

Talal Abu-Ghazaleh E-Training



TAG E-Training

Talal Abu-Ghazaleh International Diploma in IT Skills (TAG-DIT)



2024

tagdit.global | tag.global

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Chairman's Message

As the world moves closer to embrace the global digital economy phase, the need for IT skills has become a necessity rather than a luxury. Having revolutionized every aspect of human life, the skills needed to proficiently harness IT is a matter of utmost concern, not just to secure good employment, but to efficiently interact in both public and private within the global digital ecosystem. The pressing need for a qualification to impart such skills in a rigorous manner, has driven us to launch Talal Abu-Ghazaleh Diploma in IT Skills; a diploma unparalleled in its content and global recognition.

Our goal is to maximize human potential by providing world class training and education to build human capacity, and fulfil the growing need for qualified personnel with trusted technical IT skills in the workplace. We use the latest in technology content coupled with leading educational theory to deliver excellent learning outcomes for those studying the TAG-DIT Diploma.

The launch of this program is a continuation of the certificate offered by Talal Abu-Ghazaleh Organization (TAG-Org) since 2001, in cooperation with Cambridge International Examinations (CIE) - Cambridge University, which certified more than 250,000 citizens worldwide in IT skills proficiency.

We have decided to continue this success under our own brand, TAG-DIT which is the result of many years' hard work, exclusive creativity and Intellectual Property development.

This is based on our responsibility to continue building knowledge based societies in order to make them active participants in our digital future, allowing them to keep up with unprecedented changes and developments within the ICT sector.

HE Dr. Talal Abu-Ghazaleh

Introduction

The labor market is currently facing a cut-throat competition in light of scarcity of job opportunities and the large number of job-seekers. This increased competition means that individuals need an advantage to impress employers in order to increase the possibility of securing employment. This can only be achieved by acquiring professional qualifications, advanced skills and by building capacity, especially in ICT. This is simply because currently, modest experience in work is no longer sufficient to excel in the labor market, where employers are looking for highly skilled and distinguished professionals. This encouraged Talal Abu-Ghazaleh Organization (TAG-Org), in coordination with Talal Abu-Ghazaleh E-Training Center to launch TAG International Diploma in IT Skills (TAG-DIT) to meet such market needs, by providing courses and professional certificates in ICT through our certified centers across the world.



Talal Abu-Ghazaleh International Diploma in IT Skills (TAG-DIT)

Talal Abu-Ghazaleh International Diploma in IT Skills (TAG-DIT) builds on the reputation of the certificate offered by Talal Abu-Ghazaleh Organization (TAG-Org) since 2001, which was developed in cooperation with Cambridge International Examinations (CIE) - Cambridge University, UK. CIE has recently adopted a new policy to halt the service of accrediting professional certificates issued to all organizations and institutions in the world as of 30/06/2017.



Cambridge International Examinations
1 Hills Road, Cambridge, CB1 2EU, UK
t: +44 1223 553554 f: +44 1223 553558
e: info@cie.org.uk www.cie.org.uk

02 November 2016

Dear Sir or Madam

TAGORG International Diploma in IT Skills

The Talal Abu-Ghazaleh Organisation was awarded the status of a Cambridge International Partner in 2001.

I am pleased to confirm that the Talal Abu-Ghazaleh Organization (TAGORG) has an exclusive agreement with Cambridge International Examinations (Cambridge) for the Validation of the International Diploma in IT Skills (Arabic and English versions), subject to Quality Standards Assurance of Cambridge. The agreement between Cambridge and TAGORG expires June 30th, 2017.

In addition, the Talal Abu-Ghazaleh Organization has been granted exclusivity to offer the International Diploma in IT Skills, validated by Cambridge, in all Arab League countries. The International Diploma in IT Skills is owned by TAGORG, including the intellectual property rights, syllabuses and assessment. Cambridge intellectual property rights (CIE marks, certificates) remain the property of Cambridge.

I would like to congratulate TAGORG on the successful implementation of the International Diploma in IT Skills in the region and thank all involved parties for their support.

Yours sincerely

Udoka Ogbue
Product Manager

We are part of Cambridge Assessment, a department of the University of Cambridge.



After many years of professional experience in offering the certificate and building capacity in this area, TAG-DIT has taken upon itself to develop its own improved IT skills certificate by tapping into the vast pool of expertise it has amassed since 2001.

Candidates can apply for the Talal Abu-Ghazaleh International Diploma in IT Skills course through the Talal Abu-Ghazaleh E-Training Center, whose primary objective is to eradicate IT illiteracy and rigorously evaluate candidates capabilities in the usage of specific IT software applications while simultaneously equipping candidates with lifelong IT skills and awarding them with highly prized qualifications which are recognized as a hallmark of excellence in IT skills.



Levels

This unique diploma offers an opportunity to apply for two levels (Foundation and Standard). The “Foundation level” is developed for candidates who aspire to develop practical IT skills, such as us competently using software word processing, file management and Internet related skills. Candidates are awarded the certificate of Talal Abu-Ghazaleh International Diploma in IT Skills once they have successfully passed the appropriate exam.

As for the “Standard level”, it builds on the basic level training by providing advanced skills and training ensuring that candidates possess the specialized and advanced IT skills needed by employers.

