



Bibliotheca Alexandrina Professional Training Institute





Welcome Message from the Director

The Library of Alexandria is one of the largest cultural complexes in Egypt and the Middle East where Art, History, Philosophy, and Science come together. Alongside its main roles of housing valuable collections, conducting research, disseminating knowledge, and encouraging dialogue, the Library continues its mission in capacity building of professionals in Egypt.

The Bibliotheca Alexandrina's Professional Training Institute (PTI) is dedicated to engage with all members of the community, whether scholars or students, experienced researchers or self-learners, youth or children, employed or searching for a job. PTI offers training in various fields of study, keeping one goal in mind, and that is offering individuals the necessary knowledge and up-to-date tools to compete in the fast-paced world.

Please take the time to browse through our catalogue to explore all the programs, courses and activities available through PTI, and allow us to help you gain the skills and knowledge you require. You can also visit PTI website: <https://www.bibalex.org/pti/>, where browsing and registration is an easy task for your convenience.

Sincerely,

Dr. Mostafa El Feki
Director, Library of Alexandria

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- A. ILTP – AUTHORITY CONTROL
- B. ILTP – COLLECTION DEVELOPMENT
- C. ILTP – COLLECTION DEVELOPMENT OF ELECTRONIC RESOURCES AND SERVICES IN LIBRARIES
- D. ILTP – DEWEY DECIMAL CLASSIFICATION
- E. ILTP – MARC 21 (LEVELS 1 AND 2)
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ACADEMIC RESEARCH SECTOR

Alexandria Center for Hellenistic Studies (ACHS)

Course	Computer Science and Archaeology (Level 1)
Duration	20 hours (4 hours/week)
Objectives	<ul style="list-style-type: none">• To introduce the most important and useful computer programs for archaeologists• To learn how to gather different information, such as fieldwork reports and bibliography to create a database• To learn the use of FileMaker and how to manage the database• To learn how to draw buildings, plans, and pottery using AutoCAD and how to digitize and make maps• To introduce the GIS system setting a primary example• To learn how to photograph archaeological objects
Target Audience	Archaeology undergraduates, and professional inspectors
Outline	<p>The course is composed of two lectures and 16 laboratory seminars covering the following:</p> <ul style="list-style-type: none">• Introduction to archaeology and computers• Topographic survey–working with points and lines• Essential programs in survey and archaeology• FileMaker and inserting data• Data analysis• AutoCAD presentation• Photogrammetry• Digitalization of pottery drawings• Plan making–Digitalization of a plan• Reading a map, making a map• Simple map digitalization• MapSend Lite Program – mobile GPS• Google Earth applications• Google Earth and archaeology: plans and maps
Prerequisites	<ul style="list-style-type: none">• English language basics• Computer skills• Laptop• Digital camera

Course	Computer Science and Archaeology (Level 2)
Duration	20 hours (4 hours/week)
Objectives	<ul style="list-style-type: none"> • To introduce and practice the usage of Total Station • To learn how to use AutoCAD and FileMaker in regards to the conservation of monuments, and making plans and maps for archeological sites and towns
Target Audience	Archaeology undergraduates, and professional inspectors
Outline	<ul style="list-style-type: none"> • Introduction to Total Station in archaeology • Topographic survey–working with points and lines • Installation of the tripod and trying the Level • Installation of the tripod and trying the Total Station • Installation of the tripod and using the Total Station • Downloading Data
Prerequisites	<ul style="list-style-type: none"> • Computer Science & Archaeology (Level 1) • Good knowledge of English
Course	Methods of Archaeological Research
Duration	20 hours (4 hours/week)
Objectives	<ul style="list-style-type: none"> • To learn the complete process of research: from the formulation of the idea to survey, analysis, and data interpretation • To give a complete view on new survey methods • To introduce the non-destructive archaeology research
Target Audience	Students of archaeology, and inspectors
Outline	<ul style="list-style-type: none"> • Introduction to archaeology • Archaeological surveys in Egypt • Historical sources, site identification, and cultural spots • Research design, data collection and recording • Survey and excavations techniques • Dating methods and chronology • Typology and classification of finds • Interpretations of individual and culture groups • Field trips and seminars • Research paper presentations
Prerequisites	<ul style="list-style-type: none"> • English language basics • Computer skills • Laptop

Course	Methodology and Research Skills (Credit Course)
Duration	36 hours (3 hours/week)
Objectives	<ul style="list-style-type: none"> • To introduce research methods • To learn the critical evaluation of the various kinds of published research • To practice research methods to collect information from archaeological excavations • To learn using literature and philosophy sources in papers
Target Audience	Master's and PhD students
Outline	<ul style="list-style-type: none"> • Introduction to short papers; references and bibliography; causes of study • Presentation of a number of topics, and presentation of short paper • Hellenistic sources for writing a paper • Mendes–Thmuis: writing the history of a village and a capital • Oral presentations in two actual sites • Typology of sources: archaeological and textual • Method of deciphering hieroglyphs • Hieroglyphic historical documents • The Egyptian and Greek goddess Arsinoe II and the role of Ptolemaic queens and female pharaohs • Research skills regarding the Isiacs in the Hellenistic world • Comparison between historical sources and archaeological finds • The Mareotic case for the wine production-sources and finds • Presentations of requested papers
Prerequisites	Good command of English as a second language

Course	Sources of the History of the Hellenistic Period (Credit Course)
Duration	36 hours (three hours/week)
Objectives	<ul style="list-style-type: none"> • To introduce participants to all kinds of historical sources regarding the Hellenistic period • To provide information on the importance of archaeology as a historical source through a comparative study of the material culture of the Hellenistic period, and how this might correspond, or not, to other sources, such as literary evidence • To present the nature of research problems that the archaeological resource poses, and learn how to extract historical data from it
Target Audience	The public, specifically those interested in ancient history
Outline	<ul style="list-style-type: none"> • Royal ideologies from Alexander the Great to Ptolemy I • Hellenistic ruler cult(s) for the Ptolemaic Basileus and the Egyptian royal cult for the Ptolemaic pharaoh • Philae: Cooperation between the Ptolemies and the Egyptian priests; deified Arsinoe II as Egyptian goddess • Ptolemy III • The Horus Temple at Edfu • The “Birth Houses”: Dendera (old), Philae, Kom Ombo, Edfu, Armant, Dendera (new) • The double temple at Kom Ombo, Temple of Hathor at Dendara and the surrounding sacred buildings • Ptolemaic Thebes: History and temple building activities • The religious policy of Ptolemy the Satrap/Ptolemy I • The Alexandrian Serapeum: Layout, history and importance • Diffusion of the Cultes Isiaques • The Sarapieia of Delos
Prerequisites	N/A

Center for Coptic Studies (CCS)

Course	Christian Arabic Heritage Diploma (Non-Credit Course)
Duration	One academic year (two semesters)
Objectives	To give deeper insight into the Christian–Arabic heritage
Target Audience	Scholars of the Coptic–Arabic heritage
Outline	<ul style="list-style-type: none"> • The Coptic heritage • The Christian–Arabic heritage • The Islamic–Christian dialogue • The Arabic translation of the Bible
Prerequisites	N/A
Course	Coptic Art and Architecture
Duration	16 hours
Objectives	To study the various forms of Coptic arts and learning about the different architectural styles of churches and monasteries
Target Audience	Open to the public
Outline	<ul style="list-style-type: none"> • Introduction to early Christian architecture • Studying the different styles of church architecture plans—such as the basilica form, the cruciform ground plan, and others—and studying the architectural features of the Coptic church, such as its structure, the altar, the apse, the altar screen, the choir, the anba, and baptism
Prerequisites	N/A
Course	Coptic Manuscripts
Duration	Twelve hours (six sessions/three days)
Objectives	<ul style="list-style-type: none"> • To clarify the modality of dealing, analyzing and completing the Coptic manuscripts and papyrus • To define the field of Coptic linguistics
Target Audience	Coptic language scholars
Outline	Studying and reading some of the Coptic manuscripts
Prerequisites	N/A

Course	Coptic Monasticism
Duration	Twelve hours in three days
Objectives	To identify the history of Coptic monasticism, its leading founders in Upper Egypt and Lower Egypt, and the general features of the monk's life system
Target Audience	Coptic history scholars
Outline	<ul style="list-style-type: none"> • The diversified sides of monasticism life • The most important resources that wrote about the beginnings of monasticism
Prerequisites	N/A
Activity/Seminar	General Seminars on Coptic Heritage
Duration	Four hours (two lectures per month)
Objectives	To disseminate Coptic heritage, which had been obsolete and had not been known of by people, except for minimal information, through a number of seminars that tackle a variety of topics relating to all fields of Coptology
Target Audience	Open to the public
Outline	These seminars range from all branches of Coptology—including history, archaeology, arts, literature, restoration, and language—and are attended by leading professors and specialists.
Prerequisites	N/A
Course	Historical Resources of Islam Entry into Egypt
Duration	18 hours (six sessions)
Objectives	To shed light on the period that witnessed the entry of Muslims into Egypt and the relationships between them and the Copts through the historical resources
Target Audience	History scholars in general
Outline	The ancient historical resources that recorded the entry of Islam into Egypt
Prerequisites	N/A

Course	How to Read Coptic Papyri
Duration	16 hours (four hours per day)
Objectives	<ul style="list-style-type: none"> • To learn how to deal with, analyze, and complete Coptic papyri and manuscripts, especially incomplete ones • To introduce the field of Coptic linguistics
Target Audience	Manuscript specialists and Coptic language researchers
Outline	<ul style="list-style-type: none"> • The fundamentals of the linguistic structure of the Coptic language • The Coptic language as a sacred religious language • How to edit a documentary text
Prerequisites	Knowledge of the basic rules of the Coptic language
Course	Introduction to Coptic Sciences
Duration	16 hours
Objectives	To identify the different aspects of Coptology
Target Audience	The public, especially the Coptology scholars
Outline	The course may be given at different venues across Egypt. Specialist professors in all fields of Coptology will give an overview of the different fields of Coptology such as the Coptic language, art and architecture.
Prerequisites	N/A
Course	The Coptic Language (Advanced Level)
Duration	24 hours (two lectures per week)
Objectives	To thoroughly define and study the Coptic language and define its significance as the final stage in the development of the ancient Egyptian language
Target Audience	The general public and specialists
Outline	Learning the basic rules of the Coptic language and knowing its sentence types, pronouns, numbers, adjectives, prepositions, demonstratives, and tenses, thus acquiring the ability to read Coptic texts and manuscripts
Prerequisites	N/A

Center for Documentation of Cultural and Natural Heritage (CULTNAT)

Course	Digital Photography
Duration	Ten hours
Objectives	<ul style="list-style-type: none"> • To introduce the fundamentals of photography (Beginners) • To introduce in-depth techniques of photography (Intermediate level)
Target Audience	Photography enthusiasts, and archeologists
Outline	<ul style="list-style-type: none"> • For beginners: <ul style="list-style-type: none"> – History of photography – Mechanism of image capturing – Exposure triangle – Camera modes • For the intermediate level, all of the above, and: <ul style="list-style-type: none"> – Built-in metering modes – Flash photography – Types of lenses
Prerequisites	<ul style="list-style-type: none"> • Serious photography practice • SLR manual controllable camera
Course	Image Archiving
Duration	Five hours (or one day)
Objectives	To learn how to organize, classify and annotate in order to efficiently store, identify and retrieve huge amounts of images
Target Audience	People involved in imaging
Outline	<ul style="list-style-type: none"> • General classification of files related to different subjects or events • Overview of different software used for metadata entry • Practical training
Prerequisites	Serious photography practice

Course	Introduction to Database
Duration	30 hours (5 days)
Objective	To introduce database management systems for applications development
Target audience	IT team and engineers
Outline	<ul style="list-style-type: none"> • Introduction to database architecture • Relational database systems • Database design methodology using ERM • Structures Query Language (SQL) • Database application development
Prerequisites	<ul style="list-style-type: none"> • Solid Computer foundation • Reasonable programming skills

Course	Introduction to Geographic Information System (GIS)
Duration	30 hours (5 days)
Objectives	To provide an understanding of the basic concepts and use of GIS technology
Target Audience	Archeologists
Outline	<ul style="list-style-type: none"> • Introduction to GIS • Practice using GIS
Prerequisites	General computer skills

Course	Museums and Interactive Technologies
Duration	Twelve hours
Objectives	<ul style="list-style-type: none"> • To understand interactive technologies and their applications in museums • To understand the different types of display systems • To understand the pros and cons of each technology
Target Audience	Museum professionals
Outline	<ul style="list-style-type: none"> • Multimedia • Virtual systems and immersive displays • Augmented reality and projection mapping • Mobile applications • Stereoscopic technology (3D vision)
Prerequisites	Basic computer knowledge

