# Business Professionals Education Centre
## Training Plan 2022

مركز تعليم محترفي الأعمال
Business Professionals Education Center

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# Why choose BPEC?

Our strength lies mainly in our focus on academic success and the student experience, and creative activities that engage students. The plan seeks to distinguish BPEC as one of the leading student-centered institutions. We will also focus on enhancing student support excellence through responsive teaching and learning advancements, and academic program innovation.

## Our Mission

We exist to ensure equality in education through providing high quality education programs responsive to the needs of today's dynamic business environment. We equip students with knowledge, skills, and expertise to ensure that they add value and maintain stability in the regional marketplace and ensure they move forward in their social and professional life. Our approach leads to unsurpassed achievements manifested by our candidates' employability and remarkable results.

## Our Vision

The preferred education institute in the GCC region and bridging the gap between graduates and the workforce. Through our approach, we explore the full potential of the learner, cultivate minds and skills, empowering candidates through knowledge and application.

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| | L&S39 | Advanced Leadership Skills | 4 |
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| | L&S41 | Effective Management Skills | 4 |
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# Accounting & Finance Training Plan

| Activity | Course Code | Course Title | # of Days |
|---|---|---|---|
| Accounting & Finance Training Plan | FA01 | Efficient Finance and Accounting Operations: | 5 |
| | FA02 | Cost Management & Budgeting Techniques | 4 |
| | FA03 | Cost Analysis to Support Strategic Decisions | 4 |
| | FA04 | Accounting for non-accountants | 3 |
| | FA05 | Effective Budgeting, Cost Control and Working Capital | 5 |
| | FA06 | Analyzing Balance Sheets | 4 |
| | FA07 | Advanced Budgeting & Forecasting | 4 |
| | FA08 | Accounting & Financial Analysis for Decision Makers | 4 |
| | FA09 | Payroll: Preparation, Analysis and Management | 4 |
| | FA10 | Accounts Receivable – Planning, Organising and Achieving Best Practice | 4 |
| | FA11 | Managing the Cash Cycle: Accounts Receivable & Payable Best Practices | 4 |
| | FA12 | Application of VBA & Advanced Excel to Financial Modeling & Analysis | 5 |
| | FA13 | Advanced Accounting for Administrative and Support Staff | 4 |
| | FA14 | Accounting, Decision Making & Financial Communications | 4 |
| | FA15 | Understanding the "Financial Statements"For Non specialists | 3 |
| | FA16 | Treasury and Cash Management | 3 |
| | FA17 | The Effective Financial Controller: Managing Financial Functions & Improvement Opportunities | 3 |
| | FA18 | The Effective Accounts Assistant | 3 |
| | FA19 | The Complete course of Payroll Management & Administration | 3 |

| | FA20 | Managing Financial Risks | 3 |
|---|---|---|---|
| | FA21 | Managing & Organizing Accounts Receivable | 3 |
| | FA22 | Managing & Organizing Accounts Payable | 3 |
| | FA23 | Fundamentals of Finance and Accounting | 3 |
| | FA24 | Financial Statement Preparation & Analysis | 3 |
| | FA25 | Financial Risk Management & Corporate Governance | 4 |
| | FA26 | Financial Accounting: Planning, Analysis and Reporting | 4 |
| | FA27 | Advanced Payroll Concepts -The preparation Course for Certified Payroll Professional | 5 |
| | FA28 | Implementing Payroll Best Practices | 4 |
| | FA29 | Payroll System Selection and Implementation | 4 |
| | FA30 | Certificate in International Compliance: Provide Compliance Officers and managers with skills that can be immediate. | 3 |
| | FA31 | Certificate of Operational Risk Management | 3 |
| | FA32 | Financial Accounting and Reporting | 3 |
| | FA33 | Managing & Organizing Accounts Receivable | 3 |
| | FA34 | Strategic Planning, Budgeting & Cost Control | 3 |
| | FA35 | Salary Benchmarking :(New Grading and Pay structure) | 3 |
| | FA36 | Budgeting Preparation, Allocation, OPEX/CAPEX, Spreadsheets & Cost analysis | 3 |
| | FA37 | Advanced International Financial Reporting Standards IFRS | 5 |
| | FA38 | SME Market Understanding | 4 |
| | FA39 | Strategic Payroll Practices | 5 |
| | FA40 | Integrating Budgeting, Forecasting& Business Planning | 5 |

