Muscat College

Professional and Vocational Training Prospects

At Muscat College

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Message from the Dean

Greetings,

Muscat College has taken a serious step towards delivering high quality vocational as well as professional training courses to various sectors of the society. This prospectus is designed to ensure our seriousness in attaining this objective.

Muscat College has been operating as an approved and certified Scottish Qualification Authority (SQA) Center in Oman. The Center has been very active in delivering one and two year various academic programs leading to SQA Diplomas. However, very little was done to utilise the SQA expertise in areas related to short term professional training and in offering services required to assess and verify training sessions and outcomes conducted by others.

Through the approved SQA Center, Muscat College can deliver any required training and staff development in various fields of Computing, Quantity Surveying and Construction Management Engineering, Accounting and Finance, and Business and HRM.

The prospectus in your hands highlights the services Muscat College can provide through the SQA Center as well various training areas which can be supported. The College enjoys a high caliber faculty and staff who have been successfully involved in conducting training sessions, workshops, courses, and seminars over the past few years. We are optimistic that with this new direction, the College will position itself among the best training providers in Oman.

We look forward serving you.

Professor Haider Ali Al-Lawati
Dean

Table of Content

About Muscat College Training Unit (MCT)

Muscat College Training Unit (MCT) offers a comprehensive range of training programs in the areas of Management, Accounting, Information Technology (IT), Quantity Survey, Construction Management and English Language.

Industrial Training, Research, and Community Engagement are the three pillars of MCT and driven by these goals we are committed to fostering an international orientation in meeting the dynamic training needs of the local industry. In line with our focus on the social and economic development of the region, we also offer a range of practical and customised training solutions to the modern organisations (both manufacturing and service oriented) in Oman. We endeavor to support them in addressing the various issues and challenges that are faced by their managers and staff at all levels across the departments. We are proud to have a team of professional trainers with extensive experience and demonstrated expertise in the design, development and delivery of training programs, across a range of subject matter, industry sectors and local markets. Our core competence lies in customising to the dynamic training needs of the corporate world in Oman.

Our programes range from short courses spanning over one or more weeks or months, to Certificate and Diploma programs.

Muscat College is a Scottish Qualifications Authority's (SQA) approved Centre since Feb2001. As an approved Centre we can offer any of SQA Qualifications and Awards. At present there are 30 groupings approved for Muscat College. We are contemplating to add more SQA qualifications and awards by applying for approval from SQA and as per the industry requirement. SQA Qualifications and Awards are developed, quality assured and certified by SQA.

With more than 16 years of experience as an accredited Higher Educational Institution (HEI) in Oman, Muscat College has continuously improved and developed

its academic programs in line with the changing needs of industries. The college believes in forging an alliance with the local industry.

In our experience, organisations now adopt a more strategic, future oriented approach to training and development. In today's fast paced environment, if your staff is not learning, both the individual and the organisation are falling behind.

MCT provides convenient delivery of training at your own site or on a scheduled course in our own campus. Customised courses can be designed to match the specific training needs of your organisation. Comprehensive training materials are provided for all the participants in the chosen fields of study. Our focused training schedules have the potential to assure the high degree of satisfaction for the participating organisations in upgrading their skills for better performance.

Scottish Qualifications Authority's (SQA) approved Centre

As an approved SQA Centre, MCT can offer the following qualifications and awards:

- Higher National Diploma
- Professional Development Awards
- International Vocational Awards
- Certified Verification and Assessment Expertise.

SQA qualifications are high quality, flexible and relevant to industry. This means they are designed to suit the changing needs of different countries and industry providers. They provide a route to employment, develop the skills of staff and can provide advanced university entry. A number of our qualifications are recognised by professional bodies, and enable Associate Grade and Member Grade of professional bodies e.g. Chartered Management Institute (CMI).

All of SQA's qualifications are recognised in the following qualifications frameworks:

- Scottish Credit and Qualifications Framework (SCQF) for Scotland
- The Qualifications and Credit Framework (QCF) for the rest of the United Kingdom
- European Qualifications Framework (EQF) for Europe .

Unlike other awarding bodies, SQA is accountable to government. SQA is obliged by UK law to develop and award qualifications that are fit for purpose. The qualifications must be right for learners, learning providers, government and industry. It's a guarantee of quality.

Awards

SQA Awards are characterised by their flexible nature and suitable for any type of learner` Awards are designed to address and provide proof of specific skills. Once achieved, an Award will appear on an SQA Certificate.

Facilities

Our training facilities also are designed for the productivity and comfort of the participants. The following are the highlights of our training facilities:

- Modern and spacious training rooms with advanced features that facilitate robust high-speed Internet connections, ceiling-mounted LCD video projection systems, and retractable screens.
- Our state-of-the art training classrooms are outfitted with computer equipment, secure networking capabilities and professional audio/visual systems necessary for a high-impact training session.

- Features include desks with generous work space, comfortable chairs, soundproofing for a quiet training environment and air conditioning controls All designed to optimise the learning experience.

- Exclusive executive conferencing room that accommodate 40 participants.

- The College is equipped with up-to-date computer equipment connected through an internal network supporting a range of specialist educational and industry standard applications programmes. In addition, there is a well-equipped English Language Teaching (ELT) laboratory.

- College Library contains relevant study material linked to course specialisations, recent books, course-oriented textbooks, and access to the internet. It also has some excellent research publications and provides generous study space. Moreover, the library is equipped with electronic resources to assist in information research and retrieval .