Course	Museums and the Web
Duration	Twelve hours
Objectives	<ul style="list-style-type: none"> • To understand web technology • To understand website life cycle • To understand website types • To use CMS • To understand Semantic Web
Target Audience	Museum professionals
Outline	<ul style="list-style-type: none"> • Internet • Website • Social media • Semantic Web
Prerequisites	Basic computer knowledge
Course	Scientific Documentation and Investigation Techniques Serving Cultural Heritage
Duration	30 hours (five days)
Objectives	<ul style="list-style-type: none"> • To Promote the advanced documentation techniques in Egypt • To train and transfer the necessary knowledge and techniques of scientific documentation and analysis to museums, heritage institutions, libraries and archives in order to introduce and apply these techniques accurately in the daily work. • To improve the scientific output that would have a positive impact on the quality of documentation methodologies, scientific research and future projects • To enrich the scientific research in the field of cultural heritage
Target Audience	<ul style="list-style-type: none"> • Curators, conservators, restorers, and scientists working in museums, archives and libraries who handle collections of paintings, manuscripts, artifacts, etc. • Students, researchers and professionals who are interested in heritage
Outline	<ul style="list-style-type: none"> • Introduction to heritage science (definitions and concepts) • Digitization and scientific imaging • Electromagnetic Spectrum (EMS) and technology for heritage • Advanced documentation and investigation techniques • Actual case studies and showcases • Public engagement
Prerequisites	Previous knowledge of digital imaging/photography

Course	Selection and Evaluation of Heritage Dissemination Technologies
Duration	Twelve hours
Objectives	<ul style="list-style-type: none"> • To introduce the different state of the art technologies used in heritage dissemination • To enable decision makers to choose and evaluate technologies and approaches
Target Audience	Curators and decision makers in museums
Outline	<ul style="list-style-type: none"> • Introduction to different heritage dissemination technologies • Questions you should ask before choosing the appropriate technology • Common challenges • Evaluation of technologies
Prerequisites	N/A
Course	Virtual Museums (VM)
Duration	Twelve hours
Objectives	To understand the definition of VM and its technologies
Target Audience	Curators and Museum professionals
Outline	<ul style="list-style-type: none"> • VM definition • Brief on the different VM technologies • Best practices of VMs around the world
Prerequisites	N/A
Course	Virtual Reality (VR) and Augmented Reality (AR) Applications in Heritage
Duration	Twelve hours
Objectives	Introduction to AR and VR technologies for heritage
Target Audience	Museum professionals
Outline	<ul style="list-style-type: none"> • AR and VR definitions and differences • AR and VR applications in heritage and Museums
Prerequisites	N/A

Center for Democracy and Social Peace Studies (CDSPS)

Activity/Workshop	Conflict Resolution
Duration	Three days
Objectives	<ul style="list-style-type: none"> • To introduce the concept of conflict resolution with a focus on the causes of conflict and common conflict theories • To introduce the concepts and techniques of contemporary conflict analysis
Target Audience	Open for Public (25–30 participants)
Outline	<ul style="list-style-type: none"> • The common terminologies and definitions used in the field of peace and conflict studies • The basic concepts and techniques of contemporary conflict analysis and resolution with focus on its motives and context • Participants will be engaged in role-plays where they will be able to experience the needs and motives of different key actors in a conflicting situation and will also be introduced to the creative and non-violent methods of intervention to resolve conflicts • This workshop will adopt an interactive pedagogy, where the learning process will include many interactive tools such as group discussions, reflections and role plays
Prerequisites	N/A

Activity/Workshop	Human Rights
Duration	Three days
Objectives	<ul style="list-style-type: none"> • To introduce the human rights and its principal sources on international, regional and national levels • To highlight the extent of the protection of human rights provided by the international and regional organizations and jurisdictional bodies • To demonstrate the scope of the concept of universality in the pluralistic contemporary world and all forms of limitations that may jeopardize the effect of the process of the universalism of human rights in the present day
Target Audience	Open for Public (25–30 participants)
Outline	<ul style="list-style-type: none"> • Introduction to human rights • History of human rights • International Human Rights Law and Humanitarian Law • International protection of human rights • The framework of the United Nations, and other international and regional organizations • The scope of the international and regional jurisdictional and non-jurisdictional bodies • The paradox of universality versus culture diversity in human rights • Case study and moot
Prerequisites	N/A
Activity/Workshop	Human Trafficking
Duration	Three days
Objectives	<ul style="list-style-type: none"> • To provide informative and practical knowledge to mixed unspecialized audience and participants on the scope of human trafficking • To increase people's ability to understand and support the cause • To explore capacities of fostering preventive action and further promoting awareness within society
Target Audience	Open for Public (30–35 participants)
Outline	<ul style="list-style-type: none"> • An overview of human trafficking generally covering all its elements and scopes • International response to human trafficking • The scope of human trafficking in Egypt • Case studies and expert reviews • An optional field trip to a shelter for victims of trafficking is available to the workshop participants
Prerequisites	N/A

Activity/Workshop	Non-Violent Communication
Duration	Three days
Objectives	To introduce the concept of non-violent communication and its relation to conflict prevention and resolution in daily life situations
Target Audience	Open for Public (25–30 participants)
Outline	<ul style="list-style-type: none"> • Learning the purpose of NVC • Developing a language of compassion • Transforming our language of violence • Differentiating between observations from evaluations • Learning how to identify our needs and practicing how to make clear requests
Prerequisites	N/A

Center for Environmental Studies (CES)

Program	African League of Young Master (ALYM)
Duration	Two hours/session (Every Saturday, 3:00–5:00 pm)
Objectives	<ul style="list-style-type: none"> • To develop channels of communication between African students and their Egyptian peers through weekly meetings at the Bibliotheca Alexandrina • To establish an Egyptian–African youth system via which youth can exchange knowledge and skills • To build capacity and develop different skills such as presentation, communication and leadership skills among African youth
Target Audience	African students at the University of Alexandria
Outline	<ul style="list-style-type: none"> • Presentations on students' country profile, history and culture, different touristic sites • Discussions about the different African environmental problems, such as water and energy problems
Prerequisites	N/A
Workshop	Computer Workshop
Duration	An average of 24 hours for each course (8 weeks in summer, each course is covered in five days, except for the Photoshop and Flash in seven days)
Objectives	To improve students' computer skills
Target Audience	School and university students
Outline	<ul style="list-style-type: none"> • Microsoft Office • Photoshop • Sony Vegas • Flash Media • Google Applications • Web design • SWiSH Max • Internet scientific research
Prerequisites	General computer skills

Program	League for Young Masters (LYM)
Duration	Two hours/session (Every Sunday, 4:00–6:00 pm)
Objectives	<ul style="list-style-type: none"> • To increase environmental awareness among university students • To build youth capacity and develop their skills to take the lead in the development of their society • To encourage scientific thinking and engage youth in activities and programs related to the environment
Target Audience	University students
Outline	<ul style="list-style-type: none"> • Discussing the different environmental and scientific themes: climate change, sea level rising, renewable energy, water and recycling of wastes • Students giving a PowerPoint presentation, showing a movie, or giving a Prezi presentation related to the topic
Prerequisites	N/A
Course	Light-Emitting Diode Bulbs
Duration	Six hours (one day)
Objectives	To decrease electric consumption through producing Light-Emitting Diode (LED) torches
Target Audience	University students
Outline	<ul style="list-style-type: none"> • Why using LED bulbs • How an electric circuit works • How to prepare LED bulbs from plastic wastes
Prerequisites	N/A

Course	Preventive Environmental Management
Duration	Eleven hours (14 sessions in eight weeks)
Objectives	<ul style="list-style-type: none"> • To increase environmental awareness • To promote preventive environmental management concept among school students and their teachers • To teach methodology in dealing with environmental problems • To develop the presentation skills of students
Target Audience	School students (11–16 years)
Outline	<ul style="list-style-type: none"> • The course is organized in cooperation with the Under-Secretary of the Ministry of Education in Alexandria. • Following a scientific methodology to study certain environmental problems selected by students: defining the problem, measuring impacts, identifying the sources and finally proposing solutions. • The definition and application of the following environmental concepts: environment, biodiversity, environmental interactions, sustainable development, preventive environmental management and its application in the fields of transportation and industry
Prerequisites	N/A
Program	Youth for Environmental Sustainability and Better Understanding (YESBU)
Duration	Two hours/session (Every Saturday, 5:00–7:00 pm)
Objectives	<ul style="list-style-type: none"> • To increase environmental awareness among school students, and build youth capacity and develop their skills to take the lead in the development of their society • To improve the challenge and competition skills, and build up students' teamwork and leadership capacities
Target Audience	School students (13–17 year old)
Outline	<ul style="list-style-type: none"> • Discussing different environmental issues: climate change, sea level rising, renewable energy, water and recycling of wastes • Students giving a PowerPoint presentation, showing a movie, or giving a Prezi presentation related to the topic
Prerequisites	N/A

Center for Special Studies and Programs (CSSP)

Course	First Aid and Emergency Management
Duration	Eight hours
Objectives	To provide basic skills of first aid and emergency management procedures
Target Audience	Open for public
Outline	<ul style="list-style-type: none"> • Delivering first aid and emergency management procedures basic skills • Managing the unconscious casualty performing CPR • Controlling bleeding and managing other life-threatening situations
Prerequisites	N/A
Program	Research Essentials via Visiting Scholar Program (VSP)
Duration	12–18 hours
Objectives	To provide intermediate/advanced knowledge about research essentials
Target Audience	Young researchers, fresh graduates and undergraduates
Outline	<ul style="list-style-type: none"> • Types of research • Logic of scientific thinking • Research planning and management • Obtaining scientific data • Dealing with copyrights/IPR • How to write scientific proposals • How to publish and promote research
Prerequisites	To be currently engaged in research or have a plan for future research
Program	Researchers Guidelines Training Program for Postdoctoral
Duration	Three days
Objectives	To ensure researchers capacity building and skills enhancement
Target Audience	Postdoctoral researchers
Outline	<ul style="list-style-type: none"> • Team building for team leaders • Research management • Proposal writing postdoctorals
Prerequisites	N/A

Program	Researchers Guidelines Training Program: A Practice Approach
Duration	21 hours
Objectives	To ensure researchers capacity building and skills enhancement
Target Audience	Postdoctoral researchers
Outline	<ul style="list-style-type: none"> • Communication and rhetorical techniques • Team building for team leaders • Self-management
Prerequisites	N/A
Program	Researchers Guidelines Training Program: Basic Skills
Duration	21 hours
Objectives	To ensure researchers capacity building and skills enhancement
Target Audience	Master's students
Outline	<ul style="list-style-type: none"> • Citation and Web 2.0 • E-resources • Advanced Internet searching skills
Prerequisites	N/A
Program	Researchers Guidelines Training Program: Part One
Duration	21 hours
Objectives	To ensure researchers capacity building and skills enhancement
Target Audience	PhD students
Outline	<ul style="list-style-type: none"> • Application training • Proposal writing • Scientific thinking and argumentation skills for problem solving
Prerequisites	N/A
Program	Researchers Guidelines Training Program: Part Two
Duration	21 hours
Objectives	To ensure researchers capacity building and skills enhancement
Target Audience	PhD students
Outline	<ul style="list-style-type: none"> • How to write a scientific paper • How to present scientific data • International networking
Prerequisites	Researchers Guidelines Training Program: Part One

Manuscripts Center

Course	Defining Arab Heritage: Introduction to Translating Arab Heritage
Duration	22 hours (five days)
Objectives	To establish a culture of heritage among people working in the field of translation and developing the translator's capacity to thoroughly and accurately understand religious, philosophical, and literary historical texts
Target Audience	Language Department students from Faculties of Arts, Education, and Al Alsun, and the College of Languages and Translation, as well as translators and specialists in historical text translation
Outline	<ul style="list-style-type: none"> • A historical overview of the translation of heritage texts • Arabic manuscript (concept and general features) • The tools of translating historical texts • Editing Arabic manuscripts (general features and editing mechanisms) • Introduction to Codicology • Publishing and revising edited texts • The language of technical and scientific authorship and its characteristics • French manuscript terms
Prerequisites	Studying or working in the same field

Course	Islamic Manuscript Arts
Duration	25 hours (five days)
Objectives	<ul style="list-style-type: none"> • To highlight the various aesthetic elements of Islamic manuscripts • To outline the methods of making manuscripts • To define historical texts as sources of dating Islamic calligraphy through different ages
Target Audience	Those who are interested in calligraphy and its issues, Archaeology and Fine Arts graduates, manuscript cataloguers, manuscript specialists at libraries and information centers, and archaeologists
Outline	<ul style="list-style-type: none"> • Islamic manuscript (concept and characteristics) • Islamic manuscript arts (history and geography) • The language of the Islamic manuscript (terms) • Calligraphy (between art and functionality) • Application (presenting and analyzing written samples) • Ornamentation (between geometry and nature) • Application (presenting and analyzing ornamented samples) • Images and shapes (types and functions) • Application (presenting and analyzing samples of books on geography, wonders, and science) • The art of binding (between the East and the West) • Application (presenting and analyzing samples from different schools) • Color and gilding (methods and indications) • Application (presenting and analyzing colored and gilded samples) • The art of the Quran (the exclusivity of sacred texts) • Application (presenting and analyzing a variety of copies of the Quran) • Manuscript artistry (the tools and traditions) • Artistic editing (the science of the critical editing of the image)
Prerequisites	Studying or working in the same field

