ Advanced secretarial and electronic archiving skills ▪ Skills in successful meeting management and decision implementation ▪ Etiquette skills and dealing with VIPs ▪ Skills in writing and drafting correspondence and reports ▪ Etiquette, protocol and the art of dealing with people ▪ Rules on handling incoming and outgoing telephone calls ▪ Organization of meetings and committees ▪ The course of modern trends in procurement and warehouses ▪ Excellence in procurement, bidding and purchasing negotiation ▪ Negotiation and assessment of supplier performance ▪ Total quality in the management of procurement and warehouses and MPA system ▪ Government procurement and tendering systems ▪ Excellence in purchasing management and negotiation ▪ Effective management of warehouses, stores, inventory analysis and stocktaking ▪ Management of Procurement and Warehouses ▪ Management of Procurement and Warehouses, logistics and supply chains ▪ Skills in warehouse management and inventory control ▪ Procurement systems, tendering and contract management ▪ Negotiation on and execution of contracts and tenders ▪ Implementation of contracts 	
7	Legal & Judicial	<ul style="list-style-type: none"> ▪ Skills and Techniques of Contract Drafting ▪ Governing Rules on Contracts and Common Mistakes ▪ Preparation of legal forms for real estate investments ▪ Settlement of disputes arising from administrative contracts and tenders ▪ International Arbitration Rules on Commercial and Investment Disputes ▪ Employment Contracts - procedural problems and legal solutions ▪ Legal procedures against cybercrimes ▪ Technical fundamentals for drafting the legal memorandums & statements ▪ International standards in the preparation, drafting and submission of administrative decisions ▪ Recent trends in administrative investigations and control of administrative corruption ▪ Legal rules for international tenders and auctions ▪ Technical skills and controls for electronic investigation in criminal matters ▪ Recent trends in administrative investigations ▪ Legal aspects of public and private employment ▪ Development of legal and advisory skills ▪ Drafting the legal regulations and write memorandums ▪ Art of Legal Drafting ▪ Employment Contracts (procedural problems and legal 	



8	Political & Diplomatic	<p>solutions)</p> <ul style="list-style-type: none"> ▪ Protocol and etiquette skills ▪ Public policy analysis skills ▪ Skills of dealing with VIPs ▪ Skills of dealing with international mechanisms for human rights protection ▪ Negotiation Skills ▪ Competitive advantages of UAE ▪ Communication and cultural awareness ▪ Mediation and Compromise ▪ Strategic thinking and scenario planning ▪ Research & Analysis ▪ Diplomatic Writing in Arabic ▪ Diplomatic Writing in English ▪ International law and organizations ▪ Modern history and contemporary policy in the Middle East ▪ International Political Economy ▪ Political Analysis ▪ Economic Analysis ▪ Preparation of specialized diplomatic correspondence ▪ Management of Refugee Crises ▪ Humanitarian Crisis Management ▪ Digital Media and Politics ▪ Diplomatic Relations from an Islamic Perspective ▪ Diplomatic Immunity ▪ Diplomatic and Consular Organization
9	Religious	<ul style="list-style-type: none"> ▪ Preaching and guidance skills for Beginners ▪ Preaching and guidance skills for Seniors ▪ Rehabilitation of preachers and guides ▪ Rehabilitation of family reformers ▪ Rehabilitation of social reformers ▪ Rehabilitation of Imams and mosque preachers ▪ Rehabilitation of Waqf Department staff ▪ Rehabilitation of Zakat & Charity Department staff ▪ Rehabilitation of Waqf Investment staff ▪ Rehabilitation the supervisory staff of charities and religious organizations ▪ Skills of dealing with the community ▪ Skills of Quran Teachers /Beginners ▪ Advanced Skills of Quran Teachers ▪ Tajwid ▪ Skills of Interpretation of the Quran / Beginners ▪ Skills of Interpretation of the Quran / Seniors ▪ Hadith / verification and authentication ▪ Arabic language for non –native speakers ▪ Dealing with the newcomers to Islam ▪ Skills of Da'wa - Invocation ▪ Management of charitable and religious centers and organizations
10	Social Development	<ul style="list-style-type: none"> ▪ Planning of Social Programs & Projects ▪ Preparation of estimated budgets for charities and cooperative



