



**AZM  
UNIVERSITY**



# **Azm University Catalogue**

## **Academic Year 2016-2017**

Azm University Catalogue  
Academic Year 2016-2017



# **UNDERGRADUATE CATALOGUE**

**Academic Year 2016 - 2017**

**AZM University**



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# ACADEMIC CALENDAR 2016-2017

## Fall 2016 Semester

June 30	Deadline for payment of enrollment commitment fee for continuing students
August 15 - 17	Advising for all new students
September 12	Deadline for submission of official documents for all new students for the Fall 2016 semester
August 15	Orientation for all new students
August 12 - September 16	Course registration for Fall 2016 for all students
August 12 - September 16	Payment of fees for Fall 2016 for new students
September 11 - 13 *	Al-Adha, holiday, No classes
September 15	Fall 2016 semester begins for all faculties
September 16 - 22	Change of schedule for the Fall 2016 semester (Drop and Add)
October 2*	Hijra New Year, holiday, No classes
October 11*	Ashoura, holiday, No classes
October 14	Deadline for incomplete grades (from Spring 2016 semester)
October 14	Cancel registration for all students who did not pay semester fees
November 22	Independence day, holiday, No classes
December 11*	Prophet's birthday, holiday, No classes
December 24 - January 1	Christmas and new year vacation
January 4	Last day for withdrawal from courses for the Fall 2016 semester
January 5	Reading period for Fall 16 - 17
January 6	Armenian Christmas holiday, No classes
January 9	Fall 2016 semester final examinations start
January 13	Fall 2016 semester ends for all Faculties
January 18 - 20	Spring 2016 semester advising for continuing students

## Spring Semester 2017

January 23 - 27	Deadline for submission of official documents for all new students for the Spring 2017 semester
January 27 - 28	Orientation for all new students
January 16 - Feb 15	Payment of fees for new students
February 1	Spring 2017 semester begins for all faculties
February 1 - 15	Payment of fees for continuing students for the Spring 2017 semester
February 1 - 8	Change of schedule for the Spring 2017 semester (drop and add)
February 10 - 17	Late payment of fees for students for the Spring 2017
February 9	Saint Maroun's Day, holiday, No classes
March 25	Annunciation Day, holiday, No classes
April 14 - April 17	Easter vacation, No classes
May 1	Labor Day, no classes
May 18	Last day for withdrawal from courses for the Spring 2017 semester
May 19 - 21	Reading period for the Spring 2017 semester
May 22	Spring 2017 semester examinations begin
May 26	Spring 2017 semester ends for all faculties

## Summer Semester 2017

May 29 - June 19	Payment of fees for students registered for the Summer Semester
June 5	Summer semester begins for all faculties
June 6 - 9	Change of schedule for the Summer Semester (Drop and Add)
June 25 - 28*	Eid Al Fitr, holiday. No classes
July 13	Last day for withdrawal from courses for the Summer 2017 semester
July 13	Reading period for the summer 2017 semester
July 30	Summer 2017 semester examinations begin
August 4	Summer 2017 semester ends for all faculties

# BOARD OF TRUSTEES

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Prof. Farid Chaaban

# ADMINISTRATION 2016 - 2017

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Nisrine Dennawi, DEA, PR & Executive Assistant

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Nazih Ghannoum, MSc. IT Manager



# THE UNIVERSITY

## About the University

Azm University is a private, independent, non-sectarian institution of higher learning founded in 2015. The University is licensed under the Lebanese Law to grant the various Bachelor Programs within its Faculties. The University is governed by a private and autonomous Board of Trustees.

The University has three faculties: Business Administration, Architecture, and Journalism and Media Communications.

Currently, the University offers programs leading to Bachelor's degrees in Business Administration, Architecture, Interior Design and Journalism and Media Communications. The official language of instruction is English.

## Mission Statement

The University applies an integrated strategy to establish itself as a student centered and research-oriented institution.

We are committed to deliver the most up-to-date quality education to a socially diversified body in the North of Lebanon.

## Vision Statement

We aspire to become a nationally competitive and discovery driven higher education institution that is distinguished by being contextually grounded and by promoting a culture of inquiry and entrepreneurship. Our graduates shall be responsible leaders that actively contribute to the advancement and well-being of their community and beyond.

## Values

In pursuing this vision the University's activities, operations and decision-making are reinforced by the flowing values:

**Excellence:** We achieve excellence in education and research by providing a high quality academic and professional foundation across all our programs.

**Innovation:** We encourage and facilitate the transfer of knowledge and technology into solutions and are dedicated to the creation of new knowledge.

**Engagement:** We are committed to enriching the social, economic, cultural and intellectual life of North Lebanon.

**Academic freedom:** We are committed to honesty and fairness and the highest standards of ethical conduct across our operations and to promoting a learning community.

**Equality and diversity:** We are committed to inclusion, diversity and equal opportunity across various aspects of our operations and are objective in dealing with our stakeholders.

**Credibility:** We stand for reliability and respecting our standards and commitments as we seek to enhance the University's professional reputation and identity.

**Partnership:** Working nationally and internationally to develop partnerships based on trust, respect, and value creation.

## History

In 2014, the founders of M1 Group in Lebanon were eager to venture into higher education to provide a distinguished educational service and a unique learning experience to University students in Lebanon. They aimed at establishing a leading University in Lebanon starting from the Northern city of Tripoli that is planned to expand at a later stage to different areas in Lebanon and the Arab World. The University- through its various campuses located across Lebanon and the Region- seeks to be open and accessible to all segments of the Lebanese and Arab population and contribute to the development of the youth in the Arab Region. The University attracts a select body of students and instills in them an applied, cutting edge, body of knowledge in their respective disciplines with special emphasis on ethical behavior and social responsibility.

## Location and Environment

The campus in Tripoli is characterized by having a smooth environment conducive to an educational setting. Tripoli is the largest city in northern Lebanon and the second largest city in Lebanon, and is situated at around 85 Kilometers from the capital Beirut. Tripoli overlooks the Mediterranean Sea, houses one of the largest fortresses in Lebanon- the Citadel of Raymond de Saint-Gilles- and has a profound historical heritage dating back to the Phoenicians, Assyrian, Persian, Roman, Byzantine, Caliphate, Seljuk, Crusader, Mamluks, Ottoman and French.

The Climate in Lebanon is moderate and sunny for almost eight months a year like most of the countries located in the Mediterranean basin. Lebanon also witnesses rain and cold weather during the winter season between November and March. The average annual rainfall of 86 cm (34 inches) and the temperature may drop below 7 °C (50 °F).

## Statement of Accreditation

Degrees awarded by the University are officially registered with the Ministry of Education and Higher Education in Lebanon.

## Academic Support Services

### IT Services

The University has a solid Information Technology network and aims to be a leader in technological initiatives for institutions of higher learning. The University community, vendors, partners and affiliates benefit from the use of secure and cost-effective information technology solutions in a team-empowered environment with integrity, transparency, and innovation. The Network is composed of a specialized IT Office that is responsible for restoring, organizing, and maintaining systems and infrastructure services aimed at enhancing user productivity through seamless

access to services and resources. The IT office furthermore manages the hardware, software, and applications supporting many of the University's academic and administrative functions.

These include the Student Information System operated by the Registrar's Office; the Library Information System operated by the University Library; the Financial Information System operated by the Finance and Administration Department; in addition to the learning management system operated by the academic units. The IT Manager is responsible for overseeing the efficient functioning of these systems.

## **Libraries**

The University includes one library that is mainly responsible for managing library resources, organizing, maintaining, preserving and providing access to resources in all necessary formats to support the educational mission of the University. By capitalizing on innovative technologies with support from the IT Office, the library aims at teaching the effective use and evaluation of information resources that promote intellectual growth. It shall work hand in hand with the Faculties to continuously respond to the users' changing needs and expectations by establishing solid collections and services, and constantly updating and optimizing them thereafter.

# ADMISSIONS

## **Admissions Manual 2016 / 2017**

The University seeks to admit well-rounded students with impressive personal and academic profiles. The University is intended to serve the Northern part of Lebanon, and welcomes students from other regions across Lebanon in order to maintain diversity across its student body. The University shall seek to establish and maintain strong ties with its alumni, and to sustain this relationship across various generations.

The degrees offered at the University are officially registered with the MEHE. The University uses English as a medium of instruction. Hence, enrolled students are expected to be fluent in oral English, and should be comfortable in expressing their ideas and views in proper English.

## **Undergraduate Studies Admission**

Students may apply for admission as sophomores or as transfer students to each of the three faculties: Business Administration, Architecture and Design, and Journalism and Media Communications. Applications are accepted for two semesters: Fall or Spring.

Applicants should complete their application form and provide all the required documents for acceptance at the University. Admissions are only granted to qualified applicants that have submitted complete applications prior to the deadline for application submission. Admissions are primarily based on the students' academic records and the results of the University admission exam. SAT, TOEFL, and IELTS scores may be considered in case they are available.

## **Freshman Admission**

Students completing 12 years of schooling and doing one of the following programs: High School Program, AP program, IGCSE (O Levels), IB certificate or any other school leaving certificate (other than Lebanese Baccalaureate) can apply to the freshman program at AZM University.

The freshman program is a major-less year (2 regular semesters) whereby the student can take different courses and follow either a scientific track or a track in humanities. Once the student completes the freshman year, he/she gets to enroll in a specific major at the sophomore level based in his/her average or GPA.

## **Eligibility**

- Lebanese students who have completed their studies in Lebanon are not entitled to apply to the freshman program.
- Lebanese students who studied outside Lebanon (for at least 3 years) are allowed to apply to the freshman program.
- Lebanese students' holding another nationality that have completed their studies in Lebanon or abroad are eligible to apply to the freshman program.
- Non-Lebanese students who have completed their studies in Lebanon or abroad are eligible to apply to the freshman program.

Eligible Lebanese students applying for the freshman program must obtain "permission" (السماح بمتابعة الدراسة حسب المنهاج الأجنبي) from the MEHE prior to enrollment.

The freshman program requires completion of 30 credits, whether or not the student remains in the Faculty or shifts to another faculty. After that, Lebanese students need to apply and acquire equivalence (معادلة) from the MEHE in order to move to the sophomore class. For more info concerning the above, please refer to the Ministry's website:

<http://www.mehe.gov.lb/Templates/Internal.aspx?PostingId=26>

## Requirements for Admission

Applicants holding the Lebanese Baccalaureate Part II or the French Baccalaureate may apply to the Sophomore class in the three Faculties. Applicants holding the International Baccalaureate Diploma, the German Abitur or the GCE in the required subjects (a minimum of 5 different subjects at least two of which are at the advanced level (or its equivalent), not including Arabic) may also apply to sophomore classes.

## The English Language Proficiency Requirement (ELPR)

Students demonstrate a level of English proficiency given that the language of instruction in all programs is English. The minimum score for each of the acceptable tests is listed below.

All students must demonstrate prior to enrollment, a level of English proficiency given that the language of instruction in all programs is English. The minimum score for each of the acceptable tests is listed below:

SAT I (writing section) 360

TOEFL (computer-based) 200

TOEFL (paper and pencil) 500

TOEFL (internet-based) 80

IELTS 5

Students who successfully gained one of these scores are exempted from AZM University English Language Exam. The passing grade for AZM University English Language Exam is 70%.

Students who did not pass the AZM University English Language Exam will be asked to take remedial English courses.

## Entrance Exam (Architecture program only)

As per the MEHE regulations, applicants to the Architecture program are required to abide by the following:

- Holders of the Lebanese Baccalaureate in Sociology and Economics and holders of Lebanese Technical Baccalaureate are required to take remedial courses in Math and Physics (69- credits).

- Holders of the Lebanese BaccaLaureate in General Sciences and Life Sciences must sit for an entrance exam in Math and Physics to assess their level. Depending on the exam results, students may either be waived from or requested to take either one or both of Math and Physics remedial courses.

## Types of Admissions

The University offers two admission types for undergraduate students:

### Early Admission

This program is intended for applicants for the Fall semester who should complete their applications by an early deadline of April 25, 2017.

Decisions on early admission applications are made by the end of May 2017. The applications of students who apply for but are not granted early admission will be automatically placed in the pool of all other regular applicants to the same level and faculty and will be given equal consideration.

Accepted students who are wishing to enroll will be asked to make an enrollment commitment with a non-refundable deposit of LL750,000 (\$500) by May 30.

### Regular Admission

Regular admission applicants can choose to apply to either the Fall semester or the Spring semester. The deadline for applying for Fall is end of July. Decisions are sent by mid-August.

## Application Requirements and Procedures

Students need to complete the application form and have the following required items sent to the Admission Office by the application deadlines.

The undergraduate application requirements are:

- Admission application
- Photocopy of the Lebanese Secondary School Certificate ( or its equivalent)
- Photocopy of identity card or passport
- Photocopy of single civil status record
- Two recent passport-size color photos
- University Transcripts/ Course description (in case of transfer)
- High school grades (Last three years)- Grades must be stamped and sealed
- Students holding the Lebanese Secondary School Certificate in Sociology and Economics must take additional courses if accepted in the Faculty of Architecture.

Students of the Lebanese Secondary School Certificate in Humanities must take additional courses if accepted in the Faculty of Business Administration.

## National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by law for all Lebanese students excluding

students who are older than 30 years and Non-Lebanese students who have the option of not joining.

Students are required to bring the following items when registering for the NSSF:

- An appropriately filled social security application form. Copies of this form will be available for distribution at the time of registration to students who have not yet completed it
- A photocopy of Lebanese identity card
- NSSF number if already registered
- The NSSF number of their parent if insured with the NSSF through father or mother
- Family record is required of married students only

## **Passports and Visas**

From the date of joining the University, all foreign students must have passports valid for a period of not less than 13 months. Foreign students should also secure an entry visa to Lebanon from the nearest Lebanese embassy or consulate in their country. The Student Activities Senior Specialist, the Admissions Office, and the Registrar's Office, can help provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

## **Payment of Fees**

All students must finalize payment of tuition and other charges, by the announced deadlines after registration.

## **Deferred Enrollment**

Students who are offered admission for the Fall semester and would like to defer their acceptance till Spring semester of the same academic year, pending availability of places, may apply for deferral by submitting a petition at the Admissions Office.

## **Tuition, Fees and Other Expenses**

Tuition for the academic year 2017–18 (two semesters) ranges from \$ 6200 to \$ 10,000 depending on the faculty.

The cost of books, supplies and incidentals varies widely, with an average of about \$ 200 to \$400 per year.

## **Payment of Fees**

The statement of fees for tuition and other University charges is issued directly to students at the beginning of each semester. Payment is made during the following week or under a special deferred payment plan.

Payment should be made by a certified bank check or banker's check payable to the University at the Cashier's Office or as a cash deposit in the University's Bank Accounts.

## **Public Relations, Marketing, and Communication**

The Public Relations Office is responsible for disseminating information about the University and providing resources and guidance for the University community, including a variety of services to help faculty, students and staff communicate effectively with their audience. The Office liaises with the Media outlets and disseminates University news, events, developments, future endeavors and community outreach projects. It acts as the focal point for all media agencies to ensure that the media partners have sufficient and accurate information. At the same time, it also acts as the focal point for the general public.

The Office assists with the publicity and promotion of University news and events via announcements, advertisements, press releases, newspaper feature pages, press conferences, exclusive radio and newspaper interviews, social media, University website and roadshows. The Office oversees the production and maintenance of University communication materials. The Office also works with the various Media outlets, writes articles, conducts interviews and releases guides about the University. The Office is in charge of ensuring regular update of information and scrolling banners on the University website. A part from the website and newsletter, the Office also coordinates the production of communication materials such as videos, brochures, souvenirs and billboard banners while ensuring the good image of the University and its brand.



# UNIVERSITY ACADEMIC INFORMATION

## Categories of Students

**Full-Time Students:** Students registered for a minimum load of 12 credits per semester are considered to be full-time students.

**Part-Time Students:** are students who:

- Need fewer than 12 credits to complete work for an undergraduate degree.
- Are granted permission by the appropriate faculty committee for reasons such as health and/or family problems that may influence academic performance of the student.

**Auditing Courses Students:** students who are interested in attending classes without receiving credit hours are considered auditors of a course.

Requirements for auditing a course:

- Student should register as an auditor by filling an application to audit a course. The application is available at the Registrar's Office
- Have a Bacc. II, or equivalent, to audit an undergraduate course
- Request approval from the instructor of the course
- Request approval from the Dean of the faculty offering the course
- Restrictions on course audits:
  - Applicant is not eligible to audit laboratory, studio, or seminar courses
  - Applicant is not permitted to register until after registration of regular students is complete and enough capacity is remaining in a specific course
  - The University does not grant academic credit or recognition for such work
  - Audit credits do not appear on a student's transcript

## Attendance

### I- Classes and Laboratories

Students are required to attend all classes, laboratories, or required fieldwork. A student is responsible for making up for any missed work, material, or announcements that are made during his/her absence.

A course instructor has the right to drop any student, during a semester, if he/she misses more than one-fifth of the sessions of any course in the first ten weeks of the semester. The course instructor should mention in his/her syllabus that attendance should be taken.

Students who withdraw or are dropped for excessive absence from a course receive a grade of "W".

For up to 10 weeks from the start of the semester, students have the chance to withdraw from registered courses, provided that their credit load during the semester

does not drop below 12 credits. A student can withdraw, or be withdrawn, from a course only within this limited time period or unless approved by the appropriate Faculty committee.

## **II- Examinations and Quizzes**

If a student misses an announced examination or quiz, he/she must present an excuse that is considered valid by the instructor of the course. The course instructor will then require the student to take a make-up exam, unless otherwise stated in the course syllabus. All make-ups must be held before the final grade of the course is issued at the end of the semester. If a student's excuse is related to a health issue, then a medical report should be presented. If any inquiry about the validity of an excuse presented by the student exists, the matter should be referred to the appropriate faculty committee.

## **Academic Advisers**

Every student shall have an academic adviser who is responsible for mentoring him/her throughout his/her academic years. The adviser shall be appointed by the Dean of the Faculty and shall aid the student in his/her course selection.

## **University General Education Requirements**

The General Education Requirements are intended to expose students to a range of intellectual experiences during their stay at the University.

In addition to required courses in academic majors and possible concentrations in specific fields, all students must satisfy the General Education Requirements by taking a minimum of 15 credits from the list of accredited General Education Courses.

## **English Proficiency**

English language proficiency is a must for students attending the University and is a requirement for graduation. Grading schemes for papers such as essays, examinations, or projects will incorporate the quality of writing, which will ultimately affect the final grade of the course.

Students who are admitted without having met the English Language Proficiency Requirements are required to take the Intensive English course.

## **Plagiarism**

Plagiarism is when one puts his/her name on any piece of work that is not his/hers, unless the work from which one has borrowed is fully identified and referenced. Consequently, if a student fails to appropriately credit ideas or material taken from another work will be committing plagiarism. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action.

## **Courses**

### **I- Course Loads**

All full time students must carry a minimum load of 12 credits per semester. All issues concerning students wishing or forced to reduce their credit load to less than

12 credits must be referred to the appropriate faculty committee.

Students can normally register for up to 18 credits per semester. If a student wishes to register for more than 18 credits, he/ she must file a petition to his/her appropriate Faculty and must:

- Complete a minimum of 30 credits
- Not on probation
- GPA  $\geq$  80

## II- Repeating Courses

If a student fails a required course, he/she must repeat it as earliest as possible. The maximum number of times that a course can be taken is three times, including withdrawals from the course. For the purpose of calculating the cumulative average, the highest grade is taken into consideration. All course grades will remain in a student's permanent record.

## Withdrawal from Courses

Students are allowed to withdraw from only one required course per semester. If a student wishes to withdraw from more than one required course in any given semester, he/she must petition the appropriate faculty committee for permission. Students can withdraw from elective courses, but may not go below a total course load of 12 credits per semester, and must make sure to do so by the withdrawal deadline. Students receive a grade of W for the course that is withdrawn.

## Grades

### I- Grading System

The following grading system is used by Azm University

The Semester Average is calculated by multiplying the grade for each course by the number of credits for the course, then dividing the sum of the results by the total number of credits.

Cumulative Average	GPA	Cumulative Average	GPA	Cumulative Average	GPA	Cumulative Average	GPA
< 60	0	67	1.86	75	2.73	83	3.46
60	1	68	1.98	76	2.82	84	3.54
61	1.13	69	2.09	77	2.92	85	3.63
62	1.26	70	2.2	78	3.02	86	3.7
63	1.38	71	2.31	79	3.11	87	3.78
64	1.5	72	2.42	80	3.2	88	3.86
65	1.63	73	2.52	81	3.29	89	3.93
66	1.74	74	2.62	82	3.38	$\geq$ 90	4

<b>I</b> Incomplete	<b>IP</b> In Progress	<b>FA</b> Fail due to Absence
<b>P</b> Pass	<b>W</b> Withdraw	
<b>AU</b> Audit	<b>F</b> Fail	

## II- Policy for Change of Grade

Students have the right to have access to their corrected exams, including final exams, and to request review of their exams in case they feel that mistakes have been made in corrections or in calculating grades. A student can request to review his/her course grade within one week of the date of the posting of course grades.

Grades that are posted at the end of the semester are final and change of grade is not allowed unless a mistake was made in the correction of the final exam or in the computation of the final grade.

If a mistake has been made, the course instructor must complete a Grade Change Form and submit it to the respective Dean of Faculty with evidence that supports the mistake that was made. If the Dean approves the change of grade, then the final grade of the course will be forward to the Registrar for adjustment.

If the disagreement regarding the change of a grade is not resolved, the student should discuss the issue with the Dean of the Faculty. If the student is still not satisfied, he/she may submit a petition to the Academic and Curriculum Committee of the Faculty requesting further consideration of the course grade.

## III- Incomplete Grade

If a student receives an incomplete grade on a course, he/she must petition or submit a valid reason for missing the work to the appropriate Faculty committee within two weeks of the date of the scheduled final exam in order to obtain permission to complete the course.

Once permission is granted, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

## Dean's Honor List

To be on the Dean's Honor List at the end of a given term, a student must:

- a- Be registered for a minimum load of 15 credits
- b- Have passed all the courses of the term and attained an overall average in the required courses of 85 or more
- c- Not subject to any disciplinary action within the University
- d- Not on probation

## Registration

### I- Requirements

Before starting the registration process, new students must ensure that all requirements for registration have been met, particularly those that have been listed in the admission letter issued by the Head of Admission.

The students should follow the steps listed in the Registration Guide that is posted on the web and included in the admissions package sent to them. Students can introduce final adjustments to their schedules during the add/drop period. The add/drop period normally extends for one week starting the second day of classes.

### II- Credit Transfer for transfers from one Faculty to another within the University

Students who wish to transfer from one faculty to another must complete the application for transfer form. The transfer applications are reviewed by the concerned faculty and the decision is disclosed by the Registrar's Office.

### Disclosure of Student Records

Without prior written consent from the student, the University may disclose routine information about the student, which includes only the following items:

- Student's name
- Degrees received
- Major of study
- Awards received
- Participation in officially recognized activities and sports

With the exception specified below, all other requests about student information, including academic records, will need written consent from the student. This consent must specify the information that is to be disclosed, state the purpose of the disclosure, and provide the names and addresses of the individuals or institutions to which disclosure is to be made.

Exceptions to the above where the University may disclose information, including information on academic records, without prior written consent of the student include:

- Request of officers of other educational institutions where the student seeks to enroll (in such cases the student is given, upon his/her request, a copy of the information sent to the institution)
- Academic officers, academic advisers, and faculty members within the University
- Parents of a dependent student
- In compliance with a judicial order
- Financial aid services in connection with financial aid for which the student has applied or which the student has received

## Probation

### I- Placement on Academic Probation

A student is placed on academic probation in the semester immediately following the semester in which the he/she has earned the grades leading to that placement, including:

- The student's overall average is less than 65 at the end of the second regular semester.
- If the semester average is less than 66 at the end of the third or fourth regular semester.
- If the semester average is less than 68 in any subsequent semester.

For evaluation purposes, the minimum number of credits at the end of the second regular semester at the University should be 24, including all repeated courses, and 12 in each subsequent fall or spring semester, including all repeated courses. If the number of credits taken in any one regular semester is less than 12 (for approved reasons), courses/credits taken during that semester are counted toward the semester average of the next regular semester.

Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

### II- Removal of Probation

If a student attains a semester average of 66 or more in the third or fourth regular semester, or a semester average of 68 or more in any subsequent regular semester, the probation is removed in the semester following the one in which the grades improved.

Probation should be removed within two regular semesters after the student is placed on probation, or when the student completes his/her graduation requirements.

## Dismissal and Readmission

### I- Dismissal

A Faculty may dismiss a student for any of the following reasons:

- If he/she does not clear his/her academic probation within two regular semesters after being put on probation
- If his/her overall average is less than 65 at the end of the second regular semester
- if he/she is placed on academic probation for a total of four regular semesters even if he/she is attending his/her final year at the University
- if the student is deemed unworthy by the faculty to continue for professional or ethical reasons%

### II- Readmission

A student shall be given the chance for readmission only if:

- After spending a year at another recognized institution of higher education, the student is able to present a satisfactory record and recommendation
- Exceptions may be made for students who left the University for personal or health reasons

Transfer credit is considered after Faculty evaluation of a student's coursework. The student should fill the Application for Readmission Form

## **Graduation**

### **I- Requirements**

With the help of their advisers, students are advised to prepare their registration schedules in such a way to ensure that their graduation requirements are filled.

### **II- Names on Diplomas and Degrees**

Names on diplomas and degrees are spelled exactly as they appear on passports or identity cards. Names of Lebanese students should include first name, father's name, and family name, according to the Lebanese MEHE. Names on University diplomas and degrees appear both in Arabic and English. If a name on a passport or an identity card does not appear in both languages, then the name that does not appear in one language will be spelled on University diplomas and degrees according to the personal preference of the student.

### **III- Graduation with Distinction**

Students who complete the last two years of study with a general average of 90 or above in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with distinction. For purposes of graduation with high distinction, when a student repeats a course, all grades enter into the computation of the student's overall average.

## **Recognition of University Degrees by the Lebanese Ministry of Education and Higher Education**

The Lebanese MEHE recognizes all degrees awarded by the University provided students are admitted on the basis of the Lebanese Baccalaureate, or its equivalent, as determined by the Lebanese MEHE.

Once the students receive their degrees from the University, they are responsible to ensure that the degrees are appropriately evaluated at their home country's governments.

## **Tuition Fees, Expenses, and Withdrawal information**

The University has the right, at any time, to change any or all fees without prior notice. These changes will be applicable to all students who are currently registered with the University as well as to new students.

Students are required to settle all fees at the beginning of the term, unless a special arrangement has been made with the Accountant. All fees are quoted in Lebanese pounds and US dollars.

In the case that a student fails to meet all financial obligations to the University

by the appropriate due date, the University has the right to place a hold on the student's record that prevents registration for future semesters and the release of transcripts and diplomas, and also prevents access to other University services.

It is each student's responsibility to be informed of all registration and fee payment dates and deadlines.

Up-to-date schedules for registration and payment of fees are available through the Registrar's Office and the University Academic Calendar.

## **Fees and Expenses**

- All Students are required to pay their tuition fees and other University fees by the deadline indicated in the University Academic Calendar
- All students have access to their tuition fees through the University website
- Students who fail to pay their tuition fees within the normal deadline will be permitted to settle their payment during a late payment period that follows the regular period and is subject to a late payment fee of 100,000 LBP
- Sponsored students, staff dependents, and student staff members should contact the Finance and Administration Office before the payment deadline in order to finalize their registration

## **Deferred Application**

Students who demonstrate financial need must formally submit an application at the Finance and Administration Department or deferred payment arrangements for tuition fees.

Deferred payments are not considered as a student's right and are only agreed to under special circumstances:

- Applications for deferred payment arrangements are reviewed by the Finance and Administration Office, who is responsible for administering all deferred payment arrangements.
- If a student applied for deferred payment, he/ she must pay at least 50 percent of the total amount of the tuition. All other charges must be paid in full with no deferrals. Should the student's application be approved, the student must pay the balance of tuition, and an interest of 1 per cent per month on the deferred amount.
- All payments must be settled by the announced deadlines.
- If a student is given a deferred payment arrangement, he/she must sign a statement indicating agreement that failure to complete payment by the set deadline will result in not receiving any credit for the semester in which the student has defaulted on payment.
- Due dates are not extended nor are late payment fees waived for any reason.

## **Withdrawals**

In the event a student withdraws for justifiable reasons after registration, fees are refunded according to the following schedule for the fall and spring semesters:



**Table 1- Tuition Refunding Schedule- Withdrawal**

<b>Tuition Refunding Schedule- Withdrawal</b>	
Before Official start of classes	100% of full tuition and other fees
During first week of classes	75% of tuition
During second week of classes	50% of tuition
During third week of classes	25% of tuition

## **Financial Aid**

The Financial Aid and scholarships will be dedicated to helping students by removing financial barriers for those seeking education opportunities at the University. Given the vested interest of the University in attracting qualified youth in Lebanon and the region, many of which may not have the resources to allow them access to the University, a Financial Aid services becomes crucial. The promotion of access to education will become more feasible through the existence of the Financial Aid Specialist, wherein a streamlined process for processing financial aid and scholarship applications shall be put in place and followed.

Specific objectives of this Office include providing various forms of resource and financial access to all admitted students who need such accommodation for pursuing their studies at the University. Additionally, full and partial tuition and living expenses scholarships that fully or partly cover living expenses will also be provided to deserving students on a competitive basis.

Consequently, the University has established a wide variety of financial support programs that assist able and qualified students who could not otherwise meet the cost of tuition. These include Need-Based Financial Aid Grants; Merit Scholarships; Need-Based Student Loans; and Work-Study programs.

### **I- Merit Scholarships**

Each year, three new undergraduates with outstanding academic qualifications will be awarded a full-tuition merit scholarship by the University. The University Merit Scholarship awardees are selected from among the newly admitted undergraduate students on the basis of academic achievement and promise alone; no application for financial aid is required. Awards are renewable for each undergraduate year provided that the student maintains a minimum cumulative 85% average.

Eligibility requirements:

- a. Be a Lebanese citizen residing in Lebanon
- b. Be a student in Grade 12 Lebanese Baccalaureate or its equivalent
- c. Achieved excellent academic performance in high school
- d. Demonstrated extra-curricular involvement and leadership skills also in high school.

Conditions to maintain the merit scholarship:

- a. Register on a full-time basis with a minimum of 15 credits per semester

- b. Register in the major that the scholarship is awarded for
- c. Maintain a minimum cumulative 85% average
- d. Respect University and Financial Aid rules and regulations and sustain an exemplary behavior.

## **II- Work Study Program**

The University provides full-time undergraduate students the opportunity to participate in the Work Study Program. Students contribute toward their educational expenses while developing job skills in various campus offices. Placement is made on the basis of capability, need and job availability. Students may work a maximum of ten hours per week; the hourly rate is based on the type of work performed.

