

# International College of Business and Technology

## Short Term Programs (TVET)

Areas	Programs	Duration
Information Technology and Informatics	✓ Beginner Diploma in Computer Application	3 Weeks
	✓ Intermediate Diploma – Computer Application	5 Weeks
	✓ Advance Diploma – in Computer Applications	7 Weeks
	✓ Webmaster- Diploma	6-12 Months
	✓ Beginner Diploma- Information and Communication Technology	6-12 Months
	✓ Advance Diploma -Information Communication Technology Support Technician	12-16 Months 4- 12 Months
	✓ Diploma in Web Programming	
	✓ Website Design Diploma	
	✓ Diploma-Computerized Accounting	4-12 Months
	✓ Diploma in Digital Marketing	6-12 Months
	✓ Diploma in Statistical Packages	4-6 Months
	✓ Diploma in Computer Systems and Network Administration	4-10 Months
	✓ Diploma in IT Security and CCTV Management	4-8 Months
	✓ Diploma in Network Engineering	6-12 Months
	✓ Diploma in Data Analytics	4-6 Months
	✓ Diploma in Digital Marketing and eCommerce	4-6 Months
	✓ Diploma in IT Audit	4-6 Months
✓ Diploma in ICT Governance	4-6 Months	
Secretarial Duties and Administration	✓ Diploma – Secretarial Duties and Front Desk Operations	9-12 Months

	<ul style="list-style-type: none"> <li>✓ Diploma – in Secretarial Duties and Office Management</li> <li>✓ Diploma – Clerical Duties and Store Room Management</li> </ul>	<p>6-16 Months</p> <p>6-16 Months</p>
Others	<ul style="list-style-type: none"> <li>✓ Fashion Design</li> <li>✓ Pastry Making</li> <li>✓ Diploma in Basic Accounting</li> </ul>	<p>6-9 Months</p>