		<p>associations</p> <ul style="list-style-type: none"> ▪ Management Skills of cooperative and charitable associations ▪ Regulatory Basics for charitable funds ▪ Social service skills in educational institutions ▪ Social service skills in youth care institutions ▪ Social service skills in health institutions ▪ Skills for organizing community work organizations ▪ Skills for designing child care programs ▪ Skills for designing family protection programs ▪ Skills for designing elderly care programs ▪ Skills for designing care program for Disabled ▪ Supervisors' skills in child protection & care programs ▪ Skills for dealing with children in kindergartens and roles of kindergarten teacher ▪ Skills for dealing with the qualification aspects of disability specialists ▪ Behavioral skills of disability specialists ▪ Concepts and skills of volunteerism ▪ Designing and management of rehabilitation centers ▪ Management of accommodation institutions ▪ Skills for dealing with the physically and psychologically battered persons ▪ Developmental Project Management ▪ Preparation of developmental project proposals ▪ Designing the activities and projects of productive families ▪ Supervision skills on family protection programs ▪ Skills for preparing work systems and regulations for charitable and cooperative organizations ▪ International charters in the fields of childhood ▪ International charters in the fields of women ▪ International charters in the fields of disability ▪ International fields in the fields of family 	
<p>11</p>	<p>Culture, Arts and Literature</p>	<ul style="list-style-type: none"> ▪ Basics of the study of societies and analysis of social phenomena ▪ Management of social change processes ▪ Designing Skills for social change programs ▪ Behavioral intervention skills in societies ▪ Skills for designing cultural activities ▪ Skills for evaluating cultural activities ▪ Capacity building in safeguarding intangible cultural heritage ▪ Conceptual and institutional frameworks for safeguarding intangible cultural heritage ▪ Enhancing the legal concept of intangible cultural heritage ▪ Institutional frameworks for intangible cultural heritage ▪ Building national cadres in risk management to protect cultural heritage in emergencies ▪ Modern criticism skills ▪ Literary text analysis skills ▪ Literary Criticism Skills ▪ Writing skills for criticism ▪ Analysis skills for Speech and tongue of text 	



		<ul style="list-style-type: none"> ▪ Analysis of the basics of linguistics ▪ Article writing skills ▪ Calligraphy skills / for beginners ▪ Calligraphy skills / for seniors ▪ Drawing skills / for beginners ▪ Drawing skills / for seniors ▪ Management skills for technical institutions ▪ Supervision over technical institutions ▪ Skills of Direction for beginners ▪ Skills of Direction for seniors ▪ Scenario preparation skills ▪ Acting skills ▪ Music for beginners ▪ Music for seniors ▪ Technical design skills 	
12	Media	<ul style="list-style-type: none"> ▪ skills of journalistic work ▪ skills of journalistic writing ▪ News editing skills ▪ Press editor preparation skills ▪ TV and radio editing skills ▪ Skills of TV and Radio Anchor ▪ Management skills for media institutions ▪ Broadcasting and presentation skills ▪ Skills and arts of dealing with presidents and subordinates ▪ Organization and management of major conferences and celebrations ▪ Modern strategies for public relations and media ▪ Work ethics in the field of public relations and protocol ▪ Professional and behavioral competencies for public relations practitioners ▪ Public relations and customer loyalty industry ▪ Good media and changing customer behavior ▪ The Official Spokesman and the modern trends of the art of dealing with media ▪ Journalistic editing and direction skills ▪ Modern methodologies in institutional media ▪ Media methodologies in times of crisis ▪ Integrated approach for the preparation of media leaders ▪ Media management of events and conferences ▪ Social websites and public relations ▪ Positive Media and Public Opinion Management ▪ Skills of dealing with electronic media ▪ Planning skills for media campaigns and measurement of its effectiveness ▪ Management of press conferences ▪ Advanced media strategies and effective communication techniques ▪ Electronic Press ▪ Techniques for electronic press editing in websites ▪ Formulation of press releases ▪ Design and production of newspapers and magazines 	



