



UNDERGRADUATE CATALOGUE

Academic Year 2018 - 2019

AZM University

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ACADEMIC CALENDAR 2018-2019

Fall 2018 Semester

August 3	Deadline for payment of enrollment commitment fee for continuing students
September 3-4	Advising for new students
September 3- 17	Course registration for Fall 2018 for all students
September 3- 17	Payment of fees for Fall 2018 for new students
September 10	Fall 2018 semester begins for ARCHIDES
September 17	Fall 2018 semester begins for all Faculties
September 17–24	Change of schedule for the Fall 2018 semester (Drop and Add)
September 28	Deadline for submission of official documents for all new students for the Fall 2018 semester
October 1, 2018	Orientation for all new students
Late Registration for new students	Orientation for all new students
October 17, 2018	Deadline for incomplete grades (from Spring 2018 semester)
October 17, 2018	Registration cancellation for all students who did not pay semester fees
November 21*	Prophet's birthday, holiday, No classes
November 22	Independence day, holiday, No classes
December 23	Last day for withdrawal from courses for the Fall 2018 semester
December 22- January 1	Christmas and new year vacation
January 4	Last day of classes for all faculties
January 7-8	Reading Period
January 9-16	Fall 2018 semester final examinations start
January 16	Fall 2018 semester ends for all Faculties
January 28-29	Spring 2019 semester advising for continuing students

Spring 2019 Semester

January 28	Deadline for submission of official documents for all new students for the Spring 2019 semester
January 28–Feb 6	Payment of fees for new students
January 30	Spring 2019 semester begins for all faculties
Jan 30-Feb 6	Payment of fees for continuing students for the Spring 2019 semester
Jan 30-Feb 6	Change of schedule for the Spring 2019 semester (drop and add)
February 9	Saint Maroun's Day, holiday, No classes
March 1	Deadline for incomplete grades (from Fall 2018 semester)
March 25	Annunciation Day, holiday, No classes
April 19- April 29	Easter vacation, No classes
May 1	Labor Day, No classes
May 10	Last day for withdrawal from courses for the Spring 2019 semester
Last day of classes for all faculties	Last day of classes for all faculties
May 13-14	Reading period for the Spring 2019 semester
May 15 - 22	Spring 2019 semester examinations begin
May 22	Spring 2019 semester ends for all faculties

Summer 2019 Semester

May 30- 31	Payment of fees for students registered for the Summer Semester
June 5-7*	Eid Al Fitr, holiday
June 10	Summer semester begins for all faculties
June 10-11	Change of schedule for the Summer Semester (Drop and Add)
July 29	Last day for withdrawal from courses for the Summer 2019 semester
Last day of classes for all faculties	Reading period for the summer 2018 semester

July 29	Reading period for the summer 2019 semester
July 30-31	Summer 2019 semester examinations begin
July 31	Summer 2019 semester ends for all faculties

BOARD OF TRUSTEES

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University President

Prof. Farid Chaaban

ADMINISTRATION 2018 - 2019

Farid Chaaban, PhD, President
Nisrine Dennawi, DEA, PR and Executive Assistant
Diana Shami, BS, Secretary

Academic Affairs

Fouad Choweifaty, PhD, Student Enrollment Division
Suzan Hannouf, PhD, Head Librarian
Mireille Abi Karam, EMBA, Registrar
Maha Ayoubi, MBA, Admission Specialist

Faculty of Business Administration

Samer Nakhle , PhD, Dean
Joumana Trad, MBA, Faculty Assistant

Faculty of Architecture and Design

Jamal H. Abed, MSc Architectural Studies, Dean
Dima Alameddine, MSc. Faculty Assistant

Faculty of Arts and Sciences

Ramez Maluf, PhD, Dean
Darine Dernaika, MBA, Faculty Assistant

Human Resources

Rania Mikati, TD, HR Specialist
Suzan Jaber, Info Desk Agent

General Services and Procurement

Fida Dahan, BA, Head of General Services and Maintenance
Alaa Sabsabi, TS, Procurement Specialist

Finance and Administration

Omar Adra, MBA, Finance and Administration Director

Marketing

Afif Fattal, BBA, Marketing Senior Specialist

Information Technology

Nazih Ghannoum, MSc. IT Manager
Rami Sibai, MBA, IT Senior Specialist

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 Arts and Sciences.

Currently, the University offers programs leading to Bachelor's degrees in Business Administration, Architecture, Journalism and Media Communications, English Language, Education, Criminology, and Chemistry. 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 following 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: We work 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 with a plan 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 city of 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

Azm University Library 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 team 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.

The library has seats for 41 students or patrons; it enables the researchers to use four computers for internet search, printing, typing, and for using the OPAC and databases.

The library has a subscription to licensed networked resources offering seven research databases.

The following databases are available as part of this subscription:

EBSCOhost Research Databases:

- Academic Search Complete
- Art and Architecture Complete
- Business Source Complete
- Communication and Mass Media Complete
- eBook Subscription Academic Collection
- eBook Subscription Arabic Collection
- Arab World Research Source

The library has developed its physical collection since its foundation, and it currently houses 5000 items. It is continuously developing and expanding to reach its maximum holding capacity.

The library offers the following to students, faculty, and visitors:

- A pleasant and quiet study environment
- Open stacks and borrowing services
- Printing and photocopying services
- Computer facilities
- Off-campus access to materials
- Citation, plagiarism and other workshops and training sessions
- Research and reference help

Library resources and use has become part of a course (ASST 201 Intro to Higher Education) to assist students in their successful transition to University. The sessions are dedicated to the research process, searching skills, catalog and databases use.

STUDENT ENROLLMENT DIVISION

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 students 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.

The University's Office of Student Enrollment (Admissions and Student Affairs) has a collection of materials related to academic programs, students' activities and events. Students are encouraged to pass by and asks about students' activities and life on campus.

Students are also encouraged to take full advantage of Azm University's cultural, social, athletic, career centers, as well as extracurricular opportunities designed to complement the University academic curriculum.

ADMISSION

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 all over Lebanon in order to maintain diversity across its student body.

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:

- Architecture and Design
- Arts and Sciences
- Business Administration

Applicants should complete their application form and provide all the required documents for acceptance into the University.

Admissions are primarily based on the students' academic records and the results of the University admission exam.

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 on 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 major or shifts to another major. 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>

Sophomore Admission

Applicants holding the Lebanese Baccalaureate 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.

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 Bacculaureate are required to take remedial courses in Math and Physics (6-9 credits).

- Holders of the Lebanese Bacculaureate 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
- Regular Admission

Early Admission

For applicants seeking to register in the Fall semester and who should complete their applications by April 2018.

Decisions on early admission applications are made by the end of May 2018. 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 will be given equal consideration.

Regular Admission

Regular admission applicants can choose to apply to either the Fall semester or the Spring semester.

Application Requirements and Procedures

Undergraduate students need to complete the application form and submit it to the Admissions Office with the following documents:

- Admissions application
- Certified photocopy of the Lebanese Secondary School Certificate (or its equivalent)
- Photocopy of identity card or passport
- Single civil status record
- Family civil status record
- NSSF or private insurance certificate
- 3 recent passport-size color photos
- University Transcripts/ Course description (in case of transfer. Grades must be stamped and sealed

- High school grades (Last three years)- Grades must be stamped and sealed
- A non-refundable application fee of \$100
- Statement of residency
- Judicial record

Documents must be original and remain the property of Azm University whether the student is accepted or rejected.

Other important considerations:

- 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 Literature and 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.

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 the 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 not less than 13 months. Foreign students should also secure an entry visa to Lebanon from the Lebanese embassy or consulate in their country.

Payment of Fees

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

- 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 as a cash deposit in the University's Bank Accounts.

Tuition

Tuition for the academic year 2018-19 is as follows:

Faculty	Degree	Study Years	# of Credits	Credit Price
Business Administration	BBA	3	96	\$ 200
Architecture	BARCH	5	170	\$ 300
Arts and Science	BA in Criminology	3	91	200\$
	BA in Education	3	90	200\$
	BA in English Language	3	90	200\$
	BS in Chemistry	3	91	200\$
	BA in Journalism and Media Communication	3	96	200\$

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.

Financial Aid

Financial aid and scholarship will be dedicated to helping students by removing financial barriers for those seeking education opportunities at Azm University.

Eligibility

- Sibling
- Children of officers (armed forces)
- Top students in official exams
- Top students in class
- Recognized athletics skills
- Work study program

Source

- Azm and Saade Association, needs based
- (Quard al Hassan)
- Azm University, performance based
- Other sources

Conditions

In order to maintain the Azm University financial aid, the student should register a minimum of 12 credits per semester. The student has to maintain a minimum cumulative GPA of 70 in the semester.

STUDENT AFFAIRS

The Student Affairs Office

The Student Affairs Office 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. Students are encouraged to participate in extra and co-curricular activities.

Ultimately, the Student Affairs Office 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 Office 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. Off campus activities include athletic and cultural 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 one or more of the existing clubs. Students that enroll in the club before the set 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 faculty adviser, who is chosen by cabinet members in consultation with the Student Affairs, shall attend cabinet meetings when possible in order to assist in the planning and implementation of its program of activities; approve financial requests, and approve the semester and annual reports before submission to the Student Affairs.

Student Representation

The student council (cabinet) will be elected from student representatives from each faculty who act in the best interest of the student body and the University as a whole. Members of the committee shall be elected by the respective classes in the various faculties of the University.

The duties of the council include communicating to the students any information on Faculty issues and expressing their views and 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 and electing a student representative to the various committees in the faculties of the University.

The officers of the council shall be the president, the vice president, the secretary, and the treasurer. They shall be elected by the committee by a plurality vote.

Athletics

The University 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 outside its premises that are impactful in relation to the students' extra-curricular activities.

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.

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 Affairs Office 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 Office also hosts an Annual University Career Fair and open days.

Counseling

The University seeks to offer assistance to students who are facing personal or educational problems. The Student Affairs 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 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 the end of September.

Accident Insurance

All students are insured against accidents 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' minds 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.

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.

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.

AZM University Library Code of Conduct

In order to provide a safe, respectful environment for individual study, research and learning, patrons who enter AZM University Library agree to abide by this Code of Conduct.

The library was established to provide direct support for the educational mission of the University through selecting, organizing, preserving, and disseminating information in all its formats. The Code of Conduct applies to all users of the University Library, including faculty members, students, staff, and visitors.

- Eating, drinking and smoking are not permitted in the Library premises.
- Certain beverages are allowed from containers with lids (water).
- Removing furniture or sitting on the tables is not permitted.
- Re-shelving library materials or putting them on the floor is prohibited. It is best to leave them on the tables. The librarian will shelve them later and put them in their right place.
- Careful use of library materials and property: Defacing or removing pages or bindings from books is strictly prohibited. Leaving annotations on books is also non permissible.
- There are severe penalties for theft or mutilation of Library properties. Kindly, do not leave your properties unattended while in the Library.
- Chatting, conversation, and group study are not allowed. Noise should be kept to a minimum in the library.
- Mobile phones should be silenced before entering the Library. Patrons using cell phones will be asked to step outside to avoid disturbing other patrons.
- Entering staff area in the library is not allowed.
- Inappropriate use of library computers is prohibited.
- Damaging or altering computer equipment, systems or software.
- Downloading or installing any program or files on the hard drive of any computer.
- Others are not allowed to use nontransferable identification or student ID cards at the library.
- Patrons or library users have to respond to emergency and security gate alarms and other situations as instructed by staff, leave buildings at closing, and limit use of the library to authorized areas only.
- Clearance must be obtained from the Library before graduation.

Patrons who violate this code of conduct will be asked to leave the Library, and repeated violation may lead to prohibiting access to it.

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 Affairs.

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 in a very nice environment healthy, hot and cold meals and sandwiches at breakfast and lunchtime. A refreshment kiosk will be allocated in the newly established students' green area on campus.

Computer Laboratories

Computers labs are conveniently located across the University, specifically in the Faculty of Business Administration, Faculty of Architectures, Faculty of Arts and Sciences, 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.

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: Students who need fewer than 12 credits to complete work for an undergraduate degree are considered part-time students. In addition, any student 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.

To audit a course, the 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
- Have an approval from the instructor of the course
- Have an 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 available 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

Transfer Students from other institutions

- Only courses with a grade equivalent to 70 and above are eligible for transfer.
- Transfer courses are noted on the transcript as "TR" and are not included in the GPA computation.
- For transfer students, 50 percent of the credits of corresponding to the required major must be completed at Azm.

Attendance

I- Classes and Laboratories

Students are required to attend all classes, laboratories, or required fieldwork. A

student is responsible for making up any missed work, material, or announcements that are made during his/her absence.

The 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 regular semester. The course instructor will mention in his/her syllabus that attendance should be taken.

Students who withdraw from a course will receive a grade of "W" and those who dropped for excessive absence from a course will receive a grade of "FA".

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 before the beginning of the reading period.

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 will be assigned 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 (GE) 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 GE Requirements by taking a certain number of credits from the list of accredited GE 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, as discussed earlier.

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 regular 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 committee and must:

- Have completed a minimum of 30 credits,
- Not be on probation, and
- Have a 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 the 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	≥ 90	4

I Incomplete

IP In Progress

FA Fail due to Absence

P Pass

W Withdraw

AU Audit

F Fail

II- 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 the grades. A student can request to review his/her course grade within one week of the date of the posting of course grades.

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 placed 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 be subjected to any disciplinary action within the University
- d. Not be 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 Admission Office.

The students should follow the steps listed in the Registration Guide that is posted on the web and is 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 after classes start.

II- Credits Transfer from one Faculty to another within the University

Students from other faculties at the University may apply for a transfer to the Faculty of Business and work towards a BBA degree after meeting the requirements of the Admissions office. Students applying for transfer must not be on probation.

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

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, 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 from 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 60 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, for professional or ethical reasons is deemed by the faculty or University unworthy to continue.

II- Readmission

A student shall be given the chance for readmission only after spending a year at another recognized institution of higher education. The student should be 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 expected 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 85 and up to 89 in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with "distinction". Students with a general average of 90 or above, including repeated courses, and who are recommended by their faculties, are awarded their degree with "high distinction".