The Diploma includes seven training syllabi, according to which the diploma is assessed.

These 7 syllabi are:

1. Introduction to Information Technology.
2. Computer Use and Files Management.
3. Word Processing Using MS Word.
4. Spreadsheets Using MS Excel.
5. Electronic Communication Using MS Internet Explorer.
6. Databases Using MS Access.
7. Presentation Using MS PowerPoint.

Value Added

1. **Bilingual:** The examination may be provided either in Arabic or in English.
2. **Credibility:** Correcting examinations is done electronically without human intervention.
3. **Speed:** On the trainee screen, examination results are presented immediately after the exam is over.
4. **Flexibility:** The option of applying to the examinations is available at any time and at any of the approved centers.
5. **Gradual promotion:** The certificate shall be awarded in accordance with the training courses passed, starting from the first course and so on.
6. Possibility of applying for one exam out of the seven courses of the certificate.
7. The certificate is issued by Talal Abu-Ghazaleh E-Training Center.
8. There is no registration fee.

Types of Certificate

Talal Abu-Ghazaleh International Diploma in Information Technology Skills Certificate is awarded after successfully passing the examinations in regards to the courses that the student has successfully passed. Accordingly, there are seven types of awarded certificates, as shown in the following table:

Types of Certificates	Basic Requirements	Modules
Single-Module Certificate	Any ONE of the Seven Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication
Two-Modules Certificate	Any TWO of the Seven Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication
Three-Modules Certificate	Any THREE of the Seven Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication
Four-Modules Certificate	Any FOUR of the Seven Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication
Five-Modules Certificate	Any FIVE of the Seven Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication
Six -Modules Certificate	Any SIX of the Seven Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication
Seven-Modules Certificate	All the SEVEN required Modules	Introduction to IT, Windows, Word, Excel, Access, PowerPoint, Electronic Communication

Examinations Methodology

For the exam registration, candidates start by selecting one of the two levels (Foundation or Standard) offered by the certificate and then he or she can apply at any of the certified centers. The exam begins with the application chosen, which is provided by the exam software. When the examination is over, the results are immediately shown on the screen of the examiner. This is thanks to the technology of electronic and immediate correction which has been developed in house by our software experts. In case the applicant fails any of the seven applications, he or she can register for a make-up examination for that particular application.

Examinations can be taken at any time during the year at any of the Talal Abu- Ghazaleh certified centers, regardless of where the candidates sat for previous examinations. As the centers offer training for the certificate courses, the duration of the course lasts 70 to 90 hours, according to the required level.

Quality- Ensuring procedures

To ensure the integrity of the TAG-DIT certificate and associated examinations, we have taken it upon ourselves to implement stringent quality control procedures at all levels. TAG-DIT teachers and trainers are regularly assessed and evaluated to ensure their ability to deliver the courses effectively. Examination centers adopt strict verification procedures related to candidates, proctors, examiners and center staff. Examinations are continuously developed and modified to ensure that they are up to date and reflect the latest skillset that candidates should possess. The examination centers provide a high degree of assurance of the contents of the physical and electronic examinations. During the examinations only verified proctors can be in the examination room, which is backed up with recorded, high quality video surveillance, monitored by an external proctor. These strict security measures ensure high credibility of the examinations. We also monitor the quality and productivity of our centers by regularly sending representatives from our headquarters to ensure that all centers are in full compliance with our set quality procedures.

Training Material

Talal Abu-Ghazaleh E-Training Center provides a complete set of training material to help in qualifying the trainees based on the curriculum we have developed. We also prepare and develop all material in Arabic to help the students study and overcome any language barriers, knowing that the supported version is Microsoft Office 8.1 and Office 2013.

Module 1: Introduction to Information Technology

This Module aims to introduce the role of information technology in societies. It also provides basic concepts of how a PC is structured as well as highlighting the definition of networks and the importance of the Internet and computers in both day-to-day life.

Module 2: Using the Computer and Managing Files

This Module aims to provide trainees with the necessary skills to use the basic functions of a computer and Microsoft Windows Operating System. It also reaches higher levels and covers key aspects of using the desktop, organizing files and folders, using applications and basic Windows applications in addition to managing printers.

Module 3: Word Processing

This Module aims at helping trainees to acquire the needed skills required for using word processing “Microsoft Word” and gaining basic skills of creating, saving, formatting and printing documents such as letters, notes, and simple reports. It also helps trainees to gain experience in using the basic desktop publishing features such as graphics, tables, and mail merge.

Module 4: Worksheets Using “Microsoft Excel”

This Module aims at helping trainees to acquire the skill and ability to create, edit, format and print worksheets Using “Microsoft Excel “and using worksheet and command features to create equations and to use format options to clearly display data .

Module 5: Information and Communication Using” Internet Explorer”

This course aims at providing the trainees with the capability to search for information on the Internet, find the information and data needed, use email and work as a professional.

Module 6: Using Microsoft Access Databases

This module aims at helping the trainees in creating, editing and formatting tables and reports which is an important aspect of mastering your work, using “Microsoft Access.”