Course	Cataloguing for Specialists (Introductory Level)
Duration	21 hours (five days)
Objectives	<ul style="list-style-type: none"> • To identify the general features of the Arabic manuscript, and to distinguish between it and lithography prints, the facsimile version, and the printed book • To learn how to prepare a brief and preliminary index card of the Arabic manuscript; an index card that includes the basic elements of indexing
Target Audience	Students, researchers, and library and information center staff who have no knowledge of manuscripts, manuscript cataloguing, or codicology, as well as new recruits at heritage centers and calligraphy libraries
Outline	<ul style="list-style-type: none"> • General concepts: the Arabic manuscript (introduction): concept and general features • General concepts: the most important libraries and manuscript collections around the world, the BA collections, and the websites concerned with heritage • General concepts: the methods of conserving manuscripts and their resources • Cataloguing methods and key elements: the definition of cataloguing and its different types, and the difference between cataloguing a printed book and a manuscript • Cataloguing methods and key elements: the key elements of manuscript cataloguing (manuscript title, author, date of publication, etc.) • Cataloguing methods and key elements: presenting and discussing an index card sample (practical) • Manuscript arts and documentation: manuscript arts • Manuscript arts and documentation: manuscript documentation references • Manuscript arts and documentation: workshop (partial cataloguing) • Manuscript calligraphy: the history of writing and the types of calligraphy • Manuscript calligraphy: binding and its types • Manuscript calligraphy: workshop (partial cataloguing) • Workshop (training on brief manuscript cataloguing)
Prerequisites	Studying or working in the same field

Course	Cataloguing for Specialists (Intermediate Level)
Duration	22 hours (five days)
Objectives	<ul style="list-style-type: none"> • To identify the general features of the Arabic manuscript • To distinguish the most significant manuscript collections around the world • To identify the most pressing problems faced by an Arabic manuscript cataloguer and how to overcome them • To identify the key calligraphy styles used in writing Arabic manuscripts • To learn about the codicology of the Arabic manuscript, as well as text provenance, and the revealing and clarifying information it presents about important aspects of the text • To learn how to prepare the descriptive cataloguing of Arabic manuscripts
Target Audience	Students, researchers, and library and information center staff who have basic knowledge of codicology and manuscript cataloguing
Outline	<ul style="list-style-type: none"> • Initial introductions: cataloguing and related sciences • Initial introductions: classification of sciences • Initial introductions: the most significant manuscript collections around the world, and the BA collections and their catalogues • Cataloguing methods and elements: cataloguing methods (brief, analytical, and descriptive) • Cataloguing methods and elements: cataloguing elements • Cataloguing methods and elements: manuscript documentation resources and references • Cataloguing methods and elements: workshop (partial cataloguing) • Calligraphy and the problems of cataloguing and documentation: the history of duplicating manuscripts • Calligraphy and the problems of cataloguing and documentation: the problems of cataloguing and documentation • Calligraphy and the problems of cataloguing and documentation: types of calligraphy in Arabic manuscripts • Calligraphy and the problems of cataloguing and documentation: workshop (partial cataloguing) • Codicology and text provenance: codicology (general features) • Codicology and text provenance: text provenance (ownership, permissions, and licensing) • Codicology and text provenance: workshop • Workshop (training on the descriptive cataloguing of manuscripts)
Prerequisites	<ul style="list-style-type: none"> • Successfully passing the introductory level of this course, or candidates who have previously taken up a manuscript cataloguing course at an organizing specialized in manuscripts and codicology • Studying or working in the same field

Course	Cataloguing (Advanced Level)
Duration	25 hours (five days)
Objectives	<ul style="list-style-type: none"> • To identify the general features of the Arabic manuscript • To distinguish the most significant manuscript collections around the world • To meticulously and thoroughly recognize the key problems faced by an Arabic manuscript cataloguer and how to overcome them • To identify the key calligraphy styles used in writing Arabic manuscripts • To learn about the codicology of the Arabic manuscript, as well as text provenance and the revealing and clarifying information it presents concerning important aspects of the text • To learn about the interrelationships between different manuscript texts • To learn how to prepare the descriptive and detailed cataloguing of Arabic manuscripts
Target Audience	Students, researchers, and library and information center staff who have basic knowledge of codicology and manuscript cataloguing
Outline	<ul style="list-style-type: none"> • Cataloguing methods: Manuscript cataloguing: brief, descriptive, and analytical (Part 1) • Cataloguing methods: manuscript cataloguing (Part 2) • Calligraphy and text interrelationships: calligraphy styles and types • Calligraphy and text interrelationships: text interrelationships • Calligraphy and text interrelationships: manuscript documentation resources and references • Cataloguing and documentation problems: cataloguing and documentation problems • Cataloguing and documentation problems: the history and problems of duplicating • Cataloguing and documentation problems: the classification of manuscripts and its problems • Cataloguing and documentation problems: workshop (partial cataloguing) • Codicology and text provenance: codicology (concept and features) • Codicology and text provenance: the codicology elements of Arabic manuscripts (binding, paper, inks, etc.) • Codicology and text provenance: workshop (partial cataloguing) • The BA Manuscripts Center cataloguing approach and electronic database • Workshop (complete cataloguing “training on the analytical cataloguing of manuscripts”)

Prerequisites	<ul style="list-style-type: none"> • Successfully passing the intermediate level of this course, or candidates who have previously taken up a manuscript cataloguing course at an organizing specialized in manuscripts and codicology • Studying or working in the same field
Course	Arabic Manuscripts and Calligraphy
Duration	20 hours (five days)
Objectives	<ul style="list-style-type: none"> • To answer several questions, such as: “What is a manuscript?” and “How, when, and where did the manuscript originate?” • To identify the general features of Arabic manuscripts and to pay attention to methods of creating a manuscript book in a given time and in a somewhat limited location • To define historical texts as sources of dating Islamic calligraphy in the Mamluk Period until the emergence of the Ottoman manuscript, with notes on the form and content of the latter, and to distinguish between the original manuscript and lithography prints, the facsimile version, and the printed book
Target Audience	Archeologists, university students (History, Philosophy, Arabic Language, and Library and Information Science), novice cataloguers, novice critical editors, and staff working at customs authorities at airports and harbors
Outline	<ul style="list-style-type: none"> • Introduction to different styles of Arabic and Islamic calligraphy and writings and their different schools • Arabic manuscripts (concept and general features) • The fields and study methods of calligraphy and writings • Manuscript cataloguing and its key elements • Historical texts as sources of dating Islamic calligraphy in the Mamluk Period: Ibn al Sayegh as a model • Codicology and text provenance • Workshops • The Ottoman manuscript: notes on form and content • The history of calligraphy duplication • The most important libraries and manuscript collections around the world and the BA collections
Prerequisites	Studying or working in the field

Writing and Scripts Center

Course	Ancient Egyptian Language (Level 1)
Duration	24 hours (two sessions/week)
Objectives	<ul style="list-style-type: none"> • To learn how to read the ancient Egyptian alphabet • To recognize the unilateral, bilateral, and trilateral signs • To learn about the arrangement and direction of the ancient Egyptian writing, determinatives, phonetic complements, and the different ways to write the same word • To learn the basic vocabulary, royal names, titles, offering formulas, and verbs
Target Audience	Amateurs, specialists, undergraduates, specialists in the history of writing and tour guides
Outline	<ul style="list-style-type: none"> • Introduction to the ancient Egyptian language—transliteration • Mono consonant signs—arrangement of signs • Determinatives: meaning, signs, singular and plural, and directions of writing • Nouns, adjectives, and dual consonant signs • Triple consonant signs, ideograms: sound, meaning, and signs • Writing the plural, royal names and titles, and royal epithets • Dating, royal dynasties, and abbreviations • Defective or strange writings, titles, and epithets • Offering formula, the genitive, and Egyptian funerary deities • The infinitive, verb classes, and infinitive • Forms of infinitive, and reading texts and cartouches • The cult of Osiris at Abydos, reading texts and cartouches
Prerequisites	N/A

Course	Ancient Egyptian Language (Level 2)
Duration	24 hours (two sessions/week)
Objectives	<ul style="list-style-type: none"> • To gain better knowledge of the ancient language • To learn how to read more complicated texts • To learn the different types of verbal sentences in the present, past and future tenses, in addition to the negation form, as well as pronouns and adjectives • To learn how to read scenes engraved on ancient Egyptian tombs and temples
Target Audience	Amateurs, specialists, undergraduates, specialists in the history of writing and tour guides
Outline	<ul style="list-style-type: none"> • Introduction, the past <i>sDm.n(=f)</i>, the suffix pronouns, and the omission of the first person suffix pronoun • The relative past form <i>sDmt.n(=f)</i>, names and kingship terms • Continuation, negation, and dependent pronouns • The present tense, adjectives, and adjectives used as nouns • Participles, participles and epithets, participles and nouns • Passive participles, and relative forms • The future form <i>sDmty.fy</i> form, the appeal to the living, and Middle Kingdom titles • Wishes, expectations and requests, and the future <i>sDm(=f)</i> form • The Abydos formula, purpose, and causation • Negation, forms of the <i>sDmty.fy</i> and the future <i>sDm(=f)</i>, adjectives in <i>-y</i> • Reading scenes and texts
Prerequisites	Ancient Egyptian Language Course (1)

Course	Ancient Egyptian Language for Tour Guides
Duration	24 hours (two sessions/week)
Objectives	<ul style="list-style-type: none"> • To learn how to read the different formulas and the various texts, which may be used during tour guiding • To give a detailed introduction on the attempts of deciphering the ancient Egyptian language starting with the Arab efforts until Champollion's Methodology in decoding the Rosetta Stone • To learn how to read Kings' names, Royal titles, Noble titles, dating, offering formulae and the foundation texts of temples and obelisks
Target Audience	Professional and student tour guides
Outline	<ul style="list-style-type: none"> • Introduction to the attempts of deciphering the ancient Egyptian language starting with the Arab efforts until Champollion's methodology in decoding the Rosetta Stone • Royal names • Royal titles • Noble titles • The dating • The offering formula • The foundation formula for temples and obelisks • The appeal to the living • Reading masterpieces from various museums and tombs • Reading scenes, names, titles, texts
Prerequisites	N/A

Course	Arabic Calligraphy
Duration	24 hours (two sessions/week)
Objectives	<ul style="list-style-type: none"> • To explore the development of the Arabic script with its different types and styles • To glimpse of the Islamic civilization during which Arabic calligraphy flourished • To introduce the masterpieces of Arabic calligraphy and to get introduced to the aesthetic and characteristics of Arabic calligraphy
Target Audience	Amateurs, specialists, undergraduates, specialists in the history of writing and tour guides
Outline	<ul style="list-style-type: none"> • Introduction to Arabic calligraphy • Introduction to the most important Arabic calligraphers in the Islamic and Contemporary Eras • Study of the different Arabic letter forms in Naskh script • Practicing words and sentences in Naskh script • Study of the different Arabic letter forms in Rokk'a script • Practicing words and sentences in Rokk'a script • Workshop and studying some Arabic calligraphy masterpieces
Prerequisites	N/A
Course	Nabataean Script
Duration	Ten hours (five days)
Objectives	<ul style="list-style-type: none"> • To shed light on the scientific approach to study the principles and basics of Nabataean script and language • To learn how to read names and titles, and verbs • To give a glimpse on Nabataean beliefs
Target Audience	Postgraduates, scholars, researchers, specialists, museum curators, archaeologists, and specialists in the history of writing
Outline	<ul style="list-style-type: none"> • Historical background about the Nabataeans and their political and cultural role • The Nabataeans alphabet • Nouns • Verbs • Reading texts and scenes
Prerequisites	N/A

