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| <b>I. Teaching and Education systems</b> | <b>Course: Use of Technology in Teaching</b><br><b>Course code : (T1)</b>   |
|  | <b><u>Course Objectives:</u></b> Helping candidates acquire the skills related to using technology (such as computers, and visual and auditory means), aiming at increasing the effectiveness of the education process and the transmission of knowledge and skills to learners in the easiest and most attractive way, with emphasis on the use of the MOODLE program.   |
|  | <b><u>Targeted Group</u></b> Academic staff of different career levels.   |
|  | <b><u>Course Duration</u></b> 15 training hours, which can take place in two or three days according to the conditions and the environment of the training.   |
|  | <b><u>Training Methods</u></b> Presentations, discussions, computer training and practical projects.  |
| <b><u>Course Content</u></b>             | <ul style="list-style-type: none"><li>• Defining the different systems of distant education and illustrating their strengths and weaknesses.</li><li>• Presenting the advantages of using multimedia in education.</li><li>• Presenting the best internationally used methods to encourage students to use distant learning.</li><li>• Practical explanation of the use of the MOODLE to manage the educational content.</li><li>• Practical explanation of instant examination systems for students through the internet with instant electronic correction for the exam as soon as they are done.</li><li>• Practical explanation of the use of education services such as schedules and notices, the formation of circles of discussion between students to discuss certain educational points, compiling complete indexes for the entire curriculum and setting up databases for questions and answers.</li></ul> |



**Course: The Credit Hours System**

**Course Code (T2)**

**Course Objectives:** Helping candidates acquire the knowledge and skills related to the credit hour system, as well as understand the system's philosophy, aiming at getting the best of the educational outcome and academic advising

**Targeted Group:** (Teaching Assistants / Assistant Lecturers) - (Fourth Lecturers- Third Lecturers)

**Course Duration:** 10 training hours, over a two-day period

**Training Methods:** Lectures, TLCs, case studies and workshops.

**Course Content:**

- The cognitive and philosophical frames of the credit hour system and its aims.
- The educational feedback of the system.
- The regulatory rules of the credit hour system: Educational requirements and education load, registration, deleting, adding and withdrawing courses, changing track, warnings and terminating registration, college transfer and graduating.
- Academic advising: the aims and functions of academic advising and the academic advisor's tasks.
- Testing and assessment: examination system, calculating grades, GPA, calculating the general GPA, postponing results and case studies.