Interested students must fill in and submit an application form in order to be eligible for participating in the work study program. Students employed through the work study program are not allowed to work more than 10hrs/week - 40/month in Fall and Spring semesters and 5hrs/week - 20hrs/month in the Summer semester.

Students employed through the work study program are also not allowed to work consecutively, in the same Faculty for more than 2 regular semesters (Fall and Spring) and one summer semester. For safety concerns, it is forbidden to ask the work study students to perform personal work and work outside the University premises.

## **III- Need Based Financial Aid**

This program seeks to help full-time undergraduates who could not otherwise pursue University education. Grants are awarded on the basis of financial need. Additional partial, small merit awards are made to needy students with records of high scholastic achievement.

### **How to Apply**

Interested students are asked to fill the application to need-based financial aid available at the Financial Aid Specialist. Interested students are also asked to complete and submit the Financial Aid Application in person along with all the required documents to the Financial Aid Specialist.

A new application is required for each new academic year, as the Financial Aid applications are valid for one academic year only. An interview is required of parents and applicants when applying for the first-time. Missing the interview renders the application incomplete. Further interviews may be required if a student is reapplying and/or if additional clarification is required. House visits could be scheduled to further assess the applicant's financial need.

All applicants are asked to submit photocopies of the required documents while keeping the originals for verification purposes during the interview. In addition to the list below, some students may be asked to submit additional documents based on the interview/house visit assessments. Only complete applications, including all required documents will be processed. It is very important to read instructions carefully before filling the application. Applications that have missing information and/or missing documents will be considered incomplete and hence will not be evaluated.

Application forms should be submitted with all supporting documents by the appropriate deadline. The required documents are:

- A copy of the applicant's passport.
- A passport-size photograph/ID card
- Transcript of grades for the last three years at high school.
- Employment Records:
  - Recent Employment Certificate(s) for job(s) held by each earning member of the family clearly stating occupation, job title, years of service, and benefits (e.g. educational benefits, accommodation, etc...). These are obtained from Employers. for job(s) held by clearly stating occupation, job title, years of service, and benefits (e.g. educational benefits, accommodation, etc...).
  - For each employed member of the family, documentation for annual income should be provided by the family member.
  - For each earning member of the family who is (are) self-employed, documentation for annual income should be provided by the family member and providing with it the Business Registration, income tax statements, and the business bank statement of account for the last 3 years.
- Recent school certificate of registration showing annual tuition fees and receipts of paid fees for each dependent child enrolled at school or university.
- Family Civil Status Record (issued within the previous 3 months).
- Photocopy of recent rental contract(s) and/or ownership deed(s) of house, resort, land and business premises (if applicable).
- Certificate of ownership in the name of the father and mother from the Land Registry Department in Beirut and in the Kada where the family is registered. These can be obtained from the Ministry of Finance located in Khandak Al-Ghamik area, near Fouad Shehab Bridge, Moukarzel building, 9th floor.
- Photocopy of car(s) registration form for each car owned by family.
- Photocopy of loan agreement(s), if any, with all supporting documents.
- Bank statement certificate of savings (if any).
- Any additional document that would support the application for financial aid (e.g. medical reports and recent medical/hospital bills, certificate of job termination or end of service, etc...).

## **Continuing Students, First Time or Previous Applicants**

Currently enrolled students that did not apply to financial aid before are also eligible to apply for financial aid for the first time. The required documents, in addition to the above documents, are:

- Transcript of grades for courses completed at the University (instead of the Transcript of grades for the last three years at high school).
- The applicant's statements of fees for all terms of enrolment at the University.

## Petition

Students may file a Petition for Reconsideration to the Financial Aid Specialist to ask for the reconsideration of the financial aid award. Supporting documentation must be provided with the petition. The student's file will be reviewed and evaluated by the Financial Aid Specialist and the student will be notified of the final decision.

## Other Scholarships

### Athletics' Scholarships

Athletics scholarships are awarded to 3 newly admitted students with recognized athletics skills.

#### 1. Eligibility Requirements

- Have an athletic/talent award, prize or recognition

#### 2. Application Procedure

- Fill in the Athletics scholarship application form
- Submit all supporting documents confirming skills in the specified athletics field

#### 3. Conditions

- Register a minimum of 15 credits per term
- Maintain a minimum cumulative 75% average

#### 4. Renewal of scholarship

- Renewal is on a yearly basis based on the student's academic and athletic performance

## National Council for Scientific Research Scholarship

The University offers full scholarships to a select group of students with the highest scores in the official Lebanese Baccalaureate in collaboration with the National Council for Scientific Research (CNRS). Students who rank among the top 5 in any of the 4 sections of the Lebanese Baccalaureate exam (General Science, Life Science, Economics/ Sociology, or Humanities). He/She should be a Lebanese citizen. No application is required for this type of scholarship since, the Ministry of Education and Higher Education will pass the students' names to the CNRS.

Conditions to maintain the merit scholarship:

1. Register on a full-time basis with a minimum of 15 credits per semester
2. Register in the major that the scholarship is awarded for
3. Maintain a minimum cumulative 80% average
4. Must not withdraw from more than 6 credits during the undergraduate program

# PROGRAMS

Azm University offers the following Undergraduate Programs:

## Faculty of Business Administration

### Bachelor of Business Administration (BBA)

Business with Emphasis in:

- Accounting
- Finance
- Management and Entrepreneurship
- Marketing and Retail
- Human Resources
- Economics
- Technology and Operations Management

## Faculty of Architecture and Design

- Bachelor of Architecture (BArch)
- Bachelor of Interior Design (BID)

## Faculty of Journalism and Media Communication

- Bachelor of Journalism and Media Communication

## FRESHMAN PROGRAM

“Freshman Arts” students are those admitted to the Bachelor of Arts programs, and “Freshman Science” students are those admitted to the Bachelor of Science programs. However, freshman students in Graphic Design, Interior Design or Business majors can elect to complete either set of requirements.

### Program Objective

The Freshman Year program prepares students to pursue higher education within the requirements defined by MEHE.

Students are placed in an English course depending on their English entrance exam results (SAT, TOEFL, etc.). If a student is placed into **ENG102**, s/he needs to compensate for the corresponding credits by taking an additional course from the list of Humanities/Social Sciences courses listed below. If a student is placed into a **higher-level ENG course**, s/he can compensate for the corresponding credits by taking two additional courses from the list of Humanities/Social Sciences courses

listed below or by taking one course from this list and another from the “Elective courses” listed below.

## **FRESHMAN ARTS (30 REQUIRED CREDITS IN TOTAL)**

### **I- Mandatory Courses (9 cr.)**

ENGL 101	English I (3 cr.)
ENGL 102	English II (3 cr.)
MATH 107	Business Math (3 cr.)

### **II- Humanities and Social Sciences (12 cr.)**

#### **Humanities (min 3 cr.)**

ARAB 101	Essay Reading and Writing (3 cr.)
PHIL 101	Introductory Philosophy (3 cr.)
HSTR 101	History of Lebanon (3 cr.)

#### **Social Sciences (min 3 credits)**

ECON 101	Economics (3 cr.)
BUSS 101	Introduction to Business (3 cr.)
LEGL 102	Introduction to Politics (3 cr.)
PSYC 101	Psychology of Well Being (3 cr.)

### **III- Natural Science Courses (3 Credits)**

NUTR 101	Principles of Nutrition (3 cr.)
BIOG 101	Introduction to Biology (3 cr.)
PHYS 101	Introduction to Physics (3 cr.)
CHEM 101	Introduction to Chemistry (3 cr.)

### **Elective Courses (6 Credits)**

MDIA 109	Introduction to Music (3 cr.)
ARCH 108	Color and Painting (3 cr.)
ARCH 110	Photography (3 cr.)
MDIA 101	Introduction to Media Studies (3 cr.)

## **FRESHMAN Science (30 REQUIRED CREDITS IN TOTAL)**

### **I- Mandatory Courses (21 credits)**

ENGL 101	English I (3 cr.)
ENGL 102	English II (3 cr.)
MATH 110	Calculus & Analytical Geometry I (3 cr.)
MATH 111	Calculus & Analytical Geometry II (3 cr.)
CHEM 101	Introduction to Chemistry (3 cr.)
BIOG 101	Introduction to Biology (3 cr.)
PHYS 101	Introduction to Physics (3 cr.)

### **II- Humanities and Social Sciences (6 cr.)**

#### **Humanities (min 3 cr.)**

ARAB 101	Essay Reading and Writing (3 cr.)
PHIL 101	Introductory Philosophy (3 cr.)
HSTR 101	History of Lebanon (3 cr.)

#### **Social Sciences (min 3 credits)**

ECON 101	Economics (3 cr.)
BUSS 101	Introduction to Business (3 cr.)
LEGL 102	Introduction to Politics (3 cr.)
PSYC 101	Psychology of Well Being (3 cr.)

#### **Elective (3 credits)**

MDIA 109	Introduction to Music (3 cr.)
MDIA 108	Color and Painting (3 cr.)
ARCH 110	Photography (3 cr.)
MDIA 101	Introduction to Media Studies (3 cr.)

# FACULTIES CATALOGUE

## Official Freshman Courses Descriptions

### **ENGL 101      English I (3 cr.)**

This program focuses on building strong foundations for the use of the four skills of reading, listening, speaking, and writing. This program is designed to help learners develop and apply the basic skills they will need to build on in order to progress in their English language acquisition. In this course, learners will be introduced to the basic structures of the English language. Through extensive material and practice, learners will be guided in their effort to become more able to communicate in English. They will experiment with a variety of listening material, reading texts, paragraph writing and editing, and speaking opportunities. This is more of an experiential-learning based communicative skills building course in which learners will be given ample time and chances to get comfortable in their efforts to familiarize themselves with the English language.

### **ENGL 102      English II (3 cr.)**

This is a one-semester rigorous program that focuses on the four skills of reading, listening, speaking, and writing. This course is designed to help learners develop and apply the basic skills and content knowledge they will need later on in their studies. Learners will read and understand a variety of texts, write well-structured and coherent paragraphs with minimal language errors as they progress towards writing well-organized academic essays, and comfortably use basic speaking skills in their discussions and presentations. As this is more of a communicative skills enhancing course, learners will be extensively indulged in experimenting with and experiencing the English language.

### **MATH 107      Business Math (3 cr.)**

This freshman-level course is for students who want to enroll in the Business School. This course helps students develop the mathematical skills they need to understand and deal with the different concepts in their studies in business and economics. Among the different topics covered in this course are the differences between linear and non-linear functions and equations, solving simultaneous equation systems, learning the basic rules of differentiation and integration, and recognizing the use of exponential and logarithmic functions.

### **MATH 110      Calculus & Analytical Geometry I (3 cr.)**

This course covers different topics such as Rolle's theorem; integration with application to area, distance, volume, arc-length; Limits, continuity, differentiation with application to curve plotting; fundamental theorem of calculus, and transcendental functions.

### **MATH 111      Calculus & Analytical Geometry II (3 cr.)**

This is a more advanced freshman course that helps students understand, among



other topics, the methods of integration, improper integrals, polar coordinates, conic sections, analytic geometry in space, parametric equations, and vector functions and their derivatives. Prerequisite: MATH 101.

### **CHEM 101      Introduction to Chemistry (3 cr.)**

This is an introduction course that covers topics such as atomic structure, chemical bonding, gases, stoichiometry, aqueous solution, chemical kinetics, and chemical equilibrium.

### **BIOG 101      Introduction to Biology (3 cr.)**

This is a general introductory course that covers basic biological concepts with emphasis on human biology.

### **PHYS 101      Introduction to Physics**

This course introduces students to the basic concepts of measurements, motion in one dimension, motion in two dimensions, circular motion, vectors, Newton's laws with applications, work and energy, linear momentum and collisions, rotation and angular momentum, oscillations, gravity, and elements of fluid mechanics. Pre- or co-requisite: MATH 101.

### **NUTR 101      Principles of Nutrition (3 cr.)**

This introductory course deals with human nutrition and its relationship to health. Among other topics, this course covers the different sources of nutrients, the essentials of an adequate diet, and how to meet the nutritional needs of various age groups.

### **ARAB 101      Essay Reading & Writing (3 cr.)**

This course focuses on essay reading and writing and provides a necessary review of the fundamentals of Arabic language grammar rules. Students will receive ample training on literary analysis and essay writing skills through a wide range of selected readings that represent different types of essays.

### **PHIL 101      Introduction to Philosophy (3 cr.)**

This is an introductory course that sheds light on the major issues and outlooks in ancient, modern, and contemporary philosophy.

### **HSTR 101      History of Lebanon (3 cr.)**

This course provides an overview of the situation of Lebanon extending from World War I to the proclamation of independence. It covers a wide variety of related topics extending from the French mandate until the modern history of Lebanon in relation with the history of other Arab countries such as Egypt, Syria, Palestine, and Saudi Arabia.

### **ECON 101      Economics (3 cr.)**

This course is a survey of main areas of economics. It introduces students to national income accounting, market mechanisms and structures, the banking and monetary systems, public finance, foreign trade, economic systems, growth and development,

economic fluctuations, and economic policies.

### **BUSS 101 Introduction to Business (3 cr.)**

This introductory course to the world of business covers general topics such as basic business functions and their interrelationships, accounting, finance, management, marketing and economics.

### **LEGL 102 Introduction to Politics (3 cr.)**

This is a general freshman-level course that introduces students to the principal concepts of political science. Students are introduced to the major political ideas and behaviors and governing institutions.

### **PSYC 101 Psychology of Well Being (3 cr.)**

In this freshman-level course, students are introduced to general psychological perspectives that deal with the human mind and behavior. Among the different topics that this course deals with are thought, emotion and behavior, mental health, performance enhancement, self-help, and many other areas affecting health and daily life.

### **MDIA 109 Introduction to Music (3 cr.)**

This course sheds light on the different musical practices during important music periods in Middle Eastern and Western civilizations.

### **ARCH 108 Color and Painting (3 cr.)**

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality, painting movements, develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

### **ARCH 110 Photography (3 cr.)**

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of the photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required.

### **MDIA 101 Introduction to Media Studies (3 cr.)**

This course aims to introduce students to the history and current structure of the key media sectors within which they will develop careers. The course seeks to deliver core

knowledge about the changing economic, political and technological environments within which media content is produced and consumed; and to expose students to experienced practitioners in a range of media sectors.

## University General Education Requirements

### Mandatory Courses

All University students are required to take the following courses:

#### **ENGL 201      English Communication Skills I (3 cr.)**

This course will develop the appropriate linguistic and communicative skills needed to tackle the different coursework assignments in English. Through an integrated approach, a wide variety of contemporary reading material, communicative tasks as in oral presentations, and writing activities, learners will develop not only their respective competences in the four language skills but also their critical thinking and study skills. Learners will move from the paragraph to the essay, and from shorter, more descriptive writing to more sophisticated comparison and reasoning. Moreover, learners will be summarizing, evaluating, and analyzing the work of others and will ultimately write papers that incorporate referencing.

#### **ENGL 202      English Communication Skills II (3 cr.)**

This is an advanced level course that provides more opportunities for overall general language development in the four skills of listening, speaking, reading and writing, as well as in understanding and critically discussing contemporary global issues. The course will build on the skills and the understanding of the academic norms that were fostered in English Communication Skills I and will help learners acquire the skills necessary to produce more extensive analytical and evaluative term papers.

#### **ARAB 201      Arabic (3 cr.)**

This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the progressive development of listening, reading, writing, pronunciation, development of additional skills in conversation and aural comprehension of modern standard Arabic; grammar and vocabulary building; basic vocabulary. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate further cultural awareness.

### Elective Courses

All University students are also required to select general university electives from the following, in accordance to their major's degree plan:

#### **ENVI 201      Understanding Our Environment (3 cr.)**

This course focuses on the causes of, impacts of, and solutions to global environmental issues. The course examines the environmental impact of population growth on natural resources; mineral and resource extraction; water resource use and water pollution; air pollution and climate change; and sustainable energy

supplies. Students will learn how physical, biological and chemical pollutants affect the environment and, in turn, human health. Students will introduce to real-life on-going environmental problems in Lebanon to provide an opportunity to deal with some of the most active questions in current environmental practice and gain experience in environmental negotiations and enforcement situations.

### **LEGL 201      Human Rights (3 cr.)**

This survey course examines the law, theory, and practice of human rights with a special focus on international human rights. Topics will include the history of human rights and its categorization after World War II; the role of regular international law in protecting human rights; the basic international and regional human rights instruments; connections and tensions between civil, political, social and economic rights; the status of human rights law in the Arab Countries and the relationship between the Arab Countries and the global human rights regime; and theories of cultural contingency and other academic critiques of the human rights movement. On the practical side, students will be introduced to the most important mechanisms as well as challenges to the realization and promotion of human rights.

### **ARCH 206      Architectural History (3 cr.)**

This course provides a global overview of the history of architecture from antiquity to the present, emphasizing the Islamic tradition. The course works both chronologically as a history of phases and styles, and methodologically, examining the contextual issues that give each period a distinctive architecture. Students learn how to understand and interpret buildings, monuments and urban zones. The course considers architecture's relationships with culture, society, institutions, economy, knowledge, science and technology, art, design, landscape and cities. The intent is not to develop an historical or art historical argument, but rather to provide insight into the formal structure and technological challenges of the built environment.

### **ARCH 207      Introduction to Drawing (3 cr.)**

Student will explore the drawing as an art form for those with some or no experience. In this course students learn the basics of line, contour, shading, texture, perspective, composition, and action drawing. Students will be given the opportunity to briefly explore many of the traditional materials of drawing, including pencil, charcoal, ink and ink wash, pastel, as well as experimental tools. As well, slide presentations and studio to facilitate a greater awareness of the cultural context in which drawing functions. Students will create several original works of art and compile a portfolio of their artwork.

### **ARCH 208      Color and Painting (3 cr.)**

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality, painting movements,

develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

### **ARCH 209 Introduction to Geographic Information Systems (3 cr.)**

This course develops an understanding of the fundamental concepts of Geographic Information Systems (GIS), the potential, functions, and applications of GIS systems. The main purpose of the course is to introduce students to the current GIS technology, to provide them with a general overview, and to teach them desktop oriented applications of GIS. Primary objective is to investigate interactive GIS application rather than develop expert users. Laboratory classes are based on ArcView and MapInfo.

### **ARCH 213 Photography (3 cr.)**

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of the photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required.

### **ARCH 211 Ceramics (3 Cr.)**

This course is a creative and technical introduction to ceramics, with emphasis on the potter's wheel, coil building, slab building, glaze application & firing. The class covers the characteristics of the materials used in ceramics as well as the various processes involved. More importantly, the course aims at nurturing student creativity by exploring the possibilities of artistic expression within this particular medium.

### **ARCH 212 Installation Art (3 cr.)**

This course explores, with students, the art of installation in various media—including, but not limited to, photography, painting, drawing, audiovisual media and sculpture. The course encourages experimentation beyond the traditional understanding of high art and of art as a tangible outcome. Students learn to critique installation arts and to document their work.

### **BUSS 208 Business Statistics (3cr.)**

This course introduces applied statistics for business and management covering topics of estimation; hypothesis testing; analysis of variance; simple regression and correlation; multiple regressions; introduction to nonparametric statistics; and goodness of fit tests and contingency analysis. The course also emphasizes the use of spreadsheets and interpretation of the output of analysis.

### **ACCO 201 Basics of Accounting Skills (3cr.)**

This course constitutes an entry level accounting knowledge that focusses on basic accounting principles and methods. It is specially designed for students who do

not have any prior knowledge about accounting. It defines accounting and its purpose and addresses its accounting basic steps, terminology and techniques such as transactions, recording cash acquisition and sales of goods in addition to elementary book keeping tasks.

### **MGMT 203 Principles of Management (3cr.)**

This course offers an introduction to the basic management principles and foundations of management. It explores essential management concepts, theories, models, tools, processes and techniques that managers utilize in their day-to-day practice to ensure the success and survival of their organizations. Main topics covered include management history and evolution, motivation, decision-making, leadership, managing groups and teams, and human resource management. In addition to introducing theories, concepts and tools that are needed to manage various organizations of different vocations (private, public, for profit, NGO, governmental and others), this course sensitizes students to the practical aspects of leadership and management. This allows students to gain a fuller understanding of the discipline of management and organizational behavior, and prepare for their role as future managers and leaders.

### **MKTG 204 Principles of Marketing (3cr.)**

This course constitutes an introduction to marketing principles. It introduces principles and problems of marketing goods and services. Provides an overview of marketing concepts including marketing inputs in strategic planning, global marketing, marketing research, analysis of buyer behavior, market segmentation and positioning, and development of the marketing mix elements.

### **ECON 205 Micro-Economics (3cr.)**

This course provides an introduction to the principles of microeconomics including the operation of market economy and the allocation of a society's scarce resources. The course considers how individuals and firms make their consumption and production decisions and how these decisions are coordinated in addition to the laws of supply and demand, the theory of the firm and its components, production and cost theories and models of market structure. The course discusses various causes of market failure and highlights public policies geared towards correcting market failures.

### **ENVI 202 Life and Universe (3 cr.)**

Course provides students with: The origins of science and its conflicts with beliefs. The universe: planets, stars, and galaxies, and the search for extraterrestrial intelligence; the properties of the sun, earth, moon, planets, meteors and comets; the origin and evolution of the solar system; life in the universe; recent results from space missions and ground-based telescopes. Students will learn about scientists' ongoing quest for answers to some of the most fundamental human questions: How did life originate on Earth? Is there life on other worlds? Are we alone in the universe? What is the long-term future of life in the universe?

### **ENVI 203      Natural Hazards (3 cr.)**

A natural hazard is a threat of a naturally occurring event will have a negative effect on humans. This negative effect is what we call a natural disaster. In this course we will try to answer some of the questions for each possible natural hazard are: where is each type of hazard likely to be present and why? what scientific principles govern the processes responsible for the hazard? how often do these hazards develop into disasters? how can each type of hazard/disaster be predicted and/or mitigated?

### **ENVI 204      Marine Environment (3 cr.)**

This course covers aspects of both the physical and biological environments of the Mediterranean Sea and their inter-relationships. Marine Environment is designed to provide students with an introduction to some of the most important marine ecosystems (coral reefs, beaches, rocky reefs), species (corals, fish, marine mammals), and current conservation, climate change, invasive species, pollution and their solutions. Lectures highlight major points to aspects of human impacts on the marine environments, marine productivity, fisheries and the effects of development, especially industrial development on the marine environment and how science can contribute to providing solutions to these problems. Field visits by students to observe marine ecosystems along Lebanese coast and record their observations.

### **LEGL 202      Introduction to Politics (3 cr.)**

In this course students explore topics such as democracy, political ideologies and political culture, it asks where our political values, and ideas. The course also develops a strong link between the theory and practice of politics, and helps students better understand the world by strengthening their capacity for critical thinking and undertaking research. Overall, this course provides students with useful tools for the exploration and discussion of political problems. Theoretical concepts and their application are examined.

### **LEGL 203      Introduction to Criminology and Justice (3 cr.)**

This course introduces students to criminology and criminal justice. It begins with an examination of the nature of crime, and the ways in which it is defined and explained. First explores the question: what is crime? Psychological and sociological theories of crime and criminality are introduced. Second explores the dimensions of crime, particularly the relationship between crime and social class, the links between youth and crime and youth and the criminal justice response, and the relationship between gender and crime. The course concludes with an exploration of the criminal justice system as a response to crime.

### **MDIA 209      Introduction to Music (3 cr.)**

This course is design for students with little or no background in music who would like to develop a theoretical and practical understanding of how music works. Students will be introduced to different kinds of musical notation, melodic systems, harmonies, meters, and rhythmic techniques with the goal of attaining basic competence in the performance and creation of music. Students will also learn to approach music as both an intellectual and an emotional activity; they will learn about music's historical, sociological, cultural, and biographical contexts; and they will gain knowledge of the many traditions of music.

### **MDIA 201 Introduction to Media Studies (3 cr.)**

This course aims to introduce students to the history and current structure of the key media sectors within which they will develop careers. The course seeks to deliver core knowledge about the changing economic, political and technological environments within which media content is produced and consumed; and to expose students to experienced practitioners in a range of media sectors.

### **MDIA 203 Media Law (3 cr.)**

This course examines the various media law, policy and regulatory frameworks that affect media establishments and how they enhance or constrain media institutions and the public in their communication activities. The course will provide students with an overview of the law directly affecting journalists; the extent to which the law specifically affects the practices in journalism; and an understanding of how the law can adapt to accommodate developments in journalism.

### **MDIA 204 Ethics and Problems in Media (3 cr.)**

This course discusses the theoretical approaches that underlie the application of ethics, use of ethical decision-making strategies to analyze actual and proposed cases, develops ethical guidelines for personal and professional behavior, and evaluates cases given ethical codes and offer recommendations for ethical communication.

The course aims to give students an overview of the development of professional codes of conduct and codes of ethics in the media industry, address major ethical concerns that confront journalists; develops understanding of the journalist's working environment as well as the public's perceptions of the media industry and finally develops students' critical analytical abilities.

### **MDIA 305 Basic Photojournalism (3 cr.)**

This course aims to give a thorough knowledge base of photographic and visual communication skills within an elected field of commercial photography. Students work within a world-class photographic studio, including a full cyclorama. Students learn a range of photographic techniques, including advertising, editorial, portraiture, still-life, architecture, fashion and illustration. The course has a location and a studio component and will cover: the principles of camera operation; the use of light meters (ambient and flash) on location and in the studio; the foundations of lighting, including the introduction to studio flash, lighting types, quality, styles etc.; the fundamentals of design and composition.

### **MDIA 307 Basic News Reporting and Writing (3 cr.)**

This course builds MDIA 103 and aims to develop journalism skills and knowledge acquired in Newswriting - generating story ideas and finding angles, researching, conducting interviews, and exercising news values. It will concentrate on newsgathering aspects and introduce students to basic elements of a regular journalist's life such as news rounds and rigorous deadlines.

### **NUTR 201 Principles of Nutrition (3 cr.)**

This course provides an overview of the right to suitable food in the context of the



promotion and protection of the international human rights. The course introduces students to basic nutrition concepts for health and fitness. Also, emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutrition claims, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Specific topics will focus on economic, social and cultural rights of importance to food security and nutritional.

### **PHIL 201      Introductory Philosophy (3 cr.)**

This course offers an intensive introduction to philosophical problems and methodologies as developed by major figures in the history of philosophy. This course includes: the major philosophical areas of inquiry; how philosophy and culture interact in the development of thought; the principal issues of epistemology; the principal issues of metaphysics; the key contributors to the fields of moral, social, and political philosophy; how global integration of cultures has affected contemporary philosophical thinking. The course also discusses the application of philosophical methods to problem solving, decision-making, ethical thought, and strategic thinking.

### **PSYC 201      Psychology of Well-Being (3 cr.)**

This course include: an introduction to the major theories, concepts, and applications of psychological topics, including neuropsychology, sensation and perception, human development, learning and memory, social, personality, and psychological disorders and therapy. Throughout the course, an emphasis is placed on understanding the link between theory and real-world application of psychological principles. The course provide students with a basic understanding of the psychological principles involved in well-being and how impacts on attaining positive outcomes. Drawing on theories from positive psychology, this course seeks to assist students to understand human happiness and well-being.

### **SOCI 201      Women's liberation: Social and Cultural Diversity (3 cr.)**

This course examines the ways that women playing an important role in Arabic society through history, the issues that are relevant to their struggle to find a balance between work and family since women's liberation has made more choices possible for Arabic women. What impact does women's liberation have on their lives? This course will expand our understanding of how Arabic society shapes identities through social institutions like the family, work, the law, education, and health care. Also, examines the interpersonal, economic, social, cultural, and legal aspects of marriage past and present, primarily in Arab Countries. Students will utilize relevant empirical material to develop critical thinking and an understanding of gender inequalities in the «development process.» and interdisciplinary assessment of male violence against women locally and globally.

### **SOCI 202      Scientific Revolutions,Technology,and Society (3 cr.)**

Study of the different episodes in the history of science will explore the boundaries between the sciences as autonomous disciplines and the historical circumstances in

which they have developed. This course covers such topics: the history of science revolution; the nature of scientific research and the application of sciences, big science vs. little science; the limits of scientific and technical knowledge; the political and economic power of science and technology; effects on individual and social ways of life; the rise of technical industry and mass media; the relations between science; technology; and religion; and ethics in science and technology.

### **SOCI 203      First Aid (3 cr.)**

The purpose of this course is to handle various impact injuries that may arise at home, work or play and to help Students identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and make appropriate decisions for first aid care. This class provides the students with knowledge and skills required to recognize and treat. Students will also learn first aid for wounds such as cuts, scrapes, bruises, infection, impaled object, amputation, eye injury, and nosebleed. Also covered is proper burn care for minor and major burns caused by heat, chemical, electrical and by the sun. Participants will also learn how to provide first aid for a bone, muscle or joint injury.

### **SOCI 204      Disease and Society (3 cr.)**

This interdisciplinary course provides an introduction to the historical interactions between disease and human society from the Middle Ages to the Present. Attention will be paid to the historical role of epidemic disease in the transformation of human societies on a global scale and the emergence of new diseases. In this course students will explore how continuously changing technology, ecological conditions, and social practices have impacted the spread of infection. The course will examine the role of our public health institutions in disease control and prevention, including vaccination efforts. Additionally, students will study contemporary issues such as the rise in autoimmunity and antibiotic resistance

### **SPOR 201      Volleyball Sport (3 cr.)**

This course provides the student with the opportunity to learn and develop the basic rules and skills of volleyball, offensive and defensive skills. Students will be able to demonstrate an understanding of the history, rules, strategies, current research, safety and etiquette associated with volleyball

### **SPOR 202      Basketball Sport (3 cr.)**

This class designed to students has some basketball playing experience as well as fundamental knowledge of the game. The course will demonstrate the understanding of the rules and terminology of the game, demonstrate the fundamental skills of basketball such as shooting, passing, and ball handling in drills, game play and skill assessments, provide knowledge of game strategies, and appropriately apply strategies in game situations, and show sport and fitness-related skills and apply the use of the skills in lifetime activity in the promotion of health and wellness. Students will be subjective evaluated by skill level and game performance.

# Faculty of Business Administration

Business Administration involves all aspects of owning, managing, and operating a firm. Business Administration is the study of how managers and professionals can properly lead a firm to achieve its goals and succeed in the marketplace based on the systematic approach to managing and decisions making while taking into account the firm's responsibility towards its community. The methodical approaches to management and decisions invariably draw on several disciplines and fields in Business Administration such as finance, marketing and retail, management, accounting, information and decision sciences, entrepreneurship and leadership, and real estate. The Bachelor of Business Administration (BBA) program, at the University is designed to address a rapidly growing market demand for educated undergraduates in Business Administration disciplines in a systematic way and the University is well positioned to play a leading role in fulfilling this need.

An ultimate goal of any firm, whether it is singularly owned by a person, or by more than one partner, or by shareholders is to maximize the value of its owner's equity or money and provide value to its surrounding community and environment. Hence managers and professionals that run firms opt for maximizing this value.

