

Cisco Certified Network Associate (CCNA) – 12 Weeks

Overview:

This 12-week intensive program provides students with the fundamental knowledge and hands-on skills required to design, implement, and troubleshoot modern networking environments. Ideal for IT professionals aiming to advance their careers in networking.

Learning Outcomes:

By the end of this course, participants will be able to:

- Understand network fundamentals, including IP addressing, subnetting, and routing protocols.
- Configure and manage Cisco routers and switches.
- Troubleshoot common network issues and optimise network performance.
- Implement security best practices in network environments.
- Prepare for the Cisco CCNA certification exam.

Modules:

1. Introduction to Networking & OSI Model
2. IP Addressing and Subnetting
3. Routing Protocols: OSPF & EIGRP
4. Switching Concepts & VLANs
5. Network Security Fundamentals
6. Wireless Networking Basics
7. WAN Technologies & Configuration
8. Network Troubleshooting & Maintenance
9. Hands-on Lab Exercises
10. CCNA Exam Preparation & Mock Tests

Duration: 12 Weeks

Mode: Online / In-person

Assessment: Practical labs, assignments, and mock tests

Certification: CCNA Exam Preparation Certificate

2. Professional Communication & Negotiation Skills – 12 Weeks

Overview:

This course equips professionals with advanced communication strategies and negotiation techniques to succeed in corporate, sales, and leadership roles. Over 12 weeks, learners will develop practical skills to influence, persuade, and build stronger professional relationships.

Learning Outcomes:

By the end of this course, participants will be able to:

- Communicate effectively in both verbal and written formats.
- Apply active listening and feedback techniques in professional settings.
- Understand negotiation frameworks and strategies.
- Handle objections and conflicts with confidence.
- Influence stakeholders and drive positive outcomes in business scenarios.

Modules:

1. Foundations of Professional Communication
2. Interpersonal & Cross-cultural Communication
3. Effective Business Writing & Presentation Skills
4. Active Listening & Feedback Techniques
5. Principles of Negotiation
6. Conflict Resolution & Problem-Solving
7. Persuasion and Influence Strategies
8. Negotiation Simulations & Role Play
9. Professional Etiquette & Networking Skills
10. Practical Assignments & Case Studies

Duration: 12 Weeks

Mode: Online / In-person

Assessment: Practical exercises, role plays, and assignments

Certification: Professional Communication & Negotiation Skills Certificate