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| <b>I. Teaching and Education systems</b> | <b>Course: Examination and Student Assessment Systems</b><br><b>Course code : (T3)</b>   |  |   |   |
|  | <b><u>Course Objectives:</u></b>   | Developing scientific concepts, improving practical skills and boosting positive attitudes with respect to student assessment, aiming at advancing the education process in the academy.   |   |   |
|  | <b><u>Targeted Group</u></b>   | Academic staff members (Assistant Lecturers / Lecturers / Associate Professors) - (Fourth Lecturers / Third Lecturers / Second Lecturers).   |   |   |
|  | <b><u>Course Duration</u></b>  | 10 credit hours, over a two-day period   |   |   |
|  | <b><u>Training Methods</u></b>   | Presentations, TLCs, case studies, role plays, projects and workshops.   |   |   |
|  | <b><u>Course Content</u></b>   | <table border="1" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none"><li>• The concept of assessment, measuring and testing.</li><li>• The goals and advantages of student assessment.</li><li>• How to formulate exam questions so that it reflects what has been studied.</li><li>• Methods (exam systems)</li></ul></td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none"><li>• The timing of student assessment and the types of assessment.</li><li>• The characteristics of a good exam.</li><li>• Exam types.</li></ul></td></tr></table> | <ul style="list-style-type: none"><li>• The concept of assessment, measuring and testing.</li><li>• The goals and advantages of student assessment.</li><li>• How to formulate exam questions so that it reflects what has been studied.</li><li>• Methods (exam systems)</li></ul> | <ul style="list-style-type: none"><li>• The timing of student assessment and the types of assessment.</li><li>• The characteristics of a good exam.</li><li>• Exam types.</li></ul> |
|  | <ul style="list-style-type: none"><li>• The concept of assessment, measuring and testing.</li><li>• The goals and advantages of student assessment.</li><li>• How to formulate exam questions so that it reflects what has been studied.</li><li>• Methods (exam systems)</li></ul>  | <ul style="list-style-type: none"><li>• The timing of student assessment and the types of assessment.</li><li>• The characteristics of a good exam.</li><li>• Exam types.</li></ul>  |   |   |
|  | <b>Course: Quality Standards in Education</b><br><b>Course code : (T4)</b>   |  |   |   |
|  | <b><u>Course Objectives:</u></b>   | The course aims at providing the participants with the necessary knowledge and skills to identify and apply quality standards of the education process. This will lead to bettering the quality of the education process with reference to what is being applied in the Academy.   |   |   |
|  | <b><u>Targeted Group</u></b>   | Academic staff members (Assistant Lecturers / Lecturers / Associate Professors) - (Fourth Lecturers / Third Lecturers / Second Lecturers).   |   |   |
| <b><u>Course Duration</u></b>            | 10 credit hours, over a two-day period.  |  |   |   |
| <b><u>Training Methods</u></b>           | Presentations, TLCs, case studies, role plays, projects and workshops.   |  |   |   |
| <b><u>Course Content</u></b>             | <ul style="list-style-type: none"><li>• Quality concepts and their definitions in the educational field.</li><li>• Targeted quality standards in the education process.</li><li>• How to apply quality standards to the elements of the education process (lecturers, students and the education environment).</li><li>• Methods and procedures of the application of quality standards.</li><li>• The quality system applied in the academy (submitting the used forms and models).</li></ul> |  |   |   |



- The necessary documentation to assure education quality.

### Writing & Publishing Scientific Research

#### Course Code: (R1)

**Course Objectives:** Providing participants with the basic knowledge and skills with respect to writing and publishing scientific papers, aiming at bettering research efficiency of the academic staff in the Academy.

**Targeted Group:** Academic staff members (Assistant Lecturers / Lecturers / Associate Professors) - (Fourth Lecturers / Third Lecturers / Second Lecturers / First Lecturers).

**Course Duration:** 10 credit hours, over a two-day period.

**Training Methods:** Lectures, presentations, case studies, computer training and projects.

**Course Content:**

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| <ul style="list-style-type: none"><li>• Searching for information and previous literature.</li><li>• The statistical treatment of academic research.</li><li>• Title and introduction.</li><li>• Writing research material and methodology.</li><li>• Choosing the appropriate periodicals.</li><li>• Dealing with publishers and referees.</li></ul> | <ul style="list-style-type: none"><li>• Designing and analyzing academic research/ research curricula.</li><li>• The rules and conditions of academic publishing in international periodicals.</li><li>• How to write the summary.</li><li>• Writing and explaining the results.</li><li>• The procedures of presenting and revising academic research with the chosen periodicals.</li></ul> |
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### Managing Research Teams

#### Course Code: (R2)

**Course Objectives:** The course aims at providing participants with the basic knowledge and skills necessary to form and manage research teams in an efficient and effective manner, in order to insure the success of the research project.