## Organization and Governance

The Faculty of Business Administration is licensed under Lebanese Law to grant a Bachelor of Business Administration. At the current time, the Faculty shall grant under-graduate degrees with specialization in:

- Accounting
- Finance
- Management & Entrepreneurship
- Marketing & Retail,
- Human Resources
- Economics
- Technology & Operations Management

The Faculty of Business Administration is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished business leaders, opinion leaders, and/or political figures who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the Provost and the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the business community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Business Administration is composed of the officers and the academic

personnel of the Faculty. The Officers include the following

1. The President of the University, Ex-Officio
2. The Dean of the Faculty
3. The Registrar of the University, Ex-Officio
4. The Head of Admissions, Ex-Officio
5. The Head of Library, Ex-Officio

The academic personnel include

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

## **Faculty's Vision, Mission, and Core Values**

### **Vision**

Build an innovative Faculty of Business Administration that shall be recognized for its excellence in teaching, research activities, and accreditation, and for its proactive involvement in community services.

### **Mission**

Graduate distinct students with cutting edge business knowledge and socially responsible practices that emphasize innovation, entrepreneurship and applied research to effectively perform in the global market.

### **Core Values**

- 1) Distinction through leadership spirit  
We strive to distinguish ourselves by developing our students' leadership spirit in the business world through our educational approach and what our curriculum has to offer.
- 2) Maintaining a holistic engagement  
We engage our students holistically in order to nurture their overall growth, forge their personalities and mold their characters, in order to send forth graduates that will make a difference.

## **Program Objectives**

The Bachelor of Business Administration program combines business and arts and sciences in an assiduous learning ecosystem that aims at nurturing deep analytical, creative, and technical skills counterbalanced by an emphasis on soft skills and

ethical reasoning. The Bachelor of Business Administration program seeks to prepare students to excel within a variety of organizations (multinational, regional, small and medium, or family business organizations) and to differentiate themselves through a combination of strong professional skills, innovative leadership orientation and sensitivity to ethical conduct and social responsibility.

## **Program Learning Outcomes**

Graduates of the Bachelor of Business Administration (BBA) degree are expected to:

1. Build an array of professional and problem solving skills and demonstrate technical business competence across core functional business areas that allow them to address organizational issues and make sound business decisions.
2. Demonstrate a mastery of business, management and leadership knowledge and put these in practice through initiative and balanced judgment in professional practice and decision-making.
3. Demonstrate competencies in effective communication, critical thinking, problem solving, qualitative and quantitative analysis, knowledge-based decision making, and ethical behavior.
4. Demonstrate the fundamental skills of creating and managing innovation, new business development, and high-growth potential ventures.
5. Demonstrate strong oral, relational and written communication skills that allow them to present and defend a clear, coherent and independent business proposition.
6. Demonstrate responsibility and accountability in various aspects of decision making and professional practice and in their patterns of collaboration and interaction with internal and external stakeholders.
7. Demonstrate sensitivity to diversity of organizational needs, values, behavioral norms, social patterns and stay attuned to various aspects of economic and social development.

## **Faculty**

### **Dean**

Choueifaty Fouad, PhD

### **Associate Professor**

Audi Mohamad, PhD

### **Assistant Professor**

Charafeddine Randa, PhD

### **Lecturers**

El Helwe Hania, MA

Kabchi Elie, MSc.

Mawlawi Hani, MSCS

## **Teaching and Learning Strategies**

The methods of instruction include a combination of class lectures, reading assignments (that students need to prepare prior to coming to class), take-home assignments, case assignments, in-class assignments, in-class discussion, in addition to individual and group projects. The method of teaching at the Faculty of Business Administration is highly interactive with an aim to increase student achievement, have greater teacher efficiency, and achieve professional and collaborative lectures. Teaching and learning strategies include but are not restricted to: cognitive learning, deployment of graphic and audio-visual tools, applied learning, and thinking skills.

## **Assessment Methods**

Evaluation and assessment of the student will be based on examination (drop quizzes, assigned quizzes, midterm, and final), assignments, papers, cases, projects, attendance, and class participation.

## **Ethics and Integrity**

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

## **Cheating**

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

## **Plagiarism**

Plagiarism exists when students claim as their own the work of others. Students, who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the course and are advised to thoroughly review the University's Student Code of Conduct.

## **Program's Academic Plan**

### **Philosophy**

The BBA program is for fresh University entrants interested in leading careers in the business world. The curriculum emphasizes both analytical and soft skill areas such as leadership, decision-making and ethical reasoning.

## **Admission to the Program**

There is one admission deadline a year:

- Early admission for Fall 2017–18: April 25, 2017
- Regular Fall Semester admission 2017–18: July 31, 2017

## **Criteria for Admission to the Business Administration Program**

Students admitted into the program are either sophomore to the BBA program through direct admission or through transfer from other faculties at the University.

### **Direct Admission**

Direct admission applies to those students who are directly admitted from secondary school into the sophomore class at the Faculty of Business Administration. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

### **Transfer into the Faculty of Business Administration**

All transfer decisions are made by the Admissions Office.

Students from other faculties at the University may apply for a transfer to the Faculty of Business Administration and work for a BBA degree. To be eligible for an internal transfer, the applicant must have completed at least 24 sophomore credits, he/she must not be on probation, and finally, he/she must have a minimum overall cumulative average of 70.

Final admissions decisions into the Faculty of Business Administration depend on the quality of eligible applicant pool and the number of available places for the term in question.

### **Academic Advisors**

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The adviser communicates and embodies the culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

### **Course Load**

Students may also petition to register for a higher number of credits. Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

## Program Outline

The undergraduate program, leading to a BBA degree, requires students to complete 96 credit hours for those joining the University as sophomores.

Of the total 96 required credits:

- 9 credits General Education Mandatory Courses
- 9 credits General Education Elective courses
- 51 credits are core business courses and include the following courses:

ACCO 201	Basics of Accounting Skills
ACCO 202	Financial Accounting I
ACCO 301	Financial Accounting II
ACCO 403	Managerial Accounting
BUSS 208	Business Statistics
BUSS 303	Business Law
BUSS 305	Business Communication
BUSS 307	Corporate Social Responsibility
BUSS 310	Internship
ECON 205	Micro-Economics
ECON 206	Macro-Economics
FINA 302	Business Finance
MATH 207	Business Math
MGMT 203	Principles of Management
MGMT 304	Legal Environment of Business
MGMT 309	Entrepreneurship
MGMT 401	Strategy, Innovation & Global Competition
MKTG 204	Principles of Marketing

- 27 credits are Business elective courses which could be completed in one of the following concentration areas:
  1. Accounting
  2. Finance
  3. Management and Entrepreneurship
  4. Marketing and Retail
  5. Human Resources
  6. Economics
  7. Technology and Operations Management

Students need to take at least 9 courses in their core area in order to earn a Bachelor degree in a specific concentration. Students failing to concentrate in a specific area will earn a generic degree in Business Administration.



## Degree Plan

### Bachelor of Business Administration

#### Degree Plan (96 Credits)

<b>First Year (36 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	ACCO 201	Basics of Accounting Skills	3
	MGMT 203	Principles of Management	3
	ECON 205	Micro-Economics	3
	MATH 207	Business Math	3
		General Elective	6
	<b>Total</b>		<b>18</b>
<b>Spring</b>	ACCO 202	Financial Accounting I	3
	MKTG 204	Principles of Marketing	3
	ECON 206	Macro-Economics	3
	BUSS 208	Business Statistics	3
		General Elective	6
	<b>Total</b>		<b>18</b>
<b>Second Year (33 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	ACCO 301	Financial Accounting II	3
	BUSS 303	Business Law	3
	BUSS 305	Business Communication	3
	BUSS 307	Corporate Social Responsibility	3
	MGMT 309	Entrepreneurship	3
		General Elective	3
	<b>Total</b>		<b>18</b>
<b>Spring</b>	FINA 302	Business Finance	3
	MGMT 304	Legal Environment of Business	3
		Major Course	3
		Major Course	3
		General Elective	3
	<b>Total</b>		<b>15</b>
<b>Summer</b>	BUSS 310	Internship	0
	<b>Total</b>		<b>0</b>

**Third Year (27 credits)**

<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	MGMT 401	Strategy, Innovation & Global Competition	3
	ACCO 403	Managerial Accounting	3
		Major Course	3
		Major Course	3
		Major Course	3
	<b>Total</b>		<b>15</b>
<b>Spring</b>		Major Course	3
		Major Course	3
		Major Course	3
		Major Course	3
		<b>Total</b>	

**Internship Requirements and Guidelines**

All BBA students are required to complete the summer internship (Summer following the second year). Students must provide the Faculty with an employer's acceptance. Requirements for students applying for the internship program include: ACCO 301- Financial Accounting II (3 cr.), MKTG 204- Principles of Marketing (3 cr.), MGMT 203- Principles of Management (3 cr.) in addition to being second year standing, having completed at least 48 credit hours by the time of the internship.

**Internship Guidelines**

- Internship duration is two months during the Summer (usually between June 15 and August 31)
- Students must comply with the working hours and days of the host company
- Working days in the week must not be less than 5
- A faculty member from the Faculty of Business Administration will supervise the student throughout the internship period
- The internship is graded and the grade is based on: 1- the direct work supervisor 2- the faculty supervisor 3- the final report the student should submit at the end of the internship period.

**Graduation Requirements**

Graduation requirements for the Bachelor of Business Administration (BBA) are the following:

- A student must have completed a minimum of six semesters beginning with the sophomore class
- A student must complete his degree in a maximum of six calendar years. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Business and the Curriculum Committee for an extension

- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70
- Completion of a minimum of 96 credits for students who enter as sophomores
- Completion of 59 credits in business core courses and 21 credits in electives in a business concentration area. Students must achieve a cumulative average of at least 70 in these 80 credits
- 16 credits of general University electives
- The 18 credits in the concentration area must be completed with a cumulative average of at least 70 for a student to graduate with a concentration
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses

## **Dismissal and Readmission**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

After evaluation of the student's coursework, transfer credits will be considered. The student must achieve a minimum grade equivalent to 70 in each of the courses for which transfer of credits may be granted.

## **Failing and Repeating Courses**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

## **Incomplete**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the Faculty of Business Administration.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is

reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

## Examinations and Quizzes

All courses have final examinations, unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Business Administration. Final exams need to be taken by all students in order for them to pass a course.

There are no make-up exams for midterms are allowed. If a student misses the midterm exam, he/she will receive a zero. Furthermore, no shift in weight to the final exam is allowed. This midterm exam policy should be stated clearly in the syllabus of the course.

## Business Courses

All Business courses have prefixes according to the following:

- Business (BUSS)
- Accounting (ACCO)
- Finance (FINA)
- Management and Entrepreneurship (MGMT)
- Marketing and Retail (MKTG)
- Economics (ECON)
- Human Resource Management (HRMT)
- Technology and Operations Management (TEOM)

A detailed description of courses under each discipline is available in the following section.

## Course Descriptions

### Core Courses

#### **ACCO 201      Basics of Accounting Skills (3cr.)**

This course constitutes an entry level accounting knowledge that focusses on basic accounting principles and methods. It is specially designed for students who do not have any prior knowledge about accounting. It defines accounting and its purpose and addresses its accounting basic steps, terminology and techniques such as transactions, recording cash acquisition and sales of goods in addition to elementary book keeping tasks.

#### **MGMT 203      Principles of Management (3cr.)**

This course offers an introduction to the basic management principles and foundations of management. It explores essential management concepts, theories, models, tools, processes and techniques that managers utilize in their day-to-day practice to ensure the success and survival of their organizations. Main topics covered include management history and evolution, motivation, decision-making, leadership, managing groups and teams, and human resource management. In addition to introducing theories, concepts and tools that are needed to manage

various organizations of different vocations (private, public, for profit, NGO, governmental and others), this course sensitizes students to the practical aspects of leadership and management. This allows students to gain a fuller understanding of the discipline of management and organizational behavior, and prepare for their role as future managers and leaders.

### **ECON 205      Micro-Economics (3cr.)**

This course provides an introduction to the principles of microeconomics including the operation of market economy and the allocation of a society's scarce resources. The course considers how individuals and firms make their consumption and production decisions and how these decisions are coordinated in addition to the laws of supply and demand, the theory of the firm and its components, production and cost theories and models of market structure. The course discusses various causes of market failure and highlights public policies geared towards correcting market failures.

### **MATH 207      Business Math (3cr.)**

This course aims at helping the students understand the basic mathematical operations and techniques that are used to solve economic and business related problems. Real life applications are also introduced for better understanding of the materials.

### **ACCO 202      Financial Accounting I (3cr.)**

This course constitutes a continuation of Basics of Accounting Skills course. It focuses on the preparation of financial statements using IFRS. It mainly covers technical concepts including the accounting cycle and the financial statements within an applied learning environment and in consideration of ethical issues involving financial reporting. Prerequisite: ACCO 201 Basics of Accounting Skills.

### **MKTG 204      Principles of Marketing (3cr.)**

This course constitutes an introduction to marketing principles. It introduces principles and problems of marketing goods and services. Provides an overview of marketing concepts including marketing inputs in strategic planning, global marketing, marketing research, analysis of buyer behavior, market segmentation and positioning, and development of the marketing mix elements.

### **ECON 206      Macro-Economics (3cr.)**

This course covers topics related to macroeconomic theory and policy in a framework that includes interaction of labor, money, and goods and services markets. It also demonstrates how the levels of economic activity, employment and rates of interest are jointly determined. The framework is then used to examine how the implications of policies set by the central bank and the government on economic growth and development.

### **BUSS 208      Business Statistics (3cr.)**

This course introduces applied statistics for business and management covering topics of estimation; hypothesis testing; analysis of variance; simple regression

and correlation; multiple regressions; introduction to nonparametric statistics; and goodness of fit tests and contingency analysis. The course also emphasizes the use of spreadsheets and interpretation of the output of analysis. Prerequisite: MATH 207 Business Math.

### **ACCO 301 Financial Accounting II (3cr.)**

Accounting II expands on what the student learns in Accounting I by focusing on corporate accounting. This course discusses how corporations are structured and formed with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined. Prerequisite: ACCO 202 Financial Accounting I.

### **BUSS 303 Business Law (3cr.)**

This course constitutes an introduction to the Lebanese Commercial Law in addition to the laws related to the capital markets. It covers topics related to the various forms of business in Lebanon in addition to the related legal requirements, corporate governance, securities, corporate set-up and restructuring, joint ventures, distribution and licensing, in addition to commercial representation. Prerequisite: MGMT 203 Principles of Management.

### **BUSS 305 Business Communication (3cr.)**

This course aims at enabling students to understand the role of communication in the business environment. It also allows students to identify the most effective methods for preparing and delivering an effective oral business presentation. It also develops their skills in writing business documents (letters, memos, reports) using proper style, organization and format. Prerequisite: ENGL 100 Intensive English I.

### **BUSS 307 Corporate Social Responsibility (3cr.)**

This course introduces students to the corporate social responsibility's concepts and issues from social, cultural and economic perspectives and the conflicts that can arise between corporate values and interests. It focuses on the public responsibility an organization undertakes within the community, the obligations to the environment and the ethical challenges it faces as part of its sustainability and business strategy, and beyond its traditional goals of generating profit and growth. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 309 Entrepreneurship (3cr.)**

This course is an introductory course to entrepreneurship. It covers issues related to the nature and importance of entrepreneurship; forms of entrepreneurship; the entrepreneurial process; the entrepreneurial mind; creativity, ideas and innovation; screening entrepreneurial opportunities; identifying resources to support entrepreneurial activities; intellectual property issues; accessing finance and other resources; the entrepreneurial team; assessing risk; business structure and ethics; entrepreneurial strategy; finding and reaching customers and marketing innovation; feasibility planning. Prerequisite: MGMT 203 Principles of Management.

**FINA 302 Business Finance (3cr.)**

This course familiarizes students with elementary concepts and techniques of finance. It focuses on the time value of money, cash flow, interest rates, capital budgeting decisions, return, risk, cost of capital, financial statement and financial leverage, dividend and payout policy and business ethical issues. Prerequisite: ACCO 301 Financial Accounting II.

**MGMT 304 Legal Environment of Business (3cr.)**

This course familiarizes students with the legal foundations and rules governing and impacting many aspects of business. More specifically, this course will focus on the legal reasoning and knowledge that can be applied in a business context covering among other things: business ethics, corporate governance, negligence and liability, intellectual property, contract formation, employment discrimination, bankruptcy, consumer protection law, and mediation. Prerequisite: MGMT 203 Principles of Management.

**BUSS 310 Internship (2cr.)**

This course is an introduction to the professional practice. It involves a documented practical experience of a two-month's period in a professional firm that is approved by the Faculty.

**MGMT 401 Strategy, Innovation & Global Competition (3cr.)**

This course teaches students specific fundamental tools enabling them to formulate and implement organizational integrative strategies in the objective of creating and sustaining a competitive advantage in a global context and in the purpose of satisfying the needs of its various stakeholders. In addition, students will examine and evaluate the impact of innovation and creativity on the organization's offerings and strategic positioning. Prerequisite: MGMT 203 Principles of Management.

**ACCO 403 Managerial Accounting (3cr.)**

This course introduces students with the internal use of accounting information to make sound accounting decisions. It covers topics related to cost determination and flow, cost profit analysis, break-even analysis, budgeting from a business decision-making perspective and variance analysis. Prerequisite: ACCO 301 Financial Accounting II.

**Accounting Elective Courses****Core Courses****ACCO 302 Cost Accounting (3 cr.)**

This course includes an in-depth study of product costing systems; spoilage/rework and scrap; cost estimation; linear and non-linear CVP; production, quality, and pricing decisions; capital budgeting; operational budgeting; variance analysis; decentralization, segmented reporting, transfer pricing, performance evaluation and incentive systems. Spreadsheet applications are used to reinforce some course concepts. Prerequisite: ACCO 301 Financial Accounting II.

**ACCO 304 Intermediate Accounting I (3 cr.)**

This course introduces students to the control and reporting of cash and receivables along with the methods used for stock and acquisition assessment, transfer and financial reporting issues and financial statement interrelation. In addition, students learn about inventory valuation and the structure of financial accounting revenue recognition. Prerequisite: ACCO 301 Financial Accounting II.

**ACCO 306 Taxation (3 cr.)**

This course builds on the introduction to financial accounting. It covers issues and concepts related to the American Tax Code and its application as it relates to various tax entities. The course addresses important foundation tax concepts within a Lebanese context. Prerequisite: ACCO 201 Basics of Accounting Skills.

**ACCO 308 Auditing and Assurance Services (3 cr.)**

This course introduces students to the basic concepts and practices of internal and external auditing, the value they provide to the organization, and the independency and ethical responsibilities they require. Students will be familiarized with the internal audit role, in addition to the way an audit assignment is conducted. Moreover, students will be acquainted with the external audit practices based on specific auditing standards, planning and reporting systems. Prerequisites: ACCO 302 Cost Accounting & ACCO 304 Intermediate Accounting I.

**ACCO 401 Intermediate Accounting II (3 cr.)**

This course focuses on reporting of current and long-term liabilities, stockholders' equity, retained earnings, dilutive securities, intangible assets and EPS. In addition, students will be acquainted with income taxes concepts, accounting for pension, and leases, and changes and error analyses. Prerequisites: FINA 302 Business Finance & ACCO 304 Intermediate Accounting I.

**FINA 405 Financial Statement Analysis (3 cr.)**

This course teaches students how to apply accounting frameworks in assessing business activities and how to elaborate financial statements analysis, covering financial ratios, cash flow analysis and forecasting. Moreover, students will be introduced to financial reporting systems and equity valuation, and will learn how to write and analyses reports in the purpose of making sound business decisions. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

**ACCO 405 Advanced Managerial Accounting (3 cr.)**

This course teaches students how to study and analyze strategic accounting issues from a managerial perspective and decision making standing. As such, students will learn how to interrelate management to cost accounting, how to exercise a strict process control, how to benefit from accounting information, and how to deal with corporate governance matters. Prerequisite: ACCO 403 Managerial Accounting.

**ACCO 406 Advanced Financial Accounting (3 cr.)**

This course focuses on consolidation accounting, foreign currency transactions and hedge accounting, intercompany transactions, consolidated statement of cash



flow, liquidating association/partnership, international accounting & multinational companies accounting. In addition, students will assess how accounting standards can influence financial decision makers. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

### **ACCO 407 Government and Non-profit Accounting (3 cr.)**

This course tackles accounting issues, principles & reporting practices pertaining to governmental and non-profit organizations. Students are familiarized with state and local accounting, use different types of funds, state budget appropriation, means of control, and with the analysis and reporting of governmental and non-profit organization financial statements. Prerequisite: ACCO 304 Intermediate Accounting I.

### **ACCO 408 Taxes and Business Strategy (3 cr.)**

This course focuses on the role of taxes beyond their legal, administrative and technical aspects. It explains how taxes affect business strategy and decision making. Students will be familiarized with a new way of thinking about taxation planning and about their impact on capital raising, cash distribution to shareholders, share repurchase, acquisition, and expanding. Prerequisites: ACCO 304 Intermediate Accounting I & ACCO 306 Taxation.

### **ACCO 409 Profit Planning and Budgeting Control (3 cr.)**

This course challenges the knowledge of students through real life case studies, covering profit planning and budgeting control concepts and practices, including sales planning analysis and control production planning, and budgeting raw material purchase and usage, waste analysis and cost, planning and control of direct labor costs and overheads, planning and control of capital expenditures in addition to profit analysis. Students are involved in solution findings through group work, and basic personal research pertaining to the case under study. Prerequisite: ACCO 401 Intermediate Accounting II.

### **TEOM 415 Information Systems Analysis and Design (3 cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 415 Negotiation & Conflict Resolution (3 cr.)**

This course will familiarize students with negotiation and organizational conflict theory, strategies and style. Students will mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

### **ACCO 420 Independent Study in Accounting (3 cr.)**

Students are asked to pursue independent work in accounting under the guidance

of the instructor. Students are required to work on specific cases to submit a paper or project evaluating the content domain of the course.

## **Finance Elective Courses**

### **Core Courses**

#### **FINA 304      Banking Operations (3 cr.)**

The objective of this course is to introduce students to the different types of banks and with the fundamental principles and practices related to their operations. In addition, students are familiarized with the role they play in the market as financial intermediaries, their characteristics and the various types of services they offer and their relationship with the central bank. Students also learn about the critical types of risk that banks usually encounter and the ways to reduce them. Prerequisite: ACCO 301 Financial Accounting II.

#### **FINA 306      Money, Banking & Financial Markets (3 cr.)**

This course is designed to provide students with the nature of money and its function in the global economy, encompassing the role of banking, central bank, and the monetary policy and their relationship with the financial markets and institutions, and how monetary activities affect markets. Through this course, students are acquainted with the structure of the financial market, risk factors, and opportunities and with various financial issues in addition to the strategy of the central bank with regard to its monetary policy. Prerequisite: ACCO 301 Financial Accounting II.

#### **FINA 308      Risk Management**

This course focuses on risk management in financial institutions within the Basel accords requirements. The course emphasizes on the identification, measurement and management of risk at Financial Institutions. It includes an overview of Basel Accords along with capital requirements calculation taking into consideration market, credit and operational risk. Basic quantitative analysis along with some legal and accounting issues are also considered. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

#### **FINA 310      Insurance Company Operations (3 cr.)**

This course focuses on the study of management issues unique to insurance operations and companies from a functional perspective. The course covers the fundamentals of insurance company operations within the context of functional home and field office activities. The course also covers regulatory history and framework, as well as, Statutory/GAAP accounting and the various functional areas within the insurance operation. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

#### **FINA 401      Financial & Banking Crises (3)**

Students are introduced to financial developments causing unfolding financial and banking crises through history in western countries and their long-lasting effects and consequences on the world economy in general, banks and individuals in particular. Students are also invited to think and analyze the causes of the crises,

their antecedents, and how they can be resolved and avoided through basic research and group work. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

### **FINA 402      Financial Derivatives (3 cr.)**

This course focuses on derivative securities and today's financial markets and institutions. Students are introduced to different financial instruments such as alternatives, option markets, futures, option estimating models, option pricing as well as principles of swaps, in addition to financial risk management while dealing with derivatives. Prerequisite: FINA 308 Risk Management.

### **FINA 403      International Banking (3 cr.)**

This course presents an overview of international banking and the recent development it has witnessed. Students are acquainted with the historical evolution, principles, nature and international financial regulations of international banking in addition to the social, cultural, international financial regulations, banking insurance, corporate governance and political dimensions that affect its development. It will provide students with practical frameworks as well as analytical techniques and key international transferable skills. Prerequisites: FINA 302 Business Finance & FINA 306 Money, Banking & Financial Markets.

### **FINA 404      Venture Capital & Finance of Innovation (3 cr.)**

In this course, students tackle the financial aspects and decision-making related to venture capital partnership in the field of technology and innovation. Students are familiarized with the methods of raising capital and its origin, the evaluation of opportunities, market to market valuation and the analysis of risk and uncertainty with regard to return. Prerequisites: ACCO 301 Financial Accounting II, FINA 302 Business Finance & ECON 205 Micro-Economics.

### **FINA 405      Financial Statement Analysis (3 cr.)**

This course provides an overview of financial statements analysis concepts and techniques. Financial statement analysis is designed to meet the needs of individuals who have sufficient background in accounting and finance. The course focuses on teaching managers and business analysts the skills to be able to understand the complexities of financial statements, and untangle important information that is not visible to the untrained eye. Being able to ask for and understand the appropriate financial information is important for financial analysts and individuals seeking, or already in, management positions at all levels of organizations. Prerequisites: ACCO 301 Financial Accounting II, FINA 302 Business Finance.

### **ACCO 406      Advanced Financial Accounting (3 cr.)**

This course focuses on consolidation accounting, foreign currency transactions and hedge accounting, intercompany transactions, consolidated statement of cash flow, liquidating association/partnership, international accounting & multinational companies accounting. In addition, students will assess how accounting standards can influence financial decision makers. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

**FINA 406 Real Estate Investment: Analysis & Financing (3 cr.)**

This course focuses on the application of economic and finance principles on real estate financial issues and investments. Students are introduced, among other things, to mortgage instruments, income property analysis, loan analysis, financial leverage, real estate valuation and risk, in addition to the real estate financial crisis and its direct effects on the economy. Prerequisites: ACCO 301 Financial Accounting II & FINA 302 Business Finance.

**FINA 407 Fixed Income Securities (3 cr.)**

This course in fixed income securities focuses mainly on bonds as pure discount bonds and coupon bonds that can award a fixed income over a period of time in addition to the various factors that can impact bond yields. Students are asked to challenge their knowledge based on readings, research and real-life cases. Prerequisite: FINA 308 Risk Management.

**TEOM 415 Information Systems Analysis & Design (3 cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

**FINA 408 International Financial Markets (3 cr.)**

This course introduces students to the international financial issues, operations and decisions within an international market context. As such, students are familiarized with the exchange rates and derivatives through the "market approach". In addition students learn how market participants behave in term of present and future moves and how they impact the evolution of asset prices such as FOREX markets, Eurocurrency markets and others. Prerequisite: FINA 404 Venture Capital & Finance of Innovation.

**FINA 409 Islamic Banking & Finance (3 cr.)**

This course introduces students to the principles and practices of modern Islamic finance and Islamic banking and the differences with traditional banking and finance. Students focus on the operations of Islamic banks with regard to debt-based, profit-sharing finance instruments, and Islamic investment vehicles, as well as risk management issues. Prerequisites: FINA 302 Business Finance & FINA 304 Banking Operations.

**FINA 410 International Financial Management (3 cr.)**

This course introduces students to the foundations and characteristics of international financial management in an international context. The course focuses on financial issues and decisions confronting companies operating globally. As such, students deal with international regulatory differences, cost of capital and access to capital markets, foreign exchange fluctuation risks, political risks, taxation, investment decisions and international portfolio diversification instruments. Prerequisite: FINA 302 Business Finance.

**MGMT 415 Negotiation & Conflict Resolutions (3 cr.)**

This course will familiarize students with negotiation and organizational conflict theory, strategies and style. Students will mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance and develop applicable solutions, in addition to case analyses and readings. Prerequisite: MGMT 203 Principles of Management.

**FINA 420 Independent Studies in Finance**

Students will be asked to pursue independent work in Finance under the guidance of the instructor. Students will be asked to work on specific cases, submit a paper or project evaluating the content domain of the course.

**Management and Entrepreneurship Elective Courses****Core Courses****MGMT 302 Entrepreneurship & Venture Initiation (3 cr.)**

This course helps students to capitalize on the entrepreneurship way of thinking and approach to initiate and develop new business and venture. Students will also learn to deal with usual matters and threats related to the survival of the new venture and how to successfully grow within the context of very competitive and evolving markets. Prerequisites: MKTG 204 Principles of Marketing & MGMT 309 Entrepreneurship.

**MGMT 306 Human Resource Management (3 cr.)**

This course introduces students to the management of human resources in organizations. Students are exposed to human resource management strategies and practices and how to apply them in all types and sizes of organizations in the global environment. This course nurtures an understanding of the entire human capital management cycle as a major strategic asset, including the process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns. Prerequisite: MGMT 203 Principles of Management.

**MGMT 308 E- Business (3 cr.)**

This course provides students with some insights into real world information business processing concepts in the electronic age and the impacts it has on the organization's functional side, the creation and commercialization of goods in a global business environment, the improvement of customer service, and the overall economy among other things.

Students shall be familiarized with the landscape of online business which faces new challenges emphasizing transaction cost reduction models as an alternative to the old traditional business model and encompassing latest technological developments and creating sustainable competitive advantages. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **MGMT 310 International Comparative Management: The Challenge of Diversity and Integration (3 cr.)**

In this course, students explore the concept of diversity as a sensitive contemporary human matter and its impact on people within a complex business environment. From this perspective, students are familiarized with the different issues related to managing a diverse workforce and customers, with regard to ethnicity, culture, social classes, religious beliefs, gender, physical disability and other differentiations and particularities. Prerequisite: MGMT 203 Principles of Management

### **MGMT 403 Project Management (3 cr.)**

This course provides students with a detailed and comprehensive guidance encompassing the different tools and techniques needed at each stage of the implementation of a project from its beginning at the level of objectives to its end through various functions and deliverables such as: planning, scheduling, budgeting, controlling, and monitoring in the objective to maximize the chances of success. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **MGMT 405 Organizational Behavior (3 cr.)**

This course provides a micro-level analysis of behavior of individuals and groups within their organizations, and the influence that the environment has on such behavior patterns. Accordingly, the course helps individuals understand the different roles people play in the firm irrespective of functional affiliation and to gain an appreciation and understanding of the entangled interplay and interactions between people, structure, environment and other organizational dimensions. Prerequisite: MGMT 306 Human Resource Management.

### **MGMT 406 Technology, Innovation and Entrepreneurship (3 cr.)**

This course introduces students to the world of technology and innovative foundations underlying organizational growth and development and brings students to the universe of entrepreneurship seeking out business challenges and leading to strategic changes.

