مركز ان فوكس لتدريب الحاسب الآلي

INFOCUS
COMPUTER TRAINING CENTRE

INSPIRING MINDS.
INSPIRING INNOVATION!

TABLE OF CONTENTS

1

MESSAGE FROM THE MANAGEMENT

In an era where employees are expected to do more with less, workplace proficiencies and real-world skills are highly prized by the employers. INFOCUS Training Centre (ITC) is set up to facilitate the continuous learning of this new generation of employees who are keen to continuously acquire new skills and competencies to stay relevant, and build deep expertise in their chosen field of work. We are delighted that ITC offers a variety of professional training programs & short courses. Our collaborations and partnerships with recognized awarding bodies allows ITC to deepen the professionalism of the local workforce in the respective disciplines at affordable fees
and ensure that the training provided are in sync with the overall business goals and needs of the companies.

Looking ahead, as the global economy moves in unpredictable waves, it is crucial that professionals retool and enhance their competencies to leverage on potential opportunities as their career pathways or life priorities change. With a strong team of highly experienced faculty and industry experts, INFOCUS Training Centre (ITC) is well placed to empower working professionals with the requisite knowledge and competencies. We look forward to being your learning and development partner as we embark on this lifelong quest to master relevant skills and excellence.

2 THE INFOCUS DIFFERENCE

As one of the country's sought-after computer training providers recognized by the Ministry of Education and Higher Education, Infocus Training Centre is well-known for its expert trainers and quality service. At par with the current demands in the job market and emerging industry roles, we offer a variety of Professional Training Programs and other short courses designed to mold locally and globally competitive workers. Our collaboration and partnership with recognized awarding bodies allow us to deepen the professionalism of the local workforce in the respective disciplines at affordable fees, ensuring that the training provided is in sync with the overall education and employment standards.

Join Infocus, the institute where theory meets practice.

3

MISSION

Our primary mission is to educate morally upright, capable leaders equipped with relevant IT knowledge and transferable high skills to achieve their professional goals and offer leadership and service to their society and nation. Through quality assured excellence in instruction, research, and service, we seek to promote the well-being of people in Qatar and contribute to the development of the nation, the continent, and our increasingly interconnected world.

VISION

INFOCUS will strive to become the pre-eminent leader in IT Education, research, and service of society in Qatar and the region, and will pursue international recognition through excellence and rigorous standards.

4 ADVANCED EXCEL

COURSE OVERVIEW

Excel is a valuable, in-demand skill in numerous industries. The Advanced Excel course will give you a deep knowledge of the advanced and complex formulas and functions that transform Excel from a basic spreadsheet program into a dynamic and powerful analytical tool. In this course you will efficiently use the spreadsheet and perform calculations and automation to process large volumes of data. Having advanced Excel skills is an asset both during the job hunt and everyday work tasks. Whether you are looking for a career in data analytics or wanting to enhance your skills, advanced Excel can be important in preparing you for a variety of promising jobs.

COURSE CONTENT

Lesson 1:

Basic of Microsoft Excel

Lesson 2:

Conditional Formatting, Sorting, Filtering and Data Validation
• Conditional Formatting.
• Auto Flash Fill
• Sorting and Filtering
• Data Validation

Lesson 3:

Table, Pivot Table and Pivot Chart
• Convert Range into Table.
• Use the Pivot Table as a powerful analytical tool.
• How to use Timeline
• How to use Slicer
• Create a dynamic Pivot Chart

Lesson 4:

Formulas and Functions
• Cell Reference.
• Order of Mathematical Operations.
• Basic Formula
• 3D Formula
• Text Functions
• Logical Formulas

Lesson 5:

Lookups
• Index & Match.
• Xlookup

Lesson 6:

Power Queries and Power Pivot Table
• Convert PDF into Excel.
• Combine Data from Multiple Sheet
• Import Data from Web to Excel or Data Scraping from Websites
• Automate Task with Power Queries.
• How to use Power Pivot Table
• How to add KPIs to the Power Pivot Table?

Lesson 7:

Macros and VBA
• How to Record Macro
• How to Run Macro
• How to Test Macro
• How to Access Macro
• Learn what is Relative and Absolute Macro Recording.
• Intro to VBA (Visual Basic for Applications)
• Create a Simple Program using VBA

5 ADVANCED PHOTOGRAPHY

COURSE OVERVIEW

This is a 20-hour course designed to improve students' photographic skills in a professional and student-centred environment. Students will have the opportunity to test their skills within a choice of supported topic themes that are linked to live projects and industry liaison.

COURSE CONTENT

Lesson 1

Introduction to Photography
- Types of cameras and history

Lesson 2

Gear Theory, understanding your equipment. The use of ISO, Shutter & Aperture.

Lesson 3

Photograph Professionally
- Composition & Framing techniques

Lesson 4

Practical session for light photography (Daytime)

Lesson 5

Photography & lighting

Lesson 6

Photography and post processing with photoshop

Lesson 7

Post processing techniques

Lesson 8

Photography & light room

Lesson 9

Practical session for photography with lightings (Nighttime)

6 AUTOCAD COMBO

COURSE OVERVIEW

Learn three powerful design & engineering software in one course. Learn the basics of digital drawing in AutoCAD 2D, create 3 dimensional objects in Sketch Up and get an introduction to the world of rendering and animation with 3DsMax.