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

The Lebanese MEHE recognizes all degrees awarded by Azm University provided students are admitted on the basis of the Lebanese Bacculaureate, 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

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

Tuition Refunding Schedule- Withdrawal

Tuition Refunding Schedule- Withdrawal	
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 PROGRAM

Introduction

The Financial Aid and scholarships will be dedicated to helping students by removing financial barriers for those seeking educational 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.

Specific objectives include providing various forms of resource and financial access to all admitted students who need such accommodation for pursuing their studies at the University.

The vast majority of our students have benefited, since the inception of the University, from various forms of financial support from many sources, mainly from AZM and SAADE (A&S) Association. The University has also provided a supplement to the A&S grant, and also a merit-based stipend. The aim of this new program is to introduce some modifications to the existing financial aid program for the propose of simplifying the process and attracting qualified students. It will be implemented on newly admitted (first year) students starting the academic year 2018-19.

Types of Financial Aid at Azm University

Azm University has established different financial aid programs to respond to the various demands of undergraduate students. These programs encompass the following:

1. Need-based program, by A&S Association.
2. Performance-based program, by Azm University.
3. Other type of Financial Aid support provided by NGO's or Association.

1. Need-based Program

Funding on needs basis could be provided by the AZM and SAADE Association (A&S). Students belonging to this category should comply with A&S rules, regulations and procedures.

1.1- Basic Eligibility Criteria

- A student should demonstrate financial need; based on a financial analysis of the collected information.

Several factors in this aspect are considered, by A&S Association, including:

- Total family income,
- Assets such as home(s), car(s), and other property,
- Number of school/ university age siblings, and

- Major changes since last support decision were made.

In addition, the concerned student must:

- Be a Lebanese citizen, or an eligible noncitizen with granted residency.
- Be enrolled or accepted for enrollment as a full-time student in an undergraduate degree offered by the University, taking at least 12 credits each term.
- Have satisfactory academic school record (new students).
- Maintain satisfactory academic progress (existing students).

For further information, students are asked to directly contact A&S Association.

2. Performance –based Program by Azm University

Students belonging to this category should provide the University with a proof of high academic standing, including:

- Good average in selected schools,
- Ranking among the top students in official exams, in any of the 4 majors.
- Top student in the class (70% for the first in the class, and 50% for the second).

2.1- Good Average in Selected Schools

Azm University will grant the top 3 students from selected schools a certain discount/scholarship irrespective of A&S grant. MOUs with selected schools have been signed in this purpose.

2.2- Top Students in Official Exams

Azm University will grant top ten and good- performing students in the official Lebanese exams in the North a certain discount/scholarship, also irrespective of A&S Association grant.

- Students with an average b/w 13 – 14/20 will get 40% discount, and should maintain a minimum average of 75 during his/her studies.
- Students with an average b/w 14.1 – 15/20 will get 60% discount, and should maintain a minimum average of 78 during his/her studies.
- Students with an average b/w 15.1 – 17/20 will get 70% discount, and should maintain a minimum average of 85 during his/her studies.
- Students with an average higher than 17/20 will be granted a full scholarship, and should maintain a minimum average of 87 during his/her studies.

Important Remark:

To maintain this scholarship, granted students should maintain good standing as indicated above.

2.3- Freshman students

Azm University will grant good performing students who have completed their Freshman year and who want to register in first year at Azm University (Sophomore), a discount irrespective of A&S Association grant.

- Students with a cumulative GPA B/W 75 – 79 will be granted 30% discount
- Students with a cumulative GPA B/W 80– 89 will be granted 60% discount
- Students with a cumulative GPA of 90 and above will be granted 70% discount

Azm University will also grant good performing students at schools who are willing to register in the FRESHMAN year at Azm University.

- Students with a cumulative GPA B/W 75 – 79 will be granted up to 30% discount based on their class ranking
- Students with a cumulative GPA B/W 80– 89 will be granted up to 60% discount based on their class ranking
- Students with a cumulative GPA of 90 and above will be granted up to 70% discount based on their class ranking

2.4- Dean’s Honor List

Each year, the University will award students, who do not benefit from financial aid, and who are placed on the Dean’s Honor list in each Faculty, an additional 10% discount on tuition fees.

2.5- Sibling Discount

The University will honor the standard sibling discount applicable upon the registration of one or more siblings such that:

- An additional 5% for the first sibling.
- 10% for the second sibling.
- 15% for the third sibling.

2.6- Children of Officers in Armed Forces

The University will offer 10% to all students whose father is a soldier in the Armed Forces.

2.7- Work Study Program

The University provides full-time undergraduate students the opportunity to participate in the Work Study Program. Placement is made on the basis of capability, need and job availability.

P.S: Students may work a maximum of 10 hours per week; the hourly rate is L.L 5000/hr.

2.8- Athletics' Scholarships

Athletics scholarships are awarded to up to three admitted students with recognized athletics skills. Students should have an athletic/talent award, prize and recognition and should maintain a minimum cumulative average of 75%.

Eligibility Requirements for Financial Aid

Only Lebanese students are eligible for financial aid, or eligible noncitizens with granted residency.

Only Full-time students are eligible for the financial aid program (registered a minimum of 12 credits per semester)

How to Apply

Interested students are asked to fill the application to need-based financial aid available at the Financial Aid Specialist at A&S Association. Merit- based applications should be submitted to the Admissions Office.

3. Other type of Financial Aid support provided by NGOs or Associations

Well-defined protocols are being established between the University and NGOs or any other similar associations, whereas the NGOs undertake specific engagements to enroll a certain number of students with good standing. The University commits to offer, in return, a specific financial aid scheme.

PROGRAMS

Azm University offers the following Undergraduate Programs:

Faculty of Architecture and Design

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

Faculty of Arts and Sciences

- Bachelor of Arts in Journalism and Media Communication
- Bachelor of Arts in Criminology
- Bachelor of Arts in English Language
- Bachelor of Arts in Education
- Bachelor of Science in Chemistry

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

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 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 in Intensive English courses, 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 ENGL 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 Freshman English I (3 cr.)
- ENGL 102 Freshman 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.)

IV- 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 Freshman English I (3 cr.)
- ENGL 102 Freshman English II (3 cr.)

- MATH 110 Calculus and Analytical Geometry I (3 cr.)
 MATH 111 Calculus and 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.)

III- 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.)

Official Freshman Courses Descriptions:

ENGL 101 Freshman English I (3 cr.)

This course focuses on building strong foundations for the use of the four skills of reading, listening, speaking, and writing. It is designed to help learners develop and apply these skills in order to progress in their English language acquisition. Through extensive material and practice, learners will be guided to communicate better 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 Freshman English II (3 cr.)

This is a rigorous course that focuses on the skills of reading, listening, speaking, and college level writing. It is designed to help learners to read and understand a variety of texts and develop their fluency in the English language. As this is more of a communicative skills enhancing course, learners will extensively indulge 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 and 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 and 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 and 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.

THE ENGLISH LANGUAGE PROFICIENCY REQUIREMENT (ELPR)

The Intensive English Language Program (IELP) is an academic English language and study skills program. It constitutes a set of rigorous levels that provide learners with ample opportunities for effective language acquisition and development in the different communicative skills. The IELP also helps learners develop the academic and study skills they need to progress to their university undergraduate program.

Structured to address individual learners' needs and to accommodate differentiated instruction, the different levels of the program help the learners experience the English language in a variety of ways that also enhance their learning skills.

For instance, learners will be taught how to read with a purpose and will experiment with a variety of texts. Also, in their language lab sessions, they will be able to develop their academic writing skills as they edit their work and other learners' work and become more aware of their respective language challenges. In the computer lab, learners will be able to develop their listening and pronunciation skills, and in their in-class projects, they will develop their oral presentation techniques. Moreover, substantial on-line applications supplement classwork to help improve the learners' understanding and use of English grammar and vocabulary.

In addition to these levels and 'experiences', obligatory bespoke English language one-to-one consultations are offered to help learners tackle their respective problems in pronunciation, presentation skills, writing, comprehension, and so on.

All students must demonstrate, prior to enrollment, a level of English proficiency given that the language of instruction in all programs is English. The scores for each of the acceptable tests are as follows:

Exam	Grade	Course code	Course Name
ILETS	5 (not less than 5 on every skill)	ENGL 201	English Communication Skills I
	< 5	Sit for EEE	
Azm EEE	75 and Above		
	ENGL 201	English Communication Skills I	
	71-74	ENGL 004	Intensive English IV
	61-70	ENGL 003	Intensive English III
	41-60	ENGL 002	Intensive English II
	≤ 40	ENGL 001	Intensive English I
TOEFL (IBT)	35-45	ENGL 201	English Communication Skills I
	≤ 34	Sit for EEE	

Exam	Grade	Course code	Course Name
New SAT Writing	23-26	ENGL 201	English Communication Skills I
	21-22	ENGL 002	Intensive English II
	< 21	ENGL 001	Intensive English I

Intensive English Courses

ENGL 001 Intensive English I (16cr.)

In this course, particular care is given to support beginner learners in building up a strong foundation of basic language and learning skills. Learners will be introduced to the basic structures of the English language and will be given continuous support to develop the minimum required in the four skills of listening, reading, speaking, and writing. At the end of this level, learners will be able to listen to, read, analyze, and understand simple beginner to lower-intermediate level texts, have simple conversations about basic matters, and to write short narrative and descriptive paragraphs with minimal grammatical and mechanical errors.

ENGL 002 Intensive English II (16cr)

It focuses on strengthening individual learners' foundations for the use of the four communicative skills. This course is designed to help learners further develop and apply the basic skills they will need to build on in order to progress in their English language acquisition. Using extensive lower-intermediate to intermediate level reading material, learners will be guided in their effort to analyze, discover, and explain as many language lessons as possible as they progress in their abilities to communicate in English. Learners will also experiment with a variety of listening material, simple descriptive and process paragraph writing and editing, and speaking opportunities. In this course again, learners will be given ample time and chances to get comfortable in their efforts to familiarize themselves with the English language.

ENGL 003 Intensive English III (16cr.)

A major focus of this course is to help learners develop the language and communicative skills needed to express the main functions used in academic discourse. In this course, learners read, discuss, and analyze intermediate course texts, enrich their vocabulary, practice definitions, and clearly discuss both orally and in accurate and well-organized academic paragraphs similarities, point out differences, and state causes and effects of different topics.

Moreover, this course helps learners develop their confidence and effectiveness in using spoken English in a range of academic situations as well as develop their academic listening skills. Particular effort is put to help learners improve their pronunciation of English as they are provided with ample opportunities to listen to authentic speeches and recordings and then analyze them in terms of their phonological features (individual sounds and stress patterns) and also to practice speaking using the language studied.

Using self and peer-editing, learners will also find this course extremely helpful in developing their writing skills as they are required to deal with error analysis and substantial grammatical and mechanical topics.

ENGL 004 Intensive English IV (8-16cr.)

This course constitutes a rigorous program that focuses on enhancing the application of the four skills of reading, listening, speaking, and writing. This course is designed to help learners develop and more so intensively apply the basic skills they will need later on in their studies. Learners will read and understand a variety of texts, write well-structured and coherent compare-contrast, cause-effect, and argumentative paragraphs with minimal grammatical, mechanical, and lexical errors as they progress towards writing well-organized academic essays, and comfortably use basic listening and 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.

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 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 more descriptive writing to more sophisticated comparison and reasoning. Moreover, learners will be summarizing, evaluating, and analyzing the work of others.

ENGL 202 English Communication Skills II (3 cr.)

This is an advanced level course designed for successful participation in academic studies at the college level. In addition to opportunities for overall general language development, academic writing is fostered through understanding and critically discussing contemporary global issues so students will produce more extensive analytical and evaluative term papers. Prerequisite: ENGL 201 English Communication Skills I.

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.

ASST 207 Computer Literacy (1 cr.)

The objective of this course is to enable students to pursue greater proficiency in a variety of computer programs and operating systems, with particular focus on those widely used, such as those subsumed under Microsoft Office and Outlook, Word, Excel, PowerPoint, and Publisher. Instructor will gauge the aptitude of the students and, time permitting, may offer a basic introduction to Photoshop. Students will also be alerted to the significance of the ICDL certificate.

ASST 208 Introduction to University and Career Orientation (1 cr.)

This course alerts students to the rules and regulations of the university; it also alerts students to university expectations, and the differences between rote learning and

self-motivation; it offers guidelines to enable students to make a more informed career choice. Headhunters and HR personnel are invited to inform students of market needs and requirements. The course also informs students about communication etiquette (including e-mail etiquette), as well as writing and formatting of CVs.

ASST 209 Research and Library (1 cr.)

The primary purpose of this course is to make research and discovery an attractive proposition, and the Library a contributor to the experience. It will deal with plagiarism, simple research questions, note-taking, term-paper formatting, and referencing. The course may serve as an introduction to "Research Methods" courses offered in the system. Co-Requisite: ENGL 201 English Communication Skills I.

ASST 210 E- Portfolio (1cr.)

The course is geared to engage design students to creatively showcase their work and reflect on their design by building their own e-portfolio. During this course, students shall be introduced to Photoshop software, learn basic principles of photography to take good shots of their models, develop the skill to elevate the clarity and legibility of their own designs, and apply the rules of composition to design the graphic/visual structure of their portfolio through Indesign Adobe Software. Students are expected to work on the output of their courses taken during the previous semesters- the outcome of which shall be posted at the end of the semester on ISSUU and/or Behance- the main platforms for projecting professional work.

Elective Courses

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

Fine Arts Courses:

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.

This course is offered for non-Architecture students.

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. This course is offered for non-Media students.

ARCH 223 Freehand Drawing (3 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 of mental and manual skills to enable students to further their research and applications in their future design work. The course stresses on experimentation through the exploration of the relationship between the idea or the object of representation and its graphic depiction through a particular set of media, materials, and techniques. It shall be dedicated to introducing the tools of communication, such as perspective and the behavior of light and shadow, and exposing students to the different media inviting them to learn their essential characteristics and potentials. Media that shall be focused on are pencil, charcoal, acrylic, with concentration on freehand sketching as well as on collage. Students are also expected to acquire and appreciate the values of neatness and graphic composition.

ASST 203 Art Appreciation (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.

ASST 206 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.

Social Sciences Courses:

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.