Emphasis is placed on creating sustainable advantages and differentiation, and surviving in evolving and highly competitive markets. Students learn how entrepreneurs can manage effectively to breakthrough and to reinvigorate the process of innovation and its value along with technology and strategy dimensions. Prerequisite: MGMT 302 Entrepreneurship & Venture Initiation.

### **MGMT 407 Global Supply Chain Management (3 cr.)**

This course familiarizes students with the integration of key business processes within the organization's chain members and for the purpose of adding value to it and to the offering it produces. The course will be approached from a managerial perspective where global supply chain management emphasizes on the flow of information management, the development of partnerships between various stakeholders at different stages, from the supply of raw material to the supply of finished goods to customers.

As such, global supply chain management focuses on system design, operations, and on the application of decision models encompassing procurement, production, distribution, logistics and services. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **MGMT 408 Entrepreneurship and Public Management Analysis (3 cr.)**

Entrepreneurship and Public Management is a rapid developing concept of practicing management using entrepreneurship business models and methods to solve recurrent public issues usually undermined by bureaucracy and multiples regulations.

In this course students are familiarized with the new trends in public organizations based on a deep transformation from a traditional model of bureaucratic public administration to a modern entrepreneurial public management where successful managerial ways and tools are outsourced from the private sectors and applied in governmental or public bodies in the objective to render public services more efficient and effective. Prerequisite: MGMT 302 Entrepreneurship & Venture Initiation.

### **MGMT 410 Systems & Total Quality Management (3 cr.)**

This course introduces students to the quality management concept and principles. Students are also familiarized with the fundamental theories and models created by Deming, Prize, Juran, Baldrige and others and with the recent systems that are applied to implement and monitor quality and the impact it has on an organization's performance and business success. This course tackles various issues that usually arise in industries such as improvement in production processes, customer service approaches, cost reduction and process effectiveness and efficiency, team management, and employees' development. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 412 International Management (3 cr.)**

This course is an introduction to the principles of management in an international and fiercely competitive global environment. It provides an introduction to the management function in a global economy. Topics covered are mobility and self-reinvention, and integration and differentiation in addition to cross-cultural diversity, complexity and uncertainty. In other words, this course addresses the issues of successful management of people and operations in the international arena. Prerequisite: MGMT 308 E- Business.

### **FINA 410 International Financial Management (3 cr.)**

This course introduces students to the foundations and characteristics of international financial management in an international context. The course focuses on financial issues and decisions confronting companies operating globally. As such, students deal with international regulatory differences, cost of capital and access to capital markets, foreign exchange fluctuation risks, political risks, taxation, investment decisions and international portfolio diversification instruments. Prerequisite: FINA 302 Business Finance.

### **TEOM 415 Information Systems Analysis and Design (3 cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function.

Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 415 Negotiation and Conflict Resolution (3 cr.)**

This course familiarizes students with negotiation and organizational conflict theory, strategies and style. Students mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance, and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 420 Independent study in Entrepreneurship (3 cr.)**

Students are asked to pursue independent work in management & entrepreneurship under the guidance of the instructor. Students are required to work on specific cases to submit a paper or project evaluating the content domain of the course.

## **Marketing and Retail Elective Courses**

### **Core Courses**

#### **MKTG 302 Retail Marketing (3 cr.)**

This course aims to teach the students how to use marketing tools in the area of business, especially in retail companies. Methods such as gaining information through market research, marketing communications and tools like advertisement, sales promotion, direct marketing, PR are emphasized. Prerequisite: MKTG 204 Principles of Marketing.

#### **MKTG 304 Marketing for Non-Profit Organization (3 cr.)**

This course introduces students to the marketing principles and practices pertaining to a nonprofit organization that needs to use a variety of communication vehicles to create a buzz about social and public affairs of high importance for the community, reach a specific target population or develop a certain positioning. Students will also learn that sound societal marketing strategies can be very effective if they are well designed and applied. Prerequisite: MKTG 204 Principles of Marketing.

#### **MKTG 306 Sales Management & Practices (3 cr.)**

This course introduces students to sales management techniques and professional selling. Students learn how to manage a sales force, how to set realistic objectives in order to maximize organization's sales revenues and profits. In addition, students assess the critical relationship between sales and marketing departments and how they complement each other within the context of a global marketing strategy. Prerequisite: MKTG 204 Principles of Marketing.



**MKTG 308 Marketing for Social Impact (3 cr.)**

This course familiarizes students with the role of marketing beyond company profits and customer's satisfaction. It focuses on social issues and how organizations engage in societal marketing approaches to enhance society's long-term well-being in the purpose of creating effective social impact and distinctive market positioning.

Student also learn how marketers in organizations can not only seriously consider the ethical, environmental, legal and social context of their responsibility and role, but also how they can incite their customers to change their ways of thinking or attitudes regarding critical social causes such as poverty, energy saving, health, education, and others. Prerequisite: MKTG 204 Principles of Marketing.

**MKTG 401 Digital Marketing, Social Media & E-Commerce (3 cr.)**

This course introduces students to the digital marketing concept and plan and to the use of social media such as Twitter, Facebook, Blogging and others to allow people to share information and serve the purpose of creating a BtoC and BtoB business relationship. In addition students will be acquainted with E-Commerce development, its impact on marketing transactions and management of organizations, and its legal and security issues. Prerequisite: MKTG 204 Principles of Marketing.

**MKTG 402 Service Marketing (3 cr.)**

This course provides a comprehensive overview of the characteristics of services and their marketing implications. This course is designed to address the distinct needs and problems of service organizations in the area of Marketing. Topics include developing marketing strategies, creating value, pricing and promoting the service performance, and ensuring a positive customer experience. Prerequisite: MKTG 204 Principles of Marketing.

**MKTG 403 Merchandizing, Design & Retail Consumption (3 cr.)**

This course focuses mainly on merchandising at its role at a retail level. As such, students are introduced to the merchandising theory and practice and the impact it has on individual consumption and overall spending. In addition, students will also learn to develop merchandising and retail consumption strategies, encompassing product development, creative designs and merchandising budget elaboration. Students are also familiarized with the role of a supply chain system. Prerequisite: MKTG 302 Retail Marketing.

**MKTG 404 Consumer Behavior (3 cr.)**

This course focuses on the customer as the key to market success. Topics covered include the roles of a customer, market values a customer seeks, determinants of customer behavior, the customer's mindset, customer decision-making, and customer-focused marketing. Prerequisite: MKTG 206 Sales Management and Practices.

**MKTG 405 Business to Business Marketing (3 cr.)**

This course explores the nature of business to business marketing in challenging and quite dynamic markets. As such, students will be introduced to the nature

of the business market and its differences with regards to consumer market. Students tackle specific marketing mix components that are required to successfully market offerings to other businesses and will understand the nature and process of organizational buying. In addition, students will learn how to create value through appropriate strategies and tactics. Prerequisite: MKTG 302 Retail Marketing.

### **MKTG 406      Retailing Strategy (3 cr.)**

This course focuses on how retailers develop sound retail mix strategies in the purpose of building a sustainable competitive edge, mold a brand image and reinforce customer's loyalty. In addition, students will be familiarized with the strategic retail functions encompassing buying, merchandising, logistics and store management, beside the financial implications of strategic retail decisions. Prerequisite: MKTG 302 Retail Marketing.

### **MKTG 407      International Marketing (3 cr.)**

This course provides an overview of the scope and challenge of international marketing. Other than the basic principles of marketing, students in this course are exposed to international marketing topics including the cultural environment of global markets, the dynamic environment of international trade, the importance of history and geography in designing international marketing strategies, the importance of understanding culture and cultural dynamics, the necessity of assessing global market opportunities, and developing and implementing a global marketing vision and strategies through effective international marketing research. Prerequisite: MKTG 204 Principles of Marketing.

### **MKTG 408      Strategic Brand Management (3 cr.)**

This course introduces students to brand management and strategy and reveals how valuable brands are to the organization and to the economy. Students are gradually directed through the different phases of brand creation, brand identity, positioning and equity. In addition, students learn to formulate sound brand strategies that will consolidate over time the brand's competitive strategic posture. Prerequisites: MKTG 403 Merchandising, Design & Retail Consumption & MKTG 404 Consumer Behavior.

### **MKTG 409      Marketing Research Methods (3 cr.)**

This course provides a thorough coverage of various marketing research tools along an applied orientation, including a systematic analysis of the steps comprising the marketing research process, starting with research problem definition and terminating with data collection, analysis, and presentation. Topics covered include qualitative methods for exploratory research design, descriptive research design, causal research design, questionnaire design, sampling design in addition to measuring and scaling. Prerequisite: MKTG 204 Principles of Marketing.

### **MKTG 410      Integrated Marketing Communication (3 cr.)**

This course focuses on marketing communication practices and strategy decisions, encompassing an in-depth analysis of integrated marketing communication as part of a comprehensive marketing strategy such as advertising, promotion, direct

marketing, public relations, personal selling, and social media. Students learn how these integrated marketing communication tools can impact the consumer decision adoption process and enhance brand equity. Prerequisite: MKTG 204 Principles of Marketing.

### **TEOM 415 Information Systems Analysis & Design (3 cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function.

Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 415 Negotiation and Conflict Resolution (3 cr.)**

This course familiarizes students with negotiation and organizational conflict theory, strategies and style. Students mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance, and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

### **MKTG 419 Marketing Strategy and Planning (3 cr.)**

This course familiarizes students with the fundamentals of marketing strategy and how marketers can analyze a business environment taking into consideration analytical metrics such as the brand / product differentiation, opportunity analysis, segmentation and targeting, positioning, and customer analysis and value. In addition, students assess the different marketing mix components from a strategic perspective in order to maximize organizational performance and competitive posture. Moreover, students learn how to formulate a sound strategy and how to integrate it in a marketing plan.

### **MKTG 420 Independent Study in Marketing & Retail (3 cr.)**

Students are asked to pursue independent work in marketing and retail under the guidance of the instructor. Students are required to work on specific cases to submit a paper or project evaluating the content domain of the course.

## **Economics Elective Courses**

### **Core Courses**

### **ECON 300 Intermediate Microeconomics Theory (3 cr.)**

This intermediate microeconomics course builds on the principals learned in the introduction to microeconomic theory course and covers neo-classical economic theory, game theory, graphical analysis in the context of several simple models that approximate real-world economic dynamics, and quantitative optimization using calculus. These subjects and tools are intended to provide a foundation for students' emphasis in economics and help students in understanding the elements that enter in rational and optimal decision-making. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 302 Business Econometrics (3 cr.)**

This course will introduce students to econometrics and is designed to give students a working knowledge of the statistical techniques used to analyze real world economic data. In addition students will acquire the knowledge needed to understand models and analysis of business and financial time series and will accordingly learn to assess market risk. Prerequisites: ECON 205 Micro-Economics, ECON 206 Macro-Economics & BUSS 208 Business Statistics.

### **ECON 304 Environmental & Energy Economics & Policy (3 cr.)**

This course familiarizes students with the basics of environmental and natural resource economics and the fundamentals of environmental policymaking. The first part of the course tackles ecological contaminations and their impacts on the world macro economy and the policies and solutions put in place to reduce their effects. The second part of the course examines the natural resources exploitation, sustainability and key issues in raised energy economics. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 306 Psychology and Behavioral Economics (3 cr.)**

This course introduces students to the role and impact of psychology on behavior and how it can improve the predictive power of standard economic theories and behavior. Students study the differences between how human beings are expected to behave according to economic standards, norms, and rationality, and the way they really do. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 401 International Economics & Trade (3 cr.)**

This course covers essential economic concepts relating to the international economy and important developments in the global economy. Moreover, this course addresses the foundations of international trade, in addition to classical comparative advantage, the theory of heterogeneous firms in trade, basic trade policy, and factor mobility. Prerequisite: ECON 300 Intermediate Microeconomics Theory.

### **ECON 402 Intermediate Macroeconomics Theory (3 cr.)**

This intermediate macroeconomics course builds on the principals learned in the introduction to macroeconomic theory course by focusing mostly on the standard topics of short-run macroeconomics, including income and employment determination, unemployment, inflation, exchange rates, balanced of payments, and monetary and fiscal policies. Furthermore, the course will apply these macro theories to current issues. Prerequisite: ECON 300 Intermediate Microeconomics Theory.

### **ECON 403 Economic Develop., Microfinance & Social Networks (3 cr.)**

This course introduces students to important questions pertaining to the socio-economic development and the role of institutions with regards to poverty, inequality, divergence of incomes, health and nutrition, political economy, and corruption. Other parameters are addressed such as the nature and role of microfinance, its

legal and regulatory framework, its risk and its importance in social and economic development, in addition to the impact of media, social networks and technology. Prerequisites: ECON 300 Intermediate Microeconomics Theory & FINA 302 Business Finance.

### **ECON 404 Labor Economics (3 cr.)**

This course will introduce students to the economic analysis and dynamics of labor markets and theories of human resources economics. In this perspective, students will learn about the supply and demand of labor, the resulting pattern of wages, employment, turnover, income and inequality in earnings, the effects and bargaining of unions and the impact of labor discrimination. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 405 Public Finance & Fiscal Policy (3 cr.)**

This course addresses government intercession under market failure, government expenditure patterns, and taxation structures for individual income, organizations, property and consumption. In addition, students familiarizes with the role that a government plays in the economy as service provider through public expenditure policies based on different fiscal alternatives to generate enough resources enabling it to contribute, among other things, to social protection programs and various socio-economical projects. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 406 Nonprofit Sector, Economic Challenges & Strategic Responses (3 cr.)**

This course focuses on the role of nonprofit organizations in providing specific products and services that are fundamental to the welfare of the society and that serve social purposes. Students acquaint with the various ways and means that nonprofit organizations use in collaboration with private firms in the objective to compete for funding, and for qualified and skilled human resources, and consumers. As such, students will have a broad understanding of the strategic concerns and challenges that nonprofit organizations face and the possible responses and solutions enabling them to grow and sustain. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 407 Game Theory (3 cr.)**

This course helps students to understand and evaluate the attitude and response of an individual when facing a typical conflictual situation based on bargaining and negotiation and where the payoff of his/her own decision depends also on those of other people involved. Consequently, students learn to apply game-theoretic analyses to critical negotiation and problem resolution. Prerequisite: ECON 300 Intermediate Microeconomics Theory.

### **ECON 408 Economics of Health & Medical Care (3 cr.)**

This course familiarizes students with the impact of health-care systems on the society and on the GDP from an economist's perspective. It covers basic analytical tools that are usually used by economists who monitor the demand for and the

production of health. Students will also have the opportunity to discuss and evaluate health policy issues and to understand how to apply economic thinking on a wide range of health matters. Prerequisite: ECON 402 Intermediate Macroeconomics Theory.

### **TEOM 415 Information Systems Analysis & Design (3 cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 415 Negotiation & Conflict Resolution (3 cr.)**

This course familiarizes students with negotiation and organizational conflict theory, strategies and style. Students mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance, and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

### **ECON 410 Comparative Economic Systems (3 cr.)**

This course covers the history and fundamental principles underlying past and contemporary economic thinking. Students shall be familiarized with capitalist, socialist and mixed economic systems and the differences and social comparison across countries and regions. In addition, students will learn about the modern experience of transition in recent days from one economic system to another and the impact it has on the society. Moreover, the course assesses the role of institutions in capitalistic societies and their respective historical evolution. Prerequisites: ECON 205 Micro-Economics & ECON 206 Macro-Economics.

### **ECON 411 Money, Banking & Economics (3 cr.)**

This course introduces students to the world of money and banking and the role that financial institutions, markets and the central bank play in modern economy. Students will be familiarized with money from micro and macro-economic perspectives, monetary transmission mechanism, business cycles, financial instability, banking regulations, inflation, financial instruments, interest rates and how financial institutions manage risk. Students will also tackle the latest financial crises and their impact on the world economy. Prerequisites: ECON 205 Micro-Economics, ECON 206 Macro-Economics & FINA 302 Business Finance.

### **ECON 420 Advanced Topics in Economics (3 cr.)**

This course focuses on the study of economics and on selected issues and concerns in macro-economic that are not included in regular courses. Prerequisites may vary with the chosen topic. Students are required to submit a paper evaluating the content domain of the course.

## Human Resources Elective Courses

### Core Courses

#### **HRMT 302 Human Resource Management (3 cr.)**

This course introduces students to the management of human resources in organizations. Students are exposed to human resource management strategies and practices and how to apply them in all types and sizes of organizations in the global environment. This course nurtures an understanding of the entire human capital management cycle as a major strategic asset, including the process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns. Prerequisite: MGMT 203 Principles of Management.

#### **HRMT 304 Talent Acquisition Management & Retentions (3 cr.)**

This course familiarizes students with the strategic managerial view of workforce planning leading to talent acquisition and retention. Students learn how organizations can benefit from recruiting talented people, what benefits to offer to retain them, how to help them achieve their potential, and how to prevent high turnover. Moreover, students assess the value of talented labor and their impact on the organization's future standing. Prerequisite: MGMT 203 Principles of Management.

#### **HRMT 306 Employment Relations (3 cr.)**

This course provides students with the fundamental issues and various methods that can affect employment relations beside the processes that are used to maintain effective relationship between employers and employees. It also encompasses the basic framework for labor relations including labor law, mechanism of grievance, arbitration, negotiation and dispute resolution. Students also learn how political and social factors can impact employment relations. Prerequisite: MGMT 203 Principles of Management.

#### **HRMT 308 Compensation & Reward Systems (3 cr.)**

This course intends to provide students a theoretical understanding of the methods and implications of compensation and hands-on experience designing a compensation plan. This course is designed to provide the skills needed to obtain employment as an entry-level compensation specialist in an organization. Prerequisite: HRMT 302 Human Resource Management.

#### **HRMT 401 Leading Successful Organization Change (3 cr.)**

This course initiates students with the concept of change in an organization and with the various phases composing a plan for a smooth transition. Students learn about the roles of a leader or an employer and its responsibilities and about some key people who can facilitate the process. Students also assess the impact of change and how to overcome the predictable natural resistance of people. In addition, students examine the impact of positive communication in making change beneficial and appealing to all stakeholders. Prerequisite: HRMT 302 Human Resource Management.

### **HRMT402 HRM Challenges in the Middle East (3 cr.)**

This course tackles contemporary issues and challenges facing human resource management professionals in the Middle East region. The course addresses potentially striking internal and external challenges that may face HR practitioners, including organizational culture and myopic CEOs, organizational structure, and also external challenges relating to peculiarities of labor laws and socio-cultural norms and how they can affect HR practice. Prerequisite: HRMT 302 Human Resource Management.

### **HRMT 403 Global Perspectives on HRM & Employment Relations (3 cr.)**

This course introduces students to the continuous development of human resource management & employment relations within a global context in western countries. Students also learn how human resource management & employment relations have evolved over time starting from the end of the Second World War II, and later on, due to the impact of multinational organizations and their role in the global economy, along with the influence of regional political parties and regulatory bodies. Prerequisites: HRMT 302 Human Resource Management & HRMT 306 Employment Relations.

### **HRMT 404 International Comparative Management: The Challenge of Diversity and Integration (3 cr.)**

In this course, students explore the concept of diversity as a sensitive contemporary human matter and its impact on people within a complex business environment. From this perspective, students are familiarized with the different issues related to managing a diverse workforce and customers, with regard to ethnicity, culture, social classes, religious beliefs, gender, physical disability and other differentiations and particularities. Prerequisite: HRMT 302 Human Resource Management.

### **HRMT 405 Career Development Strategy (3 cr.)**

This course introduces students to the strategic role of the human resource department with regard to career planning, development and job advancement. Students are familiarized with the processes and analytical tools involved in career development allowing employees to improve their personal competencies and to achieve career development as part of the institutional development strategy through appropriate career counseling, career pathways design, and appropriate training and leadership skills. Prerequisites: MGMT 203 Principles of Management, HRMT 302 Human Resource Management & HRMT 304 Talent Acquisition Management & Retention.

### **HRMT 406 Human Capital Analytics (3 cr.)**

Leading companies are using Human Capital Analytics for workforce reporting and to help make better, more informed decisions about their human capital. There is a continuum of the value that analytics bring to an organization: basic data reporting, benchmarking and advanced reporting, survey analytics and predictive analytics. Organizations are looking for a Human Resource professional who can improve their impact on the business by using the latest analytical tools and techniques. This course will focus on developing a foundation in statistical techniques and data



management using IBM-SPSS. The course will explore workforce reporting and the analytics traditionally used to improve decision-making. Prerequisites: BUSS 208 Business Statistics & HRMT 302 Human Resource Management.

### **HRMT 407      Industrial Relations and Human Resource Management (3 cr.)**

This course focuses first on the historical development of industrial relations, their constituents and their interdependence with human resource management. Students are familiarized with the industrial relations systems, the analysis of socialism and capitalism with regard to human capital, the development of modern industry and labor organization, and the role of state and law. Prerequisite: HRMT 302 Human Resource Management.

### **HRMT 408      Labor Relations & Collective Bargaining (3 cr.)**

This course introduces students to labor relations and to the nature of collective bargaining and agreements. Students are familiarized with the workers and unions' relationship and the impact they have on the organization as well as on the whole economy. Students learn why workers join unions, how they are structured and how they function, and why workers and unions collude sometimes and exercise their collective bargaining power against management. Prerequisites: HRMT 302 Human Resource Management & HRMT 306 Employment Relations.

### **TEOM 415      Information System Analysis & Design (3cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function. Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

### **MGMT 415      Negotiation and Conflict Resolution (3 cr.)**

This course familiarizes students with negotiation and organizational conflict theory, strategies and style. Students mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance, and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

### **HRMT 419      Linking HR. Strategy to Business Success (3 cr.)**

This course is about linking the human resource strategy, planning and activities to the business success of the organization. Students learn how human resource strategy can directly impact the organization by developing innovative programs that will optimize the strategy and will contribute to achieving the organization's goals. Students also learn how to develop and nurture an employee culture that is likely to insure business success and sustainability.

### **HRMT 420      Independent Study in Human Resources Management (3 cr.)**

Students are asked to pursue independent work in human resources management

under the guidance of the instructor. Students are required to work on specific cases to submit a paper or project evaluating the content domain of the course.

## **Technology and Operations Management Elective Courses**

### **Core Courses**

#### **TEOM 302 Information, Strategy & Economics (3 cr.)**

In this course, students learn how information can be a driver of strategy and assess how organizations can benefit from information technology to sustain in an evolving competitive business environment, grasp new opportunities, and develop long-term competitive advantage. In addition, this course explains how economic theory can contribute to understanding strategic patterns. The course also analyzes the importance of information availability and accuracy and how some important pillars of the organization such as marketing, production, and sales can be deeply affected by information's cost increase or unavailability. Prerequisites: MGMT 203 Principles of Management, ECON 205 Micro-Economics & MKTG 204 Principles of Marketing.

#### **TEOM 304 Service Operations Management (3 cr.)**

This course aims at examining concepts, tools and techniques used in management of service operations. The course focuses on how firms add value and compete with high quality and efficient services. In addition, the course emphasizes the use of models for designing new services and improving the effectiveness of service process. The study of the application of technology in the context of productivity, growth, and the globalization of services are also tackled. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

#### **TEOM 306 Risk Analysis & Environmental Management (3 cr.)**

This course introduces students to the decision-making process related to specific choices based on risk assessment, perception, and management with regard to severe environmental issues and human being health and safety. Students are prepared to understand, analyze and deal with various types of risk and uncertainty using techniques and tools such as cost-benefit analysis and decision analysis. In addition, students will tackle the issue of communication in the risk's identification and estimation. Prerequisite: MGMT 203 Principles of Management.

#### **TEOM 308 Improving Quality: Six Sigma Certification (3 cr.)**

This course familiarizes students with the fundamentals of Lean Six Sigma principles leading to improving business processes within the organization. Students work on a set of techniques and tools that enable them to improve, among other things, the quality of service, reduce of costs and the quality of an output by identifying and taking away the different defects in a production system and reducing variability. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

#### **MGMT 403 Project Management (3 cr.)**

This course provides students with a detailed and comprehensive guidance encompassing the different tools and techniques needed at each stage of the

implementation of a project from its beginning at the level of objectives to its end through various functions and deliverables such as: planning, scheduling, budgeting, controlling, and monitoring in the objective to maximize the chances of success. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **MGMT 407 Global Supply Chain Management (3 cr.)**

This course familiarizes students with the integration of key business processes within the organization's chain members and for the purpose of adding value to it and to the offering it produces. The course will be approached from a managerial perspective where global supply chain management emphasizes on the flow of information management, the development of partnerships between various stakeholders at different stages, from the supply of raw material to the supply of finished goods to customers.

As such, global supply chain management focuses on system design, operations, and on the application of decision models encompassing procurement, production, distribution, logistics and services. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **TEOM 403 Operations Management & Strategy (3 cr.)**

This course mainly overviews the role of operation management in elaborating and supporting effective strategy execution and how it may be leveraged as a sustainable source of competitive advantage. Students will be familiarized with operation strategy formulation, inventory control, quality management, processes and technology decisions in addition to industry operations and supply chain management. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **TEOM 404 Strategies for Environmental Sustainability (3 cr.)**

This course describes how organizations need to elaborate and implement sustainable strategies in order to develop and grow in a safer world, taking into consideration various challenges such as new technologies and innovations, environmental pressures such as climate change, ecological degradation and conflict, green markets and their overall impact on the economy. From this angle, students are familiarized with the different roles, responsibilities and corporate goals of strategists who are motivated by social responsibility and environmental engagement and who deliberately incorporate the sustainability dimension into their decision-making process and managerial practices. Prerequisite: BUSS 307 Corporate Social Responsibility.

### **TEOM 405 Applied Managerial Decision Modeling (3 cr.)**

This course introduces spreadsheet-based tools and techniques of modern applied managerial decision-modeling. Models used to analyze complex problems taken from various functional areas of management are addressed, including finance, marketing, operations and human resources. Students are familiarized with a broad range of analytical methods including linear programming, non-linear programming, multi-objective decision analysis, decision trees, queuing, and Monte

Carlo simulation. Prerequisites: MGMT 203 Principles of Management & BUSS 208 Business Statistics.

### **ACCO 405      Advanced Managerial Accounting (3 cr.)**

This course addresses financial and non-financial information contributing to the elaboration of the organizational strategic management process through planning and controlling various business activities. Students will be able to develop their knowledge and understanding of cost-based strategy and allocation, operating and financial budgets, profit analysis, financial performance measurement and variance analysis. Prerequisite: ACCO 403 Managerial Accounting.

### **MGMT 415      Negotiation & Conflict Resolution (3 cr.)**

This course familiarizes students with negotiation and organizational conflict theory, strategies and style. Students mainly practice negotiation scenarios through role-playing in order to acquire specific skills allowing them to recognize problems in sensitive contexts, overcome barriers and resistance, and develop applicable solutions. Prerequisite: MGMT 203 Principles of Management.

### **TEOM 406      Operations Analysis (3 cr.)**

This course introduces students to the various ways and tools needed to change or improve operations outcomes in order to insure a long term sustainability of the organization and consolidate its competitive posture through a thorough analysis of its various resource capabilities. Students are acquainted, among other things, with various analysis operation types such as process analysis concept and practice, production capacity and control analysis, supply chain design, product development analysis and quality analysis. Prerequisites: MGMT 203 Principles of Management & MKTG 204 Principles of Marketing.

### **TEOM 415      Information Systems Analysis & Design (3 cr.)**

The course teaches students how information systems are used in a business setting to solve critical organizational issues through various information systems function.

Students are also acquainted with the core advantages of properly using information systems planning and design in the objective, among other things, to develop expertise in the field, cope with ethical matters, and making sound strategic decisions. Prerequisite: MGMT 203 Principles of Management.

### **TEOM 420      Independent Study in Technology & Operations Management (3 cr.)**

Students are asked to pursue independent work in technology and operations management under the guidance of the instructor. Students are required to work on specific cases to submit a paper or project evaluating the content domain of the course.

# Faculty of Architecture and Design - ARCHIDES

The Bachelor of Architecture and the Bachelor of Interior Design programs at the Faculty of Architecture and Design offer students a professional degree that qualifies them to practice architecture and Interior Design. The programs take into consideration country and institutional requirements and characteristics such as recognition by the MEHE, registration in the Syndicate of Engineers (for architecture only), as well as offerings at the University.

## Organization and Governance

The Faculty of Architecture and Design is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished architecture and interior design leaders, opinion leaders, and/or political figures who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the Provost and the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the architecture community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Architecture and Design is composed of the officers and the academic personnel of the Faculty. The Officers include the following:

1. The President of the University, Ex-Officio
2. The Dean of the Faculty
3. The Registrar of the University, Ex-Officio
4. The Director of Admissions, Ex-Officio
5. The University Librarian, Ex-Officio

The academic personnel include:

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

## Faculty's Vision, Mission, and Core Values

### Vision

The Faculty of Architecture and Design (ARCHIDES) is developing an academic

environment that is distinguished by being contextually grounded, collaborative, diversified, multidisciplinary and experimental.

### **Mission**

ARCHIDES is committed to developing a culture of inquiry, discovery, and entrepreneurship, graduating responsible architects/designers that meet the changing needs of the globalized market.

### **Core Values**

Within this broad vision, ARCHIDES carry unwavering belief in the value of design as scholarship. Design –as an a disciplinary skill- is approached as a creative and reflective process that is engaged in scholarly work and inquiry and that contributes to the advancement of knowledge – Architecture & Interior Design being our field of expertise. ARCHIDES course of action in the search for excellence in teaching is set through differentiated learning whereby the Faculty provides a flexible delivery system that is tailored to the varied strength and outlook of the student body in the Faculty.

More specifically, ARCHIDES values:

- Excellent and accessible higher education. Rooted in the Bauhaus tradition, ARCHIDES motto is: every committed person can become a designer.
- Sustenance in life and design practice.
- Craftsmanship and material and technological innovation.
- Creative and pragmatic design practice propelled by the social and environmental challenges.
- Critical pedagogy and learning will to cross disciplinary boundaries.
- Active engagement with the community.
- Integration of research in undergraduate education.
- Network with the global research and professional communities for an effective build-up of ARCHIDES capacity to create value on the local and global scenes.

ARCHIDES is determined to build a learning environment that enables the development of a particular breed of architects and interior designers who carry a reflective and a critical stance of their own profession and who are capable to address emerging issues/problems by having access to the necessary most up-to-date set of theoretical and practical knowledge. In fact, ARCHIDES' main goal is not limited to graduating employable architects in the local market, but it aims to graduate design/entrepreneurs that push the boundaries of the discipline as well.

Such an outlook is based on a conscious positioning of ARCHIDES graduates away from a dominant conventional design practice in the real estate sector to the boundaries of that practice where socially and environmentally driven innovations are required. To further reinforce such a positioning, the outlook of this Faculty is to reverse the trend of specialization and the decentralization of the production process into capital [business], designers [architecture], and technicians [technology] by building on what Azm University has to offer in other Faculties- consequently

integrating into its curriculum courses from the Faculties of Business Administration, Media, and Engineering. Within such a program, ARCHIDES graduates are expected to innovate and to master all the necessary tools that will ensure that their innovations are context-based, technically sound, and commercially successful.