Module 7: Presentations using Microsoft PowerPoint

This Module will provide the much needed skill and ability to create, edit, format and deliver slides using “Microsoft PowerPoint”, as well as learning how to create simple slides using fixed formatting and styles , merge texts, clip art, graphic, tables and visual effects. Mastering PowerPoint is a must in today’s work environment.

Centers Validation

The sub-centers are accredited by TAGE-Training according to various terms and conditions related to the available computers, training rooms, space, infrastructure and the availability of logistic services. Logistic services and the accuracy of information about the Center are verified through field visits by a specialized authorization committee to assess the centers before the signing of an agreement between TAGE-Training Center and the new accredited center.

After the validation process is completed, TAGE-Training Center shall provide the new certified center with the examination programs and training material available by providing a unique user name and password which gives them the ability to make use of the information and all published modules. Talal Abu-Ghazaleh E-Training Center (TAGE-Training) representatives provide intensive training to the certified center staff on all quality procedures and modules.



Our Expertise

Jordan

Public and private sectors' employees:

The training and development of the government sector staff in all of its departments / directorates and ministries has been accomplished through the implementation of various training programs, one of them was the Talal Abu-Ghazaleh International Diploma in IT Skills, which improves the employees' ability to use the computer in a manner that serves business requirements. The governmental bodies that we trained include but not limited to:

• Ministry of Industry and Commerce	• Ministry of Water
• Civil Defense	• Ministry of Energy and Mineral Resources
• Public Security Directorate	• Ministry of Justice
• Ministry of Transportation	• Ministry of Labor
• Ministry of Awqaf and Islamic Affairs	• General Intelligence Department
• Ministry of Communication and Information Technology	

Ministry of Education:

The Ministry of Education in Jordan has adopted the Talal Abu-Ghazaleh International Diploma in IT Skills as a requirement for promotions and receiving bonuses for all teachers.

Universities:

The Talal Abu-Ghazaleh International Diploma in IT Skills enables university students and develops their skills in computer use, regardless of their majors. Computer use is not limited to a specific field only, but includes all sectors, which increases the probability of the graduates' success in their search for jobs.

Schools:

Developing the skills of school students in using computers through the Talal Abu-Ghazaleh International Diploma in IT skills, and enabling them to engage with the society community and join the labor market.

Youth Support Programs:

Youth of different ages have been empowered and their computer skills were developed in collaboration with a group of organizations and associations, whose aim is to help young people build their capacities and develop their skills to integrate them with the local community and provide them with job opportunities. Such organizations and associations include but not limited to:

- Save the Children - Jordan.
- The Jordan Hashemite Fund for Human Development.
- The Jordan Career Education Foundation.
- The International Youth Foundation.

Saudi Arabia

The Technical and Vocational Training Corporation has adopted the Talal Abu-Ghazaleh International Diploma in IT Skills to be accredited throughout the Kingdom to develop candidates' skills in computer use and in accordance with the work requirements, in addition to adopting TAG-DIT as a necessity for promotions or bonuses inside the Kingdom.

Oman

In a pioneering step to build the capabilities and develop the skills of civil servants The Information Technology Authority and the Royal Oman Police have implemented the Talal Abu-Ghazaleh International Diploma in IT Skills for all of their employees, and approved the use of the program for promotions and recruitment purposes.

Egypt

After the Committee of Computer Science and Information Sector in the Secretariat of the Supreme Council of Universities in Egypt approved the report submitted by the Examination Committee, which was formed to study and evaluate the Talal Abu-Ghazaleh International Diploma in IT Skills, the Supreme Council of Universities has adopted the use of the said diploma and its certificate for all university students.

Yemen

The Skills Development Fund, which finances a large number of training programs implemented throughout Yemen to empower Yemeni youth, has approved the Talal Abu-Ghazaleh International Diploma in IT Skills to increase the capacity of youth and qualify them for computer use and serve their community and work environment.

Kuwait

The Central Agency for Information Technology in Kuwait has adopted the Talal Abu-Ghazaleh International Diploma in IT Skills to develop the technical capabilities of national cadres in the public and private sectors.

Libya

Ministry of Education has adopted the Talal Abu-Ghazaleh International Diploma in IT Skills for all of its staff countrywide.

Recognitions and Validations

Ministry of Education (Jordan)

TAG-DIT is honored to have its diploma accredited by the Ministry of Education in Jordan, which has endorsed it as an IT skills qualification that all teachers in Jordan need to possess as a criteria for their employment. A new version of the exam program (Windows 8.1. Office 2013) has been used.

Below is a copy of the accreditation received:

Ministry of Education

No. MT/14/6/24817

Date: 13 Sh'abaa, 1438 H, 10/05/ 2017

Messrs Talal Abu-Ghazaleh Organization for Electronic Training

Re: Talal Abu-Ghazaleh International Diploma in IT Skills

Dear Sirs,

Peace and blessings of Allah be upon you, to proceed:

With reference to your letter No. CAM-25-017 dated 27-02-2017 pertaining to the above subject.

Please be advised that the Ministry of Education agreed to approve the new designation of the said program (Talal Abu-Ghazaleh International Diploma in IT Skills) and issuing certificates by Talal Abu-Ghazaleh University. It is noteworthy that the Ministry of Education will keep on accrediting the said certificate for the purposes of the teachers' rankings. The new version of the Test Program with the new specification (Windows 8.1, Office 2013 Multi 64 bits) will be adopted effective from 01-07-2017.