Course	Papyri throughout the Ages: Introduction to Papyrology
Duration	24 hours
Objectives	<ul style="list-style-type: none"> • To introduce the Papyrology and the appearance of Papyrus collections in international libraries • To learn how to read papyri (in Arabic, Coptic or Greek) • To deal with bilingual papyrus • To introduce papyrus masterpieces around the world, and the principles and basics of publishing texts from papyrus
Target Audience	Postgraduates, researchers, specialists in the history of writing and papyrologists
Outline	<ul style="list-style-type: none"> • Introduction to papyrology • Reconstruction of papyri: material and textual • A papyrological project: the Zenon Archive in the Egyptian Museum in Cairo • Collections of papyri worldwide • Playtime with Arabic and Greek papyri • A Greek papyrological project: the Zenon Archive in the Egyptian Museum in Cairo • Arabic paleography • Raise your voice: Multilinguism in papyri • Editing papyri: conventions and rules • Visit to the Library and the Research Archive at IFAO • First reading session: literary papyri (tools of research and applications). Truth in the details: geographical variations in Greek leases • Second reading session: establishing a patrimony in Fatimid Fayyoun: samples from the Banu Bifam Archives. Greek texts from Arabic • Third reading session, Voices From the Past: Epistolary Papyri • Papyrological project: the Zenon Archive in the Egyptian Museum in Cairo • Fourth reading session: Legal documents (tools of research and applications) • Arab Conquest: Before and After
Prerequisites	N/A

Course	Research Methodology in the Study of Ancient Egyptian Inscriptions and Scripts
Duration	24 hours
Objectives	<ul style="list-style-type: none"> • To learn how to add references, use abbreviations and other principles of publishing in scientific international journals • To learn how to use inscriptions as a dating method in the field of the “History of Art” • To introduce the methodology of using unpublished inscriptions from their discoveries until publishing them scientifically • To practice reading and studying ancient Egyptian texts according to scientific approaches
Target Audience	Postgraduates, researchers, and specialists in the history of writing
Outline	<ul style="list-style-type: none"> • Research methodology in Egyptology on the Internet: Ancient Egyptian scripts as a model • Research methodology in dating ancient Egyptian inscriptions • Ancient Egyptian texts: <i>Abgadiyat</i> journal as a model and its guidelines • Reading Hieratic script • Preparing a scientific poster for an ancient Egyptian text
Prerequisites	N/A
Course	Study of Arabic Calligraphy through Manuscripts
Duration	15 hours (sessions in four days, and one-day workshop)
Objectives	To introduce the different scripts used in manuscripts which helps date masterpieces
Target Audience	Postgraduates, scholars, researchers, archaeologists and amateurs of Islamic calligraphy and art, specialists in the history of writing and tour guides
Outline	<ul style="list-style-type: none"> • Quranic scripts and the first manuscripts • Teaching writing and mentioning its differences from calligraphy • Writing tools, different pens and scripts, and studying the manuscript of Muhammed ibn al-Hassan al-Tayyebi entitled <i>Mahasen Kitabet al-Kitaab</i> • Studying the main specifications of the six different scripts and recognizing them from the various manuscripts • Practical workshop
Prerequisites	<ul style="list-style-type: none"> • Pencils • Arabic calligraphy pens • A ruler • A roller

CENTRAL PROJECTS AND SERVICES SECTOR

Special Projects – Cairo Branch/Bayt Al-Sinnari

Activity/Workshop	Mosaic
Duration	24 hours (eight sessions/twice a week)
Objectives	<ul style="list-style-type: none"> To revive traditional arts and disseminate it among young people and adults To learn the basic skills of the art
Target Audience	Adolescents and adults
Outline	<ul style="list-style-type: none"> The basic skills of the art of mosaics Trainees will create their own design Choosing mosaic material Using the classic mosaic tool Accomplishing the mosaic project with professional grouting techniques
Prerequisites	N/A
Activity/Workshop	Pottery
Duration	45 minutes
Objectives	To learn how to create different shapes and models of clay and pottery
Target Audience	Children and adults
Outline	<ul style="list-style-type: none"> The workshop covers the basics of working with clay by coil technique. Coil technique may be pressed with the fingers or a tool on both the inside and outside to create interesting texture. All projects will be hands on and age appropriate.
Prerequisites	N/A
Activity/Workshop	Printmaking
Duration	16 hours (eight sessions/twice a week)
Objectives	To allow young people to express themselves in an artistic way
Target Audience	Adolescents and adults
Outline	<ul style="list-style-type: none"> Four traditional types of printing: Tie-Dye printing, Print imprints, Silk Screen Print, and Print Stencil and Transfer Print The art of printmaking on paper or fiber
Prerequisites	N/A

Course	Restoration
Duration	24 hours (eight sessions/twice a week)
Objectives	<ul style="list-style-type: none"> • To learn the basic skills and principles of restoration • To learn about the art and science of restoration • To introduce the international conventions, agreements and scientific institutions regulating restoration
Target Audience	<ul style="list-style-type: none"> • Antiquities restorers • Antiquities inspectors • Students of archaeology
Outline	<ul style="list-style-type: none"> • Theoretical and practical aspects of the restoration science • Skills of preservation with scientific investigation and analysis • Identification of the object's social and historical importance, revealing and preserving its authentic appearance • Types of restoration • Types of materials used in restoration • Methods and techniques of restoration
Prerequisites	N/A
Activity/Workshop	Salt Painting
Duration	45 minutes
Objectives	To try a new kind of painting
Target Audience	Children and adults
Outline	<ul style="list-style-type: none"> • It mainly depends on sea salt and watercolors • All projects will be hands on and age appropriate
Prerequisites	N/A

CULTURAL OUTREACH SECTOR

Arts Center

Arts School Section

Activity/Workshop	Animation
Duration	Five days during summer and midyear breaks
Objectives	To spread the basics of animation by using clay and stop-motion techniques to create small film productions
Target Audience	Children and young people (8–18 years) The unprivileged children and young people
Outline	<ul style="list-style-type: none">• Clay technique• Cartoon technique• Stop motion
Prerequisites	N/A
Course	Ballet
Duration	24 hours (weekly session for three months)
Objectives	<ul style="list-style-type: none">• To develop and encourage children’s talents and creative energy through practicing different forms of arts• To raise children’s artistic awareness• To unleash children’s imagination• To develop a strong technical foundation, while emphasizing proper alignment, strength, and musicality
Target Audience	Children (5–14 years)
Outline	<ul style="list-style-type: none">• Ballet terminology• Names of composers of classical ballet music• Stories of famous ballets• Taught in a group of 15 persons
Prerequisites	Passing an audition

Course	Children Choir
Duration	18 hours (weekly session for three months)
Objectives	<ul style="list-style-type: none"> • To develop and encourage children's talents and creative energy through practicing different forms of arts • To raise children's artistic awareness • To unleash children's imagination
Target Audience	Children (8–14 years)
Outline	<ul style="list-style-type: none"> • The basics of Western singing and how to develop voices accordingly • How to coordinate singing voices with the classical instruments in a group • Taught in a group of 100 persons
Prerequisites	Passing an audition
Course	Drawing
Duration	18 hours (weekly session for three months)
Objectives	<ul style="list-style-type: none"> • To stimulate creativity in children • To encourage children to create their own art pieces using different tools and materials
Target Audience	Children (5–16 years)
Outline	<p>All the artistic basics that accompany drawing:</p> <ul style="list-style-type: none"> • Proportions • Techniques (drawing, coloring) • Encourage teamwork and creativity
Prerequisites	Passing an audition
Activity/Lecture	Music Appreciation
Duration	30 hours (twice a month)
Objectives	To raise artistic awareness and appreciation
Target Audience	The public
Outline	This series of lectures teaches how to listen and understand different types of music
Prerequisites	N/A

Course	Music Instruments (Piano, Guitar, Drums, Flute)
Duration	Ten hours (weekly session for three months)
Objectives	<ul style="list-style-type: none"> • To develop and encourage children's talents and creative energy through practicing different forms of arts • To raise children's artistic awareness • To unleash children's imagination • To experience, recognize, respond, read, notate, and perform musical instruments
Target Audience	<ul style="list-style-type: none"> • Children aged six years or older • Young people and adults
Outline	It is a one-on-one course, for children and adults. The Royal Schools of Music curriculum is implemented.
Prerequisites	Passing an audition
Course	Oriental Singing
Duration	10 hours (weekly session for three months)
Objectives	<ul style="list-style-type: none"> • To develop and encourage children's talents and creative energy through practicing different forms of arts • To raise children's artistic awareness • To unleash children's imagination
Target Audience	<ul style="list-style-type: none"> • Children aged eight years or older • Young people and adults
Outline	<ul style="list-style-type: none"> • A one-on-one course • The basics of oriental singing and how to develop voices accordingly • How to coordinate voices with oriental instruments
Prerequisites	Passing an audition
Activity/Workshop	Plastic Arts
Duration	1–6 days per week during summer and midyear breaks
Objectives	To spread the basics of Plastic Arts and the importance of art appreciation
Target Audience	Children and young people (6–18 years) The unprivileged children and young people
Outline	<ul style="list-style-type: none"> • Participants learn how to deal with different types of materials and techniques to create different types of artwork. • Activities include arts and crafts, printing, photography, recycling, mosaic, poetry, and more.
Prerequisites	N/A

Course	Suzuki Course for Teaching Violin
Duration	18 hours (weekly session for three months)
Objectives	<ul style="list-style-type: none"> • To develop and encourage children's talents and creative energy through practicing different forms of arts • To raise children's artistic awareness • To unleash children's imagination • To experience, recognize, respond to, and play violin
Target Audience	Children (5–13 years)
Outline	The course applies the Japanese technique in learning how to play the violin without reading notes for children. It is taught in a group of 15 persons.
Prerequisites	Passing an audition
Activity/Workshop	Theater Workshop
Duration	7–21 days
Objectives	<ul style="list-style-type: none"> • To teach children the basics of theater • To select talents for theatrical production workshops
Target Audience	Children and young people (6–18 years) The unprivileged children and young people
Outline	<ul style="list-style-type: none"> • Theatrical games (primary) • Shadow puppets (secondary) • Black theater (advanced)
Prerequisites	N/A

Center of Francophone Activities (CAF)

Activity/Workshop	6 Missions pour Trouver un Emploi
Duration	15 hours/week (twice a year: during the mid-year and summer university breaks)
Objectives	<ul style="list-style-type: none"> • To help Francophone students and graduates to find suitable jobs matching their capabilities. To learn a range of professional skills as well as several skills for interviews • To learn how to prepare the Curriculum Vitæ (CV) and motivation letters
Target Audience	University students and fresh graduates
Course Outline	<p>In five sessions, trainees will learn to:</p> <ul style="list-style-type: none"> • discover one's capabilities, • discover and learn about a specific job, • search job offers, • write your CV, write motivation letters, and • prepare for job interviews.
Prerequisites	N/A
Activity/Seminar	Les Cénacles des Chercheurs
Duration	Two hours/month
Objectives	<ul style="list-style-type: none"> • To invite Francophone researcher residents in Egypt to present their research work (Master's or PhD) in different fields (literature, law, business, medicine, agriculture, and more) • To encourage the new generation to start their research • To invite audience from the market to improve the research value
Target Audience	Researchers
Outline	Researchers share their experience with the audience in two aspects: the specialized subject of his/her research, and the research techniques and problems in general.
Prerequisites	Francophone researchers working on their MA thesis, or have already been submitted

Activity/ Workshop	Créer et Partager sur la Toile
Duration	15 hours/week (twice a year: during the mid-year and summer university breaks)
Objectives	<ul style="list-style-type: none"> • To teach Francophone students and teachers new technology in education • To facilitate communication between the instructor and the students through a set of web applications and programs
Target Audience	Francophone students and teachers
Outline	Introduction of a set of web applications and programs, as Facebook, Twitter, E-mails, YouTube, Google drive, Prezi...
Prerequisites	The required documents
Program	Formation des Étudiants Francophones des Universités Égyptiennes (FEFUE)
Duration	40 hours/week (six times a year: two training programs in the mid-year university break, and four in the summer break)
Objectives	<ul style="list-style-type: none"> • To build a local network of Francophone students in Egypt • To introduce students to the BA services and Embassies of Knowledge project • To encourage students from all over Egypt to connect and work together for their final project • To improve the French language level of the participants • To enhance the self-confidence and the initiative spirit of the students • To enrich the cultural and intellectual perspectives of the students
Target Audience	Francophone sophomore and junior students, and professors in Egyptian Universities (excluding Alexandria and Cairo). Students are selected by their professors, while the professors are selected by the Dean and President of the University.
Outline	<ul style="list-style-type: none"> • Full five-day training for students of French Departments in Egyptian Universities (the training targets provincial universities) • The program includes: <ul style="list-style-type: none"> – workshops on writing, translating and phonetics in French, – visits to BA Museums and Exhibitions with a Francophone guide who introduces the BA history and actual role in serving the whole world.
Prerequisites	University nomination