## Program Learning Outcomes

- Employ research, analysis and problem-solving skills to address unique and fluctuating conditions of design.
- Demonstrate an ability to creatively utilize and integrate innovative materials and cutting edge building technology in architectural design and practice answering to site conditions, social challenges, and environmental control systems into a comprehensive building design proposal.
- Employ traditional means of representation, computer-aided design, digital and physical modeling and fabrication to develop and communicate design.
- Build an array of technical and organizational skills that allow graduates to conceive and manage complex architectural and interior design projects, during all stages of the building process –briefing, design, construction, reception and management.
- Demonstrate an ability to work collaboratively with teams of project managers and various interdisciplinary design teams involved in the building and construction industry.
- Master an integrated approach to the built environment taking into consideration diversity of needs, social patterns, as well as environmental, cultural, technological, and urban factors.
- Demonstrate strong oral, relational and written communication skills that allow graduates to manage efficiently team working conditions and defend publicly their proposals.

## Career Opportunities

ARCHIDES prepares students for careers in a wide variety of fields:

- Architecture, environmental design, urban design, urban planning, and
- Interior design and product design.

## Foundation Year

Backed by the University Preparatory [UP] Program, incoming students are able to directly register courses in the major while simultaneously taking remedial courses commensurate with the capabilities of each student.

Both undergraduate programs (architecture & interior design) share common foundation year structure.

The foundation studios were reconfigured away from the Beaux-Arts tradition focusing on the design as a process involving a renewed sense of observation, materiality, and representation.

The foundation year consists of the following courses, which are major requirements in both architecture and interior design programs:

- ARCH 201 Basic Design I
- ARCH 202 Basic Design II
- ARCH 203 Architectural Communication I
- ARCH 204 Architectural Communication II
- ARCH 210 Introduction to Materials

Students who do not require courses from the UP program are able to take from the general education required and elective courses.

## **Faculty**

### **Dean**

Abed Jamal H., MSc Architectural Studies

### **Assistant Professors**

Omar Ahmad, PhD

Basmaji Marwan, PhD

Julian Maxim, Dip. Arch. D.P.L.G

### **Senior Lecturers**

Abi Haydar Hala, B. Arch

Kabbara Mohamad B.Arch

### **Lecturer**

Kamel Rany, B. Arch.

## **Teaching and Learning Strategies**

The methods of instruction include a combination of class lectures, reading assignments (that students need to prepare prior to coming to class), take-home assignments, in-class assignments, and studio hours that provide the students with enough information to develop their projects, drawings and reports. The method of teaching at ARCHIDES is highly interactive aided with professional and collaborative lectures that aim to increase student achievement and have greater teacher efficiency. Teaching and learning strategies include, but are not restricted to: cognitive learning, deployment of graphic and audio-visual tools, applied learning, thinking, and design skills.

## **Assessment Methods**

Evaluation and assessment of the student will be based on examinations, (drop quizzes, assigned quizzes, midterm, and final), projects, assignments, papers, attendance, and class participation.

## **Ethics and Integrity**

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the



course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

## **Cheating**

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

## **Plagiarism**

Plagiarism exists when students claim as their own the work of others. Students, who fail to properly credit ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the academic process and are advised to thoroughly review the University's Student Code of Conduct.

## **Programs' Academic Plan**

### **Philosophy**

The Architecture and interior design programs are tailored for fresh university entrants interested in leading careers in the architecture and interior design.

### **Admission to the Programs**

There is one admission deadline a year:

- Early admission for Fall 2017–18: April 25, 2017
- Regular Fall Semester admission 2017–18: July 31, 2017

### **Criteria for Admission to the Architecture and Interior Design programs**

Students admitted into the programs are either sophomore to the Architecture or Interior Design programs through direct admission or through transfer from other Faculties.

### **Direct Admission**

Direct admission applies to those students who are directly admitted from secondary school into the sophomore class at ARCHIDES. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

### **Transfer into the Faculty of Architecture Administration**

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to ARCHIDES and work for an Architecture or Interior Design degree. To be eligible for an internal transfer, the applicant must have completed at least 24 credits, he/she must not be on probation, and finally, he/she must have a minimum overall cumulative average of 70.

Final admissions decisions into the ARCHIDES depend on the quality of eligible applicant pool and the number of available places for the term in question.

### **Academic Advisors**

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The adviser communicates and embodies the culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

### **Course Load**

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

## Program Outline

A student must successfully complete the following minimum requirements to grant his/her undergraduate degree in architecture:

Of the total 170 required credit hours:

- A minimum of 9 credits of general education mandatory courses
- A minimum of 6 credits of general education elective courses that can be taken from other Faculties
- Four approved summer internships
- A minimum cumulative average of 70.
- Major Core Courses (128 credits): In addition to the foundation courses, the following courses form the major requirements for the BArch degree program:

ARCH 205 Statics & Mechanics of Materials  
 ARCH 300 Computer Aided Design I  
 ARCH 301 Architectural Design I  
 ARCH 302 Architectural Design II  
 ARCH 303 Computer Aided Design II  
 ARCH 305 Structural Mechanics & Analysis  
 ARCH 306 Building Structures & Seismic Design  
 ARCH 307 World History of Architecture I  
 ARCH 308 World History of Architecture II  
 ARCH 309 Building Construction I  
 ARCH 310 Building Construction II  
 ARCH 401 Architectural Design III  
 ARCH 402 Architectural Design IV  
 ARCH 405 Mechanical Design of Buildings  
 ARCH 406 Electrical Design of Buildings  
 ARCH 407 Contemporary Architectural Theory  
 ARCH 408 Urban & City Planning  
 ARCH 409 Building Systems Technology  
 ARCH 412 Design for Execution  
 ARCH 414 Building Codes and Laws  
 ARCH 501 Architectural Design V  
 ARCH 502 Architectural Design VI  
 ARCH 508 Principles of Sustainable Urban Development & Architecture  
 ARCH 510 Material Science and Application in Architecture  
 ARCH 601 Final Year Project I  
 ARCH 602 Final Year Project II  
 ARCH 611 Project Management

- Major Elective Courses (minimum of 27 credits): Students in the BArch Program must successfully complete a minimum of 27 credits from the following elective courses:

ARCH 312 Intermediate Architectural Photography  
ARCH 318 Forms in Architecture  
ARCH 403 Computer Modeling & Animation  
ARCH 404 LISP & Other Programming Language  
ARCH 503 Parametric Design  
ARCH 509 Technological Processes & Fabrication  
ARCH 511 Professional Practice  
ARCH 512 Surveying  
ARCH 515 Structural Technology I  
ARCH 516 Structural Technology II  
ARCH 517 Landscape Architecture  
ARCH 518 Cities, Planning & Urban Life  
ARCH 519 Building Envelope  
ARCH 520 Experimentation with Materials  
ARCH 525 Advanced Structures  
ARCH 526 Sustainable Environmental Systems  
ARCH 527 Basics of Climate Responsive Design  
ARCH 528 Architecture Heritage of Tripoli  
ARCH 537 Architecture of the Islamic World  
ARCH 615 Acoustics  
ARCH 616 Environmental Engineering  
ARCH 617 Theories of Urban Design  
ARCH 618 Urban Ecology & Cities of the Islamic World  
ARCH 619 Architectural Conservation  
ARCH 620 Theories in Material Systems  
ARCH 621 Design Management in Real Estate Development  
ARCH 625 Lighting Design

## Degree Plan Bachelor of Architecture

### Degree Plan (170 Credits)

<b>First Year (23 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	ARCH 201	Basic Design I	5
	ARCH 203	Architectural Communication I	6
<b>Total</b>			<b>11</b>
<b>Spring</b>	ARCH 202	Basic Design II	6
	ARCH 204	Architectural Communication II	3
	ARCH 210	Introduction to Materials	3
<b>Total</b>			<b>12</b>

<b>Second Year (42 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer I</b>		Internship I: Material Workshops	0
	ARCH 205	Statics & Mechanic of Materials	3
	ARCH 300	Computer Aided Design I	3
<b>Total</b>			<b>6</b>
<b>Fall</b>	ARCH 301	Architectural Design I	6
	ARCH 303	Computer Aided Design II	3
	ARCH 305	Structural Mechanics and Analysis	3
	ARCH 307	World History of Architecture I	3
	ARCH 309	Building Construction I	3
<b>Total</b>			<b>18</b>
<b>Spring</b>	ARCH 302	Architectural Design II	6
	ARCH 306	Building Structures and Seismic Design	3
	ARCH 308	World History of Architecture II	3
	ARCH 310	Building Construction II	3
		Major Elective 1	3
<b>Total</b>			<b>18</b>

**Third Year (42 credits)**

<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer II</b>		Internship II: Construction Sites	0
		General Education Required	3
		General Education Elective	3
		<b>Total</b>	<b>6</b>
<b>Fall</b>	ARCH 401	Architectural Design III	6
	ARCH 405	Mechanical Design of Buildings	3
	ARCH 407	Contemporary Architectural Theory	3
	ARCH 409	Building Systems Technology	3
		General Education Elective	3
		<b>Total</b>	<b>18</b>
<b>Spring</b>	ARCH 402	Architectural Design IV	6
	ARCH 406	Electrical Design of Buildings	3
	ARCH 408	Urban & City Planning	3
	ARCH 412	Design for Execution	3
	ARCH 414	Building Codes and Laws	3
		<b>Total</b>	<b>18</b>

**Fourth Year (33 credits)**

<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer III</b>		Internship III: Local Design Office	0
		<b>Total</b>	<b>0</b>
<b>Fall</b>	ARCH 501	Architectural Design V	6
		Major Elective 2	3
		Major Elective 3	3
		General Education Required	3
		<b>Total</b>	<b>15</b>
<b>Spring</b>	ARCH 502	Architectural Design VI	6
	ARCH 508	Principles of Sustainable Urban Development & Architecture	3
	ARCH 510	Material Science & Application in Architecture	3
		Major Elective 4	3
		General Education Required	3
		<b>Total</b>	<b>18</b>

**Fifth Year (30 credits)**

<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer IV</b>		Internship IV: International Design Office	0
		<b>Total</b>	<b>0</b>
<b>Fall</b>	ARCH 601	Final Year Project I	6
	ARCH 611	Project Management	3
		Major Elective 5	3
		Major Elective 6	3
		Major Elective 7	3
		<b>Total</b>	<b>18</b>
<b>Spring</b>	ARCH 602	Final Year Project II	6
		Major Elective 8	3
		Major Elective 9	3
		<b>Total</b>	<b>12</b>

**Internship Requirements and Guidelines**

All Architecture students are required to complete four summer internships as detailed in the following degree plan. Students must provide the Faculty with an employer's acceptance.

Normally, internships are assigned and/or allocated by the Dean's office. However, students may solicit their own internships.

**Internship Guidelines**

- Internship duration is two months during the Summer term (usually between June 15 and August 31).
- Students must comply with the working hours and days of the host company.
- Working days in the week must not be less than 5.
- A faculty member from ARCHIDES will supervise the student throughout the internship period.
- The internship is zero credits with passing 'P' or failing 'F' grade.
- Passing is dependent on: 1) the report submitted by the student and 2) the report submitted by the direct supervisor.

**Graduation Requirements**

Graduation requirements for the Bachelor of Architecture are the following:

- A student must have completed a minimum of 10 semesters beginning with the sophomore class.
- A student must complete the degree in a maximum of seven calendar years. A student who fails to complete his/her degree program within the specified time must petition ARCHIDES Academic and Curriculum Committee for an extension.

- A minimum overall cumulative average of 70.
- Students must also achieve a cumulative average of at least 70 in the 155 credits that are distributed as 128 credits of core courses + 27 credits of major electives.
- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses

## **Dismissal and Readmission**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

After evaluation of the student's coursework, transfer credits will be considered. The student must achieve a minimum grade equivalent to 70 in each of the courses for which transfer of credits may be granted.

## **Failing and Repeating Courses**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

## **Incomplete**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the ARCHIDES.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.



## Examinations and Quizzes

All courses have final examinations, unless otherwise authorized by the Academic and Curriculum Committee at ARCHIDES. Final exams need to be taken by all students in order for them to pass a course.

There are no make-up exams for midterms. If a student misses the midterm exam, he/she will receive a zero. Furthermore, no shift in weight to the final exam is allowed. This midterm exam policy should be stated clearly in the syllabus of the course.

## Accreditation

Accreditation by NAAB is set as an objective right at the inception of the program at ARCHIDES. This is informing the articulation of objectives/course learning outcomes within the curriculum. ACSA membership is to tap on valuable tips onto conference events and NAAB accreditation process.

## Architecture Courses

All ARCHIDES courses have prefixes according to the following: ARCH

A detailed description of courses under each discipline is available in the following section.

## Course Description

Architecture is a field of science and technology and of art. Architecture education combines knowledge-based professional material and artistic understanding and expression skills. An architect must be able to see problems from many different directions, which is the reason for the broad-based nature of the degree in architecture. The current nature of our education develops the student's scientific and artistic thinking relating to the construction of a socially responsible and sustainable future.

Our curriculum is designed to offer a unique learning experience for each of our students through the application of the differentiated learning that informs the structure of our curriculum and its related set of electives. The impetus of the structuration of our curriculum is and will continue to remain this particular burning question: How does ARCHIDES matter in its geographic and disciplinary contexts? Our search for answers led us to devise a creative and flexible curriculum structure, the whole-mark of which is five main study areas, namely: Design, Engineering, History & Theory, Computation Design & Fabrication, & Material Science and Technology. Through a rich set of electives in the different axes, the structure of the curriculum enables the students to graduate with different specialized inclinations. Four summer internships are designed to foster the necessary professional practice integration in the curriculum.

What follows is an elaboration of the course offering in the program structured along these five main study areas. Course offering and course description are preceded within each study area by a synopsis identifying the main objectives and expected learning outcomes related to this specific track. Required courses are delineated first. These are followed by elective course offering within this area.

## DESIGN

Design is addressed as a tool of research and investigation. Architecture faculty and students explore a range of design investigations, expand knowledge, and confront the challenges of the contemporary built environment. The design area of study functions as the central focus of instruction where all knowledge and skills acquired in other courses converge. Students will learn to probe and carry an in-depth research and reformulation of the problems and issues through the design process. Spatial relationship with the context, sustenance, consideration of the materiality, techniques of fabrication and construction, and representation of ideas through different media always form an integral part of any studio. In opposition to the conventional practice, the format of the studio is lecture intensive and driven by innovation in the response to real questions addressing social and environmental challenges. The creative, collaborative atmosphere of the faculty is supplemented by its advanced information infrastructure, media-enriched presentation spaces, vast library resources, and open access to fabrication technologies, enabling architecture students to develop, discuss, exchange, and materialize ideas through a comprehensive range of platforms and media.

### Required Courses

#### **ARCH 201      Basic Design I (5 cr.)**

Design as investigation process: This course is geared for both students of Architecture and Interior Design. Based on the studio format, a sequence of projects is tailored to progressively develop the central skills of observation, research, analytic thinking, and representation, with emphasis on the inventive and intelligent expression of ideas. Students explore 'ways of seeing': understanding and interpreting objects/places/events from their environment and learning to look beyond the obvious and visible into the unseen and often 'absurd' qualities of things.

#### **ARCH 202      Basic Design II (6 cr.)**

A design studio focused on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships. This course combines architectural basics and concepts by developing student knowledge on new perspectives and introducing the requirements of human beings, their life and the environment, in addition to the methods of interpretation into architectural entities. Prerequisite: ARCH 201 Basic Design I.

#### **ARCH 301      Architectural Design I (6 cr.)**

A design studio focused on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships, in addition to essential elements of form and space and the principles of their design. Prerequisite: ARCH 202 Basic Design II.

#### **ARCH 302      Architectural Design II (6 cr.)**

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. The main purpose of this course

is to develop the students' visualization and technical skills in what pertains to the quantitative and functional aspects of design problems, and aid them in evolving solutions based on the aesthetic and expressive values. This involves the study of the perceptual and spatial characteristics of geometric solids and volumes, while utilizing these various modifications to best suite basic architectural spatial solutions. Prerequisite: ARCH 301 Architectural Design I.

### **ARCH 401      Architectural Design III (6 cr.)**

This course introduces students to new problems in design. It strengthens their knowledge in designing multifunction projects and equips them with profound knowledge about solving problems in design process like: site slope, parking and other issues. This is achieved through design methods, principles, and models making. Prerequisite: ARCH 302 Architectural Design II.

### **ARCH 402      Architectural Design IV (6 cr.)**

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. The main purpose of this course is to introduce students to design multi-function buildings with special emphases on circulation and three-dimensional images. This is achieved through design principles and developing models. Prerequisite: ARCH 401 Architectural Design III.

### **ARCH 412      Design for Execution (3 cr.)**

A combined Lecture and Studio course consisting of: implementation of architectural design project in construction and detail plans considering technical requirements. The course covers overview plan, site plan, stories, sections and elevations, wall sections, staircase details, door list, window list, other project related details. Prerequisite: ARCH 310 Building Construction II.

### **ARCH 501      Architectural Design V (6 cr.)**

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. The main purpose of this course is to introduce students to the design of public buildings such as, offices, hotels, and hospitals, while taking into consideration the impact on community health and the environment. Furthermore, modern technology in the work is tackled, including electrical, mechanical, and acoustic. Prerequisite: ARCH 402 Architectural Design IV.

### **ARCH 502      Architectural Design VI (6 cr.)**

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. Prerequisite: ARCH 501 Architectural Design V.

### **ARCH 601 Final Year Project I (6 cr.)**

This course is the first component of the students' year-long design study of an architecture issue of their choice. The design study must be of a professional caliber that entitles students to graduate as professional architects ready to join the Lebanese Order of Engineers and Architects and practice in the real world. During this course, the students must develop a design Statement and Proposal and must submit a Book which synthesizes their semester's progress. The design study continues during the Spring term and is considered to be fulfilled by the completion of ARCH 602. Prerequisite: ARCH 502 Architectural Design VI.

### **ARCH 602 Final Year Project II (6 cr.)**

This course is the second component of the students' year-long design study of an architecture issue of their choice. The design study must be of a professional caliber that entitles students to graduate as professional architects ready to join the Lebanese Order of Engineers and Architects and practice in the real world. During this course, the students are expected to integrate and synthesize acquired knowledge and skills, and to develop both the theoretical/critical and practical components of the research and design project proposed in ARCH 601. Prerequisite: ARCH 601 Final Year Project I.

## **COMPUTATION DESIGN AND FABRICATION**

One of our program's missions is to explore and elaborate on the concept of "Responsive Architecture" through an exploration of computation, media technology, robotics and digital fabrication in order to create interactive and ubiquitous architectures through a synthesis of the digital and physical worlds. This study area offers the theoretical and practical hard skills necessary to fulfill this program's mission and empowers our graduating students to meet the global job market demand in contemporary architectural design offices.

Students will be endowed with a new understanding of digital technologies and their application within the built environment. All of the required and elective courses offered within this area are in a form of studio and/or lab courses. The sequence progresses from hand-driven visualization to 2-D & 3-D digital visualization methods, to finally computation analysis and design. The latter aspect dovetails with digital fabrication in the material science and fabrication study area.

In addition to the required courses, all students of Architecture are required to take a minimum of one elective course from this study area.

## **Required Courses**

### **ARCH 203 Architectural Communications I (6 cr.)**

This course is an introduction to the basic language of visualization and conceptual reading/representation of architecture and the built environment offering a shared inventory and basic framework upon which to build subsequent studies. The course stresses on the relationship between the idea (the graphic depiction), the media, materials, and technique through its two structural parts: the non-measurable freehand representation that exposes the students to a number of media (pencil, charcoal, ink, and coloring) and representational tools and the measurable where

students learn and apply the principles of descriptive geometry to illustrate and communicate design ideas. This includes orthographic drawing, axonometric projection, architectural diagramming, vignette sketching, and physical modeling. While the assignments are designed to contribute to an integration of these two parts, they culminate in an analytic project whereby students shall be asked to communicate the varied conceptual characteristics of an architectural project of their selection.

### **ARCH 204      Architectural Communications II (3 cr.)**

Developing on its prerequisite (ARCH 203), this course exposes the students to the intersection of solids, sun behavior and ways to react to it through different orientations and contextual conditions, and the construction of shades and shadows that is in itself based on the principles of planar intersections and their application in perspective drawings. Models and drawings will continue to form the necessary investigative tools for communication and as generative instruments of formal, spatial, and tectonic discovery. All exercises are designed to enhance the ability to visualize architectural form and volume three-dimensionally and provide tools that reinforce and inform the design process. Prerequisites: ARCH 203 Architectural Communication I.

### **ARCH 300      Computer Aided Design I (3 cr.)**

This course is an introduction to and overview of concepts of Computer Aided Design in lectures and exercise form. It enables the students to execute various 2-D digital architectural drawings. The course will comprise basic computer aided drafting skills using the latest release of CAD software including: file management, Cartesian coordinates system, drawing setup, drawing aids, layer usage, drawing 2D geometric shapes, editing objects, array, text applications, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. In addition to the rendering capacities of CAD software, students will be exposed to additional vector based and raster based rendering software. Prerequisite: ARCH 204 Architectural Communication II.

### **ARCH 303      Computer Aided Design II (3 cr.)**

The course provides the continuation of the training in CAD programs. It introduces students to additional specific programs that allow students to simulate entire design projects through computer-based programs, such as Sketch-up and AutoCAD 3D for solid and surface modeling. Prerequisite: ARCH 300 Computer Aided Design I.

### **ARCH 304      Computational Design Methods and Technologies (3 cr.)**

During this course, students shall be exposed to the latest technological and theoretical developments, empirical research findings, educational case studies, pedagogical theories, design reflections, and future trends related to the world of computation design and fabrication. Students will be critically informed how applying research and pedagogical outcomes and reflections in the field have influenced and will continue to transform design into the future. Issues that will be investigated are: generative and parametric design systems, digital fabrication, building information modeling (BIM), collaborative virtual environment, and virtual and augmented reality systems. Prerequisite: ARCH 303 Computer Aided Design II.

## Elective Courses

### **ARCH 403      Computer Modeling and Animation (3 cr.)**

This course expands on the skills learned to cover new applications for surface and solid modeling, as well as rendering, material library, and applications of light, leading to the development of complete project renderings and realistic walk-throughs. In addition, the course introduces techniques for computer animation such as key-framing, procedural methods, motion capture, and simulation. We will focus primarily on architecture animation, but will also discuss animation of cloth and natural phenomena. Recent research results will be considered as well as basic techniques. The course also includes a brief overview of story-boarding and scene composition. Prerequisite: ARCH 303 Computer Aided Design II.

### **ARCH 404      LISP & Other Programming Environments (3 cr.)**

The intent of this course is not to train students in a particular CAD program or design view but to prepare them for the difficult task of designing and changing CAD programs for their personal use or to needs specified by other architects. In this respect, using programming tools, one can “transcend the factory set limitations of current 3D software. The emphasis of this course will be on principles. All exercises have the purpose of illustrating one particular aspect of design computing. Accordingly, the course shall mainly cover LISP as a computer programming language. Students shall learn the symbols and various operations that define the vocabulary of the programming language and the way its syntax specifies the valid patterns. In addition, students shall be exposed to VisualScheme, an interactive programming environment that accompanies the architect from the learning phases to the advanced uses and that can be explored in pedagogic, research, and industry settings. Prerequisite: ARCH 303 Computer Aided Design II.

### **ARCH 503      Parametric Design (3 cr.)**

This design and technology seminar provides a foundation for understanding and using of parametric design in architecture as well for other design practices and fields. Through learning the language of “Parametric Design,” its history and development, and computational techniques students can expect to develop fundamental knowledge of the importance for designing with parametric tools. Students shall develop an expertise with parametric techniques to suit their own design intentions and practices. The associative parametric designs and strategies are achieved through learning the foundational all through the advanced tools, techniques, and methods. By establishing the concepts and skills required to think, design, and prototype projects using associative parametric design technologies students will gain facility, precision and control for taking their designs from concept to implementation. Prerequisite: ARCH 303 Computer Aided Design II.

## **HISTORY AND THEORY**

This study area explores the relationship between design, history, and theory through a broad range of courses in which the analysis of buildings, cities, landscapes, and texts supports the articulation and criticism of fundamental concepts, methods, and issues. Historical and contemporary projects and writings are studied in context and as part of the theoretical discourse of architecture. Accordingly, this study area

investigates subjects that deal with the history of architecture and art, as well as the theoretical and political presuppositions informing that history. Offerings range in content and method. Some are motivated by questions derived from the problems of contemporary practice. Others investigate a body of historical material in ways that develop analytical skills applicable to a wide range of topics raising questions concerned with understanding the built environment – how it is created, what it means to the people who make it, what it tells us about history, how it responds to ideas, desires, and needs of people living at a particular time, and how at the end of the day, it informs our design as a scholarly work.

In this respect, the set of courses (both required and optional) forming the body of this study area locates architecture within social, ideological, creative, political, material and technological, theoretical and urban processes. In doing so, it explores the boundaries of what might be regarded as legitimate architectural objects of study, and the effects of different modes of historical interpretations upon the discipline and beyond.

In this perspective, we explore the material aspects of architecture (structure, design, technology, etc.), the intellectual, philosophical, and social conditions that bring it into being, as well as the significant issues in current disciplinary thinking. Our courses cover a vast number of topics, from prehistoric grave mounds to contemporary issues and themes. The second year of study includes a broad survey of a world history of architecture, art, and the city (Arch 307 & 308). The rich history of Tripoli takes a special attention in this track. This study area is approached from an interdisciplinary perspective.

The student will not only develop an understanding of how the built environment has been shaped in the past and is being shaped now, but also the forces that will shape it in the future. Through the rigorous application of research and analysis, students will study spatial design in the broadest context examining the environmental, social, cultural, economic, political, technical and aesthetic influences on the design process as well as on the «finished product» itself.

In addition to the required courses, all students of Architecture are required to take a minimum of one elective course from this study area.

- The main general outcomes of this track are:
- Understand how designs are the result of the cultural, social and economic context in which they are conceived and produced
- Formulate solid research questions
- Apply scientific research methods that will help any historical and/or theoretical investigation
- Write sound papers

Apply design as a research method in the investigation of historical buildings/artifacts.

Develop the signification for judging the merits of buildings or building projects. Such reasoned judgments are an essential part of the architectural creative process.

## Required Courses

### **ARCH 307      World History of Architecture I (3 cr.)**

This course is a requirement course for second year architecture and interior design students. The same course is also offered as an elective course for the remaining Faculties.

The World History of Architecture is approached from a different perspective of the conventional Euro-centric outlook to the study of the architecture production during the past eras. Accordingly, it offers an expansive geographical and historical spectrum- widening in this respect the scope of analysis across cultural diversity, time periods, and geographies. The students are expected to develop a holistic, contextualized and sensitive overview of architecture in relation to the following factors that continue to our time shape transformations and differences in the production of Architecture and its agents, namely: geography and the environment; social, economic, and cultural systems; and material and technology.

The scope of the course encompasses architecture from its early prehistoric beginnings to the 1400s (exclusive).

### **ARCH 308      World History of Architecture II (3 cr.)**

This course is a requirement course for second year architecture and interior design students. The same course is also offered as an elective course for the remaining Faculties.

The World History of Architecture is approached from a different perspective of the conventional Euro-centric outlook to the study of the architecture production during the past eras. Accordingly, it offers an expansive geographical and historical spectrum- widening in this respect the scope of analysis across cultural diversity, time periods, and geographies. The students are expected to develop a holistic, contextualized and sensitive overview of architecture in relation to the following factors that continue to our time shape transformations and differences in the production of Architecture and its agents, namely: geography and the environment; social, economic, and cultural systems; and material and technology.

Building on the previous course, the chronological narrative expands from the 1400s till the end of WWII. Prerequisite: ARCH 307 World History of Architecture I.

### **ARCH 407      Contemporary Architectural Theory (3 cr.)**

Theory can be used as justification, as propaganda, as a guide for practice, as a set of principles, as a vehicle of thought, as a platform for debate, and as an architectural project in itself. This course considers the changing role of theory with respect to architectural, urban, and landscape practice over the course of the twentieth and twenty-first centuries, and aims to furnish students with a set of questions, techniques, and tools for criticism and self-critique. Focusing on key figures, movements, and texts, this course provides an overview of the principal theories that have informed, animated, or destabilized recent architectural, urban, and landscape discourse. Prerequisite: ARCH 308 World History of Architecture II. Prerequisite: ARCH 308 World History of Architecture II.



### **ARCH 408      Urban and City Planning (3 cr.)**

This is an intensive studio-oriented course that seeks to give students a real- world experience with city planning. By focusing on one physical area in the context of north of Lebanon, the course helps students learn about the entire gamut of city planning issues: physical building and street design issues, social and economic issues, environmental impacts, analysis methods, legal framework, city government, politics, and community dynamics. Backed by lectures, students are expected to work in the field and in the studio, undertaking a series of assignments that culminate in the preparation of a plan for the study area.

### **ARCH 508      Principles of Sustainable Urban Development (3 cr.)**

The course main objective is to impart upon students a profound understanding of urban development from a perspective of sustainability, simultaneously developing their knowledge set of principles and judgment in the field of sustainable urban design, transportation, infrastructure, and smart systems. Students are expected to develop a detailed understanding of how the opportunities and constraints offered by different contexts result in the adaptation and redefinition of sustainability as a continually developing and contested concept. Through case studies, students shall learn to critically assess the possibilities and challenges of sustainability that face the world's cities today as they relate to environmental/ecological, economic, technological, institutional, legal, and social behavioral parameters. Questions of urbanism vs sprawl, urban policies vs master planning, linear vs cyclical systems, ubiquitous vs conventional computation, dedicated vs on-demand service, collective vs individual service, amongst other contemporary issues that couple sustainable urban development shall be addressed in the context of analysis of the case studies. Prerequisite: ARCH 408 Urban & City Planning.

## **Elective Courses**

### **ARCH 318      Forms in Architecture (3 cr.)**

This course treats architecture as an end in itself; to serve neither as a history nor as a theory but as a pragmatic "theory of the project,"- a comprehensive guide and reflection upon a generic repertoire of ideas in architecture found both in practice and academia. Students are expected to gain an understanding of a range of phenomenon that have been encountered in our building/design culture over a wide span of time. The study of form in Architecture shall be grounded in the philosophical thought of Rudolph Arnheim, Ernst Cassirer, Husserl, Heidegger, Gaston Bachelard, Michel Serres and Merleau Ponty. Space, spatial concepts and their interpretation (depth, density, interpenetration, assembly and composition, along with Loos' Raumplan and Le Corbusier's plan libre), tectonic expressive character of building materials (stone, concrete, brick, wood, glass, and steel), light and shadow, and the conditions of "re-vetment" shall form the material of this theory of the project under investigation. Students are expected to submit a term paper undertaking a project for analysis and presentation at the end of the semester. Prerequisite: ARCH 308 World History of Architecture II.