Best regards,

Minister of Education

Dr. Khawla Abu Al-Haigaa

Acting Director of Training Department

Cc/ Deputy Director of Educational Supervision and Training Department

Cc/ Director of Occupational Development Policies


Cc/ Deputy Director of Follow-up, Evaluation, and Quality Control

Cc/ Head of Occupational Development Programs Exams Section

Fax: Talal Abu-Ghazaleh Organization (Fax: 5100253)

The Hashemite Kingdom of Jordan

Tel.: +962 65607181 Fax: +962 65666019 PO Box 1646 Amman 11118, Jordan, electronic Web. www.moe.gov.jo



The stamp is a rectangular box with a blue border. Inside, at the top, is the TAG-Translate logo (a shield with 'TAG' inside) followed by 'TAG-Translate'. Below that, it says 'Abu-Ghazaleh Translation, Distribution & Publishing'. A blue banner across the middle contains the text 'We Certify the Accuracy of the Translation'. At the bottom, it provides contact information: 'Tel: (+962-6) 5100 900 - Fax: (+962-6) 5100 901' and 'translation.amman@tagtdp.com'.

STATE OF KUWAIT
The Central Agency for
Information Technology



Date: 13/08/2017
Ref: CAIT_03305_2017

Dear Sir / ABDULATIF AL-AHMAD
Co-manager – Talal Abu-Ghazalah Organization

Greetings,

Subject: Talal Abu-Ghazalah International Diploma in IT Skills (TAG-DIT)

Reference to your letter dated June 10, 2017, we would like to kindly inform you that the above-mentioned subject has been considered.

Accordingly, the Central Agency for Information Technology is pleased to accredit Talal Abu-Ghazalah International Diploma in IT Skills (TAG-DIT).

Best regards,

General Manager



Opp: 8886180 - Tel: 2426107 - Fax: 2426102 - E-Mail: info@cait.gov.kw

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100000 - فاكس: 2426102 - هاتف: 2426107 - بريد إلكتروني: info@cait.gov.kw

The Public Authority for Applied Education & Training (Kuwait)

The Public Authority for Applied Education & Training

Date: 4 July 2019.

Decision No (1772/2019)

Concerning the amendment of decision No. (1262/2005)

For accrediting the Certificate of Cambridge IT skills as an equivalent certificate of ICDL

The Managing Director

- After reviewing the law and regulations of Civil Service as amended.
- Law No 63/82 on the establishment of The Public Authority for Applied Education & Training.
- The Authority's Decision No. 1449/2004 issued on 28/6/2004 on criteria of obtaining ICDL by faculty and training staff, as amended pursuant to Decision No. 2041/2004 issued on 12/9/2004.
- The Authority's decision No.1262/2005 concerning the accrediting the Certificate of Cambridge IT skills as an equivalent certificate of ICDL.
- The offer submitted by TAG- Consult and AGIP which indicated conformity of Talal Abu-Ghazaleh International Diploma in IT Skills (TAG-DIT) and Certificate of Cambridge IT skills (IT) in terms of the objectives and the necessary requirements to qualify faculty and training staff at the authority.
- The two letters of the Central Agency of Information Technology, the Cabinet, No (02464/2018) dated 15/5/2018, and letter No (00719/2019) dated 5/3/2019.
- As required to achieve the benefit of the work.

We decided

Article 1: The amendment of the name of (the Certificate of Cambridge IT skills) to Talal Abu-Ghazaleh International Diploma in IT Skills (TAG-DIT).

Article 2: Approval of all measures and criteria of dealing with the ICDL stated in decision No. 1449/2004 amended by decision No. 2041/2004 in order to handle the (TAG-DIT).

Article 3: The competent bodies, each in the jurisdiction thereof, shall implement this decision and act accordingly effective of the date of issuing the decision.

The Public Authority for Applied Education & Training

Managing Director

Prof. Dr. Gasseem Muhammad Al Ansari



Acting Managing Director

CC:

- Office of the managing director
- Offices of deputy managing directors
- The department of legal affairs.
- The different bodies of the Authority.
- The faculties and institutions of the Authority.
- The department of the affairs of the faculty and training staff.
- The finance department
- The public record.

Ministry of Education (State of Kuwait)

State of Kuwait
Ministry of Education
Administrative Affairs & Administrative Development Sector
[Top Urgent and Important]

Date: 18/07/2019
Reference: 652136

HE Dr. Saud Helal Al-Harbi

Under Secretary of the Ministry of Education

Subject: Talal Abu Ghazaleh International IT Skills Diploma (TAG-DIT)

Dear Sir,

This is with reference to the above-mentioned subject and based on your approval of the follow-up form dated 02/07/2019 on preparing to meet the necessary requirements.

We attach herewith the ministerial resolution on the above-mentioned subject for your kind information and referral to the Minister of Education for approval.

