

Building **Skills** to  
enable success

English Programs

IT Training

Corporate  
Training &  
Development

**TATWEER Academy – Course Catalog**

### About the Academy

TATWEER Academy is the largest training and educational institution in Iraq/Basrah, offering comprehensive range of training and developmental solutions to both individuals and corporate professionals locally and regionally. It was established in 2015 and operating a fully prepared training facility, feet with state of the art academic equipment.

### What We Do

We provide a flexible set of high-quality services to help individual and institutions develop.

### Consultation

We offer high-level of management and financial consultancy services to organizations of all sizes within the private and public sector. Through our experienced team on consultants, we provide expert knowledge and enable you to build and maintain a competitive business.

### Mission

To provide high quality up-to-date, creative and interesting training, consultation and software development service.

### Vision

To be the pioneer in providing the ultimate training, consultation and software services locally and regionally.

### Trainers

We are committed to excellence in training with extensive practical experience of more than 10 years, so that the academy cooperates with more than 20 professional trainers, accredited by international organizations.

### Our Programs

Are designed and developed in compliance with international standards and ongoing update based not only on the latest international principles and practices, but also on field research, first-hand experience and in-depth knowledge of the market and the specific requirements of organizations.



Networking  
Academy

We Are a Cisco Networking  
Academy

# Networking Essentials

## Course Overview

Networking Essentials teaches networking based on environments students may encounter in their daily lives including small office and home office (SOHO) networking. This course provides hands-on learning using real equipment and Packet Tracer simulation activities.

## Benefits

This course teaches the skills needed to obtain entry-level SOHO network installer jobs. It also helps students develop some of the skills needed to become network technicians, cable installers, and help desk technicians.

Networking Essentials prepares students for continuing with the CCNA R&S curriculum. Students studying other non-IT fields would also find this course a useful introduction to IT and networking.

## Learning Components

- 9 chapters
  - 21 hands-on labs
  - 17 Cisco Packet Tracer files
- checkpoint exam, 1 practice final exam, 1 final exam



## Features

**Target Audience:** Secondary and 2-year college vocational students, college and university students studying non-IT fields

**Prerequisites:** None

**ASC Alignment Required:** No

**Instructor Training Required:** Yes

**Languages:** Arabic, Chinese-S, English, French, German, Portuguese, Russian, Spanish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA R&S Introduction to Networks, Introduction to IoT



# NDG Linux Unhatched

## Course Overview

Aligned to the Linux exam objectives found on the CompTIA A+ 220-902 exam, this course teaches basic installation and configuration of Linux software and introduces the Linux command line.

## Benefits

NDG Linux Unhatched eases learners into acquiring Linux knowledge with a free online learning course.

## Learning Components

- 1 Module
- 20 Pages
- Built-in Linux machine with activities
- 1 Assessment



## Features

**Target Audience:** Secondary and general audience new to IT

**Prerequisites:** None

**ASC Alignment Required:** No

**Instructor Training Required:** No

**Languages:** English, Spanish

**Course Delivery:** Self-paced

**Estimated Time to Complete:** 6-8 hours

**Recommended Next Course:** NDG Linux Essentials

# Cybersecurity Essentials

## Course Overview


Cybersecurity Essentials covers foundational knowledge and essential skills for all cybersecurity domains including information security, systems security, network security, ethics and laws, and defense and mitigation techniques used in protecting businesses.

## Benefits

This course is recommended for students planning to study any CCNA certification. It provides foundational security skills for entry-level networking and security roles.

## Learning Components

- 8 chapters
- 34 interactive activities, 10 Cisco Packet Tracer Activities, 12 hands-on labs that reinforce learning
- 8 chapter quizzes, 1 final exam

 Links to related resources



## Features

**Target Audience:** Secondary and 2-year college vocational students

**Prerequisites:** Introduction to Cybersecurity

**ASC Alignment Required:** No

**Instructor Training Required:** No

**Languages:** Chinese-S, English, French, German, Japanese, Portuguese (Br), Russian, Spanish, Ukrainian

**Course Delivery:** Instructor-led and Self-paced

**Estimated Time to Complete:** 30 hours

**Recommended Next Course:** CCNA R&S Introduction to Networks and CCNA Cybersecurity Operations

# Introduction to Cybersecurity

## Course Overview

The Introduction to Cybersecurity course explores cyber trends, threats and staying safe in cyberspace, and protecting personal and company data.

## Benefits

Learn how to protect your personal data and privacy online and in social media, and why more and more IT jobs require cybersecurity awareness and understanding.

## Learning Components

- 5 modules
- Interactive and instructional content
- 8 Activities and 7 lab exercises that reinforce learning
- 4 quizzes and 1 final exam
- Links to related resources

## Features

**Target Audience:** Secondary and 2-Year college students, general audience

**Prerequisites:** None

**ASC Alignment Required:** No

**Instructor Training Required:** No

**Languages:** Arabic, Chinese-S, Dutch, English, French, German, Hebrew, Indonesian, Italian, Japanese, Kazakh, Polish, Portuguese, Russian, Spanish, Ukrainian

**Course Delivery:** Instructor-led or Self-paced

**Estimated Time to Complete:** 15 hours





# Introduction to IoT

## Course Overview

Students learn about the Internet of Things and how it enables the Digital Transformation along with emerging technologies such as data analytics, artificial intelligence and the increased attention to cybersecurity. The course also introduces the importance of the new Intent Based Networking that uses a software-driven approach and machine learning to be able to connect and secure tens of billions of new devices with ease.

## Benefits

Student will have a comprehensive view of how these emerging technologies are shaping the digital business. They also have the opportunity to explore career opportunities in this new landscape.

## Learning Outcomes

- Explain the meaning and impact of Digital Transformation by digital transformation.
- Apply basic programming to support IoT devices.
- Explain how data provides value to Digital Business and Society.

## Features



**Target Audience:** Secondary, Vocational, 2-year College, General audience

**Prerequisites:** None

**Languages:** Arabic, Chinese-S, Chinese-T, Dutch, English, French, German, Hebrew, Italian, Japanese, Kazakh, Korean, Polish, Portuguese, Russian, Spanish, Ukrainian

**Course Delivery:** Self-paced and Instructor-led

**Estimated Time to Complete:** 20 hours

**Recommended Insertion Points:** A great start for any learning path, and way to introduce the digital transformation before or during any Career course.

**ASC Alignment Required:** No

**Instructor Training:** Not required



# IT Essentials

## Course Overview

IT Essentials covers fundamental computer and career skills for entry-level IT jobs. Students apply skills and procedures to install, configure, and troubleshoot computers, mobile devices, and software.

## Benefits

For students seeking career-oriented, entry-level hardware and software skills to prepare for technical support roles, this course aligns with the CompTIA A+ certification.

This course also serves as a foundation for CCNA-level courses.

## Learning Components

- 14 chapters
- 99 hands-on labs and 29 interactive activities
- Cisco Packet Tracer, virtual laptop, and virtual desktop learning tools

A+ certification

- 14 chapter exams, 1



## Features

**Target Audience:** Secondary and 2-year college vocational students

**Prerequisites:** None

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Arabic, Chinese-S, Chinese-T, Croatian, Dutch, English, French, Georgian, German, Hebrew, Hungarian, Italian, Japanese, Kazakh, Polish, Portuguese, Romanian, Russian, Spanish, Turkish, Ukrainian

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA R&S Introduction to Networks

# NDG Linux Essentials

## Course Overview

The NDG Linux Essentials course, developed by Networking Academy partner NDG, teaches the fundamentals of the Linux operating system and command line and open source concepts.