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|---|---|---|---|
| | FA41 | Certified Budget Specialist (CBS ) | 5 |
| | FA42 | Financial Control & Management for the Oil & Gas Industry | 3 |
| | FA43 | Advanced Asset Management | 5 |
| | FA44 | Financial Planning, Asset Management & Evaluation | 4 |
| | FA45 | Advanced excel for accounting | 5 |
| | FA46 | Value Added Tax (VAT ) | 3 |

# Languages

| Activity | Course Code | Course Title | # of Days |
|---|---|---|---|
| Languages | L01 | Arabic For  non native speakers 1 | 10 |
| | L02 | Arabic For  non native speakers 2 | 10 |
| | L03 | English For Beginners 1&2 | 5 |
| | L04 | Intermediate level English | 10 |
| | L05 | Advance level English | 10 |
| | L06 | TEOFL Preparation | 5 |
| | L07 | TEOFL Exam skills | 5 |
| | L08 | IELTS Preparation | 5 |
| | L09 | IELTS Exam skills | 5 |
| | L10 | Hebrew Language  for Beginners | 10 |
| | L11 | Chaneese Language for Beginners | 10 |
| | L12 | English for Business | 5 |
| | L13 | Learn English Conversation | 5 |
| | L14 | Learn English Grammar | 5 |
| | L15 | English for Emails and Meetings | 4 |
| | L16 | English for Customer Care | 4 |
| | L17 | English for Marketing and Sales | 4 |
| | L18 | English  skills for Human Resources | 4 |

# Information Technology

| Activity | Course Code | Course Title | # of Days |
|---|---|---|---|
| Information Technology | IT01 | A+ | 5 |
| | IT02 | Security+ | 5 |
| | IT03 | IT for Business | 5 |
| | IT04 | Java | 5 |
| | IT05 | C++ | 5 |
| | IT06 | ITIL | 10 |
| | IT07 | MiCROSOFT OFFICE WORD  BEGINEER | 4 |
| | IT08 | MiCROSOFT OFFICE EXCEL  BEGINEER | 4 |
| | IT09 | MiCROSOFT OFFICE OUTLOOK  BEGINEER | 4 |
| | IT10 | MiCROSOFT OFFICE POWEPOINT BEGINEER | 3 |
| | IT11 | MiCROSOFT OFFICE ACCESS  BEGINEER | 5 |
| | IT12 | MiCROSOFT OFFICE WORD  ADVANCE | 5 |
| | IT13 | MiCROSOFT OFFICE EXCEL  ADVANCE | 5 |
| | IT14 | MiCROSOFT OFFICE OUTLOOK  ADVANCE | 3 |
| | IT15 | MiCROSOFT OFFICE POWERPOINT ADVANCE | 5 |
| | IT16 | MiCROSOFT OFFICE ACCESS  ADVANCE | 5 |
| | IT17 | Ethical Hacking | 5 |
| | IT18 | Learning Python for Data Analysis and Visuaization | 5 |
| | IT19 | Digital Marketing | 5 |
| | IT20 | Information Technology Essentials 1 | 4 |
| | IT21 | Information Technology Essentials 2 | 3 |
| | IT22 | Cyber Security Masterclass | 5 |
| | IT23 | Web Programming for Beginners | 5 |
| | IT24 | Robotics for beginners | 5 |
| | IT25 | Artificial Intelligence | 5 |
| | IT26 | Cloud Computing | 5 |
| | IT27 | Cybersecurity for Managers | 5 |
| | IT28 | Full Stack web Development | 10 |
| | IT29 | Automation Testing Masters | 5 |
| | IT30 | Essential Data Analysis | 4 |