Kind regards,

Assistant Under Secretary for Administrative Affairs and Administrative Development

(Signature dated 18/07/2019)

Cop to:

- Assistant Under Secretary for Administrative Affairs and Administrative Development
- Manager of Development Department
- Control of Training and Manpower Development
- File

[Footer: P.O. Box: 7, Safat, Postal Code 13001, Kuwait
Tel: 24928012 – 24812067 – Fax: 24842307 – 24828258]



75/30/EA 0085676/15/1000

State of Kuwait
Ministry of Education
Office of the Minister

Date:
Corresponding to:
Reference No.:

Resolution No. (.....) of 2019

On Amending Resolution No. (522) of 2004

Regarding the Accreditation of Cambridge IT Skills Diploma as a certificate equivalent to International Computer Driving License (ICDL)

The Minister of Education, following the perusal of:

- Provisions of the Civil Service Law, and its amendments;
- Ministerial Resolution No. (522) of 2004 on accrediting the Cambridge IT Skills Diploma as an equivalent to the International Computer Driving License (ICDL);
- Letter of proposal submitted by Talal Abu Ghazaleh Intellectual Property Consulting Center illustrating that Talal Abu Ghazaleh Information Technology Skills Diploma (TAG-DIT) is compatible with the Cambridge International IT Skills Diploma in terms of objectives and the necessary requirements for qualifying the teaching staff members at the Ministry of Education.
- Letter addressed by Central Authority for Information Technology at the Cabinet under No. (CAIT-03305-2017) dated 13/08/2017;
- Letter addressed by Central Authority for Information Technology at the Cabinet under No. (CAIT-02584-2018) dated 15/05/2018;
- Under Secretary's approval dated 03/07/2019 on preparing the Ministerial Resolution;
- Based on the requirements of work interest;

Resolved as follows:

Article (1)

The title of Cambridge IT Skills Diploma shall be amended into Talal Abu Ghazaleh International IT Skills Diploma (TAG-DIT).

Article (2)

All the rules and standards for dealing with the ICIDL Diploma, stated in Resolution No. (359) of 2004, amended under Resolution No. 522/2004 to deal with the Talal Abu Ghazaleh International IT Skills Diploma (TAG-DIT).



Article (3)

The relevant authorities, each in respect thereof, shall put this Resolution into force, and the same shall act in accordance therewith as of the date of issue thereof.

Minister of Education and Minister of Higher Education

Dr. Hamed Muhammad Kumaikh Al Azmi

Copy to:

- Office of HE the Minister;
- Copy to HEA the Office of the Under Secretary;
- Assistant under Secretaries
- All the departments of the Ministry of Education and affiliated devices
- Manager of Development Department
- Control of Training and Manpower Development
- File.



Government of National Accord, Ministry of Education (Libya)



**State of Libya
Government of National Accord
Ministry of Education**

Ref.: 5504-2-2017

Date: 4 Rabi' al-awwal 1439 AH

Corresponding to: 22/11/2017 AD

Mr. Talal Abu-Ghazaleh Chairman of the Board of Talal Abu-Ghazaleh
E-Training Center (TAGE-Training)

Re: Talal Abu-Ghazaleh International Diploma in IT Skills (TAG-DIT)

Reference to your letter dated 16 November 2017 AD, kindly be advised
that the above subject matter has been studied.

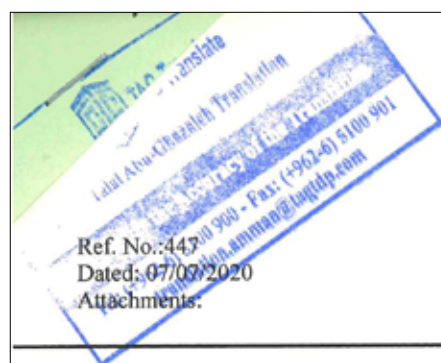
Accordingly, the Undersecretary of the Ministry of Commission Affairs
and Centers is pleased to accredit Talal Abu-Ghazaleh International
Diploma in IT Skills (TAG-DIT).

Very truly yours,

Prof. Dr. Mohammad Abu Baker Nuweir Al-Zewi
Deputy Minister
(of Commission Affairs and Centers)



Ministry of Technical Education and Vocational Training (Yemen)



Ministry of Technical Education and Vocational Training
The Office for Technical Education and Vocational Training
Capital City

The Office for Technical Education and Vocational Training – Capital City confirms

Subject/ the approval to add and amend the programs submitted by Talal Abu-Ghazaleh and Co. Consulting

With regards to the above-mentioned subject,,, and after reviewing the curricula submitted by Talal Abu-Ghazaleh and Co. Consulting; and based on the opinion of the Committee, it has been decided to approve the curricula as follows: -

