Continuing Education Catalog

more education = more opportunity

AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY
Center for Learning & Development
- 2016 -
Continuing Education Programs’ Categories

- Personal Enrichment
  - Page: 5
- Advanced Programs
  - Page: 23
- Computer Literacy
  - Page: 6
- Specialty Certificates & Diplomas
  - Page: 19
- Language Proficiency
  - Page: 10
- Professional Development
  - Page: 11
- Continuing Education
  - Page: 23
# General Index

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Enrichment</strong></td>
<td>Drawing</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Sculpture</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Painting</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Ceramics</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Decorative Painting</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Craftsmanship</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Printmaking</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Calligraphy</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Silk Screen</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Analytical Sketching</td>
<td>5</td>
</tr>
<tr>
<td><strong>Computer Literacy</strong></td>
<td>Basic Courses</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Computer Essentials</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Online Essentials</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Word Processing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Spreadsheets</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Using Database</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Graphic Design Software</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Adobe Photoshop (Essentials)</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Flash Professional</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Adobe InDesign</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>2D Animation Software</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Adobe after Effects</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Photography Software</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Adobe Lightroom</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3D Animation Software</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Autodesk Maya</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3D Max</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Cinema 4D</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Mobile Application</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Sketch/Flinto (Mac)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Digital Painting</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>SketchBook Pro</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Presentation Design</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Apple Keynote</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Video Editing</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Adobe Premiere Pro</td>
<td>9</td>
</tr>
<tr>
<td>Category</td>
<td>Details</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Web Design</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Adobe Muse</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Adobe Edge Animate</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Language Proficiency</td>
<td>English</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Portuguese</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Chinese</td>
<td>10</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Soft Skills</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Business Etiquette</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Sell or Die - Mindset &amp; Strategy</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Sell or Die - Selling Techniques</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Commercial Negotiation Skills</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Service Excellence Strategy</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Technical Skills</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>General Arts</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Brand &amp; Product Design</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Color Schemes</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Interior Decoration Map Reading</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Web Design</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>3D Animation (Basics)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>3D Animation (Intermediate)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>3D Animation (Advanced)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Character Animation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Introduction to Digital Lighting</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Introduction to Compositing</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Graphic Design (Basic)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Graphic Design (Intermediate)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Graphic Design (Advanced)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Vocational Dexterity</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Jewelry Design</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Quality Management</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Introduction to ISO 9001:2015</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Social Responsibility ISO 26000</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>ISO 9001:2015</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Disaster Risk Reduction (Introductory)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Disaster Risk Reduction</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Quality Internal Audit in Healthcare</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Occupational Health and Safety in the Workplace</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Occupational Health and Safety Audit in Healthcare</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Performance Appraisal</td>
<td>15</td>
</tr>
<tr>
<td>Category</td>
<td>Details</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Professional Certifications</td>
<td>PMI/PMP - Certificate Preparation</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>CFA - Level I Exam Preparation</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - Quality Manager</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - Quality Representative</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - Quality Auditor</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - HR Coordinator</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - OHSAS Manager</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - OHSAS Representative</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>TUV AUSTRIA - OHSAS Auditor</td>
<td>18</td>
</tr>
<tr>
<td>Specialty Certificates &amp; Diplomas</td>
<td>Computer Science</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Mobile Application Development</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Web Development</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Networking</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Information &amp; Network Security</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Network &amp; Website Penetration Testing</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Computer Forensic (Windows)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Mobile Device Forensic</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>General Business &amp; Management</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Business Diploma</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Risk Management</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Marketing Diploma</td>
<td>22</td>
</tr>
<tr>
<td>Advanced Programs</td>
<td>Data Science Academy</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Teaching Diploma</td>
<td>23</td>
</tr>
</tbody>
</table>
PERSONAL ENRICHMENT

Discover your creativity as you learn new skills and pursue hobbies with CLD. Choose from these topics or call us. We’ll help you find the perfect course or workshop.

Duration: 30 Hours
Fees: USD 380

Drawing: It is a fundamental art course that introduces attendees to basic drawing techniques through traditional and non-traditional approaches to line, form, composition, perspective and value, proportions, so as to create an illusion of space and volume that is refined and incorporated into all art & design fields.

Sculpture: It is a course that provides proficiency in creating three-dimensional forms through the use of a wide range of materials to carve, model, cast and construct.

Painting: It is a fundamental art course that introduces attendees to basic painting techniques through traditional and non-traditional methodology.