- Auditorium: The very idea of Al-Barza auditorium, for Omani people, has always been connected with a kind of forum where the senior people of the country and their elders meet. The purpose of their meetings is not only to make proper decisions on the various issues concerned with the tribe or the clan but also to solve disputes and to settle conflicts. The aim is to strengthen the very spirit of social togetherness among Omanis, to consolidate the ongoing solidarity, to keep on "building" the Sultanate.

- The cafeteria occupies a prime location, situated between the academic building and the administrative block occupies an area of 700 square meters. It is well equipped and offers a wide range of delicacies to suit different tastes.

- Taking into consideration the importance of physical and mental fitness, the College has prepared a special playground where people practice different kinds of sports such as football, tennis ground, basketball and volleyball.

MANAGEMENT,

FINANCE AND ACCOUNTANCY

TRAINING OPPORTUNITIES

BUISNESS AND ACCOUNTING DEPARTMENT

The Business and Accounting Department is backed by a team of qualified and experienced faculty members in the fields of management, accounting and finance. It offers several courses and training options for individuals and industry. The flexible training programs are customised to meet the requirements of individuals and companies in Oman. Our trainers have the demonstrated expertise in the respective fields of study with substantial research and industrial consultancy track record. Our trainers also act as the media in providing an industry interface to support our clientele in meeting their dynamically evolving training needs.

CORE COMPETENCIES

We endeavour to apply the most contemporary training methods to ensure that the participants get the maximum benefit. Our core competencies include but are not limited to:

- Design and delivery of innovative training sessions by aligning with the company needs and the market needs.
- Demonstrated expertise in adding value to the existing skills of the participants.
- Offering flexible and participative learning sessions and enabling the participants to develop the required skills.
- Modern library resources backed by a range of facilities to help the participants with learning sessions. Library facilities include study places, textbook and journals resources and photocopying services.
- Range of training materials designed by our trainers in their chosen fields.

FACULTY PROFILE

1. Dr.Vijaya Kumar Gudep, Associate Professor, Head-Department of Business and Accounting

    - PhD in HRD; PhD in CRM;MBA
    - Over 22 years teaching experience

2. Dr. Mathew Philip, Associate Professor, Vice Dean for Academics

    - PhD, MBA
    - Over 22 years teaching experience

3. Ms. Ruksana Banu, Assistant Professor, Department of Business and Accounting

    - M.A (Economics), M.Phil. (Economics) and M.B.A (HRM)
    - Over 19 years teaching experience

4. Ms. Tamanna Dalwai, Assistant Professor, Department of Business and Accounting

    - MBA (Finance and Accounting);
    - Over 8 years teaching experience

5. Ms. Gaitri Chugh, Senior Lecturer, Department of Business and Accounting

    - M.Com, B.Com(Hons)
    - Over 12 years teaching experience

6. Ms. Lina Fernandes, Assistant Professor, Department of Business and Accounting

    - M.Com (Advanced Financial Accounting)
    - Over 18 years teaching experience

7. Ms. Simi Simon, Assistant Professor, Department of Business and Accounting

    - M.Com, MBA
    - Over 10 years teaching experience

8. Dr. S. Varalakshmi, Assistant Professor, Department of Business and Accounting

- PhD (Commerce)
- Over 8 years teaching experience

9. Ms. Udaya Sabarish, Senior Lecturer, Department of Business and Accounting

- MBA
- Over 13 years teaching experience

10. Ms. Preeti Shrivastava, Lecturer, Department of Business and Accounting

- MBA (Computer Aided Management)
- Over 8 years teaching experience

11. Ms. Sumi Prasad, Lecturer, Department of Business and Accounting

- MIB
- Over 5 years teaching experience

12. Ms. Syeda Shafia, Lecturer, Department of Business and Accounting

- M.Com
- Over 8 years teaching experience

AREAS OF TRAINING

1. CUSTOMER RELATIONSHIP MANAGEMENT (CRM) SKILLS

Course Objectives

This is a powerful program designed for modern companies in training their staff from all departments on upgrading their CRM skills. CRM skills are currently gaining importance for the modern organisations in the global arena especially in the areas of relationship marketing, higher customer satisfaction, increased market share and competitive advantage. This course introduces the various facets of customer relationship management (CRM) tools and techniques to the participants and trains them on how to identify who their customers really are and how to reach them efficiently. It also provides a deep insight into the various key components of modern CRM and suggests how they need to be integrated within the organizational levels.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to managers at all levels.

Learning Outcomes

The participants would be able to gain the following skills.

- Understand how CRM creates additional value for the organization and its customers.
- Develop an understanding of the benefits of CRM by linking it to the company's core operations.

- Analyse the various components of a CRM by synchronising it with the company's products and services offerings.
- Prepare checklists for further readiness and success in CRM.
- Identify the various developmental roles that are related to CRM implementation.

2. CUSTOMER SERVICE EXCELLENCE SKILLS

Course Objectives

This course has been designed to equip the front line office staff with the modern customer service skills that are required to create a customer sensitive culture and promote the best possible image to the existing and potential customers. This course teaches the secrets and strategies of creating and building a never ending business by facilitating outstanding levels of customer service and satisfaction. The ultimate goal of this course is to maximize the customer loyalty and retention. This is a client specific course and exclusively designed by customizing to the requirements of the client.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is targeted for managers at all levels.

Learning Outcomes

The participants would be able to gain the following skills:

- Recognise what 'customer service excellence' really means for the chosen business and customers

- Understand the specific need based skills on how to handle angry and difficult customers more confidently

- Identify the practical aspects of customer care which include making a positive first impression, developing and maintaining an on-going relationship, and dealing effectively with customer complaints

- Get specialised training about the importance of using effective communication skills to forge positive customer relationships

- Provide an insight into the new ways of customer service by linking them to the chosen company requirements.