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.

LEGL 202 Introduction to Politics (3 cr.)

Students in this course 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, it 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 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 305 Photography (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., and the fundamentals of design and composition.

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

This course builds on MDIA 203 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.

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.

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

This course includes 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.)

This course will explore the boundaries between the sciences as autonomous disciplines and the historical circumstances in which they have developed. This course covers such topics as 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 finally 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.

Natural Sciences Courses:

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.

ENVI 202 Life and Universe (3 cr.)

This course provides students with the origins of science and its conflicts with beliefs. The students become familiar with 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, and 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 planets? 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 such as, 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.

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 creditability 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.

PHED 203 Fit and Well for Life (3 cr.)

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

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 is designed for students who have 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 evaluated by skill level and game performance.

Humanities Courses:**ASST 202 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.

ASST 204 Introduction to Sculpture (3 cr.)

This class introduces fundamental issues in sculpture such as site, context, process, psychology and aesthetics of the object, and the object's relation to the body. During the semester Introduction to Sculpture will explore issues of interpretation and audience interaction. As a significant component to this class introductions to a variety of materials and techniques both traditional (wood, metal, plaster) as well as non-traditional (fabric, latex, found objects, rubber, etc.) will be emphasized.

ASST 205 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 and 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.

HSTR 201 History of Lebanon (3 cr.)

This course provides an overview of the history of Lebanon from the creation of Greater Lebanon at the start of the French Mandate to the end of the 1975-1990 civil war. The course places the history of Lebanon in the context of regional developments, looking at both internal and external factors that shaped the modern nation.

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.

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.

**A R E
C H D S**

Faculty of Architecture & Design



FACULTY OF ARCHITECTURE AND DESIGN ARCHIDES

Faculty

Dean

Jamal H. Abed, Dean

Assistant Professors:

Ahmad Omar, PhD

Maxim Julian, D.P.L.G

Visiting Associate Professor

Francesco Polesello, M. Arch

Senior Lecturer

Hala Abi Haydar, B. Arch

Lecturers

Hind Soufi, PhD

Rania Merheb, PhD

Naji Safi, B. Arch

Sandy Sabsabi, MA

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
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 Bachelor of Architecture program at the Faculty of Architecture and Design offers students a professional degree that qualifies them to practice architecture. The program takes into consideration country and institutional requirements and characteristics such as recognition by the Ministry of Higher Education, 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.

Vision

The Faculty of Architecture and Design (ARCHIDES) has developed 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 and Product 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 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.

Undergraduate Programs

ARCHIDES offers the following undergraduate degree program:

- Bachelor of Architecture

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

Preceded by the University Preparatory [UP] Program where incoming students are able to register in General Education courses that form part of their major, the foundation year consists of the following courses, which are configured to meet requirements in architecture as well as any other future design-oriented programs:

- ARCH 233 Technical Drawing
- ARCH 223 Sketching
- ARCH 219 Introduction to Materials
- ARCH 211 Design Methods

- ARCH 212 Basic Design in Architecture
- ARCH 224 Architectural Communication
- ARCH 230 Design in Construction I

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

Admission to the Program

The Architecture design program is tailored for fresh university entrants interested in leading careers in the architectural field.

There is one admission deadline a year:

- a) Early admission for Fall 2018-19: April 26th, 2019
- b) Regular Fall Semester admission 2018-19: July 26th, 2019

Criteria for Admission to ARCHIDES: students admitted into the program are either sophomore to the Architecture 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 and Design Administration

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to ARCHIDES. 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 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 advisor 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 a minimum cumulative average of 80 or an average of at least 80 in the last two semesters for the remaining promotions are given such permission).

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. In the case of readmission, the student must achieve a minimum equivalent grade to 75 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. Passing grade for all courses except for Design Studios is 60. The passing grade for design studios is 70. If a student fails to fulfill the graduation requirements pertaining to cumulative grade average of 70 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. Students must take failing courses immediately when next offered.

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 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 without a valid excuse (case of death in the family or validated sickness via a medical report), 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.

Bachelor of Architecture (BArch)

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 ARCHIDES education develops the students' scientific and artistic thinking relating to the construction of a socially responsible and sustainable future.

Program 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.

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. ARCHIDES is a member of the Association of Collegiate Schools of Architecture (ACSA). The objective is to tap on valuable tips onto challenging issues shared by the larger educational community on the international scene, conference events, and NAAB accreditation process.

Curriculum

The BArch undergraduate program is intended for students seeking a professional career in architecture. The program entails a minimum of five years of university studies and 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 five main study areas, namely: Design, Communication and Computation Design, History and Theory, Material Science and Technology, and Engineering. 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.

Graduation Requirements

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

- A minimum of 170 credits distributed as follows:
 - 128 crs. of major core courses
 - A minimum of 21 crs. of major elective courses
 - A minimum of 12 crs. of general education required courses
 - A minimum of 9 crs. of general education elective courses that can be taken from other Faculties
 - Four approved summer internships
- A student must have completed a minimum of 9 semesters beginning with the sophomore class.
- A student must complete the degree in a maximum of ten 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 149 credits that are distributed as 128 crs. of core courses + 21 crs. of major electives.

Major Core Courses (128 credits)

Students in the BArch Program must successfully complete the following major core courses:

- ARCH 205 Statics and Mechanics of Materials
- ARCH 219 Introduction to Materials
- ARCH 225 Structural Mechanics and Analysis
- ARCH 230 Design in Construction I
- ARCH 211 Design Methods
- ARCH 212 Basic Design in Architecture
- ARCH 223 Freehand Drawing

- ARCH 224 Architectural Communication
- ARCH 233 Technical Drawing
- ARCH 313 Computer Aided Design I
- ARCH 304 Computer Aided Design II
- ARCH 306 Building Structures and Seismic Design
- ARCH 311 Architectural Design I
- ARCH 312 Architectural Design II
- ARCH 315 Concrete and Steel Structures
- ARCH 317 World History of Architecture I
- ARCH 318 World History of Architecture II
- ARCH 319 Design in Construction II
- ARCH 320 Design for Execution
- ARCH 328 Principles of Sustainable Architectural Design
- ARCH 400 Community Engagement Project
- ARCH 401 Architectural Design III
- ARCH 402 Architectural Design IV
- ARCH 404 BIM- Revit
- ARCH 405 Mechanical Design of Buildings
- ARCH 406 Electrical Design of Buildings
- ARCH 407 Contemporary Architectural Theory
- ARCH 403 Computer Modeling
- LEGL 411 Building Codes and Laws
- ARCH 501 Architectural Design V
- ARCH 502 Architectural Design VI
- ARCH 507 Urban and City Planning
- ARCH 601 Final Year Project I
- ARCH 602 Final Year Project II

Major Elective Courses (minimum of 21 credits)

Students in the BArch Program must successfully complete a minimum of 21 credits from the following elective courses:

- ARCH 312 Intermediate Architectural Photography
- ARCH 338 Forms in Architecture
- ARCH 409 Building Systems Technology
- ARCH 508 Principles of Sustainable Urban Development
- ARCH 509 Technological Processes and Fabrication
- ARCH 510 Material Science and Application in Architecture
- ARCH 511 Professional Practice
- ARCH 512 Surveying
- ARCH 513 Parametric Design
- ARCH 515 Structural Technology I
- ARCH 516 Structural Technology II
- ARCH 517 Landscape Architecture
- ARCH 518 Cities, Planning and Urban Life
- ARCH 519 Building Envelope
- ARCH 520 Experimentation with Materials
- ARCH 525 Advanced Structures
- ARCH 528 Architecture Heritage of Tripoli
- ARCH 537 Architecture of the Islamic World
- ARCH 611 Project Management
- ARCH 613 LISP and Other Programming Language
- ARCH 615 Acoustics
- ARCH 616 Environmental Engineering
- ARCH 617 Theories of Urban Design
- ARCH 618 Urban Ecology and 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

General Education Courses (minimum of 21 credits)

Students in the BArch Program must successfully complete a minimum of 21 credits from the following GE courses whereby 12 credits are mandatory (GER):

# of credits		GE Courses
3	GER	Arabic Communication Skills (unless the student is formally exempted; then, a course in Humanities and Social Sciences should be taken instead.)
6	GER	English Communication Skills
1	GER	E- Portfolio
1	GER	Introduction to University and Career Orientation
1	GER	Research and Library
3	GEE	Natural Sciences or Humanities and Social Sciences
6	GEE	Fine arts
21	TOTAL	

Internship Requirements and Guidelines

All Architecture students are required to complete four summer internships as detailed in the degree plan. Students must provide the Faculty with an employer's acceptance. Normally, students solicit their own internships with the support of the Dean's office.

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.

Degree Plan

Bachelor of Architecture

Degree Plan (170 Credits)

First Year (35 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	ARCH 211	Design Methods	3	
	ARCH 223	Freehand Drawing	3	
	ARCH 233	Technical Drawing	3	
	ARCH 205	Statics and Mechanics of Materials	3	MATH 110
	ARCH 219	Introduction to Materials	3	
	ENGL 201	English Communication Skills I	3	
	ASST 208	Intro. to University and Career Orientation	1	
	Total		19	
Spring	ARCH 212	Basic Design in Architecture	3	ARCH 211
	ARCH 224	Architectural Communication	4	ARCH 223, ARCH 233
	ARCH 230	Design in Construction I	3	ARCH 219
	ARCH 225	Structural Mechanics and Analysis	4	ARCH 205, PHYS 101
	ENGL 202	English Communication Skills II	3	
	ASST 209	Research and Library	1	
		Total		18

Second Year (42 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Summer I		Internship I - Material Workshops and Construction Site Visits	0	
	ARCH 328	Principles of Sustainable Architectural Design	3	
	ARAB 201	Arabic	3	
	Total		6	
Fall	ARCH 311	Architectural Design I	5	ARCH 212
	ARCH 313	Computer Aided Design I	3	ARCH 233

	ARCH 315	Concrete and Steel Structures		ARCH 225
	ARCH 317	World History of Architecture I	4	ENGH 102
	ARCH 319	Design in Construction II	3	ARCH 230
		Total	18	
Spring	ARCH 312	Architectural Design II	5	ARCH 311
	ARCH 318	World History of Architecture II	4	ARCH 317
	ARCH 304	Computer Aided Design II	3	ARCH 313
	ARCH 320	Design for Execution	3	ARCH 319
	ARCH 306	Building Structures and Seismic Design	3	ARCH 315
		Total	18	

Third Year (39 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Summer II		Internship II - Material Workshops and Construction Site Visits	0	
	ARCH 400	Community Engagement Project	3	ARCH 312
	ASST 210	E-Portfolio	1	
		Total	4	
Fall	ARCH 401	Architectural Design III	6	ARCH 312
	ARCH 405	Mechanical Design of Buildings	3	
	ARCH 407	Contemporary Architectural Theory	3	ARCH 318
	LEGL 411	Building Codes and Laws	3	
	ARCH 403	Computer Modeling	3	ARCH 304
		Total	18	
Spring	ARCH 402	Architectural Design IV	6	ARCH 401
	ARCH 406	Electrical Design of Buildings	3	
	ARCH 404	Computer Modeling and BIM	3	
		General Elective Course	3	
		Total	15	

Fourth Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Summer III		Internship III – Local Design Office/ Execution Drawings	0	
	Total		0	
Fall	ARCH 501	Architectural Design V	6	ARCH 402
	ARCH 507	Urban and City Planning	3	
		General Elective Course	3	
		Major Elective 1	3	
	Total		15	
Spring	ARCH 502	Architectural Design VI	6	ARCH 501
		Major Elective 2	3	
		Major Elective 3	3	
		Major Elective 4	3	
	Total		15	

Fifth Year (24 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Summer IV		Internship IV – International Design Office	0	
	Total		0	
Fall	ARCH 601	Final Year Project I	6	ARCH 502
		Major Elective 5	3	
		Major Elective 6	3	
	Total		12	
Spring	ARCH 602	Final Year Project II	6	ARCH 601
		Major Elective 7	3	
		General Elective Course	3	
	Total		12	

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 hall mark of which is five main study areas, namely: Design, Engineering, History and Theory, Computation Design and Fabrication, and 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 211 Design Methods (3 cr.)

Required for first year, fall term

This course aims for students to acquire a disciplinary design skill by developing methodologies for design research, and investigations on a various set of tangible problems and learning the necessary tools and methods in design thinking to develop solutions to these problems. In the process, students shall develop rigorous critical inquiry- challenging untested assumptions- teamwork, model building and drawing, and most importantly, a systematic approach to both incremental and radical innovations. The method to be followed is the creative thinking process that can be defined along the following steps: observe, define, ideate, prototype, test, fail, and succeed.

ARCH 212 Basic Design in Architecture (3 cr.)

Required for first year, spring term

Materials and Structures as a basis of design: Introducing structures and material learning to the first-year architectural design studio situates these parameters as fundamental to both the design process and architectural expression. The design course is taught concurrently with Structural Mechanics and Building Construction I. Through lectures, analyses of precedents, and material case studies, students experiment with the construction of a one-to-one installations using a prescribed set of materials and construction methods and exploring their formal, spatial and aesthetic possibilities. During this course, students are expected to develop a visual and tacit structural intelligence, as well as a greater interest in structural systems as a design concern. Similar to a design-build teaching model, our approach relies upon active experimentation with structural models and installations, and reveals the dialectic relationship of material, structure, and architectural space and form. Prerequisites: Arch 211 Design Methods.

ARCH 311 Architectural Design I (5 cr.)

Required for second year, fall term

This design studio is the first of a chain of studios that foster research and innovation in architecture design. It is focused on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships, in light of the investigation results of the students' immediate context to unravel direct, unfulfilled, and latent stakeholders needs. Rather than enforcing a generic formal premise, students shall learn to progressively develop innovative solutions based on responding to specific user needs, what the site and the natural environment have to offer, and exploiting the properties of the material(s) they use.

Students shall investigate, first, different activities in an urban living towards the

development of innovative solutions and then the subject of these investigations shall change to encompass different types of a dwelling. Prerequisites: ARCH 212 Basic Design in Architecture.

ARCH 312 Architectural Design II (5 cr.)