Ceramics: This is an introductory course in the basic techniques of hand-made pottery, its maintenance and finish. Glazing, firing, structure, form and design are studied in relation to the medium.

Decorative Painting: It is a practical course with an extensive overview of various techniques such as false stone, wood graining, patinas, gilding, stencils, ornaments, in addition to textures.

Craftsmanship: It is a studio course that emphasizes certain art techniques that vary between Kilim design and application, mosaics and stain glass projects.

Print Making: It is an introduction to some of the processes, materials and methods used in printmaking; it introduces the attendees to monotype printings, Linocut relief, and intaglio.

Calligraphy: This course contains both theory and practice. It aims at investing different fonts in calligraphy and applying them in an artistic way.

Silk Screen: It is a studio course that aims at developing attendees’ knowledge of and skills in silk screen technique. Traditional methods of silk screen will be developed in addition to various bookbinding techniques.

Analytical Sketching: It is a studio course that emphasizes sketching basic geometrical forms in addition to still-life objects based on one, two, and three vanishing points, and interior and exterior spaces. It includes portrait and human sketching as well as animal forms using all types of line and shape sketching.
COMPUTER LITERACY

In this age of technological advancement, computer literacy is vital; CLD offers you the chance to develop the ability to use computers and related technology efficiently, with a range of skills, from elementary use to programming and advanced problem solving to ICDL certification.

Basic Courses

<table>
<thead>
<tr>
<th>Duration:</th>
<th>15 Hours Each Level</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

Base Modules

**Computer Essentials**: skills and concepts related to the use of devices, file creation and management, networks and data security.

**Online Essentials**: skills and concepts related to web browsing, effective information search, online communication and e-mail.

**Word Processing**: skills to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters, CVs, and other documents.

**Spreadsheets**: skills to perform tasks associated with developing, formatting, modifying and using a spreadsheet, to use standard formulas and functions, and to competently create and format graphs or charts.

Standard Modules

**Presentation**: create professional standard presentations. Perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

**Using Database**: Use a desktop database effectively. Understand the main concepts of database and demonstrate the ability to use a database application: creating and modifying tables, queries, forms and reports, and preparing outputs ready for distribution. Learning to relate tables and to retrieve and manipulate information from a database by using query and sort tools.
**Graphic Design Software**

**Adobe Photoshop (Essentials):** An image editing software developed and manufactured by Adobe Systems Inc. Photoshop is considered one of the leaders in photo editing software. The software allows users to manipulate, crop, resize, and correct color on digital photos. The software is particularly popular amongst professional photographers and graphic designers.

Duration: 24 Hours  
Fees: USD 220  
Attendance: Minimum 8 Participants

**Flash Professional:** Create and deliver rich interactive content. Adobe Flash Software is the industry-leading authoring environment for creating engaging interactive experiences. Deliver to audiences across platforms and devices for an engaging experience. People have created Flash content for interactive presentations, web content and even full websites, so you have complete flexibility as to how Flash is used in your workflow.

Duration: 24 Hours  
Fees: USD 220  
Attendance: Minimum 8 Participants

**Adobe InDesign:** Create professional, eye-catching and polished documents using Adobe InDesign ready for print or presentation. You learn to work with text, images, and build documents in a correct and optimized manner. In this, our signature course, you will work with many of the tools and features to create eye-catching printed documents and online presentations!

Duration: 20 Hours  
Fees: USD 200  
Attendance: Minimum 8 Participants

**2D Animation Software**

**Adobe After Effects:** Creating motion graphics and visual effects with industry standards. Whether you're working in broadcast and film or delivering work online and to mobile devices, Adobe After Effects software enables you to create groundbreaking motion graphics and blockbuster visual effects.

Duration: 24 Hours  
Fees: USD 220  
Attendance: Minimum 8 Participants
Photography Software

Adobe Lightroom: Adobe Photoshop Lightroom is a comprehensive set of digital photography tools which enable simple one-click adjustments to cutting-edge advanced controls. Create images that inspire, inform, and delight. This course will provide all the essential skills needed by photographers to get the most out of their Adobe Lightroom software and to demonstrate how to create more efficient workflows for image processing.

Duration: 26 Hours  
Fees: USD 400  
Attendance: Minimum 8 Participants

3D Animation

Autodesk Maya: It is the industry-leading 3D animation and effects software, employed in commercials, cartoons, games, movies, short films, and other animation.

