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Departments and Sections

Computing and Networking

- Microsoft Partner
- Oracle Silver Partner
- Adobe Authorized Training Centre
- ICDL Arabia
- Autodesk Authorised Training Centre
- CompTIA Learning Partner
- VMware Partner Network

Management and Compliance

- PMI Registered Education Provider
- IBTA

Examination Providers

- PeopleCert
- Pearson VUE
- Prometric
- Certiport

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The mentored learning is an exclusive and unique training methodology which one of its kind in the world.

Learning Methodologies

- Instructor Led Training
- In-House Training
- On-Site Training
- Private Training
Our Facilities

Reception

Waiting Area

Cafeteria

Mentored Learning Lab

Mentored Learning Stations

Classroom
Microsoft Certified Solutions Expert

The three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server environment. Although there is some cross-over of skills and tasks across these courses, this course focuses on the administration tasks necessary to maintain a Windows Server infrastructure.

Microsoft Office Specialist

The Microsoft Office Specialist (MOS) diploma is a program that helps office administrators have complete control of basic Microsoft applications such as Word, Excel, PowerPoint, and Outlook.

9 Months
Microsoft Application Programs

**Microsoft Word**
Course Objectives:
You will learn how to use Microsoft Word to create and edit documents for use in their organization.

8 Hours/Level

**Microsoft Excel**
Course Objectives:
Microsoft Excel course will provide you with a comprehensive introduction to the basics of the Excel application and customizing Excel options.

8 Hours/Level

**Microsoft PowerPoint**
Course Objectives:
Microsoft PowerPoint is a tool that help professionals to create stunning dynamic multimedia presentations, can help in delivering presentations in nearly any situation, while saving time and effort.

8 Hours/Level

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Microsoft Application Programs

Microsoft Outlook

Course Objectives:
- Use features of Outlook
- Compose and organize your email
- Working with contacts
- Use calendar features
- Do Outlook tasks

8 Hours/Level

Microsoft Access

Course Objectives:
- Create and design Access databases
- Work with Access tables, relationships, keys and constraints
- Query data
- Manage and design interfaces with Access Forms
- Create basic to advanced reports
- Automate tasks with Macros and VBA

8 Hours/Level

Microsoft Project

Course Objectives:
Perfect your end-to-end project management skills by using the most popular Project Management tool. The course provides information on tracking project progress and advanced task scheduling.

8 Hours/Level
Microsoft Application Programs

Microsoft Publisher
Course Objectives:
• Working with basic publications
• Editing and formatting publications
• Working with pictures and graphics
• Preparing a publication for distribution

Microsoft InfoPath
Course Objectives:
• A tool for both designing and completing electronic forms, it provides form designers and users both with a sophisticated platform for precise data gathering and dissemination.
• The forms you design and use through InfoPath allow you to standardize input of data to bring consistency to your business. InfoPath is especially useful when integrated with Microsoft SharePoint.

Microsoft OneNote
Course Objectives:
You will learn how to create, edit, and save notes. Discover easy ways to create notes, add and format text, stay organized with tables, and password-protect and share your notebooks.
Adobe Photoshop CC
Course Objectives:
• Understanding and working with layers
• Enhance images with paint and filters
• Perform color adjustments
• Work with vector paths
• Automating tasks

Adobe Illustrator CC
Course Objectives:
• Creating and working with shapes
• Working with custom paths
• Working with text
• Saving images for print and web
• Creating complex illustrations
• Creating vector versions of raster graphics
• Special Effects

Adobe InDesign CC
Course Objectives:
• Designing and enhancing documents
• Working with page elements
• Managing objects
• Using and understanding tables
• Managing styles
• Working with XML
• Dealing with long documents

Adobe Lightroom CC
Course Objectives:
• You will learn how this powerful program can help you prepare, edit, and organize your photos quickly and effectively.
• Using Lightroom’s non-destructive editing, and you’ll be able to control how you edit your images and make additional alterations later.
Adobe Premiere Pro CC

Course Objectives:
• Learn digital video basics
• Foundations for capturing and editing video
• Understanding the Premiere Pro tools, timeline, and workspace,
• Discover how to apply titles and work with imported graphics.