3. APPLIED MARKET RESEARCH SKILLS

Course Objectives

The Applied Market Research course is a proactive approach to manage the market information and application of that information to the company requirements. Driven by the advances in the information technology, these market research skills provide a valuable insight into the way information is collected on a continuous basis from customers and suppliers. This is a company specific course and exclusively designed by customizing the market research requirements of the chosen company. This course is suggested for executives in middle and top management positions. It trains the participants on the basics of market research tools, survey instrument design, data collection methods and statistical analysis of data. It further enables them in utilizing the marketing intelligence effectively, especially with regards to collecting, processing and analyzing aspects of the data by linking to the company requirements.

Course Duration

Customised to the requirements of the clients.

Prerequisites

The participants are expected to hold an MBA degree but this is not a must for those who have significant work experience.

Target Audience

This course is relevant to managers at all levels.

Learning Outcomes

The participants would be able to gain the following skills.

- Understand the importance of market research tools and how they help the modern firms in reaching customers better
- Develop an insight into the procedures used in the design and conduction of market research surveys
- Design independent market research survey instruments for the chosen area
- Learn to perform some of the more common qualitative and quantitative techniques, including survey construction, data collection/fieldwork and analysis and reporting through SPSS and SAS software
- Comprehend the range of qualitative and quantitative techniques and methods available in market research

4. BUSINESS WRITING SKILLS

Course Objectives

This is a powerful training program for executives who intend to improve their current business writing skills in English. This course is helpful to second language English speakers in the Middle East. This course is recommended for those executives who are keen on adding value to their professional competence. The major objective of this this course is to enhance the business writing skills especially with regard to memos, letters and emails. The participants are trained in how to write proposals, reports and agendas which have the potential to provide an extra edge in the workplace.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to executive secretaries, personal assistants, managers at all levels, sales representatives, customer service personnel, administration staff and accounts staff.

Learning Outcomes

The participants would be able to gain the following skills:

- Understand the basic structure and format of business letters .

- Focus on the key elements of a good business letter by addressing the various challenges involved in the draft preparation .

- Prepare internal short memos, external professional letters and professional e-mails .
- Achieve clarity in writing by choosing the right words and by avoiding repetition of ideas .
- Present meaningful, understandable business letter by making the draft short and simple .
- Design Executive Summaries by using tables, graphs and imagery .

5. INTERPERSONAL SKILLS

Course Objectives

The success of an individual in dealing with the external world lies in his or her interpersonal skills. This is an important requirement for workplace achievement. The learner would develop and improve his interpersonal skills by the workshops provided during the course. The development of negotiation and assertiveness skills are given emphasis to improve the effectiveness in decisions making. This course also teaches how effective communication contributes to a positive professional self-image.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to working or non-working individuals.

Learning Outcomes

The participants would be able to gain the following skills

- Power of collaboration .
- Effective communication
- Developing negotiating and assertiveness skills
- Overcoming obstacles
- Developing an action plan
- Dealing with conflicts

6. FINANCE FOR NON-FINANCIAL EXECUTIVES

Course Objectives

This course aims to provide an understanding on the basic concepts of corporate finance. Business finance revolves around the investment, financing and liquidity decisions. The learner would be taught how value is created by maximizing decisions in business finance. This course helps in the achievement of understanding scope of finance and financial management, the concept of the time value of money, various capital investment appraisal methods and determine the capital structure of the company as well as process of short term financing and optimal credit policy.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to non-working individuals and managers at all levels.

Learning Outcomes

The participants would be able to gain the following skills:

- Understanding the objectives of finance and financial management
- Understanding the concept of time and the value of money
- Applying capital investment appraisal techniques
- Determining optimal capital structure
- Determining optimal credit policy
- Understanding the process of short term financing

7. PROBLEM SOLVING AND DECISION MAKING

Course Objectives

This course aims to equip the learner with clear and effective thinking skills to enable efficient alliance with teams, functions and locations. Learners will study how to select from a wide range of alternatives and address the challenges with appropriate acumen. Well planned workshops cater to the needs of different learning styles in an engaging learning atmosphere.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to working or non-working individuals.

Learning Outcomes

The participants would be able to gain the following skills:

- Identification of reasons related to problems
- Preparation of appropriate plans
- Outlining and selecting the most appropriate solution
- Improving risk management proactively
- Maximising benefits to future opportunities

8. SUPPLY CHAIN AND STOCK MANAGEMENT

Course Objectives

This course is designed for professionals in operations and supply chain management. It provides an overview of essential skills that are required for managing the supply chain logistics in an international business context. This course addresses the importance of supply chain and stock management and introduces the different components of supply chain and how they differ across various organisations. It also trains the participants about the stock management skills which are crucial for deriving competitive advantage. This course provides a deep insight into the advantages and disadvantages of supply chain systems by linking to the goals of the chosen organisation.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to managers at all levels.

Learning Outcomes

The participants would be able to gain the following skills:

- Understanding the meaning and importance of supply chain management by aligning with the corporate strategy
- Highlighting the processes involved in the supply chain integration and support in maximising the Return on Investment (ROI) on systems and technologies
- Examining the advantages and disadvantages of integrating supply chain

9. BUSINESS ACCOUNTING

This course introduces the concepts of accounting and its importance for business operations. The measurement of financial performance of a company requires the understanding of financial statements. Learners will use this understanding to analyse profitability, liquidity and efficiency of the organisation by using ratio analysis. The course will also develop an understanding on effective cash management and how to manage cash flow problems.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Proficiency in English.