Duration: 30 Hours  
Fees: USD 400  
Attendance: Minimum 8 Participants

3D Max: It has been known for its powerful modeling tools, allowing you to create complex 3D models with a very fast workflow and robust modifiers, with the entire poly modeling tools contained in one area of the UI. It also has some really great architectural visualization capabilities that Maya really doesn’t have.

Duration: 30 Hours  
Fees: USD 400  
Attendance: Minimum 8 Participants

Cinema 4D: Renowned for its ease of use, speed and professional results, cinema 4D is an ideal choice for all graphic designers looking to add 3D to their toolset.

Duration: 24 Hours  
Fees: USD 300  
Attendance: Minimum 8 Participants

Mobile Application Design

Sketch/Flinto (Mac): Sketch uses one unit, styles only relevant to UI design, a built-in iPhone previewing tool called Mirror and Artboards, the most efficient way to template multiple screens. You will also get introduced to Flinto, the Mobile App Prototype.

Duration: 26 Hours  
Fees: USD 350  
Attendance: Minimum 8 Participants
Digital Painting

**Sketchbook Pro:** Digital drawing is made easier with SketchBook Pro, whether you’re an illustrator or a CAD designer involved in manufacturing.

Duration: 15 Hours  
Fees: USD 200  
Attendance: Minimum 8 Participants  
Requirement: Attendees must bring their own drawing pad

Presentation Design

**Apple Keynote:** Slide presentations on Mac

Duration: 15 Hours  
Fees: USD 200  
Attendance: Minimum 8 Participants

Video Editing

**Adobe Premiere Pro:** Adobe Premiere Pro is a powerful program for editing digital video. Premiere lets you create videos, perform color correction and work with audio. Attendees will learn basic and advanced modes of non-linear editing techniques.

Duration: 24 Hours  
Fees: USD 220  
Attendance: Minimum 8 Participants

Web Design

**Adobe Muse:** Create websites as easily as you create layouts for print. You can design and publish original HTML pages to the latest web standards without writing a code. Muse makes it a snap to produce unique, professional websites.

Duration: 20 Hours  
Fees: USD 220  
Attendance: Minimum 8 Participants

**Adobe Edge Animate:** Create content that works reliably on mobile devices running iOS and Android operating systems, as well as modern browsers like Firefox, Chrome, Safari, and Internet Explorer. Edge Animate is a web motion and interaction tool that uses web standards such as HTML5, CSS3 and JavaScript instead of the proprietary Flash file format.

Duration: 20 Hours  
Fees: USD 220  
Attendance: Minimum 8 Participants
# LANGUAGE PROFICIENCY

The market is harsh and competitive; so, to set a sure foot, you need to master the language and the conversation skills. You can now learn and practice various local and foreign languages proficiently.

## English

<table>
<thead>
<tr>
<th>Duration</th>
<th>36 Hours Each Level</th>
</tr>
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<tbody>
<tr>
<td>Fees</td>
<td>USD 200</td>
</tr>
<tr>
<td>Levels</td>
<td>Beginner – Intermediate – Advanced</td>
</tr>
</tbody>
</table>

## Spanish

<table>
<thead>
<tr>
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<th>30 Hours Each Level</th>
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<tbody>
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<td>Beginner – Intermediate – Advanced</td>
</tr>
</tbody>
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## Portuguese

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<thead>
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</tr>
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<tbody>
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</tr>
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<td>Beginner – Intermediate – Advanced</td>
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</tbody>
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## Chinese

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<th>30 Hours Each Level</th>
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<td>USD 200</td>
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<tr>
<td>Levels</td>
<td>Beginner – Intermediate – Advanced</td>
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</tbody>
</table>
PROFESSIONAL DEVELOPMENT

Promote yourself academically and vocationally through all types of facilitated learning opportunities, including credentials such as certifications, continuing education certificates and diplomas, seminars, behavioral and technical workshops as well as developmental coaching programs for all corporate levels of the organization. Specialty

Soft Skills

Business Etiquette: Etiquette is a set of unwritten rules that apply to social situations be it in professional workplaces or relationships. In the business world, good business etiquette means that you act professionally and exercise proper manners with others; they are a valuable skill-set that will make you stand out from others, enhance your chances at success, and help you land that dream job!

Duration: 7 Hours  
Fees: USD 250

The Sales Edge

Sell or Die – Mindset & Strategy: How much time, budget, and energy to devote to selling depends on the way a business goes to market. It is all about setting the right market penetration strategy and having the right mindset.