40 Hours

Adobe After Effects CC

Course Objectives:
• Understand alpha channel types
• Build a multilayered composition
• Set and edit keyframes
• Create and animate text
• Create and control motion paths
• Add audio to a composition
• Use of special effects filters

40 Hours

Adobe Dreamweaver CC

Course Objectives:
You will learn to maintain and administer your website with Dreamweaver’s site and page management tools.

8 Hours/Level

WordPress

Course Objectives:
This program familiarizes students with creating a multilevel website using the WordPress content management system. Each student designs and creates a website including pages and posts. They will learn to upload and embed media and export an importable back-up of their site.

40 Hours
Application Development Programs

iOS Application Development

Course Objectives:
By the end of the training you will understand:
• The iOS SDK
• Various iOS Development tools
• Developing projects in Objective-C
• Debugger integrated in Xcode
• Submitting API to the Apple Store

40 Hours

Android Application Development

Course Objectives:
You will learn the basics of Android Studio, the default integrated development environment (IDE) supported by Google to develop Android apps, including user interfaces, activities, controls, layouts, services, content providers, location, multimedia APIs.

40 Hours
Oracle Database Programs

**Oracle Database 12C R2**

Course Objectives:
Trainees must complete the following modules to be certified as an ORACLE 12C Database Administrator:
- Oracle Database 12cR2 Administration Certified Associate
- Upgrade to Oracle Database 12c R2 Administration Certified Professional
- Database 12cR2 Administration Certified Professional

24+ Hours / Course

**ORACLE E-Business Suite Financial Management**

Course Objectives:
Trainees must complete the following modules to be certified as an ORACLE E-Business Suite Financial Manager:
- Oracle General Ledger
- Oracle Payables
- Oracle Receivables

24+ Hours / Course

**Primavera Portfolio Management**

Course Objectives:
Trainees must complete the following modules to be certified in ORACLE Primavera:
- Primavera P6 Enterprise Project Portfolio Management 8 Certified Implementation Specialist
- Primavera Portfolio Management Certified Implementation Specialist

24+ Hours / Course

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ORACLE Middleware Development Tools

Course Objectives:
Trainees must complete the following modules to be certified in ORACLE Middleware Development Tools:

- Application Development Framework 11g Certified Implementation Specialist
- Application Development Framework 12c Certified Implementation Specialist
- Certified Professional, Oracle Fusion Middleware 11g Forms Developer
- Certified Professional, Oracle Fusion Middleware 11g Forms Developer (upgrade)

24+ Hours / Course

ORACLE Linux

Course Objectives:
Trainees must complete the following modules to be certified as an ORACLE Linux Administrator:

- Oracle Certified Associate, Oracle Linux 5 and 6 System Administrator
- Oracle Certified Professional, Oracle Linux 6 System Administrator
- Oracle Linux 6 Certified Implementation Specialist

24+ Hours / Course

Primavera Solaris

Course Objectives:
Trainees must complete the following modules to be certified as an ORACLE Solaris Administrator:

- Oracle Certified Associate, Oracle Solaris 11 System Administrator
- Oracle Certified Professional, Oracle Solaris 11 System Administrator
- Oracle Certified Professional, Oracle Solaris 11 System Administrator (upgrade)
- Oracle Solaris 11 Installation and Configuration Certified Implementation Specialist

24+ Hours / Course
## Structural Design Programs

### AutoDesk AutoCAD

<table>
<thead>
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<th>Course Objectives:</th>
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<tbody>
<tr>
<td>• Use AutoCAD for daily working process.</td>
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<tr>
<td>• Navigate throughout AutoCAD using major navigating tools.</td>
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<tr>
<td>• Understand the concept and techniques to draw.</td>
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<tr>
<td>• Create multiple designs using several tools.</td>
</tr>
<tr>
<td>• Create layers to control the objects' visibility.</td>
</tr>
<tr>
<td>• Explain drawing using annotations.</td>
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<tr>
<td>• Plot or print the drawing by scale.</td>
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</table>

**Course Duration:** 30 Hours

### AutoDesk 3DS Max

<table>
<thead>
<tr>
<th>Course Objectives:</th>
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<tbody>
<tr>
<td>• Model objects using a variety of techniques</td>
</tr>
<tr>
<td>• Design and apply materials</td>
</tr>
<tr>
<td>• Adjust basic lighting</td>
</tr>
<tr>
<td>• Animate simple objects</td>
</tr>
<tr>
<td>• Build and animate simple, effective environments</td>
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</tbody>
</table>