COURSE CONTENT | AUTOCAD

Chapter 1

Getting Started with AutoCAD

1.1 Starting the Software
1.2 User Interface
1.3 Working with Commands
1.4 Cartesian Workspace
1.5 Opening an Existing Drawing File
1.6 Viewing Your Drawing
1.7 Saving Your Work

Chapter 2

Basic Drawing and Editing Commands

2.1 Drawing Lines
2.2 Erasing Objects
2.3 Drawing Vertical and Horizontal Lines
2.4 Drawing Rectangles
2.5 Drawing Circles
2.6 Undo and Redo Actions

Chapter 3

Projects: Creating a Simple Drawing

3.1 Create a Simple Drawing
3.2 Create Simple Shapes

Chapter 4

Drawing Precision in AutoCAD

4.1 Using Running Object Snaps
4.2 Using Object Snap Overrides
4.3 Polar Tracking at Angles
4.4 Object Snap Tracking
4.5 (Optional) Drawing with Snap and Grid

Chapter 5

Making Changes in Your Drawing

5.1 Selecting Objects for Editing
5.2 Moving Objects
5.3 Copying
5.4 Rotating Objects
5.5 Scaling Objects
5.6 Mirroring Objects
5.7 Editing with Grips

Chapter 6

Projects: Making Your Drawings More Precise

6.1 Schematic Project: Electronics Diagram
6.2 Architectural Project: Landscape
6.3 Mechanical Project: Using Polar and Tracking
6.4 Mechanical Project: Surge Protector
6.5 Mechanical Project: Satellite

Chapter 7

Organizing Your Drawing with Layers

7.1 Creating New Drawings With Templates
7.2 What are Layers?
7.3 Layer States
7.4 Changing an Object's Layer

Chapter 8

Advanced Object Types

8.1 Drawing Arcs
8.2 Drawing Polylines
8.3 Editing Polylines
8.4 Drawing Polygons
8.5 Drawing Ellipse

Chapter 9

Analyzing Model and Object Properties

9.1 Working with Object Properties
9.2 Measuring Objects

Chapter 10

Projects: Drawing Organization and Information

10.1 Architectural Project
10.2 Mechanical Project
10.3 Civil Project

COURSE CONTENT | AUTOCAD

Chapter 11

Projects: Drawing Organization and Information

11.1 Trimming and Extending Objects
11.2 Stretching Objects
11.3 Creating Fillets and Chamfers
11.4 Offsetting Objects
11.5 Creating Arrays of Objects

Chapter 12

Inserting Blocks

12.1 What are Blocks?
12.2 Working with Dynamic Blocks
12.3 Inserting Blocks
12.4 Inserting Blocks using the Tool Palettes
12.5 Inserting Blocks using the DesignCenter

Chapter 13

Projects: Creating More Complex Objects

13.1 Mechanical Project 1
13.2 Mechanical Project 2
13.3 Mechanical Project 3
13.4 Mechanical Project 4
13.5 Architectural Project 1
13.6 Architectural Project 2
13.7 Civil Project

Chapter 14

Setting Up a Layout

14.1 Working in Layouts
14.2 Creating Layouts
14.3 Creating Layout Viewports
14.4 Guidelines for Layouts

Chapter 15

Printing Your Drawing

15.1 Printing Concepts
15.2 Printing Layouts
15.3 Print and Plot Settings

Chapter 16

Projects: Preparing to Print

16.1 Mechanical Project
16.2 Architectural Project

Chapter 17

Projects: Preparing to Print

17.1 Working with Annotations
17.2 Adding Text in a Drawing
17.3 Modifying Multiline Text
17.4 Formatting Multiline Text
17.5 Adding Notes with Leaders to Your Drawing
17.6 Creating Tables
17.7 Modifying Tables

Chapter 18

Hatching

18.1 Hatching
18.2 Editing Hatches

Chapter 19

Adding Dimensions

19.1 Dimensioning Concepts
19.2 Adding Linear Dimensions
19.3 Adding Radial and Angular Dimensions
19.4 Editing Dimensions

Chapter 20

Projects: Annotating Your Drawing

20.1 Final Project Presentation

COURSE CONTENT | SKETCHUP FUNDAMENTALS

1. Opening SketchUp

• SketchUp Screen
• Toolbars
• Viewing Tools
• Shortcut Keys
• Drawing Tools (Line, Rectangle, Square, Push/Pull, Circle, Polygon, Arc)

2. Manipulation Tools

• Select
• Eraser
• Tape Measure
• Protractor
• Move and Copy
• Rotate and Copy
• Scale
• Offset
• Axes
• Displaying and Smoothing Edges

3. Intersect Faces and Follow Me

• Follow Me
• Intersect Faces
• Combining Follow Me and Intersect Faces

4. Making Multiple Copies

• Basic Move and Copy
• Internal Arrays
• Non-Orthogonal Copies
• Multiple Rotated Copies

5. Working with Roofs

• Simple Roofs and Dormers

6. Groups and Components

• Components Versus Groups
• Groups (Sticking, Edge Breaks, Nested, Solids)
• Components (3D Warehouse, Inserting, Scaling, Aligning)

7. Painting, Materials, and Textures

• Applying Materials
• Editing Materials
• Using Images as Textures
• Material Collections
• Material Translucency
• Materials of Groups and Components

8. Adding Text and Dimensions

• Text
• Dimensions
• 3D Text

9. Using Exact Dimensions

• Creating Exact Geometry
• Entity Info
• Exact Moving and Copying
• Exact Rotated Copies
• Symmetry
• Measuring Length and Area
• Scaling in 3D

COURSE CONTENT
3DS MAX

• Learn the basic interface
• Create and manipulate 3D data in 3ds Max.
• Import data from other 3D applications.
• Embellish scenes with the use of materials and maps.
• Create adequate lighting for your environments.
• Animate objects in the scene.

7 DATA VISUALIZATION USING MICROSOFT POWER BI

COURSE OVERVIEW

Power BI is a cloud-based business analytics service, helping you stay up-to-date with the information that matters to you. It helps create operational dashboards from on-premises and cloud data in one central location that you can access across a range of devices.

Data visualization is key in helping you identify trends and patterns within your data set.On the course, you'll learn to create stunning visualizations, upload reports, and make dashboards to extract important insights.

This course is designed for anyone interested in learning more about using Power BI.You don't need any prior experience as this course will help you explore the foundations of using Power BI for data analysis, visualization, and more.