Required for second year, spring term

This design studio embodies the concept of *Techne* – as knowledge related to making – to form a salient axis in fostering research and innovation in design. Working further on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships, students shall explore within the triad of user, environment, and material the latter's three dimensions of structure, mechanical characteristics and behavior, and processes of construction. Design exercises are oriented towards pushing these dimensions to their limits leading towards their better understanding in the formation of architecture. Prerequisites: ARCH 311 Architectural Design I.

ARCH 400 Community Engagement Project (3 cr.)

Required for third year, summer term

This course is focused on developing student skills to meet community needs under the umbrella of NGOs or NPOs host organizations with the aim to heighten students' cultural awareness and their sense of professional purpose towards social justice and community service. The course is organized over an 8 week period. During this period, students will work with the host organization to engage with and understand everyday issues that are being faced by the organization and research and help provide solutions and appropriate responses to such needs and issues in the workplace or in the field. By the end of the course, students will need to submit a report or professional portfolio, as well as a learning journal, which enables them to reflect on their experience and their use of knowledge and skills gained through the project. The course is pass or fail and is based on the quality of submitted reports and a supporting letter by the NGO team leader. Prerequisites: ARCH 312 Architectural Design II.

ARCH 401 Architectural Design III (6 cr.)

Required for third year, fall term

This design studio aims at fostering and developing an in depth understanding of the integrated design approach that focuses on meeting the needs and objectives of users. During the semester, students are expected to deal with the integration of intrinsic forces of the project- be it high-performance offering owners and users increased worker satisfaction and productivity, improved health, greater flexibility, and/or enhanced energy and environmental performance- and the extrinsic factors related to issues of site with its geographic, cultural, and legal context. Prerequisites: ARCH 312 Architectural Design II.

ARCH 402 Architectural Design IV (6 cr.)

Required for third year, spring term

A design studio focused on investigating the relationship between architecture and the inner possibilities of nature whereby architecture design remains an open dialogue between the initial natural conditions and the space's emerging configuration. Discovering dimensions of sustainability derived from biomimicry is an essential design philosophy and approach that students will investigate as they strive to meet global challenges and consequently the building complex needs. Parametric design and simulation modeling form the vehicle towards exploring design solutions. Prerequisites: ARCH 401 Architectural Design III.

ARCH 501 Architectural Design V (6 cr.)

Required for fourth year, fall term

This studio emphasizes the complete building as a final product, engaging issues of structure, circulation, program, organization, building systems, materiality and tectonics, and will explore the emerging technologies in environmental systems as a means to create sustainable buildings that are responsive to their environment. In addition, this studio provides a foundation for understanding and using of parametric design in architecture through learning the language of "Parametric Design," its history and development, and computational techniques. Prerequisites: ARCH 402 Architectural Design IV.

ARCH 502 Architectural Design VI (6 cr.)

Required for fourth year, spring term

This Studio focuses on the architectural design set within a large scale urban context, where theory, methodology and evolution of the urban form are a direct response to social, cultural, economic and technological forces. Exploration of the urban fabric from its historical, morphological and typological dimensions firms the catalyst behind the type and the program of the architectural intervention. Prerequisites: ARCH 501 Architectural Design V.

ARCH 601 Final Year Project I (6 cr.)

Required for fifth year, fall term

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. Prerequisites: ARCH 502 Architectural Design VI.

ARCH 602 Final Year Project II (6 cr.)

Required for fifth year, spring term

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. Prerequisites: ARCH 601 Final Year Project I.

COMPUTATION DESIGN AND FABRICATION

One of our program's mission 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 and 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 223 Freehand Drawing (3 cr.)

Required for first year, fall term

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 of mental and manual skills to enable students to further their research and applications in their future design work. The course stresses on experimentation through the exploration of the relationship between the idea or the object of representation and its graphic depiction through a particular set of media, materials, and techniques. It shall be dedicated to introducing the tools of communication, such as perspective and the behavior of light and shadow, and exposing students to the different media inviting them to learn their essential characteristics and potentials. Media that shall be focused on are pencil, charcoal, acrylic, with concentration on freehand sketching as well as on collage. Students are also expected to acquire and appreciate the values of neatness and graphic composition.

ARCH 233 Technical Drawing (3 cr.)

Required for first year, fall term

During this course, students shall learn and apply the principles of Descriptive Geometry to illustrate and communicate their ideas and/or objects of representation within a measurable paradigm. Orthographic projections, axonometric drawings, and construction of perspectives shall be mastered. Resolving intersections of complex geometric solids and constructing the resulting physical model form part of this spectrum of knowledge skills to deepen students understanding in the field of descriptive geometry and the three dimensional visualization of complex geometries. Application of these principles shall be crowned through a study and technical representation of world renowned Architectural projects. Accuracy, neatness, and a balanced composition of the outcome shall form the underlying backbone of the skill acquisition during this course.

ARCH 224 Architectural Communication (4 cr.)

Required for first year, spring term

Building on the skills acquired in sketching and technical drawing, this course shall develop the fundamentals of architectural communication depicted through the abstract and system thinking, spatial training, abstract visualization, and visual training. Accordingly, the course is expected to explore the two-way stream between conceptual/abstract and systemic thinking on one hand and abstract representation on the other. More specifically and upon the successful completion of this course, students will be able to exploit the different characteristics of the medium in use, analyze architecture design and represent graphically its essential characteristics, masterfully apply the principles of graphic composition, and understand and apply the principles governing the relationship between conceptual thinking and abstract representation. Building curiosity (hunger for knowledge) and perusal of questions through applied research form the backbone of the course. Prerequisites: ARCH 223 Freehand Drawing and ARCH 233 Technical Drawing.

ARCH 313 Computer Aided Design I (3 cr.)

Required for second year, fall term

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. Prerequisites: ARCH 233 Technical Drawing.

ARCH 304 Computer Aided Design II (3 cr.)

Required for second year, spring term

This course is the second part of the CAD Sequence. It introduces students to 3D Mesh Modeling in Google Sketchup and Basic Surface Modeling in AUTOCAD 3D. The course is addressed as a design for computation course: a methodology in the experimental design thinking process rather than a computer aided Design skill, where students investigate the boundaries of computation technologies and their impact on architecture in the contemporary design field. At the end, students are expected to develop the necessary tools to explore design concepts and to accurately model their future design projects at all levels of detail and fabricate physical study models at ARCHIDES Digital Modeling Lab. Prerequisites: ARCH 313 Computer Aided Design I.

ARCH 403 Computer Modeling (3 cr.)

Required for third year, fall term

This course is aimed at providing the students with advanced knowledge, aptitude and skills required to use a range of fundamental computational modeling skills in Architecture and Design. The course shall focus on applications in the family of «NURBS» or more simply «surface and solid» modelers that is called Rhinoceros or just Rhino for short. It will be covering all main 3D and experimental advanced modeling approaches in Rhinoceros as well as introducing parametric design modeling and Knod modeling on Grasshopper. At the end of the course, students are expected to operate, analyze, model and manipulate complex shapes in design. Prerequisites: ARCH 304 Computer Aided Design II.

ARCH 404 Computer Modeling and BIM (3 cr.)

Required for third year, spring term

This course applies with students the fundamental concepts of creating Building Information Modeling (BIM) through the application of tools in Revit architecture. The Autodesk Revit platform offers a wide range of functionality, and supports a BIM workflow from concept to construction. During this course and by working on and towards a comprehensive design project, students will learn to create an intelligent 3D virtual model that represents building facilities, and to integrate project data across the full range of architectural documents. Furthermore, students will learn to apply a comprehensive set of analysis leading to a more informed and sound design decisions. In the process, students will carry a complete overview of all building parts and building performance on structural, thermal, and lighting levels. By the end of this course, students are expected to understand the core concept of BIM to apply it to their own projects and design practices.

Elective Courses**ARCH 513 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. Prerequisites: ARCH 304 Computer Aided Design II.

ARCH 613 LISP and 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 Visual Scheme, 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. Prerequisites: ARCH 304 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 and 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 317 World History of Architecture I (4 cr.)

Required for second year, fall term

In World History of Architecture I, the new pedagogy of teaching History of Architecture is manifested by two main intertwined threads: one, deviation from the conventional chronological historical survey through following a THEMATIC categorization of the concept of DWELLING with its main trilogy of HOUSES OF MAN, GOD, and THE DEAD as the main thematic divisions of the course, and two, inclusion of design as a tool of investigation and as an instigator for unraveling the artifacts/buildings' hidden layers. The course investigates new means for studying ARCHITECTURE and DESIGN through the history of architecture. While revisiting

historical precedents within this trilogy, we shall strive to decipher, experiment, and discover the “why” located in the past, looked at through both a contemporary eye and the language of architecture communication be it 2D drawings (plans, sections, diagrams) and/or 3D conceptual models.

At the end of the course, students will be familiar with a wide spectrum of architectural artifacts, exposed to theories that informed their production, and knowledgeable of the logic and techniques of their construction. In addition, students are expected to develop an observant and critical eye that is triggered by an inquisitive attitude and framed by a set of questions and principles, and a rigor in research as they attempt to decipher the hidden intrinsic design intent of the built form. Based on comparative analyses, students will also be able to formulate their own synthesis related to the way basic human needs are manifested architecturally in response to various religious, geographical and socio - cultural factors all through while developing and enhancing their basic communication skills both verbal and visual.

ARCH 318 World History of Architecture II (4 cr.)

Required for second year, spring term

Following the same approach and methodology of its pre-requisite, this course focuses on three major topics / themes: The Tectonics of Architecture, Functionalism and Aesthetics, and the stirrings of urban consciousness from the earlier vernacular societies to the establishment of the modern urban city. Through these modules, are introduced to seminal writings and texts that had a major role in shaping the architectural thought and the structuring of cities through time. Major emphasis will be put on research and communication skills, of which writing papers is central.

At the end of the course, students are expected to acquire sharp analytical and inquisitive skills, by which they are able to indulge in research leading to the formulation of a design synthesis that reflects a convincing understanding of the effects of socio- cultural and technological / scientific progress on the complexity of the Architectural discourse in space and time. Students should be able to read seminal essays on Architecture, and be able to comment verbally and author well-structured papers using proper architectural lexicons, referring to precedents and formulating a convincing synthesis. On equal grounds, students will enhance their already acquired drawing and model-making skills (both manual and digital). Prerequisites: ARCH 317 World History of Architecture I.

ARCH 328 Principles of Sustainable Architectural Design (3 cr.)

Required for second year, summer term

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, and HEED (Home Energy Efficient Design). All these programs can be downloaded (at no cost) from 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. The form of the building will have evolved week by week from the issues covered in each module. At the end of the sequence each student will have developed their own set of design criteria against which their final building design can be evaluated. Students can work in any climate. The ten modules are: Climate Analysis, Design Guidelines, Sun Motion, Design of Sun Controls, Natural Ventilation, Heat Flow through Opaque Elements, Overall Performance: Heat Gain and Loss, Passive Heating and Cooling, Final Energy Conserving Design, and Final Design Evaluation.

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.

ARCH 407 Contemporary Architectural Theory (3 cr.)

Required for third year, fall term

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. Prerequisites: ARCH 318 World History of Architecture II.

ARCH 507 Urban and City Planning (3 cr.)

Required for fourth year, fall term

Despite their infinite variety, all cities- from the first settlements to the modern megalopolis- serve and are essentially a reflection of a number of purposes to their citizens, namely: social, political, legislative, cultural, and economic. The purpose of this course is to provide students with a basic theoretical framework to enable them to read, investigate, and understand the complexities of the city with its components and realize how-through a set of case of studies- Urban and City Planning as a practice (both through physical interventions and policies) is affecting positively or negatively the life of its citizens.

Starting from the genesis of cities passing through the main normative and descriptive theories of city form and its analysis through a certain number of case studies, at the end of the course the students will have the capacity to: read and

understand the urban form through different theoretical lenses, know of different forms of transportation systems and their positive and negative impact on the urban life and city form, appreciate the impact of the citizens involvement in the urban choices. Prerequisites: ARCH 407 Contemporary Architectural Theory.

Elective Courses

ARCH 338 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-vestment" 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. Prerequisites ARCH 318 World History of Architecture II.

ARCH 508 Principles of sustainable Urban Development (3 cr.)

Prerequisites: senior standing

The course's 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.

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 in the private as well as in the public domains. Prerequisites: 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. Comparative analysis helps bring a broader assessment to the issues in question. This course focuses on describing, explaining, and ultimately understanding cities and regions using cities. The city is unique, yet exemplifies many of the qualities and conflicts that make urban areas interesting. To analyze the structure and development of the city and its region the course draws upon theories and methods of several social science disciplines including economics, geography, political science, anthropology, and sociology. 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. Prerequisites: ARCH 507 Urban and City Planning.

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.

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. Prerequisites: ARCH 317 World History of Architecture I.

ARCH 537 Architecture of the Islamic World (3 cr.)

The course approach is similar to courses ARCH 306 and 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. Prerequisites: ARCH 317 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. Prerequisites: ARCH 507 Urban and 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. ARCH 507 Urban and 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, 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.

Required Courses

ARCH 205 Statics and Mechanics of Materials (3 cr.)

Required for first year, fall term

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 engineering concepts for analyzing basic structures and for an effective communication with engineers. Students will also conduct various design experiments related to the topics that they have learned before in lectures. Prerequisites MATH 110 Calculus and Analytical Geometry I.

ARCH 225 Structural Mechanics and Analysis (4 cr.)

Required for first year, spring term

The course is a continuation and intensification of Statics and Mechanics of Materials course (ARCH 205). The course introduces students to the tools used to analyze structures. The overarching goal of the course is to advance the understanding of structural behavior and to enhance the ability to apply structural analysis methods to structural systems. It tackles the fundamentals of structural analysis including types of loads, the internal loadings in structural elements and deflection of structures. Students will conduct also various structural design experiments related to the topics that they have learned before in lectures. Prerequisites: ARCH 205 Statics and Mechanics of Materials, and PHYS 101 Introduction to Physics.

ARCH 315 Concrete and Steel Structures (3 cr.)

Required for second year, fall term

This course addresses the review of concrete and steel structural systems, and the selection of specific applications for structural design projects applicable to a real life situation. This course also tackles the fundamentals of reinforced concrete and steel design methods used in current engineering practice. The comparison between theoretical design and code compliance (Concrete/ACI, Steel/AISC) for detailed design is covered as well. Prerequisites ARCH 225 Structural Mechanics and Analysis.