**Course Duration:** 30 Hours

### AutoDesk Maya

<table>
<thead>
<tr>
<th>Course Objectives:</th>
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<tbody>
<tr>
<td>• Understand the production pipeline and workflows used in the industry.</td>
</tr>
<tr>
<td>• Create and manipulate 3D assets in the application</td>
</tr>
<tr>
<td>• Create appealing looks by using Autodesk Maya's surfacing tools</td>
</tr>
<tr>
<td>• Make use of Autodesk Maya's lighting tools to manipulate the mood of the environment.</td>
</tr>
<tr>
<td>• Create layers to control the objects' visibility.</td>
</tr>
<tr>
<td>• Explain drawing using annotations.</td>
</tr>
</tbody>
</table>

**Course Duration:** 30 Hours
# Structural Design Programs

## Autodesk Revit Structure

**Course Objectives:**
To take full advantage of Building Information Modeling, the Autodesk Revit Structure Fundamentals training course has been designed to teach the concepts and principles from building design through construction documentation using the Autodesk Revit Structure software. This training course is intended to introduce students to the user interface and the basic building components of the software that makes it a powerful and flexible structural modeling tool. The goal is to familiarize you with the tools required to create, modify, analyze, and document the parametric model.

30 Hours

## Autodesk Revit Architecture

**Course Objectives:**
Gain an understanding of the BIM concepts that will dramatically increase project efficiency. We will provide architects, designers, and drafters with the information and skills needed to streamline the design process through the use of a coordinated Revit model.

30 Hours

## Autodesk Revit MEP

**Course Objectives:**
The training course is intended to introduce students to the software’s user interface and the basic HVAC, electrical, and piping/plumbing components that make the Autodesk Revit software a powerful and flexible engineering modeling tool. The training course will also familiarize students with the tools required to create, document, and print the parametric model. The examples and practices are designed to take the students through the basics of a full MEP project from linking in an architectural model to construction documents.

30 Hours

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Windows Server 2016

Course Outline:
- Installation, Storage, and Compute with Windows Server 2016
- Networking with Windows Server 2016
- Identity with Windows Server 2016

120 Hours

SQL Server 2012/2014/2016

Course Objectives:
- Build and manage SQL Server databases
- Retrieve and manipulate data with SQL queries
- Integrate SQL Server with .NET, Microsoft Office and XML
- Secure and monitor databases with Management Studio
- Replicate data over multiple servers with merge replication
- Transform data into strategic information using business intelligence processes

120 Hours

Exchange Server 2013/2016

Course Outline:
- Deploy and manage Exchange Serve.
- Plan and configure the Mailbox server role.
- Apply server set-up and management for future versions
- Securely set up the Exchange Server and configure mailbox services on client servers

80 Hours
Microsoft Office 365
Course Outline:
• Plan an 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 implement the Skype for Business Online deployment.

Sharepoint Server 2013/2016 (Admin)
Course Objectives:
• Describe the key features of SharePoint
• Install and configure SharePoint Server
• Create web applications and site collections
• Manage users and permissions
• Configure user profiles and enterprise search
• Monitor and maintain a SharePoint 2013 environment

Windows Azure
Course Outline:
• Implement and manage virtual networking within Azure and to connect to on-premises environments.
• Plan and create Azure virtual machines.
• Configure, manage, and monitor Azure virtual machines to optimize availability and reliability.
• Deploy and configure websites.
• Deploy, configure, monitor, and diagnose cloud services.
IT Hardware & Networking

CCNA (Routing & Switching)

Course Objectives:
• Building a simple network
• Establishing internet connectivity
• Managing network device security
• Building a medium sized network
• Implementing scalable medium-sized network
• Troubleshooting basic connectivity
• Network device management

CCNA Security

Course Objectives:
• Describe the components of a comprehensive network security policy that can be used to counter threats against IT systems, within the context of a security policy life cycle
• Develop and implement security countermeasures that are aimed at protecting network elements as part of the network infrastructure