The Linux virtual machine is embedded in the course; allowing students to experiment with Linux commands.

## Benefits

Learn Linux OS, open source programming, and IoT skills to expand IT knowledge beyond networking. Aligns with the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate.

## Learning Components

- 16 chapters
- Built-in virtual machine to experiment with Linux commands
- Chapter exams, mid-term, and final exam
- 13 lab exercises
- Learner-directed activities



Network Development Group

[www.netdevgroup.com](http://www.netdevgroup.com)

October 1, 2014

Overview

Linux Essentials Course



Certification  
Aligned

## Features

**Target Audience:** Secondary and 2-year college students

**Prerequisites:** None

**ASC Alignment Required:** No

**Instructor Training Required:** No

**Languages:** English, Spanish

**Course Delivery:** Instructor-led or Self-paced

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA R&S Introduction to Networks

# CCNA R&S: Introduction to Networks

## Course Overview

The first course in the Cisco CCNA Routing and Switching curriculum teaches students about the architecture, structure, functions and components of the Internet and other computer networks.

Students achieve a basic understanding of how networks operate.

## Benefits

By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP

## Learning Components

- 11 chapters
- 36 hands-on labs and 1 hands-on skills assessment
- Pre-test, 11 chapter quizzes, 1 sectional quizzes, 11 chapter exams, and 1 final exam
- 2 Cisco Packet Tracer skills-based assessments



 Certification  
Aligned

## Features

**Target Audience:** Secondary vocational students, 2-year and 4-year college students in Networking or Engineering programs

**Prerequisites:** None

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Arabic, Chinese-S, Chinese-T, Croatian, English, French, Georgian, German, Hebrew, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Turkish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA R&S Routing and Switching Essentials



# CCNA R&S: Routing and Switching Essentials

## Course Overview

The second course in the CCNA Routing and Switching curriculum describes the architecture, components, and operations of routers and switches in a small network.

Students learn how to configure a router and a switch for basic functionality

## Benefits

Students are ready to prepare for CCENT certification, skilled to apply for entry-level network technician jobs and able to move on to advanced certifications.

## Learning Components

- 10 chapters
- 29 hands-on labs and 1 hands-on skills assessment
- 2 Cisco Packet Tracer skills-based assessments
- Pre-test, 10 chapter quizzes, 10 chapter exams, and 1 final exam



Certification  
Aligned

## Features

**Target Audience:** Secondary vocational students, 2-year and 4-year college students in Networking or Engineering

**Prerequisites:** CCNA R&S: Introduction to Networks

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Arabic, Chinese-S, Chinese-T, Croatian, English, French, German, Georgian, Hebrew, Hungarian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Turkish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA R&S Scaling Networks or CCNA Security

# CCNA R&S: Scaling Networks

## Course Overview

The third course in the CCNA Routing and Switching curriculum describes the architecture, components, and operations of routers and switches in large, complex networks.

## Benefits

Students learn how to configure and troubleshoot routers and switches for advanced functionality and resolve common issues with protocols in both IPv4 and IPv6 networks.

## Learning Components

- 11 chapters
- 33 hands-on labs and 1 hands-on skills assessment
- 2 Cisco Packet Tracer skills-based assessments



Pre-test, 11 chapter quizzes, 2 sectional quizzes, 11 chapter exams, and 1 final



 Certification  
Aligned

## Features

**Target Audience:** 2-year and 4-year college students in Networking or Engineering programs

**Prerequisites:** None

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Arabic, Chinese-S, Croatian, English, French, Hungarian, Japanese, Polish, Portuguese, Russian, Spanish, Turkish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA R&S Connecting Networks

# CCNA R&S: Connecting Networks

## Course Overview

The fourth and final course in the CCNA Routing and Switching curriculum covers the WAN technologies and network services employed by converged applications in a complex network

## Benefits

By the end of the course, students learn how to configure and troubleshoot network devices and implement virtual private networks and are ready to prepare for the CCNA R&S certification.

## Learning Components

- 9 chapters
- 12 hands-on labs and 1 hands-on skills assessment
- 2 Cisco Packet Tracer skills-based assessments



Pre-test, 9 chapter quizzes, 2 sectional quizzes, 9 chapter exams, and 1 final



Certification  
Aligned

## Features

**Target Audience:** 2-year and 4-year college students in Networking or Engineering

**Prerequisites:** CCNA R&S: Scaling Networks

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Arabic, Chinese-S, Croatian, English, French, Hungarian, Japanese, Polish, Portuguese, Russian, Spanish, Turkish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

**Recommended Next Course:** CCNA Security or CCNP R&S ROUTE



# Mobility Fundamentals

## Course Overview

Starting with Wireless Technology Standards, the Mobility Fundamentals series teaches students about wireless and mobility technologies in the Digital Transformation Age.

Topics covered in these instructor-developed courses include wireless LAN design and mobility applications.

## Benefits

Builds foundational wireless and mobility technology career skills for current IT Essentials or CCNA R&S students interested in expanding their skills.

## Learning Components

- Six modules of multimedia content each module
- Video recordings featuring Networking Academy instructors
- Activities that reinforce learning, including Cisco



## Features

**Target Audience:** Secondary, 2-year and 4-year college students

**Prerequisites:** CCENT knowledge

**ASC Alignment Required:** No

**Instructor Training Required:** No

**Languages:** English

**Course Delivery:** Instructor-led or Self-paced

**Estimated Time to Complete:** 1.5 hours per module, total 9 hours

**Complementary Courses:** CCNA R&S Introduction to Networks, CCNA R&S Routing and Switching Essentials

# IoT Fundamentals: Connecting Things

## Course Overview

In Connecting Things, students learn how to securely interconnect sensors, actuators, microcontrollers, single-board computers, and cloud services over IP networks to create an end-to-end IoT system.

## Benefits

Students will develop the interdisciplinary skillsets required to prototype an IoT solution for a specific business case with a strong focus on the security considerations for emerging technologies.

## Learning Components

- Understand and explain the concepts, opportunities and challenges of digital transformation using IoT. (Tracer) to create end-to-end IoT system.
- Interconnect sensors/actuators, microcontrollers (Arduino), Single Board Computers (Raspberry Pi) and cloud services (WebEx Teams restful API) to create an end-to-end IoT system.
- Understand the relevant aspects



## Features

**Target Audience:** Secondary, Vocational, 2-year and 4-year College, 4-Year University students

**Prerequisites:** Basic programming, networking and electronics

**Instructor Training Required:** Yes

**Languages:** Chinese-S, English, French, German, Spanish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 40-50 hours

**Recommended Next Course:** IoT Fundamentals: Big Data & Analytics or Hackathon Playbook

# IoT Fundamentals: Big Data & Analytics

## Course Overview

Students will learn how to use Python data libraries to create a pipeline to acquire, transform and visualize data collected from IoT sensors and machines.

## Benefits

The transformative element of any IoT system is the data that can be collected from it. Thus the ability to extract data and using data analytics techniques to gain insights increases employability.

## Learning Components

- Use Python to read data from sensors and store data in a SQL data base.
- Use Python Data Analysis library to clean, manipulate, integrate data sets.
- Use Python Visualization Libraries to visualize real-time data and explore acquired data sets.
- Use storytelling to present the insights gained from extracted data.

Explain the fundamental



## Features

**Target Audience:** 2-year and 4-year College, 4-Year University students

**Prerequisites:** IoT Fundamentals: Connecting Things

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Chinese-S, English, French, Spanish

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 40-50 hours

**Recommended Next Course:** IoT Fundamentals: Hackathon Playbook



# CCNA Cybersecurity Operations

## Course Overview

Introduces the core security concepts and skills needed to monitor, detect, analyze and respond to cybercrime, cyberespionage, insider threats, advanced persistent threats, regulatory requirements, and other cybersecurity issues facing organizations. It emphasizes the practical application of the skills needed to maintain and ensure security operational readiness of secure networked systems.