Duration: 7 Hours  
Fees: USD 200

Sell or Die – Selling Techniques: Sales are a matter of life and death! Arm yourself and your team with the necessary selling skills and NLP techniques to better sell yourself, your products, your ideas, and get the needed commitments. Remember, if you don't sell ... someone else will!

Duration: 14 Hours  
Fees: USD 400

Commercial Negotiation Skills: This interactive program is aimed to develop creative and responsive interactions between protagonists. Through participating in live negotiation exercises, delegates will achieve successful outcomes and strengthen their relationships.

Duration: 21 Hours  
Fees: USD 200

Service Excellence Strategy: Fostering good relationships, providing value, producing results beyond expectation, are all part of “going the extra mile”. Do whatever you can to make your business stand out to actual and potential clients.

Duration: 7 Hours  
Fees: USD 200
Technical Skills

**General Arts**

Duration: 30 Hours Each  
Fees: USD 250  
Attendance: Min 8 Participants

**Brand & Product Design:** This course explores the relationship that initiates between consumers, designers and business people. Attendees study consumers' consumption behaviors and their unexpected and predictable purchasing choices; characteristics of a winning and a losing product and the way they are to connect with certain products; packaging design basics; and, forming strong and unprecedented brand identities.

**Interior Decoration Color Schemes:** This course builds on the artistic strategical thinking so as to understand the value of a color scientifically and psychologically when linked to certain designed elements and spatial configurations.

**Interior Decoration Map-Reading:** This course is technically oriented; it paves the way for architecture and interior design enthusiasts to understand the different elements of architectural drawings, from the technical to the mechanical data and annotation formulas.

**Web Design:** It is an intermediate course that introduces the fundamental concepts of programming. Concepts like movie clip buttons and single frame websites, as well as to scripted animations and behaviors. The end result would be a modern, multimedia website with interactive, scripted sections.

**3D Animation (Basic):** This is a general purpose course that introduces the world of 3D Animation using a variety of basic techniques. Attendees will gain skills in manipulating the software, as well as the ability to create simple 3D animations. Projects will cover modeling, lighting and animation.

**3D Animation (Intermediate):** This course builds on the concepts acquired at the basic level and delves into more advanced topics such as organic modeling, IK chains and constraints.

**3D Animation (Advanced):** This is an advanced course covering the areas of character design and modeling. Attendees will be introduced to the different stages from sketching to modeling to final texturing and UV mapping. Projects will cover modeling of animal, fantasy and humanoid figures.

**Character Animation:** This is an advanced course that covers the areas of character rigging and animation. The first part of the course deals with various techniques to rig a character using Bones, IK handles and custom expressions and scripts. The latter part focuses on the art of character animation, using pose-to-pose and freeform animation techniques.

**Introduction to Digital Lighting:** This is a specialized course that deals with basic and advanced lighting techniques. Topics cover methods in interior lighting, exterior lighting, radiosity and global illumination. The projects involve replicating real world lighting in various contexts.
Introduction to Compositing: This is a specialized course that introduces the techniques of compositing and incorporating live footage with 3D-rendered imagery. The course also covers techniques of sound creation and editing, as well as application of sound effects to the composition projects.

Graphic Design (Basic): This course requires attendees to apply the principles and visual elements of design and problem-solving methods that generates concepts of design through a sequence of projects that emphasize brand identities.

Graphic Design (Intermediate): This is an applied graphic design course in which attendees learn to combine type and image into sequential design projects. The course will underline the role of visual rhetoric language in structuring design strategies.

Graphic Design (Advanced): This course involves studying and creating corporate strategies and identities through the formulation of promotional campaigns (awareness, informative, etc.). The course will focus on the usage of both Arabic and Latin languages through advanced handling of Typography. Ultimately attendees will learn how to promote themselves as graphic designers through the concept and design of their own portfolio.

Vocational Dexterity

Jewelry Design: This workshop is designed for persons interested in modern and artistic jewelry. The workshop will introduce the participants to jewelry design as an art form. They will explore various materials and techniques while working on the fundamentals of design. The participants will learn the elements of design, basic techniques of working with lace jewelry, balsa wood and copper sheet, while developing the ability to execute simple designs of their own creation.

Duration: 15 Hours
Experience: Not Required
Fees: USD 200

Quality Management

Introduction to ISO 9001:2015: The workshop tackles the difference between ISO 9001:2008 and ISO 9001:2015 in addition to the effective and efficient way to implement and manage ISO 9001:2015. By the end of this workshop, attendees will understand the importance of implementing total quality management systems including, ISO 9001:2015, the obstacles that the implementer might face, and how to overcome these obstacles.