CCNP

Course Objectives:
• Describe routing protocols, different remote connectivity options and their impact on routing and implement RIPng
• Configure EIGRP in IPv4 and IPv6 environment
• Configure OSPF in IPv4 and IPv6 environment
• Implement route redistribution using filtering mechanisms
• Implement path control using policy based routing and IP SLA

80 Hours

40 Hours

120 Hours

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IT Hardware & Networking

CompTIA A+
Course Objectives:
• Identify the hardware components of personal computers and mobile digital devices.
• Identify networking and security fundamentals.
• Install, configure, and troubleshoot display devices.
• Install and configure peripheral components.
• Install and configure networking capabilities.
• Support mobile digital devices.

80 Hours

CompTIA Network+
Course Objectives:
• Basics of networking theory, concepts and networking methods and networking data delivery
• Networking media, cabling and hardware
• Networking protocols and the OSI model
• Networking Operating Systems
• TCP/IP fundamentals
• Networking security, including preventing and responding to incidents

40 Hours

CompTIA Security+
Course Objectives:
• Identify the fundamental concepts of computer security as well as security threats and vulnerabilities
• Manage data, application, and host security
• Implement network security
• Identify and implement compliance and operational security measures
• Troubleshoot and manage security incidents
• Plan for business continuity and disaster recovery

40 Hours
Management Programs

**Project Management Professional (PMP)**

Course Objectives:
- Master the Modern project management tools such as work breakdown structure, resource allocation, Gant charts, mathematical project scheduling models, project cost estimating, cost management and engineering economics.
- Develop a broad and flexible toolkit of techniques and adapting your approach to the context and constraints of projects.
- Deliver projects on scope, on time and on budget.
- Cultivate the people skills, trust and leadership necessary to meet project requirements.

40 Hours

**Risk Management Professional (RMP)**

Course Objectives:
- Master the processes of risk management, the structured, objective approach to addressing uncertainty in projects.
- Identify qualitative and quantitative assessments of risk.
- Develop and deploy risk mitigation strategies.
- Ensure proper project planning, identify threats and opportunities, and analyze risk events and their potential effects.
- Learn to be more proactive to reduce costs, rather than reactive.

30 Hours

**Agile Certified Practitioner (PMI - ACP)**

Course Objectives:
- Understand the history of agile, including founding, evolution, core concepts and principles.
- Develop a working knowledge of the Agile principles of Scrum, Kanban, XP and TDD
- Develop the expertise of implementing multi-iterative development models for any scale of projects.
- Develop the ability to deliver high velocity stories and epics.
- Develop the knowledge and skills required to clear the PMI-ACP certification exam along with the requisite 21 PDUs.

21 Hours

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Certified Associate in Project Management (CAPM)®

Course Objectives:
• Develop the fundamentals of implementing standard processes and practices to be successful in your projects.
• Be able to demonstrate a strong commitment to the project management profession.
• Acquire the relevant knowledge and skills required to pass the CAPM® exam.
• Become an efficient project manager and become a valuable member of a project management team.

PRINCE2

Course Objectives:
• Apply the seven principles, processes, and themes in the PRINCE2 guidelines.
• Learn how to tailor your approach for different projects, ensuring flexibility and success in today’s dynamic work environment.
• Develop a product-based planning approach for projects that helps divide them into manageable, controllable stages.
• Control the use of resources and effectively manage project risk.
• Understand the roles and responsibilities of each member of the team tasked with managing a project.

ITIL Foundation V4

Course Objectives:
• Describe the history and basic concepts of ITIL.
• Describe Continual Service Improvement in the IT Service Lifecycle.
• Describe Service Operation in the IT Service Lifecycle.
• Describe the various functions of Service Operation Lifecycle in the IT Service Lifecycle.
• Describe Service Transition, Design and Strategy in the IT Service Lifecycle.
Management Programs

**ITIL Managing Professional**
Course Objectives:
Trainees must complete the following modules to be certified as an ITIL Managing Professional
- ITIL Specialist - Create, Deliver & Support
- ITIL Specialist - Dive Stakeholder Value
- ITIL Specialist - High Velocity IT
- ITIL Strategist - Direct, Plan & Improve