13	Program & Project Management	<ul style="list-style-type: none"> ▪ Preparation and qualifying media journalists ▪ Professional Broadcaster Skills
14	Labor	<ul style="list-style-type: none"> ▪ Preparation for the Project Management Professional Certificate (PMP) ▪ Project Management Skills ▪ Establishment and Management of Project Management Office (PMO) ▪ Effective Management of IT Projects ▪ Project risk management ▪ Evaluation of projects ▪ Designing the processes in projects ▪ Systems for Project Monitoring
15	Health & Safety	<ul style="list-style-type: none"> ▪ Settlement of labor disputes ▪ Judicial Investigation Program ▪ Control on the prohibition of the housing of workers' gatherings within families' residential areas. ▪ Supervision and control on markets ▪ Inspector's powers and limits during inspection ▪ Skills of Inspection Forms Usage ▪ Inspectors' security sense and body language ▪ Ethics and decencies of inspection profession ▪ Labor & Laborers Law ▪ Field inspection skills ▪ International agreements and charters on labor and laborers ▪ Basics of building labor relations ▪ Impartiality in inspections ▪ Dealing with forced labor and its detection methods ▪ Dealing with child labor ▪ Human trafficking and the basics of cooperation with security institutions
15	Health & Safety	<ul style="list-style-type: none"> ▪ Strategies for disaster and firefighting systems ▪ Preventive measures against the hazards of accidents and work injuries ▪ Industrial hazards and methods of prevention (mechanical, electrical, chemical and environmental hazards) ▪ Security engineering for securing sensitive and critical infrastructure ▪ Planning for emergency management ▪ Security and safety of facilities and buildings ▪ Advanced systems for industrial security and technical investigation of occupational accidents ▪ Advanced trends in the development of occupational safety & health specialists ▪ Occupational safety & health according to quality standards ▪ Occupational health & safety measures in educational facilities ▪ Occupational health & safety for managers and supervisors ▪ Effective management of occupational safety & security ▪ Safety in the use and handling of materials ▪ English conversation within hospital divisions ▪ Rehabilitation Course in the Department of Health and



		<p>Hospitals</p> <ul style="list-style-type: none"> ▪ wrong & harmful food habits and beliefs ▪ Occupational health & safety on practices of the nutrition department in hospital ▪ Nutrition Specialist Course ▪ Breastfeeding promotion course 	
<p>16</p>	<p>Environment and Water</p>	<ul style="list-style-type: none"> ▪ Evaluation of environmental influences ▪ Support environmental programs using knowledge management ▪ Improvement of energy efficiency ▪ Global warming and climate change ▪ Safe handling of hazardous waste ▪ Air Pollutants - Species – Allowed Limits ▪ Protection of the marine and terrestrial environment from petroleum pollution ▪ Clean energy and generation methods ▪ Industrial hazards and preventive methods ▪ Environmental Economics - Environmental Policy Analysis ▪ Handling organic waste ▪ Handling medical risks of environmental protection workers ▪ Systems of environmental control and industrial pollution ▪ Environmental treatment of medical laboratory waste ▪ Environmental pollution inside buildings ▪ Environmental assessment of projects ▪ Air pollution and pollutants control ▪ Environmental awareness and its influence on human & economy ▪ Environmental Management Systems ▪ Environmental inspection and preparation of inspectors ▪ Tourism & Environment ▪ Investigation of environmental pollution crimes ▪ Salt agricultural techniques in dry environments ▪ Development of the skills of agricultural and irrigation engineers ▪ Water conservation in agriculture and domestic consumption ▪ Factors affecting the establishment of gardens ▪ Farm Management ▪ Use of wastewater to irrigate plants in dry environments ▪ Agricultural fertilization ▪ Maintenance the systems of palms, trees and irrigation ▪ Design of modern irrigation systems using SCADA system 	
<p>17</p>	<p>Natural Sciences</p>	<ul style="list-style-type: none"> ▪ Foundations of Mathematics Teaching ▪ Foundations of Physics Teaching ▪ Foundations of Chemistry Teaching ▪ Foundations of Earth Sciences / Geology Teaching ▪ Foundations of Biology Teaching ▪ Design skills for teaching sessions ▪ Assessment skills of teaching sessions and lectures ▪ Lesson planning skills ▪ Math Teacher Skills ▪ Physics Teacher Skills 	