Target Audience

This course is particularly relevant to working or non-working individuals.

Learning Outcomes

The participants would be able to gain the following skills:

- Understanding the meaning and purpose of accounting
- Preparing cash flow statement
- Preparing Income Statement and Statement of Financial Position
- Reviewing business performance through ratio analysis

10. MANAGEMENT ACCOUNTING - INTRODUCTION

This course introduces the importance of management accounting to management for decision making, planning and control. Learners will develop an understanding on various costs and their behavior, is an important tool for decision making.

Course Duration

Customised to the requirements of the clients.

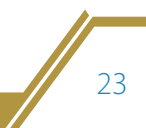**Prerequisites**

Proficiency in English.

Target Audience

This course is particularly relevant to working or non-working individuals.

Learning Outcomes

The participants would be able to gain the following skills:
- Importance of management accounting in decision making

- Understanding costs and cost behavior
- Break even analysis
- Traditional costing versus ABC costing .
- Budgetary process .
- Preparing cash budget .
- Analysing and explaining budget variances .

COMPUTING SCIENCE TRAINING OPPORTUNITIES

COMPUTING DEPARTMENT

The Computing Department at Muscat College provides a range of Computer software and hardware courses. These courses enable individuals to develop every aspect of their computing skills in the respective field.

CORE COMPETENCIES

The Department of Computing applies best practices in all its training. Our core competencies are:

- Innovative, relevant and focused training that develops the skills in the respective area.
- Development of training programmes that address the market needs.
- Demonstrate critical thinking skills through practical exercises.
- Ongoing feedback and guidance in all areas throughout the course.

FACULTY PROFILE

Our professional and highly qualified faculty members provide an environment where learning is interesting and enjoyable. This is done through real time examples and mini projects wherever applicable which involve learner's participation.

Following are the faculty who can provide a full range of training:

1. Dr.Reshmy, Associate Professor, Head-Department of Computing

   - Post-Doctoral Fellowship (Ontology)., Ph.D., Master of Engineering in Computer Science
   - Over 20 years teaching experience

2. Mr.Gamal Nassir, Assistant Professor, Deputy Head-Department of Computing

   - M.Sc. in Computer Science
   - Over 15 years' teaching experience

3. Dr.ElRasheed Sultan, Assistant Professor, Department of Computing

    - Ph.D, Master of Computer Engineering
    - Over 16 years teaching experience

4. Ms.Menila James, Assistant Professor, Department of Computing

    - Master of Computer Applications., M.Phil in Computer Science
    - Over 19 years teaching experience

5. Mr.Sarachandran Nair, Assistant Professor, Department of Computing

    - M.Phil in Project Management., Post Graduate Diploma in Computer Applications
    - Over 20 years teaching experience

6. Ms.Shermina. J, Assistant Professor, Department of Computing

    - Master of Engineering in Computer Science
    - Over 13 years teaching experience

7. Ms.Smitha Nayak, Assistant Professor, Department of Computing

    - Master of Computer Applications
    - Over 11 years teaching experience

8. Ms. Praseeda Manoj, Assistant Professor, Department of Computing

    - • M.Phil in Computer Science (Data Mining)
    - • Master of Computer Applications
    - • Master of Science in Statistics
    - • Over 12 years teaching experience

9. Ms.T.Sheeba, Assistant Professor, Department of Computing

- Master of Engineering in Computer Science
- Over 10 years teaching experience

10. Mr.Palanivelu Saravanan, Assistant Professor, Department of Computing

- Master of Technology in Computer Science and Data Processing
- Over 24 years teaching experience

11. Ms.Hameetha Begum, Assistant Professor, Department of Computing

- M.Phil in Computer Science
- Master in Information Technology and Management
- Over 9 years teaching experience

12. Ms.Janaki Pitchapillai, Senior Lecturer, Department of Computing

- Master of Computer Applications, M.Phil in Computer Science
- Over 9 years teaching experience

13. Mr.Kishore Nambeesan, Senior Lecturer, Department of Computing

- Master of Computer Applications
- Over 13 years teaching experience

14. Mr.Elnour Abdallah Ahmed, Lecturer, Department of Computing

- M.Sc. in Computer Science
- Over 13 years teaching experience

AREAS OF TRAINING

1.DEVELOPING THE WORLD WIDE WEB

Course Objectives

This Unit is designed to develop a broad knowledge of the concepts, principles, boundaries and scope of software development using scripting languages. These will be reinforced by developing the practical skills required in using the structures and features of scripting languages in the creation of software solutions to interactive web based problems.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Basic knowledge in Computer

Learning Outcomes

- The World Wide Web (WWW) - HTML History
- HTML Documents
- Structural elements of HTML documents
- Formatting HTML Documents
- Managing images in html
- Tables in HTML documents
- Hypertext and Link in HTML Documents
- Managing forms
- JavaScript Overview

- Operators
- Conditional Statement & Looping Statement
- Function & Object
- Event Handling

2.WORKING WITH XML

Course Objectives

This XML Training Course is for web designers who would like to build and manage XML documents and sites. It provides an introduction to the Extensible Markup Language (XML) and its general format. It introduces the fundamentals of XML, including how to read a basic XML document, XML document structure, and viewing XML source documents. It trains how to build an XML data document, including creating elements and element modes, naming XML objects, and creating declarations and well-formed documents. Building DTDs are explained in detail, along with creating and managing internal, external, and parameter entities. Additional topics covered in this series include a detailed discussion of the Document Object Model, Cascading Style Sheets (CSS), and XSL Style Language. You will also get the chance for some hands-on exercises in structuring content and marking-up and working with simple documents in XML. You will come away with a good overall knowledge of XML and a degree of confidence in working with it.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Familiarity with HTML.