ARCH 306 Building Structures and Seismic Design (3 cr.)

Required for second year, spring term

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. Prerequisites: ARCH 315 Concrete and Steel Structures.

ARCH 405 Mechanical Design of Buildings (3 cr.)

Required for third year, fall term

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.)

Required for third year, spring term

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 highlights 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 basis 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. Prerequisites ARCH 306 Building Structures and 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. Prerequisites: 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. Prerequisites: ARCH 515 Structural Technology I.

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. Prerequisites: 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. Prerequisites: Senior standing

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. Prerequisites: 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 and 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 219 Introduction to Materials (3 cr.)

Required for first year, fall term

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, will be able to describe the relationship between material properties and building form, evaluate the effect of the environment on service life performance, properties and failure modes of these materials, and finally make sensible and well-founded choice of materials to meet prescriptive and performance-based requirements.

ARCH 230 Design in Construction I (3 cr.)

Required for first year, spring term

This course deals with the response of building envelopes to surrounding environmental factors covering in detail the components of the envelope such as 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 carry a basic knowledge of building construction and conventional structural systems, and to make informed decision on material choices and energy transfer mechanisms. At the end of the semester, students should be able to demonstrate a synthesis of their understanding through a design project with relevant analytic details. Prerequisites: ARCH 219 Introduction to Materials.

ARCH 319 Design in Construction II (3 cr.)

Required for second year, fall term

A combined lecture and studio course, it consists 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. The course equips students with an adequate level of knowledge and applications in the processes and procedures for building component and the multiplicity of ways that they impact architectural design. Students will get an exposure to the general construction practices by undertaking site visits. After completing this course, students will be able to: describe the relationship between drawing and construction, identify the different types of construction drawings, and use traditional and by building a synergy with the concurrent CAD I use computer aided drafting techniques to produce basic construction drawings. Prerequisites: ARCH 230 Design in Construction I.

ARCH 320 Design for Execution (3 cr.)

Required for second year, spring term

A combined Lecture and Studio course consists of the implementation of architectural design project in construction and detail plans considering the technical requirements. The course covers an overview plan - site plan, sections and elevations, wall sections, staircase details, different doors, windows, and finishing schedules, and other project related details. Prerequisites: ARCH 319 Design in Construction II.

Elective Courses**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. Prerequisites: ARCH 319 Design in Construction II.

ARCH 509 Technological processes and fabrication (3 cr.)

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. Prerequisites: ARCH 304 Computer Aided Design 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. Prerequisites: ARCH 409 Building Systems Technology.

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. Prerequisites: 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. Prerequisites: ARCH 510 Material Science and 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. Prerequisites: ARCH 319 Design in Construction II.

ARCH 620 Theories in Material Systems (3 cr.)

A material system is an assembly where interactions of matter and energies compute form, [JA] and is driven by complex constraints and feedbacks from manufacturing, environment and human interaction. The course will provide a theoretical and discursive framework through which to approach material-based research and innovation within the discipline. Material systems will be situated within their physical, manufacturing, effective and ecological potentials. The course will cover literature, exemplary projects within the field as well as emerging paradigms and potentials for new work in the area of material systems. Prerequisites: ARCH 510 Material Science and Application in Architecture.

PROJECT MANAGEMENT

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 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.

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

LEGL 411 Building Codes and Laws (3 cr.)

Required for third year, fall term

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 and 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.

Internship Courses

Required Courses

ARCH 001 Internship I: Material Workshops

This course offers an in-depth knowledge of local materials production and uses through a direct students' involvement in related workshops. Organized by group of 4 or 5, students will visit at least 5 manufactures/workshops dealing with different material. An instructor will supervise the students throughout the internship period. Students will need to submit a detailed and individual report concerning all discovered materials and their manufacturing process as well as companies' profile and organization. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment.

ARCH 002 Internship II: Construction Sites Visits

This is a 2 months' full time internship where students are exposed to site work. The aim is to provide students the opportunity to acquire a hands-on experience in contemporary construction practice and site management. Students will be exposed to modern construction tools, professional and ethical responsibility. This internship will allow students to understand the impact of architectural design and solutions in a global, economic, environmental, and societal context. This experience will also enhance their ability to work in multi-disciplinary teams. Students must document this experience by submitting a report to the instructor of record. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment.

ARCH 003 Internship III: Local Design Office/ Execution Drawings

This internship is a 2 months' full-time summer work experience under the direct supervision of a registered architect. The aim is to provide students the opportunity

to experience a working environment in an architecture firm in order to observe and apply their knowledge and skills. Students have the option to be involved in the variety of design stages from the preliminary conceptual design stage all through execution drawings and detailing. Students must document this experience by submitting a report and a portfolio with letters of recommendation from the supervising architect to the instructor of record. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment. The faculty approval on the host company is mandatory.

ARCH 004 Internship IV: Regional Design Office

The regional internship is an opportunity for students to gain practical experience in a new environment and expand their knowledge and skills as well as their professional networks. This allows them to advance their pursuit of a career by offering them new perspectives and possibilities. By the end of this course students will be able to:

- Integrate work experience with professional development and personal growth
- Reflect critically on their contributions to their internship organization
- Work effectively and collegially as a part of a team
- Analyze the transnational and intercultural dimensions of their host agency work

During this internship, it is recommended that students be involved in all design stages as well as site visits, documentation, client presentation, meetings, clerical work and administration tasks in order to gain insight into the day-to-day functioning of a firm.

This internship program is an important aspect of students' professional development and leadership skills. The practical experience gained is expected to complement and enhance the academic program.

Students must document this experience by submitting a weekly report and a portfolio as well as a pre-defined list on approved executed tasks from the supervising architect to the instructor of record. The faculty will assist students in their search for appropriate internship experiences; however, it is the students' responsibility to secure employment. The dean's approval on the host company is mandatory.

FACULTY OF ARTS AND SCIENCES



FACULTY OF ARTS AND SCIENCES

Faculty

Dean

Ramez Maluf, PhD

Assistant Professor

Youmen Chaaban, PhD

Senior Lecturers

Maria Habbouchi, PhD

Lecturers

Ghassan Khouja, Diploma

Suzanne Hannouf, PhD

Randa Mikati, MSc.

Ali Nassereddine, PhD

Mario Abboud, MA

Nisreen Ajam, MA

Ibrahim Awad, BA

Emile Azar, PhD

Rajaa Chatah, MSc.

Robin Eid, Diploma

Carlos Ghossoub, DES

Layal Halawani, MA

Zaven Kouyoumdjian, MA

Rabee Masri, BSc.

Sarah Mostafa, MA

Amira Rafej, MA

Sarah Yaacoub, MA

The Faculty of Arts and Sciences 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

Organization and Governance

The Faculty of Arts and Science is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished scholars and 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 communities relevant to the Faculty programs.

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.

Vision

The Faculty of Arts and Sciences endeavors to develop and offer programs that are recognized by the public, by accrediting agencies, and by the academic community as being first-rate.

Mission

The mission of the Faculty of Arts and Sciences is threefold:

1. To offer courses, and programs that will train our students to be competent, critical, ethical and socially responsible professionals;
2. To offer interesting, significant, informative, and emancipating General Education courses to all students at the University; and
3. To offer extra-curricular activities that assist in the realization of the Faculty's mission and objectives.

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 Arts and Sciences is highly interactive and meant to increase student achievement. 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 a final), professional projects, writing assignments, research papers, oral presentations, discussions, commitment, 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 in all courses and are advised to thoroughly review the University's Student Code of Conduct.

Program's Academic Plan

Admission to the Program

There is one admission deadline a year:

- Early admission for Fall 2018–19: April 2018
- Regular Fall Semester admission 2018-19: July 26th, 2019

Criteria for Admission to the Arts and Sciences Program: Students admitted into the Arts and Sciences program enter either through direct admission as sophomore or through transfer from other MEHE accredited institutions or 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 Arts and Sciences. 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 Arts and Sciences

Students from other faculties at the University may apply for a transfer to the Faculty of Arts and Sciences and work towards an Arts and Sciences degree after meeting the requirements of the Admissions office. Students applying for transfer must not be on probation.

Final admissions decisions into the Faculty of Arts and Sciences 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 an 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 advisor communicates and embodies the culture of the institution and guides students through the curriculum. In addition, the advisor helps 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 obtain the approval of the Faculty Academic and Curriculum Committee. Students may 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).

Graduation Requirements

Graduation requirements for the Bachelor of Arts in the faculty of Arts and Sciences are the following:

- A student must have completed a minimum of 5 semesters beginning with the sophomore class
- A student must complete his/her degree in a maximum of six 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 Arts and Sciences Academic and Curriculum Committee for an extension
- Completion of a minimum of 96 credits for students who enter as sophomores
- 36 credits of general educational courses
- 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.

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 Arts and Sciences.

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 Arts and Sciences. Final exams need to be taken by all students in order for them to pass a course, irrespective of the accumulated grade.

Department of Journalism and Media Communication Program Outline

The Department of Journalism and Media Communication offers a Bachelor of Arts in Journalism and Media Communication.

Students receive the Bachelor of Arts in Journalism and Media Communication after successfully completing 96 credits, of which 15 credits must be in courses in the 400 level. The ASST 201 course must be taken during the student's first semester at the university

- 36 credit hours are General Education Requirements of which the following are mandatory courses:
 - a. 6 credits in English, ENGL 201 and ENGL 202
 - b. 3 credits in Arabic, ARAB 201
 - c. 1 credit in Computer Literacy, ASST 207
 - d. 1 credit in Introduction to University and Career Orientation, ASST 208
 - e. 1 credit in Research and Library, ASST 209
 - f. 3 credits in any Physical Education course
 - g. 3 credits in a science course
 - h. 9 credits should be taken in courses in the Humanities; those include courses in History, Philosophy, Arts, Sociology, Political Science or Psychology
 - i. 9 credits of free electives
- 42 credit hours are core Media courses:

• MDIA 201	Introduction to Media Studies	3 cr
• MDIA 202	Digital Media Literacy	3 cr
• MDIA 203	Media Law and Ethics	3 cr
• MDIA 205	Digital Production Skills I	3 cr
• MDIA 206	Multimedia Writing	3 cr
• MDIA 208	Digital Production Skills II	3 cr
• MDIA 210	Current Affairs in the Media	3 cr
• MDIA 302	Arab Media and Society	3 cr
• MDIA 303	Media and Communication Theory	3 cr
• MDIA 304	Basic TV and Radio Production	3 cr
• MDIA 305	Photography	3 cr
• MDIA 313	PR and Advertising	3 cr
• MDIA 391	Internship	1 cr
• MDIA 402	Special Topics	2 cr
• MDIA 490	Capstone Project	3 cr

- 18 credit hours of elective Media courses

Media Electives

• MDIA 207	Media History	3 cr
• MDIA 309	Multimedia Production and Design	3 cr
• MDIA 314	Advertising Strategy	3 cr
• MDIA 315	The Art of Film	3 cr
• MDIA 316	Scriptwriting	3 cr
• MDIA 317	Pre- and Post-Production	3 cr
• MDIA 414	Theatrical Performance	3 cr
• MDIA 411	Public Relations	3 cr
• MDIA 420	Event Management	3 cr
• MDIA 421	Corporate Writing	3 cr
• MDIA 422	Media Planning	3 cr
• MDIA 423	Animation Workshop	3 cr
• MDIA 424	Directing of Actors for Film and TV	3 cr
• MDIA 425	Filmmaking	3 cr

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 20 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 Department of Journalism and Media Communication will supervise students throughout the internship period.
- The internship is graded on a Pass/Fail and the grade is based on feedback from both the direct work supervisor and the faculty supervisor. The grade is not calculated as part of the student's overall GPA.

Degree Plan (96 credits)

Bachelor of Arts in Journalism and Media Communication

First Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	MDIA 201	Introduction to Media Studies	3	
	MDIA 205	Digital Production Skills	3	
	MDIA 203	Media Law and Ethics	3	
	ENGL 201	English Communication Skills I	3	
	MDIA 210	Current Affairs in the Media	3	
	ASST 207	Computer Literacy	1	
	ASST 208	Intro. To University and Career Orientation	1	
		Total	17	
Spring	MDIA 202	Digital Media Literacy	3	
	MDIA 206	Multimedia Writing	3	
	MDIA 208	Digital Production Skills II	3	MDIA 205
	ARAB 201	Arabic	3	
	ENGL 202	English Communication Skills II	3	ENGL 201
	ASST 209	Research & Library	1	
			Total	16

Second Year (31 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	MDIA 302	Arab Media and Society	3	
		General Education	3	
		Major Elective	3	
		Free Elective	3	
			Total	12
Spring	MDIA 303	Media and Communication Theory	3	
	MDIA 304	Basic TV and Radio Production	3	
		Major Elective	3	
		General Education	3	
	PHED 203	Fit and Well for Life	3	

		Total	15
Summer	MDIA 391	Internship	1
		Total	1

Third Year (35 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	MDIA 305	Photography	3	
		General Education	3	
		Free Elective	3	
		Major Elective	3	
		Major Elective	3	
		MDIA 490	Capstone Project	3
		Total	18	
Spring	MDIA 402	Special Topics	2	
	MDIA 313	Public Relations and Advertising	3	MDIA 201 and MDIA 205
		Major Elective	3	
		Major Elective	3	
		General Education	3	
		Free Elective	3	
		Total	17	

Journalism and Media Communication Courses

All Arts and Sciences courses have prefixes according to the discipline. For example, media courses have a MDIA prefix, while the prefix for Education courses is EDUC.

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

MDIA 202 Digital Media Literacy (3 cr.)

This course instructs students how to critically and effectively access, analyze, evaluate and create various digital media messages. The course builds on the concept of information literacy and frames it within the digital and new media paradigm. It teaches 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 help shape politics, culture, and society.

MDIA 203 Media Law and Ethics (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 journalism practices, and offers an understanding of how the law can adapt to accommodate developments in media.

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. 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 208 Digital Production Skills II (3 cr.)

Building on MDIA 205 (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 210 Current Affairs in the Media (3cr.)