## Benefits

The skills developed in the curriculum prepares students for a career in the rapidly growing area of cybersecurity operations working in or with a security operations center (SOC) in entry-level job roles.

## Learning Components

- 13 chapters of interactive content, quizzes, and chapter exams
- Labs, and hands-on labs using virtual machine environment (PC required)
- Cisco® Packet Tracer activities
- practice final, final exam and skills-based assessment



## Features

**Target Audience:** Students enrolled in technology degree programs at institutions of higher education and IT professionals who wants to pursue a career in Security Operations.

**Prerequisites:** None

**ASC Alignment Required:** Yes

**Instructor Training Required:** Yes

**Languages:** Chinese-S, English, French, Japanese, Spanish, Russian

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 70 hours

# IoT Security

## Course Overview

The explosive growth of connected IoT devices enables the digitization of industries, but also increases the exposure to security threats. Upon completion students will be able to perform vulnerability and risk assessments, and research and recommend risk mitigation strategies for common security threats in IoT systems.

## Benefits

Students seeking a career in the rapidly growing IoT and security domains will learn practical tools for evaluating security vulnerabilities in IoT solutions, perform threat modeling, and use risk management frameworks to recommend threat mitigation measures. These skills are relevant across IoT and other network architectures.

## Learning Components

- Conduct end-to-end threat modeling and evaluate security risks within IoT solutions
  - Discover and demonstrate a vulnerability using real-world penetration testing tools such as Kali Linux
- Security space, such as Blockchain



## Features

**Target Audience:** Vocational, 2-year and 4-year College, 4-Year University students

**ASC Alignment Required:** Yes

**Prerequisites:**

- IoT Fundamentals: Connecting Things course
- Networking and security knowledge equivalent of Networking Essentials and Cybersecurity Essentials

**Languages:** English

**Course Delivery:** Instructor-led

**Estimated Time to Complete:** 50 hours



# Microsoft



## Microsoft Training Courses

Ensure that the Microsoft training and certification solutions available to our customers include the latest technologies. We also support Microsoft customers through early adoption process by providing customer awareness seminars and technology courses before the product is released by Microsoft.



**Course Details**

Prove your mastery of the primary set of Windows Server 2016 skills required to reduce IT costs and deliver more business value. Windows Server 2016 certification qualifies you for a position as a network or computer system administrator or as a computer network specialist, and it is the first step on your path to becoming a Microsoft Certified Solutions Expert (MCSE).

**What You Will Learn**

- Learning how to install, store, and compute functionalities available in Windows Server 2016.
- Learning how to install Windows Servers in host and compute environments, implement high availability, and maintain and monitor server environments.
- Learning about the networking features and functionalities available in Windows Server 2016.
- Learning how to implement Domain Name System (DNS), implement DHCP and IPAM, implement Network Connectivity and Remote Access Solutions.
- Learning to manage identities using the functionalities in Windows Server 2016.
- Learning how to install and configure Active Directory Domain Services (AD DS), manage and maintain AD D, create and manage Group Policy, implement Active Directory Certificate Services (AD CS) and implement Identity Federation and Access Solutions.

**Main Topics**

Course 20740: installing, storage, and computer with Windows Server 2016

Course 20741: Networking with Windows Server 2016

Course 20742: Identity with Windows Server 2016

**Target Audience**

This course is for IT professional who are experienced Windows Server 2012 or Windows Server 2008 system administrators, with real-world experience working in a Windows Server enterprise environment. Additionally, IT professional who plan to take the MCSA exams might be interested in this course.

Course	Days	Hours	Fees
MCSA Windows Server 2016	30	120	

Times	Date	Hours Daily

### Course Details

Earning an MCSA certification qualifies you for a position as a software as a service (SaaS) administrator or cloud applications administrator focused on managing Office 365 business productivity products like Exchange, SharePoint & Skype.

### What You Will Learn

- With office 365, you can access documents, emails and calendars from any device, host online meetings, collaborate on documents with teammates and safeguard your environment with antivirus, anti-spam and disaster recovery features.
- Office 365 has the potential to help businesses work faster and consolidate costs. But IT team need a holistic understanding of the office 365 suite to extend these advantages to their organizations.
- Plan on office 365 deployment, configure the office 365 tenant, and plan a pilot deployment.
- Manage Office 365 users, groups, and licenses, and configure delegated administration.
- Plan and configure client connectivity to Office 365.
- Plan and configure directory synchronization between Microsoft Azure AD and on-premises AD DS.
- Plan and manage Microsoft Exchange Online recipients and permissions.
- Plan and configure Microsoft Teams and Skype for Business.

### Main Topics

Planning and provisioning office 365

Managing office 365 users and groups

Configure client connectivity to Microsoft office 365

Planning and configuring directory synchronization

Planning and managing exchange online recipients and permissions

Planning and configuring exchange online services

Planning and deploying Skype for business online and Microsoft teams

### Target Audience

This course is intended for IT professionals who are responsible for planning, configuring, and managing an Office 365 environment. Students who attend this course are expected to have a fairly broad understanding of several on-premises technologies such as Domain Name System (DNS) and Active Directory Domain Services (AD DS). In addition, they should have a general understanding of Microsoft Exchange Server, Microsoft Lync Server or Skype for Business Server, and Microsoft SharePoint Server.

Course	Days	Hours	Fees
MCSA Office 365	10	40	

Times	Date	Hours Daily

## Course Details

This course teaches IT professionals how to administer and support Exchange Server. The course covers how install and configure Exchange Server. It also covers how to manage mail recipients and public folders, including how to perform bulk operations by using Exchange Management Shell. In addition, the course covers how to manage client connectivity, message transport and hygiene, and highly available Exchange Server deployments.

## What You Will Learn

- Deploy Exchange Server
- Plan and configuring storage for exchange server
- Create and manage various objects in Exchange Server
- Deploy client access services in exchange server
- Manage high availability in exchange server
- Implement disaster recovery for exchange server
- Configure and manage message transport in exchange server
- Configure message security in exchange server

## Main Topics

Deploying Exchange Server

Managing Exchange Server 2016 Storage

Managing recipient objects

Managing recipients and exchange servers by using cmdlets

Implementing client connectivity

Managing high availability in exchange server

Implementing disaster recovery for exchange server

Configure and manage message transport

Configure message security

Monitoring and troubleshooting exchange server

## Target Audience

This course is primarily intended for people aspiring to become enterprise-level messaging administrators for Exchange Server 2016. IT generalists and help-desk professionals who want to learn about Exchange Server 2016 might also take this course. Students taking this course are expected to have at least two years of experience working in the IT field—typically in the areas of Windows Server administration, network administration, help desk, or system administration.

Course	Days	Hours	Fees
Exchange Server 2016	10	40	

Times	Date	Hours Daily



## Course Details

Get hands-on instruction and practice implementing Microsoft Server Virtualization with Windows Server 2012 R2 Hyper-V and System Center 2012 R2 Virtual Machine Manager in this 5-day Microsoft Official Course. You will learn the skills you need to deploy and manage a Microsoft Server Virtualization infrastructure in an enterprise environment. You will learn how to configure, manage, and maintain Windows Server 2012 R2 Hyper-V and System Center 2012 R2 Virtual Machine Manager including networking and storage services.