COURSE CONTENT

Lesson 1
Introduction to Power Bi
- Business Intelligence for everyone
- Insights from Data
- What is Data analysis
- What/Why Power Bi?
- Different Data sources for Power Bi
- Installation and Prerequisites
- Power Bi Users and DEMO

Lesson 2
Power Bi Desktop
- Welcome screen
- Importing data
- Visualization plane - Creating column charts
- Pie charts
- Stacked column charts
- Maps - azure maps
- Power bi maps
- ArcGIS maps
- Editing Report interactions
- Tables and matrices
- Cards
- Hide columns from the report view
- Delete unused columns
- Slicers and Filters

Lesson 3
Power Query Editor
- Intro to the Power BI Query Editor
- Basic Table Transformations
- Changing data types Text, Number & Date Tools
- Filter the data using Power Query
- Add Columns, Merge Columns, and Modify Columns in Power query editor
- Combine data from multiple tables into a single table
- V Lookup

Lesson 4
Fact vs Dimension Tables
- Intro to Database Normalization
- Data ("Fact") Tables vs. Lookup ("Dimension") Tables
- Creating Power BI Table Relationships
- "Star" vs. "Snowflake" Schemas
- Active vs. Inactive Relationships
- Relationship Cardinality
- Connecting Multiple Data Tables
- Power Bi - Creating Custom Features Bookmarks
- Drill Through and Drill Down
- Custom Tooltips

Lesson 5
DAX Measures
- Intro to Data Analysis Expressions (DAX)
- Calculated Columns vs. Measures
- DAX Syntax & Operators
- Common Power BI Functions
- Logical & Conditional Statements
- Text, Math & Stats Functions
- Joining Data with RELATED, CALCULATE, ALL & FILTER Functions
- DAX Iterators (SUMX, AVERAGEX)
- Time Intelligence Formulas
- DAX & Power BI Best Practices

Lesson 6
Publish Options and Manage Datasets
- Understand the components of the Power BI Service and how they tie together
- Manually Refreshing data in the Power BI Service Data Gateways
- Providing Access to Datasets
- Configure a Dataset Scheduled Refresh
- Configure Incremental Refresh Settings

Lesson 7
Optimize Power Bi reports for performance
- Performance Analyzer to analyze visuals latency - choose which type of visuals for better performance
- Use of Star Schema
- Query folding
- Calculated columns vs measures
- Best Practices

Lesson 8
Power Bi Preview features and Bookmarks
- Q and A for NLP
- Optimize using synonyms and renaming
- Import vs Direct query
- Pop-up Messages using Bookmarks
- Toggle visuals with buttons using bookmarks

Lesson 9
Reports vs Dashboards and Workspaces
- Overview of App workspace
- When to use dashboards and reports
- Using python scripts in Power Bi
- AUTO-ML in Power BI

8 DIGITAL MARKETING

COURSE OVERVIEW

Whether you are a complete beginner, business owner or marketing professional looking to upskill, this digital marketing program is perfect for you. The Professional Qualification in Digital Marketing will introduce you to the key digital marketing specialization, from mobile and social media to email, PPC marketing and SEO. Upon successful completion, you will become a Digital Marketing Professional.

COURSE CONTENT

Chapter 1
Introduction to Marketing
• Introduction to Digital Marketing
• Types of Digital Marketing

Chapter 2
Content Marketing
• Introduction to Content Marketing
• Content Marketing Elements
• Content Marketing Strategy
• Content Calendar

Chapter 3
Website Marketing
• How to use Websites for Marketing?
• Website Optimization for Marketing

Chapter 4
Search Engine Optimization
• Keyword Research
• SEO of Website
• Google Search Console

Chapter 5
Search Engine Marketing
• Pay Per Click (PPC)
• Google Ad

Chapter 6
Social Media Marketing
• Facebook Business
　✓ Facebook
　✓ Instagram
　✓ WhatsApp
　✓ Messenger
　✓ Social Media Marketing Tools

Chapter 7
Email Marketing
• Email Marketing Tools

Chapter 8
Analytics and Reporting
• Google Analytics

9 DOCUMENT CONTROL WITH ACONEX

COURSE OVERVIEW

Document Control basically deals with Document Management & Control systems. It refers to the use of a computer system and software to store, manage, track electronic documents and images of paper-based information captured using a document scanning device such as a scanner. It is how the organization stores, manages, and tracks its electronic documents.

The course provides full understanding about document management and control, workflows, processes, and procedures. It also gives a better understanding of the vital roles of DC in the successful completion of the project and how DC works collaboratively within the team. Students shall become familiarized with the different project stakeholders and how documents are managed and controlled based on the role.

The course has been designed into three major areas namely:
1) The fundamental or essential document control management
2) The practical document control management
3) The professional document control management

The three areas covered technical and non-technical know-how which include practical activities and exercises for actual applications and EDMS applications. The documents register generated from the system had been used to understand the metadata and its relevance in reporting the status of project documents.

In addition to the above, the course has been designed to equip the students with the required knowledge in setting up new projects and preparing the document management system and control procedures, i.e., creating DBMS for easy storage, access, and retrieval of all project documents. Create documents, register and design KPI to show the status of all documents.

At the end of the course, students shall be able to understand the importance and use of EDMS and why it is vital to the project and how documents are managed and controlled using EDMS as a major platform for project documentations. Students shall be able to use ACONEX as an EDMS platform for project documentations.

COURSE CONTENT

Module I. Essential Document Control Management

Lesson 1

Introduction
• Course Overview
• Goals & objectives
• Underlying Principles of DC
• Project vs Program
• Project Communications & Administrations
• Project Stamps
• RACI vs KPI
• Uses of RACI & KPI

Lesson 2

Documents & Records Management Systems
• What is Document & Document Management
  System
• Advantages of using DMS
• What is Record & Record Management System
• Advantages of using RMS
• Examples of Documents and Records
• Correspondence
• Submittals (Technical Documents)
• Activity / Exercises

Lesson 3

Document Life Cycle
• Steps of DLC
• Stages of DLC
• Document Workflow, Processes & Procedures

Lesson 4

DMS & Document Control System
• DMS & Types
• Use of DMS
• Document Control
• What is Required for Control
• Document Register
• Practical Activity / Exercises

Module II. Practical Document Control Management

Lesson 5

Setting Up Project Database
• Analyzing Project requirements
  (Project stakeholders/team)
• Understanding Client's perspective and the
  Contractor's perspective
• Implementing procedures, templates, registers,
  numbering, distribution, reviews, and other
  processes needed
• Setting Up Guidelines
• Practical Activity / Exercises

Lesson 6

Creating Project Database & Database Migration
• Role & Responsibility Matrix database
• Folder Structures
• Document types and codes
• Document Referencing
• Document Types and formats
• Metadata Capture
• Database Migration
• Practical Activity / Exercises