This course will introduce students to a critical reading of the way in which media report on major current issues. The objective of the course is to make sure students are in touch with major national, regional, and international events, but also those they look at their reporting critically. Students will be expected to read newspapers, watch the news on television, and follow main stories on social media.

MDIA 302 Arab Media and Society (3 cr.)

This course focuses on the role of media in contemporary Arab societies, placing particular emphasis on questions of domination, influence, regulation, control and inequality. It examines contrasting perspectives on the ways in which Arab societies 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 Production (3 cr.)

This course is conducted as a 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 Photography (3 cr.)

This course aims to provide students with a thorough understanding of photographic and visual communication skills within an elected field of commercial photography. Students work within a photographic studio, and 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., and the fundamentals of design and composition.

MDIA 313 PR and Advertising (3 cr.)

This course offers a comprehensive survey of basic principles and practices of public relations and advertising that emphasizes the distinction between the two disciplines, creative/media strategy decision processes, the importance of media planning, and historical, social, and economic influences. This course will provide a foundation for advanced courses in the two disciplines. Prerequisite MDIA 201 Introduction to Media Studies and MDIA 205 Basic Digital Production Skills I.

MDIA 391 Internship (1 cr.)

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 in the media industry that is approved by the Faculty.

MDIA 402 Special Topics (2 cr.)

This course covers a special topic of timely interest. The course may be given by a full-time or part-time faculty member who must present the Faculty with a course outline, syllabus and objectives. Prerequisites to be determined based on actual topic offered.

MDIA 490 Capstone Project (3 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 their areas of interest. Students can write a senior research paper, or produce a full-fledged advertising campaign for an actual customer, or a full-fledged documentary. The quality of the work produced should reflect the senior level of the student.

Elective Courses

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 develops thematic approaches contextualizing innovations in the form and style of these productions, while taking into account the time and place in which they were made, as well as their audience appeal, popularity, and entertainment functions.

MDIA 210 Current Affairs in the Media (3 cr.)

This course will introduce students to a critical reading of the way in which media report on major current issues. The objective of the course is to make sure students are in touch with major national, regional, and international events, while also encourages them to look at their reporting critically. Students will be expected to read newspapers, watch the news on television, and follow main stories on social media.

MDIA 307 News Reporting and Writing (3 cr.)

This course builds on MDIA 203 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 309 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 314 Advertising Strategy (3 cr.)

Overview and hands-on learning of applied research methods used in Advertising. During the first part of the course students learn secondary and primary research, develop and conduct focus groups, long interviews, and surveys. In the second part, they learn how to plan media campaigns and evaluate them.

MDIA 315 The Art of Film. (3 cr.)

The course examines the dramatic effects and cultural implications of the techniques used in film making, and some of the central developments in film's artistic and technological history. The course provides students with the basic tools and methods for film appreciation, film study, and film critique, as well as an understanding of film history. The goal is to develop students' capacities for the analytic description and critical interpretation of popular cultural forms. Assignments include daily film screenings, nightly readings, group discussion, a film journal, in-class presentations, and exams.

MDIA 316 Scriptwriting (3 cr.)

The purpose of the course is to learn about film and television screenplay structure, analyze dramatic strategies in film and television, learn and apply correct script form, and creatively engage in the various stages of original scriptwriting. The assignments

will include the writing of scenes, a treatment and a half-hour script, with special emphasis on the steps leading toward creating a final screenplay.

MDIA 317 Pre- and Post-production (3 cr.)

This course is conducted as a workshop, designed to give hands-on experience in all aspects of film pre and post-production (tools and practicum of medium, including audio production). Students plan, schedule, and budget their postproduction pathway in preproduction for a five-minute film.

MDIA 325 Theatrical Performance (3cr.)

A theatrical performance under the direction of a faculty member, where students are actors, set designers, and light operators, involved in all aspects of producing a play for an audience. The course results in the presentation of a play at the end of the semester.

MDIA 402 Public Relations (3 cr.)

This course builds on MDIA 313, by focusing on PR research, evaluation, branding, event organizing, customer/investor/stakeholder relations, crisis management, corporate image and corporate culture.

MDIA 403 Broadcast Journalism (3 cr.)

The aim of this course is to develop the students' ability 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 414 Theatrical Performance (3cr.)

An introductory course in the theories, techniques, and practices of the theater, including running a production from its initial stages to the conclusion of the run. Plays, musicals, or dance, will be examined from the perspective of the actors, stage manager, and director. Working with other members of the production team will be discussed as well as calling shows. Students will acquire practical experience through the production of a short play.

MDIA 418 Journalism Workshop (3 cr.)

This class has a twofold purpose. One is to publish three issues of the university publication, *The Student*, and the other is to learn more about current issues affecting our community so as to bring them forward in our publication. Every student will have a double role-as a writer for the publication and as an editor. They will be expected to pitch, report, and finish, for publication, at least two articles. They will also be expected to assign, edit, give comments, participate in discussions of the editorial direction of the publication, and in general think about the publication as a unified whole. Prerequisite: MDIA 206 Multimedia Writing and ENGL 201 English

Communication Skills I.

MDIA 419 Subject Specific Journalism (3 cr.)

This course invites students to pursue subjects of interest and prepare news articles and video reports about them. Those interested in sports journalism, or business or environmental journalism will be offered the opportunity to start their careers in those fields at this stage. Their work will make up part of a print or online publication.

MDIA 420 Event Management (3 cr.)

This course will provide participants with the practical skills and knowledge required to successfully plan, implement, organize, manage, monitor and evaluate special events. The course will look into the key elements necessary to ensure that an event is successful, including how to conduct an effective venue inspection, and the use of SWOT analysis and time lines to formulate an effective plan.

MDIA 421 Corporate Writing (3 cr.)

This course examines the rhetorical principles and writing practices necessary for producing effective business letters, memos, reports, press releases and other promotional corporate material. The course is informed by current research in professional writing and is guided by the needs and practices of local and international business, industry, and society at large. Prerequisite or co-requisite: ENGL 202 English Communication Skills II.

MDIA 422 Media Planning (3 cr.)

The course analyzes concepts in the profession related to the process of quantifying and qualifying advertising campaigns in the media to optimize results. It focuses on viewership, intensity, message, and medium to define the best way to plan a promotional campaign.

MDIA 423 Animation Workshop (3 cr.)

This course focuses on advanced organization and integration of various creative arts used in animation, resulting in production of a complete animated film.

MDIA 424 Direction of Actors for Film and Television (3 cr.)

This course consists of exercises in analysis of script and character for purpose of directing actors in film and television productions. Emphasis is on eliciting the best possible performance from actors. Students take turns in directing class performances.

MDIA 425 Filmmaking (3 cr.)

The purpose of this course is to offer students the opportunity to produce a significant piece of work that they would like to have participated in film festivals nationally and internationally. Students work with the course instructor to finalize a project that they have been working on during their entire program.

MDIA 426 Investigative Reporting (3cr.)

Students examine what investigative journalism is and how to conceive, research and write such stories. The process involves recognizing when something should be a long-term project, basic criteria for launching into the story, testing and retesting the hypothesis throughout the investigation, and shifting direction when the reporting dictates that the story direction has changed. In this course, students will be asked to think about possible investigative projects they want to work, using the lessons learned during the course. Workshops will be taught on creating databases, retrieving data from outside sources, locating and using public records in different parts of the world, interviewing techniques, how to structure an investigative story, using multimedia to support projects, and writing and editing a long-form narrative. Prerequisite: MDIA 206 Multimedia Writing.

Department of Sociology (BA in Criminology)

Introduction

The major in Criminology prepares students to engage knowledgeably and professionally with issues relevant to sociology in general and to the sociology of crime in particular. The main objective of the program is to train students in the conceptual, research, and applied tools of the field, through independent and critical fieldwork. The Criminology program will be closely tied to studies in law, public administration, community development, psychology, peace and conflict studies, social work and sociology. It will also highlight the analysis of crime, the origins and causes of criminal behavior, social control and regulation, and the criminal justice system. The curriculum places emphasis on theory and practice, with a view to current technologies. Students also take courses in the social and natural sciences, as well as in the humanities.

The program cooperates closely with professionals and institutions, public and private that are concerned with community development, rehabilitation, crime detection, and the criminal justice system.

Mission

To be recognized as a leading center in the field of Criminology by developing and empowering students in criminal justice, cybercrime education, and the sociology rehabilitation, and prevention of crime.

Core Values

The values the Sociology Department abides by are as follows:

- Developing leaders and innovators in the field through collaborative learning and authentic experiences.
- Contributing positively and effectively to the society through the knowledge, skills and attitudes which our graduates will acquire.
- Promoting citizenship in students by engaging them in community service.
- Urging faculty to exercise high expectations for quality of scholarship.
- Providing an environment where academic freedom is preserved.
- Program Objectives
 - The program of Criminology and Criminal Justice in the Department of Sociology aims to:
 - Produce graduates who are highly competent in the field of criminology, criminal justice, crime prevention, law enforcement, correctional administration, and security administration.
 - Provide knowledge about the nature and operation of the criminal justice and its relation to other social structures, and culture.

- Graduate students who will become effective and efficient leaders, exhibiting a sense of responsibility, accountability, integrity, high moral values, and service to the community through academic excellence.
- Help enrich and modernize the public and institutional practices associated with the discipline.
- Instil research consciousness and critical thinking among the students in order to address pressing social problems, including drug addiction, community or domestic violence, and others.

Program Learning Outcomes

Upon successful completion of the Criminology program, graduates will:

- Demonstrate academic proficiency in the field of criminal court system, law enforcement, and corrections.
- Understand and be able to use basic research methods in criminology, including design, data analysis, and interpretation.
- Demonstrate effective oral and written communication skills using appropriate references and technologies.
- Be able to assess the basic quality of research in criminology and criminal justice publications and other media.
- Be able to evaluate ethical issues related to the field of criminology.
- Be able to identify issues of diversity and human rights in relation to the workings of the criminal justice system and criminology.
- Be able to engage in critical thinking skills when tackling issues in criminology and criminal justice.
- Be able to research and prepare forensic reports relevant to corporate, blue-collar or white-collar crimes.

Evaluation and Assessment

Evaluation and assessment of the student performance is both summative and formative, including drop quizzes, assigned quizzes, field-experience observations, reflection papers, midterm examinations, final examinations, projects, research papers, oral presentations, discussions, attendance, and class participation.

Program Outline

The Faculty of Arts and Sciences offers a Bachelor of Arts in Criminology.

Students receive the Bachelor of Arts in Criminology after successfully completing 91 credits:

- 42 credit hours are General Education Requirements of which the following are

mandatory courses:

- 1- 9 credits in English courses, ENGL 201, ENGL 202, and ENGL 301
 - 2- 3 credits Arabic, ARAB 201
 - 3- 1 credit ASST 207 Computer Literacy
 - 4- 1 credit ASST 208 Introduction to university and Career Orientation
 - 5- 1 credit ASST 209 Research and Library
 - 6- 3 credits in any physical education course
 - 7- 3 credits in a science course
 - 8- 9 credits in the Humanities, those include courses in History, Philosophy, Arts, Sociology, Political Science or Psychology
 - 9- 12 credits in free electives
- 31 credit hours are core criminology courses and include the following courses:
 1. CRMN 202 Evidence- Based Crime and Justice Policy
 2. CRMN 203 Criminal Justice
 3. CRMN 205 Neighborhood Dynamics of Crime
 4. CRMN 206 Human Rights
 5. CRMN 207 Crime and Human Development
 6. CRMN 301 Law and Criminal Justice Research
 7. CRMN 302 The Juvenile Justice System
 8. CRMN 304 Corporate and White Collar Crime
 9. CRMN 391 Internship
 10. CRMN 401 From Imprisonment to Rehabilitation
 11. CRMN 402 Counter-Terrorism
 - 18 credit hours of criminology major elective courses:
 1. CRMN 303 Ethics in Criminal Justice
 2. CRMN 305 Psychology, Crime and Criminal Justice
 3. CRMN 306 Crime and Mental Illness
 4. CRMN 307 Crime and Globalization
 5. CRMN 308 Sex Offenders: Patterns and Behaviors
 6. CRMN 403 Police Administration
 7. CRMN 404 Alternatives to Incarceration
 8. CRMN 405 International Agencies
 9. CRMN 406 Statistical Analysis in the Social Sciences

Degree Plan (91 credits)

Bachelor of Arts in Criminology

First Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	ARAB 201	Arabic	3	
	CRMN 202	Evidence Based Crime and Justice Policy	3	
	CRMN 203	Criminal Justice	3	
	ASST 207	Computer Literacy	1	
	ASST 208	Intro. To University and Career Orientation	1	
		Major Elective	3	
	Total		14	
Spring	CRMN 205	Neighborhood Dynamics of Crime	3	
	CRMN 207	Crime and Human Development	3	
	ENGL 201	English Communication Skills I	3	
	ASST 209	Research & Library	1	
		Science Course	3	
		General Education	3	
		Total	16	
	Total		16	

Second Year (31 credits)

Term	Course#	Course Name	Credit	
Fall	CRMN 301	Law and Criminal Justice	3	
	CRMN 302	The Juvenile Justice System	3	
	ENGL 202	English Communication Skills II	3	ENGL 201
		Major Elective	3	
		Free Elective	3	
	Total		15	
Spring	CRMN 206	Human Rights	3	
	CRMN 304	Corporate and White Collar Crime	3	
	ENGL 301	English for Special Purposes	3	

		Major Elective	3
		Free Elective	3
		Total	15
Summer	CRMN 391	Internship	1
		Total	1

Third Year (30 credits)

Term	Course#	Course Name	Credit
Fall	CRMN 401	From Imprisonment to Rehabilitation	3
	CRMN 402	Counter Terrorism	3
		Major Elective	3
		General Education	3
		Free Elective	3
		Total	15
Spring		Major Elective	3
		Major Elective	3
		General Education	3
		Free Elective	3
		Free Elective	3
		Total	15
		Free Elective	3
	Total	17	

Internship Requirements and Guidelines

All Criminology 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 Arts and Sciences will supervise students throughout the internship period.

- The internship is graded on a Pass/Fail and the grade is based on feedback from both the direct work supervisor and the faculty supervisor. The grade is not calculated as part of the student's overall GPA.