Duration: 1 day
Fees: USD 200
Attendance: Minimum 12 Participants
Experience: Not required
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)
Social Responsibility ISO 26000: Promote common terminology in the social responsibility field. Broaden awareness of social responsibility. By the end of the workshop, attendees will assist in addressing social responsibilities while respecting cultural, societal, environmental and legal differences to help Organizational governance, to emphasize performance results and improvement (Fair operating practices).

Duration: 1 day  
Fees: USD 200  
Attendance: Minimum 12 Participants  
Experience: Not required  
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)

ISO 9001:2015: The workshop discusses the difference between ISO 9001:2008 and ISO 9001:2015 in addition to the effective and efficient way to implement and manage ISO 9001:2015. By the end of this workshop, attendees will understand the importance of implementing total quality management systems including ISO 9001:2015, the obstacles that the implementer might face and how to overcome these obstacles.

Duration: 3 days  
Fees: USD 600  
Attendance: Minimum 12 Participants  
Experience: Not required  
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)

Disaster Risk Reduction (Introductory): The workshop discusses effective and efficient ways to manage and prevent man-made and natural-made disasters. By the end of this workshop, attendees will be able to actively participate in the implementation and the monitoring of a disaster management system.

Duration: 1 day  
Fees: USD 200  
Attendance: Minimum 12 Participants  
Experience: Not required  
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)

Disaster Risk Reduction (DRR): The workshop tackles various effective and efficient ways to manage and prevent man-made and natural-made disasters. By the end of this workshop, attendees will be able to actively participate in the implementation and the monitoring of a disaster management system.

Duration: 3 days  
Fees: USD 600  
Attendance: Minimum 12 Participants  
Experience: Not required  
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)
Quality Internal Audit in Healthcare: The workshop will discuss effective and efficient ways to audit health management systems (Hospitals, Medical Laboratories, Medical Imaging, Clinics, Etc. By the end of this workshop, attendees will actively participate in the auditing of health management systems. The audit can be based on ISO and accreditation standards.

Duration: 3 days
Fees: USD 600
Attendance: Minimum 12 Participants
Experience: Not required
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)

Occupational Health & Safety in The Workplace: The workshop introduces effective and efficient ways to implement and manage OHSAS 18001:2007. By the end of this workshop, participants will be able to participate actively in the implementation and monitoring of OHSAS 18001:2007

Duration: 3 days
Fees: USD 600
Attendance: Minimum 12 Participants
Experience: Not required
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)

Occupational Health & Safety Audit in Healthcare: The workshop introduces effective and efficient ways to conduct occupational health & safety audit in health management systems (Hospitals, Medical Laboratories, Medical Imaging, Clinics, Etc. By the end of this workshop, attendees will be able to participate actively in the auditing of health management systems. The audit can be based on ISO and accreditation standards.

Duration: 3 days
Fees: USD 600
Attendance: Minimum 12 Participants
Experience: Not required
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)

Human Resources

Performance Appraisal: The workshop introduces participants to effective and efficient ways to evaluate and improve the performance of team members.

Duration: 3 days
Fees: USD 600
Attendance: Minimum 12 Participants
Experience: Not required
Certificate: Multi endorsements: AUST and CTA (Certificate of attendance)
Professional Certifications

**PMI / PMP (Certificate Preparation Course):** The Project Management Institute is the world's leading not-for-profit professional membership association for the project, program and portfolio management profession. Founded in 1969, PMI delivers value for more than 2.9 million professionals working in nearly every country in the world through global advocacy, collaboration, education and research. PMI advances careers, improves organizational success and further matures the profession of project management through its globally recognized standards, certifications, resources, tools, academic research, publications, professional development courses, and networking opportunities.

The Project Management Professional (PMP) certificate is the gold standard of project management certification. Recognized and demanded by organizations worldwide, the PMP validates one’s competence to perform in the role of a project manager to lead and direct projects and teams. AUST’s PMP exam preparation course provides candidates with the skills, knowledge, and techniques to pass this exam with confidence.

**Duration:** 35 Hours  
**Fees:** USD 450  
**Requirements:** Secondary degree plus have 7,500 hours of experience leading and directing projects.  
Mandatory attendance of 35 hours of project management education  
Or, a 4-year degree, 4,500 hours leading and directing projects, and 35 hours of project management education.

