



PROFILE
Department of
Continuing Education

DEPARTMENT OF
CONTINUING EDUCATION



ABOUT DCE

Future University in Egypt's Department of Continuing Education (DCE) is dedicated to bridging the gap between the capabilities of graduates and the job market requirements. It does so by providing job skills training, personal enrichment and workforce development courses. DCE also targets professionals aspiring to advance their careers, make a career shift, and/or stay abreast of the latest developments in their fields. DCE's offerings include a wide range of specializations, namely, Business, Computer, Dentistry, Economics and Political Science, Engineering, Human Development, English, Medicine, Pharmacy and Youth Programs.

Training and instruction come in a variety of formats including workshops, regular and intensive courses as well as professional certificates and diplomas. To meet the specific training needs, we offer tailored courses and programs that are designed according to objectives defined by our potential client organizations. Essentially, DCE is committed to making a difference in the lives of others enabling them to achieve their aspirations and goals.



Vision & Mission

Our Vision

To be a leading provider of integrated solutions which effectively meet the needs of ambitious individuals and growing companies.

Our Mission

To provide every individual and organization with world-class training empowering them to achieve their ultimate potential thus contributing to the advancement of the MEA region and beyond.

DCE Programs

- *Business*
- *Computer Science & IT*
- *Economics & Political Science*
- *Engineering & Technology*
- *English Language*
- *Human Development*
- *Healthcare*
- *Oral & Dental*
- *Pharmaceutical Sciences*
- *Youth*

BUSINESS PROGRAMS

The Program specializes in the provision of training courses and diplomas that enhance professional capabilities as well as develop skills needed to succeed in the career market. Training areas comprise Customer Service, Marketing & Sales; Soft Skills; Human Resources; Management; Finance & Accounting; Management Information Systems; Soft Skills as well as Quality & Industry. Offerings include, but are not limited to:

Finance and Accounting

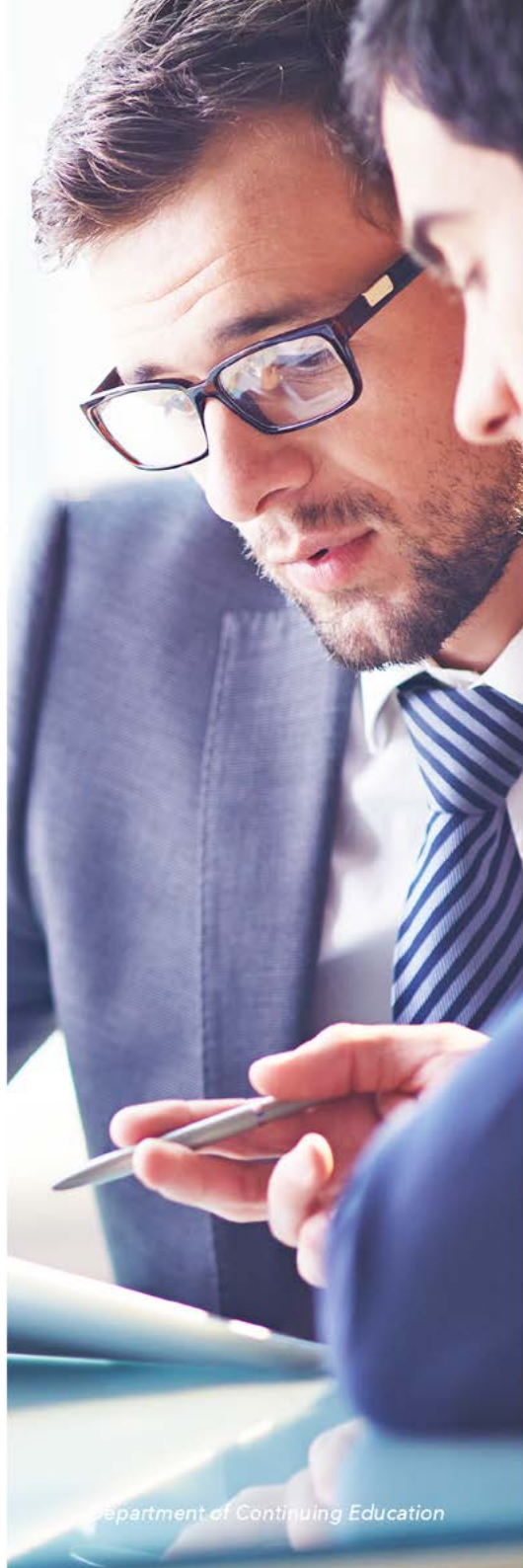
- Accounting for Non-Accountants
- Budgeting & Cost Control
- Finance for the Non-Financials
- Financial Auditing
- Financial Management
- Liquidity & Cash Management Techniques
- Medical Insurance Management
- Principles of Banking