Graduation Requirements

Graduation requirements for the Bachelor of Arts in Criminology are the following:

- A student must have completed a minimum of 5 semesters beginning with the sophomore class
- A student must complete his/her degree in a maximum of six 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 Arts and Sciences Academic and Curriculum Committee for an extension
- Completion of a minimum of 91 credits for students who enter as sophomores
- Completion of 31 credits in criminology core courses and 18 credits in major courses. Students must achieve a cumulative average of at least 70 in these 49 credits
- 42 credits of general educational 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 of 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 Arts and Sciences.

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 Arts and Sciences.

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 Arts and Sciences. Final exams need to be taken by all students in order for them to pass a course.

Criminology Courses

All Criminology courses have prefixes according to the following: CRMN

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

Course Descriptions

Core Courses

CRMN 202 Evidence-Based Crime and Justice Policy (3 cr.)

Statistical techniques and quantitative reasoning are essential tools for properly examining crime and justice policy. Using case studies of highly controversial issues, appropriate statistical techniques and sound quantitative reasoning are addressed. Case studies can include the death penalty, racial profiling, human trafficking, DNA identification, sentencing guidelines, drug testing, war crimes, ballistic analyses, and others.

CRMN 203 Criminal Justice (3 cr.)

This course examines how the criminal justice system responds to crime in society. The course reviews the historical development of criminal justice agencies in Lebanon, the Arab World and internationally and the available scientific evidence on the effect these agencies have on controlling crime. The course places an emphasis on the functional creation of criminal justice agencies and the discretionary role decision makers in these agencies have in deciding how to enforce criminal laws

and whom to punish. Evidence on how society measures crime and the role that each major criminal justice agency plays in controlling crime is examined from the perspective of crime victims, police, prosecutors, jurors, judges, prison officials, probation officers and parole board members. Using the model of social policy evaluation, the course asks students to consider how the results of criminal justice could be more effectively delivered to reduce the social and economic costs of crime.

CRMN 205 Neighborhood Dynamics of Crime (3 cr.)

Crime varies in time, space and populations as it reflects ecological structures and the routine social interactions that occur in daily life. Concentrations of crime can be found among locations, with antisocial activities like assaults and theft occurring at higher rates because of the demographic make-up of people (e.g. adolescents) or conflicts, for reasons examined by ecological criminology. Variation in socio-demographic structures (age, education ratios, and the concentration of poverty) and the physical environment (housing segregation, density of bars, street lighting) predicts variations between neighborhoods in the level of crime and disorder. Both ethnographic and quantitative research methods are used to explore the connections between the social and physical environment of areas and antisocial behavior.

CRMN 206 Human Rights (3 cr.)

This course unit will look generally at theories of human rights and human right protection substantively in both domestic and international law. Likely topics will include, Philosophical foundations and theories of human rights, International HR institutions, International HR Documents, Human rights as understood in different legal systems, and Lebanese and Arab legislation regarding human rights and comparisons with the US Bill of Rights and the European Convention on Human Rights.

CRMN 207 Crime and Human Development (3 cr.)

From infancy to old age, the risk of people committing crime varies with their overall human development. Explaining and predicting this variation is the central research question in criminology. Tools for understanding the onset of crime, its persistence, intermittency and desistance include the study of birth cohorts of everyone born in a certain time and place, life course studies of juvenile delinquents and non-delinquents, trajectory analysis of people studied from pre-school through middle age, and interviews with 70-year-old former delinquents who reflect on how their life-course affected the crimes they committed. Students are asked to consider what these research findings imply for major theories of crime and policies for crime prevention.

CRMN 301 Law and Criminal Justice Research (3 cr.)

This course explores constitutional criminal procedure or the laws governing police behavior. Topics included are the laws and rules associated with search and seizure, arrest, interrogation, the exclusionary rule, and deprivation of counsel. Social science evidence that supports or raises questions about legal doctrine will be examined.

CRMN 302 The Juvenile Justice System (3 cr.)

This course provides on historical and contemporary view of the juvenile justice system. The focus is on analyzing the components of the system, their interactions, processing, and handling of youths.

CRMN 304 Corporate and White Collar Crime (3 cr.)

This course offers an exhaustive interdisciplinary examination of criminal conduct in business organizations. First, it provides an overview of Lebanese and international laws addressing corporate and white collar crime, and they will be explored in depth. Next, the course examines leading social science research on corporate deviance and its control. Finally, the course raises some of the many normative and policy questions left largely unaddressed by sociologists, criminologists, and legal scholars.

CRMN 391 Internship (1 cr.)

Students will be expected to intern for a total of 68- weeks in an agency or department relevant to the program and to present a detailed written, vetted, assessment of their work. Prerequisite: Junior standing. This course may be taken during the summer, at the end of the junior or concurrently with other courses in the Fall or Spring of the senior year.

CRMN 401 From Imprisonment to Rehabilitation (3 cr.)

The course unit is structured so that students can explore how offenders are managed while in prison, on release from prison and in the community. Students are encouraged to use theoretical frameworks that are used in the management of dangerous and serious offenders. It is taught using a participatory approach and students are assessed by means of case study.

CRMN 402 Counter-Terrorism (3 cr.)

The Counter-terrorism course unit examines the development of counter-terrorism legislation, policy and practice in Lebanon and internationally. Principles associated with criminal justice standards (including police powers and suspects' safeguards), human rights and constitutional separation of powers, regional counter-terrorism strategy, use of intelligence and special powers will be examined in detail.

Major Elective Courses**CRMN 303 Ethics in Criminal Justice (3 cr.)**

This course talks about ethical behavior in the criminal justice system. The focus is on the parameters of the law and the moral codes governing admissible behavior as practiced internationally. Students analyze case studies and best practices.

CRMN 305 Psychology, Crime, and Criminal Justice (3 cr.)

This course introduces the discipline of psychology as it applies to the study of crime and criminal justice. It also explores the contribution of psychology to the explanation, investigation and reduction of crime, and encourages students to

critically appreciate the strengths and limitations of the featured approaches and literature.

CRMN 306 Crime and Mental Illness (3 cr.)

The course examines crime and mental illness, including social-psychological theories of crime, co-occurring psychological disorders, the emergence of problem-solving judicial solutions, and mentally ill offenders in prisons and community settings. Sociological issues of gender, class, ethnicity, or race will be discussed whenever relevant.

CRMN 307 Crime and Globalization (3 cr.)

This course offers methods to look into causation, victimization, and control problems of transnational and international crimes. The course investigates the relationship between globalization and syndicated crime, genocide, human trafficking, and corporate deviance.

CRMN 308 Sex Offenders: Patterns and Behaviors (3 cr.)

This course examines theories and research on sexual assault and sex offenders, evaluates the effectiveness of assessment and treatment practices, and explores supervision/legal strategies designed to prevent recidivism of sex offenders.

CRMN 403 Police Administration (3 cr.)

The course will examine the relationship of different offices within the same or different branches of the judicial or police system, and the government. It examines the principles of administration as they relate to police organization in small and large departments.

CRMN 404 Alternatives to Incarceration (3 cr.)

Control and treatment of offenders in the community, probation and parole organizations, diversion programs, innovative sentences, supervision techniques.

CRMN 405 International Agencies (3 cr.)

This course provides knowledge about international government and non-government organizations charged with interstate policing, exchange of information, and border security.

CRMN 406 Statistical Analysis in the Social Science (3 cr.)

Students will be lectured on methods of collection, presentation, and analysis of quantitative data in the social science, the procedures, interpretation and application. This is a capstone course in which students will be asked to conduct research and write an extended term paper. Prerequisite: permission of the program.

Department of Education

Introduction

The Department of Education strives at preparing professional teachers who are academically well-grounded in both their subject matter and pedagogy, and to enable experienced educators to update their knowledge and skills. The curriculum puts emphasis on theory and practice, classroom management, instructional strategies, and technology. The objective is to graduate teachers with rich and diverse backgrounds across several disciplines such as humanities, social sciences, language ability, and written and oral communication skills.

The Department of Education bases its teaching and learning methods on coining theory with practical field experience. The classes are a combination of lectures, hands-on training, projects, reading assignments, take-home assignments, in-class assignments, exams and other. Teaching in the Department follows the learner-centered philosophy-interactive student learning, cooperative learning, problem solving and flipped learning among others.

Mission

The mission of the Department of Education is to prepare exemplary teachers who are passionate about teaching, research, and professional service in the education of children from diverse backgrounds, and in supporting children to meet 21st century demands.

Core Values

The Department of Education is bound by a core set of values. These values permeate all endeavors attempted by faculty, staff, and students. The values the Department abides by are:

- A commitment to contributing to society positively and effectively through the knowledge, skills and attitudes which our graduates will acquire.
- Urging faculty to exercise high expectations for quality of scholarship.
- Urging staff to maintain high quality work in everything they do.
- Providing Department alumni a lifelong resource and a place to always return.
- An environment where academic freedom is preserved.

Program Objectives

The Bachelor of Arts in Elementary Education prepares students for a teaching career based on the belief that children in the elementary school should experience authentic and meaningful learning. Hence, the teacher candidate in the Department will:

1. Promote the learning and growth of students from diverse backgrounds.
2. Demonstrate knowledge of the subject matter core to the elementary school curriculum in Lebanon and beyond.

3. Demonstrate a high level of pedagogical knowledge about the theory and practice of teaching a subject matter in the local, regional and international contexts.
4. Show profound knowledge in instructional practices that meet high standards in the teaching profession
5. Know how to conduct action research
6. Exhibit professional ethics, reflectiveness, high-level values and cultural proficiency demonstrate deep understanding of policies and practices that contribute to systemic inequities in education.

Program Learning Outcomes

Graduates of the Bachelor of Arts in Elementary Education are expected to:

- 1- Design instructional experiences by setting realistic expectations, creating a safe and effective classroom environment and incorporating differential teaching.
- 2- Use subject matter proficiency to evaluate the curriculum in the Lebanese context
- 3- Analyze theories, principles and approaches of teaching subject matter in relation to child development and special needs.
- 4- Apply high-quality and coherent instruction by designing and administering authentic and meaningful student assessments, analyzing student performance and growth data, using the data to improve instruction, providing students with constructive feedback on an ongoing basis, continuously refining learning outcomes and incorporating technology in instructional practices.
- 5- Reflect on policies and practices that contribute to systemic inequities in education and how professional responsibility is used to promote and practice principles of social justice teaching.

Evaluation and Assessment

Evaluation and assessment of the student performance is both summative and formative such as drop quizzes, assigned quizzes, field-experience observations, reflection papers, midterm examinations, final examinations, projects, writing assignments, action research papers, oral presentations, discussions, attendance, and class participation.

Program Outline

The Faculty of Arts and Sciences offers a Bachelor of Arts in Education.

Students receive the Bachelor of Arts in Education after successfully completing 90 credits:

- 39 credit hours are General Education Requirements of which the following are mandatory courses:
 - 9 credit English,
 - 3 credits Arabic, and

- 1 credit Computer Literacy
- 1 credit Introduction to University and Career Orientation
- 1 credit Research and Library
- a) 6 credits in Social Studies:
 - ENVI 201 Understanding our Environment
 - CRMN 206 Human Rights
 - ENVI 203 Natural Hazards
 - SOCI 201 Women's Liberation: Social and Cultural Diversity
 - MDIA 302 Arab Media and Society
- b) 3 credits in Art/Music:
 - ASST 202 Introduction to Music
 - ARCH 223 Freehand Drawing
 - ARCH 213 Photography
 - ASST 205 Ceramics
 - ASST 206 Installation Art
- c) 3 credits in Mathematics:
 - MATH 207 Business Math
 - ARCH 512 Surveying
- d) 6 credits in Sciences:
 - ENVI 204 Marine Environment
 - ARCH 527 Basics of Climate Responsive Design
- e) 6 credits in Psychology:
 - PSYC 201 Psychology of Well-Being
- 27 credit hours are core education courses and include the following courses:
 - EDUC 210 Foundation of Education
 - EDUC 211 Child's Development
 - EDUC 212 Instructional Strategies and Models
 - EDUC 213 Classroom and Behavior Management
 - EDUC 214 Teaching Reading
 - EDUC 215 Technology in Education
 - EDUC 315 Assessment and Evaluation in Teaching
 - EDUC 317 Children's Literature
 - EDUC 418 Action Research
- 18 credit hours of education major courses:
 - EDUC 320 Teaching of Social Studies in the Elementary School
 - EDUC 321 Teaching English as a Foreign Lang. in the Elementary School
 - EDUC 325 Teaching of Mathematics in the Elementary School
 - EDUC 326 Teaching of Science in the Elementary School

- EDUC 427 Special Education in the Elementary School I
- EDUC 428 Special Education in the Elementary School II
- 6 credit hours of practicum courses:
 - EDUC 429 Practicum I
 - EDUC 430 Practicum II

Degree Plan (90 credits)

Bachelor of Arts in Education

First Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	EDUC 210	Foundations of Education	3	
	EDUC 211	Child's Development	3	
	ENGL 201	English Communication Skills I	3	
	ASST 207	Computer Literacy	1	
	ASST 208	Intro. To University and Career Orientation	1	
	ARAB 201	Arabic	3	
		Total	14	
Spring	EDUC 213	Classroom and Behavior Management	3	
	EDUC 214	Teaching Reading	3	
	EDUC 215	Technology in Education	3	
	ENGL 202	English Communication Skills II	3	
	EDUC 212	Instructional Strategies and Models	3	
	ASST 209	Research and Library	1	
		Total	16	
		Total	16	

Second Year (30 credits)

Term	Course#	Course Name	Credit	
Fall	EDUC 316	Assessment and Evaluation in Teaching	3	EDUC 211
	EDUC 321	Teaching English as a Foreign lang. in the Elementary School	3	
	ENGL 301	English for Special Purposes	3	ENGL 201
	EDUC 320	Teaching of Social Studies in the Elementary School	3	
		General Education	3	
		Total	15	
Spring	EDUC 325	Teaching Mathematics in the Elementary School	3	

EDUC 326	Teaching of Science in the Elementary School	3
EDUC 317	Children's Literature	3
	General Education	3
	General Education	3
	Total	15
	Total	1

Third Year (30 credits)

Term	Course#	Course Name	Credit	
Fall	EDUC 427	Special Education in the Elementary School I	3	
	EDUC 429	Practicum I	3	
	EDUC 418	Action Research	3	EDUC 315
		General Education	3	
		General Education	3	
	Total		15	
Spring	EDUC 428	Special Education in the elementary School II	3	
	EDUC 430	Practicum II	3	
		General Education	3	
		General Education	3	
		General Education	3	
		Total	15	
		Free Elective	3	
	Total		17	

Graduation Requirements

Graduation requirements for the Bachelor of Arts in Education are the following:

- A student must have completed a minimum of 5 semesters beginning with the sophomore class.
- A student must complete his/her degree in a maximum of six 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 Arts and Sciences Academic and Curriculum Committee for an extension.
- Completion of a minimum of 90 credits for students who enter as sophomores.
- Completion of 27 credits in education core courses and 24 credits in major education courses.