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**CFA (Level I exam preparation course):** The CFA institute’s mission is to lead the investment profession globally by promoting the highest standards of ethics, education, and professional excellence for the ultimate benefit of society. The CFA Program provides a strong foundation of advanced investment analysis and real-world portfolio management skills that will give participant a career advantage.

The course of study is organized into three levels and each level requires passing a six-hour exam. The program curriculum increases in complexity as you move through the three levels:

- **Level I:** Focuses on a basic knowledge of the ten topic areas and simple analysis using investment tools  
- **Level II:** Emphasizes the application of investment tools and concepts with a focus on the valuation of all types of assets  
- **Level III:** Focuses on synthesizing all of the concepts and analytical methods in a variety of applications for effective portfolio management and wealth planning

**Duration:** 120 Hours  
**Fees:** USD 2,000  
**Requirements:** Agree to follow the CFA Institute Code of Ethics and Standards of Professional Conduct.  
Pass the CFA Program exams for Levels I, II, and III.  
Four years of qualified work experience in investment decision making.  
Be a regular member of CFA Institute and apply for membership in a CFA member society.
Quality Manager: This program enables participants to work as a quality manager in different sectors and industries (Healthcare, Insurance, Education, Food...)

Duration: 15 days  
Fees: USD 3,500  
Experience: Min 3 years  
Certificate: From TUV AUSTRIA (CERTIFICATE OF PERSONS)  
Remarks: Without experience, participant will get a certificate that will be changed once evidence is provided regarding the 3 years’ experience in management

Quality Representative: This program enables participants to work as a management representative in different sectors and industries (Healthcare, Insurance, Education, Food, Etc.)

Duration: 9 days  
Fees: USD 2,500  
Experience: Not required  
Certificate: From TUV AUSTRIA (CERTIFICATE OF PERSONS)

Quality Auditor: This program enables participants to conduct quality audit in different sectors and industries (Healthcare, Insurance, Education, Food, Etc.)

Duration: 3 days  
Fees: USD 1,500  
Experience: Not required  
Certificate: From TUV AUSTRIA (CERTIFICATE OF PERSONS)

HR Coordinator: This program enables participants to play major role in the HR process in different sectors and industries (Healthcare, Insurance, Education, Food, Etc.)

Duration: 6 days  
Fees: USD 2,000  
Experience: Not required  
Certificate: From TUV AUSTRIA (CERTIFICATE OF PERSONS)

OHSAS Manager: This program enables participants to work as an occupational health & safety manager in different sectors and industries (Healthcare, Insurance, Education, Food, Etc.)

Duration: 15 days  
Fees: USD 3,500  
Experience: Min 3 years  
Certificate: From TUV AUSTRIA (CERTIFICATE OF PERSONS)  
Remarks: Without experience, participant will get a certificate that will be changed once evidence is provided regarding the 3 years’ experience in management
**OHSAS Representative**: This program enables participants to work as an occupational health & safety representative in different sectors and industries (Healthcare, Insurance, Education, Food, Etc.)

- **Duration**: 9 days
- **Fees**: USD 2,500
- **Experience**: Not required
- **Certificate**: From TUV AUSTRIA (CERTIFICATE OF PERSONS)

**OHSAS Auditor**: This program enables participants to conduct occupational health & safety audit in different sectors and industries (Healthcare, Insurance, Education, Food, Etc.)

- **Duration**: 3 days
- **Fees**: USD 1,500
- **Experience**: Not required
- **Certificate**: From TUV AUSTRIA (CERTIFICATE OF PERSONS)
SPECIALTY CERTIFICATES & DIPLOMAS

These condensed specialty programs are designed to equip participants with basic knowledge and pragmatic ways to kick start a new career.

**Computer Science**

**Mobile Application Development**: In this course attendees develop mobile applications across two of the most popular smartphone platforms: iPhone and Android. It covers every facet of development and deployment. Topics include: Differentiating between Android and iPhone development environment, understanding of the application of life cycle, writing simple GUI applications, using build in widgets and components, developing useful iPhone/Android applications with compelling user interface, layout, views and menus, using Android's/iPhone's APIs for SMS, telephony, databases, data storage, network management, internet resources (HTTP) and integration with existing web. Attendees use Xcode to develop iPhone applications and the Google Android Development Kit (ADT) for Eclipse to develop Android applications.