No.	Program Name	Programs
1	English Language	(Introductory beginner's level – Beginner's level – Advanced beginner's level), each diploma "300 hours" (Intermediate beginner's level – Intermediate level – Advanced intermediate level), each diploma "300 hours" *(Advanced level), each diploma "300 hours". - *Preparing for TOEFL – Preparing for IELTS, each course is no less than "50" hours. English for specialized purposes in (Data Sciences – Digital Marketing – Investment Banking-) * and courses specialized in (Industry – Medicine- Civil Engineering – Preparing for Work Interviews – Law – Oil and Gas Exploration). Courses on the Labor Force in the fields of (Construction – Food Service – Home Health Assistance – Air Stewards)*, and specialized courses in (Education Science – Academic Reading and Writing – Business Management – Training in the Tourism Field – Customer Service – Executive Management – Financial Services – Food and Beverages Industry – Occupational Health – Information Technology Support and Assistance – Maritime Navigation – Oil and Gas – Tourism and Hospitality), and each course shall be no shorter than "30" hours.* English language programs and online training shall be given through https://www.voxy.com , through the following options: - Group Classes Courses E-Learning Self Study Private Teachers
2	Computers	Talal Abu-Ghazaleh Diploma in Information Technology "100" hours, consisting of the following 7 courses (Introduction to Computer Science + Windows "16" hours, Word Processing Software "24 hours", Excel Software "20 hours", PowerPoint Software "10 hours", Microsoft Access "24 hours", Internet "6" hours.

Committee Assisted by	Committee Assisted by	Curricula Department	Inspection and Quality Department	Legal Affairs Department	Director of the Office of the Director General	Standards and Quality Department	Deputy General Manager
Prof. Shad Yehia Ali	Prof. Samah Al-Jeemi	Prof. Ziad Al-Dodahi	Prof. Afrah Al-Shahidi	Prof. Mohammad Massouh	Prof. Anwar Al-Noueira	Prof. Saif Al-Ghali	Prof. Abdullah Abu Donia

Approved

Dr. Adel Hasan Al Mahdi

Director General

Director General of the Office for Technical Education and Vocational Training – Capital City









In Our 48th Anniversary








Our Leadership in Capacity Building

	Translated Pages:	10,000,000+
	Professional Reports:	1,000,000+
	Professionals Trained:	500,000+
	Granted Professional Certificates:	500,000+
	Abu-Ghazaleh Intl Certificate in IT:	250,000+
	Contracted Trainers:	10,000+
	Contracted Advisers:	50,000+
	Affiliated Training Centers:	1,000+









Our Consulting Services

	Archived Documents:	150,000,000+
	Trademarks in the IPPR Database:	2,000,000+
	Scientific Subjects in TAGEPEDIA:	1,000,000+
	Conducted Feasibility Studies:	10,000+
	Restructured Institutions by Us:	4,000+
	ISO Certified Organizations:	400+







Presence Online

	Annual Online Outreach:	30,000,000+
	Search Engine Results:	1,500,000+
	Active Followers on Social Media:	1,000,000+
	Videos Online:	4,000+
	Social Media Page	100+

Our International Status

	Total Clients (All Services):	1,000,000+
	TM TMs Registered Globally:	500,000+
	IPRs Managed:	100,000+
	Annual Increase (Clients):	25,000+
	Our Audit Firm is among the Global Top 20	
	Best IP Firm in the Middle East for 10 Years	
	Number of Convictions against Us Globally:	0
	Inducted to the IP Hall of Fame, Chicago 2007	

Our Knowledge-based Achievements

	150 Databases with Classified Records:	500,000+
	Developed E-Software Solutions:	100
	TAG.Global's Websites:	60
	TAG.Global's Own Internet Line:	TAG-ISP
	Constructed and own TAG-Computing Cloud	
	1 st Global Accredited Domain Name Registrar	

TAG Tech Products

	TAG-DC		TAGITOP-Plus		TAGITOP-Uni
	TAG-TAB II		TAGITOP-Plus II		TAGITOP-Pro
	TAG-TAB Kids		TAGITOP-Multi		TAG Phone

Talal Abu-Ghazaleh Foundation (CSR)

-  Our knowledge stations serving communities: 200 | Our fully operated & funded capacity building institutions: 50
-  Talal Abu-Ghazaleh allocates 50% of its annual profits to Talal Abu-Ghazaleh Foundation and invests the other half in developing its capacities and expanding activities

Talal Abu-Ghazaleh Organization Members

1. **Talal Abu-Ghazaleh Global (TAG.Global)** tag.global
The Global Organization for professional services and education
2. **Talal Abu-Ghazaleh & Co. International (TAG-Audit)** tagi.com
Audit and Accounting Services
3. **Talal Abu-Ghazaleh & Co. Consulting (TAG-Consult)** tag-consultants.com
Management, Economic, and Financial Consulting Services
4. **Talal Abu-Ghazaleh Valuation (TAG-Value)** tagvaluation.com
Asset Valuation and Branding Services
5. **Talal Abu-Ghazaleh Domains (TAG-Domains)** tagidomains.com
ICANN Accredited Registrar
6. **Talal Abu-Ghazaleh Information Technology International (TAG-ITI)** tagiti.com
Consultation, Development and Implementation in the Field of Information and Communication Technologies (ICT)
7. **Talal Abu-Ghazaleh E-Solutions (TAG E-Solutions)** tagesolutions.com
Software Solutions
8. **Talal Abu-Ghazaleh Intellectual Property (AGIP)** agip.com
Registration and Protection of Intellectual Property Rights
9. **Talal Abu-Ghazaleh Legal (TAG-Legal)** tag-legal.com
Legal Services
10. **Talal Abu-Ghazaleh International Advertising (TAG-Media)** media.tag.global
Media Consultants
11. **Talal Abu-Ghazaleh International Press & Publishing (TAG-Publish)** tag-publication.com
Services and Consultations in the Field of Printing and Publishing
12. **Talal Abu-Ghazaleh Recruitment & Human Resources Development (TAG-Recruit)** tagirecruitment.com
Human Resources and Recruitment Services
13. **Talal Abu-Ghazaleh Tenders (TAG-Tenders)** tagtenders.com
Tenders and Bids
14. **Talal Abu-Ghazaleh Translation (TAG-Translate)** tagtranslate.com
Professional Interpretation and Translation Services
15. **Talal Abu-Ghazaleh International University (TAGIUNI.Global)** tagiuni.global
Highly Accredited Online Academic and Professional Programs
16. **Talal Abu-Ghazaleh Digital University (TAG-DU)** tag-du.com
Providing Digital Educational Programs
17. **Talal Abu Ghazaleh University College for Innovation (TAGUCI)** taguci.com
College for Business and IT
18. **Talal Abu-Ghazaleh University College of Business-Bahrain (TAG-UCB)** tagucb.com
Bachelor Degrees in Business Administration
19. **Talal Abu-Ghazaleh Confucius Institute (TAG-Confucius)** tagconfucius.com
Teaching Chinese Language

