



SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

(SHORT PROGRAMMES)

Empowering AI in Technology

PROGRAMMES

Professional Certificate in Computer Application:
-WORD/EXCEL/POWER POINT**POWERPOINT:**

- Programme Fundamental
- Settings Started with Presentation
- Insert & Editing text
- Viewing Presentation
- Formats Presentation

EXCEL:

- Working with Excel
- Data Entry
- Introduction & Formula
- Formatting Worksheet
- Managing Worksheet
- Conditional Formatting
- Chart

WORD:

- Introduction to Mic Word
- Basic Text Formatting
- Paragraph formatting
- Working with Table
- Insert Objects
- Page Layout and Design

Professional Certificate in Data Science

Duration: 1 Month

Modules:

- Construction to Data Science
- Basic of Data Science
- Introduction to Python for Data Science
- Data Visualization

Professional Certificate in Cyber Security

Duration: 1 Month

Modules:

- Introduction to Cybersecurity
- Cyber threat & Attack
- Security Personal & Business Date
- Compliance & Ethics in Cybersecurity

ENTRY REQUIREMENTS

- Minimum 16 years
- No qualification required

Professional Certificate in Artificial Intelligence

Duration: 1 Month

Modules:

- Introduction to AI
- Fundamental of Machine Learning
- AI in everyday life
- Introduction to python for AI

Certificate in Coding Practice

Duration: 3 Months

Modules:

- The Principles of Coding
- Terminology used in Coding
- Coding Design Principles
- The Process and Practice of Coding
- The important of Communication and Project Management in Coding

Certificate in Cyber Security

Duration: 3 Months

Modules:

- Understand cyber security principles
- Threat intelligence in cyber security
- Cyber security testing, vulnerabilities and controls
- Cyber security incident response
- Understand legislation and ethical conduct within cyber security
- Professional skills and behaviours for cyber security

AWARDING BODY**ENQUIRE TODAY**

018-9457462

SOCIAL MEDIA PLATFORMS





SCHOOL OF SPORT AND HEALTH SCIENCE

HEALTH SCIENCE

(SHORT PROGRAMMES)

Providing Care with Passion and Love

PROGRAMMES

NCFE CACHE Level 2 Certificate in the Principles of Dementia Care

Duration: 3 Months

Modules:

- Dementia awareness
- The person centred approach to the care and support of individuals with dementia
- Understand the factors that can influence communication and interaction with individuals who have dementia
- Understand equality, diversity and inclusion in dementia care
- Understand the administration of medication to individuals with dementia using a person centred approach
- Understand behaviour in the context of dementia
- Understand the benefits of engaging in activities in social care

NCFE CACHE Level 2 Award in Awareness of End of Life Care

Duration: 3 Months

Modules:

- Understand how to work in end of life care

NCFE CACHE Level 2 Certificate in Understanding Common Childhood Illnesses

Duration: 3 Months

Modules:

- Understand how to provide a safe and healthy environment for babies and young children
- Understand common childhood illnesses
- Understand health emergencies and specific health conditions in an early years setting

NCFE CACHE Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities

Duration: 3 Months

Modules:

- Understand the context of supporting individuals with learning disabilities
- Principles of safeguarding and protection in health and social care
- Introduction to personalisation in social care
- Principles of positive risk-taking for individuals with disabilities
- Introductory awareness of Autistic Spectrum Conditions
- Principles of supporting individuals with a learning disability to access healthcare

ENTRY REQUIREMENTS

- Minimum 16 years
- No Qualification Required

CAREER PROSPECTS

- Secondary Caregiver
- Professional Caregiver

AWARDING BODY



ENQUIRE TODAY



018-9457462



SOCIAL MEDIA PLATFORMS





SCHOOL OF CULINARY ARTS AND HOTEL MANAGEMENT

CULINARY ARTS

(SHORT PROGRAMMES)

*The Soul To Culinary***PROGRAMMES****Barista Skills**

Duration: 2 Days

Modules:

- Espresso Brewing
- Milk Frothing
- Latte Art
- Customer Service
- Coffee
- Tea
- Smoothie
- Mocktail

Patisserie

Duration: 2 Days

Modules:

- Basic doughs and Batters
- Pastry Creams and Fillings
- Chocolate Work
- French Pastry Classics

Heritage Cuisine

Duration: 2 Days

Modules:

- Understanding Malaysian traditional cooking methods
- Mastering Malaysian traditional ingredients and culture

F&B Services

Duration: 2 Days

Modules:

- Customer services skills
- Product knowledge (beverage preparation, understanding to handle halal and non- halal beverage .

Transition to Working in Hospitality, Leisure, Travel and Tourism

Duration: 2 days

Modules:

- Event planning and coordination
- Sales and upselling
- Leadership and team management

ENTRY REQUIREMENTS

- Minimum 16 years
- No Qualification Required

CAREER PROSPECTS

- Barista
- Bartender
- Coffee maker
- Servers

AWARDING BODY**ENQUIRE TODAY**

018-9457462



SOCIAL MEDIA PLATFORMS



*Subject to changes