- **Duration:** 120 Hours
- **Fees:** USD 850
- **Attendance:** Min 8 Participants

**Web Development**: Applicants are introduced to the different types of networks and internet programming and web services. Topics include: Model-View-Controller (MVC) architecture, the platform Java 2 Enterprise Edition (J2EE) for advanced web programming through Servlets, Java Server Pages (JSP), Java Beans and Java Database Connectivity. The Java 2 Standard Edition for TCP/UDP sockets programming, multithreading, file handling and serialization, distributed programming through Remote Method Invocation (RMI), AJAX, XML, and many other internet services. It enables attendees to create dynamic, data driven websites using the LAMP stack. It focuses on the integration of the LAMP components: the open source database MySQL and PHP (server-side scripting) together to provide a platform for building database-driven web applications. The applicants are introduced to building applications with ASP.NET MVC 3 framework, starting with installing the tools, going through controller, views, models, C#, AJAX features, persisting data to SQL Server, and finishing with a complete web application. Upon completion of this course, attendees will be able to write advanced web and distributed client server applications.

- **Duration:** 100 Hours
- **Fees:** USD 800
- **Attendance:** Min 8 Participants

**Networking**: This course covers both CCNA1 and CCNA2 Cisco tracks. It introduces the infrastructures of computer networks from the simplest peer-to-peer local area networks to the vastly complex metropolitan and wide area networks. Topics include: ISO sever-layer model, physical aspect of data transmission, bandwidth, connection-oriented (TCP/IP), and connectionless services (UDP), internetworking using bridges, routers and programming multithread client-server applications through interfaces, sockets and Remote Procedure Calls (RPC). Attendees will earn the CISCO-ICNA 1 and 2 Academic Certificate, streaming audio, IPsec, AES, quantum cryptography. Also, the course gives to the participant a clear understanding about networking from underlying physical layer hardware up through today's most popular network applications.
Information & Network Security: This course focuses on the underlying concepts of computer systems security and information protection. It enables the participant to discover the nature of computer security, threats, and vulnerabilities; assess the risks; develop computer security policy, communications and network security; apply disaster recovery, and, to deal with computer viruses. Topics include: Block Ciphers, Data Encryption Standard (DES algorithm), Public-Key Cryptography, RSA algorithm, Authentication Protocols (SSL, KERBEROS), Message Authentication, Authentication Application, Hash Functions, Digital Signatures, Pretty Good Privacy (PGP) service, Electronic Mail Security, IP Security, Web Security, Malicious Software and Firewalls.

Network & Website Penetration Testing: This course is lab based whereby participants learn how to set up, configure and assess the risks associated with modern wireless deployments of the popular standards WiFi, WinMax, Bluetooth and WPA/WEP networks. Attendees leverage open source tools for analyzing wireless traffic and mapping wireless deployments. Threats present in wireless hotspot networks are examined in depth, enabling the attendees to identify the techniques and procedures attackers use to manipulate commercial hotspot environment. Topics cover: configuring wireless setting in login scripts, assigning and auditing wireless policies, wireless device triangulation, session hijacking, understanding failure in WAP/WEP, leveraging advanced tools to accelerate WEP cracking, wireless packet injection, VPN network fingerprinting, attacking and sniffing Bluetooth device and networks.

Computer Forensic (Windows): This course introduces attendees to the field of Computer and Network Forensics. It focuses on the promising role of the computer forensics examiner and provides in-depth study of information technology, computer crime, evidence analysis, auditing, and documenting. Topics include: investigation techniques, data analysis approaches through data retrieval from computer hardware and software applications, incident response, legal and regulatory issues, and forensics examination process in a network environment. Attendees are exposed to different forensics tools of Windows and Linux through a set of hands-on experiences and laboratory assignments on actual computer networks and forensics devices. It also combines Malware Analysis Techniques with forensics tools. At the end of the course participants will be able to extract Shell code from exploitCT, track fast flux domains, leverage online virus scanners and public sandboxes, write Python scripts to create custom reports about malware's behavior, network traffic logs, build own API monitor, know how to prevent certain evidence from being
destroyed, perform registry activity in real time, detect rootkICT and stealth malware, scan file system and registry of hidden data, know how to bypass locked file restrictions and remove stubborn malware, do de-obfuscation, work with DLL, do kernel debugging, memory forensics with volatility, code injection and extraction.