## What You Will Learn

- Install and configure the Hyper-V server role.
- Create virtual machines, create and manage virtual hard disks and work with snapshots.
- Create and configure virtual machine networks in a Hyper-V environment.
- Implement virtual machine movement and Hyper-V Replica.
- Provide high availability for Hyper-V environment by implementing failover clustering.
- Manage virtual environment by using System Center 2012 R2 Virtual Machine Manager.
- Manage networking and storage infrastructure in Virtual Machine Manager.
- Create and manage virtual machines by using Virtual Machine Manager.

## Main Topics

Evaluating the environment for virtualization

Installing and configuring hyper-v server role

Creating and managing virtual hard disk, virtual machine, and checkpoints

Creating and configuring virtual machine networks

Virtual machine movement and hyper-v replica

Implementing failover clustering with hyper-v

Installing and configuring system center virtual machine manager

## Target Audience

This course is intended for IT professionals who are responsible for designing, implementing, managing, and maintaining a virtualization infrastructure or are interested in learning about current Microsoft Virtualization technologies. The secondary audience for this course includes IT decision makers who will determine which virtualization product to implement in their data centers.

Course	Days	Hours	Fees
Server Virtualization with Hyper-V	5	20	

Times	Date	Hours Daily

## Course Details

Get hands-on instruction and practice implementing Microsoft Server Virtualization with Windows Server 2012 R2 Hyper-V and System Center 2012 R2 Virtual Machine Manager in this 5-day Microsoft Official Course, You will learn the skills you need to deploy and manage a Microsoft Server Virtualization infrastructure in an enterprise environment.

## What You Will Learn

- Install and configure the Hyper-V server role.
- Create virtual machines, create and manage virtual hard disks and work with snapshots.
- Create and configure virtual machine networks in a Hyper-V environment.
- Implement virtual machine movement and Hyper-V Replica.
- Provide high availability for Hyper-V environment by implementing failover clustering.
- Manage virtual environment by using System Center 2012 R2 Virtual Machine Manager.
- Manage networking and storage infrastructure in Virtual Machine Manager.
- Create and manage virtual machines by using Virtual Machine Manager.
- Create and manage clouds by using System Center 2012 R2 Virtual Machine Manager.
- Create and manage services in System Center 2012 R2 Virtual Machine Manager.

## Main Topics

Installing and Configuring the Hyper-V Server Role  
Creating and Managing Virtual Hard Disks, Virtual Machines, and Checkpoints  
Creating and Configuring Virtual Machine Networks  
Virtual Machine Movement and Hyper-V Replica  
Implementing Failover Clustering with Hyper-V  
Installing and Configuring System Center 2012 R2 Virtual Machine Manager

## Target Audience

This course is intended for Information Technology (IT) professionals who are responsible for designing and deploying one or more System Center 2012 R2 Configuration Manager Sites and all supporting systems. They should have three to five years of experience in medium to large enterprise organizations, in a role in which they are supporting multiple desktop and server computers that run Windows®-based operating systems.

Course	Days	Hours	Fees
SCVMM 2012R2	10	40	

Times	Date	Hours Daily

**Course Details**

Get detailed instruction and hands-on practice planning and deploying Microsoft System Center 2012 R2 Configuration Manager and its associated site systems. This three-day Microsoft Official course is designed for IT Professionals who are responsible for designing and deploying one or more System Center 2012 R2 Configuration Manager Sites and all supporting systems, as well as configuring and managing endpoints in those systems.

**What You Will Learn**

- Describe the System Center 2012 R2 Configuration Manager infrastructure.
- Plan and deploy a stand-alone primary site.
- Plan and configure role-based administration.
- Plan and deploy a multiple site hierarchy.
- Replicate data and manage content in Configuration Manager.
- Plan resource discovery and client deployment.
- Configure Internet and cloud-based client management.
- Maintain and monitor System Center 2012 R2 Configuration Manager.
- Migrate to System Center 2012 R2 Configuration Manager.

**Main Topics**

Overview of System Center 2012R2 Configuration Manager

Planning and deploying a stand-alone site

Planning and configuring role-based administration

Planning and deploying a multi-site hierarchy

Replicating data and managing content in configuration manager 2012

Planning resource discovery and client deployment

Configuring internet and cloud-based management

Maintaining and monitoring system center 2012R2 configuration manager

Migrating to system center 2012R2 configuration manager

**Target Audience**

This course is intended for Information Technology (IT) professionals who are responsible for designing and deploying one or more System Center 2012 R2 Configuration Manager Sites and all supporting systems. They should have three to five years of experience in medium to large enterprise organizations, in a role in which they are supporting multiple desktop and server computers that run Windows®-based operating systems.

Course	Days	Hours	Fees
SCCM 2012R2	10	40	

Times	Date	Hours Daily



## Course Details

This course is designed to provide students with the knowledge and skills required to support and troubleshoot Windows 10 PCs and devices in a Windows Server domain environment. These skills include understanding of Windows 10 features, how they can be used in an Active Directory environment and how to troubleshoot them.

## What You Will Learn

- Describe the processes for planning and using a Windows 10 troubleshooting methodology
- Resolve issues that pertain to hardware devices and device drivers.
- Troubleshoot Windows 10 devices remotely.
- Troubleshoot issues that pertain to network connectivity.
- Troubleshoot issues related to user settings.
- Troubleshoot remote-connectivity issues.
- Resolve issues that pertain to accessing resources from devices that are domain-joined.
- Troubleshoot issues that pertain to application installation and operation.
- Maintain a device that is running Windows 10.
- Recover a device that is running Windows 10.

## Main Topics

Implementing a troubleshooting methodology  
 Troubleshooting startup issues  
 Troubleshooting hardware and device drivers  
 Troubleshooting remote computers  
 Resolving issues with network connectivity  
 Troubleshooting group policy  
 Troubleshooting user settings  
 Troubleshooting remote connectivity  
 Troubleshooting resource access within a domain

## Target Audience

The primary audience for this course is the Enterprise Desktop Support Technician (EDST), who provides Tier 2 support to users running Windows 10 personal computers (PCs) and devices in medium to large enterprise organizations, within a Windows domain environment. EDSTs focus on a broad range of technical issues for Windows operating systems (OSs), devices, cloud services, applications, networking, and hardware support. In the overarching scenario, if an enterprise offers the service, the EDST is asked to support it.

Course	Days	Hours	Fees
Microsoft Windows 10	10	40	

Times	Date	Hours Daily

**Course Details**

Are you ready to learn how to administer a SQL Server database? This course from TATWEER Academy will equip you with the skills you need to manage databases with confidence. In this course, you'll learn the ins and outs of database administration and gain hands-on experience automating, backing up, restoring and troubleshooting SQL Server.

**What You Will Learn**

- Authenticate and authorize users
- Assign server and database roles
- Backup and restore SQL Server databases
- Protect data with encryption and auditing
- Automate database management
- Configure security for the SQL Server agent
- Manage alerts and notifications
- Administer SQL Server using PowerShell
- Monitor and troubleshoot a SQL Server infrastructure
- Import and export data

**Main Topics**

SQL Server Security  
Assigning Servers and Database Roles  
Authorizing Users to Access Resources  
Protecting Data with Encryption and Auditing  
Recovery Models and Backup Strategies  
Backing up SQL Server Database  
Restoring SQL Server Database  
Automating SQL Server Management  
Configuring Security for SQ Server Agent

**Target Audience**

This course is intended for Database Administrators, Database Developers, and Business Intelligence professionals. The course will very likely be well attended by SQL power users who aren't necessarily database-focused; namely, report writers, business analysts and client application developers.