Activity/Workshop	Parlons Ensemble en Français : À la Découverte des Musées de la BA
Duration	Six hours/twice a week (during summer break)
Objectives	<ul style="list-style-type: none"> • To introduce BA Museums : Antiquities, Sadat, Manuscript and World of Shadi Abdel Salam to the Francophone students with French guide • To learn photographic techniques within the Museums
Target Audience	Francophone students 8–15 year old
Outline	<p>The workshop covers the following in French:</p> <ul style="list-style-type: none"> • Who is the museum “curator” • How to take professional photos • The Antiquities Museum artifacts and brief on the Greco-Roman history • The pieces in the Sadat Museum and a brief on late President Sadat • The artifacts of the Manuscript Museum and a brief on the ancient manuscripts • The artifacts and pieces in the World of Shadi Abdel Salam Museum, and a brief on the late Director Shadi Abdel Salam • Selecting and evaluating the photos taken by participants during their visits • At the end of the workshop, the CAF organizes an exhibition with the best three photos of each student, and six winners are to be selected by a professional jury
Prerequisites	The required documents
Activity/Workshop	Parlons Ensemble en Français : Caravane des Dix Mots
Duration	Two hours/workshop (a total of five workshops)
Objectives	<ul style="list-style-type: none"> • To discover the origin of French words used in different French countries and their meanings in these countries • To increase the imagination and creativity level of the trainees’ linguistic abilities
Target Audience	Francophone students
Outline	These series of workshops focus on imagining the meaning of the ten French words announced yearly by the OIF in a creative and artistic way.
Prerequisites	The required documents

Activities/Workshop	Parlons Ensemble en Français : Du Manuscrit au Numérique
Duration	16 hours (four sessions per month)
Objectives	<ul style="list-style-type: none"> • To practice the French language • To acquire new French vocabulary used in the preservation and conservation of manuscripts and in the digitization process
Target Audience	Francophone students (Preparatory stage)
Outline	<ul style="list-style-type: none"> • Overview of the evolution from manuscript to digital documents, from Papyri to printing • The Arab scientific manuscripts (medicine and illuminated manuscripts, and Arabic calligraphy): <ul style="list-style-type: none"> – Session 1: History of the papyri – Session 2: Manuscripts of Arab scientists – Session 3: Illuminated manuscripts – Session 4: A glimpse into the script and Arabic calligraphy • Participants will work manually to produce notebooks • Participants make a picture frame with the paper • This workshop is organized in collaboration with the Bibliotheca Alexandrina Manuscript Museum.
Prerequisites	The required documents
Activity/Workshop	Traduisons à Deux Mains
Duration	15 hours/week (twice a year: during the mid-year and summer university breaks)
Objectives	<ul style="list-style-type: none"> • To increase the practical techniques of translation (French–Arabic and Arabic–French) in the different fields (literary, economic, scientific, legal, and more) • To teach translation methodology and techniques • To improve the French language level of the participants
Target Audience	Francophone university and school students
Outline	<ul style="list-style-type: none"> • Introduction of various terminologies in the different fields adopting various terminologies • Translation tools
Prerequisites	Translation of selected texts

Manuscript Museum

Conservation and Restoration

Program	Customized Training Program
Duration	1–4 weeks, or according to the training needs
Objectives	<ul style="list-style-type: none"> • To help prepare for a certain restoration project • To help plan for establishing a parallel restoration lab
Target Audience	Professional conservators, librarians, curators, and people who work for institutions that own or intend to conserve their rare collections
Outline	<ul style="list-style-type: none"> • Specialized and comprehensive training programs are designed to meet the need of conservators/institutions. • Practical training, professional training, and workshops. • The program will either be held at the MsM Conservation Laboratory, or on the premises of the requesting institution if there are difficulties such as moving rare objects.
Prerequisites	Institutional recommendation letter
Course	Manuscripts and Rare Books Conservation (Level 1)
Duration	35 hours (seven days; 5 hours/day)
Objectives	<ul style="list-style-type: none"> • To compare the main difference between books and manuscripts • To give an introduction to collection care, conservation concepts and cases, book structure, and bookbinding history
Target Audience	University students, field professionals, and collection owners
Outline	<ul style="list-style-type: none"> • The course offers simple techniques of technical examination of paper-based rare objects: deterioration factors and conservation approaches. • The course covers the following topics: <ul style="list-style-type: none"> – Introduction to collection care – Book structure and anatomy – The difference between books and manuscripts – The history of bookbinding – Conservation concepts and cases – Basic paper deterioration factors and conservation approaches – Bookbinding and conservation requirements for establishing an appropriate conservation work environment – Basic types of sewing – Preparing quires for sewing to do case bookbinding – Edge trimming and spine preparation for case bookbinding – Book block measurements and board trimming for case bookbinding – Book coverings for case bookbinding – Turn-ins and end paper for case bookbinding
Prerequisites	Student ID or recommendation letter by an institution for professionals, or proof of owning private collections

Course	Manuscripts and Rare Books Conservation (Level 2)
Duration	88 hours (16 days, 5.5 hours/day)
Objectives	<ul style="list-style-type: none"> • To learn about the latest methods of conservation, how to handle difficult cases, and how to report and analyze rare books and manuscript damage factors • To gain practical training on historical binding techniques and the main difference between books and manuscripts
Target Audience	University students, field professionals, and collection owners
Outline	<ul style="list-style-type: none"> • Understanding conservation and restoration • Sewing techniques vol. 2 • Conservation tools and equipment vol. 2 • The structure of Islamic manuscripts • Bound objects documentation methods • Writing assessment sheet • The history of bookbinding • Bookbinding terminology • One-quarter binding technique • Western headband • Applying conservation methods and rare book restoration • Islamic binding • Islamic headband • Preventive conservation and handling bindings • Customized saving box • Quality control
Prerequisites	Student ID or recommendation letter by an institution for professionals or proof of owning private collections
Program	Researcher and Post-Graduate Program
Duration	Two weeks
Objectives	To understand the technical skills and terms to help in conservation research on different types of paper-based objects
Target Audience	Researchers, senior students, and post-graduate students
Outline	<ul style="list-style-type: none"> • The ethical underpinnings of conservation and restoration research • Services and consultations for research papers or graduation projects in coordination with the participant's institute • Academic consultations for dissertations about restoration and conservation • Practical sessions (practical work is covered through the restoration laboratory, which grants a certified report of all implemented restoration/conservation processes and phases)
Prerequisites	Recommendation Letter from the researcher's educational institution

Activity	Volunteer Work
Duration	3–6 months
Objectives	To develop the personal and professional skills of people planning to work as professional conservators
Target Audience	Graduate students and people with experience in conservation projects
Outline	<ul style="list-style-type: none"> • Work side-by-side with professional conservators on actual projects and with rare objects, following the same procedures and code of ethics • Participate in making conservation decisions • Attend any workshop or training activity that takes place in the BA Restoration Laboratory • At the end of their work, participants will receive a Certificate of Achievement.
Prerequisites	BA degree in Fine Arts, Archaeology, or Monument Restoration
Course	Young Conservators
Duration	Winter/summer/mid-year breaks
Objectives	<ul style="list-style-type: none"> • To increase young people's knowledge about the art and history of writing • To sharpen young people's conservation skills • To create a rich conservation experience that allows participation in artistic activities at the Library • To learn how to take care of textbooks • To raise awareness of the importance of historical and cultural heritage
Target Audience	School students, registered BA Young People (YP) members, and BA Francophone Library members
Outline	<ul style="list-style-type: none"> • Art and the history of writing • Printing and binding throughout the ages • How to take care of textbooks
Prerequisites	Attendance of the course "Parlons Ensemble en Français : Du Manuscrit au Numérique" organized by the BA Center of Francophone Activities

Preservation and Environmental Monitoring

Course	Chemical and Biological Investigation and Treatment of Historical Materials
Duration	20 hours (5 days)
Objectives	To introduce the basics of preventive conservation for museums and the concept of leaf casting restoration and fiber making
Target Audience	Under-/post-graduates studying and researching in the fields of science, art, and/or archaeology
Outline	<p>This course consists of lectures and tutorials. It covers 13 topics that go through all the processes of chemical and biological treatment and the investigation of museum collections:</p> <ul style="list-style-type: none"> • Archival material safeguarding and deterioration treatment • Self-deterioration of mid-19th century printed archives • Indoor air quality • Historical inks • Biological deterioration for archives • Basics of leaf casting • Micro-chemical spot testing analysis • Pigments presented in archival material • Super hydrophobic application in archival material • Foxing in historical materials • Fiber and paper manufacturing • A perspective vision for washing and bleaching • Pest management in historical materials • Internal and external manifestations of various deteriorations of different historical objects • Tutorial of practical chemical and biological investigation • Tutorial of practical chemical and biological treatment • Tutorial of environmental monitoring and controlling apparatus and application • Tutorial for leaf casting technique
Prerequisites	N/A
Course	Chemical Treatment and Preservation of Historical Materials
Duration	40 hours (nine days)
Objectives	To present the concept of preventive conservation applications for museums and leaf casting procedures and fiber synthesis
Target Audience	Under-/post-graduates studying and researching in the fields of science, art, and/or archaeology

Outline	<p>This course consists of lectures, practical sessions, and tutorials. It covers 20 topics that go through all the processes of chemical and biological manifestation, investigation, and treatment of all historical objects:</p> <ul style="list-style-type: none"> • Archival material safeguarding and deterioration treatment • Self-deterioration of mid-19th century printed archives • Indoor air quality • Historical inks • Biological deterioration of archives • Micro-chemical spot testing analysis • Pigments presented in archival material • Super hydrophobic application in archival material • Foxing in historical materials • Fiber and paper manufacturing • A perspective vision for washing and bleaching • Pest management in historical materials • Preventive conservation concept • Museum temperature, relative humidity, and light • Museum indoor air quality • Museum microbial infection • Museum integrated pest management • Care and handling of museum objects • Disaster planning • Internal and external manifestations of various deterioration of different historical objects • Tutorial of practical chemical and biological investigation • Tutorial of practical chemical and biological treatment • Tutorial of environmental monitoring and controlling apparatus and application • Tutorial of leaf casting techniques • Lab workflow and demonstration of preventive conservation activities versus conservation treatment activities • Monitoring instrument demonstration – environmental monitoring of storage and exhibition areas – recording and revising monitoring data – working with silica gel • Instrument and tool demonstration – object diagnosis for fungal infection – building and object microbial monitoring – aseptic microbiological techniques – infected object treatment and cleaning • Object diagnosis for pest infestation – freezing treatment of infested objects – cleaning of pest debris • Object storage and exhibition area visit • Dealing with wet objects and risk assessment checklists
Prerequisites	N/A

Course	Fiber Manufacturing
Duration	Nine hours (four days)
Objectives	To give brief knowledge about paper conservation by learning about papermaking throughout the ages, and the best methods and materials used in conservation
Target Audience	Graduate students in the field of paper restoration and conservators
Outline	<ul style="list-style-type: none"> • Materials used in conservation and the effect on paper • History of the paper industry – the date of publication – types of inks used in printing books • Chemical treatment of books and manuscript methods • History of hand papermaking throughout the ages • History of Japanese papermaking • Japanese paper conservation techniques • Machine and material processing • Fiber and beating • Paper refining • Strengthening of paper with tissue and pressing • Paper separation
Prerequisites	N/A
Course	Fundamentals of Chemical Treatment of Historical Materials
Duration	Nine hours (three days)
Objectives	To introduce the main forms of archive deterioration (manuscripts, rare books, maps, etc.) and the basic methods of deterioration identification and treatment
Target Audience	Curators and librarians
Outline	<p>The course consists of six sessions, including demonstrations and visits. The sessions cover topics that go through all the processes of chemical and biological treatment of museum collections:</p> <ul style="list-style-type: none"> • Archival material deterioration and safeguarding • Self-deterioration of mid-19th century printed archives • Indoor air quality • Historical inks • Biological deterioration of archives • Fiber manufacturing for paper conservation • The different forms of deterioration (chemical and biological) • The different methods of treatment
Prerequisites	N/A

Course	Preventive Conservation in Museums
Duration	16 hours (five days)
Objectives	To introduce the philosophy behind preventive conservation and its application through a combination of theory and practice
Target Audience	Students, specialists, professionals, librarians, and curators
Outline	<ul style="list-style-type: none"> • Fundamentals of preventive conservation • Museum temperature, relative humidity, and light • Museum indoor air quality • Museum microbial infection • Museum integrated pest management • Care and handling of museum objects • Disaster planning • Foxing concept • Pest management control • Microbiological treatment • Lab workflow and demonstration of preventive conservation activities versus conservation treatment activities • Monitoring instruments demonstration – environmental monitoring of storage and exhibition areas – recording and revising monitoring data – working with silica gel • Instrument and tool demonstration – object diagnosis for fungal infection – building and object microbial monitoring – aseptic microbiological techniques – infected objects treatment and cleaning • Object diagnosis for pest infestation – freezing treatment of infested objects – cleaning pest debris • Object storage and exhibition area visit • Dealing with wet objects and risk assessment checklists
Prerequisites	N/A