Lesson 7

Document Management Plan & Guidelines
• Purpose & Objectives
• Communication Protocol
• Creating Document Workflows
• Creating Document Processes & Procedures
• Practical Activity / Exercises

Lesson 8

Reporting The Status Of Documents
• What is Document Register
• Correspondence Register with KPI
• Submittal register with KPI
• Making a Comprehensive Report- Based on
  Designed KPI
• Correspondence vs submittal reports
• Practical Activity / Exercises

Module III. Professional Document Control Management With Aconex

Chapter 9

EDMS Design & Implementation Procedures
• EDMS Overview
• EDMS Features
• EDMS Benefits

Chapter 10

Comparison Analysis For Choosing EDMS
• Zoho Docs
• Logical Doc
• SharePoint Online
• PDF Element

Chapter 11

ACONEX
• ACONEX Fundamentals
• Introduction & Accreditation Program
• Aconex Registration
• Practical Activity / Exercises

Chapter 12

ACONEX
• Aconex System Interface (UID)
• Working with Documents
• Working with Mail
• Live System Presentation

10 ETHICAL HACKING AND CYBERSECURITY

COURSE OVERVIEW

Ethical Hacking sometimes called as Penetration Testing is an act of intruding or penetrating system or networks to find out threats, vulnerabilities in those systems which a malicious attacker may find and exploit causing loss of data, financial loss or other major damages. The purpose of ethical hacking is to improve the security of the network or systems by fixing the vulnerabilities found during testing. Ethical hackers may use the same methods and tools used by the malicious hackers but with the permission of the authorized person for the purpose of improving the security and defending the systems from attacks by malicious users. Ethical hackers are expected to report all the vulnerabilities and weaknesses found during the process to the management. Today, you can find Certified Ethical Hackers working with some of the finest and largest companies across industries like healthcare, finance, government, energy and much more!

COURSE CONTENT

Lesson 1
Introduction to Ethical Hacking

Lesson 2
Introduction to Kali Linux OS

Lesson 3
Introduction to Python

Lesson 4
Installation of Virtual box, Kali Linux and Visual Studio Code

Lesson 5
Penetration testing pipeline

Lesson 6
Footprinting using NMAP

Lesson 7
Google hacking

Lesson 8
Vulnerability Assessment

Lesson 9
Cryptography - Encryption / Decryption

Lesson 10
Social Engineering

Lesson 11
Antivirus Software Mechanism

Lesson 12
Introduction to IDS and IPS

Lesson 13
Ransomware scripts using Python

Lesson 14
Keyloggers using python

Lesson 15
Phishing attacks using Setoolkit

Lesson 16
Firewall and Zero days attacks

Lesson 17
Honeypots

Lesson 18
SQL Injections

Lesson 19
Steganography

Lesson 20
Browser Hijacking using beef

Lesson 21
Mobile Phone Hacking

Lesson 22
Denial of Service attacks

Lesson 23
Physical Security

Lesson 24
Reverse Engineering

11 GRAPHICS DESIGNING

COURSE OVERVIEW

The Graphics Designing course has been designed to provide the students with the necessary skills required to meet the demand of today's professional job market for advertisement and designing field. This will be accomplished by giving the students several studio projects designed to develop their knowledge and skills on layout, illustration, photography, presentation, traditional pre-press to computer-based projects. This course is for those who want to make their career in commercial designing and media sector.

COURSE CONTENT

Chapter 1

Introduction to Graphics Designing
• Elements of a Design
• Lines, Shapes, Forms, Textures
• The Rules of Thirds and Frame Balancing
• Pixels and PPI & Resolution
• Colour theory – CMYK & RGB
• Science of Proportion and Golden Ratio

Chapter 2

Software 1: Adobe Photoshop
• Overview of the Photoshop interface
• Essential image navigation shortcuts
• The Marquee tools
• Adding and subtracting selections
• Automatic selection using the wand tool
• Automatic selection using the-quick
  selection brush
• Manual cut-out technique
• Transforming a selection
• Understanding selection edges
• Refining selection edges
• Saving and reloading a selection
• Overview of the Photoshop toolset
• Brushes and brush types adjusting brushes
• Choosing colors by eye
• Layer Masks   in   Photoshop
• Introduction to the power of layer masks
• Creating a layer mask from a selection
• Modifying a layer mask using the
  paintbrush tool
• Tricks for modifying mask edges for cut-out
• Photoshop Layers - Combining Images
• Layer blending modes
• Layer opacity
• Transforming and distorting layers

• Working with multiple layers
• Layer blending options
• Using adjustment layers
• Levels explained
• Color balance and color balance
  considerations
• Hue and saturation
• Selective adjustments using masks
• An overview of Photoshop filters and
  their uses
• Pixel (100%) view and what it means
• Advantages of using smart filters
• Image sharpening
• Image blurring
• Selective filtering
• Cropping and sizing (the quick way)
• Image adjustments using levels, color balance
  and hue/saturation
• Further correction to images using
  Shadow/highlight
• Re-touching using the clone tool
• Re-touching using the healing tool
• Considerations when choosing a file format
• Common file formats explained

COURSE CONTENT

Software 2: Adobe Illustrator
• Selection Tools & drawing tools
• Drawing and modifying basic shapes using the pen and pencil tools to create paths
• Adjusting paths
• Using paintbrushes
• Using the pathfinder panel to create complex objects
• Selection tools and options
• Using Color Applying Stroke and Fill colors
• Mixing and picking RGB, CMYK & Pantone colors
• Using 'live color' panel to create color schemes
• Re-coloring artwork with 'live color'
• Gradients and blends, gradient mesh
• Saving and modifying colors for later use, and then importing them
• Using 'live paint' Working with Text
• Typing directly onto the page and importing text from a text file
• Creating columns of text
• Setting text attributes (font, color, size, kerning, etc.)
• Copying text attributes from other text
• Wrapping text around objects or flowing along a path
• Working With Images
• Placing photographs and other artwork into Illustrator
• Choosing whether to link or embed image files
• Creating borders around images
• Using a path to mask an area of an image
• Modifying image colors and appearance