Management Information Systems

- Analysis and Design of Information System
- Business Intelligence
- Management Information Systems Usability

Soft Skills

- Body Language
- Business Writing
- Business Etiquette
- Communication Skills
- Creative Thinking
- Integrated Interpersonal Skills
- Negotiation Skills
- Presentation Skills
- Team-Building Skills
- Time Management
- Training of Trainers



Quality & Industry

- Advanced Quality Control
- Balanced Score Card
- Industrial Management Technique
- ISO Preparation
- Goods Manufacturing Practice
- KPI Formulation & Management
- Productivity Improvement
- Problem Solving Processes
- Quality Control
- Quality Engineer Management
- Risk Assessment & Management
- Root Causes Failure Analysis
- Transformation of Workplace Stress
- Total Quality Management
- Validation

Human Recourses

- Fundamentals of Human Resources
- Basics of Psychometric Analysis
- Recruitment & Selection
- Training & Development
- Compensation & Benefits

Management

- Art of Delegation
- Competiveness of Small & Medium Enterprises
- Coaching & Empowerment
- Change Management
- Conflict Resolution
- Environmental Management
- Economic Development
- Effective Planning and Scheduling
- Lean Six Sigma (White Belt)
- Leadership Skills
- Management Principles
- Performance Management
- Project Management
- Strategic Management
- Value-Chain Management

Customer Service, Marketing & Sales

- Advanced Marketing Techniques
- Advanced Sales Techniques
- Brand Management
- Customer Service Excellence
- Customer Relationship Management
- Digital Media Marketing & Production
- Integrated Marketing Communication
- Marketing Management
- Principles of Customer Care Management
- Public Relations Management
- Personal Branding
- Relationship Marketing Management
- Social Media Management
- Service Marketing
- Sales Management

Diplomas

- Certified Financial Manager
- Certified Training Manager
- Certified Contracts Manager
- Certified International Professional Trainer
- Certified Project Manager
- Certified Public Relations Manager
- Certified Quality Manager
- Certified Sales Manager
- Certified Strategic Planner
- Certified Purchasing Manager
- Certified Hospital Manager
- Certified Office Manager
- Certified Social Media Professional
- Certified Professional Pharmacist
- Executive Management
- Human Resources Management
- International Marketing Management
- Project Management Diploma

COMPUTER & IT PROGRAMS

The Program offers training, skill development courses and certificate programs in the areas of Computers Science, Information Systems, Information Technology and Graphic Design. Computer Science includes the areas of Programming & Web Development ; our Information System development comprises database, ERP as well as System Analysis and Design. To ensure effectiveness, our training methodology assumes a hands-on approach. Offerings include, but are not limited to:

Computer Science

- *Advanced Java Programming*
- *Arduino Platform & C Programming*
- *Developing Mobile Applications on Android Platform*
- *IC3*
- *Introduction to Java Programming*
- *Introduction to the Internet of Things & Embedded Systems*
- *MCSA: WINDOWSSERVER2012*
- *Microsoft Certified System Engineer*
- *Microsoft Certified Professional*
- *Machine Learning with Big Data*
- *Object-Oriented Programming with C#*
- *Raspberry Pi & Python Programming*
- *Regression Modeling in Practice*