Course	Training of Young Students
Duration	Ten hours (two days)
Objectives	<ul style="list-style-type: none"> • To increase children's knowledge of paper and its industry, heritage and civilization • To increase awareness and creativity through six programs designed to give children experience in archival heritage
Target Audience	School students and children
Outline	<ul style="list-style-type: none"> • Papermaking: Papermaking history, and paper recycling and manufacturing • Papyrus making: Ancient papyrus paper and papyrus making and their usage • Illumination of manuscript: Illumination in ancient manuscripts and coloring on canvas with illustration techniques • Marble paper: Lecture technique (Ebru Art) in Turkey, Suminagashi in Japan, the ancient art of Japanese marbling, how to draw on water, European marbling in different eras, making marble paper as an art, and drawing on water and printing • Kiswat el-Kaaba: Islamic technique, how to make the Kaaba Kiswah, and making a small model of Kaaba Kiswah • Copper engraving: Metal engravings on rare books and manufacturing of copper engraving and stamps • The course can be organized on the BA premises or at schools.
Prerequisites	N/A

Planetarium Science Center (PSC)

Course	Astronomy and Navigation Basics through DigiStar Planetarium
Duration	Customized
Objectives	To provide knowledge of astronomy concepts through interactive technology
Target Audience	Open to those with interest in astronomy Students of Maritime or Engineering
Outline	<ul style="list-style-type: none"> • Overview of Digi-Star • Software and utilities • Astronomy concepts • Navigation basics
Prerequisites	N/A
Course	Maintenance and Programing Operating System
Duration	Customized
Objectives	To enhance the technical experience of technicians working in planetariums
Target Audience	Planetarium operators and technicians
Outline	<ul style="list-style-type: none"> • This is an advanced course of Digi-Star Planetarium operating system, programming and maintenance. • The course covers the following topics: <ul style="list-style-type: none"> – Overview of DigiStar – Software and utilities – Introduction to the graphical user interface – Using the Digi-Star library – Digi-Star 4 commands – Basic object manipulation – Parent/child relationships – Working with a scene – Images, video and audio – Common classes and attributes – Projectors and peripherals – Scripts and shows utilities • Resources and help
Prerequisites	Technicians with audio-visual equipment operation basics

Course	Science Animators Training
Duration	30 hours (Six hours/day)
Objectives	<ul style="list-style-type: none"> • To learn how to communicate science in an interesting and entertaining manner to different participants regardless of their educational background • To build a solid connection between scientific institutions (museums, research centers, universities) and the public through qualified animators • To develop and test animators' methodologies for the most effective science/society dialogue
Target Audience	The program is designed for any person interested in science communication regardless of his/her educational background
Outline	<ul style="list-style-type: none"> • Teaching techniques of preparing, structuring, designing and implementing science activities programs • Providing tools and techniques to design and implement hands-on activities • Providing resources to search for innovative ideas suitable for every age group • Teaching animators how to communicate science in an interesting and entertaining manner • The Planetarium Science Center may conduct training at the premises of other institutions based on requirements and budget. • The number of trainees should not exceed 20, and not less than 15.
Prerequisites	N/A

Course	Teachers Training – Science Animation
Duration	30 hours (Six hours/day)
Objectives	<ul style="list-style-type: none"> • To introduce teachers to enquiry-based teaching approach that is based on hands-on activities and interactive science teaching in the classroom • To gain students' attention and increase their interest in science • To replace the traditional teaching methodology by creative and interesting activities in order to simplify science • To make science more appealing to both teachers and students • To encourage students to pursue their studies in science
Target Audience	Science teachers in primary and preparatory levels
Outline	<p>The science animation teacher training is a professional life-changing experience. It is a course that provides the following:</p> <ul style="list-style-type: none"> • Introduction to science animator/animation, and the experimental and scientific methodologies • Initiating an educational scientific program and other science activities • Budgeting methodology and storage system • “How to Animate Science” is the overarching theme of the training. The Planetarium Science Center caters for and develops the scientific content so as to suit the needs of teachers of different educational grades according to their working experience. • The new interactive teaching approach introduced in this training helps teachers transfer from the traditional teaching methodology based on pure scientific knowledge presentation to creative activities to simplify science. • The Planetarium Science Center conducts teacher training on-site or at the premises of your institution. • The number of trainees should not exceed 20, and not less than 15.
Prerequisites	Scientific background, Science Teacher

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Digitization Operations Section

Course	Digitization of Arabic Text (Level 1)
Duration	15 hours (three days)
Objectives	<ul style="list-style-type: none">• To introduce the different technologies applied in mass production digitization projects, with focus on what concerns Arabic text• To acquire knowledge about digital image specs, image capturing, and manipulation techniques, in addition to techniques applied to prepare the Arabic text for OCR• To learn how to start-up a digitization facility and/or a digitization project that includes Arabic material
Target Audience	Specialists, supervisors, and project managers working in Arabic text digitization projects
Outline	<ul style="list-style-type: none">• Introduction to digital images• Capturing digital images• Digital image manipulation for Arabic text• Introduction to OCR (using FineReader)• Hands-on OCR using FineReader• OCR Arabic text (using Automatic Reader)• Hands-on Digitization of Arabic text (all phases)
Prerequisites	Some experience in computer graphics is preferred.

Course	Digitization of Arabic Text (Level 2)
Duration	15 hours (three days)
Objectives	<ul style="list-style-type: none"> • To introduce OCR technology, with special focus on what concerns Arabic text and quality assurance in digitization projects • To acquire knowledge and practice of OCR techniques on different OCR suites with case studies of different text qualities • To show the BA's best practice in managing, measuring, and maintaining quality standards and efficiency inside digitization facilities • To learn how to expand digitization mass-production activities by automating the extraction of the Arabic text and adding value to online projects by making the published content available in form of searchable text
Target Audience	Specialists, supervisors, and project managers working in Arabic text digitization projects
Outline	<ul style="list-style-type: none"> • OCR Arabic Text (using VERUS) • Hands on OCR Arabic text (using VERUS) • Using ScanFix • Using ScanFix • OCR Arabic text using Automatic Reader • AR - font creation • Practice on AR - font creation • Managing quality of digitization operations • Quality control • Full workflow practice
Prerequisites	Some experience in computer graphics is preferred.

LIBRARY SECTOR

General Collections and Services

Program	The Big Read at Bibliotheca Alexandrina
Duration	Twelve weeks each summer (May–October)
Objectives	<ul style="list-style-type: none">• To promote reading for pleasure• To introduce different cultures to the readers• To encourage interaction among fans of literature, visual arts and performing arts• To inspire creativity• To integrate the deaf and mute into the community
Target Audience	Young adults (16–30 years), however, all age groups are welcome including the deaf or the hearing impaired.
Outline	<p>This is an annual summer program for on-site and remote adult readers. The program includes the organization of various activities around a single novel, such as:</p> <ul style="list-style-type: none">• a three-month drama workshop: Participants are selected based on an essay writing and audition. The workshop produces a performance presented in the closing ceremony,• creative workshop for the deaf and hearing impaired,• book discussion,• photography,• art contests, and• closing ceremony during which the contest winners are awarded and theatrical performance is delivered.
Prerequisites	N/A
Program	The Book Club
Duration	Two hours/session
Objectives	To encourage reading and interaction among BA patrons
Target Audience	The public (age 16 years and above)
Outline	<ul style="list-style-type: none">• Book Club members get to vote on a new book from the BA collection.• Voting is via the General Information Desk or the BA Library Services Facebook page.• The winning book is announced at the beginning of each month.• The Book Club meeting is held on the last Thursday of each month.
Prerequisites	Membership

Program	The Cinema Club – Arts and Multimedia Library
Duration	Once a month (Thursday)
Objectives	<ul style="list-style-type: none"> • To create a forum to explore different aspects of diverse world cultures • To introduce the audience to different societies, ideas and world issues • To publicize the Library’s Audio-Visual collection
Target Audience	Adults
Outline	<ul style="list-style-type: none"> • A year-round film screening program • A different theme each month, and films are selected accordingly. • The screenings are always preceded by a presentation which provides an overview of the film with regards to the cultural, historical, social and artistic backgrounds needed to understand the plot in an interesting manner. • Announcements are made through creative posters that present the theme of each month.
Prerequisites	N/A
Activity/Workshop	Activity of the Month
Duration	<ul style="list-style-type: none"> • 1–2 weeks book displays • One-day public event
Objectives	<ul style="list-style-type: none"> • To promote BA collections and resources • To develop general knowledge of the Library patrons
Target Audience	The public (age 16 years and above)
Outline	<ul style="list-style-type: none"> • A monthly activity is organized to cover a selected theme. • The activity may come in the form of a lecture, film screening, one-day conference, workshop, and/or talk by an esteemed speaker: an artist, a university professor, or a leader in a specific field. • A book display is part of every activity. The most important BA resources are assembled and displayed on different BA floors: “Memory of the Month” for the history collection, for example, is displayed on the first floor (F1), while “Theme of the Month” for the science collection is displayed on the first basement (B1). • Prior registration is required for workshops due to limited capacity
Prerequisites	N/A

Activity	Neuro-Cinema Club – Arts and Multimedia Library
Duration	—
Objectives	<ul style="list-style-type: none"> • To bridge the gap between the Art and Science communities • To change the way audience perceive films related to neuroscience
Target Audience	Adults
Outline	<ul style="list-style-type: none"> • The BA hosts members of the Alexandria NeuroCinema Club for the screening of a pre-selected film which is always associated with neuroscience. • The screenings are accompanied by a talk or a presentation by an expert of the topic; usually a university professor in the same field. • Participants engage in a group discussion analyzing the film and its themes.
Prerequisites	N/A
Activity/Workshop	Play and Poetry Readings
Duration	<ul style="list-style-type: none"> • 24 hours • Three sessions, February–April • Four sessions, October–December (in addition to an extra English Poetry Reading Session in September) • Dates: <ul style="list-style-type: none"> – Third Tuesday of the month: English Poetry Reading – Second Wednesday of the month: English Play Reading – Fourth Wednesday of the month: Arabic Play Reading
Objectives	<ul style="list-style-type: none"> • To promote reading for pleasure • To promote BA collections
Target Audience	The public (age 16 years and above)
Outline	<ul style="list-style-type: none"> • Group reading sessions in Arabic and English are conducted monthly. • In the Play Reading Session, roles are distributed among participants who read the play loudly. • In the Poetry Reading Session, the poet is introduced by the moderator then the poem is read by participants.
Prerequisites	N/A

Activity/ Workshop	Simulation Models
Duration	2–4 months
Objectives	<ul style="list-style-type: none"> • To promote BA collections • To create awareness of the depository organizations, international and governmental agencies • To introduce youth to the civil society and how to engage in civil work, while gaining political education • To develop participants' soft skills
Target Audience	Young adults (age 16–30 years)
Outline	<ul style="list-style-type: none"> • It is a youth-to-youth activity run by members of a certain youth initiative (Step Up, DALEEL). • Some models are carried out in cooperation with a UN/EU organization to simulate its different organs and other multilateral bodies where students develop and practice skills in research, organization, writing, debating, lobbying, negotiation, cooperation and compromise. • The academic content of the model includes several topics that are relevant to the simulated body, such as democratic transformation, basics of economics, politics, and international law. • The above objectives are achieved through several workshops by special trainers on critical thinking, research skills, communication and presentation skills, teamwork skills, negotiation skills, means of diplomacy, action planning, and means of knowledge transfer. • By the end of these workshops, delegates fully acquire the knowledge and skills needed for the simulation. To state few: <ul style="list-style-type: none"> – DL Simulation Models: <ul style="list-style-type: none"> ♦ Alexandria Model of the United Nations (AIMUN) 2007–2012 ♦ Alexandria Model of the European Union (MEU) 2010–2015 ♦ Model of the American Congress (MAC) 2013 – Social Sciences Unit Simulation Models <ul style="list-style-type: none"> ♦ Stock Market Simulation (SMS) 2015 • Candidates can apply as organizers or participants, and the final candidates are selected upon interviews.
Prerequisites	Passing an interview

Activity	Story of a Song – Arts and Multimedia Library
Duration	Once every two months
Objectives	To enrich the music experience within our community
Target Audience	Adults
Outline	<ul style="list-style-type: none"> • It is an every other month gathering to talk about a specific singer or specific song(s) • A presentation is prepared in a friendly atmosphere • Attendees gain theoretical background followed by experimental applications, such as: <ul style="list-style-type: none"> – Enjoying various songs related to the topic – Listening to a voice recording of the selected singer – Watching a music video of a song – Listening to a recorded interview with the singer
Prerequisites	N/A