**Targeted Group:** (Lecturers / Associate Professors / Professors) – (Second Lecturers / First Lecturers)

**Course Duration:** 10 credit hours, over a two-day period.



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|  | <p><b><u>Training Methods:</u></b> Lectures, presentations, case studies, computer training and projects.</p> <p><b><u>Course Content:</u></b></p> <ul style="list-style-type: none"> <li>• Basic concepts.</li> <li>• Skills of managing research teams</li> <li>• How to coordinate work and present results.</li> <li>• Managing the research project.</li> <li>• How to solve problems between team members</li> </ul> |
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| <b>II. Scientific Research</b>  | <b>Competing for Research Funds</b>   |
|   | <b>Course Code: (R3)</b>  |
|   | <p><b><u>Course Objectives:</u></b> Providing participants with the basic knowledge and skills necessary to prepare and submit professionally written competitive research in order to obtain funding from internal and external bodies, as well as from funds and projects which sponsor these scientific and practical endeavors.</p> |
|   | <p><b><u>Targeted Group:</u></b> (Lecturers / Associate Professors / Professors) – (Second Lecturers / First Lecturers)</p>   |
|   | <p><b><u>Course Duration:</u></b> 10 credit hours, over a two-day period.</p>   |
|   | <p><b><u>Training Methods:</u></b> Presentations, discussions, computer training and practical projects.</p>  |
| <p><b><u>Course Content:</u></b></p> <ul style="list-style-type: none"> <li>• The essence of academic research: defining the concept and its components.</li> <li>• Restrictions and regulations controlling the quality of the competitive project presented for funding.</li> <li>• How to decide upon the budget needed for the research.</li> <li>• The general frame of refereeing</li> <li>• How to carry out and follow up on the</li> <li>• How to prepare a competitive research project (its components and the required data).</li> <li>• The required forms and documents.</li> <li>• Evaluation standards adopted by different funding bodies.</li> <li>• How to reapply in case of modifications</li> </ul> |   |



required research and reports.

**Research Ethics:  
Course Code: (R4)**

**Course Objectives** The development of participants' knowledge and directions regarding the ethics of academic research, aiming at bettering the quality of the education process in the Academy.

**Targeted Group:** (Teaching Assistants / Assistant Lecturers / Lecturers)

**Course Duration:** 10 credit hours, over a two-day period.

**Training Methods:** Lectures, presentations, discussions, role plays and practical projects.

**Course Content:**

- Defining the concept of
- The ethics of research.



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| III. Group Communication and Interaction | <p>research ethics, stating their restrictions.</p> <ul style="list-style-type: none"> <li>• International regulations for testing on humans.</li> </ul>   |
|  | <p><b>Course: Communication Skills</b><br/> <b>Course Code: (C1)</b></p> <p><b><u>Course Objectives</u></b><br/>         Developing academic concepts, improving practical skills and boosting positive attitudes with respect to communication skills, aiming at enhancing the education process in the Academy.</p> <p><b><u>Targeted Group</u></b><br/>         (Graduate Teaching Assistants / Assistant Lecturers / Lecturers) – (Fourth Lecturers / Third Lecturers / Second Lecturers)</p> <p><b><u>Course Duration</u></b><br/>         10 training hours, over a two-day period</p> <p><b><u>Training Methods</u></b><br/>         Lectures, TLCs, case studies, role plays, workshops and practical projects.</p> <p><b><u>Course Content</u></b></p> <ul style="list-style-type: none"> <li>• Defining Communication</li> <li>• Elements of effective communication</li> <li>• Skills of effective communication</li> <li>• Communication models</li> </ul> |



## Education Affairs

### Developing Staff Members' Skills Courses

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|                                 | <p style="text-align: center;"><b>Course: Effective Presentation Skills</b><br/><b>Course Code: (C2)</b></p>  |
| <b><u>Course Objectives</u></b> | Developing academic concepts, improving practical skills and boosting positive attitudes with respect to giving effective presentations via which communication and desired response can be achieved, aiming at enhancing the education process in the Academy. |
| <b><u>Targeted Group</u></b>    | (Graduate Teaching Assistants / Assistant Lecturers / Lecturers) – (Fourth Lecturers / Third Lecturers / Second Lecturers)  |
| <b><u>Course Duration</u></b>   | 10 training hours, over a two-day period  |
| <b><u>Training Methods</u></b>  | Lectures, TLCs, case studies, role plays, workshops and practical projects.   |
| <b><u>Course Content</u></b>    | <ul style="list-style-type: none"><li>• Definitions and general concepts</li><li>• Principles of effective presentation</li><li>• Strategies used for enhancing presentation skills</li><li>• Preparing and evaluating presentations</li></ul>                  |