• Using 'live trace' to create vector art from photographs
• Working with Layers Creating layers - setting layer properties
• Viewing, hiding, and locking layers
• Moving objects between layers
• Documents Page setup
• Viewing the document and working in artwork or preview modes
• Navigating around your document
• Grids, guides, and other features to help you accurately position objects
• Adding and using guidelines - locking and unlocking, positioning accurately
• Getting information about the document and contents
• Exporting artwork for Photoshop or for a DTP program
• Tools & Panels
• Using the Info Panel & the Transform Panel to maintain accuracy
• Moving, aligning, & grouping objects
• Transforming and warping objects
• Using envelope distortions
• Using filters - Vector and bitmap filters
• Using effects and utilizing the appearance Panel
• Creating symbols and altering how they are applied and their appearance
• Creating 3D objects in Illustrator using Blend

COURSE CONTENT

Chapter 4

Software 3: Adobe Indesign
- Workspace
- Workspace basics
- Customize menus and keyboard
- Viewing the workspace
- Setting Preferences layout
- Creating documents Pages and spreads
  Master pages
- Layers Drawing Tools
- Explain Move and Selection tool
- Convert to Curve
- Add Anchor Point Curve, Smooth Star Tool
- Free Transform
- Drawing Tools
- Ellipse Tool
- Rectangle Tool
- Polygon Tool
- Eraser Tool
- Crop Tool
- Explain Fill and Outline
- None Fill
- Color
- None Stroke
- Stroke
- Stroke Depth
- Apply Stylize
- Stroke Color
- Creating text and text frames
- Adding text to frames
- Threading text
- Editing text
- Paragraph and character styles
- Drop caps and nested styles
- Object styles
- Combining text and objects
- Wrapping text around objects
- Creating type on a path
- Formatting text
- Using fonts
- Leading Typography
- Kerning and tracking
- Formatting characters
- Formatting paragraphs
- Typography
- Aligning text
- Tabs and indents
- Bullets and numbering
- Text composition
- Understanding graphics formats
- Importing files from other applications
- Placing graphics
- Managing graphics links
- Reusing graphics and text
- PDF and interactive documents
- Exporting to Adobe PDF
- Adobe PDF options
- Preparing PDFs for service providers

12 INFORMATION TECHNOLOGY

COURSE OVERVIEW

The IT industry is growing quickly as companies become more technology-based and the need to manage information becomes increasingly vital. Introduction to IT is geared towards complete beginners looking to take their first steps into the world of Information Technology. This course is the first of a series that aims to prepare you for a role as an entry-level IT support.

In this course, you'll be introduced to the world of Information Technology, or IT. You'll learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, Programming concepts, Storage, Data and troubleshooting. A dedicated session at the end of the course explaining the jobs in various domains of the IT sector for those individuals who desire to start a career in Information Technology. I have designed this course for anyone who wants to learn more about the Information Technology field and is ideal for someone just getting started. The course will give you a solid understanding of many of the concepts that drive one of the most important industries in today's world. Successful completion of this program provides learners the opportunity for a wide range of academic progressions.

COURSE CONTENT

Chapter 1

Introduction to Information Technology
- Course Curriculum Overview
- What is Computer Hardware and Computer Software
- Difference Between Hardware & Software
- Computer Component (Discussion about Motherboard and its functions, CPU, CPU FAN, Ram & ROM, HDD and its functions)
- Software & Operating System (Discussion about System Software and Application Software)
- Open-Source Operating Systems

Chapter 2

Number Systems
- What is Binary?
- Bits and Bytes
- Base 10 vs Base 2
- Convert Binary to Decimal
- Hexadecimal to Binary
- Binary to Octal
- Octal to Hexadecimal
- Decimal to Octal
- Binary to Octal

Chapter 3

Logic Gates
- Introduction to Logic Gates
- Logic Gates - AND, OR, NOT, NAND
- Truth Table
- Boolean Algebra
- Binary Logic
- XOR and NOR gates

Chapter 4

Basic Operations to be Performed in a PC
- Basic Windows Commands
- CLI
- Monitor Resource Usage
- Cleaning Temporary Storage
- Installing Applications and Specifying Path
- Popular Web Shortcuts
- What is a Driver?
- How to install necessary Drivers
- Configurations to be considered while buying a PC

Chapter 5

Computer Storage and Databases
- How Storage is Calculated (KB, MB, GB, etc.)
- Types of Computer Storage
- Difference between RAM, Virtual Memory, Cache etc.
- Hard Disk and Solid-State Shrives
- Top Data Storage Vendors
- Data vs Information
- Qualitative data vs Quantitative Data

Chapter 6

Intro to C Programming
- Why Programming?
- Intro to C
- C Data types, Variables
- C Operators
- C Decision making statements
- C Loops and control statements

Chapter 7

Intro to C++ Programming
- Intro to C++
- C++ Variables
- C++ Operators
- C++ Decision making statements
- C++ Loops and control statements
- C++ Arrays
- C++ References
- C++ Pointers
- C++ Functions
- C++ Classes

Chapter 8

Web Application Basics
- What is the Internet?
- How does a website work
- Client-Server Communication
- Requests sent to Server
- What is an API
- Front-end vs Back-end
- Tools and Technologies to build a website
- Security Built in a Website

13 INTERIOR DESIGNING

COURSE OVERVIEW

Interior Design is all about space, form, lightening and design. This course aims at evolving creative solutions for assimilation of diverse elements of interior such as furniture, lighting, shading and material. The study helps in creating synergies between the aspects of beauty and utility. They create functional and appealing spaces where people can live, work, and play. They learn how art, architecture, design, and technology informs interior design and learn how to collaborate effectively across disciplines; They develop design solutions that address the health, safety and welfare of the users of space; They design the interior spaces of health care facilities, hotels, ferries, and ships, and other commercial industries; become a stage and set designer, a movie production designer, exhibit designer, project manager, or an interior architect.