| | IT31 | Programmimg Fundermentals | 5 |
|---|---|---|---|
| | IT32 | Network Architecture | 5 |
| | IT33 | ADVANCED DOCUMENT AND RECORDS MANAGEMENT | 4 |
| | IT34 | BUILDING STRATEGIC IT CAPABILITY FOR IMPROVED BUSINESS PROFITABILITY | 4 |
| | IT35 | BUSINESS CONTINUITY MANAGEMENT AND IT DISASTER RECOVERY | 4 |
| | IT36 | ESSENTIAL IT MANAGEMENT | 4 |
| | IT37 | IT LEADERSHIP | 4 |
| | IT38 | MANAGEMENT INFORMATION SYSTEMS | 4 |
| | IT39 | STRATEGIC INFORMATION SECURITY MANAGEMENT | 5 |
| | IT40 | STRATEGIC IT MANAGER | 5 |
| | IT41 | SYSTEMS ANALYSIS AND DESIGN | 4 |
| | IT42 | TRANSFORMING YOUR IT ORGANISATION | 5 |
| | IT43 | MCP (Microsoft Certified Professional) | 5 |
| | IT44 | MCSE (Microsoft Certified Solution Expert) | 5 |
| | IT45 | MCITP (Microsoft Certified IT Professional) | 5 |
| | IT46 | MCTS (Microsoft Certified Technology Specialist) | 5 |
| | IT47 | MCAD (Microsoft Certified Application Developer) | 5 |
| | IT48 | MCPD (Microsoft Certified Professional Developer) | 5 |
| | IT49 | MCDBA (Microsoft Certified Database Administrator) | 5 |
| | IT50 | Adobe After Effects | 5 |
| | IT51 | Adobe Dreamweaver | 5 |
| | IT52 | Adobe Flash | 5 |
| | IT53 | Adobe Illustrator | 5 |
| | IT54 | Adobe In Design | 5 |
| | IT55 | Adobe Photoshop | 5 |
| | IT56 | CISCO CCNP | 10 |
| | IT57 | CISCO CCNA | 10 |

# Health and Safety

| Activity | Course Code | Course Title | # of Days |
|---|---|---|---|
| Health and Safety | HSE01 | Safety and security in the work environment | 5 |
| | HSE02 | Safety and quality according to international standards | 5 |
| | HSE03 | Security Risk Assessment | 4 |
| | HSE04 | Risk Analysis and Evaluation | 4 |
| | HSE05 | Advanced technologies in emergency management, facilities and personnel | 5 |
| | HSE06 | Occupational health and safety management system | 4 |
| | HSE07 | Comprehensive risk management | 4 |
| | HSE08 | Safety and security in the educational sector | 4 |
| | HSE09 | Prevention, control, risk monitoring and accident analysis | 4 |
| | HSE10 | Planning, administrative management, guidance and crisis management | 5 |
| | HSE11 | Management of emergency, rescue and evacuation operations | 4 |
| | HSE12 | Occupational safety and health systems and reporting | 4 |
| | HSE13 | Awareness of students about the dangers in schools and public places | 3 |
| | HSE14 | Occupational Health and Safety Management Systems 18001 ISO 9001 , ISO 14001, | 5 |
| | HSE15 | Occupational safety and health according to NEBOSH | 5 |
| | HSE16 | Occupational safety and health according to OSHA | 5 |

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|---|---|---|---|
| | HSE17 | Advanced skills in health and safety management | 5 |
| | HSE18 | Industrial Security and Occupational Safety in the Storage of Petroleum Derivatives | 5 |
| | HSE19 | Inspection, assessment of occupational safety and health systems and reporting | 5 |
| | HSE20 | Modern strategies for auditing occupational health and safety policies and procedures | 5 |
| | HSE21 | Management of occupational safety and health systems and preparation of operational plans | 5 |
| | HSE22 | Strategies for planning, administrative management, guidance and crisis management | 5 |
| | HSE23 | Security and confidentiality of documents and methods of storing and classifying them using a computer | 5 |
| | HSE24 | Modern methods of preparing and qualifying health and safety officials | 4 |
| | HSE25 | Public Health and Occupational Safety Applications | 4 |
| | HSE26 | Health Crisis Management | 4 |
| | HSE27 | Health and environmental assessment and biological monitoring of work environment risks | 5 |
| | HSE28 | Advanced systems for industrial security and technical investigation of occupational accidents | 4 |
| | HSE29 | Integrated management of safety systems in the safe handling, transportation, storage and disposal of hazardous materials | 4 |
| | HSE30 | Recent trends in auditing occupational health and safety policies and procedures | 4 |

# Contact Us



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