



## Lifelong Learning

*Director: Ailsa McLardy, M.A.*

Learning throughout one's life is of great importance in the rapidly changing world of the 21st century. Lifelong Learning at Haigazian University gives adults the opportunity to acquire new knowledge and skills through two programs: the Adult Education Program and the In-service Teacher Training Program.

### Adult Education Program

(Non-credit classes)

The Adult Education Program offers learning designed for adults in evening classes.

Training sessions in the Business Training Center are open to people who are at least 20 years of age. Classes are given in English, and participants must have good enough English language skills to fully participate in the classes. Business training sessions are usually completed in 5 or 6 weeks. Project Management courses are usually completed in 6 to 8 weeks.

\* The Business Training Center also provides on-site training for business organizations.

*Lifestyles & Social Issues* offers courses, workshops, and lectures of general interest. Participants must be at least 18 years old.

**AEP Network:**

The Adult Education Program has its own alumni organization, the AEP Network.

**THE BUSINESS TRAINING CENTER**

The Business Training Center offers non-credit training sessions and programs that are oriented to the needs of people who are in business or would like to have a better understanding of the business world. Participants learn useful knowledge and skills in a small group setting. The instructors are themselves working business professionals.

Participants can choose to take individual training sessions or complete business training programs.

In collaboration with the 'Project Management Institute – Lebanon Chapter', we also offer preparation courses for the Project Management Professional (PMP®) exam and Certified Associate in Project Management (CAPM®) exam. The courses are based on the Project Management Body of Knowledge (PMBOK®) Guide, 4th edition.

Diplomas and certificates available:

- *Certificate of Attendance* for a Project Management preparation course (PMP® or CAPM®), certified by the 'Project Management Institute – Lebanon Chapter'
- *Diploma* for each business training program
- *Certificate of Performance* for a business training session

Job Placement Service available.

**Project Management Preparation Courses**

In collaboration with the 'Project Management Institute – Lebanon Chapter' Courses:

1. Certified Associate in Project Management (CAPM®) (23 hours)
2. Project Management Professional (PMP®) (35 hours)

**Training Programs:**

- **Human Resources Professional Diploma Program**

Training sessions (12 hours each):

1. Human Resources Management
2. Recruitment and Selection
3. Personnel Administration
4. Labor Law, NSSF, and Taxation
5. Job Design and Description
6. Organizational Behavior
7. Training and Development

8. Compensation and Benefit Schemes
9. Performance Appraisal and Management
10. Human Resources Policies and Procedures

- **Professional Sales Program**

Training sessions (10 hours each):

1. Sales vs. Marketing
2. The Art of Selling
3. Territory Coverage and Work Distribution
4. Effective Communication in Selling: Problem Solving and Negotiations
5. Motivation and Teamwork in Sales
6. Customer Retention in Selling

- **Professional Marketing and Customer Relationship Management Program**

Training sessions (10 hours each):

1. Basics of Marketing
2. Consumer Behavior
3. Customer Service
4. The Art of Selling
5. Marketing Research

- **Professional Management Program**

Training sessions:

1. Basics of Management (10 hours)
2. Strategic Planning (10 hours)
3. Introduction to Quality / Organization Management (10 hours)
4. Advanced Quality / Organization Management (10 hours)
5. Organizational Behavior (12 hours)
6. Negotiation Skills for Business (12 hours)

- **The Complete Professionalism Toolkit**

1. Communication and Human Relations (10 hours)
2. Professionalism (10 hours)
3. Presentation Skills (15 hours)
4. Team Work and Team Dynamics (15 hours)
5. Stress and Time Management (12 hours)
6. Problem Solving and Negotiation Skills (10 hours)
7. Excellence in Customer Service (10 hours)
8. Business Writing Skills (10 hours)

- **Basic Accounting Program**

Training sessions (20 hours each):

1. Basic Accounting with Computers I
2. Basic Accounting with Computers II

- **Accounting for Non-accountants Program**

Prerequisites: 'Basic Accounting with Computers I and II' or equivalent experience.

Training sessions (15 hours each):

1. Accounting III for Non-accountants
2. Introduction to Cost Accounting
3. Introduction to Auditing

- **Finance Program**

Prerequisites: 'Basic Accounting with Computers I and II' or equivalent experience.

Training sessions (10 hours each):

1. Financial Statement Analysis
2. Stocks and Bonds
3. Money and Banking: An Introduction
4. Commercial Banking
5. Investment in Debt Instruments
6. Investment in Equity Instruments

## **Other Training**

- Basics of Macroeconomics (10 hours)
- Basics of Microeconomics (10 hours)
- Business Presentations and Interviews (10 hours)
- Business Writing (10 hours)
- E-Business: Starting Your Own Internet Business (20 hours)
- Introduction to Statistics (10 hours)
- Psychology for Business (10 hours)
- Re-engineering (10 hours)

Other training may be offered if there is a demand or if an eminent specialist is available to teach.