		<ul style="list-style-type: none"> ▪ Chemistry Teacher Skills ▪ Geology Teacher Skills ▪ Biology Teacher Skills ▪ Science Teacher Skills ▪ Necessary skills for students in mathematics ▪ Necessary skills for students in Physics ▪ Necessary skills for students in chemistry ▪ Necessary skills for students in earth sciences/ geology ▪ Necessary skills for students in biology ▪ Teaching skills for first class students ▪ Teaching skills for middle class students ▪ Teaching skills for advanced class students ▪ design skills of Laboratory sessions ▪ Supervision skills over school laboratories ▪ Security and safety skills in school laboratories ▪ Skills of handling chemicals in laboratories ▪ Protection and prevention skills in biology laboratories 	
18	Economy and Statistics	<ul style="list-style-type: none"> ▪ Statistical skills for Non-statisticians ▪ Determination of price indicators ▪ Statistical data analysis skills SPSS ▪ Design of measurements and demographic data ▪ Data presentation skills in internet era ▪ Administrative Data Development Skills ▪ Measurement of public opinion polls ▪ Design and analysis of statistical metadata ▪ Planning and design of surveys ▪ Management of statistical data quality ▪ Writing statistical reports and data presentation ▪ Management of statistical projects ▪ Control on statistical statements ▪ Development of statistical data ▪ Basic principles of official statistics ▪ International statistical classifications ▪ International Certificate in Wealth & Investment Management ICWIM 	
19	Engineering	<ul style="list-style-type: none"> ▪ Preparation of Structural Schemes ▪ Development of City Centers ▪ Planning of transport and traffic in cities ▪ Concrete works ▪ Quality control and Evaluation of Facilities with non-destructive testing ▪ Value Engineering and Entrepreneurship ▪ Quality control in construction projects ▪ Geology of Plastic Stores ▪ Underground Mapping ▪ Geology of Infrastructure ▪ Consecutive Bedding/ Alignment ▪ Properties of the plastic stores and carbonates ▪ Formation of 3-D tanks ▪ Geological Evolution of petroleum system ▪ Evaluation of hydrocarbon detection 	



- Seismic holes- VSP applications
- Seismic properties and AVO analysis
- Discovery of basic earthquakes
- Analysis of seismic data
- Linking between oil wells and seismic data
- Organization of open oil pits
- Applied core analysis
- Advanced Formulation Rating
- Formation of Organization Aspects
- Design and analysis of wells major testing
- Reservoir fluid properties and EOS
- Management and control of water flow design
- Applied Tank Engineering
- Re-manufacture of applied tanks
- Engineering of gas tanks
- Reserve Evaluation
- Basics of drilling engineering
- Application and design of oil well cover and cement moulds in the petroleum industry
- Directional and horizontal drilling
- Drilling Department
- Removal of the suspended pipelines
- HPHT Drilling Process
- Procedures for the construction and maintenance of oil wells
- Completion of underwater operations
- Oil Well Performance and Final Designs
- Drilling Calculations
- Safe drilling operations
- Drilling equipment
- Electronic maintenance of oil drilling platforms
- Mechanical maintenance of oil drilling platforms
- Inspection of oil drilling platforms
- Technical inspection of oil drilling platforms
- Oil Field Production Engineering
- Organization of oil wells drilling
- Destruction of Formation
- Merging production using NODAL analysis
- Pump Shaft (design, implementation and troubleshooting of problems)
- Artificial lift technologies
- Design and implementation of gas lift operations
- Primary drilling operations
- Advanced drilling operations
- Oil extraction operation and maintenance
- Acid Stimulation
- Sand control
- Hydraulic Cracking
- Network of screw pipes
- Activation of oil wells
- Oil well production technology
- Activation of advanced acids



