

Appendix D: Additional Training Courses

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Table 4: Management, Financial and Economical Management Training Courses

#	Module	Credit Hours
1	Management Supervision Skills	40
2	Quality management	30
3	Personnel behaviour evaluation	30
4	Top Management Skills	24
5	Management Writing Skills	40
6	Skills program for Middle Management	40
7	Management leadership skills	40
8	Communication Skills	30
9	Training of trainers	30
10	Strategic planning	30
11	Time & Crisis Management	30
12	Development of new employee Skills	30
13	Administrative Skills	30
14	Management Information System	40
15	Personnel Relations Management	40
16	Team work Management	30
17	Advanced Decision making methods	30
18	Project management Program	40
19	Environmental Management	45
20	ISO 9000/ 2000	40
21	Computerized Purchasing Management	40
22	Marketing Strategies	30
23	Sales management & sales for Management	30
24	Marketing Management	20
25	Computerized Financial Analysis	40
26	Economical Benefits of Investment Projects	30
27	Study of Economical Benefits	20
28	Economical Project Evaluation Using Financial Analysis	30
29	Business Communication in English	40
30	Store System	30
31	Purchasing System	30
32	Customer Relations Skills	25

