

# البرامج والدورات التدريبية التي يقدمها المركز

## *NCEC PARTNERS*

	 <p>NAHDA UNIVERSITY IN BENI SUEF جامعة النهضة - بني سويف</p>
	 <p>Designed by <b>Middlesex University London</b></p>

# Students and Graduates

الطلاب والخريجون

## 1-Getting Students and Graduates at the Top of the Labor Market

	<b>Program</b>	<b>Courses</b>	<b>Duration</b>
1	Building Professional Mindset	How successful people think	3 days
2	Personal Effectiveness	Personal Planning	3 days
		Self-Managed Development	3 days
3	Interpersonal Skills	Communication Skills	3 days
		Presentation Skills	3 days
		Behavioral Styles	3 days
		Teamwork	3 days
4	Powerful Thinking Skills	<u>Creative Thinking</u>	3 days
		<u>Problem Solving</u>	3 days
5	Business Imperatives	<u>Job Hunting</u>	3 days
		<u>Interviewing skills</u>	3 days
		<u>Business Relationships</u>	3 days
		<u>Business Writing</u>	3 days
		<u>CV Writing</u>	2 days
6	Market Understanding	Project Management	5 days
		Business Imperatives	3 days
		General Business Understanding	
7	Specialization Courses	2 courses based on major	2 weeks

## 2-Courses Based on Major

	Program	Courses	Duration	
1	Infection control and sterilization	Infection control and sterilization	2 days	طلاب كليات طب الفم والأسنان بالمستوى الرابع
2	First aid , Advanced aid and emergency	First aid , Advanced aid and emergency	2 days	طلاب كليات طب الفم والأسنان المستوى الخامس
3	Management and preparation of clinics	Management and preparation of clinics	3 days	طلاب الامتياز خريجي كليات طب الفم والأسنان
4	Management and preparation of dental laboratories	Management and preparation of dental laboratories	2 days	طلاب الامتياز خريجي كليات طب الفم والأسنان
5	برنامج تصميم الجرافيكس	برنامج تصميم الجرافيكس	60 hours	طلاب المستوى الرابع كلية الاعلام اذاعة وتلفزيون
6	برنامج المونتاج التلفزيوني	برنامج المونتاج التلفزيوني	60 hours	طلاب المستوى الرابع كلية الاعلام اذاعة وتلفزيون
7	الصحافة الإلكترونية وتقنيات الاعلام الجديد	الصحافة الإلكترونية وتقنيات الاعلام الجديد	60hours	طلاب المستوى الرابع كلية الاعلام صحافة
8	Business Intelligence	Business Intelligence	6 days	Final year students of computer science engineering.
9	Web Application	Web Application	60 hours	Student wants to build web application from scratch.
10	برنامج تطوير تطبيقات الموبايل علي نظام الأندرويد	برنامج تطوير تطبيقات الموبايل علي نظام الأندرويد	60 hours	The program is directed to college(C S) students in all disciplines.
11	دورة في تنفيذ المنشآت الخرسانية	دورة في تنفيذ المنشآت الخرسانية	36 hours	خريجي قسم الهندسة المدنية أو المعمارية. طالب أتم مرحلة المستوى الثالث لقسم الهندسة المدنية
12	Project Budgeting, Cost Estimating, Control and Life Cycle	Project Budgeting, Cost Estimating, Control and Life Cycle Costing	6 days	Architecture and civil engineers and staff, This course

	Costing			is targeted for Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers.
13	Professional skills in community pharmacy	Professional skills in community pharmacy	24 hours	Pharmacy graduates and senior students.
14	GMP Requirements for Manufacturing Pharmaceutical Products	GMP Requirements for Manufacturing Pharmaceutical Products	24 hours	Pharmacy graduates and Senior students
15	Over The Counter (OTC) drugs	Over The Counter (OTC) drugs	24 hours	Pharmacy graduates and senior students
16	'Professional Skills in Pharmaceutical Marketing Management''	'Professional Skills in Pharmaceutical Marketing Management''	24 hours	Pharmacist works in pharmaceutical promotion (senior level) a. Sales Department b. Marketing Department
17	Principles of Pharmacoeconomics	Principles of Pharmacoeconomics	24 hours	Middle and high Managerial level of pharmaceutical organizations (managers of both private and governmental sector)
18	Professional skills in pharmaceutical Marketing level 1	Professional skills in pharmaceutical Marketing level 1	24 hours	Pharmacy graduates, senior students and Pharmacist works in pharmaceutical promotion (junior position)