### **ARCH 517      Landscape Architecture (3 cr.)**

This course explores the basic knowledge about landscape design with its general

philosophical and specific functional concepts. It tackles the historical development of landscape architecture, the geometric and naturalistic forms of design, and the principles of organization that lead to harmony, unity, and interest etc. The students utilize different techniques in addition to computer programs to execute selected projects. Prerequisite: senior standing.

### **ARCH 518      Cities, Planning and Urban Life (3 cr.)**

This course is a study of the actual planning processes, issues and problems, urban and regional zoning, and demographical projections, with comparative studies of regional, or international, and planning building on case studies. Accordingly, it provides a broad introduction to social science theories and analysis methods and uses case studies along the semester to examine how people, communities, and governments plan a city. Specific topics presented and discussed in this course are drawn from urban history; urban sociology; economics of urban and regional growth; urban and regional structure; urban form and function; urban government and politics; and the planning profession.

The overall objective of the course is to stimulate thinking about the complexity, role, values, and problems of urban and regional systems, and to raise awareness about the importance of planning and designing for quality urban environments. Prerequisite: ARCH 408 Urban & City Planning.

### **ARCH 527      Basics of Climate Responsive Design (3 cr.)**

This course deals with the thermal and environmental processes which affect buildings, and how the designer responds to or manipulates the thermal environment. It is necessary for the architect to understand these processes, the human response to them, and the necessary materials and tools.

Four computer programs (developed at UCLA) are made accessible to aid student learning in each module of the course, and also to support architectural design decision making once they get out into practice: Climate Consultant, OPAQUE, SOLAR-2, & HEED (Home Energy Efficient Design). All these programs can be downloaded (at no cost) from [www.energy-design-tools.aud.ucla.edu](http://www.energy-design-tools.aud.ucla.edu). The Course is designed in ten modules. At the end of the sequence each student will have created all the pieces they need for the design of a small single-zone building, usually some type of residential project. Each problem set is structured into a set of learning objectives and the student is shown how to address each, often with the aid of one of the computerized Energy Design Tools. Prerequisite: senior standing.

### **ARCH 528      Architecture Heritage of Tripoli (3 cr.)**

Focusing on the city of Tripoli, the course shall approach the city in parallel to Arab cities as well as to cities sited on the Mediterranean. It shall cover the following themes:

- 1- The city and the urban fabric through history: Tripoli through historical eras (architecture, planning, social and economic transformations).
- 2- Contemporary realities: urban growth and its impact on the heritage and historical fabric.
- 3- Architectural landmarks in the city
- 4- Management of heritage preservation and the difficulties faced

Visions and prospects of exploring its future: Development of urban policy and the role of the city between globalization and local assets. Prerequisite: ARCH307 World History of Architecture I.

### **ARCH 537      Architecture of the Islamic World (3 cr.)**

The course approach is similar to courses ARCH 306 & ARCH 307 with a main focus on the architectural production over the periods from the Prophet Mohamad's hijra to Madinah reaching the Ottoman period. Prerequisite: ARCH 307 World History of Architecture I.

### **ARCH 617      Theories of Urban Design (3 cr.)**

This course examines the 20th century built environment from individual buildings to large-scale urban designs. Taking the Modern Movement as the century's central architectural and urban design event, the course considers how the theory and practice of modernism both evolved and departed from 19th century movements, created new building techniques and technologies, radically reorganized urban forms and functions, dramatically redefined the role of architect and planner, and was subsequently rejected and resurrected. The forms, functions, and meanings of architecture and urban design are examined within their artistic, social, political, and economic contexts. Prerequisite: ARCH 408 Urban & City Planning.

### **ARCH 618      Urban Ecology and Cities of the Islamic World (3 cr.)**

This course examines Islamic architecture and urban planning coped with environmental constraints in various areas and different climates and how to turn them into constructive design tools. It examines the environmental strategies behind the design of selected examples ranging in scale from the region, to the city, the house, the garden, and the single architectural element. It explores the social, cultural, symbolic, and psychological dimensions of environmental design as they developed over time to enrich, modify, or even obscure their functional origins. Prerequisite: ARCH 408 Urban & City Planning.

## **ENGINEERING**

The aim of this track is to equip our graduates with the following capabilities:

- Identify, formulate, and solve problems applying scientific and engineering principles and concepts.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.
- Demonstrate strong architectural, interior design, scientific and technical knowledge, coupled with a solid background in project methodology, building construction techniques and architectural design.
- Understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- Bridge theory and practice and integrate scientific and technological considerations into the design process
- Integrate design and construction process creatively: Study and design a project to meet desired needs within realistic constraints such as economic, environmental,

social, ethical, health and safety, manufacturability, and sustainability.

- Lead and collaborate with the team of engineers and project managers involved in the design and construction activities.
- Ready for post-graduate studies.

## Required Courses

### **ARCH 205      Statics and Mechanics of Materials (3 cr.)**

This course seeks to develop informed intuition for structures by emphasizing underlying concepts and synergy of form and structure and encourage creative design integration. The course also aims to convey material sufficiently rigorous for effective communication with engineers, and analyzing of basic structures. Prerequisites: MATH 110 Calculus & Analytical Geometry I & PHYS 101 Introduction to Physics.

### **ARCH 305      Structural Mechanics and Analysis (3 cr.)**

This course is an introduction to column design and buckling; cable design; and physical properties of various materials used in construction: timber, steel, aluminum, copper and others. Deformation of structural elements under loads using moment area and conjugate beam method are also addressed. Indeterminate structures by approximate methods; design and selection of the structural elements according to loads applied with practical assignments: selection of materials and pre-dimensioning the structure elements. Prerequisite: ARCH 205 Statics & Mechanic of Materials.

### **ARCH 306      Building Structures and Seismic Design (3 cr.)**

This course seeks to develop students' understanding of building structures and selection criteria for appropriate systems; in addition to integration of structures with architectural objectives; conceptual design of structures for gravity and lateral wind and seismic loads. Prerequisite: ARCH 305 Structural Mechanics and Analysis.

### **ARCH 405      Mechanical Design of Buildings (3 cr.)**

This course represents an introduction to the mechanical installations in various building types. On the first hand, it deals with the Heating, Ventilation and Air-Conditioning (HVAC) systems, energy management systems and solar collectors. On the other hand, sanitary engineering issues such as water distribution, sanitary systems and rainwater drainage will be tackled.

### **ARCH 406      Electrical Design of Buildings (3 cr.)**

This course addresses the fundamentals of electricity, voltage, generation and distribution of power HT and LT. It tackles also the preliminary analysis, estimation and design consideration of building electrical systems. It also highlights on the electrical requirements and distribution in buildings and the related execution problems.

## Elective Courses

### **ARCH 515      Structural Technology I (3 cr.)**

This course tackles the basic principles of statics, strength, and stiffness. Students will study the basic behavior of beams and columns. The course seeks to develop a qualitative as well as quantitative understanding of structural analysis and serves as an introduction to Structural Technology II. Prerequisite: ARCH 306 Building Structures & Seismic Design.

### **ARCH 516      Structural Technology II (3 cr.)**

This course tackles the study of gravity and lateral structural systems through case studies in steel, wood and concrete construction, and helps understand how the structures withstand forces. Students will develop the structure to support their own studio work, calculate loads, and design simple elements like beams and columns. Prerequisite: ARCH 515 Structural Technology I.

### **ARCH 525      Advanced Structures (3 cr.)**

This course seeks to develop students' understanding of building structures and selection criteria for appropriate systems. Different systems, such as steel structures, wood structures and composite materials will be addressed. Prerequisite: ARCH 515 Structural Technology I.

### **ARCH 526      Sustainable Environmental Systems (3 cr.)**

This course tackles the impact of climate conditions on the design process, temperature control inside buildings, shade measuring design and its utilities for defining the appropriate amount of insulation and shades, types of heat isolation, wind direction, and ventilation surrounding the building. Prerequisites: ARCH 405 Mechanical Design of Buildings & ARCH 406 Electrical Design of Buildings.

### **ARCH 615      Acoustics (3 cr.)**

This course is a survey of basic acoustical systems, theories, acoustic properties of different materials used in buildings and their consequences on noise reduction, as well as a study of the properties of acoustical spaces, such as theaters or concert halls. Prerequisite: Senior standing.

### **ARCH 616      Environmental Engineering (3 cr.)**

This course seeks to teach students the fundamental concepts in environmental engineering dealing with water, air, and land pollution, and other areas such as ecology, global warming, environmental regulations, renewable and nonrenewable energy resources, and sustainability. The course also includes how an engineer should be environmentally responsible. Students will learn about architecture, passive design, environmental physics, environmental systems in buildings and the effective use of energy and materials. Prerequisite: ARCH 526 Sustainable Environmental Systems.

## **ARCH 625      Lighting Design (3 cr.)**

This course addresses the analysis of the basic electric concepts, with emphasis on energy management, electric ratings and capacity, and lighting systems and different lighting equipment, and methods for building electrical systems. Prerequisite: ARCH 406 Electrical Design of Buildings.

## **MATERIAL SCIENCE AND TECHNOLOGY**

Civilization in general and architecture in particular advance through cycles of perpetual change in material and technologies. If Architecture is integration between art and science, there is nothing more intimately related to science in architecture than the science of material.

It is within such a frame of reference that our program approaches the education of our graduates in this study area: materials are the foundation of Architecture. If innovation in architecture is driven by responding to social and environmental challenges, an in-depth understanding of material and its related technologies as well as the capacity to reform these materials is key to this innovative response.

Accordingly this study area is expected to prepare our graduating architects and interior designers to pursue material innovation in their post-graduate studies on one hand and/or to meet the expectations of the construction industry both in Lebanon and the region.

In accordance with the above-mentioned directive, the purpose of this study area is to ensure that after completion of this track, the student has:

- deep knowledge of traditional and contemporary intelligent materials that are green and energy efficient through their properties & characteristics, potential defects and way to detect them, processes of fabrication, use and limitations of the technologies behind their production, manipulations as well as processes and detailing for assembly.
- ability to create architectural designs informed by an understanding of the technical requirements and aesthetic potential of the selected material and a sensitivity towards cost
- adequate knowledge of physical problems, technologies and of the function of buildings so as to provide them with internal conditions of comfort and protection against the climate
- ability to argue scientifically about the selection option of materials and methods of assembly and detailing
- understanding of the behavior of the material within its environment
- understanding of the scientific methods of investigation towards material innovation

An understanding of the field of innovation in material science and technologies that are associated with the profession is also part of the general skill outcomes of this study area. This develops the student's working life skills and promotes a career path with options to either work as an employee in the private or public sector or as an entrepreneur.

## Required Courses

### **ARCH 210 Introduction to Materials (3 cr.)**

This course offers an introductory overview of the principle materials used in the construction industry of today. More specifically, the course gives a basic introduction to the properties of the five main classes of materials: metals, ceramics, glass, polymers, composites and natural materials with special focus on steel, concrete, brick, wood and plastic materials. Fundamental characteristics of these materials are explained along their structural, mechanical, and physical properties as well as along their behavior and long-term performance. During this course, students will learn about material and product manufacturing techniques and how they relate to their mechanical and non-mechanical properties. At the end of this course, students will gain a comparative knowledge of material properties and possible applications in architectural design and construction.

### **ARCH 309 Building Construction I (3 cr.)**

This course deals with the response of building envelopes to surrounding environmental factors; covering in detail the components of the envelope: floors, walls, doors, windows, and roofs of all types. This course is also an introduction to construction detailing. The aims of the course are for students to achieve an integrated knowledge of building construction, structural systems, material choices and energy transfer mechanisms and the ability to synthesize them into a coherent project that expresses architectural intentions. It also introduces students to the techniques of functional analysis of building performance including computer applications. Prerequisite: ARCH 210 Introduction to Materials.

### **ARCH 310 Building Construction II (3 cr.)**

A combined Lecture and Studio course consisting of: recent building technologies, materials, finishing work and materials, and the methods, contents, and presentation of professional construction documents including execution drawings, details and schedules. Building components such as floors, roofs, walls, doors, windows, and stairs will be addressed. Prerequisite: ARCH 309 Building Construction I.

### **ARCH 409 Building Systems Technology (3 cr.)**

This subject introduces students to the properties, behavior and testing of construction materials and the principles of heat, light and sound as they apply to building design. Students explore the important link between ecologically sustainable design and construction material choice during the design process. This includes an examination of the durability and life-cycle of construction materials and the embodied energy and energy efficiency of various design options and construction methods. Prerequisite: ARCH 310 Building Construction II.

### **ARCH 510 Material Science and Application in Architecture (3 cr.)**

This course looks into architectural innovation within a context where design, composition and modes of production for scales from wearables to buildings have radically changed due to an increasing sophistication and pervasiveness of computationally driven design and fabrication technologies. During the semester, material systems are examined for the ability to act in a responsive manner, by

instrumentalizing their native material composition as well as introducing technologies for sensing and geometric transformation. Students are expected to research in the way materials can be responsive to degrees of morphability and in how their extra-systemic qualities are transformational when placed in different contexts or experienced in different manners. Collaborative project-based research prioritizes design through examination, ongoing iteration and calibration of experiments, both virtual and real. Prerequisite: ARCH 409 Building Systems Technology.

## **Elective Courses**

### **ARCH 509      Technological processes and fabrication**

This course builds on the convergence of architecture design with science and technology. It investigates the key role computation plays within complex design synthesis. Students are introduced to highly advanced coding, fabrication and robotic skills, aimed at computational and technological fluency. Simultaneously, students are exposed to larger theoretical underpinnings specifically tailored to their inquiries. This course will also introduce students to digital design and fabrication techniques within the context of contemporary art and design. Through a series of technical demonstrations, students will make connections between computer-aided-design / computer-aided-manufacturing (CAD/CAM) software, digital fabrication technologies and the physical world. Students will complete a series of projects exploring 3D modeling, CAD applications, 3D scanning technologies, and experimental approaches to digital model generation. Simultaneously, digital models will be made physical through additive and subtractive fabrication technologies including 3D printing, CNC milling, and laser cutting. Prerequisite: ARCH 303 Computer Aided Design II.

### **ARCH 519      Building Envelope (3 cr.)**

This course provides a practical introduction and application of building science fundamentals for the evaluation, design, and construction of durable and energy efficient buildings. The role of climate and the theory of heat flow, vapor flow, air flow, and the application of each principle to the evaluation of building envelope assemblies will be discussed. Best-practice assembly design and detailing fundamentals for above and below grade wall assemblies, roofs, and windows will be covered with examples and case studies. International energy code requirements for the building enclosure will also be introduced. Prerequisite: ARCH 409 Building Systems Technology.

### **ARCH 520      Experimentation with Materials (3 cr.)**

This course provides a culminating experience for students approaching completion of the materials science and Technology track. Review and study of experiments are undertaken in a variety of areas from the investigations on building materials to corrosion science and elucidate the relationships among structure, processing, properties, and performance. The principles of materials selection in design are reviewed. Prerequisite: ARCH 510 Material Science & Application in Architecture.

### **ARCH 619      Architectural Conservation (3 cr.)**

The course provides students with the required understanding of processes and



tools to deal with the conservation of Architectural buildings. The development of materials and building techniques will be presented. The problems of contemporary building methods will also be addressed as case studies. Prerequisite: ARCH 310 Building Construction II.

### **ARCH 620 Theories in Material Systems (3 cr.)**

A material system is an assembly where interactions of matter and energies compute form, driven by complex constraints and feedbacks from manufacturing, environment and human interaction. The course covers constitutive relations for electro-magneto-mechanical materials. Fiber-optic sensor technology. Micro/macro analysis, including classical lamination theory, shear lag theory, concentric cylinder analysis, hexagonal models, and homogenization techniques as they apply to active materials. Active systems design, inch-worm, and bimorph. Prerequisite: ARCH 510 Material Science & Application in Architecture.

## **PROJECT MANAGEMENT**

### **Required Courses**

#### **ARCH 611 Project Management (3 cr.)**

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

### **Elective Courses**

#### **ARCH 511 Professional Practice (3 cr.)**

This course will introduce the business aspects of the design practice, through the exploration of the financial, legal, and managerial aspects, contract negotiations, marketing design services, and managing of the client and contractor relationships, with an introduction to the economic and management principles of design projects, financing, cost-estimate and budgeting.

#### **ARCH 621 Design Management in Real Estate Development (3 cr.)**

This course provides a basic understanding of the importance of design in real estate development. Design is discussed at different scales of the built environment from industrial products and objects, to interiors, architecture, landscape architecture, and urban design. A special emphasis is placed on the role of the design process, as opposed to design products, in real estate project development, from initial needs assessment through project implementation.

## **LEGAL**

### **Required Courses**

#### **ARCH 414 Building Codes and Laws (3 cr.)**

This course is a study of the local and regional building codes, with an introduction to other codes (USA, Europe, the Arab World) as comparative tools and an introduction to the local laws governing the building industry.

## **OTHER**

### **Elective Courses**

#### **ARCH 312 Intermediate Architectural Photography (3 cr.)**

The course provides students with understanding related to black & white and color photography. The course consists of a series of lectures explaining the technical aspects of cameras such as using light meters, apertures, different lenses, etc. Practical experience will ensure that students learn how to apply and manipulate these aspects during field trips. The students will be familiarized with the work of masters and will understand their different approaches through discussions in class.

#### **ARCH 512 Surveying (3 cr.)**

The course provides students with knowledge and some experience about measurement methods, surveying instruments, leveling, topographic surveying, triangulation, etc.

## Bachelor of Interior Design - BID

The undergraduate interior design at ARCHIDES is a challenging course of study for students preparing themselves for a career in a field with enormous possibilities and potential.

Interior Design at ARCHIDES provides a rigorous learning environment- with a strong affiliation with the furniture industry in Tripoli. The interior design program is an architecturally oriented program with emphasis on spatial design as well as surface embellishment. The BID shares the same foundation year with the students following the B ARCH program. All aspects of space—scale, proportion, configuration, and light source, as well as textures, materials, and color—are studied in relation to their effect on the human spirit. Students begin their interior design studies in the sophomore year, working in a stimulating studio setting where the learning is collective, cooperative, and competitive. Students work closely in small groups with their professor on projects that develop in size and complexity through the six semesters of design studio. The senior year culminates with a thesis project; students develop a body of research on a particular issue of the interior in the fall which they then develop as a design project in the spring.

Students are encouraged to take advantage of the many courses offered at Azm University in general and ARCHIDES in particular that will enable them to fully develop their interests and talents.

### Curriculum

The BID undergraduate program is intended for students seeking a professional career in interior design. The program entails a minimum of four years of university studies plus professional trainings.

The curriculum is designed to offer a unique learning experience for each of its students through the application of the differentiated learning that informs the structure of the curriculum and its related set of electives. The curriculum is devised into a creative and flexible structure, the whole-mark of which is four main study areas, namely: Design, History & Theory, Computation Design & Fabrication, and Material Science & Technology. Through a rich set of electives in the different axes, the structure of the curriculum enables the students to graduate with different specialized inclinations. Three summer internships are designed to foster the necessary professional practice integration in the curriculum.

Of the total 120 required credit hours:

14 credit hours are general University courses

91 credit hours are core Interior Design courses and include the following courses:

### Program Outline

A student must successfully complete the following minimum requirements to grant his/her undergraduate degree in interior design:

A minimum of 120 credits distributed as follows:

- A minimum of 12 credits of general education courses
- Three approved summer internships
- A minimum cumulative average of 70
- Major Core Courses (87 credits): In addition to the foundation courses, the following courses form the major requirements for the BAID degree program:

ARCH 300 Computer Aided Design I  
 IDES 301 Interior Design I  
 IDES 302 Interior Design II  
 ARCH 303 Computer Aided Design II  
 IDES 305 Environmental Psychology  
 ARCH 307 World History of Architecture I  
 ARCH 308 World History of Architecture II  
 ARCH 309 Building Construction I  
 IDES 310 Interior Detailing & Construction  
 IDES 320 Textiles  
 IDES 400 Portfolio & Presentation Techniques  
 IDES 401 Interior Design III  
 IDES 402 Interior Design IV  
 IDES 408 Furniture Design  
 IDES 410 Interior Building System  
 ARCH 414 Building Codes and Laws  
 IDES 501 Interior Design V  
 IDES 502 Final Year Project  
 IDES 511 Lighting Design

- Major Elective Courses (minimum of 15 credits)

Students in the BID Program must successfully complete a minimum of 15 credits from the following elective courses:

IDES 311 Residential Design  
 IDES 313 Commercial Design  
 IDES 316 Designing for the Stage and the Set  
 IDES 318 Kitchen and Bath Design  
 IDES 319 Digital Rendering  
 IDES 407 Basics of Sustainable Design  
 IDES 409 Advanced Materials and Finishes  
 IDES 411 Graphic Art of Interior Designers  
 IDES 412 The Business of Design  
 IDES 510 Advanced Interior Design Detailing  
 IDES 512 Interior Environmental Technology  
 IDES 514 Culture and Design

- Liberal Arts Elective Courses (minimum of 6 credits)

Students in the BID Program must successfully complete a minimum of 6 credits from the following elective courses:

ARCH 208 Color and Painting

ARCH 211 Ceramics

ARCH 212 Installation Art

ARCH 213 Photography

- A student must have completed a minimum of 8 semesters beginning with the sophomore class.
- A student must complete the degree in a maximum of six calendar years. A student who fails to complete his/her degree program within the specified time must petition ARCHIDES Academic and Curriculum Committee for an extension.
- A minimum overall cumulative average of 70.
- Students must also achieve a cumulative average of at least 70 in the 108 credits that are distributed as 87 credits of core courses + 15 credits of major electives+ 6 credits of liberal arts electives

## Degree Plan Bachelor of Interior Design

### Degree Plan (120 Credits)

<b>First Year (29 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	ARCH 201	Basic Design I	5
	ARCH 203	Architectural Communication I	6
		General Education	3
		<b>Total</b>	<b>14</b>
<b>Spring</b>	ARCH 202	Basic Design II	6
	ARCH 204	Architectural Communication II	3
	ARCH 210	Introduction to Materials	3
		General Education	3
		<b>Total</b>	<b>15</b>
<b>Second Year (35 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer I</b>	ARCH 300	Computer Aided Design I	3
		Internship I: Material Workshops	0
		<b>Total</b>	<b>3</b>
<b>Fall</b>	IDES 301	Interior Design I	4
	IDES 305	Environmental Psychology	3
	ARCH 303	Computer Aided Design II	3
	ARCH 309	Building Construction I	3
	ARCH 307	World History of Architecture I	3
		<b>Total</b>	<b>16</b>
<b>Spring</b>	IDES 302	Interior Design II	4
	IDES 310	Interior Detailing & Construction	3
	IDES 320	Textiles	3
	ARCH 308	World History of Architecture II	3
		General Education	3
		<b>Total</b>	<b>16</b>

<b>Third Year (35 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer II</b>	IDES 400	Portfolio & Presentation Techniques	3
		Internship II: Site Supervision	0
		<b>Total</b>	<b>3</b>
<b>Fall</b>	IDES 401	Interior Design III	4
		Major Elective 1	3
		Major Elective 2	3
		Major Elective 3	3
		General Education	3
		<b>Total</b>	<b>16</b>
<b>Spring</b>	IDES 402	Interior Design IV	4
		IDES 410	Interior Building System
	IDES 408	Major Elective 4	3
		Furniture Design	3
		Liberal Arts Elective (ART)	3
	<b>Total</b>	<b>16</b>	

<b>Fourth Year (21 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Summer III</b>		Internship III: Design Office	0
		<b>Total</b>	<b>3</b>
<b>Fall</b>	IDES 501	Interior Design V	4
		IDES 511	Lighting Design
		Liberal Arts Elective (ART)	3
		<b>Total</b>	<b>10</b>
<b>Spring</b>	IDES 502	Final Year Project	5
		ARCH 414	Building Codes and Laws
		Major Elective 5	3
		<b>Total</b>	<b>11</b>

## **Internship Requirements and Guidelines**

All Interior Design students are required to complete three summer internships as detailed in the following degree plan. Students must provide the Faculty with an employer's acceptance.

Normally, internships are assigned and/or allocated by the Dean's office. However, students may solicit their own internships.

## Internship Guidelines

Internship duration is two months during the Summer (usually between June 15 and August 31).

Students must comply with the working hours and days of the host company.

Working days in the week must not be less than 5.

A faculty member from ARCHIDES will supervise the student throughout the internship period.

The internship is zero credits with passing 'P' or failing 'F' grade.

Passing is dependent on: 1) the report submitted by the student and 2) the report submitted by the direct supervisor.

## Graduation Requirements

Graduation requirements for the Bachelor of Interior Design are the following:

- A student must have completed a minimum of 8 semesters beginning with the sophomore class
- A student must complete his degree in a maximum of six calendar years. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Architecture Academic and Curriculum Committee for an extension
- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses
- A student must have completed a minimum of 8 semesters beginning with the sophomore class.
- A student must complete the degree in a maximum of six calendar years. A student who fails to complete his/her degree program within the specified time must petition ARCHIDES Academic and Curriculum Committee for an extension.
- A minimum overall cumulative average of 70.
- Students must also achieve a cumulative average of at least 70 in the 108 credits that are distributed as 87 credits of core courses + 15 credits of major electives+ 6 credits of liberal arts electives



## Course Descriptions

### DESIGN

#### Required Courses

#### **ARCH 201      Basic Design I (5 cr.)**

Design as investigation process: This course is geared for both students of Architecture and Interior Design. Based on the studio format, a sequence of projects is tailored to progressively develop the central skills of observation, research, analytic thinking, and representation, with emphasis on the inventive and intelligent expression of ideas. Students explore 'ways of seeing': understanding and interpreting objects/places/events from their environment and learning to look beyond the obvious and visible into the unseen and often 'absurd' qualities of things.

#### **ARCH 202      Basic Design II (6 cr.)**

A design studio focused on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships. This course combines architectural basics and concepts by developing student knowledge on new perspectives and introducing the requirements of human beings, their life and the environment, in addition to the methods of interpretation into architectural entities. Prerequisite: ARCH 201 Basic Design I.

#### **IDES 301      Interior Design I (4 cr.)**

This course continues the Architecture Department's studio series. Students are expected to build upon and expand knowledge, creative abilities and technical skills acquired during previous studios. This studio will continue to explore and apply theoretical concepts, design processes, graphic communications, sustainable practices, technical knowledge, and regulations related to interior design. In particular, this studio focuses on pre-design research and programming—how to effectively generate creative ideas, work with building users and others to identify needs and to develop a program that addresses those needs and results in spaces that satisfy and inspire. Prerequisite: ARCH 202 Basic Design II.

#### **IDES 302      Interior Design II (4 cr.)**

This course continues the Interior Design I. The focus shifts to a more thorough investigation of interior space and of the creative process involved. At the same time, emphasis is given to means of representation as a vehicle for exploration. The semester's work consists of a series of exercises that build to a summary project. Prerequisite: IDES 301 Interior Design I.

#### **IDES 401      Interior Design III (4 cr.)**

This course is one of three advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of interior design issues, techniques and approaches to interior design. The main purpose is to provide experience in making by firmly examining the dialectic between form and space in visual and kinesthetic terms through a series of quick exercises and one long-term design research project. Emphasis is on developing exemplary attitudes in three-dimensional design. Prerequisite: IDES 302 Interior Design II.

**IDES 402 Interior Design IV (4 cr.)**

This course is one of three advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of interior design issues, techniques and approaches to interior design in a bid to nurture their creative thinking. This course has two components that focus on the design of furniture and the advanced design of interior space. This course builds on the previous study of construction, connections and details, and explores profound issues in interior design practice. Prerequisite: IDES 401 Interior Design III.

**IDES 408 Furniture Design (3 cr.)**

Prerequisites (IDES 401)

This course incorporates the study of the history and design of residential and commercial furniture. The components of this course focus on advanced application of design theories and principles in the creation of creative as well as functional furniture, as well as the specification of furniture in interior design projects. Prerequisite: IDES 401 Interior Design III.

**IDES 501 Interior Design V (4 cr.)**

This course is one of three advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of interior design issues, techniques, approaches and creative challenges. This course offers an extraordinary opportunity to experience the complexity of design. The project for this studio typically involves the design of a substantial and complex interior space. Emphasis is placed on the clear integration of the various concerns that are typically balanced in design work, including conceptual, functional, programmatic, material, technical, lighting, access, code, and creative sophistication. Students are required to submit a portfolio at the end of the semester. Prerequisite: IDES 402 Interior Design IV.

**IDES 502 Final Year Project (5 cr.)**

This course is the students design study of an interior design issue of their choice. The design study must be of a professional caliber that entitles students to graduate as professional interior designer ready to practice in the real world. During this course, the students are expected to integrate and synthesize acquired knowledge and skills, and to develop both the theoretical/critical and practical components of their research and design projects. Prerequisite: IDES 501 Interior Design V. Prerequisite: IDES 501 Interior Design V.

**IDES 511 Lighting Design (3 cr.)**

This course explores the fundamentals of lighting design and techniques in the applications for residential and commercial projects. The course will address visual, psychological, and functional elements of lighting specification in the interior space. Prerequisite: IDES 410 Interior Building System.

## Elective Courses

### **IDES 311 Residential Design (3 cr.)**

This course focuses on the design of interiors for residential spaces including space planning, specifying interior finishes, materials, and furniture for use by able-bodied and physically challenged clients. The course also utilizes computer-aided design.

### **IDES 313 Commercial Design (3 cr.)**

This course focuses on the study of design principles applied to furniture lay-out and space planning for commercial interiors.

### **IDES 316 Designing for the Stage and the Set (3 cr.)**

This course is an introduction to the development of set design for theatre houses and TV programs -from scenery construction to the fundamentals of stage mechanics, as well as lighting and sound design. Students learn to appraise play and TV program sets. They are encouraged to work with actual directors to transform their visions into architectural and aesthetic expressions.

### **IDES 318 Kitchen and Bath Design (3 cr.)**

This course is an in-depth introduction to residential kitchen and bath design, with the aim of developing expertise for planning and creating functional, efficient, and aesthetically pleasing kitchens and baths. From design concept to construction, emphasis is placed on floor plans, elevations, perspectives, specifications of materials and finishes, appliance selection, and cabinet design. Studio projects will analyze and apply Kitchen and Bath standards.

### **IDES 411 Graphic Art of Interior Designers (3 cr.)**

The course is an introduction to visual communication concepts and tools. Students will learn the fundamentals of typography design and layout, as well as digital skills. The class includes basic design and type exercises using Photoshop and Illustrator. The course is expected to explore the integration of graphic art in interior spaces and to develop the essential design skills the students need to produce graphics for print, advertising, corporate identity, and other media.