## LIFESTYLES & SOCIAL ISSUES

The *Lifestyles & Social Issues* program offers the workshops, lectures, and courses listed below. Classes may be given in English, Arabic, Armenian, or French.

- Art Appreciation
- Arts and Crafts
- Be an Actor!
- Childhood Problems: How to Deal with Them
- Civil Marriage
- Conversational Arabic for Beginners
- Conversational Armenian for Beginners
- Conversational English
- Depression: How to Deal with It
- Drawing
- Environmental Issues and Lebanon
- Film Appreciation
- Health Issues and You
- Music Appreciation
- Stress Management
- Women's Issues
- Other topics

## In-service Teacher Training Program

(Non-credit courses and workshops)

Since its founding, Haigazian has trained teachers through its regular programs and continuing education. The In-service Teacher Training Program started in 1993 with a single course for teachers. Nowadays the program graduates teachers from the program every year. We offer:

- the In-service Teacher Training Certificate
- the Diploma for Coordinators and Division Heads
- the Diploma of Special Education Fundamentals
- a variety of workshops
- on-site training in schools

The objectives of the In-service Teacher Training Program are to:

1. Make quality training readily accessible to teachers, coordinators, and administrators of schools.
2. Develop quality teaching by providing teachers who do not hold a university degree or teaching diploma with essential teaching skills and

- knowledge.
3. Develop quality teaching by updating teachers who hold a university degree with the latest effective teaching skills and knowledge.
  4. Develop quality teaching by providing teachers, coordinators, and administrators with the means to assess their current educational programs and to improve them.
  5. Maintain and improve the resources of the program.

## WORKSHOPS

We offer workshops on a great variety of topics. They are for teachers from the preschool to the secondary level, coordinators, and division heads. During the Fall and Spring semesters workshops are usually on Saturday. During the Summer Session they are on weekday mornings. Most workshops are 4 hours long.

Workshop participants receive a certificate of attendance at the end of each workshop attended.

### Requirements for Participation in Workshops

1. Participants must have classroom teaching experience or be enrolled in a university education program.
2. For workshops given in English, the participant must have good English.

## CERTIFICATE PROGRAM

### For preschool and elementary teachers

The *In-service Teacher Training Certificate Program* is designed especially for preschool and elementary teachers who do not hold a university degree in education or a teaching diploma. All courses have a practical component.

N.B. These are non-credit courses. They are separate from the regular bachelor's and master's degree programs offered at Haigazian University.

### Certificates

- **In-service Teacher Training Certificate**

To receive this certificate a teacher must successfully complete six courses, including three compulsory courses and three other, optional courses. The maximum time for finishing is three academic years. A

teacher who successfully completes seven or more courses will be granted a special certificate.

- **In-service Teacher Training Certificate with concentration in Special Education**

To receive this certificate a teacher must successfully complete six courses, including three compulsory courses and three special education courses. The maximum time for finishing is three academic years. A teacher who successfully completes seven or more courses will be granted a special certificate.

- **Attestations**

In the Certificate Program teachers receive an attestation at the end of each course successfully completed.

### **Requirements for Participation in Courses**

1. The participant must have experience teaching in a classroom setting.
2. For courses given in English, the participant must have English that allows for full participation.

### **Certificate Program courses:**

All courses are 30 hours.

### **Compulsory courses for all certificates:**

TT 012 Classroom Dynamics  
 TT 013 Effective Teaching and Evaluation  
 TT 023 Psychology Applied to Teaching

### **Required courses for the Certificate with concentration in Special Education:**

TT 024 Basics of Special Education  
 TT 025 Integrating Students with Disabilities in the Regular Classroom  
 TT 026 Managing Classroom Behaviors and Essentials of Instruction

### **Optional courses:**

The 3 Special Education courses above can be taken as optional courses.

TT 018 Teaching with Computers  
 TT 022 Basics of Developmental Psychology  
 TT 027 Teaching Science and Math  
 TT 028 Teaching Arabic  
 TT 029 Teaching English  
 TT 030 Children's Literature for Preschool and Elementary Classes

- TT 032 Teaching Methods for Lower Elementary Teachers
- TT 033 Teaching Methods for Preschool Teachers
- TT 034 Socio-dramatic Play and Puppetry in Early Childhood Education
- TT 035 Teaching Art and Music in Early Childhood Education
- TT 036 Teaching Reading in Preschool
- TT 037 Teaching Reading in Elementary Classes
- TT 038 Teaching for Learning and Life Skills
- TT 039 Instructional Media in Teaching
- TT 040 Differentiating Instruction in a Mixed-Ability Classroom

### **Certificate Program: Course Descriptions**

(non-credit courses)

#### **TT 012 Classroom Dynamics**

Classroom management; questioning techniques and strategies; decision making in teaching; group work and cooperative learning.