**ITIL Strategic Leader**
Course Objectives:
Becoming an ITIL Strategic Leader (ITIL SL) demonstrates that the professional has a clear understanding of how IT influences and directs business strategy.
Trainees must complete the following modules to be certified as an ITIL Managing Professional
- ITIL Strategist - Direct, Plan & Improve
- ITIL Leader - Digital & IT Strategy

**ITIL Master**
Course Objectives:
To obtain the designation ITIL Managing Professional or ITIL Strategic Leader, the professional must complete all modules in each stream, with ITIL Strategist being a universal module for both streams.
Virtualization & Cloud (VMWARE)

**Install, Configure and Manage**

Course Objectives:
This course features intensive hands-on training that focuses on installing, configuring, and managing VMware vSphere® 6.

40 Hours

**Optimize and Scale**

Course Objectives:
Optimize and Scale is designed for experienced VMware vSphere® users. It teaches advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure.

40 Hours
Quality Management

Six Sigma (Yellow Belt)
Course Objectives:
Understand the elementary aspects of the Lean Six Sigma Method including competence in the subject matters contained within the phases of Define, Measure, and Control (DMC) as defined by the IASSC.

20 Hours

Six Sigma (Green Belt)
Course Objectives:
This Six Sigma Green Belt training will teach you to help organizations become more efficient and save money. It’s aligned with the ASQ BOK, and includes case studies and real-life examples.

60 Hours

Six Sigma (Black Belt)
Course Overview:
You’ll become an expert in efficiency and excellence with Lean Six Sigma Black Belt training. Learn practical applications of LSSBB in quality projects, Lean, DFSS, and DMAIC.

80 Hours
Certified Business Analysis Professional

Course Objectives:
• Understand Business Analysis Key Concepts.
• Understand the Business Analysis Core Concept Model.
• Guide practices related to 30 business analysis tasks in six knowledge areas.
• Understand the five business analysis perspectives: Agile, Business Intelligence, Information Technology, Business Architecture and Business Process Management.

35 Hours

Business Acumen for Leaders

Course Objectives:
• Recognize the importance of the big picture in business planning.
• Leverage financial information to make sound business decisions.
• Identify the importance of other financial levers to your business.

16 Hours

Expanding Emotional Intelligence

Course Objectives:
• Identify the key competencies of emotional intelligence.
• Develop a learning path to enrich your EI.
• Gain better control over your behavior under duress.
• Enhance your communication skills and competencies.
• Learn to thrive under stress.
• Build a meaningful life balance and your authentic self.

24 Hours
Business Programs

Strategic Negotiation Skills
Course Objectives:
• Develop the necessary skills to negotiate like a pro.
• Utilize industry standard tools and techniques.
• Create your Best Alternative to a Negotiated Agreement (BATNA).
• Build common ground and consensus in your negotiation strategies.

16 Hours

The Art of Effective Presentations
Course Objectives:
• Explore what makes a successful presentation.
• Recognize the factors that go into building and delivery of presentations.
• Outline, develop and build a high-quality presentation.
• Successfully deliver and close an effective presentation.

24 Hours

Mastering Positive Assertiveness
Course Objectives:
• Develop the necessary skills to communicate with confidence.
• Apply communication styles that maximize benefits.
• Augment your listening and hearing skills to increase engagement.
• Utilize that art of asking questions to elicit more from others.
• Leverage your body language for full communication.

16 Hours
Effective Leadership Through Coaching

Course Objectives:
• Provide effective coaching and feedback within a relationship of mutual trust.
• Agree upon appropriate performance goals using the SMART technique.
• Motivate and support your employee to achieve his/her goals.
• Recognize and remove any obstacles to employee success.

24 Hours

Writing for the Business Professional

Course Objectives:
• Be aware of common spelling and grammar issues in business writing.
• Be aware of the basic concepts in sentence and paragraph construction.
• Be aware of the basic structure of agendas, email messages, business letters, business proposals, and business reports.

24 Hours

Business Development Management Professional

Course Objectives:
• Identify your ideal client so you can hone your focus.
• Develop and communicate your value proposition.
• Write your business development activity plan.
• Develop the right approach.
• Conduct Sales meetings that result to actual sales.
• Learn the art and science of rapport and persuasion.