### **IDES 510 Advanced Interior Design Detailing (3 cr.)**

This course is organized to illustrate that detailing is an integral part of an ongoing design process. Just as there is no single procedure for designing spaces, there is no exact method, technique, or formula for the designing of details. The ability to communicate your design intentions to the contractor or fabricator is critical to the successful and efficient completion of your design project

## **COMPUTATION DESIGN AND FABRICATION**

### **Required Courses**

#### **ARCH 203 Architectural Communication II (6 cr.)**

This course is an introduction to the basic language of visualization and conceptual reading/representation of architecture and the built environment offering a shared inventory and basic framework upon which to build subsequent studies. The course

stresses on the relationship between the idea (the graphic depiction), the media, materials, and technique through its two structural parts: the non-measurable freehand representation that exposes the students to a number of media (pencil, charcoal, ink, and coloring) and representational tools and the measurable where students learn and apply the principles of descriptive geometry to illustrate and communicate design ideas. This includes orthographic drawing, axonometric projection, architectural diagramming, vignette sketching, and physical modeling. While the assignments are designed to contribute to an integration of these two parts, they culminate in an analytic project whereby students shall be asked to communicate the varied conceptual characteristics of an architectural project of their selection.

### **ARCH 204      Architectural Communication II (3 cr.)**

Developing on its prerequisite (ARCH 203), this course exposes the students to the intersection of solids, sun behavior and ways to react to it through different orientations and contextual conditions, and the construction of shades and shadows that is in itself based on the principles of planar intersections and their application in perspective drawings. Models and drawings will continue to form the necessary investigative tools for communication and as generative instruments of formal, spatial, and tectonic discovery. All exercises are designed to enhance the ability to visualize architectural form and volume three-dimensionally and provide tools that reinforce and inform the design process. Prerequisite: ARCH 203 Architectural Communication I.

### **ARCH 300      Computer Aided Design I (3 cr.)**

This course is an introduction to and overview of concepts of Computer Aided Design in lectures and exercise form. It enables the students to execute various 2-D digital architectural drawings. The course will comprise basic computer aided drafting skills using the latest release of CAD software including: file management, Cartesian coordinates system, drawing setup, drawing aids, layer usage, drawing 2D geometric shapes, editing objects, array, text applications, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. In addition to the rendering capacities of CAD software, students will be exposed to additional vector based and raster based rendering software. Prerequisite: ARCH 204 Architectural Communication II.

### **ARCH 303      Computer Aided Design II (3 cr.)**

The course provides the continuation of the training in CAD programs. It introduces students to additional specific programs that allow students to simulate entire design projects through computer- based programs, such as AutoCAD 3D for solid modeling and surface modeling. Prerequisite: ARCH 300 Computer Aided Design I.

### **IDES 400      Portfolio and Presentation Techniques (3 cr.)**

This course is designed to help prepare students to successfully develop portfolios and acquire adequate presentation techniques. The course will cover topics such as critical writing concept statements, career options, and resume and portfolio preparation. Prerequisite: ARCH 303 Computer Aided Design II.

## Elective Courses

### **IDES 319      Digital Rendering (3 cr.)**

This course is an intermediate level course for interior design students that aims at introducing rendering techniques using computer software. The course exposes techniques using Adobe Photoshop that illustrate page layout, basic 2D rendering of plans, and image retouching of 3D renders. Compositing is covered as well, along with techniques of incorporating real life assists into 3D rendering.

## HISTORY AND THEORY

### Required Courses

### **IDES 305      Environmental Psychology (cr.)**

This course explores the interplay between people and their environment. The course studies the aspects of human behavior, personal and cultural values, and cognition. The course helps students understand how environmental psychology can assist design professionals to improve human environment. The course considers how people perceive their environment and how the latter influence human behavior and values.

### **ARCH 307      World History of Architecture I (3 cr.)**

This course offers a critical overview of the history of architecture, with a partial focus on the evolution of interior design. The course examines the connection of architecture, and interior design, to different periods and cultures, with an emphasis on practices and traditions in Europe, the US, the Middle East and parts of Asia. The period under study selectively stretches from prehistory to the 20th century.

### **ARCH 308      World History of Architecture II (3 cr.)**

This course offers a critical overview of modern design trends from ca.1800 to the present day. It tackles the interaction between design, culture and society and includes design practices and traditions in Europe, the US, the Middle East and parts of Asia. Prerequisites: ARCH 307 World History of Architecture I.

## Elective Courses

### **IDES 514      Culture and Design (3 cr.)**

This course seeks to give students the opportunity to explore a wide range of ideas they have been previously exposed to in their core requirements. The course, once steeped in traditions of environmental psychology, must respond to the changing intellectual environment of the interior design professional and incorporate concepts founded in the traditions of cultural and literary theory. The need that this course seeks to resolve is allowing students to explore ideas while incorporating standard, new and evolving new and traditions of thought

## MATERIAL SCIENCE AND TECHNOLOGY

### Required Courses

### **ARCH 210      Introduction to Materials (3 cr.)**

This course offers an introductory overview of the principle materials used in the construction industry of today. More specifically, the course gives a basic introduction

to the properties of the five main classes of materials: metals, ceramics, glass, polymers, composites and natural materials with special focus on steel, concrete, brick, wood and plastic materials. Fundamental characteristics of these materials are explained along their structural, mechanical, and physical properties as well as along their behavior and long-term performance. During this course, students will learn about material and product manufacturing techniques and how they relate to their mechanical and non-mechanical properties. At the end of this course, students will gain a comparative knowledge of material properties and possible applications in architectural design and construction.

### **ARCH 309 Building Construction I (3 cr.)**

This course deals with the response of building envelopes to surrounding environmental factors; covering in detail the components of the envelope: floors, walls, doors, windows, and roofs of all types. This course is also an introduction to construction detailing. The aims of the course are for students to achieve an integrated knowledge of building construction, structural systems, material choices and energy transfer mechanisms and the ability to synthesize them into a coherent project that expresses architectural intentions. It also introduces students to the techniques of functional analysis of building performance including computer applications. Prerequisite: ARCH 210 Introduction to Materials.

### **IDES 310 Interior Detailing and Construction (3 cr.)**

The purpose of this course is to illustrate detailing as a method to communicate design intentions. This course explores interior mechanical and construction documents that are crucial to the efficient completion of design project. Prerequisite ARCH 309 Building Construction I.

### **IDES 320 Textiles (3 cr.)**

This course offers an overview of interior design textiles, materials and resources including their applications, cares, characteristics, manufacturing process and installations methods. Prerequisite: IDES 310 Interior Detailing and Construction.

### **IDES 410 Interior Building System (3 cr.)**

This course covers standard of interior building systems including glazing, woodwork, hardware, structural coordination, barrier free design, and the international building code. The course highlights building technology, and the details, and methods of the construction industry. Prerequisite: senior standing.

## **Elective Courses**

### **IDES 407 Basics of Sustainable Design (3 cr.)**

This course deals with the thermal and environmental processes which affect buildings, and how the designer responds to or manipulates the thermal environment. It is necessary for the architect to understand these processes, the human response to them, and the materials and tools with which we may work.

### **IDES 409 Advanced Materials and Finishes (3 cr.)**

This course introduces the building materials and finishes used in interior applications

in the context of their environmental impact, their implications for human health, well-being, and safety, as well as their potential contribution to the function and aesthetics of architectural interiors.

## **LEGAL**

### **Required Courses**

#### **ARCH 414 Building Codes and Laws (3 cr.)**

This course is a study of the local and regional building codes, with an introduction to other codes (USA, Europe, the Arab World) as comparative tools and an introduction to the local laws governing the building industry.

## **OTHER**

### **Required Courses**

#### **IDES 412 The Business of Design (3 cr.)**

This course seeks to expose students to the business side of Interior Design. Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc., through the assembly/creation of the rudimentary forms and documentation necessary for the operation of a small business. Students will be exposed to business and office practice, fees and commissions, preparing estimates and contracts, professional discipline, professional ethics, allied businesses, and job opportunities.

### **Elective Courses**

#### **IDES 512 Interior Environmental Technology (3 cr.)**

This course will introduce students to the theoretical and practical relationships among people, technology and buildings relative to the thermal and visual environment, heating and air-conditioning systems, energy power & electric distribution, environmental quality and sustainability issues, water supply systems, waste disposal systems and life safety systems.

## **LIBERAL ARTS ELECTIVES**

#### **ARCH 208 Color and Painting (3 cr.)**

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality, painting movements, develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

#### **ARCH 211 Ceramics (3 cr.)**

This course is a creative and technical introduction to ceramics, with emphasis on the potter's wheel, coil building, slab building, glaze application & firing. The class covers the characteristics of the materials used in ceramics as well as the various

processes involved. More importantly, the course aims at nurturing student creativity by exploring the possibilities of artistic expression within this particular medium.

**ARCH 212      Installation Art (3 cr.)**

This course explores, with students, the art of installation in various media—including, but not limited to, photography, painting, drawing, audiovisual media and sculpture. The course encourages experimentation beyond the traditional understanding of high art and of art as a tangible outcome. Students learn to critique installation arts and to document their work.

**ARCH 213      Photography (3 cr.)**

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required.



# Faculty of Journalism and Media Communication

The Bachelor of Journalism and Media Communication takes into consideration country and institutional requirements and characteristics such as recognition by the MEHE, registration in the Syndicate of Journalists and Press Syndicate, as well as offerings at the University.

## Organization and Governance

The Faculty of Journalism and Media Communication is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished Journalism and Media Communication leaders, opinion leaders who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the Provost and the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the Journalism and Media Communication community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Journalism and Media Communication is composed of the officers and the academic personnel of the Faculty. The Officers include the following

1. The President of the University
2. The Provost, Ex-Officio
3. The Dean of the Faculty
4. The Associate Dean for the Faculty
5. The Registrar of the University, Ex-Officio
6. The Director of Admissions, Ex-Officio
7. The University Librarian, Ex-Officio

The academic personnel include

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

## Faculty's Vision, Mission, and Core Values

### Vision

The vision of the Journalism and Media Communication program is to be recognized

as one of the best Journalism and Media Communication programs in Lebanon with respect to teaching, research, and professional service.

### **Mission**

The mission of the Faculty of Journalism and Media communication is to train competent, critical, ethical, media literate and socially responsible journalists who will strive to elevate the state of journalism.

### **Program Objectives**

The Bachelor of Journalism and Media communications combines business and arts and sciences in an assiduous learning ecosystem that aims at nurturing an array of professional and technical skills related to various aspects of media and journalism. The Bachelor of Journalism and Media Communications seeks to prepare students to excel in various media professions and to elevate and advance the current state of media practice and literacy.

### **Program Learning Outcomes**

Graduates of the Bachelor of Journalism and Media communications are expected to:

1. Build an array of professional and technical skills and specialized knowledge within one of the areas of specialization the program covers
2. Demonstrate strong oral and written communication skills and write correctly and clearly in forms and styles appropriate for TV and radio journalism
3. Understand principles of freedom of expression and the press, and laws, regulations, and ethical and professional standards that guide, govern and influence the media industry
4. Achieve a high level of media literacy through effectively and critically accessing, analyzing, utilizing, evaluating, and creating media messages
5. Discern the role of media in society and its relationship to politics, business, culture, identity, technology, and other social and global institutions, and critically discuss media theories and their application to local and global issues
6. Design and conduct research, apply data analysis techniques, and evaluate scholarly and professional research in the field of Journalism and Media Communications

### **Faculty**

#### **Dean**

Maluf Ramez, PhD

#### **Lecturers**

Ghassan El-Khouja, MA

Carlos Ghossoub, DESA

Mario Abboud, MA

Emile Azar, MA

Zaven Kouyoumdjian, MA

## **Teaching and Learning Strategies**

The methods of instruction include a combination of class lectures, hands-on training, reading assignments, take-home assignments, in-class assignments, and lab hours that provide the students with the information, space and tools to develop their skills and projects. The method of teaching at the Faculty of Journalism and Media Communication is highly interactive with an aim to increase student achievement, and have greater teacher efficiency. Teaching and learning strategies include but are not restricted to: cognitive and applied learning, deployment of graphic and audio-visual tools, as well as collaborative lectures and workshops.

## **Assessment Methods**

Evaluation and assessment of the student will be based on examinations, (drop quizzes, assigned quizzes, midterm, and final), professional projects, writing assignments, research papers, oral presentations, discussions, attendance, and class participation.

## **Ethics and Integrity**

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

## **Cheating**

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

## **Plagiarism**

Plagiarism exists when students claim as their own the work of others. Students, who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the course and are advised to thoroughly review the University's Student Code of Conduct.

## **Program's Academic Plan**

### **Philosophy**

The Journalism and Media Communication program is for fresh university entrants interested in leading careers in media and journalism.

## **Admission to the Program**

There is one admission deadline a year:

- Early admission for Fall 2017–18: April 25, 2017
- Regular Fall Semester admission 2017–18: July 31, 2017

Criteria for Admission to the Journalism and Media Communication Program

Students admitted into the Journalism and Media Communication program enter either through direct admission as sophomore or through transfer from other Faculties at the University.

### **Direct Admission**

Direct admission applies to students who are admitted directly from secondary school into the sophomore class in the Faculty of Journalism and Media Communication. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

### **Transfer into the Faculty of Journalism and Media Communication**

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to the Faculty of Journalism and Media Communication and work towards a Journalism and Media Communication degree. To be eligible for an internal transfer, the applicant must have completed at least 24 sophomore credits. He/she must not be on probation, and must have a minimum overall cumulative average of 70.

Final admissions decisions into the Faculty of Journalism and Media Communication depend on the quality of the eligible applicant pool and the number of available places for the term in question.

### **Academic Advisors**

Every student is assigned to academic advisor. The advisor plays the role of the student's mentor and directs students in the choice of their courses and in other academic matter. The adviser communicates and embodies the culture of the institution and guides students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

### **Course Load**

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

## Program Outline

The Faculty of Journalism and Media Communication offers a Bachelor of Journalism and Media Communication with a specialization in Journalism and in TV and Radio Journalism.

Students receive the Bachelor of Journalism and Media Communication after successfully completing 96 credits:

- 15 credit hours are general University courses
- 57 credit hours are core Journalism and Media Communication courses and include the following courses:

MDIA 201 Introduction to Media Studies  
 MDIA 202 Digital Media Literacy  
 MDIA 203 Media Law  
 MDIA 204 Ethics and Problems in Media  
 MDIA 205 Basic Digital Production Skills I  
 MDIA 206 Multimedia Writing  
 MDIA 207 Media History  
 MDIA 208 Basic Digital Production Skills II  
 MDIA 301 Research Methods in Media Studies  
 MDIA 302 Arab Media and Society  
 MDIA 303 Media and Communication Theory  
 MDIA 304 Basic TV and Radio Production  
 MDIA 305 Basic Photojournalism  
 MDIA 306 Video Editing for TV News  
 MDIA 307 Basic News Reporting and Writing  
 MDIA 308 Basic Audio Production  
 MDIA 390 Internship  
 MDIA 490 Capstone Project

- 24 credit hours are elective courses that can be chosen from the following courses (\*For a specialization in TV and radio journalism, students should take 18 credits of electives from the below list of elective courses):

MDIA 309 Basic Multimedia Production & Design  
 MDIA 310 Radio Journalism (new course)  
 MDIA 311 TV Journalism  
 MDIA 401 Advanced News Reporting and Writing  
 MDIA 403 Advanced Broadcast Journalism

- MDIA 404 Online Journalism Writing
- MDIA 405 Investigative Journalism
- MDIA 406 Financial and Business Reporting
- MDIA 407 Sports Journalism
- MDIA 408 Magazine News
- MDIA 409 International Journalism
- MDIA 410 News Editing
- MDIA 411 Editorial and Opinion News Writing (3 credits)
- MDIA 412 Advanced Photojournalism
- MDIA 413 Contemporary Issues in Journalism
- MDIA 414 Trauma Journalism
- MDIA 415 Health and Science Journalism
- MDIA 416 Infographics and Data Visualization (3 credits)
- MDIA 417 Feature News

## Degree Plan

### Bachelor of Journalism and Media Communication

#### Degree Plan (96 Credits)

<b>First Year (32 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	MDIA 201	Introduction to Media Studies	3
	MDIA 203	Media Law	3
	MDIA 205	Basic Digital Production Skills	3
	MDIA 207	Media History	3
		General Elective	4
	<b>Total</b>		<b>16</b>
<b>Spring</b>	MDIA 202	Digital Media Literacy	3
	MDIA 204	Ethics & Problems in Media	3
	MDIA 206	Multimedia Writing	3
	MDIA 208	Basic Digital Production Skills II	3
		General Elective	4
	<b>Total</b>		<b>16</b>
<b>Second Year (34 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	MDIA 301	Research Methods in Media	3
	MDIA 303	Media and Communication Theory	3
	MDIA 305	Basic Photojournalism	3
	MDIA 307	Basic News Reporting and Writing	3
	MDIA 309	Basic Multimedia Production and Design	3
	<b>Total</b>		<b>16</b>
<b>Spring</b>	MDIA 302	Arab Media and Society	3
	MDIA 304	Basic TV and Production	3
	MDIA 306	Video Editing for Television news	3
	MDIA 308	Basic Audio Production	3
		General Education	4
	<b>Total</b>		<b>16</b>
<b>Summer</b>	MDIA 390	Internship	3
	<b>Total</b>		<b>3</b>

<b>Third Year (30 credits)</b>			
<b>Term</b>	<b>Course#</b>	<b>Course Name</b>	<b>Credit</b>
<b>Fall</b>	MDIA 401	Advanced News Reporting and Writing	3
		Elective 1*	3
		Elective 2*	3
		Elective 3*	3
		General Elective	3
<b>Total</b>			<b>15</b>
<b>Spring</b>	MDIA 490	Capstone	6
		Elective 4*	3
		Elective 5*	3
		Elective 6*	3
		<b>Total</b>	<b>15</b>

*\* For a specialization in TV and radio journalism, students should take 18 credits of electives from the below list of elective courses.*

## **Internship Requirements and Guidelines**

All Journalism and Media Communication students are required to complete an internship (normally the summer following the second year). Students must provide the Faculty with an employer's acceptance.

Normally, internships are assigned and/or allocated by the internship and placement officer. However, students may solicit their own internships.

### **Internship Guidelines**

- Internships must extend for at least 8 weeks with a workload of no less than 30 hours a week
- Internships are normally completed during the summer
- Students must comply with the working hours and days of the host company
- A faculty member from the Faculty of Journalism and Media Communication will supervise the student throughout the internship period
- The internship is graded and the grade is 1) based on feedback from both the direct work supervisor and the faculty supervisor and 2) is calculated as part of the student's overall GPA

## **Graduation Requirements**

Graduation requirements for the Bachelor of Journalism and Media Communication are the following:

- A student must have completed a minimum of 6 semesters beginning with the sophomore class



- A student must complete his degree in a maximum of five calendar years if he/she began with the sophomore class. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Journalism and Media Communication Academic and Curriculum Committee for an extension
- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70
- Completion of a minimum of 96 credits for students who enter as sophomores
- Completion of 63 credits in media courses and 18 credits in media electives. Students must achieve a cumulative average of at least 70 in these 81 credits
- 15 credits of general university electives
- A cumulative average of at least 70 in media courses
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses

### **Dismissal and Readmission**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

After evaluation of the student's coursework, transfer credits will be considered. The student must achieve a minimum grade equivalent to 70 in each of the courses for which transfer of credits may be granted.

Readmission regulations apply to students who are dropped from other University Faculties and apply for admission to the Faculty of Journalism and Media Communication.

### **Failing and Repeating Courses**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

### **Incomplete**

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the Faculty of Journalism and Media Communication.

Once permission is obtained, the coursework must be completed within one

month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

## **Examinations, Quizzes, and Projects**

All courses have final exams or final projects unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Journalism and Media Communication. Final exams need to be taken by all students in order for them to pass a course.

No make-up exams for midterms are allowed. If a student misses the midterm exam or the final project, he/she will receive a zero. This policy should be stated clearly in the syllabus of the course.

## **Journalism and Media Communication Courses**

All Journalism and Media Communication courses have prefixes according to the following: MDIA

A detailed description of courses under each discipline is available in the following section.

## **Course Descriptions**

### **Core Courses**

#### **MDIA 201 Introduction to Media Studies (3 cr.)**

This course aims to introduce students to the history and current structure of the key media sectors within which they will develop careers. The course seeks to deliver core knowledge about the changing economic, political and technological environments within which media content is produced and consumed; and to expose students to experienced practitioners in a range of media sectors.

#### **MDIA 202 Digital Media Literacy (3 cr.)**

This course teaches students how to critically and effectively access, analyze, evaluate and create various digital media messages. The course builds on the concept on information literacy and frames it within the digital and new media paradigm. It teaches the essential new media production skills and knowledge needed to create digital media messages for their studies and research, including principles of digital design, photo manipulation, video/audio production, blogging and podcasting. Simultaneously, students learn how to analyze media messages, understand the underlying forces that contribute to shaping those messages, and explore how media shape politics, culture, and society. Prerequisite: MDIA 205 Basic Digital Production Skills.

**MDIA 203      Media Law (3 cr.)**

This course examines the various media law, policy and regulatory frameworks that affect media establishments and how they enhance or constrain media institutions and the public in their communication activities. The course will provide students with an overview of the law directly affecting journalists; the extent to which the law specifically affects the practices in journalism; and an understanding of how the law can adapt to accommodate developments in journalism.

**MDIA 204      Ethics and Problems in Media (3 cr.)**

This course discusses the theoretical approaches that underlie the application of ethics, use of ethical decision-making strategies to analyze actual and proposed cases, develops ethical guidelines for personal and professional behavior, and evaluates cases given ethical codes and offer recommendations for ethical communication.

The course aims to give students an overview of the development of professional codes of conduct and codes of ethics in the media industry, address major ethical concerns that confront journalists; develops understanding of the journalist's working environment as well as the public's perceptions of the media industry and finally develops students' critical analytical abilities.

**MDIA 205      Basic Digital Production Skills I (3 cr.)**

This course provides students with the basic knowledge and skills required in the production of diverse multi-platform content, including video, graphic or audio based. Skills, knowledge and approaches will be drawn from the fields of script writing, pre-production, production management, direction, camera, sound and editing.

**MDIA 206      Multimedia Writing (3 cr.)**

This course introduces students to the essential principles and techniques used in media writing and news reporting and editing. Students will develop a clear understanding of how different sources of information are incorporated into news stories and press releases to ensure accuracy and currency in reporting. Students learn how to adapt their writing to different audiences and how to incorporate audio-visual material in their stories.

This course aims to promote understanding and skills in received journalistic ways of thought, processes and practice.

**MDIA 207      Media History (3 cr.)**

This course considers key developments in film, television, and animation production, as well as distribution and exhibition systems, and their significance in the contemporary digital era. Using representative film, television, and online productions, this course aims is to develop thematic approaches contextualizing innovations in the form and style of these productions, while taking into account the time and place they were made, as well as their audience appeal, popularity, and entertainment functions.

### **MDIA 208 Basic Digital Production Skills II (3 cr.)**

Building on MDIA 104 (Basic Digital Production Skills I), this course provides students with the intermediate knowledge and skills required in the production of diverse multi-platform content, including video, graphic or audio based. Skills, knowledge and approaches will be drawn from the fields of script writing, pre-production, production management, direction, camera, sound and editing. Prerequisite: MDIA 205 Basic Digital Production Skills.

### **MDIA 301 Research Methods in Media Studies (3 cr.)**

Research is central to all media activity, whether carried out in commercial, public or academic contexts. This course aims to bring together the theoretical and practical elements of research in the media. Students will be exposed to various research methodologies, both quantitative and qualitative, as they affect the changing media landscape and its evaluation. Students will be exposed to different theoretical paradigms of media research, analysis of competing frameworks for defining the media as object of study, and to debate on issues such as research ethics, intellectual property, effective communication of research findings and cultural sensitivity, among others.

### **MDIA 302 Arab Media and Society (3 cr.)**

This course focuses on the role of media in contemporary societies, placing particular emphasis on questions of domination, influence, regulation, control and inequality. It examines contrasting perspectives on the ways in which societies should regulate and manage media, covering public service broadcasting, neo-liberalism, ownership and control and questions of censorship. It further examines the relationship between media, social cohesion and different forms of social division, including those relating to gender and ethnicity.

### **MDIA 303 Media and Communication Theory (3 cr.)**

The course introduces students to contemporary trends in media and communication theories. It focuses on contemporary theories in media studies and how to implement them in research within the context of Arab media and society.

### **MDIA 304 Basic TV and Radio Production (3 cr.)**

This course is Television Production Seminar in which, through basic studio exercises and productions, the students become familiar with the tools of the medium and the processes involved in the creation of the completed television program. Emphasis is placed on understanding the role that software and hardware play in the structuring of visual, auditory, and motion elements to communicate through television.

### **MDIA 305 Basic Photojournalism (3 cr.)**

This course aims to give a thorough knowledge base of photographic and visual communication skills within an elected field of commercial photography. Students work within a world-class photographic studio, including a full cyclorama. Students learn a range of photographic techniques, including advertising, editorial, portraiture, still-life, architecture, fashion and illustration. The course has a location

and a studio component and will cover: the principles of camera operation; the use of light meters (ambient and flash) on location and in the studio; the foundations of lighting, including the introduction to studio flash, lighting types, quality, styles etc.; the fundamentals of design and composition.

### **MDIA 306      Video Editing for TV News (3 cr.)**

The aim of this course is to develop students' expert abilities to edit video to Television news under strict and tight deadline pressure. It is intended to give students a better understanding of the nature of TV news editing and production, and to further develop their understanding of newsgathering and reporting principles.

### **MDIA 307      Basic News Reporting and Writing (3 cr.)**

This course builds MDIA 103 and aims to develop journalism skills and knowledge acquired in Newswriting - generating story ideas and finding angles, researching, conducting interviews, and exercising news values. It will concentrate on newsgathering aspects and introduce students to basic elements of a regular journalist's life such as news rounds and rigorous deadlines.

### **MDIA 308      Basic Audio Production (3 cr.)**

This course is a hands-on course, offering students supervised production and on-air experience at a Radio Station. The course builds upon the skills and knowledge acquired in broadcast II. Students will have the opportunity to develop and broadcast their own on-air projects or contribute to existing radio programs. In addition, a series of advanced workshops will be offered on interviewing skills, production and editing of current affairs and feature packages, and writing for different formats.

### **MDIA 309      Basic Multimedia Production and Design (3 cr.)**

In this course, students will learn how to apply design theory in a variety of visual communication contexts relevant to the journalism, media and communication industries. This course aims to allow students to gain an understanding of the role of design as a communication tool in a variety of outputs including newspapers, magazines, online publications and other integrated communication resources. Students will develop critical and practical skills in evaluating visual communication resources, researching audience, writing, and designing resources. Students will also learn how to balance design principles with the strategic purpose of the client and audience.

### **MDIA 390      Internship (3 cr.)**

This course is an introduction to the professional practice. It involves a documented practical experience of a two- months period in a professional firm in the journalism industry that is approved by the Faculty.

### **MDIA 401      Advanced News Reporting and Writing (3 cr.)**

In this course, Journalists will be able to critically analyze and report, to deadline, matters of public interest, for publication in a range of media outlets. The course aims to help students fully understand the place of the professional journalist in society by exposing them to all forms of analysis and techniques of coverage needed

to provide a sophisticated coverage of current events and issues. The course will allow students to obtain knowledge that is central to writing practices and its presentation in the public domain.

### **MDIA 490 Capstone Project (6 cr.)**

This capstone course gives a chance to students to demonstrate the skills and concepts they learned over the past semesters through the development of personal portfolios relevant to students' areas of concentration (Journalism or TV/Film).

### **Elective Courses**

#### **MDIA 401 Radio Journalism (3 cr.)**

The aim of this course is to provide the means to learn about radio from a production-based perspective, and to begin the advanced and practical preparation for working professionally in news media. It equips students with concepts and skills necessary to plan reports, conduct interviews and carry out other gathering functions, like writing news stories, presenting, and editing material for radio. Theory covered in lectures is applied through preparation of bulletins on radio.

#### **MDIA 402 TV Journalism (3 cr.)**

The aim of this course is to provide the means to learn about television from a production-based perspective, and to begin the advanced and practical preparation for working professionally in news media. It equips students with concepts and skills necessary to plan reports, conduct interviews and carry out other gathering functions, like writing news stories, presenting, and editing material for television. Theory covered in lectures is applied through preparation of bulletins on television.

#### **MDIA 403 Advanced Broadcast Journalism (3 cr.)**

The aim of this course is to develop students' expert abilities to produce radio and television news and current affairs programs of broadcast standard, while building on the skills developed in MDIA 302, and to encourage a greater understanding of the role of the broadcast journalist in society and the effect of the medium of delivery on the message. It is intended to give students a better understanding of the nature of radio and television news and various current affairs, and to further develop their understanding of newsgathering and reporting principles.

#### **MDIA 404 Online Journalism Writing (3 cr.)**

This course explores the background and principles of online journalism, and teaches students the skills needed to write and publish reports online.

The course aims to provide students with a comprehensive overview of developments in the field of global online journalism, in the context of wired and wireless online mass communication. It seeks to provide students with the digital production skills needed to produce and post online news, and feature material at a professional level. By the end of the course, students will be able to write and publish their work at a good standard of journalistic competence.

**MDIA 405 Investigative Reporting (3 cr.)**

The purpose of this course is to introduce students to investigative reporting skills focusing on public records, sources that are difficult to reach, and computer-assisted reporting. The course will also cover the values of investigative reporting, including accountability, justice and public service.

**MDIA 40 Financial and Business Reporting (3 cr.)**

The purpose of this course is to introduce students to skills in interpreting, analyzing, and reporting about business practices and financial reports prepared by business firms for investors and developing an understanding of accounting principles, theories of business transparency and various methods of accounting measurement.

**MDIA 407 Sports Journalism (3 cr.)**

In this course, students will learn to report and write about sports for newspapers, magazines and internet platforms. Students will read and critically examine what is good and bad about modern sports journalism. Students will also get a chance to meet a few sports reporters or sports figures.

**MDIA 408 Magazine News (3 cr.)**

This is a survey course designed to introduce students to magazine news writing and publishing. Students will get an overview of the history and evolution of magazines, magazine writing, editing, design, production, advertising, circulation and online operations.

**MDIA 409 International Journalism (3 cr.)**

This course seeks to acquaint students with theories of how professional identity and day-to-day journalism varies in different political, economic and cultural contexts and explores the impact of national culture, politics and economics on the demand for particular types of journalism. The course also develops students' cross-cultural awareness and critical-inquiry skills in the practice of journalism that will allow them to perform as a journalist in a new country or cultural setting.

**MDIA 410 News Editing (3 cr.)**

Knowledge of subediting practices is a basic requirement for reporters and editors. In particular, journalists who work as subeditors for print, online and new media need a strong knowledge of copy-editing and writing supplementary devices such as headlines and captions for photographs. Subediting builds on skills developed in journalism foundation units by teaching students the mechanics of handling text once it has been submitted for publication. This course gives students an overview and an introduction to all the key functions of subeditors in the print media. Accordingly, students will be introduced to subediting with an examination of all of its basic job description, skills and roles in the newsroom. Students will learn to develop the material to the final publication-ready stage, and to apply theoretical concepts in practical contexts.