#### **TT 013 Effective Teaching and Evaluation**

Lesson planning; instructional objectives; teaching methods; instructional procedures and activities for pupils; assessment, evaluation and measurement.

#### **TT 018 Teaching with Computers**

This course guides teachers through a series of activities in which they learn the basics of multimedia and integration. Teachers also learn the basic operations of several software programs, especially Microsoft PowerPoint, and then apply the skills learned by developing a multimedia project.

#### **TT 022 Basics of Developmental Psychology**

A practical background in psychology, with a theoretical base, for the classroom teacher. Topics range from awareness to developmental growth of self and others.

#### **TT 023 Psychology Applied to Teaching**

An overview of the basics of psychology applied to child development including stage theories, age-level characteristics, self-esteem, motivation, and learning theories.

#### **TT 024 Basics of Special Education**

This course develops general understanding for teaching students with exceptionalities. There are three parts to this course: Characteristics of students with disabilities, issues in the field of special education: historical phases, definitional changes, causes, inclusion, brain-based learning, assessment, and Early Childhood Special Education.

**TT 025 Integrating Students with Disabilities in the Regular Classroom**

Helping students learn in the regular education classroom by knowing how to incorporate assessment information to design the Individualized Education Program and by employing various teaching strategies in the different content areas (reading, math, etc.) at the elementary level.

**TT 026 Managing Classroom Behaviors and Essentials of Instruction**

This course introduces characteristics of students with behavioral disorders, classroom management approaches, and behavior modification techniques. Participants learn the effective components of instruction, namely the phases of planning, delivering, and evaluating instruction.

**TT 027 Teaching Science and Math**

Current teaching methods and techniques; lesson planning; teaching science process skills and inquiry skills; problem solving strategies and mental computation in math; developing activities; developing assessment tools; integrating technology.

**TT 028 Teaching Arabic**

Current teaching methods and techniques; lesson planning; integration with other subjects; developing activities; making and using appropriate audio-visual aids.

**TT 029 Teaching English**

In-depth instruction of the four basic areas of foreign language acquisition: reading, writing, listening, and speaking. In addition, the course covers a wide range of accepted methods and approaches utilized in Teaching English as a Foreign Language (TEFL). Participants also cover teaching skills, lesson planning, and classroom management skills.

**TT 030 Children's Literature for Preschool and Elementary Classes**

An in-depth study of literature for children, with emphasis on the history of children's literature, criteria for the selection of quality books, major authors of children's literature, and current trends and issues in the field.

**TT 032 Teaching Methods for Lower Elementary Teachers**

An exploration of effective teaching techniques and innovative forms of organization and instruction in elementary education.

**TT 033 Teaching Methods for Preschool Teachers**

The course explores fundamental preschool techniques, emphasizing new

approaches in the field related to music, puppetry, games, science, and special techniques to meet the needs of all learners.

#### **TT 034 Socio-dramatic Play and Puppetry in Early Childhood Education**

This course examines types of play, use of materials, play themes, and listening and speaking skills as well as making puppets, types of puppets, writing puppet stories and working puppets.

#### **TT 035 Teaching Art and Music in Early Childhood Education**

Guiding art experiences: stages of art skill development, scribbles, basic forms, first drawings, color selection, various art supplies and tools appropriate for that age. Guiding music and movement experiences: encouraging discovery, encouraging children to participate, selecting songs, creating songs, teaching songs, introducing rhythm and the various movement activities appropriate for that age.

#### **TT 036 Teaching Reading in Preschool**

A study of phonemic awareness, explicit and systematic phonics instruction, emergent literacy, major approaches and materials for reading instruction, vocabulary development, word recognition strategies, and types of assessment available.

#### **TT 037 Teaching Reading in Elementary Classes**

Curriculum and teaching strategies in the language arts with emphasis on the interrelatedness of all language processes including reading, writing, listening, speaking, phonemic awareness, and types of assessment.

#### **TT 038 Teaching for Learning and Life Skills**

In this course teachers gain a working knowledge of some of the most current topics in the field of education. The main topics are character education, conflict resolution, and emotional intelligence.

#### **TT 039 Instructional Media in Teaching**

Using appropriate instructional media can motivate learners and enhance the quality of learning. This course guides teachers to create, effectively use, and evaluate appropriate audio-visual materials in the classroom, thus helping them achieve their educational objectives. The teachers also learn to select appropriate multimedia, effectively use them, and evaluate them.

#### **TT 040 Differentiating Instruction in a Mixed-Ability Classroom**

Participants examine the characteristics of a differentiated classroom; learn how to identify students who need differentiated learning; frame instruction around concepts and essential understandings; identify techniques for differentiating

content, process, and product; and explore how to differentiate on the basis of students' readiness, interest, and learning profile (gifted and below average students). Participants also reflect on their beliefs and practices relative to differentiation.