- Advanced hydraulic fragmentation
- Advanced activation of oil wells
- Field training on gas and oil production technology
- OHL Practical Drilling
- Power Generation Systems
- Design of electrical equipment of facility
- Protection and control of energy
- Control on electric motor operations, protection, testing and maintenance
- Maintenance and operation of underwater used pumps
- Use of (VSD) for industrial control
- Selection and testing of cables, inappropriate locations and welding of cables
- Problems and maintenance of overpressure of conversion lines
- Uninterruptible power supply and maintenance of power supplies
- Applications of electronic energy in the power system
- Electronic documentation and drawing standards
- Modern energy management system
- Fundamentals of distribution systems
- Planning and design of distribution network
- Advanced electronic protection systems & control
- Electrical installations in hazardous locations
- Electrical lightning safety system and electrical grounding
- Wrong analysis in electrical networks
- Analysis of failure causes
- Expected implementation, maintenance and preventive measures
- Shut-off Plans and Plan Change
- Mechanical engine shaft and engine shaft alignment
- Basics of operation and maintenance of the equipment of alternator
- Advanced centrifugal pumps and positive replacement
- Operation and maintenance of gas turbines and turbine expander
- Operation and maintenance of gas pressure device
- Analysis of measurement and protection vibration
- Design, construction, maintenance and operation of heat exchangers
- Basics and applications of lubrication
- Hydraulic circuit theory
- Mechanical shut-off switches and technology of shut-off switches for dry gas
- valve technology (hand valves and controlled valves)
- Gas and diesel exchange engines
- Welding technology in core welding operations
- Properties, examination and heat treatment of materials
- Material System (ASME II, ASTM)
- Preparation of factory inspector API-570
- API (1104 & 650 and 653) Review



		<ul style="list-style-type: none"> ▪ Welding Process Systems (ASME VIII, API 510, AWS) ▪ Development of marine Deepwater operations and operation of subsea installation ▪ Design, construction, inspection and maintenance of pipes and pipelines ▪ Applications and principles of electrical polar protection ▪ Control on core operations and equipment ▪ Basics of tools and controls for engineers ▪ Instrumentation system technology and automatic tank scales ▪ Selection, maintenance and operations of control valves ▪ General safety of valve devices ▪ Technological maintenance of different valves and troubleshooting ▪ Field Bus System and Total Productivity Management ▪ Basic Shared Control System and SCADA ▪ Advanced technology in DCS & SCADA systems ▪ PLC & SCADA Technology ▪ Burner Management System ▪ Operation and process of heat transfer equipment ▪ Design the process and operation of heat transfer equipment ▪ Planned shut-off, main operations, isolation, and commissioning ▪ Solution of special problems of lab operations ▪ Basics of sweetening and processing of crude oil ▪ Advanced processing of crude oil ▪ Storage, shipment and use of gas and petroleum ▪ Natural gas processing ▪ Natural gas and LPG technology ▪ LPG technology, NGL & LNG ▪ Gas drying technology ▪ Conversion Units in Oil Refineries ▪ Technology of fertilizer industry ▪ HAZOP Applications in Petroleum Industries (Level 1) ▪ HAZOP Applications in Petroleum Industries (Level 2) ▪ Operations of industrial facilities ▪ Evaluation of the operating panel, control process and DCS simulator ▪ Basics of control system and the drawing path (PID, PFD and UFD) ▪ Water cooling and boilers ▪ Water purification and injection system ▪ Desalination of sea water (unit of RO, MSF, and steam pressure) ▪ Control on and main causes of corrosion ▪ Breathing apparatus and gas test ▪ Working in an H₂S environment ▪ Protection from Radiation 	
20	Education	<ul style="list-style-type: none"> ▪ Assessment of learning outcomes ▪ Methods of assessment and exams ▪ Dealing with different personal patterns of students 	



- Using interactive teaching methods in learning systems
- Active learning
- Motivation of students to self-learning
- planning the time of Class sessions
- Education techniques and the use of education techniques
- Modern methods of active learning
- Recent trends in student assessment
- Multiple intelligences and their use in education
- Promotion of professional practices
- Student centered learning
- Development of personal skills of teaching staff
- Discovering and caring of the talented students
- Development of students' thinking skills
- Modern strategies in effective teaching
- Learning by playing
- Positivity in school environment
- Design and development of learning environments according to quality standards
- Teachers' Performance Assessment Criteria
- Supervision tools and methods
- TRIZ Theory in creative solutions for problems and their applications in educational situations
- Teacher Functional qualifications
- Microteaching
- Educational measurement and evaluation
- Smart School
- Transformation of traditional schools into effective learning organizations
- Evaluation of school administration performance
- Educational Resources
- Management of school as a learning organization
- Management of school work teams
- Shaping the vision and mission in schools
- Improvement of school performance
- Total quality applications in schools
- Writing reports about summer visits
- Governance in the educational field
- Skills of school principal as an assessment supervisor