



Continuing Education Center

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Admission Policy

<p>Type of Trainee Individuals</p>	<p>Admission Criteria All trainees should have a valid resident Visa OR an Emirates ID.</p>
<p>Corporate/Business</p>	<p>An authenticated commissioning document from the corporation/Business includes the trainees' names, Date and Time of the Training Program and the title of required program.</p>
<p>Training Program English Language Level Courses</p>	<p>Admission Criteria Trainee regardless of their educational level, who is seeking admission to English Language Level Courses, should set for English placement test that determines his/her proficiency level in English Language. Then the trainee will be registered to the appropriate English Level(s).</p>
<p>IELTS/TOEFL preparation</p>	<p>This training program is for learners who use English competently but need to develop reading, writing, listening and speaking skills for TOEFL and/or the IELTS General Training or Academic examination. Trainee should set for English placement test.</p>
<p>Introductory Information Technology Courses:- ICDL.- MS-OFFICE. Advanced Information Technology Courses- Programming Languages (C++, JAVA, Visual Basic.NET)- Database Management Systems (ORACLE, SQL-Server)</p>	<p>This course assumes that trainee has no programming experience whatsoever. Trainees are expected to be familiar with standard computer operations (e.g., Computer Hardware and Software, principles of IT, etc.).</p>

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