20. Talal Abu-Ghazaleh E-Training (TAG E-Training)	tagitc.com
Providers of Accredited IT Training and Certification Services	
21. Talal Abu-Ghazaleh Academy (TAGACADEMY.Global)	tagacademy.global
Organizing, Holding and Sponsoring Training Courses, Workshops and Seminars	
22. Talal Abu-Ghazaleh Knowledge Center (TAG-KS)	tagks.com
It is the CSR arm of TAG.Global which helps the youth enter labor market through offering them training courses and linking them with employers	
23. Talal Abu-Ghazaleh Knowledge Forum (TAGKF)	tag-forum.org
Event Organizing Services	
24. Electronic Arabic Encyclopedia Registration Website (TAGEPEDIA)	register.tagepedia.org
Enriching the online world with Arabic content	
25. International Arab Society of Certified Accountants (IASCA)	iascasociety.org
Professional Certificates (IACPA, IACMA and IFRS Expert), Membership, Training Courses, and Professional Publications	
26. Arab Society for Intellectual Property (ASIP)	aspip.org
Training and Raising Awareness in Legal and Intellectual Property Fields	
27. Licensing Executives Society - Arab Countries (LES-AC)	lesarab.org
Advancing the Business of Intellectual Property Globally	
28. The Arab International Society for Management Technology (AIMICT)	aimict.org
Capacity building and advanced IT training	
29. Arab Center for Mediation and Arbitration (AIPMAS)	aipmas.org
Conflict settlement related to Intellectual Property	
30. Arab Organization for Quality Assurance in Education (AROQA)	aroqa.org
Quality of Education	
31. Arab States Research and Education Networks (ASREN)	asrenorg.net
High Speed Research and Education Networks and e-Infrastructure Services	
32. Talal Abu-Ghazaleh for Cloud Computing Services (TAG-Cloud)	tagicloud.com
Cloud Computing Consulting Services (CCCS)	
33. Family Business Governance Center (FBGC)	fbgc.jo
Family business and governance	
34. Arab Omani Management Training Institute (AOTI-Oman)	tagi-aoti.com
Organize, hold and sponsor training courses, workshops and seminars	
35. Abu-Ghazaleh Intellectual Property News Agency (AG-IP News)	agip-news.com
Providing media services in the field of intellectual property	
36. All 4 Palestine Organization (All4Palestine)	all4palestine.com
Compilation of Prominent Palestinian Profiles	
37. Talal Abu-Ghazaleh Information Technology International News Agency (TAG-IT News)	tagitnews.com
Media Services in the Field of Information Technology	
38. TAG-Knowledge and Wealth Creation (TAG-Creation)	tagcreation.com
Business Advisory and Wealth Creation	