Learning Outcomes

- Viewing and Understanding XML
- Building DTDs and Checking Documents
- Capturing method information, sample data, and results in XML
- Migrating XML data to and from databases
- Reporting on XML data
- Transforming XML data into other formats
- XML Schemas
- The Document Object Model
- CSS and XSL Style Sheets

3.PHP AND MYSQL

Course Objectives

MySQL™ and PHP are two of the most popular open source of technologies to emerge during the past decade. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together, these two technologies provide you with a powerful platform for building database-driven Web applications.

The main objectives of this course are:

- To teach attendees the PHP programming skills they need to successfully build interactive, data-driven sites.
- To teach students enough MySQL database skills to build the databases that will power their sites.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Familiarity with HTML.

Learning Outcomes

- PHP Basics
- Flow Control
- Arrays
- PHP and HTML Forms
- String Manipulation
- Reusing Code and Writing Functions
- Simple SELECTs
- Subqueries, Joins and Unions
- Inserting, Updating and Deleting Records
- Managing Data
- PEAR:DB
- Authentication with PHP and SQL
- Regular Expressions
- Session Control and Cookies
- Sending Email with PHP
- File System Management

4.MULTIMEDIA

Course Objectives

This course is designed to provide broad knowledge about the fundamental concepts and scope of the development of multimedia applications and to provide knowledge needed to carry out this development effectively.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Basic knowledge in Computer.

Learning Outcomes

- Design an Adobe Flash application that demonstrates use of multimedia
- Implement multimedia application using Adobe Flash, Adobe Photoshop
- Able to explain the techniques used to create and combine different media types.
- Design of user interfaces with a strong focus on the visual aspects of information presentation
- An understanding and practical experience of aspects of multimedia design
- An understanding of the tools available to produce multimedia
- Able to develop applications using Adobe Flash cs5

5. DATABASE SYSTEM USING ORACLE

Course Objectives

This course is designed to expose the candidate to study the features of a Relational Database Management System (RDBMS) and to develop a critical understanding of the capabilities of such systems. In addition, the candidate will develop database design and implementation skills in a fourth generation environment.

Course Duration

Customised to the requirements of the clients.
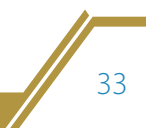
Prerequisites

Basic knowledge in Computer

Learning Outcomes

- Features and uses of an RDBMS and fourth generation language environment
- Data definition language and Data manipulation language using PL/SQL to define and interrogate tables
- Systematic approach to designing applications/systems interfaces
- Forms and Report Generation

6. OBJECT ORIENTED PROGRAMMING IN JAVA

Course Objectives

This course is designed to develop a broad knowledge of the concepts, principles, boundaries and scope of software development using an object oriented programming language.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Basic knowledge in Computer

Learning Outcomes

- Declaring and initialising variables
- Using operators and predefined functions
- Using standard input/output commands
- Implementing control structures
- Using common object oriented concepts

- Using parameter passing mechanism to transfer values between modules
- Defining data structures
- Accessing and manipulating data structures and input/output file operations

7.PROGRAMMING WITH C++

Course Objectives

This course is designed to develop a broad knowledge of the concepts, principles, boundaries and scope of software development using the programming language C++.

The main objective of this course is :

- To introduce the fundamental concepts of C++ programming language
- To equip students with sound skills in developing C++ computer programs
- To implement applications using C++ computer programs

Course Duration

Customised to the requirements of the clients.

Prerequisites

Basic knowledge in Computer.

Learning Outcomes

- Familiarize and understand basic concepts
- Understand classes and derived classes conceptually
- Understand array, operator overloading, pointers, linked lists
- Understand inheritance conceptually
- Understand polymorphism conceptually

- Able to develop a structured and well-documented computer program.
- Be able to apply the computer programming techniques to solve practical problems.

8.VB.NET

Course Objectives

This Course is designed to develop a broad knowledge of the concepts, principles, boundaries and scope of software development using an event driven programming language. These will be reinforced by developing the practical skills required in using the structures and features of an event driven programming language in the creation of software solutions to problems.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Basic knowledge in Computer.

Learning Outcomes

- Declaring and initialising variables .
- Using operators and predefined functions.
- Using standard input/output commands.
- Implementing control structures.
- Using parameter passing mechanism to transfer values between modules
- Defining data structures.
- Accessing and manipulating data structures and input/output file operations
- Use tools and techniques to create software modules.
- Demonstrate an understanding of programming techniques and concepts within an event driven environment .

9. PROJECT MANAGEMENT

Course Objectives

This course is designed to provide the candidate with the skills required to develop and manage a project plan using commercially available project management software, MS Project. The resultant skills will enable the candidate to develop and implement a project plan, and to manage the key resources involved in the development of a project in terms of time, cost, and human and physical resources. The contents will also provide the skills required to communicate information on the project both in report format as well as integration with other applications tools .

Course Duration

Customised to the requirements of the clients.