## **DIPLOMA PROGRAM FOR COORDINATORS AND DIVISION HEADS**

### **For Coordinators, Division Heads, and other administrators**

The *Diploma for Coordinators and Division Heads* Program is designed for current and future coordinators and division heads as well as other administrators who wish to develop their knowledge and skills in their various areas of responsibility. Courses are based on theory and build on the participants' experience through interactive methods.

To receive the 'Diploma for Coordinators and Division Heads' a participant must successfully complete the five courses below. The maximum time for finishing is three academic years.

N.B. These are non-credit courses. They are separate from the regular bachelor's and master's degree programs offered at Haigazian University.

### **Requirements for Participation in Courses**

1. The participant must be a coordinator, division head, or other administrator or a teacher with at least three years' experience teaching in a school.
2. The participant must have good English which allows for full participation.

### **Diploma for Coordinators and Division Heads Program: Courses**

All courses are 30 hours.

TT 101 Basics for Coordinators and Division Heads

TT 102 Working with the Curriculum

TT 103 Professional Development

TT 104 Supervision of Instruction

TT 106 Developing Leadership Skills

**Diploma for Coordinators and Division Heads Program:****Course Descriptions**

(non-credit courses)

**TT 101 Basics for Coordinators and Division Heads**

Emphasis is on the roles, tasks, and processes involved in supervisory practice based on theory and research in education. This course is designed to examine the strategies and skills for analyzing the personnel functions in educational administration. Areas of responsibility to be explored are: conflict management, time management, leadership skills, communication, and conducting meetings.

**TT 102 Working with the Curriculum**

This course deals with the nature, theories, and design of curricula, as well as instructional options. Emphasis will be on working with the curriculum, assessment, differentiation of instruction, and catering for students with special needs (through clinical supervision).

**TT 103 Professional Development**

Professional development in an educational setting improves both the quality of teaching and student learning. Thus, the primary focus of this course is to develop skills and strategies to identify professional development needs and correlate them with students' needs for the purpose of meeting school goals and objectives.

**TT 104 Supervision of Instruction**

The purpose of the course is to develop the skills for effective supervision of instruction in a classroom setting. The course focuses on the supervision of classroom environments and the relationship of instructional procedures to the characteristics of effective teaching and learning. Emphasis will be placed on various instructional strategies and teacher evaluation as well as productive supervisor/teacher relationships.

**TT 106 Developing Leadership Skills**

This course addresses the key leadership qualities and skills required for the success of the coordinator or division head on the job. Topics included are: linking motivation to leadership, organizational communication, coaching and mentoring, and types of coordination. Participants will practice and apply what they learn through various teaching strategies such as: discussions, debates, role-play, solving problems, reading case studies, and watching videos.

## **DIPLOMA OF SPECIAL EDUCATION FUNDAMENTALS**

### **For regular teachers, special education teachers, or assistant teachers and people with experience working in a center for special needs children**

The *Diploma of Special Education Fundamentals* Program is designed to provide teachers with a basic understanding of special education and basic skills to deal with special needs children. It is for people with classroom experience as regular teachers, special education teachers, or assistant teachers and people with experience working in a center for special needs children. (In special cases we will accept people who have worked on an individual basis with special needs children.)

To receive the diploma participants must complete the two modules below. The maximum time for finishing is two academic years.

N.B. These are non-credit modules. They are separate from the regular bachelor's and master's degree programs offered at Haigazian University.

### **Requirements for Participation in the Modules**

1. The participant must have classroom experience as a regular teacher, special education teacher, or assistant teacher. People with experience working in a center for special needs children are also qualified to join. (In special cases we will accept people who have worked on an individual basis with special needs children.)
2. The participant must have good English which allows for full participation.

### **Diploma Program of Special Education Fundamentals: Modules**

Each module is 26 hours.

TT 201 Special Education: An Introduction

TT 202 Special Education: Core Skills for Teachers

### **Diploma Program of Special Education Fundamentals:**

#### **Module Descriptions**

(non-credit modules)

**TT 201 Special Education: An Introduction**

This module creates general understanding of special education issues through a brief overview of special education and an introduction to the IEP (Individualized Education Program) and teaching strategies. Participants are introduced to the characteristics of children with learning difficulties, including issues of memory and attention. The main topics are the IEP, assessment, and teaching strategies\*, accommodations and modifications of the curriculum for English, Arabic, Math, and Science.

\* The emphasis is on learning disabilities and dyslexia. Other disabilities will be mentioned.

**TT 202 Special Education: Core Skills for Teachers**

The second module builds on the information and skills developed in Module 1. The main topics are: response to intervention, stages of instructional modifications, behavioral disorders, classroom management, ADHD, behavioral modification, child development, and early childhood Special Education.