Course	Days	Hours	Fees
SQL Server 2016	10	40	

Times	Date	Hours Daily

**Course Details**

This course will provide you with the knowledge and skills to configure and manage a Microsoft SharePoint Server 2013 environment. This course will teach you how to configure SharePoint Server 2013, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment.

**What You Will Learn**

- Describe the key features of SharePoint 2013
- Design an information architecture
- Design logical and physical architectures
- Install and configure SharePoint Server 2013
- Create web applications and site collections
- Plan and configure service applications
- Manage users and permissions
- Configure authentication for SharePoint 2013

**Main Topics**

Describe the key features of SharePoint 2013  
Designing an Information Architecture  
Designing a Logical Architecture  
Designing a Physical Architecture  
Installing and Configuring SharePoint Server 2013  
Creating Web Applications and Site Collections  
Planning and Configuring Service Applications  
Managing Users and Permissions  
Configuring Authentication for SharePoint 2013

**Target Audience**

Students typically have more than four years of hands-on experience\* planning and maintaining SharePoint and other core technologies upon which SharePoint depends, including Windows Server 2008 R2 or later, Internet Information Services (IIS), SQL Server 2008 R2 or later, Active Directory, and networking infrastructure services. The minimally qualified candidate typically: Is an IT professional who plans, implements, and maintains a multi-server deployment of SharePoint Server 2013. Has a working knowledge of, and preferably hands-on experience, with SharePoint Online. Has broad familiarity with SharePoint workloads.

Course	Days	Hours	Fees
SharePoint Server 2013	10	40	

Times	Date	Hours Daily



**Course Details**

Demonstrate that you have the skills needed to get the most out of Office by earning a Microsoft Office Specialist (MOS) certification in a specific Office program. Holding a MOS certification can earn an entry-level business employee as much as \$16,000 more in annual salary than uncertified peers.

**What You Will Learn**

- Successful candidates for the Word 2016 exam have a fundamental understanding of the Word environment and the ability to complete tasks independently. They demonstrate the correct application of the principal features of Word 2016 by creating and editing two- to three-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, resumes, and business correspondence.
- Successful candidates for the Microsoft Office Specialist Excel 2016 certification exam have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They know and demonstrate the correct application of the principle features of Excel 2016. Candidates create and edit a workbook with multiple sheets, and they use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.
- Successful candidates will have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016. Candidates create, edit, and enhance presentations and slide shows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slide shows

**Target Audience**

The Microsoft Office Specialist Program provides industry-leading assessments of skills and knowledge through our new project-based testing, giving students and professional's real-world exercises to appraise their understanding of Microsoft Office. This guarantees that every certified user has demonstrated the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.

Course	Days	Hours	Fees
Microsoft Office 2016	15	45	

Times	Date	Hours Daily

# CompTIA



## CompTIA Training Courses

CompTIA's vendor-neutral certifications are recognized worldwide. The CompTIA certifications and corresponding courses are designed to validate your ability to fulfil specific job roles within IT. CompTIA's portfolio aligns with IT infrastructure and cybersecurity career paths, designed to take you from foundation to expert with each certification providing an additional depth of expertise. The CompTIA A+ core certification lays the groundwork for the more specialized roles in project management, cloud and cybersecurity.

## Course Details

CompTIA's A+ Certification is the industry standard for validating the foundational skills needed by support technicians in today's digital world. A technical support professional does much more than fix a PC, they now have to understand how applications work across systems and be capable of solving problems that help to keep the business running smoothly.

## What You Will Learn

- Support basic IT infrastructure, including endpoint management, advanced device connectivity troubleshooting, and basic networking
- Configure and support PC, mobile and IoT device hardware, including components, connectors and peripherals
- Implement basic data backup and recovery methods and apply data storage and management best practices
- Demonstrate baseline security skills for IT support professionals, including detecting and removing malware, addressing privacy concerns, physical security and device hardening
- Configure device operating systems, including Windows, Mac, Linux, Chrome OS, Android and iOS and administer client-based as well as cloud-based (SaaS) software

## Main Topics

Supporting Operating Systems  
Installing and Configuring PC Components  
Installing, Configuring and Troubleshooting Display and Multimedia Devices  
Installing, Configuring and Troubleshooting Storage Devices  
Installing, Configuring and Troubleshooting Internal System Components  
Installing, Configuring and Maintaining Operating Systems  
Maintaining and Troubleshooting Microsoft Windows

## Target Audience

Entry-level + IT Professionals in a technical support role

Course	Days	Hours	Fees
CompTIA A+	10	30	

Times	Date	Hours Daily



# CompTIA Network+

## Course Details

CompTIA Network+ helps develop a career in IT infrastructure covering troubleshooting, configuring, and managing networks.

## What You Will Learn

- Networking concepts: explain the purpose of a variety of networking concepts and implement them appropriately
- Infrastructure: determine and explain the appropriate cabling, device and storage technologies
- Network security: summarize physical security & common attacks while securing the wired and wireless network
- Network troubleshooting and tools: explain the network troubleshooting methodology and appropriate tools to support connectivity and performance
- Network operations: use best practices to manage the network, determine policies and ensure business continuity

## Main Topics

Design and implement functional networks

Configure, manage, and maintain essential network devices

Use devices such as switches and routers to segment network traffic and create resilient networks

Identify benefits and drawbacks of existing network configurations

Implement network security, standards, and protocols

Troubleshoot network problems

Support the creation of virtualized networks

## Target Audience

CompTIA Network+ is aimed at IT professionals with job roles such as network administrator, network technician, network installer, help desk technician and IT cable installer.

Course	Days	Hours	Fees
CompTIA Network+	10	30	

Times	Date	Hours Daily

# CompTIA Security+

## Course Details

CompTIA Security+ is a global certification that validates the baseline skills you need to perform core security functions and pursue an IT security career. No other certification that assesses baseline cybersecurity skills has performance-based questions on the exam. Security+ emphasizes hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of issues.

## What You Will Learn

- Threats, Attacks and Vulnerabilities: Detect various types of compromise and have an understanding of penetration testing and vulnerability scanning concepts.
- Identity and Access Management: install and configure identity and access services as well as management controls
- Technologies and Tools: install, configure and deploy network components while assessing and troubleshooting issue to support organizational security.
- Architecture and Design: implement secure network architecture concepts and systems design.
- Risk Management: implement and summarize risk management best practices and the business impact.
- Cryptography and PKI: install and configure wireless security settings and implement public key infrastructure.

## Main Topics

Mitigating threats

Cryptography

Authentication

User and role-based security

Peripheral security

Public key infrastructure

Application and messaging security

Ports and protocols

Network security

## Target Audience

This course is intended for students wishing to qualify with CompTIA Security+ Certification Exam. The qualification is aimed primarily at networking professionals, but because security is vital to all levels and job roles within an organization, it will also benefit PC support analysts, application developers and senior managers in accounting, sales, product development and marketing

Course	Days	Hours	Fees
CompTIA Security+	10	30	

Times	Date	Hours Daily

# CompTIA Server+

## Course Details

This 5-day course is intended for those wishing to qualify with CompTIA Server+ Certification. CompTIA Server+ is a foundation-level certificate for IT professionals with 18-24 months of experience, and whose job role is focused on PC support. This course focuses on server hardware technologies and operating systems plus related storage and network systems and support procedures.

## What You Will Learn

- Install and upgrade server-class hardware.
- Install and configure server NOS and applications software.
- Configure RAID arrays.
- Use management and monitoring tools.
- Create disaster recovery plans.
- Troubleshoot hardware, storage, networking, and software issues.