20 Hours
Business Programs

Building Successful Work Relationships

Course Objectives:
• Describe the importance of effective work relationships.
• Demonstrate professionalism through your behaviour.
• Identify the interdependencies between you and your colleagues.
• Communicate effectively to create rapport and connect with others.
• Build and maintain your network of professional relationships.

24 Hours

Constructive Conflict Management

Course Objectives:
• Identify and manage sources of conflict.
• Define an effective strategy to deal with conflict.
• Implement a process to manage conflict situations.
• Build civility in the workplace.

16 Hours

Modern Administration & Office Management

Course Objectives:
• Define and apply the new roles of executive assistants and administrators to meet modern challenges.
• Plan and organize work flow effectively by filing, documenting, sorting, indexing, and retrieving corporate documents in the most appropriate manner.

30 Hours
Business Programs

Professional in Human Resources (PHR)
Course Objectives:
• Develop the knowledge and skills to improve on-job-effectiveness.
• Prepare for the PHR/SPHR certification exam.
• Gain business management strategies.
• Apply the most recent HR practices

30 Hours

SHRM-CP/SCP Preparation
Course Objectives:
• Increase their knowledge.
• Advance their skills.
• Earn recognition from the global community.
• Meet SHRM Certification Eligibility Requirements.

30 Hours

Strategic Planning
Course Objectives:
• Develop the skills to perform external and internal analyses for companies and to evaluate the dynamics of competition.
• Build strategies using appropriate frameworks and tools.
• Understand the basics of strategy implementation and control.

20 Hours
CBP Business Programs

**CBP - Certified Manager**

Course Objectives:
- The below programs will help managers to develop skills needed to manage their teams to achieve business objectives. Each course is governed with an international exam and certificate.
- Secrets of Management Success.
- Motivating Employees.
- Leading Through Change.
- Dynamic Decision Making.
- Conflict Management.

30 Hours

**CBP - Business Management**

Course Objectives:
- Understand the different management styles.
- Define the difference between leadership vs. Management.
- Prioritize and organize your documents.
- Delegate without micromanagement.
- Create a marketing plan
- Identify budget categories.
- Motivate employees to perform well.

16 Hours

**CBP - Marketing**

Course Objectives:
- Understand consumer buying decision process.
- Clarify consumer behavior and its effect on purchases.
- Develop effective marketing plan.
- Analyze the product and market assessment.
- Define your target market and the ability to segment any market.
- Define your pricing strategy.
- Build effective digital plan.

16 Hours
CBP Business Programs

CBP - Human Resources Management Specialist
Course Objectives:
• Understand the value of assessing performance.
• Team building and recruitment process.
• Develop successful motivating styles.
• Define the disciplinary process and its legal aspects.
• Express the value of assessing performance.
• Provide and receive feedback.
• Manage health & safety at work.

16 Hours

CBP - Executive Secretary
Course Objectives:
• Understand fundamental concepts and principles of management.
• Gain the skills required for applying professional management practices.
• Identify the successful communication processes.
• Understand the supportive role of the office in the modern business.
• Build strong and professional meeting skills.
• Know how to practice self-motivation.
• Know how to develop quality thoughts.

16 Hours

CBP - Certified Young Business Professional
Course Objectives:
• Understand why people start businesses.
• Define success in business.
• Identify the main components of a business.
• Categorize types of businesses.
• Identify the basic functions within a business.
• Describe what makes someone an entrepreneur.
• Identify the steps to starting a business.

40 Hours

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Other Programs

**CFR**
Course Objectives: This course will prepare cybersecurity professionals to become the first line of response against cyber attacks by teaching students to analyze threats, design secure computing and network environments, proactively defend networks, and respond/investigate cybersecurity incidents.

40 Hours

**CISSP**
Course Objectives: Students will analyze a wide range of information systems security, helps you develop expertise in defining the architecture and in designing, building, and maintaining a secure business environment for your organization using globally approved Information Security standards.

40 Hours

**Certified Management Accountant**
Course Objectives: 
- External financial reporting decisions
- Planning, budgeting and forecasting
- Performance management
- Cost management
- Internal control
- Financial statement analysis
- Corporate finance
- Decision analysis
- Risk management
- Investment decisions
- Professional ethics

200 Hours