Prerequisites

Basic knowledge in Computer

Learning Outcomes

- Establish the project environment.
- Develop a project plan.
- Manage project information.
- Produce customised project information

10. ADVANCED OFFICE TECHNOLOGIES

Course Objectives

Advanced Office Technologies helps validate proficiency in using Microsoft Office 2010 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. AOT helps users to work with the advanced features of

Office 2010 to enhance professional documents, create documents ready for publication, and collaborate effectively on group editing projects.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Nil

Learning Outcomes

- Microsoft Office Word 2010
- Microsoft Office Excel 2010
- Microsoft Office PowerPoint 2010
- Microsoft Office Outlook 2010
- Microsoft Office Access 2010
- Hybrid Models(linking Ms-word with Database)

11. PC Troubleshooting

Course Objective

This course is designed to demonstrate understanding and acquiring skills of computer hardware, peripherals and troubleshooting, in generally:

a. Identify and understand components and peripherals, including input-output devices (cameras, printers, scanners, game-controllers, etc.).

b. Explore and demonstrate knowledge of how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Nil

Learning Outcomes

- General Problems.
- Power Supply Problems.
- Hard Drive Problems.
- Display Problems.
- Display Problems.Audio Problems.
- Display Problems.Printer Problems.
- Display Problems.
- Keyboard and Mouse Problems.
- Display Problems.Hardware Installation Problems.
- Memory Problems.
- Processor Problems.
- CD-ROM and DVD Problems.
- Front Panel Component Problems.
- Network Problems.
- Internet Access Problems.

12. PC Assembling

Course Objective

This course is specifically designed to provide a proper training for those who like to repair, upgrade and assemble a PC. At the completion of this course candidate will be able to master the following skills and knowledge:

a. Identify and understand all the important components to build a complete set of multimedia PC.

b. How to assemble a stable and reliable PC by mastering the proper techniques and taking necessary precautions.

c. Install Operating System and Antivirus software.

Course Duration

Customised to the requirements of the clients.

Prerequisites

Nil

Learning Outcomes

- Gather and Inspect Components and Tools.
- Prepare System Case for Assembly.
- Install Power Supply.
- Install Hard Disk Drive/ DVD Drive.
- Configure Motherboard.
- Install Processor (CPU) & Heat Sink.
- Install Memory Modules/ Motherboard/ I/O Port Connectors/ PS/2 Mouse Port Connector
- Connect Motherboard and Case
- Connect Hard Disk Drive/ DVS Drive to Motherboard.
- Install Video Card.
- Perform Post-Assembly Inspection.
- Connect External Peripherals.
- Perform Initial Boot/ Initial BIOS Setup/ Initial System Tests/ Additional Peripherals.
- Partition and Format Hard Disk.
- Install Operating system & Antivirus
- Complete Assembly.
- Document System.

BUILT   ENVIRONMENT AND

ENGINEERING

TRAINING OPPORTUNITES

DEPARTMENT OF BUILT ENVIRONMENT & ENGINEERING (BEE)

Built Environment & Engineering Department provides a range of software application and surveying courses to enable the individuals to develop the required competency in the field of construction.

CORE COMPETENCIES

Our core competencies are:

- Development of a sound understanding of the mathematical, analytical and practical engineering techniques needed to ensure that the participants can develop safe, sustainable and cost-effective design ideas.
- Combine facts or ideas into a complex whole.
- Apply basic computer skills related to construction.
- Define, analyse, and investigate problems so that solutions can be developed, tested, verified and find innovative solutions.

FACULTY PROFILE

Our professional and highly qualified faculty members provide an environment where learning is interesting and enjoyable. This is done through applying a variety of activities with an emphasis on learner's participation.

Following are the faculty who can provide a full range of training:

1. Yousef M.A. Baalousha, HOD and   Assistant Professor in the Department of Environment Engineering

   - PhD in Construction Management
   - Over 6 years of teaching experience
   - Over 5 years of industrial experience

2. Adams Joe, Deputy HoD and Senior Lecturer, Built Environment Engineering Department.

    - M.E in Construction Engineering & Management., MBA
    - Over 08 years of teaching experience
    - Over 03 years of industrial experience.

3. Ayisha Powmya, Senior Lecturer, Built Environment Engineering Department.

    - Master of Technology in Structural Engineering
    - Over 8 years of teaching experience.

4. Kanmalai Williams.C. Senior Lecturer, Built Environment Engineering Department.

    - M.E in Construction Engineering & Management.
    - Over 13 years of teaching experience.
    - Over 1.5 years of industrial experience.

5. P.Sheba, Lecturer, Built Environment Engineering Department.

    - M.E in Construction Engineering and Management
    - Over 4 years of teaching experience.

6. Mrs Basanthy Sreekanth, Lecturer, Built Environment Engineering Department.

    - M.Tech in Computer Aided Structural Analysis and Design
    - Over 6 years of teaching experience.

7. Shalin Prince, Lecturer in Built Environment Engineering Department.

    - M.E in Construction Engineering and Management,
    - Over 4.2 years of teaching experience and training experience
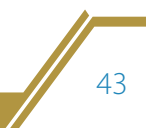
Areas of Training

1. INTRODUCTION to CAD

This course is suitable for anyone who requires an introduction to AutoCAD, an industry standard package which is used widely throughout the world.

Course Objectives

The aim of the course is to introduce the participant to Computer Aided Drafting (CAD) systems that enable candidates to develop the skills and knowledge required for the creation and manipulation of objects within a 2-Dimensional (2D) Computer Aided Drafting (CAD) drawing environment.

Course Duration

Customised to the requirements of the clients.

Learning Outcomes

- Fundamental Concepts
- Basic drawing techniques
- Drawing commands
- Editing Techniques
- Text and Units
- Dimensioning
- Plotting

2. Fundamentals of Land Surveying

Candidates after completing the course will be able to carry out the basic techniques of land surveying – use of plans and maps, can plot site plan. They will also be able to find areas, volumes, reduce levels and plot contours for construction purposes.

Course Objectives

The purpose of this course is to enable candidates to develop the skill in carrying out Plane Surveying and Levelling. The course is designed for those with no previous experience in Surveying and Levelling.