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| <b>III. Group Communication and Interaction</b> | <b>Organizing Scientific Conferences</b>   |   |
|   | <b>Course Code: (C3)</b>   |   |
|   | <b><u>Course Objectives</u></b>  | Developing academic concepts, improving practical skills and booting positive attitudes with respect to organizing scientific conferences, aiming at achieving their respective objectives and meeting the satisfaction of organizers and participants.   |
|   | <b><u>Targeted Group</u></b>   | (Graduate Teaching Assistants / Assistant Lecturers / Lecturers) – (Fourth Lecturers / Third Lecturers / Second Lecturer)   |
|   | <b><u>Course Duration</u></b>  | 10 training hours, over a two-day period  |
|   | <b><u>Training Methods</u></b>   | Lectures, TLCs, case studies, role plays, workshops and practical projects.   |
|   | <b><u>Course Content</u></b>   | <ul style="list-style-type: none"> <li>• Defining conferences and stating conference classification</li> <li>• Alternative forms to conferences</li> <li>• Conference objectives</li> <li>• Challenges and reasons for success</li> <li>• Conference organization models (planning for conferences, conference committees, organization during the actual conference)</li> </ul>  |
|   | <b>University Code of Ethics</b>   |   |
|   | <b>Course Code: (C4)</b>   |   |
|   | <b><u>Course Objectives</u></b>  | Developing academic concepts, improving practical skills and boosting positive attitudes regarding the expected professional conduct on part of the teaching staff in their interacting with their fellow colleagues, students and employees – that is, the different elements constituting the academic environment. This is carried out with the purpose of enhancing the performance of the Academy as an institution as well as creating an atmosphere that leads to bettering the quality of education offered by the Academy. |
| <b><u>Targeted Group</u></b>                    | (Graduate Teaching Assistants / Assistant Lecturers / Lecturers) – (Fourth Lecturers / Third Lecturers / Second Lecturers)   |   |
| <b><u>Course Duration</u></b>                   | 10 training hours, over a two-day period   |   |
| <b><u>Training Methods</u></b>                  | Lectures, TLCs, case studies, role plays, workshops and practical projects.  |   |
| <b><u>Course Content</u></b>                    | <ul style="list-style-type: none"> <li>• Professional ethics, stating their importance</li> <li>• Acceptable university conduct</li> <li>• University norms and regulations</li> <li>• Moral liability of University leaderships</li> <li>• University code of ethics</li> </ul> |   |



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| <b>IV. Management and Leadership</b> | <b>Strategic Planning</b><br><b>Course Code: (L1)</b>  |  |
|                                      | <b><u>Course Objectives</u></b>  | Improving strategic planning skills for employees holding leadership and managerial posts, aiming at them making sound decisions that help achieve the Academy's mission.  |
|                                      | <b><u>Targeted Group</u></b>   | Academy Leaderships: Vice Deans of the Academy's President, Deans of colleges, Vice Deans, heads of department, Deans of institutes, managers of centers, and Responsibility centers<br>Managerial Leaderships: heads of administrations and their assistants.   |
|                                      | <b><u>Course Duration</u></b>  | 10 training hours, over a two-day period   |
|                                      | <b><u>Training Methods</u></b>   | Lectures, training-oriented discussions, case studies, role plays, workshops and practical projects.   |
|                                      | <b><u>Course Content</u></b>   | <ul style="list-style-type: none"> <li>• Defining strategic planning, stating its importance</li> <li>• Stages of strategic planning</li> <li>• The institution's mission and vision</li> <li>• SWOT analysis</li> <li>• Stating objectives and strategies</li> <li>• Carrying out the plan</li> <li>• Following up with and assessing the progress of the strategic plan</li> </ul> |
|                                      | <b>University Management</b><br><b>Course Code: (L2)</b>   |  |
|                                      | <b><u>Course Objectives</u></b>  | Improving modern management skills for employees holding leadership and managerial posts, aiming at making sound management decisions, solving problems and managing work more effectively, helping, thus, to achieve the Academy's mission.   |
|                                      | <b><u>Targeted Group</u></b>   | Academy Leaderships: Vice Deans of the Academy's President, Deans of colleges, vice deans, heads of department, deans of institutes, managers of centers, and Responsibility centers<br>Managerial Leaderships: heads of administrations and their assistants.   |
|                                      | <b><u>Course Duration</u></b>  | 10 training hours, over a two-day period   |
| <b><u>Training Methods</u></b>       | Lectures, training-oriented discussions, case studies, role plays, workshops and practical projects.   |  |
| <b><u>Course Content</u></b>         | <ul style="list-style-type: none"> <li>• Defining properties of university management</li> <li>• Basic functions of university management (planning, organization and monitoring)</li> <li>• Challenges of University management (diagnosis and presenting solutions)</li> <li>• Behavioural issues and team building</li> </ul> |  |