Information Systems

- *Advanced Oracle SQL, PLSQL*
- *Big Data Modeling & Management Systems*
- *Big Data Integration & Processing*
- *Business Intelligence*
- *Database Management Essentials*
- *Graph Analytics for Big Data*
- *Data Management & Visualization*
- *Data Analysis Tools*
- *Data Warehousing, OLAP & Data Mining*
- *Design & Analysis of Information Systems*
- *Database Administration (Oracle Administrator)*
- *Introduction to SAP (ERP)*
- *Introduction to Big Data*
- *Introduction to the Internet of Things & Embedded Systems*
- *Microsoft Certified Database Administrator*
- *System Analysis & Design*

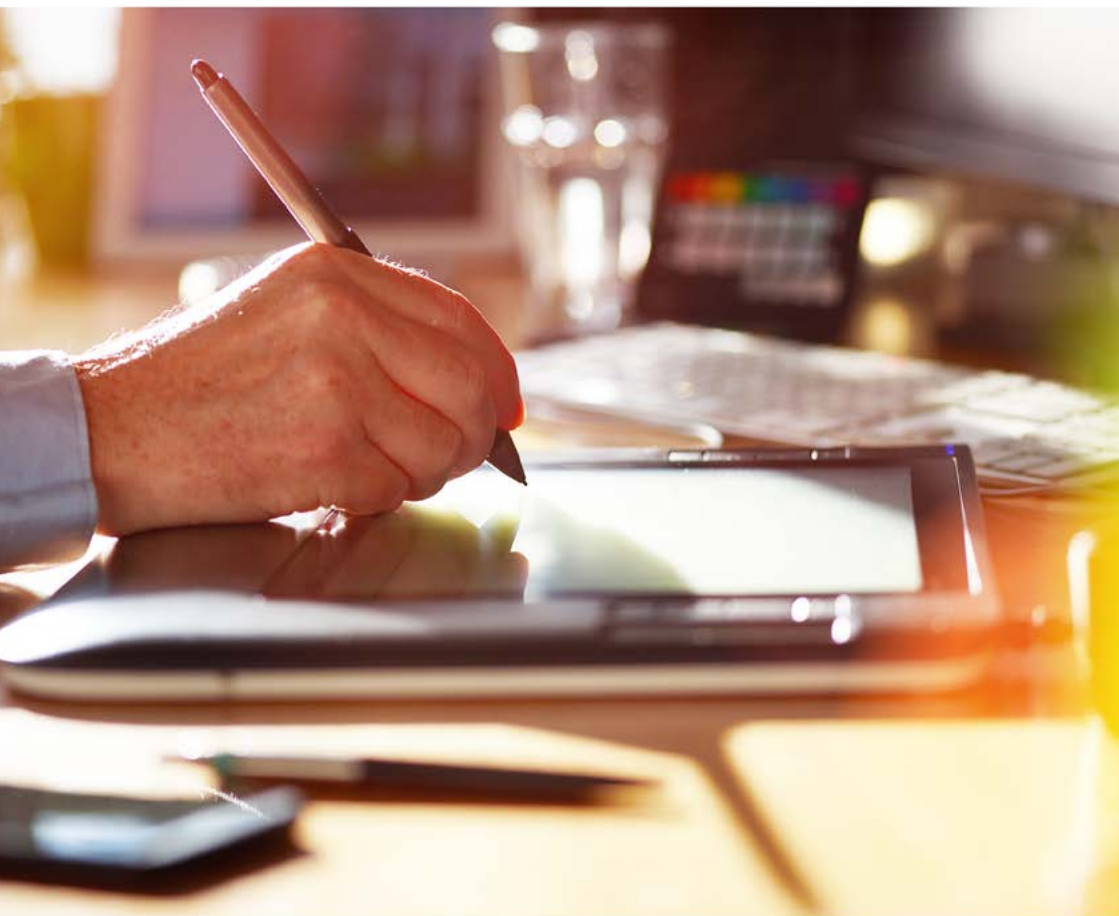


Information Technology

- *System & Network Security Introduction*

Graphic Design

- *Adobe Photoshop*
- *Adobe Illustrator*
- *Adobe Lightroom*
- *Adobe InDesign*
- *Adobe After Effects*
- *Adobe Premiere*
- *Adobe Flash*
- *Action Script*
- *Cinema 4D*
- *3D-Max*
- *Maya*
- *V-Ray*
- *Digital Photography*
- *Web Design*