Innovation, Research and Technology

Program	The Alexandria Project Cultural Program (Lectures)
Duration	2–3 hours (once a month)
Objectives	To raise public awareness about the heritage of Ancient Alexandria, its Ancient Library, the ancient Alexandrian scholars, and any related topics
Target Audience	The public, and in particular students and specialists in relevant fields
Outline	<ul style="list-style-type: none"> • The program consists of a series of lectures presented by a group of eminent professors specialized in the field of archaeology and classical studies. • The program covers a rich spectrum of topics on the ancient Alexandrian heritage from the beginning of its history until the Arab conquest with special focus on the Hellenistic, Roman, and Byzantine times. • The topics of the lectures vary between history, history of science, history of art, literature, religion, art, and archaeology, and more.
Prerequisites	N/A

Program	The Alexandria Project Cultural Program (Workshops)
Duration	20 hours
Objectives	<ul style="list-style-type: none"> • To highlight the important role of archaeologists • To learn about the science of archaeology and how it serves historical research • To deepen appreciation for Alexandria's heritage
Target Audience	The public and students in particular
Outline	<ul style="list-style-type: none"> • The program is organized in collaboration with the Alexandria Antiquities Department and the Department of Underwater Antiquities. • The Alexandria Project holds workshops on how to excavate for antiquities, inland and underwater. • Besides practical training, specialists from the Alexandria Antiquities Department and Department of Underwater Antiquities give a number of sessions on archaeological excavations, the topography of the archaeological sites, the documentation of archaeological finds, and scientific publications.
Prerequisites	N/A

Networks and Outreach

Educational Services

Course	Citation
Duration	Twelve hours (six sessions)
Objectives	<ul style="list-style-type: none"> • To learn citation • To support researchers and post-graduate students
Target Audience	The public, and in particular students, academics, and librarians
Outline	<p>Citation is the act of citing or quoting a passage from a book, article, website, etc., or from another person, in his own words. This act of citation is represented in the form of a bibliographic entry at the end of academic writings. The course covers the following topics:</p> <ul style="list-style-type: none"> • BA citation style • How to cite an English book • How to cite articles • Web resources • Audiovisual materials • Notes • Workshop
Prerequisites	Computer skills
Course	Computer for Beginners
Duration	Eight hours (four sessions)
Objectives	To learn the basic principles of using the computer
Target Audience	The public, students, academics, and librarians
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • IT basics and Windows operation system • Basic keyboarding and mouse use • Basic word processing skills, such as text input, formatting, editing, cut, copy and paste, spell check, margin and tab controls, keyboard shortcuts, and printing • Excel and PowerPoint
Prerequisites	N/A

Course	Electronic Resources (Advanced Level)
Duration	14 hours (seven sessions)
Objectives	To learn the different types of electronic resources and services available in the BA
Target Audience	The public, and in particular students, academics, and librarians
Outline	<p>Electronically, the Library provides access to a vast collection of full text e-journals, e-Books, and e-Thesis and dissertations, covering a wide range of disciplines and subject areas. This intensive course covers the following:</p> <ul style="list-style-type: none"> • Intro to Scopus • EBSCOhost • IEEE • Ebrary and Britannica • ScienceDirect • SpringerLink and JSTOR • PQDT and General OneFile • Medical
Prerequisites	Computer skills
Program	Outreach Program for Students and Academics
Duration	Depends on predefined needs
Objectives	To inform the students and the academics of how effective a library could be to support their daily needs for knowledge, and how efficient access to information could improve their academic and educational needs and allow them to possess quality researches
Target Audience	Students and academics
Outline	<p>The program is customized according to users' needs, however, it covers the following topics:</p> <ul style="list-style-type: none"> • BA orientation and BA online catalog • Internet resources related to the participants' field • E-resources • CV writing and interviewing skills • Citation • Presentation and public speaking • Negotiation skills • Studying skills • Thematic tour
Prerequisites	Computer skills

Activity	References (Advanced Level)
Duration	Six hours (three sessions)
Objectives	<ul style="list-style-type: none"> • To learn about references and how to use them to obtain the required information • To learn about the different types of references and how to retrieve information from print and online reference materials
Target Audience	The general public, and in particular students, academics, and librarians
Outline	<p>The activity covers the following topics:</p> <ul style="list-style-type: none"> • Types of references • Electronic reference • BA Catalog search
Prerequisites	Computer skills
Program	The International Librarianship Training Program (ILTP)
Duration	143 hours
Objectives	<ul style="list-style-type: none"> • To provide educational services through activities, workshops, lectures, and discussion circles • To enhance librarians' skills • To promote the importance of learning and knowledge sharing to librarians
Target Audience	Librarians
Outline	<ul style="list-style-type: none"> • The International Librarianship Training Program (ILTP) at the Bibliotheca Alexandrina is a program that trains librarians, especially from Egypt, the Arab region, and Africa, in the latest techniques in the field of library and information science. • The ILTP is based on a combination of academic and practical perspectives. It covers various areas of the library profession by providing two basic types of training: integrated programs, courses, workshops, and separate lectures. • This program contains eight different courses and workshops: <ul style="list-style-type: none"> – MARC 21 (Levels 1 and 2) – Periodical Cataloging and Indexing – Dewey Decimal Classification – Subject Cataloging – Authority Control – Reference Materials – Collection Development of Electronic Resources and Services in Libraries – Collection Development – Description of each course and workshop is available.
Prerequisites	Varying according to courses and workshops

Activity/Workshop	ILTP – Authority Control
Duration	Four hours
Objectives	<ul style="list-style-type: none"> • To highlight the importance of authority control, the creation of an authority file, and its supporting rules, as well as the basics of applications that use electronic cataloging through MARC 21 • To learn how to form entries and cross references, types of authority files, and how to create each type, such as authority files for names, entities, geographical names, and subject headings
Target Audience	Information professionals, publishers, library science students, and academics
Course Outline	<p>The workshop covers the following topics:</p> <ul style="list-style-type: none"> • Identifying persons • Identifying families • Identifying corporate bodies • Identifying places • MARC 21 authority file • The challenges of creating an Arabic authority file • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Course	ILTP – Collection Development
Duration	Six hours
Objectives	<ul style="list-style-type: none"> • To introduce the basic concepts and rules followed by libraries to build up and develop their collections of books and other information resources according to a comprehensive vision for the best interest of library patrons and the beneficiaries' community • To highlight the importance of collection development policies in libraries and other topics related to collection development of all types of information resources • To present the criteria for selecting new resources, collection evaluation, the role of reference services specialists in the collection development process, and the different stages of information resource acquisition, starting from title selection until the actual placement of shelves
Target Audience	Information professionals, publishers, library science students, and academics
Course Outline	<ul style="list-style-type: none"> • Introduction to the collection development concept • Main concepts • Types of libraries • Library collections • Collection development of library collections • Collection development policy • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Course	ILTP – Collection Development of Electronic Resources and Services in Libraries
Duration	Four hours
Objectives	<ul style="list-style-type: none"> • To introduce the various types of electronic resources, criteria for choosing this type of information resources, and rules for developing collections in light of the general acquisition policy, as well as elements of evaluating the electronic content (in terms of attributes of the product, license of use, access methods, price, etc.) • To focus on the use of different database characteristics, including search and display tools, search results preview, and access to the final content of abstracts, full texts, or other diverse information provided by the electronic resources • To show how to formulate accurate and effective strategies to search electronic databases according to each type and their associated services in libraries
Target Audience	Information professionals, publishers, library science students, and academics
Outline	<ul style="list-style-type: none"> • Introduction to electronic resources • Types of electronic resources • Collection development policies for electronic resources • Management of electronic content • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Course	ILTP – Dewey Decimal Classification
Duration	30 hours (five days; 6 hours/day)
Objectives	<ul style="list-style-type: none"> • To explain the combination of the theoretical approach and the practical application of the Dewey Decimal Classification • To introduce the basic concept of classification and its development since its establishment • To show the tables of Dewey Decimal Classification 22nd edition, while focusing on some of the most widely used numbers with some examples • To understand book topics in a systematic manner
Target Audience	Information professionals, publishers, library science students, and academics
Outline	<p>Introduction to the Dewey Decimal Classification</p> <p>Main Tables:</p> <ul style="list-style-type: none"> – Table 1: Standard subdivisions – Table 2: Geographic areas – Table 3: Subdivisions for the arts, for individual literatures, for specific literary forms – Table 4: Subdivisions for individual languages and language families – Table 5: Subdivisions for ethnic and national groups – Table 6: Languages <ul style="list-style-type: none"> • Relative index • Manual • Added instructions • Number building • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Course	ILTP – MARC 21 (Levels 1 and 2)
Duration	30 hours (five days; six hours/day)
Objectives	<ul style="list-style-type: none"> • To create and exchange bibliographic records electronically in a standard form • To introduce MARC 21 rules and give in-depth explanations of all basic fields, subfields, and indicator • To provide detailed information on how to create bibliographic records using MARC 21 and other information on lists of countries codes and geographic regions, as well as other lists of standard symbols
Target Audience	Information professionals, publishers, library science students, and academics
Course Outline	<ul style="list-style-type: none"> • MARC 21 is a unified electronic format for machine readable cataloging. The course covers the following topics: <ul style="list-style-type: none"> – Introduction to indexing – Introduction to MARC 21 • Main fields used: <ul style="list-style-type: none"> – 00X - Control fields – 1XX Main entry fields – 245 Title statement – 246 Varying form of title – 240 Uniform title – 250 Edition statement – 300 Physical description – 4XX Series statement fields – 5XX Notes fields – 6XX Subject access fields – 8XX Series added entry fields – 700–740 Added entry fields – 008 Fixed-length data elements • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Course	ILTP – Periodicals Cataloging and Indexing
Duration	30 hours (five days; six hours/day)
Objectives	<ul style="list-style-type: none"> • To show the importance of periodicals as sources of information and their different types • To show researchers in all fields (especially in the fields of science and technology, and other areas of scientific research) how to access the latest information in their fields by giving them knowledge on peer-refereed scientific journals • To learn about the technical preparation of periodicals as this source of information, using Machine-Readable Cataloging through the rules of MARC 21
Target Audience	Information professionals, publishers, library science students, and academics
Course Outline	<ul style="list-style-type: none"> • The course covers the following topics: <ul style="list-style-type: none"> – Overview of periodicals – Introduction to holding records • Used Fields: <ul style="list-style-type: none"> – 853 Captions and patterns - basic bibliographic unit – Enumeration and chronology fields (863, 864, 865) – Textual holdings (866, 867, 868) – 362 Dates of publication and/or sequential designation – 856 Electronic location and access – 130 Main entry - uniform title – 260 Publication and distribution – 300 Physical description – 310 Current publication frequency – 321 Former publication frequency – 1Xx Main entry fields – 245 Title statement – 246 Varying form of title – 240 Uniform title – 250 Edition statement – 300 Physical description – 4XX Series statement fields – 5XX Notes fields – 6XX Subject access fields – 8XX Series added entry fields – 700–740 Added entry fields – 008 Fixed-length data elements • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Activity/ Workshop	ILTP – Reference Materials
Duration	Four hours
Objectives	To introduce the various types of references, the attributes of each type separately, how information is presented, and methods of using each type according to the characteristics of the required information and according to the requirements of answering queries of library users
Target Audience	Information professionals, publishers, library science students, and academics
Course Outline	<p>The workshop covers the following topics:</p> <ul style="list-style-type: none"> • Information resources • Introduction to reference materials • Characteristics of references • Types of references • Reference evaluation • Collection development of references • Electronic references • Hands-on activities
Prerequisites	Academic or professional knowledge of library science

Course	ILTP – Subject Cataloging (Arabic Subject Headings)
Duration	Five hours (one day)
Objectives	To learn all concepts, practices, and principles for the optimal usage of Arabic subject headings and their data entries in the form of MARC 21
Target Audience	Information professionals, publishers, library science students, and academics
Course Outline	<p>The course covers the following topics:</p> <ul style="list-style-type: none"> • Subject analysis • Rules for choosing subject headings • Free floating subject headings • Forms of subject headings • Subject added entry - personal name • Subject heading entry in MARC format: <ul style="list-style-type: none"> – 600 Subject added entry - personal name – 610 Subject added entry - corporate name – 611 Subject added entry - meeting name – 630 Subject added entry - uniform title – 650 Subject added entry - topical term – 651 Subject added entry - geographic name – 655 Index term - genre/form • Hands-on activities
Prerequisites	<ul style="list-style-type: none"> • Academic or professional knowledge of library science. • The following two courses are prerequisites: <ul style="list-style-type: none"> – MARC21 – Dewey Decimal Classification
Course	The Internet (Advanced Level)
Duration	Six hours (three sessions)
Objectives	<ul style="list-style-type: none"> • To learn how to use the Internet efficiently • To introduce users to the different Internet services • To learn about the different web search tools including search engines, directories and Metasearch engines • To learn about essential criteria for evaluating the web resources
Target Audience	The public, and in particular students, academics, and librarians
Outline	<p>The course covers the following topics:</p> <ul style="list-style-type: none"> • Internet for beginners • Intermediate Internet • Advanced Internet
Prerequisites	Computer skills