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|   | <ul style="list-style-type: none"><li>• University leadership</li><li>• Change and development</li></ul>   |
| <p><b>IV. Management and Leadership</b></p> | <p style="text-align: center;"><b>Human Resources, Financial, Logistics and Legal aspects in the Academy</b><br/><b>Course Code: (L3)</b></p> <p><b><u>Course Objectives</u></b> Broadening the fiscal and legal knowledge of employees holding managerial posts in higher education institutes, enabling them to act with compliance to rules and regulations, and as such increase fiscal efficiency.</p> <p><b><u>Targeted Group</u></b> Academy Leaderships: Vice Deans of the Academy's President, Deans of colleges, vice deans, heads of department, deans of institutes, managers of centers, and Responsibility centers<br/>Managerial Leaderships: heads of administrations and their assistants.</p> <p><b><u>Course Duration</u></b> 10 training hours, over a two-day period</p> <p><b><u>Training Methods</u></b> Lectures, training-oriented discussions, case studies, role plays, workshops and practical projects.</p> <p><b><u>Course Content</u></b></p> <ul style="list-style-type: none"><li>• <b><u>Part One: Legal Aspects:</u></b> the unified system covering all Academy staff, appointments in the Academy, rights of faculty members, supreme councils of the Academy, employee transfer, delegation, and assignments, disciplinary actions and procedures, and termination of employment.</li><li>• <b><u>Part Two:</u></b> Budgets allocated for colleges in relation to the Academy's general budget, internal control monitoring fiscal behavior, disbursement regulations and procedures, payment permits, salary payments, imprest funds and petty cash, methods of purchasing and monitoring, and dealing with training courses and research projects.</li></ul> |



| <b>Effective Meeting and Time Management</b><br><b>Course Code: (L4)</b> |  |
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| <b><u>Course Objectives</u></b>  | Developing academic concepts, improving practical skills and booting positive attitudes with respect to effective meeting, such as councils and committees in higher education institutions, and time management   |
| <b><u>Targeted Group</u></b>   | Academy Leaderships: Vice Deans of the Academy's President, Deans of colleges, vice deans, heads of department, deans of institutes, managers of centers, Responsibility centers<br>Managerial Leaderships: heads of administrations and their assistants.   |
| <b><u>Course Duration</u></b>  | 10 training hours, over a two-day period   |
| <b><u>Training Methods</u></b>   | Lectures, training-oriented discussions, case studies, role plays, workshops and practical projects.   |
| <b><u>Course Content</u></b>   | <ul style="list-style-type: none"><li>• Defining "Time", stating the importance of time management.</li><li>• Factors that lead to wasting time in the workplace (who is responsible for such a waste? Reasons for wasting time)</li><li>• Effective time management (how to manage time effectively and the importance of that process, goals of time management, principles of time management, requirements of time management, ways to deal with time and guidelines of effective time management)</li><li>• Strategies of effective time management (planning and scheduling of tasks, setting priorities, reducing paperwork, delegation of powers, and recommendations for effective time usage and saving time)</li><li>• Meeting management (defining, stating the importance of and classifying meetings, stating reasons for holding meetings, planning for meetings, leading a meeting, evaluating and monitoring meetings).</li></ul> |