

DDMA Diploma



About E3melbusiness Medical Academy

E3mel Business Medical is the first educational platform in the Arab world specializing in the medical field. It was launched in 2019 to provide professional training courses for graduates and workers in various medical and scientific fields, such as human medicine, veterinary medicine, science, cosmetics, and healthy nutrition, through a select group of the best experts from doctors, pharmacists, and scientists with extensive experience.

About the diploma

The DDMA Diploma equips you with the essential and advanced digital skills needed to excel in the medical and administrative fields. It offers a comprehensive curriculum that integrates various data analysis systems and software at multiple levels.

Throughout the diploma program, trainees gain practical experience using Microsoft Word, Excel, and PowerPoint. The focus is on creating professional documents and reports, analyzing data, and developing interactive dashboards. Participants also learn essential skills such as time management, handling work pressure, presentation skills, and efficient task organization.

The diploma is delivered under the supervision of leading experts and specialists in various medical and administrative fields, ensuring a complete academic curriculum and professional practical training that prepares you to become a future leader in the medical sector.

Diploma Accreditation





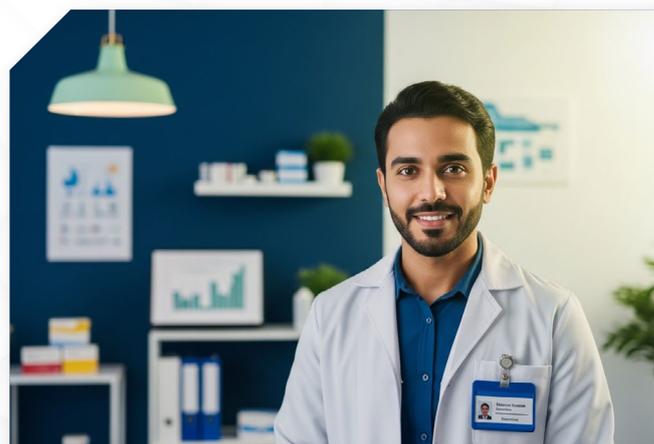
Who is the diploma aimed at?

diploma DDMA for



Recent graduates

Recent graduates and new medical sales professionals



Pharmaceutical industry professionals

Pharmaceutical industry professionals and medical sales representatives

**Sales supervisors**

Sales supervisors, managers, and area managers with .1-3 years of experience in the medical sector

**Product and marketing managers**

Product and marketing managers, and first- and .second-line managers

Advantages of studying the diploma with **E3melbusiness Medical**

01

- ◆ Comprehensive training content covering the scientific and practical aspects of medical sales management and data analysis.

02

- ◆ Flexible online learning supervised by leading experts in the field.

03

- ◆ Practical applications that simulate real-world professional situations in medical institutions.

04

- ◆ Accredited certificate that enhances your career prospects in medical and administrative fields.

What will you gain upon Completing the Diploma?

- Proficiency in using Microsoft Word, Excel, and PowerPoint.
- Managing big data using advanced Excel tools such as Power Pivot and DAX.
- Mastering the creation of interactive dashboards to track performance and analyze results using various tools such as Pivot Tables.
- Developing time management, presentation, and stress management skills, both at work and in life.
- Creating professional presentations that effectively and clearly convey your ideas using advanced design techniques.

Certificate



Upon completing all training courses in the DDMA Diploma, the student receives a free certificate accredited by the E3mel Business Medical Academy, in addition to the possibility of obtaining a separate certificate for completing each training course within the diploma.

The student can also obtain an accredited certificate from the American EBU University, within a maximum of 90 days of applying for it.

Learning Methodology

The study period is 12 months and can be reduced according to the student's desire to study more subjects in a shorter period of time.

The diploma consists of 12 training courses, and at the end of each course the student takes a test with a passing grade of 50%.

If the test is not passed, it is retaken one week after the first attempt.

The study is online on the academy's website, and upon the student's success in all subjects, he obtains a certificate accredited by the E3mel Business Medical Academy.

Diploma in numbers

Number of diploma courses
12

Number of lecturers
2

Study duration
12 Months

Study hours
59

Training courses for the DDMA Diploma and the duration of each course:

Training Course	Duration
Microsoft Word - Basic Level	01:25:09
Microsoft Excel for Medical Rep	03:20:17
Microsoft PowerPoint-Basic Level	02:24:58
Stress Management	02:09:01
Presentation Skills for Pharmaceuticals	05:27:19
Time Management	02:43:36
Microsoft PowerPoint – Advanced level	04:35:03
Microsoft Excel-Advanced for Top Management	04:53:04
Microsoft Excel for First and Second Managerial Level	07:18:36
Microsoft Word - Advanced Level	03:44:32
Mastering Creating Dynamic Interactive Dashboard	09:54:46
Data Analysis by using Excel	11:34:05

Note: The timing of each training session is shown in the schedule in hours and minutes.

Diploma lecturers

Eng. Mena Mourad

- Microsoft Certified Trainer since 2010 and Microsoft Certified Learning Consultant since 2011.
- Over 12 years of experience in training individuals and companies.
- Expert in Microsoft Office programs, having trained over 5,000 trainees with a 98% customer satisfaction rate.



Dr. Amgad Fahmy

- Marketing consultant and professor at the Arab Academy since 2011.
- 18 years of experience in sales and marketing with several multinational pharmaceutical companies.
- Certified trainer at Pearson University, UK.



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