## Main Topics

Server Setup  
Server Networking  
Server Applications  
Server Maintenance  
Server Security

## Target Audience

CompTIA Server+ certification is aimed at IT professionals with (or seeking) job roles such as Server Support Technician, Server Administrator, Application Server Administrator, and Storage Administrator. Ideally, you should have successfully completed "A+ Certification (for Exams 220-901/902) Official Study Guide" course or have around 1 year of experience of working in IT support.

Course	Days	Hours	Fees
CompTIA Server+	5	15	

Times	Date	Hours Daily



# CompTIA Cloud+

## Course Details

Learn how to protect cloud resources in a vendor-neutral environment. CompTIA Cloud+ CV0-002 provides the basic knowledge and skills needed to analyze, select, monitor, and protect cloud resources in a vendor-neutral format. This includes vulnerability management, network reconnaissance and monitoring, connecting networks to clouds, cloud migration, secure policies and procedures, host and network security, identity management systems, and incident response.

## What You Will Learn

- About planning and deployment of a successful cloud system, how to view cloud deployment models and their network interactions, and how to evaluate computer resources required for successful cloud implementation
- How to test an environment before cloud deployment and how to migrate and integrate cloud services
- About security controls and about cryptography and its uses
- About data security and how to use security automation tools and techniques
- About cloud updates and patching, about cloud backup, and how to schedule and perform cloud maintenance

## Main Topics

Virtualization requirements  
Deployment and migration  
Security policies and compliance  
Data and environment security  
Environment maintenance  
Disaster recovery and business continuity  
Managing virtual environments  
Managing compute resources  
Deployment troubleshooting  
Infrastructure troubleshooting

## Target Audience

Customers interested in learning about analyzing, monitoring or protecting cloud resources and who are working with the cloud

Course	Days	Hours	Fees
CompTIA Cloud+	5	15	

Times	Date	Hours Daily



# ITIL TOGAF PRINCE2

## IT Service Management Training Courses

IT Service Management is an overarching term that describes a strategic approach for designing, delivering, managing and improving the way IT and digital assets are used within an organization to add value for their customers. The goal of every IT Service Management framework is to ensure that the right processes, people and technology are in place so that the organization can meet its business goals.

# ITIL Foundation

## Course Details

This course provides IT managers, practitioners, support staff and staff interfacing with the information systems function with a practical understanding of the key concepts, principles, processes and functions that enables successful IT service management provision. It also prepares delegates for the ITIL Foundation Certificate Examination. The course is based on the ITIL best practice service lifecycle approach featured in the latest 2011 guidelines.

## What You Will Learn

- Understand how an integrated IT service management framework, based on ITIL 2011 best practice guidelines, can be adopted and adapted within their own organizations
- Successfully introduce an integrated IT service management framework based on the ITIL best practice service lifecycle approach
- Be prepared for the ITIL foundation certificate exam

## Main Topics

Service management as a practice  
The ITIL service lifecycle  
Generic concepts and definitions  
Key principles and models  
Processes  
Functions  
Roles  
Technology and architecture  
Competence and training

## Target Audience

This course is primarily for IT managers, practitioners and support staff involved in the strategy, design, and implementation and on-going support and delivery of business IT services. It also proves useful for those interfacing with information systems who require an insight into service management best practice. This may include Business Analysts, Business Relationship Managers, Project and Programme staff.

Course	Days	Hours	Fees
ITIL Foundation	3	24	

Times	Date	Hours Daily

## Course Details

PRINCE2 (an acronym for **P**ROjects **I**N **C**ontrolled **E**nvironments) is a de facto process-based method for effective project management. Used extensively by the UK Government, PRINCE2 is also widely recognized and used in the private sector, both in the UK and internationally. The PRINCE2 method is in the public domain, and offers non-proprietary best practice guidance on project management.

## Key Features

- Focus on business justification
- Defined organization structure for the project management team
- Product-based planning approach
- Emphasis on dividing the project into manageable and controllable stages
- Flexibility that can be applied at a level appropriate to the project.

## How Can Prince2 Benefit you?

Using PRINCE2 provides you with greater control of resources, and the ability to manage business and project risk more effectively. This will benefit:

- Individuals seeking leading project management skills and greater employment prospects
- Project managers
- Directors/executives (senior responsible owners) of projects, and
- Organizations.

## How Can Prince2 Benefit Your Organization?

For organizations, PRINCE2's formal recognition of responsibilities within a project, together with its focus on what a project is to deliver (the why, when and for whom) provides your organization's projects with:

- A common, consistent approach
- A controlled and organized start, middle and end
- Regular reviews of progress against plan
- Assurance that the project continues to have a business justification
- For further benefits, visit "Why PRINCE2?"





## Course Details

The purpose of certification to the TOGAF 9 Foundation qualification is to provide validation that the Candidate has gained knowledge of the TOGAF terminology, structure, and basic concepts, and understands the core principles of Enterprise Architecture and the TOGAF standard.

The learning objectives at this level focus on knowledge and comprehension.

## Key Features

- Focus on business justification
- Defined organization structure for the project management team
- Product-based planning approach
- Emphasis on dividing the project into manageable and controllable stages
- Flexibility that can be applied at a level appropriate to the project.

## How Can Prince2 Benefit you?

Using PRINCE2 provides you with greater control of resources, and the ability to manage business and project risk more effectively. This will benefit:

- Individuals seeking leading project management skills and greater employment prospects
- Project managers
- Directors/executives (senior responsible owners) of projects, and
- Organizations.

## Target Audience

- Individuals who require a basic understanding of the TOGAF 9 standard
- Professionals who are working in roles associated with an architecture project such as those responsible for planning, execution, development, delivery, and operation
- Architects who are looking for a first introduction to the TOGAF 9 standard
- Architects who want to achieve Level 2 certification in a stepwise approach



# English Programs



## English Training Courses

Learning English is what people do when they want to learn how to speak and understand the English language. People learning English often learn to read and write English at the same time. A lot of people learn English at school, where English is a common subject. Many people also want to spend their own personal time to learn English. Some of these people may not know any English, where others will have learned some English in school, and will want to advance their knowledge of it.

# Pingu's English

## Course Details

Pingu's English is an award-winning TV show that's loved by children and parents alike, Pingu was chosen for its universal appeal and accessibility, as well as the strong moral message it represents. Applying over a century of training experience of Linguaphone Group, Pingu's English combines proven play-based educational techniques with creative activities and high-quality learning resources written by UK experts. @TATWEER Academy, we prepare children for full-time education, helping them to get used to the school schedule and introducing them to everything from social and behavioral requirements to numeracy, IT and craft skills.

## What You Will Learn

- Reading
- Writing
- Speaking
- Listening
- Understanding

## Main Topics

Communication, Language, Literacy, Reading, Writing and Spelling

Physical Development

Personal, Social, Emotional, Health and Well Being, and Cultural Diversity

Numeracy, Shape, Space, and Measurement

The World and Us

Expressive and Creative Arts

## Target Audience

Pingu's English International Kindergarten is a full-time, international kindergarten curriculum for children aged between 3 and 6 years. The core aims are to prepare children to start formal schooling and to develop early bilingualism in English; essential skills for success in education and life. Children will develop fundamental creative and learning skills in reading, writing, speaking and understanding in English, alongside academic skills such as maths, and broader skills such as team work and communication to prepare them for formal education.