Course Duration

Customised to the requirements of the clients.

Learning Outcomes

- Basics principle of Surveying
- Carry out a detailed survey of a site using tape and offsetting
- Plotting the results
- Carry out levelling principles and equipment
- Calculate the results to determine contours, sections and volumes
- Carry out the measurement of angles and distances for survey purposes

3. Concrete Technology

Candidates after completing the course can effectively control the quality of concrete used in construction sites.

Course Objectives

The aim of the course is to provide the candidate with knowledge and under-standing of concrete mixes and quality control. The latest advances in concrete technology will be incorporated into the course.

Course Duration

Customised to the requirements of the clients.

Learning Outcomes

- Ingredients of concrete
- Properties of Concrete
- Special concretes
- Water cement ratio & Workability of concrete
- Standard concrete mixes
- Curing of concrete
- Testing of hardened concrete
- Quality control procedures

4. Structural Mechanics

This Unit is designed to provide candidates with a basic knowledge and understanding of structural mechanics, in order to solve problems related to statically determinate beams and frames.

Course Objectives

The primary objective of a course on Structural Mechanics is to learn how to use the knowledge of mechanics in understanding the behaviour of structures. This course (Structural Mechanics) serves as an introduction to structural systems and methods of analysing these systems under various loading conditions.

Course Duration

Customised to the requirements of the clients.

Learning Outcomes

- Evaluate loads on elements of structures and calculate support reactions.
- Analyse problems relating to direct stress & strain.
- Calculate shear forces, bending moments and deflections for statically determinate beams.
- Analyse pin jointed frames using the method of sections and the method of joint resolution.

5 . Project Planning &Management

This Unit is designed to provide the knowledge to build a model that allows the candidate to predict the activities and resources that are critical for the timely completion of project.

Course Objectives

The primary objective of a course on planning is to provide candidates with a basic knowledge and understanding project time management principle and achieving visibilities on project performance. And to build capability to manage large engineering projects.

Course Duration

Customised to the requirements of the clients.

Learning Outcomes

- Introduction to Microsoft Project or Primavera
- Creating OBS, EPS &Project
- Scheduling a project
- Activity, Resource, Project codes &WBS Milestones
- Roles, Resources &Resource Curves
- Resource Analysis and Levelling
- Updating progress
- Filter, Global Change & User Defined Fields
- Top Down Estimation
- Creating and Using reflection
- Customising Reports Using Report Editor

6. Program on Construction Management

The program on construction management is an integrated and comprehensive program designed for professionals working in the construction sector. Its main focus is to develop the skills of such professionals with latest techniques and knowledge used in all types of construction projects. The program covers modern techniques of project planning and scheduling, project cost estimating and budgeting, resources planning, risk management and quality management. The program also provides computer applications that are used in the planning of the day to day activities for all types of project. Participants will be given lectures and case studies which will allow them to gain practical knowledge which they will be able to utilize efficiently and successfully.

Course Objective

The goals of the program are to develop operational skills of participants in construction management that can be applied in daily execution of the projects.

Program Structure

Construction management program is a two week rigorous program requiring full commitment and active participation. The program focuses on applying of analytical tools to the solution of practical problems. It is a balanced combination of lectures, discussion, case studies and computer based exercises. Participants prepare their cases individually and in groups.

The daily schedule of the program consists of three main sessions.

Session one: Participants will be introduced to the general concepts of construction management.

Session two: Practical case studies will be distributed to the participants and will be solved based on the concepts gained from the theoretical knowledge.

Session three: Application of Microsoft Project 2010 to case studies.

Course Duration

2 to 3 Weeks

Learning Outcomes

- Project phases and project life cycle
- Project feasibility study
- Project scope management
- Project organizational structure
- Project time management
- Project resources management
- Project cost management
- Project risk management
- Procurement management
- Project quality management
- Project control procedures
- Project audit

ENGLISH LANGUAGE TRAINING

OPPORTUNITIES

LANGUAGE CENTRE'S TRAINING CAPABILITIES

The Language Centre at Muscat College provides a range of English language courses. These courses enable individuals to develop every aspect of their English by offering a balanced approach to speaking, writing, listening and reading. All courses are based on the Common European Framework of Reference for languages (CEFR). They provide a common basis for the elaboration of language syllabuses, curriculum guidelines, examinations, textbooks and other teaching materials.

The Language Centre applies best practices in all its training. Our core competencies are:

- Innovative, relevant and focused training that develops the language and skills necessary for effective everyday communication across a wide range of different contexts and situations.

- Analysis of the needs of the participants in relation to their prior learning experiences and how these might influence their current training expectations.

- Development of training programmes that address the specific training needs of participants.

- Instilling critical thinking and employing tasks, processes and interactions that require participants to demonstrate critical thinking skills.

- Employment of tasks, processes and interactions that require participants to work effectively in groups or independently as appropriate.

- Ongoing feedback and guidance in all areas throughout the course.

FACULTY PROFILE

Our professional and highly qualified faculty members provide an environment where learning is interesting and enjoyable. This is done through applying a variety of activities with an emphasis on learner's participation.

