Online courses content

1. Project management using MS project

This practical-oriented course will teach you all essential skills you need to become a successful project manager. Topics covered in the course include **project management fundamentals, proposal writing, request for proposal (RFP), procurement management, contract management, contractor selection, log frame indicators, risk management, workplan development, activity and resource planning, optimizing resource allocation, budgeting, and reporting**. All concepts are illustrated in theory as well as using Microsoft project software

Learner of this online course will learn valuable tools and techniques that will help them in their job

2. Data analysis with Microsoft Excel and Google sheet

This practical-oriented course is designed to build data analysis skills of individuals seeking to become data analyst as well as those working in all fields that involve data. Topics the student will learn include **data analysis process, data gathering process, data cleaning process, and data visualization. Various functions and tools will be covered in the course include trim, split, concatenate, sum, count, average, countif, left, right, mid, vlookup, index/match, and much more. Data cleaning and analysis tools covered in the course include conditional formatting, spelling check, data formatting, data validation, removing duplicates, and much more. Data visualization include bar char, column chart, pie chart, line chart and clustered charts**. All this functions and tools will be shown both Microsoft Excel and Google sheet

The learner of this course will learn and master all the skills required to become data analyst in Microsoft Excel and Google Sheet

3. Statistics for research with SPSS

This course covers all topics required for descriptive and inferential statistics. Lessons will be studied both in theory and using SPSS. Topics covered **include sample study using descriptive statistics, basic charts, probability, probability distributions, normal distribution, sampling distribution, single population hypothesis test, dependent and independent samples hypothesis test, t-distribution, chi-square distribution, normality test, linear regression and correlation, ANOVA, and non-parametric tests.**

Students of this course will be able to apply statistics in their graduation projects as well as in their data science career

4. Leadership and management

Leadership and management online course is a comprehensive online course that will equip you with all the necessary skills you need to become effective manager and leader in your organization or business

This online course contains six modules that cover all aspects of leadership and management.

In **module 1** your will learn definition of leadership, difference between manager and leader, sources of leadership power, attributes of a good leader, importance of motivation in leadership, theories of human resource motivation, leadership styles, situational leadership and servant leadership. In this module you will do various self-assessments related to leadership

In **module 2**, you will learn ethics in leadership, the 4V model of ethical leadership, attributes of ethical leadership, PMI code of conducts, and some examples of ethical misconducts

In **module 3**, you will learn how you can build high performance team in your organization. You will understand team and team spirit, stages of team development, using RACI chart to clarify roles and responsibilities, asses team effectives using GRPI, asses team personalities using MBTI, obtain meetings feedback using plus/delta, perform effective delegation, balance team idea contribution using round-robin, and manage conflicts effectively

In **module 4**, you will learn how to effectively engage and manage project/program stakeholder. You will identify stakeholders and create stakeholder register. You will analyze stakeholders using power/interest grid. You will develop stakeholder engagement plan, and monitor stakeholders throughout project/program lifecycle

In **module 5**, you will learn how to build you communication skills to become effective leader. You will understand communication modes, types and basic communication model. You will learn communication barriers and how to build effective communication skills. You will build your leadership skills to run effective meetings and deliver effective presentations. How to develop virtual teams. You will develop communication management plan for your project/program, and add communication activities your project workplan

In **module 6**, you will appreciate importance of organization change. Learn Kutter and Lewin's change management models. You will integrate change management and project management. You will lead change management effectively and understand leadership styles for change management

5. Qualitative, quantitative and mixed research design

The purpose of this course is to build research skills of students so that they will be able to conduct and write successful academic and private research papers. The course is prepared in practical way so that by the time students complete the course, they will be able to practice the skills they obtained in their academic and work projects.

In the first sections, general concepts of research methodology is explored, then first steps in conducting a research is detailed with practical examples. Selection of appropriate research design and research methods is explained in simple terms. The final sections will go into depth quantitative research design, qualitative research design, mixed research design, and ethical consideration with writing the research paper

Students who complete this course will gain all necessary research knowledge and become successful in their career

6. ICT networks

The purpose of this course is to build ICT skills of technical students. ICT is very important is our modern society. Every aspect of our life depends on ICT technology

This course will cover all necessary technologies of ICT both in theory and in practice. **It will deeply cover on planning, design, deployment, maintenance and troubleshooting of ICT networks. Ethernet network, IP networks, MPLS networks, IPv6, Wireless networks, WAN technologies, network security, and many other are covered in depth**

Students who complete this course will be able to build high performance ICT networks and understand very easily how large telecom companies work as well as get telecom job

7. Monitoring and evaluation

This course will teach you all necessary tools you need to become an M & E officer that organization will love to hire. This course will take from basic concepts to more advanced topics that will help you in your day to day work

The course starts with introducing how to **define project objectives, outputs, outcomes, and impact. The next section covers planning tools used in M & E. These include indicators, logical framework, M & E framework, and developing M & E plan**

The final parts covers methods of data collection, how to design survey questionnaire, how to collect data using mobile **KOBO toolbox**, and how to analyze data to answer indicators. It concludes with writing M & E report