Program	Towards an Advanced Education (Teachers' Program)
Duration	8 hours (four lectures)
Objectives	<ul style="list-style-type: none"> • To help Egyptian teachers develop research skills that encourage and support critical thinking and lifelong learning • To offer teachers the opportunity to use the library resources and be exposed to the latest technologies in the information literacy field • To enhance teachers' skills by learning interactive methods of teaching • To establish effective communication between the BA and school teachers • To facilitate the understanding of the structure of information and methods of searching, gathering, and evaluating information
Target Audience	Teachers from governmental and private schools
Outline	<p>The program covers the following topics:</p> <ul style="list-style-type: none"> • Internet resources related to the participants' field • E-resources • Presentation skills • Thematic tour (optional)
Prerequisites	Computer skills
Course	WEB 2.0
Duration	Ten hours (five sessions)
Objectives	To learn the latest in the World Wide Web
Target Audience	The general public, in particular students, academics, and librarians
Outline	<ul style="list-style-type: none"> • WEB 2.0 is considered the second generation of the World Wide Web that focuses on the ability to collaborate and share information online. • The course covers the following topics: <ul style="list-style-type: none"> – Web 2.0 and Social Networking – Blogs – RSS Feeds and Cross Posting – Social Bookmarking and GoodReads – Office 2.0
Prerequisites	Computer skills

Special Collections and Services

Children's (CH) and Young People's (YP) Libraries

Activity	Mother Goose on the Loose (Arabic–English)
Duration	Eleven hours (eleven sessions in six weeks)
Objectives	<ul style="list-style-type: none"> • To introduce early learning to children aged one-day to three years • To develop children's reading, listening, and learning skills • To enforce the idea that a parent is the first and best teacher for children • To bring parents together to share experience on bringing up kids • To train infants and toddlers to concentrate and use their senses, especially sight and hearing • To develop children's mental abilities and emotional intelligence by giving children enough time of physical proximity with other kids and parents • To help develop children's motor abilities by singing and dancing • To develop children's early reading and writing skills by getting them attached to the Library
Target Audience	Children ages one day to three years
Outline	<ul style="list-style-type: none"> • The Children's Library offers an early literacy "Mother Goose on the Loose" award-winning program for infants and toddlers. • The program combines music, movement, visual literacy, language development to help children get ready to read. The Program comprises 11 sessions spread over 6 weeks. • The librarian uses for this Program books, music, movement, repetition and positive enforcement, developmental advice, rhyme, illustrations, puppets, musical instruments, and colored scarves. • Parents learn by watching the librarian telling stories in a manner attractive to children, thus encouraging them to get involved and learn about many activities that can be implemented with children at home, in the car, or in any public place.
Prerequisites	Conditions of participation – competition criteria

Activity/Workshop	Parents Sessions
Duration	72 hours
Objectives	<ul style="list-style-type: none"> • To build a strong bond between teachers and parents in order to achieve the most out of children • To educate parents on effective parenting • To contribute to bringing up generations that are effective and fully engaged in their community
Target Audience	Parents and teachers
Outline	<ul style="list-style-type: none"> • This series of information sessions are meant to give practical tips and strategies for effective parenting. The CH and YP Libraries present a number of topics of interest to parents, such as: <ul style="list-style-type: none"> – Methods of parental guiding – How parents should talk to children – The language to be used with children – What is required of parents – Parents' communication skills – How to develop reading and writing skills in early childhood – How to read to children to help them achieve the highest grades at school • The Children's Library also organizes a monthly meeting for parents and teachers to discuss goals, rules, thoughts and problems that children may face inside the Library.
Prerequisites	N/A
<i>Taha Hussein Library for the Blind and Visually Impaired</i>	
Course	Braille for Sighted Adults "How to Read and Write in Braille"
Duration	20 hours (twelve sessions)
Objectives	<ul style="list-style-type: none"> • To qualify the patrons to read Braille • To promote social inclusion of the blind in the community of sighted peers • To raise public awareness on the rights of the blind
Target Audience	Adults, young adults and children
Outline	<ul style="list-style-type: none"> • This course familiarizes sighted people with the method the blind uses for writing and reading. • A blind volunteer assists the trainer to fulfill accuracy.
Prerequisites	N/A

Course	Computer for the Blind
Duration	48 hours in six weeks
Objectives	To qualify the blind patrons to use computers effectively
Target Audience	Blind adults and young adults
Outline	<p>Taha Hussein Library offers computer training for the blind:</p> <ul style="list-style-type: none"> • Assistive technology such as special screen reader software (Jaws- Ibsar) and OCRing tools are used. • ICDL modules are offered to master all Microsoft Office applications, in addition to more advanced courses such as programing and web designing.
Prerequisites	N/A
Activity/Workshop	“Discover & Express” Outreach Program for the Blind
Duration	16 hours (eight sessions)
Objectives	<ul style="list-style-type: none"> • To help blind children discover their environment • To enable blind children to deal with the different materials to develop their ability to build things together • To develop children’s technical and imaginative skills • To help blind children to be more creative
Target Audience	Visually impaired school students (6–16 years)
Outline	This art educational activity familiarizes the visually impaired children with their environment through different kinds of manual arts, and tactile-understanding Braille graphics. The workshops are conducted at the schools of blind girls and boys.
Prerequisites	N/A

Course	Educational Rehabilitation
Duration	72 hours
Objectives	<ul style="list-style-type: none"> • To promote early living independence at early age • To building the child educational, artistic and social skills • To introduce the Braille basics, orientation and mobility, and computer basics skills to blind children
Target Audience	Pre-school blind children
Outline	<p>The following topics are covered:</p> <ul style="list-style-type: none"> • Computer Basics: Children learn and are familiarized with the basics of the computer such as using the keyboard, and defining its key functions. It also includes learning how to access the computer through screen readers. • Orientation and Mobility: Children learn and are familiarized with the concept of using the white cane to enable him/her to move easily, safely and independently. • Tactile Graphics: Tactile graphics are a means of conveying non-textual information to people who are visually impaired, and may include tactile representations of pictures, maps, graphs, diagrams, and other images. A person with a visual impairment can feel these raised lines and surfaces in order to obtain the same information that sighted people receive looking at pictures or other visual images, and to strengthen their touch sense. • Braille Basics: Visually impaired children learn the basics of reading and writing Braille, and are familiarized with the concept of embossed dots. • Independent living skills: The visually impaired learn how to perform the tasks and functions that help them lead their lives as independently and safely as possible. These skills range from personal hygiene, preparing food, managing money, pursuing recreational activities, doing household chores, using organizing techniques, and keeping track of time. Those skills play a vital role in the level of independence a student gains.
Prerequisites	N/A

Course	Digital Talking Books (DTB) for the Blind
Duration	Ten hours (eight sessions)
Objectives	To qualify the blind patron to use the Digital Talking Books
Target Audience	Blind young adults
Outline	The course teaches Taha Hussein Library patrons how to use Digital Talking Books (DTB) playback software and devices. DTBs have the benefits as regular audio books, but are superior when it comes to navigating the content and displaying synchronized text. DTB Playback tools allow print-disabled users to navigate through different pages, chapters, subheading, paragraph or even sentences and have the ability to bookmark any number of points in Digital Talking Books.
Prerequisites	N/A
Course	Internship
Duration	120 hours (one month)
Objectives	<ul style="list-style-type: none"> • To qualify the interns to offer daily information services to the blind and visually impaired at Taha Hussein Library • To introduce Braille, Assistive Technology, Digital Talking Books and “Educational Kits” to the trainee • To engage the interns in available activities to gain experience in dealing with blind people
Target Audience	Sighted university students
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • How to use Assistive Technology at Taha Hussein Library • How to read and write Braille • How to use and navigate the Digital Talking Books • Orientation and mobility using the white cane • Orientation about Taha Hussein Library services. • Arts and tactile kits
Prerequisites	N/A

Activity	Midyear Programs
Duration	20 hours (January – February)
Objectives	To learn how to be creative, self-independent and engage in new experiences
Target Audience	Visually impaired young adults and children
Outline	<p>Activities include the following:</p> <ul style="list-style-type: none"> • Educational and artistic workshops to enhance the participants' skills. • Awareness workshops about blindness for the sighted young adults and children. The workshops are held in cooperation with the Children's and Young People's Libraries.
Prerequisites	N/A
Activity	Summer Programs
Duration	150 hours (June – September)
Objectives	To learn how to be creative, self-independent and engage in new experiences
Target Audience	Visually impaired young adults and children
Outline	<p>Activities include the following:</p> <ul style="list-style-type: none"> • Educational and artistic workshops to enhance the participants' skills. • Awareness workshops about blindness for the sighted young adults and children. The workshops are held in cooperation with the Children's and Young People's Libraries. • The workshops are long-termed.
Prerequisites	N/A

Course	White Cane for the Blind
Duration	42 hours (14 sessions)
Objectives	<ul style="list-style-type: none"> • To encourage blind people to be independent and to gain self confidence • To promote independent movement and travel by teaching how to use the white cane • To encourage the integration of the blind into society
Target Audience	Blind young adults
Outline	<ul style="list-style-type: none"> • Blind people receive training on how to use the white cane as a mobility tool. This includes how to walk, climb stairs, how to hold the cane, how to cross the street and to ride public transportation. • This course focuses on blind girls and children in Egypt, as they lack the knowledge of using the white cane and moving independently.
Prerequisites	N/A

Special Needs Programs for People with Disabilities

Course	Mental Disability
Duration	Twelve hours (four days)
Objectives	To raise the awareness of parents of people with disabilities
Target Audience	Parents of the people with disabilities
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • Causes and classifications of disability • Introduction to self-care and the cognitive area, accompanied activities • Introduction to speech and self-kinesthetic, accompanied activities • Introduction to sensory integration and physiotherapy, accompanied activities
Prerequisites	N/A

Course	Pronunciation and Speech Disorders
Duration	72 hours (24 days)
Objectives	To develop the speech specialists' abilities and skills
Target Audience	Speech specialists
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • Introduction to the field of speech and language sciences • How to make an individual plan • How to intervene in various kinds of disorders, different cases and problems in language • The alternative communication and alternative cumulative communication • Practical workshops
Prerequisites	N/A
Course	Pronunciation and Speech Disorders for Parents
Duration	Twelve hours (four days)
Objectives	To raise the awareness of parents of people with disabilities
Target Audience	Parents of people with disabilities
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • Natural language development stages • Activities for the development of sound and word • Activities for the development of sentence and dialogue • Parents are to conduct the activities with their children.
Prerequisites	N/A

Course	Psychological Education for Children with Disabilities
Duration	Twelve hours (four days)
Objectives	<ul style="list-style-type: none"> • To educate parents of psychological issues that people with disabilities may go through • To learn how to deal with related problems
Target Audience	Parents of the people with disabilities
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • General principles of psychological education • Pre-school children psychology • Psychology of schoolchildren and child abuse • Psychology of adolescence and self-image
Prerequisites	N/A
Activity/Symposium	Psychological Education for People with Disabilities
Duration	Four hours (one day)
Objectives	<ul style="list-style-type: none"> • To educate parents of psychological issues that people with disabilities may go through • To learn how to deal with related problems
Target Audience	Parents of the people with disabilities and specialist in field
Outline	<p>The symposium covers the following:</p> <ul style="list-style-type: none"> • Stages of children's psychological development • Basics of proper psychological education for children • Psychological problems experienced by children • How to cope with the psychological problems of children
Prerequisites	N/A

Course	Sex Education
Duration	21 hours (seven days)
Objectives	<ul style="list-style-type: none"> • To provide sex education to parents of people with disabilities and specialists in field • To learn how to deal with related problems
Target Audience	Parents of the people with disabilities and specialists in the field
Outline	<p>The course covers the following:</p> <ul style="list-style-type: none"> • The importance of sex education • Stages of growth, organs of the body, the humanitarian needs • Cognitive and behavioral education • Sex education and awareness • Surrounding factors, risks and problems of adolescence • Family role • Awareness workshop • Beyond sexual exploitation • Hands-on training and preparation of the final product
Prerequisites	N/A

Map Library

Activity	Midyear Programs
Duration	Two hours (January–February)
Objectives	To raise awareness about topics related to geographical issues and maps
Target Audience	Children and young people
Outline	The workshop introduces children and young people to geographical issues including how to use maps, and takes participants on a tour in the Map Library to identify the old and latest methods of mapping.
Prerequisites	N/A

Activity	Summer Programs
Duration	15 hours (June–September)
Objectives	To raise awareness of how to use and read maps
Target Audience	Children and young people
Outline	The workshops focus on practical application on using maps
Prerequisites	N/A