Duration: 100 Hours  
Fees: USD 1000  
Attendance: Min 10 Participants

Mobile Device Forensic: This course introduces the participant to the field of Mobile Device Forensics. The participant will be able to understand the type of evidence on mobile devices, and know how to perform forensic data acquisitions. The course covers the structures of the Android and IPhone devices as well as that of SIM cards, using multiple types of software, namely Cellebrite, Bitpim, SecureView and Mobile Phone Examiner Plus (MPE+). Topics include: mobile phone investigation, cell phone imaging and analysis, data recovery, process SIM cards and media cards commonly associated with mobile phone investigations.

Duration: 100 Hours  
Fees: USD 1100  
Attendance: Min 8 Participants

Business

General Business & Management

Business Diploma: This diploma provides specialized knowledge in accounting, finance, marketing and management. It also covers general knowledge in Economy and MIS. By the end of this diploma, the participant will be able to assume the duties Administrative or Executive Assistant, Junior Accountant.

Duration: 150 Hours  
Fees: USD 1,200  
Attendance: Minimum 12 Participants

Risk Management Diploma: The Risk Management Diploma is the solution to those looking to consolidate their business experience with a professional qualification. It provides expertise to improve organizational performance through the effective implementation of risk management. Topics covered:

- World of Finance from the perspective of listed companies.
- Hands on introduction to the banking sector and its operations.
- Implementation of Fundamentals of Corporate Finance on Listed Companies.
- Competencies required to design and implement risk management strategies.
- Proficiency in selecting and applying the tools and techniques required to assess and treat risks.
- Critical understanding of the relationship between risk management, governance, internal control and compliance.
- Informed risk management decisions for both current and emerging risks.
- Critical appraisal of real life case studies from different sectors and countries.

Duration: 120 Hours  
Fees: USD 1,100  
Attendance: Minimum 12 Participants
Marketing Diploma: It is for individuals looking to build practical skills in operational marketing management and who aim to broaden their strategic perspective through an in-depth understanding of the range of approaches to meet business objectives. Topics covered:

- Organization’s current and future internal and external environment.
- Analysis of relevant information to recommend and inform strategic decision making.
- Consumers and their needs.
- Various and effective means of promoting company products.
- Means of studying the markets and identifying its characteristics.
- Strategic marketing plan to realize organizational objectives.
- Resources management to deliver the strategic marketing plan.

Duration: 120 Hours
Fees: USD 1,100
Attendance: Minimum 12 Participants
ADVANCED PROGRAMS

It has become harder to stand out from the crowd with a BA alone! In a world of degree inflation, specialized postgrad qualifications/programs are apt to enrich your CVs, and act as desirable bonus in a frigid work climate, for attendees, employees and employers, giving reassurance to these employers who are concerned about their workplace suitability. These programs are designed to offer specialized knowledge that is at the master's level but less extensive than a post-graduate diploma or master's degree. Grab the chance, and add value to your achievements!

**Data Science Academy:** The low cost of data storage brings companies to store tremendous amounts of structured and unstructured data by tracking all possible events and activities made. Data Science & Big Data program will cover all tools and techniques to extract all hidden information through a complete data handling solutions and methods. The program starts from fundamentals in data collection, storage and operation solution, analysis tools, machine learning and data mining techniques, programming languages, and ends up with reports possibilities by using latest technologies, specifically when it comes to Big Data matters.

| Experience: | Related Experience is recommended |
| Certificate: | Post Graduate Diploma |
| Fees: | Diplomas |
| Data Analysis | 114 Hours | USD 2,600 |
| Data Mining | 230 Hours | USD 4,900 |
| Data Science | 278 Hours | USD 6,500 |
| Certificates | | |
| Profiling Techniques | 48 Hours | USD 1,200 |
| Data Analytics | 48 Hours | USD 1,200 |
| Big Data | 48 Hours | USD 1,200 |
| Data Mgt. & Storage | 32 Hours | USD 900 |
| Any Single Module | 16 Hours | USD 450 |

**Teaching Diploma:** The Teaching Diploma degree issued by the CLD/AUST in the fields of business administration, economics, arts, mathematics, science, literature, computer science and social sciences is recognized by the Lebanese government as equivalent to the “Licence d’Enseignement”, provided that this diploma is based upon a Bachelor’s Degree in the same specialization, and that the 21 credit hours required for this diploma are completed in a period of one year or more.

The Teaching Diploma provides teachers with the opportunity to further their professional careers. It is a necessary and required vehicle for the improvement of teaching and pedagogical skills. Holders of the Teaching Diploma have a definite advantage in the educational market force.

| Duration: | 21 Credits |
| Experience: | In Related Field |
| Fees: | USD 220 / Credit |