39. Talal Abu-Ghazaleh Training-Bahrain (TAGI-Training Bh.) Training Services	tagitraining.bh
40. Talal Abu-Ghazaleh Education News Agency (TAG-Educa News) Media services in the field of education	tageducanews.com
41. Arab Center For Dispute Resolution (ACDR) Domain Name Dispute Resolution	acdr.aipmas.org
42. Talal Abu-Ghazaleh Proctored Testing Centers (TAGI-Metric) Third Party Proctored Examinations and Assessments.	tagimetric.com
43. Talal Abu-Ghazaleh for Dispute Resolution Center (TAG-Resolution) Arbitration to settle conflicts in the field of trademarks	tagresolution.com
44. Talal Abu-Ghazaleh Computer Refurbishment Center (TAG-CRC) Refurbishing and developing computers	tagcrc.com
45. Talal Abu-Ghazaleh Design & Publishing (TAG-Design) Design of printing consultations	tagidesign.com
46. Talal Abu-Ghazaleh Academy for Languages (TAG-Lingual) Languages Training and educational courses	tag-languages.com
47. Talal Abu-Ghazaleh Internal Audit (TAG-Audit) Internal Audit Services	taginternalaudit.com
48. Talal Abu-Ghazaleh Foundation (TAG-Foundation) Initiatives in areas of social development, economy, training and job creation, and thought and research forums	tag-foundation.org
49. TAG-International Institute for Social Responsibility (TAG-IISR) Social development, economic, and training initiatives	tag-foundation.org
50. Talal Abu-Ghazaleh Partners in Development (TAG-PID) Initiatives and forums Development	tag-foundation.org
51. Talal Abu-Ghazaleh Patents (TAG-Patents) Patents services	patents.agip.com
52. Talal Abu-Ghazaleh International Diploma in IT Skills (TAGDIT.Global) Providers of Accredited IT Training and Certification Services	tagitc.com
53. ICTDAR – Talal Abu Ghazaleh for Small and Medium Enterprises (ICTDAR-TAG SME) Provide training to small and medium businesses and entrepreneurs to build sustainable practices and enable them to access finance	tag.global
54. Talal Abu-Ghazaleh Business and Culture Radio (TAGBC.FM) Radio Channel for Disseminating Thought, Culture and Education	tagbc.fm
55. Talal Abu-Ghazaleh International Records (TAGI-RECORDS) Protection of copyrights and neighboring rights in the field of music industry, registration and legal services of companies and domain name registration	tagirecords.com
56. Arabic Fluency Certificate (TAGTALAKA.GLOBAL) Provider of Arabic fluency exam, teaching Arabic language and teaching methods	tagarabic.global
57. Talal Abu-Ghazaleh for Technologies (TAGTech) High Tech Laptops & Tablets	tagtech.global

JORDAN

(Regional Office):

- Amman - Head Office
- Amman Office
- Amman (University)
- Irbid
- Maan

ASIA

TAG.Global Offices:

AFGHANISTAN:

- Kabul

BAHRAIN:

- Manama

CHINA:

- Beijing
- Chengdu
- Guangzhou
- Shanghai

INDIA:

- Bangalore
- Mumbai
- New Delhi

INDONESIA:

- Jakarta

IRAN:

- Tehran

IRAQ:

- Baghdad
- Erbil

KAZAKHSTAN:

- Almaty

KUWAIT:

- Kuwait

LEBANON:

- Beirut (AGIP)
- Beirut (TAG-Audit)

MALAYSIA:

- Kuala Lumpur

OMAN:

- Muscat
- Salalah
- Duqm

PAKISTAN:

- Karachi
- Lahore

PALESTINE:

- Gaza
- Ramallah

QATAR:

- Doha

SAUDI ARABIA:

- Khobar
- Riyadh
- Jeddah

SOUTH KOREA:

- Seoul

SRI LANKA:

- Colombo

SYRIA:

- Damascus

UNITED ARAB EMIRATES:

- Abu-Dhabi
- Ajman
- Al-Ain
- Hamriya
- Sharjah
- Dubai
- Jebel Ali

- Ras Al-Khaimah

- Um Al-Quwain
- Fujairah

YEMEN:

- Sana'a

Liaison Offices:

BANGLADESH:

- Dhaka

CHINA:

- Hong Kong

JAPAN:

- Osaka

SINGAPORE:

- Singapore

UZBEKISTAN:

- Tashkent.

AFRICA

TAG.Global Offices:

ALGERIA:

- Algeria

CAMEROON

(Covering 15 Countries):

- Douala

EGYPT:

- Cairo

ETHIOPIA:

- Addis Ababa

KENYA:

- Nairobi

LIBYA:

- Tripoli

MOROCCO:

- Casablanca

NIGERIA:

- Abuja

SOUTH AFRICA:

- Johannesburg

SUDAN:

- Khartoum

TANZANIA:

- Dar es Salaam

TUNISIA:

- Tunis

Liaison Offices:**DJIBOUTI:**

- Djibouti

EUROPE**TAG.Global Offices:****MALTA:**

- San Gwann

RUSSIA:

- Moscow

TURKEY:

- Ankara

Liaison Offices:**AUSTRALIA:**

- Sydney

CYPRUS:

- Nicosia

GERMANY:

- Dusseldorf

FINLAND:

- Helsinki

HUNGARY:

- Budapest

ITALY:

- Rome

NEW ZEALAND:

- Wellington

SWITZERLAND:

- Geneva

- Zurich

TURKEY:

- Istanbul

POLAND

- Warsaw.

NORTH AMERICA**TAG.Global Offices:****CANADA:**

- Montréal

MEXICO:

- Mexico City.

Liaison Offices: CANADA:

- Ottawa

PANAMA:

- Panama City

SOUTH AMERICA**TAG.Global Offices:****BRAZIL:**

- Rio de Janeiro

CHILE:

- Santiago

VENEZUELA:

- Caracas

Liaison Offices:**COLOMBIA:**

- Bogotá

**OFFICES UNDER
ESTABLISHMENT****ARGENTINA:**

- Buenos Aires

BELGIUM:

- Brussels

BRUNEI:

- Bandar Seri Begawan

FRANCE:

- Paris

MACEDONIA:

- Skopje

NORWAY:

- Oslo

ROMANIA:

- Bucharest

SPAIN:

- Madrid

SWEDEN:

- Stockholm

THAILAND:

- Bangkok

UNITED KINGDOM:

- London

VIETNAM:

- Hanoi



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