COURSE CONTENT

LEVEL 4

Chapter 1

Interior Designing I
• Interior Designing
• Role of designers
• Importance of Designing
• Elements and principles of Designing
• Project: Study on fundamentals of Design

Chapter 2

Interior Design Drawing Basics
• Scaling and scale practice
• Isometric projection
• Orthographic projections
• Sectional elevation
• Project: Isometric of furniture
• Project: Bedroom

Chapter 3

Engineering Drawing Basics
• Basics in civil Engineering
• Plan Section and Elevation
• Basics in graphic presentation
• Unit systems and conversions
• Project: Small home

Chapter 4

Building Materials
• Stones
• Flooring materials
• Wood and wood finishes
• Wall paper and painting
• Project: Material collection & study

Chapter 5

Draftsmanship
• Measures and measuring tools
• Measured drawings
• Perspective projections
• Detailed drawing
• Project: Restaurant/coffeeshop

LEVEL 5

Chapter 1

Interior Designing 2
• Importance of Interior Design
• Space Management
• Fundamentals in Designing
• Advanced Terms in Interior Design
• Space Planning and Climatology

Chapter 2

Basics In Architecture
• Introduction to Architecture
• Elementary Forms of Construction
• History of Interior Design
• Deconstructivism Modern Architecture

Chapter 3

Color, Lighting, Furniture & Furnishings II
• Concept of Colour
• Psychological Aspects
• Colour Systems and Applications
  Importance of Lighting
• Lighting fixtures
• Styles of Furniture
• Familiar Furniture Materials; Soft Furnishings

Chapter 4

Professional CAD Practice
• Introduction to AutoCAD System Requirements
  & General commands
• Drawing & Modifying Tools
• Productivity Tools; Dimensioning

Chapter 5

Three Dimensional Drafting I
• Introduction to 3ds Max
• Tools and Techniques
• Modifier List; Exterior Designing; Materials
  and Lighting

Chapter 6

Estimation & Costing
• Units and Unit conversions
• Area Calculations & Quantity Analysis
• Preparation of Estimation Chart
• BOQ
• Estimation and Costing

LEVEL 6

Chapter 1

Interior Designing 3
• Space Planning Techniques
• Ventilation and Lightning
• Residential Interiors
• Commercial Interiros
• Rennovations

Chapter 2

Professional CAD Practice
• Site Plan
• Service Plan
• Plan section and elevation
• Isometric Drawings
• Detailed Drawings for Site Work
• Presentation of the Drawings

Chapter 3

Three Dimensional Drafting 2
• 3Ds Max – Tools and Techniques
• Material Application
• Mental Ray – Render Setup
• Exterior Designing
• Vray Materials and Lightning
• Rendering and Editing

Chapter 4

Practical Application
• Measures and Measuring Tools
• Conversions of Units
• Investigation & Planning
• Professional Practice
• Site Management and Coordination
• Portfolio
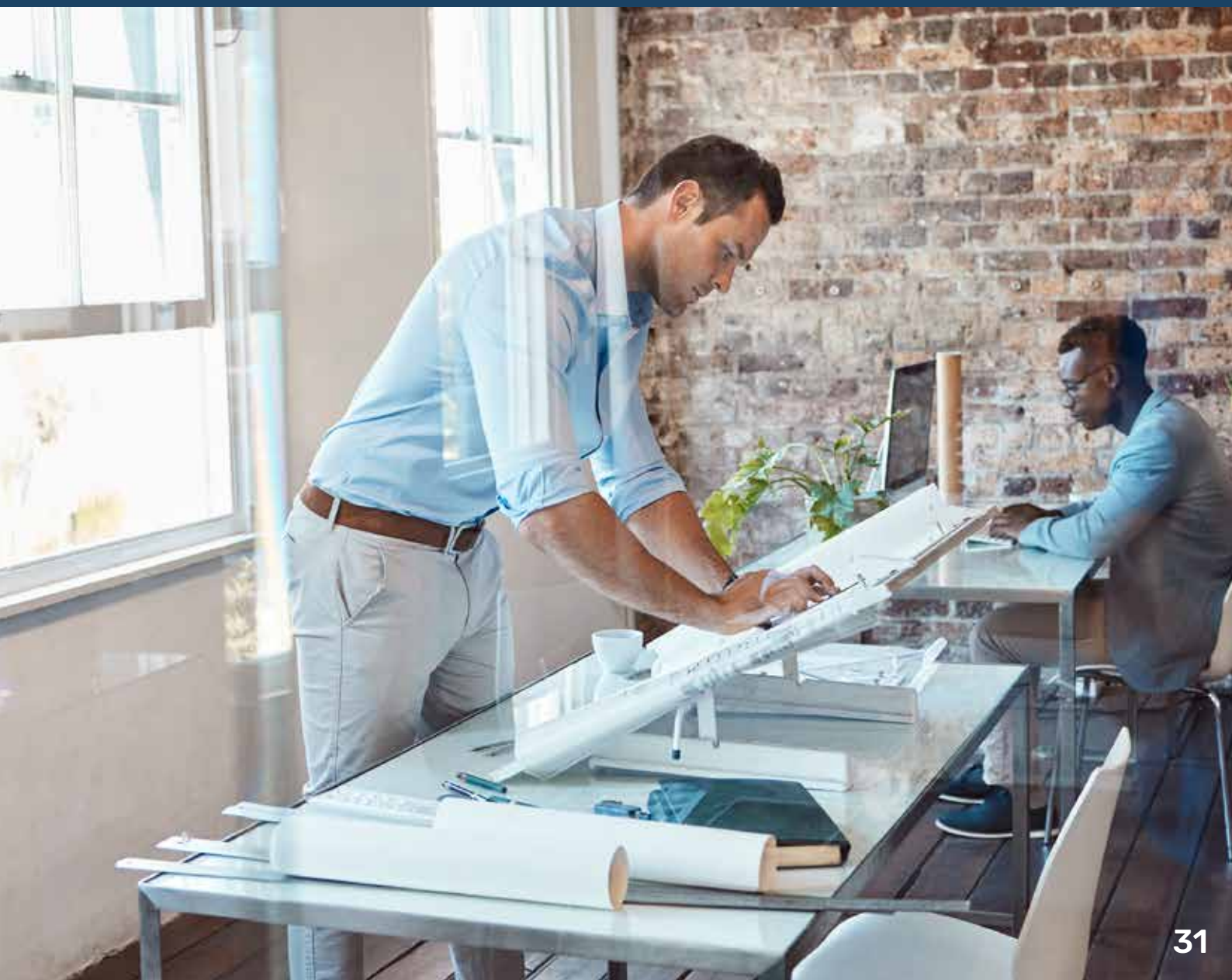
14 LAPTOP REPAIR

