

## Technical Studies BT-TS-LT

learning, training and career

The secret of success is to do the common things uncommonly well John D. Rockefeller





As the market is flooded with new technology in every fleld, technical studies have become increasingly important.

The technical studies at the level of BT, TS and LT apply to a wide range of education disciplines ranging from accounting, sales and marketing to electronics and car mechanics.

They are career focus rather than academic.

In the end, studies in BT, TS and LT will lead to an official diploma. معً إغراق السوق بالتكنولوجيا الجديدة في شتى المجالات، أصبحت العلوم التقنية ذات أهمية متزايدة.

تنطبق العلوم الفنية في مستويات BT و TS و LT على مجموعة واسعة من الاختصاصات الدراسية التي تتراوح بين المحاسبة والمبيعات والتسويق وإلالكترونيات وميكانيك السيارات.

تتمحور هذه المجالات على الجانب الوظيفي بدلا من الأكاديمي.



#### Medical Care الرعاية الطبية



#### محتویات الدورة: :Course contents

- Languages
- Social sciences
- Sciences
- General Mathematics
- Computer
- Medical Vocabulary
- Clinical and general psychology
- · Law and health legislation
- Sociology
- Anatomy
- First aid
- · Ethics and evolution of the profession
- · Health and hygiene
- Gerontology
- Microbiology
- Pharmacology
- Dietetic
- · Family health (mother and child)
- Administration and organization of the profession
- Medico-surgical nursing and reanimation
- Mental health nursing
- Accreditation
- Training

Course Duration: 3 years

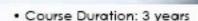
Pre-requisite: 9th Grade

### Sales and Commercial Relationship المبيعات والعلاقات التجارية



#### محتويات الدورة: :Course contents

- Languages
- Social sciences
- Sciences
- General mathematics
- Computer
- Economics
- Law
- Quantitative management
- Financial Mathematics
- Communication And organization
- Commercial Activities
- Accounting Management
- Organization Techniques
- Professional Communication
- Commercial Function
- Commercial Analysis
- Sales
- Coherence of the commercial action.



· Pre-requisite: 9th Grade

#### Marketing and Management التسويق والإدارة



#### محتويات الدورة::Course contents

- Languages
- General Mathematics
- · Law
- Financial mathematics
- Economics
- Statistics and Probabilities
- Administration Principles
- General Accounting
- Marketing
- Informatics
- Human aspects of organizations
- Analytical accounting
- Consumer's behavior
- Marketing research
- Operational research
- Applied tax
- Information and management systems
- Commercial negotiation
- Marketing strategy
- International marketing and services
- Publicity
- Commercial Management
- Managerial skills
- Budget and financial management
- Case Study

Course Duration: 2 years

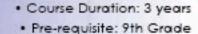
· Pre-requisite: 12th Grade or equivalent

#### Car Mechanics میکانیک السیارات



#### محتويات الدورة: :Course contents

- Languages
- General mathematics
- Social sciences
- · Law
- Physics
- Chemistry
- Engine
- Diesel engine management
- Transmission
- Chassis
- Electric and electronic Systems
- Automotive technology
- First Material technology
- Drawings
- Computer
- Sheet metal workshop and welding





#### Electronics الإلكترونيك



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محتویات الدورة: :Course contents

- Languages
- General mathematics
- Social sciences
- Sciences
- Mechanics
- Electricity
- Telecommunication
- Electrical Machines
- Audio-Visual
- Emission and Reception
- Industrial Electronics
- Television
- · Electronic circuits analysis
- Analog Electronics
- Digital Electronics
- Drawings
- Computer
- Practical Works

Course Duration: 3 years

Pre-requisite: 9th Grade



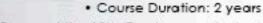


### Auditing and Expertise in Accounting (TS) التدقيق والخبرة في المحاسبة



#### محتويات الدورة: :Course contents

- Languages
- General Mathematics
- · Law
- Financial mathematics
- Economics
- Statistics and Probabilities
- Administration Principles
- General Accounting
- Marketing
- Informatics
- Human aspects of organizations
- Analytical accounting
- Company Accounting
- Financial analysis
- Applied tax
- Special Accounting
- Forecast management and budgets
- Auditing
- Case Study

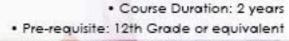


e-requisite: 12th Grade or equivalent

#### Management Computer المعلوماتية الإدارية

محتويات الحورة: :Course contents

- Languages
- General Mathematics
- · Law
- Financial mathematics
- Economics
- Statistics and Probabilities
- Administration Principles
- Architecture and computer system
- Data base
- Algorithm and Data structure
- Object oriented programming (Java)
- Analysis methodology
- Operational research
- Network
- Web programming
- VB.net programming
- Operating System (windows)
- Operating System (Unix)
- Final Project







## Why Byblos Institute?

By joining Byblos Institute, you made the right choice:

- At Byblos Institute you'll benefit from more than 50 years of experience in the education field
- At Byblos Institute all regular courses provide certificates that are approved by the ministry of education and higher education.
- At Byblos Institute all private courses are under the MDTP section that has been created to assist individuals and companies in developing their technical skills and advancing in their careers
- At Byblos Institute you'll find innovative specializations in the technical studies
- At Byblos Institute you'll be taught by the best instructors who possess a rich work experience
- Byblos Institute has trained over the years many servicing teams for major companies and embassies

#### General remark:

All private courses duration and content may vary according to the student's technical background and needs. من خلال انضمامك إلى معهد بيبلوس، لقد قمت بالاختيار الصحيح:

- في معهد بيبلوس ، ستستفيد من خبرة تريد عن 50 عامًا في مجال التعليم
   في معهد بيبلوس ، جميع شهادات الحورات النظامية الخاصة مصدقة من
- في معهد بيبلوس ، تتوفر جميع الحورات الخاصة تحت قسم MDTP الذي إنشأه المعهد لمساعدة الأفراد والشركات في تطوير مهاراتهم الغنية والتقدم في وطائفهم.

وزارة التربية والتعليم العالى

- في معهد بيبلوس ، ستجد اختصاصات متطورة وجديدة في الدراسات الفنية والتقنية
- في معهد بيبلوس ، سيتم تأهيلك من قبل أفضل المحربين الذين يتمتعون بكفائة عالية
- قام معقد بيبلوس بتدريب العديد من فرق الصيانة للشركات الكبرى والسفارات

#### ملاحظة عامة:

قد تختلف مِدة الدورات الخاصة ومحتواها وفقًا للمستوى العلمي للطالب واحتياجاته.



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