**MDIA 411 Editorial and Opinion News Writing (3 cr.)**

The purpose of this course is to introduce students to the principles and techniques of editorial and persuasive writing, including editorials and columns.

**MDIA 412 Advanced Photojournalism (3 cr.)**

This course builds on the photographic and visual communication skills acquired in Photography I. It has a location and a studio component and will cover: product photography in the studio, portraiture in the studio and on location, public relations photography, use of dedicate speed lights, human form, architecture and real estate photography, food photography, photographing in low levels of available light, landscape photography and fashion photography on location and in the studio. The course will also build on the existing Adobe Photoshop and Adobe Light room knowledge by introducing additional higher level techniques and procedures to be used in all of the photographic assignments.

**MDIA 413 Contemporary Issues in Journalism (3 cr.)**

This course aims to develop historical, critical and analytical skills in reading and writing about issues in journalism and public affairs. It aims to foster students' critical research skills, and awareness of the wider context of contemporary journalism.

**MDIA 414 Trauma Journalism (3 cr.)**

This course aims to sensitize and train students on how to deal with victims of trauma, conflict and violence, including war, suicide, homicide, rape, domestic violence and other traumatizing experiences. It teaches students how to ethically and fairly cover trauma victims, how to protect themselves physically and psychologically from the negative effects of trauma reporting, and how to professionally and sensibly tell the trauma story to their audiences.

**MDIA 415 Health and Science Reporting (3 cr.)**

The purpose of this course is to help students to develop a science and health writing beat and teach them how to write various forms of science and health news, including news stories, op-eds and feature pieces.

**MDIA 416 Infographics and Data Visualization (3 cr.)**

Introduces students to the basics of the visual representation of data and how to design successful charts and maps and arrange them to compose cohesive storytelling pieces. Students will learn how the principles of graphic design and of interaction design apply to the visualization of information.

**MDIA 417 Feature News (3 cr.)**

This course aims to advance generic journalistic skills in the context of feature writing, such as generating story ideas and new angles, researching and interviewing. It also aims to provide students with experience in the preparation of feature stories of professional quality and gives them access to the benefits of reflection and constructive critique of research and writing. Ultimately the course prepares students for producing credible non-fiction articles in a dynamic and appealing style, and develops their journalistic skills.



# UNIVERSITY CENTERS

The University will have five centers, namely the Center for Continuing Education, Entrepreneurship Center, Human Rights Center, Marine and Environmental Studies Center, and the Science and Technology Center. These centers will seek to foster strong relationships between the University and its surrounding community and will be available to members of the community at large. The centers also will provide continuous opportunities for engagement between the community and the University and its various offerings.

## Center for Continuing Education

### Mission

The mission of the Center for Continuing Education' is to facilitate lifelong learning that transforms lives by mobilizing the collective educational resources and expertise of the University through innovative, non-traditional programs and services. The services of the Center for Continuing Education will also be open and made available to members of the community at large to facilitate and encourage learning in the community and provide continuous engagement opportunities for the community in the life of the University and its different offerings.

### Vision

The Center for Continuing Education will be a recognized leader providing informal educational opportunities to Tripoli residents and members of North Lebanon communities in general to assist them in reaching their personal and professional goals.

### Objectives

- Collaborate with governmental and non-governmental organizations in expanding life-long learning opportunities for career advancement and personal development
- Deliver high-quality programs that meet the needs of North Lebanon communities, particularly in human resources development
- Create and support excellence in educational and professional program services for life-long learning
- Promote life-long learning for the realization of a learning community and for the enhancement of the community's quality of life

## About The Center for Continuing Education

AZM University Center for Continuing Education will be a transformational learning community that serves to enhance the quality of life in the North Lebanon region. The Center offers non-credit programs and services tailored to the personal and professional education needs of North Lebanon residents. Its primary goal is to foster a passion for life-long learning, intellectual engagement, and respectful appreciation for perspectives of others. Lifelong learning is at the heart of the Center

of Continuing Education and is reflected throughout its offerings and programs.

In order to meet the ongoing educational professional needs of the community, the Center shall offer programs and services in many educational and professional disciplines. These programs are accessible to any individual wishing to expand their intellectual horizons and gain skills relevant to a changing and innovative workforce. They provide an opportunity for non-traditional students to access AZM University and provide the University with the opportunity to get involved with the community it serves. Awareness of and involvement in our community keeps us open, responsive, and responsible.

## **Entrepreneurship Center**

### **Mission**

The mission of the Center is to train AZM University students and the general public to drive positive, disruptive change to North Lebanon community by building accessible enterprises, through teaching leading edge entrepreneurial leadership, strategy, venture financing, and startup skills.

### **Vision**

The vision of the Center is to be a national leader in entrepreneurship and innovation

### **Objectives**

- Define entrepreneurial opportunities and understand why such opportunities exist
- Connect theory with practice, in order to provide necessary resources in support of new venture creation and growth, both on campus and beyond
- Understand and explain the new business road test
- Explain why entrepreneurship can arise out of the intersection of innovative people, markets, industries, and trends
- Justify why entrepreneurs need to showcase due persistence and understand trends before launching a new project
- Identify the basic tools necessary to projection size of markets, industries, and market sectors
- Define real customer needs and understand why an entrepreneur should seek to develop a product or service that meets an actual need
- Describe how entrepreneurs can create patented advantages and barriers to entry for possible competitors

### **About The Entrepreneurship Center**

AZM University Entrepreneurship Center is a new initiative to motivate and promote entrepreneurship and innovation in North Lebanon. The Center will contribute to the advancement of knowledge and the practice of entrepreneurship. The Center shall place students and North Lebanon community in contact with a selected number of businesses known for excellence in entrepreneurship and with appropriate research-based educational institutions in entrepreneurship and innovation.

AZM University Entrepreneurs will be selected from among undergraduate students moving into their junior year from business, media, arts and other majors if the students have demonstrated entrepreneurial passion and talents. All students will be encouraged to apply for the program during their study at the University and even after graduation.

A number of entrepreneurs will be affiliated with the Entrepreneurship Center. They provide both career and business mentoring for students, and often participate in entrepreneurship workshops. They are also a resource for research faculty looking to gain a practical perspective on the topics of their research.

## **Human Rights Center**

### **Mission**

AZM University Human Rights Center is committed to interdisciplinary excellence in the field of human rights. It promotes human rights as a core value of the university and engages productively with national and international organizations to advance respect for human rights. We are devoted to share best practices and knowledge related to human rights, democratic participation and socio-economic development.

### **Vision**

The vision of the Center is to provide support for human rights activists, professionals and educators in order to envisage and promote a just and equitable society. We are committed to develop a diverse and inclusive community in North Lebanon

### **Objectives**

- Promote respect and observance of human rights and democracy
- Create networks with public interest and human rights organizations, non-governmental organizations, universities, relevant research institutions, religious associations and legal associations' societies
- Provide consultancy services to government and non-governmental organizations
- Deliver proactive and preventative human rights education through organizing and sponsoring conferences, training, awareness campaigns, events and workshops
- Distribute articles and various publications on legal education, society and human rights.

### **About The Human Rights Center**

AZM University Human Rights Center assists human right advocates, students, instructors, practices, and networks to promote a culture of human rights and responsibility in our community. We seek partnerships with community organizations, individuals, students, stakeholders, and international organizations who are interested in supporting human rights. The Human Rights Center assists human rights through four primary activities:

## **A. Human Right and Education**

Education shall be directed to the full development of the human personality and to the reinforcement of respect for human rights and fundamental freedoms. The Human rights Center will support our role in building social structures that support sharing democratic models and the resolving conflicts, and can provide a common understanding of how to address political and social differences equitably and celebrate cultural diversity.

## **B. Human Rights and Diversity**

The Human Rights Center will also focus on main challenges and dilemmas related to human rights and diversity: equality and non-discrimination versus freedom and group autonomy; minority rights and majority-minority conflicts; contextual approaches to human rights analysis; and human rights protection versus traditional practices.

## **C. The Human Trafficking and Modern Slavery**

The Human Rights Center seeks to enhance the understanding of human trafficking in all of its dimensions and to develop specific recommendations to address global concerns to protect basic human dignity. In an effort to educate and promote awareness about human trafficking and modern slavery, the Center shall conduct academic teaching, workshops, seminars, conferences, connecting scholars, policymakers, and practitioners; and engaging anti-trafficking stakeholders and leaders globally.

## **D. The Sexuality, Gender and Human Rights**

The Center shall use critical frameworks of sexuality and gender to examine the possibilities and limitations of human rights policy for women. The Center shall also seek to motivate the public in a vibrant political debate regarding the important relationships between sexuality, gender, and human rights. In particular, the Center shall work to raise the visibility of these issues and amplify the voices of women across the university campus and in the North Lebanon community.

## **Marine and Environmental Studies Center**

### **Mission**

The Marine and Environmental Studies Center (MESCC) leads both within the University and the public domain in education and research on the important linkages of land and water ecosystems in the coastal zone, and provides the knowledge needed to meet critical environmental challenges.

### **Vision**

The vision of the Center is to provide the foundation for management decisions to protect, recover, restore, and sustain ecosystems and living marine resources in North Lebanon.

### **Objectives**

- Educate the public about the environment, the scientific process, the value of ecosystems and environmental protection.

- Enhance the conservation and management of coastal and marine resources to meet Lebanon's economic, social, and environmental needs.
- Create networks with environmental organizations (national and international), non-governmental organizations and universities.
- Provide consultancy services to government and non-governmental organizations in environmental impact assessments.
- Deliver proactive and preventive environmental education through organizing and sponsoring conferences, training, awareness campaigns, events and workshops.
- Distribute articles and various publications on environmental education and environmental challenges.

### **About The Marine and Environmental Studies Center**

Like other countries in the Mediterranean region, Lebanon faces major environmental challenges. These problems cannot be resolved solely by studying ecological, biogeochemical or social systems, but instead depend on interdisciplinary approaches. Hence, the Center promotes a general, interdisciplinary approach to the education of marine environment and to the conservation of marine and coastal zone resources. It provides better ways to communicate scientific knowledge to decision makers and the community, and train students and scientists who work at the interface between the environmental and social sciences. Students and faculty will be trained to address and resolve local environmental problems. The Center will provide services to both national and international governmental and non-governmental organizations in relation to these topics.

### **Science and Technology Center**

#### **Mission**

The Mission of the Center for Science and Technology is to transform North Lebanon towards a city-class hub for latest technologies, technological innovations and discussions of technology related issues, providing facilities, services and a dynamic environment that enable young graduates to cultivate ideas, innovate and develop.

#### **Vision**

The Vision of the Center for Science and Technology is to transform technological advancement and innovation into value creation that benefits Lebanon and the region.

#### **Objectives**

- Enable AZM University to serve as a voice in national science and technology policy issues
- Serve as a national role model in innovative science and technology
- Build a sustainable science and technology policy
- Integrate faculty members skills and expertise for development and research
- Identify and develop relationships with the community to learn about their needs and how to assist them

- Achieve sufficient and stable funding (public and private funds) to conduct programs for the advancement of science, technology
- Further improve the Center's governance structure to support growth and guide its future direction

### **About The Science and Technology Center**

To ensure the success of the center as a national innovation and technology focal, it is crucial that we contribute to our community and help inspire the next generation of graduates and technology entrepreneurs. To help foster a community interest in innovation, we will host a series of events throughout the year. We adopt a «green» attitude towards the environment, the economy and our community, as well as a sustainable approach to all of our operations. In particular, we are committed to using and showcasing energy-efficient and renewable energy technologies to ensure that we deliver, as well as inspire, long-term change.

# STUDENT AFFAIRS

## General Statement

The University is committed to fostering an environment that is honest and fair in its dealing with its direct stakeholders; mainly students, faculty and staff. The University therefore seeks to emphasize the values of respect where it tries to safe guard the interest of its stakeholders and opts to mainstream ethical behavior and social responsibility. The University is also committed to inclusion and equity by providing leadership to students, faculty, and staff and ensuring a learning community free from discrimination and harassment. With this, the University seeks to cultivate an environment of open communication, collaboration, and respect among students, faculty and staff as they engage in the education process.

This handbook is designed to elucidate the rights, privileges, and services that all students are entitled to, and the guidelines of conduct that are expected from the students to help create the environment and educational goals.

## Statement from the Student Activities Senior Specialist

The Student Activities Senior Specialist is dedicated to aid with the students' development of intellectual, social, physical, psychological, and cultural talent in an environment that promotes diversity, tolerance, civic and moral responsibility, local and global awareness, psychological, and emotional wellbeing. He/she encourages students to participate in extra and co-curricular activities.

Ultimately, the Student Activities Senior Specialist will be crucial to the creation of an environment that is conducive not only to learning, but also to an engaged and active student life at the University. Given that the University will likely take on a diverse body of students from the region, many of whom may have had little exposure to cultural differences; the Student Activities Senior Specialist will strive to foster an atmosphere of tolerance that will breed the intellectual freedom and openness envisioned by the University.

The University is committed to support a wide array of activities within and outside the University. These activities include off campus activities and on-campus activities. Off campus activities include athletic trips while on campus activities include the establishment of clubs and involvement in University affairs through the student representative committee.

## Campus Life and Extra-Curricular Activities

### On Campus Activities

#### Clubs

University students have the right to establish student clubs as part of their extracurricular activities. Students are expected to join a club by a deadline set by the Student Activities Senior Specialist, for a period of a semester. Students that enroll in the club before the deadline will be considered as voting members, while students enrolling after the deadline will be considered as participatory members, with no voting rights to nominate officers, or to attend cabinet meetings.

The official language for all clubs is English and each club should have a clear and explicit purpose and mandate. Every club should have a minimum number of members. Clubs will be placed on probation if they do not have sufficient members at the deadline date, and if they do not carry out any activities for one semester. A club will be dissolved if it stays on probation for two semesters.

Each club should have a cabinet that includes the president, vice president, secretary, and treasurer in addition to a faculty advisor plus other members if deemed appropriate. The president of the club is responsible for representing the club and chairing over the meetings; calling for meetings and general assemblies; planning of activities in coordination with other cabinet members; endorsing all acts, orders, and proceedings of the club; overseeing discussions and deliberations during meetings; approving money withdrawal jointly with the treasurer; ensuring that all voting members of the club are eligible members; ensuring that club activities do not violate the Student Activities guidelines, the Student Code of Conduct, or Lebanese law.

The vice president of the club is responsible for assuming the duties of the president during his/her absence or incapacitation as acting president until the president is able to resume his/her position; attending committee meetings, supervising the sub-committees' work, and reporting the sub-committees' performance; preparing an inventory report per semester and report lost items to the club and to the Student Activities Senior Specialist; taking the minutes during the absence of the secretary.

The treasurer of the club shall be entrusted with handling the receipts and disbursements; ensuring that all financial transactions are reported to the Student Activities Senior Specialist and processed through the official club account; signing receipts along with the president; ensuring that all expenditures are in accordance with the approved budget; preparing budgets and submitting it to the club, faculty adviser, and the Student Activities Senior Specialist; providing the Student Activities Senior Specialist with upcoming spending plans each semester.

The secretary of the club shall handle the below tasks including registering the club with the Student Activities Senior Specialist at the beginning of the fall semester; keeping accurate minutes of all meetings and sharing them with the Student Activities Senior Specialist and all club members; submitting a report to the Student Activities Senior Specialist at the end of each semester; sending notices of meetings to all members; handling all correspondence, notification, and maintain archives and keep copies of all proposals, reports, official letters, and e-mail printouts.

The faculty adviser, who is chosen by cabinet members in consultation with the Student Activities Senior Specialist, shall attend cabinet meetings when possible in order to assist in the planning and implementation of its program of activities; approve financial requests; approve the semester and annual reports before submission to the Student Activities Senior Specialist.

The cabinet shall call for general meetings at least twice a month to discuss plans as well as to review progress of programs under way. A simple majority of members constitutes a quorum. Special meetings may be called for either by the cabinet or by a petition signed by one-third of the voting members. Clubs are funded through the Student Activities Senior Specialist.



## **Student Representation**

The student representative committee will be formed from student representatives from each faculty who act in the best interest of the student body and the University as a whole. A student will be eligible to run for election if he/she is not on probation and is registered for at least 15-credit hours. Members of the committee shall be elected by the respective classes in the various faculties of the University. If the membership of any student is dropped for any of the above reasons, election for a replacement shall normally take place within a period that should not exceed one month.

The duties of the committee include: communicating to the students any information on faculty issues and expressing their views/opinions on such issues; promoting and coordinating social, recreational, and cultural activities; studying problems of faculty-wide interest and submitting recommendations for their solution to proper authorities; electing a student representative to the various committees in the faculties of the University.

The officers of the committees shall be: the president, the vice president, the secretary, and the treasurer. They shall be elected by the committee by a plurality vote. The president of the committee shall represent the committee and preside over its meetings. He/she shall call meetings of the committee whenever necessary. The vice president shall preside over meetings of the committee in the absence of the president. The secretary shall keep the minutes of the committee and shall take charge of all correspondence. He/she shall send copies of all minutes to the Student Activities Senior Specialist. The treasurer shall be responsible for the receipt and disbursement of all funds of the committee. He shall make periodic reports to the committee and prepare an audited final report at the last meeting of the year. All accounts of the committee must be cleared through the Accountant.

The committee is funded through a fee collected from each student at the time of registration. The committee shall submit to the University an annual budget for the coming year by the end of June of each year. The president of the committee, jointly with its treasurer, is authorized to spend committee money without prior approval; committee approval must be obtained at its next meeting. Expenditures in excess of this amount require prior committee approval.

An absolute majority of the committee membership shall constitute a quorum. In case there is no quorum on an assigned date, a meeting shall be held 48 hours later at the same time and place. At that meeting those present shall constitute a quorum. Copies of all minutes of the meetings of the committee shall be filed with the Office of the Student Activities Senior Specialist.

## **Athletics**

The University also encourages and supports activities related to athletics given its commitment to a healthy and clean environment for its students.

## **Off Campus Activities**

The University seeks to support events happening outside its - premises- and that are impactful in relation to the students' extra-curricular activities. All activities that

are not sponsored by the University shall be separated from the University's arm.

In some cases, the University faculty and staff, under their official capacities, may arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, recreational, and athletic trips. University faculty and staff will be designated and authorized by the University to perform such roles in order to assure appropriate liability protection for their acts and will in turn, be acting as sponsors or instructors of the field activity. All details pertaining to the event need to be approved by their respective professor and faculty, including the event, planning, leading, and organizing activities. Such events need to be handled with considerable caution and with minimal extent of injury or harm to students or event participants, and minimal financial losses arising from legal responsibilities and liabilities to the student organizers, student clubs, participants, and the University. The University will provide assistance to the professors and students in searching for adequate insurance coverage to cover specific activities. Dangerous and hazardous activities shall be excluded from any insurance coverage and shall not be allowed when the nature of the activity is risky even after plans have been made to mitigate that risk.

The University also supports and encourages activities related to athletics given its commitment to promoting a healthy and leadership ecosystem for its students.

## **Career Services**

The Student Activities Senior Specialist offers students career counseling and assistance in job search. The Student Activities Senior Specialist assists students in conducting job searches and securing employment. Tips on how to write a CV and mock interviews related workshops are also offered. The Student Activities Senior Specialist also hosts an Annual University Career Fair during the month of April where various companies attend and recruit students.

## **Counseling**

The University seeks to offer assistance to students who are facing personal or educational problems. The Student Activities Senior Specialist therefore seeks to allow students to make the most out of their college experience on all levels including the personal, intellectual, vocational, social and physical by providing professional counseling services to students.

Professional male and female counselors are present to address all problems that may be faced by the students including stress, study skills, substance abuse, and personal problems.

## **Health Insurance**

It is imperative that all students registered on a full-time and part-time basis at the University have Health Insurance. The Accountant will take the initiative to provide Health Insurance coverage at a specified fee, which will be added to the student's tuition Fee. The health insurance provided by the University can be waived and fees reimbursed only if the International Student provides proof of insurance within the first week of each semester. Health Insurances are issued at the beginning of each semester and are valid till end of September.

## **Accident Insurance**

All students are insured against accidents that that may occur on or off-campus during any University approved / organized activity.

## **University Infirmary**

The University Infirmary provides primary health care and first aid services to the students, faculty and staff. General practice physicians are in charge of the infirmary. Serious medical problems and accidental injuries are referred to the nearest hospitals around the campus and are covered by the health insurance plans. Students are insured against injuries that occur on campus. Insurance forms may be obtained from the Student Activities Senior Specialist.

## **Student Code of Conduct**

The University aspires to instill in students high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of co-curricular life and social and recreational events.

The University does not tolerate any form of discrimination or harassment, breach of academic integrity, or infringement of ethical standards of conduct. By applying for and accepting admission at the University, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable University rules and regulations, and in particular of the Student Code of Conduct.

At all times and throughout their years of learning in the University, students are expected to meet University regulations and those imposed by Lebanese laws when it comes to their academic and non-academic conduct.

## **Jurisdiction**

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the instructor of the course in which the violation occurred. If necessary, the case will subsequently be reviewed by the Student Affairs committee of the Faculty in which the violation occurred. The Dean of Faculty, in which the student is enrolled, is responsible for implementing the sanctions recommended by the Student Affairs committee.

Misconduct that is clearly non-academic falls under the jurisdiction of the Student Activities Senior Specialist who will take the necessary action in consultation with the Dean of the faculty to which the student belongs.

## **Academic Misconduct**

Offenses involving academic misconduct include cheating, plagiarism, in class disruption, and dishonesty.

### **Cheating**

Cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

### **Plagiarism**

Plagiarism involves using another person's ideas or expressions in one's writing without acknowledging the source constitutes plagiarism. As for in class disruptions, they incorporate disrupting classes or exams by extraneous conversation and/or misbehaving.

Dishonesty also includes various actions, other than cheating and plagiarism, including misrepresenting personal circumstances to an instructor, forging parts of, or signature on, official documents, taking credit for work in a team-project when little or no contribution to the work of the team has been made, unlawfully copying computer software, and engaging in bribery of any kind.

## **Non-Academic Misconduct**

### **Disruption/Obstruction**

Disrupting or obstructing the normal educational process or any University function or activity by student demonstrations, sit-ins, or «strikes» is strictly prohibited. Under no circumstances are any members of the University family to be intimidated or threatened in the execution of their normal duties and responsibilities.

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space in consultation with the Student Activities Senior Specialist in order to ensure that neither Lebanese law, nor University policies and norms are being violated.

In cases where student events are not approved by the Student Activities Senior Specialist, the latter reserves the right to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

### **Distribution of Unauthorized Published Material**

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the Student Activities Senior Specialist. The campus protection office will remove any unauthorized material.

### **Theft**

Stealing on campus or at a University-authorized event off campus, including unauthorized use of University equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

## **Destruction of Property/Endangering Public Safety**

Students are expected to protect University property and to respect the safety of others. They should refrain from vandalism or other intentional damage, littering, unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices and unapproved duplication of keys.

## **Mental or Physical Harm**

Acts that inflict mental or physical harm such as engaging in physical aggression, intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at University-authorized events off campus; endangering the safety, health, or life of any person; Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a University-authorized event off campus are strictly prohibited.

## **Possession of Dangerous Weapons or Materials**

Students must not distribute, possess, store, or use, on campus or at a University-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any University-authorized event off campus.

## **Discrimination and Harassment**

The University prohibits discrimination on the basis of race, color, religion, age, national or ethnic identity, gender or gender identity, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, political affiliation, or any legally protected characteristic, except as required by Lebanese law.

Intimidating, insulting, or threatening others, whether verbally, in writing, or through electronic means, is strictly prohibited. Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited.

## **Smoking and Alcohol**

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in University buildings.

## **Use of Computers**

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses and unethical use of the University access is prohibited.

### **Misuse of Keys**

Unauthorized possession or use of any key or key type device on any University facility or property is prohibited.

### **Misuse of Identification**

False use of identification documents or of another's student or non- student identification card (ID)/document, including the use of another person's computer account is strictly forbidden.

### **False Information**

Intentional false oral or written statements or claims made to any office or member of the University faculty, administration, staff or student body is forbidden.

### **Misuse of Materials**

Any unauthorized reading, eliminating, replicating, photographing, photocopying, forging, altering or misuse of any University material, file document or record, computer records, software, data files and similar entities owned or maintained by the University is prohibited.

### **Gambling**

Conducting or organizing any form of gambling which harms or exploits any member of the University community is prohibited.

### **Privacy**

Failure to respect the right to privacy of any member of the University community including accessing another person's computer files and/or e-mail is prohibited.

### **Student Expression**

Expression is encouraged among students. However, any demonstrations or protests must be non-violent in nature, and must be conducted without endangering the safety, health, or life of the students, faculty, staff or visitors.

Obstruction of free movement on campus by any person, or the interference with the use of University facilities, or prevention of normal operation of the University, both inside and outside the classroom setting is strictly prohibited. Any such violation will lead to strict disciplinary action from the University.

### **Guests**

Students are welcome to bring guests to the campus, but must assume responsibility for their conduct.

### **Driving on Campus**

No student is permitted to drive on-campus unless he/she obtains permission for a valid reason from the Student Activities Senior Specialist. Students shall park their cars in designated parking areas outside the campus.

## **Identification Card (ID)**

All students, faculty and staff must obtain and carry the University Identification Card (ID) at all times while on campus. The card is primarily used for identification, for verification of student/personnel status, and for using University services such as the library, gymnasium, and participating in University sporting and social events, and other related services. The card may be obtained from the Admissions Office during the first month of the semester.

Use of the card by anyone other than the card's holder is strictly prohibited and the cardholder will be subject to disciplinary actions or other penalties for improper use of the card. The cardholder is responsible for any loss or damage associated with his/her card. In case the card is lost a replacement card may be obtained at a cost of LBP 30,000. The card is the property of the University and must be returned on request.

## **Inappropriate Conduct in the University Library**

Any action that impedes the safe and effective use by all patrons of the University library for the purpose of study, reading, and other intellectual pursuits, is prohibited.

## **Disciplinary Actions**

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

### **Academic Misconduct**

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member.

When the instructor has taken the initial disciplinary action, he or she should send a letter to the office of the Dean of the Faculty, in which the incident occurred, informing him/her of the incident and the initial action taken.

### **Non-Academic Misconduct**

Violations of a non-academic nature are the responsibility of the Student Activities Senior Specialist, in consultation with the Dean of the faculty in which the student is enrolled and, as necessary, the chief of protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

The immediate responsibility for dealing with violations of library rules rests with the librarian or library staff in charge of a department, section, or room of the Library where a violation occurs.

## **Primary Disciplinary Actions**

Disciplinary actions will be recorded in the student's permanent record at the Registrar's Office. Records of decisions including charges and sanctions will be maintained as part of the confidential records in the office of the respective Dean,

for a period of up to four years after the student graduates or ceases to be a student. Only suspension and expulsion will become part of the student's official transcript or record.

## **Range of Actions**

### **Notice**

This may be oral or written. It is a statement that the student has inadvertently violated a University regulation. The warning will be documented and recorded.

Examples: Littering and smoking in prohibited areas.

### **Warning**

This is a written statement that the student has violated a University regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the University community.

Examples: Inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.

### **Dean's Warning**

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at The University. It is recommended that any violation of University regulations after the second Dean's Warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions.

Examples: Plagiarism, academic dishonesty, disruption-obstruction, In-class disruption, mental or physical harm, discrimination and harassment.

### **Suspension**

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University.

Examples: Cheating, theft, and destruction of property.

### **Expulsion**

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances will an expelled student be readmitted to the University.

Examples: Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.



## Secondary Disciplinary Actions

The following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

### Secondary Disciplinary Actions - Academic

- The student may be prohibited from participating in the work study program.
- The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.
- The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.
- The student may be given a failing grade in a course or a test or any other form of academic assessment.

### Secondary Disciplinary Actions - Non-Academic

- The student may be prohibited from representing the University in any official role, activity, or event.
- The student may be prohibited from serving as an officer of any University organization including club, team, or society.
- The student may be prohibited from living in any University hall of residence or similar facility.
- The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the Student Activities Senior Specialist.
- The student may be required to make financial restitution.
- The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).

## Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any University official. Academic violations shall be forwarded to the Dean of the faculty in which the violation occurred. Non-academic violations shall be referred to the Student Activities Senior Specialist.

Alleged violations will be dealt with in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses.

## Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under University regulations.

If any of the following apply, a student may appeal to the Dean of the Faculty regarding Faculty decisions against disciplinary action taken by the Student Activities Senior Specialist or the Dean of the Faculty to which the student belongs:

1. Procedural error.
2. New evidence.
3. Unsupported conclusion.
4. Disproportionate sanctions.

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed.

## **Student Grievance Policy**

Students may consider informal or formal procedures to seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment that breaches the established policies and procedures of the University. These grievance procedures neither replace, nor take priority over established University procedures or due process for any and all matters related to academic misconduct, disciplinary appeals, grade appeals, financial aid, or other well-defined areas of Faculty or staff responsibility. Moreover, grievances should not be confused with petitions related to academic issues, including deviation from academic requirements or policies.

## **University Library**

The library offers the following to students, faculty, and visitors:

- A pleasant and quiet study environment
- Group study rooms
- Open stacks and borrowing services
- Printing and photocopying services
- Computer labs
- Facilities reservation
- Off-campus access to materials
- Citation, plagiarism and other workshops and training sessions
- Research and reference help

## **Publicity and Posting Policy**

All public notices or publicity material posted on campus property shall be approved and stamped by the Student Activities Senior Specialist prior to posting.

## **Bulletin Boards**

Designated bulletin boards are located across campus and within buildings. Bulletin boards will carry notices and posters about events happening on campus. Approval for posting on bulletin boards is required in advance from the Student Activities Senior Specialist.

## **University Newspaper**

The University shall have a student Newspaper that is issued on a monthly basis. The newspaper seeks to enlighten the University Community on issues and events that are occurring, promote inclusion and stakeholder awareness, and tackle prominent issues. It provides students the experience of the regular creation and publication and promotes student engagement in the process.

## **Information Desk**

An information desk is located at the entrance of the University and within every faculty. The information desk is operated by student employees and seeks to assist current students,

## **Cafeteria**

The University Cafeteria serves healthy, hot and cold meals and sandwiches at breakfast and lunchtime. Fruits, salads, and hot and cold beverages are also served.

## **Computer Laboratories**

Computers labs are conveniently located across the University, specifically in the Faculty of Business Administration, Faculty of Architectures, Faculty of Journalism and Media Communications, and libraries.

## **Electronic Mail Communications**

Students are provided with one official computer account that is used to access electronic mail. This address may be obtained from the IT Department.



## Registrar's office

Fouad Chehab Boulevard,  
Tripoli, Lebanon

Tel: +961 6 446 571

Fax: +961 6 446 578

Email: [registrar@azmuniversity.edu.lb](mailto:registrar@azmuniversity.edu.lb)

[www.azmuniversity.edu.lb](http://www.azmuniversity.edu.lb)