Course	Days	Hours	Fees

Times	Date	Hours Daily

# Direct English

## Course Details

Direct English is a leading language training provider that's helped thousands of adults worldwide learn English. English has become the international language of business and communications, with over 1.5bn speakers across 94 regions. Direct English has been developed for people of all ages and abilities; from absolute beginners to advanced learners. The program enables students to learn at their own pace and can be adapted to meet specific language goals. Students on Direct English programs come from all walks of life, and English schools are now accessible in countries across Europe, Asia, Africa and the Middle East. @TATWEER Academy, we prepare children for full-time education, helping them to get used to the school schedule and introducing them to everything from social and behavioral requirements to numeracy, IT and craft skills.

## What You Will Learn

- Reading
- Writing
- Speaking
- Listening
- Understanding

## Main Topics

85 Learning hour per level  
3 Lessons per unit  
27 Lessons per level  
9 Unit per one academic year

## Target Audience

Teachers are an opportunity to show your tutor that you understand the work you have been doing and the progress you are making. Teachers prepare some spoken activities for students to do which will involve the new language students are learning. Teachers also discuss students' progress in their own language and help with any problem. Direct English methodologies have been researched and developed to ensure proficiency in all aspect of language learning.

Course	Days	Hours	Fees

Times	Date	Hours Daily



# Business English

## Course Details

This course aims to improve your Business English language skills by developing your vocabulary and reading skills and your understanding of tone, style and knowledge of communication methods. We'll also cover how these language skills can enhance audience analysis, business case analysis and basic business communication strategies. Skills learned in this course will often be referred to and needed to complete the speaking, writing and cross-cultural communications courses of this Specialization.

## What You Will Learn

- Describe things and events in the context of Business English
- Make requests in the context of Business English
- Support arguments in the context of Business English
- Use appropriate tone and style according to the context of Business English
- Conduct an audience analysis
- Match audience with the purpose and medium of communication
- Analyze and summarize business data

## Main Topics

Grammar  
Business Communication  
Communication  
Writing

## Target Audience

This Specialization will introduce non-native speakers of English to methods for developing English language and communication skills for the workplace, doing business, cross-cultural understanding, and business case study analysis. You'll apply these skills in the final Capstone Project by analyzing a current business case study and providing recommendations to a target audience in both presentation and written formats.

Course	Days	Hours	Fees

Times	Date	Hours Daily

# English Course – Power Speaker

## Course Details

Power Speaker Conversation Course is designed to provide trainees with instructions and practice speaking and understanding conversational English in life- like situations with classmates who are at approximately the same level of English proficiency focusing on speaking skills and strategies that are often neglected and underrated. It attempts to enable local English learners to learn & practice basic communicative language phrases & structures and help them gain more confidence for better and more fluent communication.

## What You Will Learn

- One- min. Speaking
- Yes/ No game
- Call my bluff
- Pick a topic (Speak on your feet)
- Lateral thinking questions
- Celebrity interview
- Describing people
- Field activities
- Picture description

## Main Topics

Dynamic voice exercises  
Speaking constructions  
Communicative language  
Presentation styles  
Self-expression  
Fluently and confidently

## Target Audience

Beginner- Elementary- Pre- intermediate

Course	Days	Hours	Fees

Times	Date	Hours Daily

# Soft Skills Course – CV Writing

## Course Details

Professional 'I AM' course introduces the function of a professional CV. Candidates will learn about various formats for presenting a CV (a conventional CV, a functional or skills-based CV, a chronological CV, etc.) in today's job market. Finally, they will collect information about professional skills and accomplishments in order to prepare their own CV later in this course.

## What You Will Learn

- Principle of CV writing
- Different types of CV writing
- CV content & Job requirements
- Interview core questions
- Responding to non-routine interview questions
- Samples & case studies
- Activities and practices

## Main Topics

What is a CV?

Main parts of a CV

Formal vs. informal language

Avoiding prolongation

Formal Professional language

Check list

## Target Audience

Post-Graduate

Course	Days	Hours	Fees

Times	Date	Hours Daily

# English Course – English From Zero

## Course Details

**English from zero** is a course that is basically designed for people with zero level of English. It attempts to help them first understand the English language and introduce the most effective learning strategies using best audio- visual aids. It helps them step by step to acquire the language and create an encouraging and supporting environment to practice their language inside and outside the classroom. The course offers a dynamic training, operative drills and useful repetition of language.

## What You Will Learn

- English alphabet
- English numbers
- English most common everyday words
- Most common English phrases
- Simple listening

## Main Topics

Listening with subtitles  
English sounds  
English/Arabic basic language differences  
Simple vocabulary exercises  
Simple conversations

## Target Audience

Foundation-Level

Course	Days	Hours	Fees

Times	Date	Hours Daily



# English Course – Vocabulary Building

## Course Details

**Words Power** course provides the tools to speak and write exactly what you mean and help on a job interview, communicate better and certainly help with school, college and work. A good vocabulary makes you sound smarter, feel more assured and practically guarantees you'll be a better writer and speaker. This vocabulary class helps to beef up your everyday vocabulary with words that you could use in everyday conversation.

## What You Will Learn

- Word list
- Word definition
- Reading passages
- Reading in context
- Writing sentences
- Exercises & Practice

## Main Topics

What is a word?  
What is word's meaning?  
What is word's context?  
Word family  
Synonyms & antonyms

## Target Audience

Specified by Placement test

Course	Days	Hours	Fees

Times	Date	Hours Daily

# Corporate Training and Development



What is Corporate Training and Development ?

Corporate training, also known as Corporate Education or more recently Workplace Learning, is a system of activities designed to educate employees. While it helps employers, it is also beneficial for employees as it helps them obtain and hone knowledge and skills to progress professionally and personally.

# Corporate Training

## Course Details

The responsibility of training the workforce is generally taken on board by Development or Talent teams in larger corporations and Human Resources in smaller companies. They are required to identify topics and needs of the training programs and make them available for employees. They have a responsibility to build the strategy and roadmaps of employee experiences and journeys. There is a common stigma around corporate training programs, where employees often struggle to see value in them because they are designed to highlight gaps or are very specific and only relevant to current positions.

## What's a Good Training Program

- Relevancy and Need
- Alignment
- Goal Oriented
- Manager Input
- Creativity
- Post Training

## Objectives of Training Programs

Career and Personal Development

Onboarding: New Employees or New Roles

Mandatory Training

## Strategies

Creating effective training programs requires you to select strategies that will allow evidence of successful learning in your employees. Below listed are a few 'innovative' strategies that you may consider. Please note that every organization's requirements vary and hence consider possibilities that are most suited to your needs.

- **Active Learning**
- **Assessment with a Purpose**
- **Adaptive Learning**



# Leadership – The First 90 Days

## Course Details

**Make Your Transition A Success.** Your learning journey consists of pre-program, program and post-program elements that you can arrange over 2-3 months. And you'll spend only 2 days out of the office. Typical transition challenges include:

- On boarding into a new organization or new unit
- Promotion to a more senior level
- Role of greater complexity
- Geographic move
- A combination of these

## Program

Over the 2 days, you explore in depth The First 90 Days® Transition Roadmap® framework and toolkit and apply it. By analyzing your transition challenges and defining your goals (for you, your teams and your organization), you design a plan for your next 90 days and identify ways to deliver results immediately. This learning journey is highly interactive, offering you case discussions, assessment exercises, and peer coaching.

## Post-program

For 3 months after the program, you can visit The First 90 Days® resource portal to review its videos and articles, plus share questions and ideas with other program alumni. The program director will also host a 60-minute webinar which will help you reinforce the key concepts you've learned, assess progress and adjust your approach if necessary.