ECONOMICS & POLITICAL SCIENCE PROGRAMS

The Program offers training and skill development courses and certificate programs that enrich abilities and increase productivity. Apart from the typical disciplinary area offerings of Economics, Political Science and Public Administration, Political Mass Communication is also offered. Moreover, there is a wide range of interdisciplinary courses, while some combine politics with management and economics, others blend politics with mass communication. Offerings include, but are not limited to:

Political Science Department

- *Crisis Management*
- *Diplomacy and Negotiation Skills: Case Studies*
- *Democratization & Institutions Building*
- *Government & Business*
- *Mass Media & Public Opinion*
- *Religion and Politics in Egypt*

Economics Department

- *Feasibility Study & Project Management*
- *Global Political Economy*
- *Stock Market Simulation*

Public Administration department

- *Public Policy Analysis*



ENGINEERING & TECHNOLOGY PROGRAMS

The Program provides training courses in the fields of Engineering, Technology, and Construction Management to promote and make available the latest professional skills needed for success in the career market. We offer courses in a variety of engineering branches such as Architectural, Structural, Mechanical and Electrical. Offerings include, but are not limited to:

Architecture Engineering

- AutoCAD
- Architecture Visualization
- Design Builder Simulation Tool
- Parametric Design Applications: Parametric Passive Design

Structural Engineering and Management

- Construction Management of Engineering Projects
- Foundation of Concrete Structures
- Repair of Bridges
- Structural Restoration of Reinforced Concrete Buildings

Mechanical & Electrical Engineering

- Fluid Mechanics
- Heating, Ventilation and Air Conditioning Systems
- Heat Transfer
- Mechanics
- Thermodynamics



ENGINEERING & TECHNOLOGY PROGRAMS

Cement Industry

- Alternative Fuel AFR Firing in Cement Plant
- Advanced Training on Bearing and Adjustment
- Alignments
- By Pass System
- Blending
- Cement Grinding
- Cement Manufacturing Overview
- Cement Hydration and Cement Materials
- Clinker Formation
- Crushing
- Clinker Cooling
- Cement Process
- Coal Grinding
- Coal Safety Introduction
- Firing Solid Fuel
- Kiln System
- Mass Flow Diagram Cement Plant
- Petcock and Coal Basis
- Raw Material Overview
- Raw Material Grinding
- Statistical Quality Control
- Statistical Analysis
- Basic Electricity for Mechanics & Production Engineering
- Basics of PLC
- Cement Types and Quality
- De-Dusting System
- Electrical Safety
- Firing System
- Hot Disc
- Hydraulic Fundamentals, Maintenance and Operation
- Hydraulic Systems level 2
- Hydraulics
- Maintenance Shutdown Planning
- Mechanical Alignment
- Mechanical Maintenance in Cement Industry
- Petcock Utilization
- Petcock Grinding Technology
- Petcock Feeding System
- Pyro Process in Cement Industry
- Performance Measuring KPIs
- Pollution Control in Cement Industry
- Refractory in Cement Industry
- Vibration Analysis
- Vibration Analysis Category II
- Welding Inspection