### 3- Courses for Masters Students

	Program	Courses	Duration	
1	Design systems and statistical analysis of scientific experiments	Design systems and statistical analysis of scientific experiments	2 days	
2	Research in Management Systems Reference	Research in Management Systems Reference	2 days	
3	How to Use International databases	How to Use International databases	2 days	
4	Scientific Research Methods	Scientific Research Methods	2 days	
5	Presentation skills and advanced communication skills	Presentation skills and advanced communication skills	2 days	
6	Scientific writing	Scientific writing	2 days	

### 4-Courses for Doctoral Students

	Program	Courses	Duration	
1	Design systems and statistical analysis of scientific experiments	Design systems and statistical analysis of scientific experiments	2 days	
2	Research in Management Systems Reference	Research in Management Systems Reference	2 days	
3	How to Use International databases	How to Use International databases	2 days	
4	How to Prepare and write competitive research projects	How to Prepare and write competitive research projects	2 days	
5	Research ethics and scientific plagiarism	Research ethics and scientific plagiarism	2 days	
6	International publication of scientific research	International publication of scientific research	2 days	

### 5-Aptech English Courses



Program code	Program Name	Hours	Language
Ov-E1010	Beginner	60	English
Ov-E1011	30Days English	60	English
Ov-E1012	Spoken English – Pre-Intermediate	48	English
Ov-E1013	Spoken English – Intermediate	48	English
Ov-E1014	Spoken English - Upper Intermediate	48	English
Ov-E1015	Business Communication	60	English

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## 6-Aptech Computer Education STC

### Smart Professional MIS and Soft Skills

Program code	Program Name	Hours	Language
1	Office Automation	40	English
2	Statistical Analysis using MS Excel	24	English
3	Advanced Presentation Techniques	16	English
4	Data Management using MS Access	24	English
5	Web Productivity Tools	16	English
6	Soft Skills	12	English

	
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# Staff Programs

برامج أعضاء هيئة التدريس  
ومعاونيهم

	<b>Program</b>	<b>Courses</b>	<b>Duration</b>
<b>1</b>	<b>Teaching and Education Systems</b>	Use of Technology in Teaching	2 days
		The Credit Hour Systems	2 days
		Exams and Students Evaluation Systems	2 days
		Quality Standards in the Education Process	2 days
<b>2</b>	<b>Scientific Research</b>	international Publishing of Scientific Research	2 days
		Managing Research Teams	2 days
		Competing for Research Funds	2 days
		Research Ethics	2 days
<b>3</b>	<b>Management and Leadership</b>	Strategic Planning	2 days
		University Management	2 days
		Legal and Financial Aspects in University Environment	2 days
		Managing Time and Meetings	2 days
<b>4</b>	<b>Group Communication and Interaction</b>	Communication Skills	2 days
		Effective Presentation Skills	2 days
		Conference Organization	2 days
		University Code of Ethics	2 days

# Training Courses

## الدورات التدريبية العامة

Nahda Continuing Education center (NCEC) offers training courses in various disciplines such as: Language, Business, Management, Finance, Accounting, Project Management, and human resources. We offer these courses throughout the academic year 2017 - 2018

رقم	<b><u>Program Name</u></b>	<b>Courses</b>	<b>Duration</b>
1	<b><u>Business Administration</u></b>	Planning and organization skills	4 days
2		Supervisory skills development	4 days
3		Developing of executive secretarial skills	4 days
4		Development of managerial skills for Heads of Departments	4 days
5		Work ethic and organizational Loyalty	4 days
6		Developing the skills of new managers (Director, for the first time)	4 days
7		Interviewing skills	4 days
8		Developing of Leading and control skills	3days
9		New staff basic managerial and behavioral skills	3days
1	<b><u>Interpersonal Skills</u></b>	Skills to prepare and write reports	4 days
2		Developing the skills of delegation	4 days
3		Team works building skills and teams leadership	4 days
4		Negotiation skills	4 days
8		Presentation & public speaking skills	4 days
9		Time management skills and how to overcome work stress	4 days
7		Strategic thinking (how to manage the future)	4 days
8		Decision making & problem solving	4 days
9		Developing Communication Competency	4 days