Following are the faculty who can provide a full range of training:

1. Valeria Thomson, Director of the Language Centre

   - Masters of Applied Linguistics, CELTA, Fellow of the Australian Institute of Management, Certificate IV in Assessment and Workplace Training, Australia.
   - Over 12 years teaching and training experience

2. Mercy Rani, Deputy Director and Senior Lecturer of the Language Centre.

   - MA in English, MEd., M.Phil in Education, CELTA, BSc., BEd.
   - Over 20 years teaching experience

3. Moez Lamti, Senior Lecturer of the Language Centre.

   - Masters in English Language and Literature, BA in English Language and Literature,
   - Over 14 years teaching experience

4. Jamal Nasr, Lecturer of the Language Centre

   - MA in English Language, BA in English Language and Literature, Bachelor of Arts, Certificate of Teaching in Secondary Education, Certificate in English for Special Purposes.
   - Over 15 years teaching experience

5. Nuzhath Fatma, Lecturer of the Language Centre

   - MEd, MA in English, Bed, BA in Social Sciences
   - Over 12 years teaching experience

6. Piyali Dei, Lecturer of the Language Centre

   - MA in Linguistics, Post Graduate Diploma, DELT, BA in English Teaching
   - Over 8 years teaching experience

AREAS OF TRAINING

1. EFFECTIVE ENGLISH

The Effective English courses help participants improve their spoken English as well as their writing, reading and grammar.

Course Objectives

The Effective English courses will:

- help participants develop a natural and accurate style of English pronunciation.
- improve the ability of participants to understand and use vocabulary and expressions common to everyday life.
- improve the ability of participants to express ideas clearly and confidently in English.
- improve the understanding of participants in key aspects of English grammar, structures and rules.

Course Levels and Duration

The Language Centre offers Effective English courses across 12 levels: Each level consists of 80 teaching hours.

Effective English Levels	Language Band	CEFR Levels
Level 1	Pre-Elementary I	A1
Level 2	Pre-Elementary II	
Level 3	Elementary I	A2
Level 4	Elementary II	
Level 5	Pre-Intermediate I	B1
Level 6	Pre-Intermediate II	
Level 7	Intermediate I	B2
Level 8	Intermediate II	
Level 9	Upper-Intermediate I	C1
Level 10	Upper-Intermediate II	
Level 11	Advanced I	C2
Level 12	Advanced II	

Learning Outcomes

Each level has a set of Learning Outcomes. At the completion of each level participants are expected to build on previously-acquired language to:

- communicate more successfully.
- interact with others more confidently.
- read and write more effectively.
- speak with greater confidence and clarity at work and socially.

2. English for Specific Purposes (ESP)

The Language Centre offers courses that are designed to help participants become familiar with business vocabulary and grammar. It also provides participants with skills to help them communicate in the workplace.

Our ESP course is specially designed for participants with some understanding of the English language, who are wishing to improve their vocabulary and language skills for the work environment.

Course Objectives

English for Special Purposes courses will:

- help participants produce professional letters and reports.
- help participants deliver effective presentations.
- help participants communicate clearly on the phone.

Course Levels and Duration

The Language Centre offers ESP courses across a range of fields. ESP courses are designed to suit the individual needs of our clients. Any of these courses can be combined. Hours and course duration are flexible. One-on-one courses can also be provided.

English for Special Purposes Modules

- Brush up your Business English.
- Specialist vocabulary for your work environment.
- Social English in a business context.
- Telephone techniques.
- Meetings.
- Interviewing.
- Negotiation skills.
- Business writing, including note-taking, minutes and emails.
- Proposal writing.
- Report writing.
- Presentation Skills.
- Speeches.AGAW

Learning Outcomes

Each module has a set of Learning Outcomes. At the completion of each level, participants are expected to build on previously-acquired language to:

- better interact with colleagues and clients in English, both in person and over the telephone.
- perform better in business meetings, during negotiations and when giving presentations.
- produce professionally written business communication.
- gain confidence in their use of English in both a social and business context.

3. ENGLISH FOR ACADEMIC PURPOSES (EAP)

English for Academic Purposes helps participants develop their academic English language and the research skills needed for successful study in post-secondary education.

Course Objectives

English for Academic Purposes will develop participants' language skills in:

- listening comprehension, fluency development, oral intelligibility.
- reading, grammar, writing, and vocabulary development.
- academic study skills; test taking and note taking skills, academic vocabulary usage, critical reading and writing, comprehending academic lectures, research and library skills, essay writing forms and development.

Course Levels and Duration

English for Academic Purposes is divided into modules. The EAP course duration ranges from 8 to 12 weeks, 20 hours per week, depending on the progress of the participants.
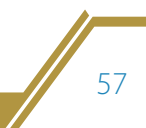
Modules covered are

- ELAS   English Language Studies
- GWIC   Grammar and Writing in Context
- STSK   Study Skills
- COMS   Communication Skills
- ARAV   Academic Reading and Vocabulary
- AGAW   Academic Grammar and Writing

Learning Outcomes

When completing the 12 week EAP course, participants will be able to:

- Write an essay containing five paragraphs on an academic topic that incorporates outside sources.
- Read and comprehend unadapted academic texts.
- Express and defend opinions about academic topics.
- Recognise, understand, and use advanced English grammar structures.
- Demonstrate and understanding of study habits, standards, and ethics needed for success at college and university.

In addition, the Language Centre can design training sessions for short periods spanning over a week or more, customised as per the requirements of the clients. Certificates will be awarded to all courses, including short courses.

Muscat College Training Unit (MCT)
Training Enquiry Form

If you would like to register your interest in MCT, please submit this form to
The Director of Training, Muscat College Training Unit,
P.O. BOX 2910, PC 112, Sultanate of Oman

Tel:2459437, 24503821, 24501181 (Ext: 42)   Fax: 24504954
E-mail:office@muscatcollege.edu.om / mathew@muscatcollege.edu.om
salah@muscatcollege.edu.om / info@muscatcollege.edu.om

Name	
Company Name	
Job Title	
Address	
E-mail	
Telephone	
Fax	
Number of Participants	
Interest in	

Muscat College