Electrical Engineering

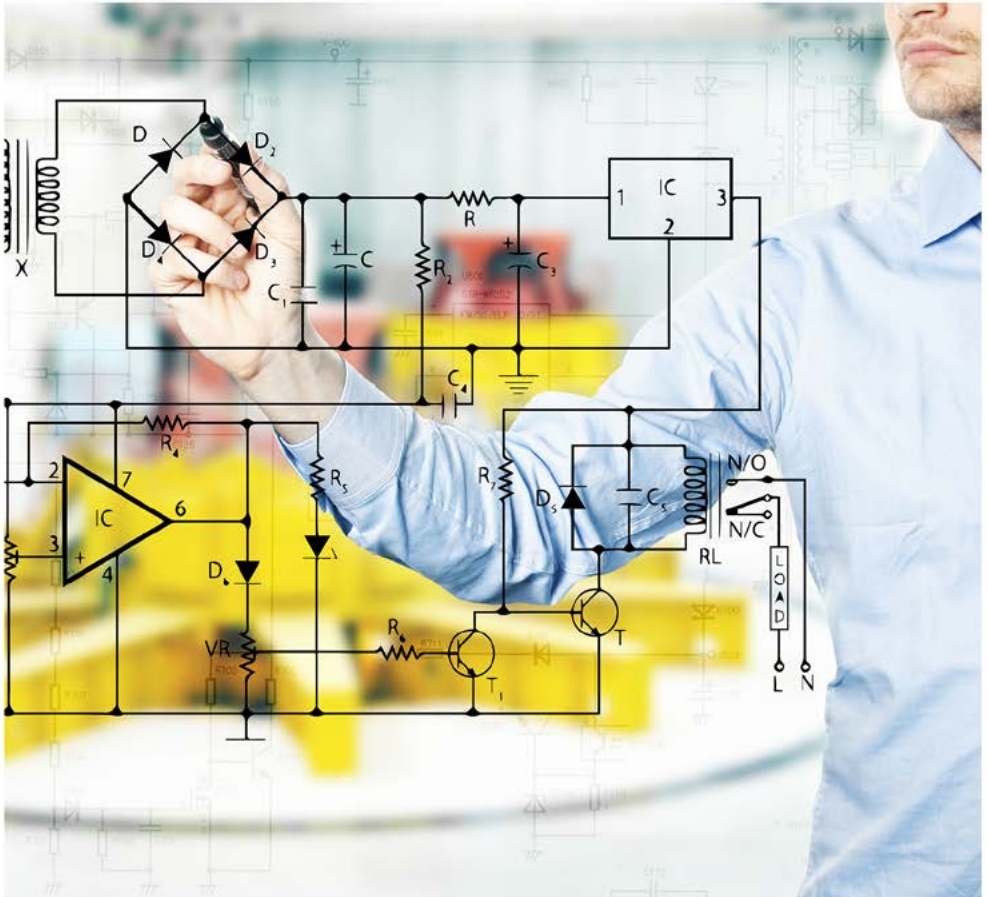
- Electronics
- Practical Antenna Design

Electro-Mechanical Engineering

- Instrumentation & Measurement

Petroleum Engineering

- Chemistry
- Fuel & Hydrocarbons
- Natural Gas Processing



ENGLISH LANGUAGE PROGRAMS

Our English language courses are available for people from different walks of life who believe that a good command of English increases their chances of better job opportunities and/or meets the entrance test requirements of universities abroad. General English courses are in compliance with the Common European Framework Reference (CEFR). Other courses include Conversation, as well as English for Specific Purposes (ESP). The latter comprises a variety of specializations that cater for different industries. Exam preparation courses are also provided to meet the needs of students who want to pursue advanced academic degrees. Examples of these are IELTS Preparation, PET, KET, etc.... Moreover, the area of teacher-training is covered by our CELTA program. Offerings include, but are not limited to:

General English

- *Beginners Level 1*
- *Beginners Level 2*
- *Elementary Level 1*
- *Elementary Level 2*
- *Intermediate Level 1*
- *Intermediate Level 2*
- *Pre-Intermediate Level 1*
- *Pre-Intermediate Level 2*
- *Upper Intermediate Level 1*
- *Upper Intermediate Level 2*



English for Specific Purposes

- English for Business
- English for Engineering
- English for Tourism
- English for Marketing

Exam Preparation

- BEC
- FCE
- IELTS
- KET
- PET

Teacher-Training

- CELTA



HUMAN DEVELOPMENT PROGRAMS

The Program offers courses and training that assist people in advancing themselves to grow into positive effective human beings capable of handling challenges and leading fulfilling lives. Courses focus on developing self-awareness, increasing self-knowledge and using one's freedom to decide on who one wants to be, what one wants to do and how to live life at its fullest, etc. ... Offerings include, but are not limited to:

