



RC: 118629



# Graduate - Professional - PGCert - EMBA Form

## SELECT/TICK TYPE OF PROGRAM

GRADUATE PROFESSIONAL PROGRAM 3-4 Months

PGCERT PROFESSIONAL PROGRAM 4 Months

E-MBA PROGRAM 5-6 Months



This form must be completed by the candidate and submitted at the training center on or before the induction date.

### BIO-DATA

Full Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Whatsapp: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Discipline: \_\_\_\_\_ Work/RV No/PPA: \_\_\_\_\_

Email: \_\_\_\_\_ University: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Experience: 0-2yrs  3-6 yrs  Over 6yrs

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

I \_\_\_\_\_ hereby declare that the information given in this form is accurate in every detail. I shall be of good behavior and shall comply with the rules and regulations of the institute. I undertake to accept in good faith without refund whatever disciplinary measure the institute takes on me in the event that i contravene its rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COURSE SELECTION GUIDE (SEE ALL COURSES AT THE BACK PAGE)

- **Courses are grouped based on department** you which to undertake your program. Your department here doesn't have to relate to your department /faculty in school. You must first decide the department to belong.
- You are to select a group and also make up from other groups to complete total course units/numbers.
- **Project Management and Data Analytics are compulsory for all**, while Leadership & Management are compulsory for all whose choose courses from Management department. Non departmental courses are open to all students in all departments. At completion, you will be awarded accredited certificates on **each of the courses** undertaken. **TURN OVERLEAF FOR COURSE LIST.**

## SELECT AREAS OF INTEREST/COURSES

FOR GRADUATE PROFESSIONAL TRAINING - SELECT EIGHT COURSES  
FOR PG Cert OR EMBA – SELECT A CERTIFICATION GROUP)

### COMPULSORY/CORE COURSES (FOR ALL)

PROJECT MANAGEMENT

DATA INTERPRETATION AND BUSINESS ANALYTICS

### MANAGEMENT/ECONOMICS ACCOUNTING DEPT

**LEADERSHIP AND MANAGEMENT (Compulsory)**

**HUMAN RESOURCE (International Certification)**

1. Human Resource Management and Development
2. Corporate and International Marketing
3. Corporate Finance Economics and Management

**INTERNATIONAL STUDIES (International Certification)**

1. International Relations and Policy
2. Corporate and International Marketing
3. Communications and Public Relations

**FINANCE AND ECONOMICS (International Certification)**

1. Corporate Finance Economics and Management
2. Human Resource Management and Development
3. Business and Finance Report Writing

**MARKETING & PUBLIC RELATIONS (International Certification)**

1. Corporate and International Marketing
2. Communications and Public Relations
3. Business and Finance Report Writing

**BUSINESS ADMINISTRATION AND OPERATIONS (International Certification)**

1. Business Administration & Operations Management
2. Human Resource Management and Development
3. Business and Finance Report Writing

**SECRETARIAL AND ADMINISTRATION (International Certification)**

1. Secretarial and Executive Personal Assistance
2. Communications and Public Relations
3. Clients and Customer Relations Management

### OPTIONAL COURSES FOR MANAGEMENT

- Educational Administration & Management
- Clients and Customer Relations Management
- Public Administration & Management

## ENGINEERING/PETRO-GEOSCIENCE DEPT

**INDUSTRIAL PIPING & PROCESS INSTRUMENTATION ENGINEERING (International Certification)**

1. Piping Design and Installation
2. Engineering Design/CAM with AutoCAD
3. PDMS (Piping/Equipment Design) Software
4. Process Instrumentation and Control

**INDUSTRIAL FACILITY INSTALLATION & OPERATION ENGINEERING (International Certification)**

1. Piping Design and Installation
2. Pumps & Rotating Equipment Operation/Maintenance
3. PDMS (Piping/Equipment Design) Software
4. Process Instrumentation and Control

**OIL AND GAS DEVELOPMENT ENGINEERING/SCIENCE (International Certification)**

1. Integrated Field Development
2. Oil and Gas Production System - Surface Facilities
3. Petrophysics And Well Log Interpretation
4. Subsea Production Systems SPS

**DRILLING AND PRODUCTION ENGINEERING/SCIENCE (International Certification)**

1. Integrated Field Development
2. Drilling and Completion Engineering
3. Oil & Gas Production System (Surface Facilities)
4. Petrophysics And Well Log Interpretation

**SUBSEA/OFFSHORE FACILITY ENGINEERING (International Certification)**

1. Oil and Gas Production System (Surface Facilities)
2. Subsea Production Systems SPS
3. Drilling and Completion Engineering
4. Process Instrumentation and Control

## COMPUTER/INFORMATION TECHNOLOGY DEPT

**WEB APPLICATION DEVELOPER**

1. Web Development with HTML and CSS
2. JavaScript Programming
3. Web Server-side Programming with PHP/MySQL
4. Web Technology Integration with Bootstrap & WordPress

**NETWORK AND SECURITY SYSTEM ENGINEERING**

1. Computer Network Technology
2. Security and Surveillance System
3. Wireless Communication Design

DIGITAL COMMUNICATION/SOLUTIONS

## NON DEPARTMENTAL COURSES (OPTIONAL FOR ALL)

ADVANCED MONITORING AND EVALUATION (M&E)

HSE (SAFETY) LEVEL 1-3  QUALITY MGT & CONTROL

OIL & GAS MANAGEMENT  ADVANCED EXCEL

PRIMAVERA PROJECT SOFTWARE  RISK MANAGEMENT

MICROSOFT OFFICE  INFORMATION MGT YSTSEM

CONTRACT/PROCUREMENT MGT  GRAPHICS DESIGN