1	<b><u>Accounting</u></b>	improving accountants skills to prepare the financial statements	4
2		Preparing and developing skills of new accountants	4
3		Budgeting Planning	4
4		internal control systems and accounting auditing	4
5		Developing accounting skills using PC applications	4
6		Designing of activity-based cost accounting systems	5
7		International Financial Reporting Standards (IFRS)	5
8		Designing and development cost accounting systems in Various Fields	4
9		New trends in accounting	4
1	<b><u>Financial Management</u></b>	Preparing the Professional financial manager	4
2		Tools and techniques of financial planning	4
3		Financial planning and preparing of expected financial statements	5
4		Financial management for non-financial managers	4
5		Development the skills of collections representatives	4
6		Analysis of the efficiency of investment and financing decisions	4
7		Effective management of credit and collection	4
8		Preparing the Professional financial manager	4
9		Financial management for non-financial managers	4
1	<b><u>HR-Human Resources</u></b>	How to deal with the new labor law	4
2		Modern methods of managing human resources	5
3		Integrated Program in wages	4
4		Performance Appraisal Management	4
5		How to deal with social insurance authority	4
6		Integrated program to prepare a HR manager	4

7		TOT - Training For Trainer	4
8		Payroll tax and the like	4
9		Job Description And Organizational Structure	2
10		TNA-Training Needs Assessment	4
1	<b><u>Project Management</u></b>	Integrated Program in Project Management	5
2		Planning and scheduling projects	5
3		implementation projects control	5
4		Preparation of tender projects	5
5		effective location manager	5
6		Material Management for Construction Projects	5
7		Human resources Management for Construction Projects	5
8		quantitative Tools in project management	5
9		role of Information systems In project management	5
10		project management risk management	5
1	<b><u>Health Care</u></b>	Marketing Healthcare Services.	5
2		Financial Management of Healthcare	5
3		Personal and Professional Development	5
4		Management of information in healthcare	5
5		Healthcare Quality	5
6		Accreditation of Healthcare Organizations	5
7		Quality Auditing	5
8		Patient Safety	5
9		Infection Control	5
1	<b><u>Leadership</u></b>	Business Decisions	3
2		Huthwaite Coaching Skills	2
3		LEAD - The Art of Engagement	2

4		Who Killed Change	2
1	<b><u>Marketing &amp; Sales</u></b>	Selling in Tough Times	2
2		Advertising, Promotion & Marketing Communication	2
3		Marketing Management: A Strategic Decision-making Approach	2
4		Handling Customer Complaints	2

1	<b><u>Network Administration</u></b>	Administering Windows Server 2012	42Hours
2		Configuring Advanced Windows Server 2012 Services	
3		Installing and Configuring Windows Server 2012	
1	<b><u>Aptech English</u></b>	Beginners	60
2		30DayEnglish	60
3		Spoken English–Pre-Intermediate	48
4		Spoken English–Intermediate	48
5		Spoken English–Upper Intermediate	48
6		Business Communication	60
7		IELTS	24

1	<b><u>Computer Education</u></b>	Certificate of Proficiency in Systems Management	194
2		Diploma in Information Systems Management	386
3		Advanced Diploma in Software Engineering (ADSE JAVA)	728
4		Advanced Diploma in Software Engineering(ADSE .NET)	688
1	<b><u>Career Starter and Career Professional Courses</u></b>	Advance Excel 2013	30 Hours
2		SmartPro MIS	168 Hours
3		MSOffice 2013	40 Hours
4		HTML 5	48 Hours

# Custom Training

## التدريب وفقاً لطلبات العملاء

Nahda Continuing Education Center (NCEC) offers special programs upon the request of some governmental and private institutions in BENI SUFI provided that number of participants meets the set criteria governing the Office business. Such programs are designed and tailored in collaboration with requestor.