COURSE OVERVIEW

The Computer Hardware, Network, Maintenance & Troubleshooting course are targets to provide the knowledge and skills to the students to handle the major or minor computer hardware, software and network issues. As the modern world has been developed, almost everything related to our daily life has been getting too close to technology and it all comes through the Computer and Network. To have the basic knowledge of computer troubleshooting is being highly mandatory in almost all the sectors of our life. This course will help and enhance knowledge of the student to recognize the computer and networking issues and teach them how to troubleshoot

COURSE CONTENT

Lesson 1

Introduction of the Course

Lesson 2

Definition of Terms, Protocol and History

Lesson 3

Computer Parts Familiarization

Lesson 4

Computer and Laptop Parts Disassembly and Installation

Lesson 5

Software Familiarization

Lesson 6

Hardware and Software Troubleshooting of the Common Issues

Lesson 7

Component Familiarization of the Chipset of Board

Lesson 8

Schematic Diagram

Lesson 9

Introduction of Networking, Procedure and Protocol

Lesson 10

Installation, troubleshooting and Maintenance of Network Devices

15 MS OFFICE COMBO

COURSE OVERVIEW

In this course, you will be learning the parts of computers, basic skills, and knowledge on how to operate a computer/laptop, a lot of internet applications that will be very useful for your office work career. After the 10th week, you will be able to create your own presentation using Microsoft PowerPoint. Any office work requires good skills and knowledge in Microsoft Excel, which you will learn a lot in this endeavor, from basic things, formulas, charts, pivot tables etc. Microsoft Word is an essential tool for working, you will be able to write or create letters and memorandum and other documents needed.

COURSE CONTENT

Lesson 1

- Introduction to computer
- Difference in hardware and software
- Basic function and skills to operate a computer
- Keyboard function and shortcuts
- Internet applications such us:
  - ✓ WhatsApp Web
  - ✓ Y2mate
  - ✓ Google Earth
  - ✓ Teamviewer
  - ✓ Email
  - ✓ Wetransfer
  - ✓ Typingtest
  - ✓ Utorrent
  - ✓ Zoom
  - ✓ Canva

Lesson 2

- What is PowerPoint?
- Basic functions and fundamentals
- Transition and Animation
- Adding music and videos
- Activity 1 (Creating your own presentation)
- Finishing your video and exporting it

Lesson 3

- Introduction to Excel
- Opening, saving, and putting password
- Understanding cells and borders
- Insert pictures, videos, and design it
- How to format text: size, color, design, and font
- Wrap text and merging
- Activity 2 (Basic excel work)

Lesson 4

- Introduction to formulas
- Mathematical and BIDMAS rule
- Formula discussion
  (Sum, average, count, countblank, len, upper, lower, proper, trim, convert, search, round, exact, absolute, binary to dollar, countif, countifs)
- Activity 2 (Excel with formula)

Lesson 5

- Formula discussion
  (Switch, substitute, replace, min, max, max ifs, min ifs, or, and, if, ifs, multiple ifs, mix formula (and & if), average if, average ifs, sum if, sum ifs)
- Activity 3 (Excel with formula)

Lesson 6

- Formula discussion
  (Today, now, minute, day, month, year, dateif, text, networkdays, networkdays.intl)
- Other Excel topics
  (Making charts, switch windows, spelling, translate, smart lookup, orientation)
- Activity 4 (Excel with formula)

Lesson 7

- Formula discussion
  (Vlookup, Hlookup, Xlookup, Multiple formula (if & Vlookup), rank, large, small)
- Other Excel topics
  (How to print, conditional formatting, data bars, icon sets, sort, filter, combining names, removes duplicates, split)
- Activity 5 (Excel with formula)

Lesson 8

- Formula discussion
  (Index, match, multiple formula (index & match), multi column Xlookup, if error)
- Other Excel topics
  (Drop down list, validate numbers of characters, freeze pane, split pane, cell protection, hyperlink, absolute reference, creating tables, sequence function)
- Activity 6 (Excel with formula)

Lesson 9

- Other excel topics
  (Creating pivot table, flash fill and introduction to power query)
- FINAL EXAMINATION (Excel formulas)

Lesson 10

- Introduction to Word and functions
- Creating letters and memorandum
- What is Adobe PDF?
- How to reformat a laptop/desktop

16 PRIMAVERA P6

COURSE OVERVIEW

The course will allow the students to learn all the tools of Primavera (P6). After finishing the course, the students are expected to have all the skills required to perform as a Planning Engineer through Primavera (P6). This will enable them to handle complicated projects.

COURSE CONTENT

Basics 1

• Introduction & Planning Basics
• Planning Engineer Job Role
• Brief Introduction about Project Management Plan (PMP)
• Microsoft Excel Fundamentals required to work with Primavera (P6)
• Familiarize with Primavera P6

Basics 2

• Creating Enterprise Project Structure (EPS), OrganizationalBreakdown Structure
  (OBS) & Projects
• Work Breakdown Structure (WBS)
• Creating Activities & Activity Relationships
• Creating Calendars for Project, Activities & Resources
• Resource Loading
• Understanding the Data in P6 (Codes, Filters, Currencies & etc.)
• Critical Path Method (CPM)
• Earned Value Management (EVM)
• Cost Loading Methods
• Cash Flow & Manpower Histogram
• Maintain & Assign the Baseline
• Scheduling Techniques
• Update & Monitor the Baseline Schedule
• Program Import & Export
• Customizing the Report Layouts
• Prepare Weekly & Monthly reports
• Preparing Delay Register
• Delay Analysis
• Introduction & Basics of Extension of Time- EOT
• Revised & Recovery Programs
• Common mistakes in Baseline Program
• Tips & Tricks to speed up the works

Project 1

Develop a common Baseline schedule for a small-scale project

Project 2

Develop an individual Baseline schedule for a medium-scale project

Project 3

Develop an individual Baseline schedule for a large-scale project (Final Task)

17 PYTHON PROGRAMMING

COURSE OVERVIEW

Python is currently one of the most popular programming languages and its popularity continues to rise every year. It is used for real-world applications in diverse areas such as Back-end Web Development, Data Science, Machine Learning, Artificial Intelligence and many more. Learning Python is your next step into the amazing and powerful world of programming and computer science. Python is a general-purpose coding language and one of the best programming languages for beginners. The syntax of python is easy to learn as compared to other programming languages (C, C++, Java, etc). Due to its simplicity, you will be able to take this course without any prerequisites. This course follows a practical approach where students learn by actively problem-solving towards the tangible goal of creating real-world Python programs. You will understand Python from the inside-out from the computer science perspective so that you will have a deeper understanding of how programming works. Python will give you more opportunities for jobs and career advancement because Python is one of the most requested skills today.