General

- *Art of Reading Human Minds*
- *Art of Effective Persuasion*
- *Emotional Intelligence*
- *How to be a Life Couch?*
- *Own Your Wellness, Own Your Success*
- *Quantum Healing*
- *Reiki*
- *Valuable by Nature Workshop*

HEALTHCARE PROGRAMS

This Program is our most recent addition; it provides effective training courses and workshops in different specializations that are essential to the physical well-being of any individual and/or organization. Offerings include, but are not limited to:

First Aid

- *Basic Life Support*

Management

- *Medical Insurance Management*





ORAL & DENTAL PROGRAMS

The Program specializes in the provision of professional dental training courses that are patient-centered and clinical-based courses. Our Program incorporates various types of quality training and methodologies while providing a hands-on approach to ensure development of the relevant skills in the fields of Endodontics, Prosthodontics, Implantology, Oral Radiology and Pedodontics. Offerings include, but are not limited to:

Implantology

- *Advanced Implant Supported Prosthesis*
- *Comprehensive Implantology*

Endodontic

- *Advanced Contemporary Endodontic*
- *Basic Contemporary Endodontic*
- *Clinical Attachment*
- *Endodontic Re-Treatment: Knowledge & Ability*
- *Endodontic Microsurgery*
- *Micro Endodontic: Explore the Road*

Conservative Treatment of Discolored Teeth

- *Teeth Bleaching*

Restoration

- *Keys to Success with Posterior Esthetics Restorations*
- *Restorative Dentistry for Children: Pediatric Full Mouth Rehab*
- *Ultimate Esthetics: Direct Composite Resin Restoration*

Memberships

- *Membership in Endodontics*
- *Membership in Prosthodontics*

Radiology

- *Cone Beam Computed Tomography*
- *Hands on Radiographic Differential Diagnosis*
- *Interpretation of Advanced Radiographic Images in Dentistry*
- *Introduction to Laser in Dentistry*

Periodontics

- *The Aesthetic Smile: Diagnosis & Treatment*

Prosthodontics

- *Art and Science of Esthetic Ceramic Veneers*
- *Endodontic Re-Treatment: Knowledge & Ability*
- *Fiber Post Era: Management of Mutilated Endodontically Treated Teeth*
- *Principles of Partial Denture Designing*



PHARMACEUTICAL SCIENCE PROGRAMS

The Program offers training and skill development courses that provide job candidates as well as practitioners with a competitive edge over others. Our training areas comprise Drug, Promotion & Marketing; Pharmacy Practice and Exam Preparation. Offerings include, but are not limited to:

Drug, Promotion & Marketing

- *Drug Marketing*
- *Marketing Research*
- *Sales Management & Consumer Behavior*

Pharmacy Practice

- *Advanced Pharmacy Practice*
- *Advanced Therapeutics*
- *Advanced Pharmacy Skills*
- *Fundamentals of Clinical Pharmacology*
- *Literature Patient Care Information*

Pharmacy Industry

- *GMP*
- *Quality Control*
- *Quality Assurance*
- *Validation*
- *Risk Assessment*

Exam Preparation course

- *Board of Pharmacy Specialties Preparatory Program (Pharmacotherapy)*



YOUTH PROGRAMS

Based on Gordon's systematic physiological training methodologies, this Program helps youth attain self-development to become more productive and effective human beings. The programs we offer share similar objectives, but differ in content and activities; differences are age-specific. The Young Leaders Program is designed to cater for the needs of youth aged 12 - 15 years of age; the second is the Youth Effectiveness Training Program which caters for 16 - 18 years of age. The main aim of both programs is to develop insight, awareness, observation as well as the skills needed to enhance healthy personal growth. Parents of the youth who have taken one or both these programs attest to a notable difference in their sons and/or daughters. Offerings include, but are not limited to:

Young Leaders Program

Youth Effectiveness Training



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