



SKILL DEVELOPMENT COUNCIL ISLAMABAD
National Training Bureau (NTB)
Government of Pakistan



FAIRMONT ROYAL INNOVATIVE EDUCATION SYSTEM

“Turn Your Dreams Into Reality”

SDC SHORT COURSES

- ✦ Computer Basics
- ✦ Office Management
- ✦ Graphic Design
- ✦ Quickbooks
- ✦ Digital Marketing

SHORT COURSES

- ✦ IELTS
- ✦ English Conversation
- ✦ English for Diplomats

VISION & MISSION

OUR VISION

To promote quality education, prepare the youth for challenging future by enhancing employability skills while connecting them to global institutions and organizations.

OUR MISSION

FRIES aims to empower our students through education and help them change their lives for the better and is dedicated to fostering intellectual growth, aesthetic appreciation, and character development in our students. Our programs integrate global awareness, employability skills, communication skills and team building across the curriculum; We provide the best possible education to those who need it at an affordable price, giving people from all walks of life the opportunities they need to improve their career prospects.

MESSAGE OF CEO

MESSAGE OF AMB. RUBINA H. ALI CEO OF FAIRMONT ROYAL

Our Vision is to foster services and activities that will encourage healthy connections among different stakeholders both domestically and globally.



REQUIREMENTS

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- ✦ Age: 18 and Above
- ✦ Entry Requirements: Matric and above

FACILITIES

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- ✦ High end technology for students
- ✦ Library
- ✦ Conference Room
- ✦ Video Conferencing with Online Lecturars
- ✦ Qualified Experienced Staff
- ✦ Modern and Safe Environment

COURSES SUMMARY

Digital Marketing

Digital and Social Media marketing is an exciting and fresh training course incorporating a hybrid and interactive pedagogy. The training integrates technology, theory and practice. It will prepare participants with a foundational understanding of digital marketing

Duration: 8 Weeks | Fees: PKR 2500 /= | Per Month

Graphic Design

Graphic Design, also known as communication design, is the art and practice of planning and projecting ideas and experiences with visual and textual content. The aim of the course is to develop design sense in trainees by the help of theoretical concepts and practice.

Duration: 8 Weeks | Fees: PKR 2500 | Per Month

Office Management

Communication
Improving Presentation Skills
Interviewing Skills / CV's / Memos
Listening
Reading Skills
Non Verbal Communication
Communication In Writing / Writing Skills
Filing
Management Skills
Administration skills
Project Management
Basic Finance Skills
Basic HR Skills
Basic IT Skills

Duration: 6 Weeks | Fees: PKR 2500 /= | Per Month

English Conversation

Through conversation improve your language skills and this course is designed to give you confidence the next time you want to say hello and have a conversation in English we will guide you through the basics of conversational English along with vocabulary and practice simple conversational techniques. Finally you will be introduced to open questions which are a value part of any English conversation.

Duration: 8 Weeks | Fees: PKR 5000 /= | Per Month

Quickbooks

The course will enable participants to setup and customize QuickBooks application, understand the accounting concepts associated with the application and be able to setup, organize. Trainees will be able to handle customers, vendors, assets, and inventory and fully benefit from different functionality of the system. They will be able to use available reports and create new ones.

Duration: 4 Weeks | Fees: PKR 5000 /= | Per Month

Computer Basics

Computer Fundamental
Installation of Different Packages
Ms Word
Ms Excel
MS Power Point
Inpage
Typing (Urdu/ English)

Duration: 4 Weeks | Fees: PKR 2500 /= | Per Month

IELTS

The International English Language Testing System, or IELTS, is an international standardized test of English language proficiency for non-native English language speakers

Duration: 4 Weeks | Fees: PKR 5000 /= | Per Month

English for Diplomats

Students develop their vocabulary for a specific subject as well as general English skills, vocabulary, grammar and presentation skills. It is made for all levels from beginners to advanced learners.

Duration: 8 Weeks | Fees: PKR 20,000 /= | Per Month

Registration Fee PKR 500 /= Each Course

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