**+81%**

have become a more  
effective leader

have successfully applied the  
new learning to their job\*



# Leadership – High Performance Leadership

## Course Details

High Performance Leadership (HPL) – six intensive days with the focus on you, your leadership styles, your vision, and the impact on your team, organization and customers. Explore your personal leadership patterns, learn how to leverage your strengths and focus your mind for success, and discover how to create and lead highly effective teams. Experience the techniques that successful business leaders, world-class athletes, and outstanding musicians and artists rely upon to achieve great results. In short, focus on the core skills you need to consistently deliver outstanding performance.

## Content & Learning

- Write your high-performance leadership stories
- Analyze your stories to identify critical patterns for success
- Prepare your personal leadership lifeline
- Go over the assigned readings

## Program Benefits

- Discover your leadership roots and foundations, diagnose your leadership tasks, advance your leadership skills and develop a personal leadership path that ensures inspiration and resilience
- Develop your own leadership style: learn effective dialogue, revitalize your vision and build on your strengths
- Boost your capacity to change and move to the next level of your leadership performance

## Participant Profile

You're an experienced executive, wanting to achieve the next level of effectiveness in leading individuals, teams and large groups to their highest level of sustained performance. Your class members have a minimum of 10 years' management experience and come from a wide range of industries, functional backgrounds and geographic regions.



# Business Essentials – Supply Chain Management (SCM)

## Course Details

Supply chain management is the management of the flow of goods and services and includes all processes that transform raw materials into final products. It involves the active streamlining of a business's supply-side activities to maximize customer value and gain a competitive advantage in the marketplace. SCM represents an effort by suppliers to develop and implement supply chains that are as efficient and economical as possible. Supply chains cover everything from production to product development to the information systems needed to direct these undertakings.

## Aspects of The SCM

- The plan or strategy
- The source (of raw materials or services)
- Manufacturing (focused on productivity and efficiency)
- Delivery and logistics
- The return system (for defective or unwanted products)

## Supply Chain

- A supply chain is the connected network of individuals, organizations, resources, activities, and technologies involved in the manufacture and sale of a product or service. A supply chain starts with the delivery of raw materials from a supplier to a manufacturer and ends with the delivery of the finished product or service to the end consumer.

## Key TAKEAWAYS

- Supply chain management (SCM) is the centralized management of the flow of goods and services and includes all processes that transform raw materials into final products.
- By managing the supply chain, companies are able to cut excess costs and deliver products to the consumer faster.
- Good supply chain management keeps companies out of the headlines and away from expensive recalls and lawsuits.



# SAP – Training and Enablement

**SAP Software** is designed to deliver transformative business outcomes. To truly realize this value, your employees need to be equipped with the right knowledge and skill sets. Even the best technology can under-perform when people aren't properly enabled to use it. This is why training and enablement are so critical.

## The Results You'll Achieve

Our goal is your success. We want you to realize the full business value of our technology – not just one or two applications, but your entire investment in SAP over time. Our comprehensive training approach is proven to deliver:

- Significantly faster solution deployment
- Improved KPIs
- Higher software adoption rates
- Greater employee productivity, engagement, and satisfaction

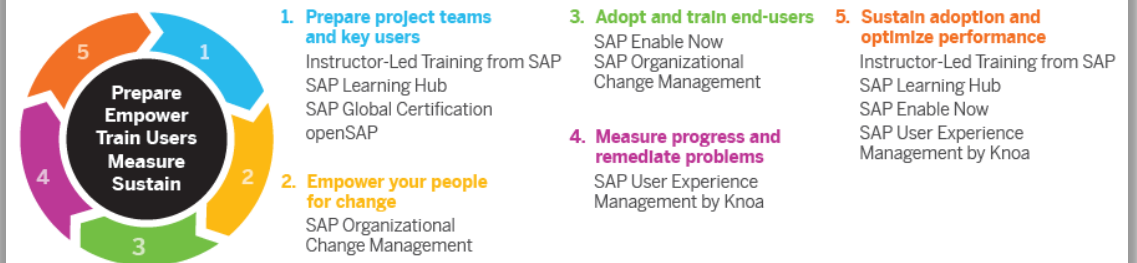
## A Real-World Framework from SAP

SAP translates the continuous learning vision into a pragmatic sequence of clearly-defined stages, matched with needs-specific SAP training and enablement solutions. Our tools are shown to help people achieve comfort, confidence, and proficiency with SAP technology. Deploy them to support your users throughout the cycle of learning – for high adoption, maximum productivity, and rapid return on your SAP software investment.

## How SAP software training can address your biggest challenges

- Deploy software projects on time and on budget
- Increase employee engagement and productivity
- Consulting services for SAP organizational change management
- Consulting services for training needs analysis
- Consulting services for content development

### SAP Continuous Learning Framework



# Electronic Accounting System

**E Accounting** course is digital form of Accounting which helps in maintenance of accounts records with the help of software. It helps to automate daily tasks with great accuracy. It helps in generating reports, profit, loss, balance sheet, cash flow and stock records.

## The Results You'll Achieve

In computer accounting course, students learn the practical benefits of using computerized accounting software to prepare accounting statements. Accounts payable, general ledger, inventory, bank reconciliations, payroll and banking are some of the functions that can be applied.

## Why to Join Accountant course?

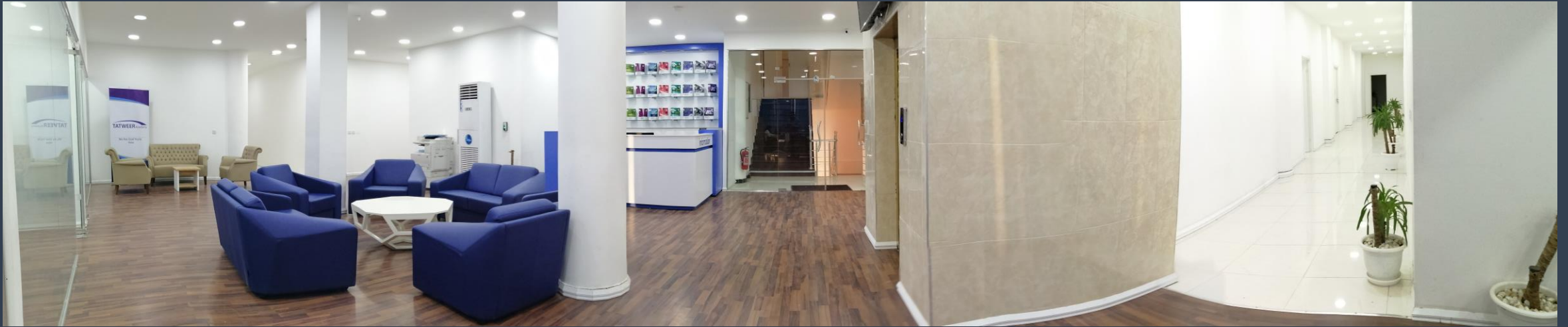
- Practical industrial courses.
- 100% job guarantee.
- Training by CA faculties.
- Lowest fee
- Monthly fee installments
- Hostel facility.
- International affiliation.

## Course Objectives

- Manual Financial Accounting.
- Basic Computer And Office Management.
- E Accounting Software.
- Practical Income Tax Matter and E Filing.
- Goods and Service Tax GST
- Provident Fund and Labour Laws
- Auditing.
- E Commerce – Banking.
- Capital Market and share trading.
- Company Law Matters







At TATWEER Academy we place emphasis and priorities mentoring and support to small business owners and entrepreneurs even at the conclusion of formalized training. People who traing with TATWEER Academy come to understand that our training is supported to them, this support is TATWEER Academy's of giving back and ensuring people of Basra and wider Iraq know that TATWEER Academy is tirelessly committed to Iraq's future