COURSE CONTENT

Lesson 1
Introduction to Python
- Course Curriculum Overview
- Installing Python IDE
- CLI Basics
- Variables in Python to Manage Data

Lesson 2
Introduction to Strings
- Understanding data types - String vs Int
- Indexing and Slicing in Strings
- How to Manipulate Strings and Perform String Concatenation

Lesson 3
List In Python
- List indexing
- List operations - Adding, Modifying, Deleting
- List Slicing
- List Methods - append, insert, remove, del
- Dictionaries in Python
- Tuples with Python
- Sets in Python
- Tuples vs Lists

Lesson 4
Python Statements
- If Elif and Else Statements in Python
- Comparison Operators in Python
- Booleans in Python
- Nested If Else statements

Lesson 5
Loops in Python
- FOR Loops vs While Loops

Lesson 6
Functions
- Defining and Calling Functions
- Passing Arguments to Function
- Return statements, Interaction between different functions

Lesson 7
Object- Oriented Programming in Python
- Classes and Objects
- Attributes and Methods
- Inheritance and Polymorphism
- Constructing Objects and Accessing their Attributes and Methods

Lesson 8
Error and Exceptions in Python
- Errors and Exception Handling
- Default and Custom Error Messages
- Using break and continue statements

Lesson 9
Working with Files
- Open a file using Python Script
- Loop through all the files in the Directory
- Read and write operations
- Os.path module

18 REVIT ARCHITECTURE

COURSE OVERVIEW

Revit Architecture is the industry standard software for building information modeling (BIM) for interior designers, contractors, architects, and structural engineers.

COURSE CONTENT

19 REVIT MEP

COURSE OVERVIEW

Revit MEP is the industry standard software for building information modeling (BIM) for interior designers, contractors, architects, structural engineers and MEP engineers.

COURSE CONTENT

Lesson 1

Introduction
• Linking CAD file and RVT file
• Simulation of Creating a Central file
• Definition of worksets and application
• Copy/Monitor Links

Lesson 2

Modeling a Project
• Modeling: HVAC Drawings
• Modeling: Placing an Air terminal
• Modeling: Placing Mechanical Equipment
• Modeling: Creating duct Manually and Automatic Layout
• Tagging: Place tag for ducts and mechanical equipment
• Modeling: Plumbing Drawings
• Modeling: Placing Plumbing Fixtures
• Modeling: Creating Pipe Manually and Automatic Layout
• Tagging: Place tag for pipe and plumbing fixture
• Modeling: Lighting and Power Drawings
• Modeling: Electrical Fixtures
• Modeling: Wirings
• Modeling: Generating wires manually and automatic.
• Tagging: Place tag for wires and electrical fixtures

Lesson 3

Modeling a Family
• Sample Modelling of Advance Family

Lesson 4

Documentation
• Printing setup
• Final project submission

20 SUMMARY OF CERTIFICATIONS

COUSE	LOCAL CERTIFICATION	INTERNATIONAL AWARDING BODY	DURATION
ADVANCED EXCEL	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	18 HOURS
ADVANCED PHOTOGRAPHY	ATTESTED BY QATAR CHAMBER OF COMMERCE	OTHM QUALIFICATIONS UK	20 HOURS
AUTOCAD COMBO	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	30 HOURS
DATA VISUALIZATION USING MICROSOFT POWER BI	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	22 HOURS
DIGITAL MARKETING	ATTESTED BY QATAR CHAMBER OF COMMERCE AND MOFA	NONE	3 MONTHS
DOCUMENT CONTROL WITH ACONEX	ATTESTED BY QATAR CHAMBER OF COMMERCE AND MOFA	OTHM QUALIFICATIONS UK	3 MONTHS
ETHICAL HACKING AND CYBERSECURITY	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	2 MONTHS
GRAPHICS DESIGNING	ATTESTED BY QATAR CHAMBER OF COMMERCE AND MOFA	OTHM QUALIFICATIONS UK	3 MONTHS
INTERIOR DESIGNING	ATTESTED BY QATAR CHAMBER OF COMMERCE AND MOFA	OTHM QUALIFICATIONS UK	L4 - 3MONTHS L5 - 5MONTHS L6 - 6MONTHS
INFORMATION TECHNOLOGY	ATTESTED BY QATAR CHAMBER OF COMMERCE AND MOFA	OTHM QUALIFICATIONS UK	36 HOURS
LAPTOP REPAIR	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	30 HOURS
MS OFFICE COMBO	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	30 HOURS
PRIMAVERA P6	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	30 HOURS
PYTHON PROGRAMMING	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	30 HOURS
REVIT ARCHITECTURE	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	18 HOURS
REVIT MEP	ATTESTED BY QATAR CHAMBER OF COMMERCE	NONE	18 HOURS

21 ACCREDITATIONS AND AFFILIATIONS

Accreditation is an important type of quality assurance. From government organizations to exam boards, expert external bodies regularly evaluate the performance of teaching in their country or teaching their syllabus. An accreditation is a clear indication that their own, internal standards are being met. This means you can be confident that they're receiving an education which is of the highest standard.

22 INFOCUS GALLERY

Infocus Training Centre envisions itself as the prime mover of excellent training through practical and lifelong learning approach.

As partner in reaching one's full potentials and career development, Infocus Training Centre assures to provide quality service through effective training and state-of-the art learning facilities.

Infocus Training Centre is set up to facilitate the continuous learning of this new generation of employees who are keen to continuously acquire new skills and competencies to stay relevant, and build deep expertise in their chosen field of work.

Enrol.
Explore.
Excel.