- Students must achieve a cumulative average of at least 70 in these 51 credits.
- 39 credits of general educational 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, up to two times, 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 of 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 Arts and Sciences.

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 Arts and Sciences.

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 Arts and Sciences. Final exams need to be taken by all students in order for them to pass a course.

Education Courses

All Education courses have prefixes according to the following: EDUC

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

Course Descriptions

Core Courses

EDUC 210 Foundations of Education (3 cr.)

This course focuses on teaching as a profession which affects the social, cultural and philosophical dimensions of communities. The course examines the education sector as a factor for mobilizing change in the local, regional and international contexts.

EDUC 211 Child's Development (3 cr.)

This course provides a critical overview of key aspects of child development (physical, psychosocial, and cognitive) from theories and research from the pioneers in the field that span conception to the transition to kindergarten. Important contexts that shape children's development will also be a major focus of this course, such as family, child care, socioeconomic and policy influences.

EDUC 212 Instructional Strategies and Models (3 cr.)

The course explores an array of methods of teaching, instructional planning, assessment and evaluation procedures. The course requires direct application on authentic teaching environments.

EDUC 213 Classroom and Behavior Management (3 cr.)

This course presents methods for managing classrooms effectively so that student learning is maximized. Methods range from organizing time, materials, and classroom space to strategies for managing individual and large group student behaviors, for regular and special education classrooms.

EDUC 214 Teaching of Reading (3 cr.)

The course introduces theories of teaching reading in the elementary school, special needs included. It discusses trends and methods of teaching and assessing reading comprehension, vocabulary development, phonics and technology for literacy.

EDUC 316 Assessment and Evaluation in Teaching (3 cr.)

This course examines the different types and methods of assessment such as

summative, formative, authentic and standardized testing. Students construct and analyze assessment tools. Implications on teaching and learning are addressed. Prerequisite: EDUC 211 Child Development

EDUC 215 Technology in Education (3 cr.)

The course examines the effective use of technology and social media in the classroom context. This course draws on how different programs and applications can enhance curriculum implementation and the teaching- learning process.

EDUC 317 Children's Literature (3 cr.)

This course introduces children's literature as a medium for teaching all subject matter in the elementary school. It focuses on the different genres, their characteristics and implementation techniques in the classroom. The course discusses traditional and contemporary literature.

EDUC 418 Action Research (3 cr.)

The course presents action research as a self-reflective and systematic inquiry done by teachers on their own practice. It emphasizes action research as means to improve and understand practice, and change the situation in which the practice is carried out. Students conduct actual action research. Prerequisite: EDUC 315 Assessment and Evaluation in Teaching.

Major Courses

EDUC 320 Teaching of Social Studies in the Elementary School (3 cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing social studies in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisite: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

EDUC 321 Teaching English as a Foreign Language in the Elementary School (3 cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing English as a foreign language in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisite: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

EDUC 325 Teaching of Mathematics in the Elementary School (3 cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing mathematics in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisite: EDUC 212 Instructional

Strategies and Models and EDUC 213 Classroom and Behavior Management.

EDUC 326 Teaching of Science in the Elementary School (3 cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing science in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisite: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

EDUC 427 Special Education in the Elementary School I (3 cr.)

This is a course which presents the theoretical background, approaches, principles and techniques of teaching and assessing children with special needs in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisite: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

EDUC 428 Special Education in the Elementary School II (3 cr.)

This is a course whose focus is on developing instructional materials in different content areas for children with learning disabilities. Assessment techniques in this domain will be critiqued, applied and modified to suit specific contexts. Prerequisite: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

Practicum Courses – 12 Credits

EDUC 429 Practicum I (3 cr.)

The practicum is based on intensive field work under the guidance and supervision of university course instructors and school mentors. Students assume full teaching responsibilities and implement methods, techniques and strategies they acquired in the program. The course is also a forum for discussing issues related to elementary education locally and regionally. Prerequisite: EDUC 212 Instructional Strategies and Models, and EDUC 213 Classroom and Behavior Management.

EDUC 430 Practicum II (3 cr.)

The practicum is based on intensive field work under the guidance and supervision of university course instructors and school mentors. Students assume full teaching responsibilities and implement methods, techniques and strategies they acquired in the program. The course is also a forum for discussing issues related to elementary education locally and regionally. Prerequisite: EDUC 429 Practicum I.

Department of English Language

Introduction

The Department of English Language is committed to the development of the English language skills of Azm students through offering English communication courses that focus on academic writing, critical and analytical thinking, and proficiency in oral communication. The students will also be introduced to the function of the English language in society, and the world of culture, ideas and imagination. Students majoring in English are exposed to a rich curriculum that immerses them in the English language. The diverse teaching approaches help students to become critical thinkers, active learners, and good writers.

Mission

The mission of the BA program in English Language is to promote a multifaceted approach to language. The program provides students with a foundational understanding of the principles and issues within current approaches to language and introduces them to various aspects of the structure, use, and learning of English. Through teaching and mentoring, the program encourages the students to apply their analytical skills to their experience outside the classroom, and prepares them for employment in areas related to English language teaching and publishing, and for the pursuit of advanced degrees in linguistics.

Core Values

The values can be described as follows:

- Contributing positively and effectively to the society through the knowledge, skills and attitudes which our graduates will acquire
- Describing the different stages of English literary history and of the most representative writers of the English language
- Developing leaders and innovators in the field through collaborative learning and authentic experiences.
- Articulating how Literary and cultural text can transform one understanding of self and others. Promoting citizenship in students by engaging them in community service.
- Urging faculty to exercise high expectations for quality of scholarship.

Program Objectives

The Bachelor of Arts in English Language prepares students for a teaching career based on the belief that children in the elementary school should experience authentic and meaningful learning. Hence, the teacher candidate in the Department will:

1. Promote the learning and growth of students from diverse backgrounds.
2. Demonstrate knowledge of the subject matter core to the elementary

school curriculum in Lebanon and beyond.

3. Demonstrate a high level of pedagogical knowledge about the theory and practice of teaching a subject matter in local, regional and international contexts.
4. Show profound knowledge in instructional practices that meet high standards in the teaching profession.
5. Know how to conduct action research.
6. Exhibit professional ethics, reflectiveness, high-level values and cultural proficiency demonstrate deep understanding of policies and practices that contribute to systemic inequities in education.

Program Learning Outcomes

The B.A. in English language aims to:

1. Prepare students for field-related careers in Lebanon and abroad.
2. Prepare students for graduate programs in English Studies, Comparative Literature and other interdisciplinary fields.
3. Equip students with the knowledge, the critical thinking/reading/writing skills, the curiosity, and the creative impulse to pursue meaningful life-long learning.
4. Provide students with the essential linguistic and intercultural backgrounds to teach.
5. Pursue graduate work in their field.
6. Construct their knowledge in the field.
7. Develop their critical thinking.
8. Learn to work collaboratively with others.

Evaluation and Assessment

Evaluation and assessment of the student performance is both summative and formative such as drop quizzes, assigned quizzes, field-experience observations, reflection papers, midterm examinations, final examinations, projects, writing assignments, action research papers, oral presentations, discussions, attendance, and class participation.

Program Outline

The Faculty of Arts and Sciences offers a Bachelor of Arts in English Language.

Students receive the Bachelor of Arts in English Language after successfully completing 90 credits:

- 39 credit hours are General Education Requirements of which the following are mandatory courses:
 - 9 credits in English, ENGL 201, ENGL 202, and ENGL 301
 - 3 credits Arabic, and
 - 1 credit Computer Literacy

- 1 credit Introduction to University and Career Orientation
- 1 credit Research and Library
- f) 9 credits in Social Sciences
- g) 3 credits in Mathematics
- h) 3 credits in Natural Sciences
- i) 9 credits in Humanities
- 39 credit hours are core English Language courses and include the following courses:
 - ENGL206 Introduction of Language
 - ENGL 207 English Linguistics
 - ENGL 308 Modern English Grammar
 - ENGL 309 Language and change: Past, Present and Future
 - ENGL 302 Introduction to Drama
 - ENGL 303 Creative Writing
 - ENGL 304 Morphology and Syntax
 - ENGL 305 Language, Society and Culture
 - ENGL 306 Survey of British Literature
 - ENGL 401 Discourse Analysis
 - ENGL 402 Survey of American Literature
 - ENGL 403 World Literature
 - ENGL 404 Seminar for English Majors in Language
- 12 credit hours of English Language Track: Education or English Literature:
 - Education:
 - EDUC 212 Instructional strategies and models
 - EDUC 320 Teaching of Social Studies in the Elementary School
 - EDUC 321 Teaching English as a Foreign Lang. in the Elementary School
 - EDUC 315 Assessment and Evaluation in teaching
 - English Literature:
 - ENGL 310 Classical Foundations of English Literature
 - ENGL 311 Victorian Literature
 - ENGL 418 The Modern Novel
 - ENGL 419 Literature and Identity

Degree Plan (90 credits)

Bachelor of Arts in English Language

First Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)	
Fall	ENGL 201	English Communication Skills I	3		
	ENGL 206	Introduction to Language	3		
	ARAB 201	Arabic	3		
	ASST 207	Computer Literacy	1		
	ASST 208	Intro. to University and Career Orientation	1		
			General Education	3	
		Total	14		
Spring	ENGL 202	English Communication Skills II	3	ENGL 201	
	ENGL 207	English Linguistics	3		
	ENGL 302	Introduction to Drama	3		
	ASST 209	Research and Library	1		
			General Education	3	
			General Education	3	
		Total	16		

Second Year (30 credits)

Term	Course#	Course Name	Credit	
Fall	ENGL 308	Modern English Grammar	3	ENGL 207
	ENGL 309	Language & Change: Past, Present, & Future	3	ENGL 207
	ENGL 301	English for Special Purposes	3	
	EDUC 212 or	Instructional strategies and model	3	
	ENGL 310	Classic Foundations of English Literature	3	ENGL 201
			General Education	3
		Total	15	
Spring	ENGL 303	Creative Writing	3	ENGL 309
	ENGL 304	Morphology and Syntax	3	ENGL 303
	ENGL 305	Language, Society and Culture	3	ENGL 303
	EDUC 315 or	Assessment and Evaluation in Teaching	3	

ENGL 311	Victorian Literature	3	ENGL 201
	General Education	3	
Total		15	

Third Year (30 credits)

Term	Course#	Course Name	Credit
Fall	ENGL 306	Survey of British Literature	3
	ENGL 401	Discourse Analysis	3 ENGL 305
	EDU 320 or	Teaching of Social St. in Elementary School	3
	ENGL 418	The Modern Novel	3 ENGL 201
		General Education	3
		General Education	3
Total		15	
Spring	ENGL 402	Survey of American Literature	3 ENGL 306
	ENGL 403	World Literature	3
	ENGL 404	Seminar for English Majors in Language	3
	EDUC 321 or	Teaching English as a Foreign Language in the Elementary School	3
	ENGL 419	Literature and Identity	3 ENGL 201
		General Education	3
Total		15	

Graduation Requirements

Graduation requirements for the Bachelor of Arts in English Language are the following:

- A student must have completed a minimum of 5 semesters beginning with the sophomore class
- A student must complete his/her degree in a maximum of six 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 Arts and Sciences Academic and Curriculum Committee for an extension
- Completion of a minimum of 90 credits for students who enter as sophomores
- Completion of 39 credits in English Language core courses and 12 credits in major courses
- Students must achieve a cumulative average of at least 70 in these 51 credits

- 39 credits of general educational 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 of 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 Arts and Sciences.

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 Arts and Sciences.

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 Arts and Sciences. Final

exams need to be taken by all students in order for them to pass a course.

English Language Courses

All English Language courses have prefixes according to the following: ENGL

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

Course Descriptions

Core Courses

ENGL 206 Introduction to Language (3cr.)

A survey of current areas in theoretical and applied linguistics including the different levels of structure, the nature of language acquisition, language variation and evolution, and language teaching.

ENGL 207 English Linguistics (3cr.)

This course is a general introduction to the linguistic structure of English and principles of linguistic analysis. It examines basic concepts in phonetics, phonology, morphology, syntax, and semantics.

ENGL 208 Modern English Grammar (3cr.)

This course is a study of grammar through exploration and analysis. A more detailed study of word and phrase formation, pragmatics, and critical analysis of descriptive uses of grammar are covered. Prerequisites: ENGL 207 English Linguistics.

ENGL 209 Language and Change: Past, Present, and Future (3cr.)

This course provides an overview of the history and development of the English language from its origins to the present. It examines the effects of historical, socio-political, and cultural phenomena on linguistic change. The course also discusses the notion of a 'standard' English, the richness and diversity of English dialects and varieties, and the role of English today as a global language. Prerequisites: ENGL 207 English Linguistics.

ENGL 302 Introduction to Drama (3cr.)

This course provides a general introduction to a wide sampling of dramatic literature including works from tragedy and comedy. It spans the history of dramatic literature from the classical period to the present.

ENGL 303 Creative Writing (3cr.)

This is a course in innovative writing in English which develops student recognition of the skills of imaginative writing. Prerequisites: ENGL 209 Language and Change: Past, Present, and Future.

ENGL 304 Morphology and Syntax (3cr.)

This course is an in-depth examination of the word and sentence structure of the English language. Students learn to identify and describe the main morphological and syntactic constructions in English. Prerequisites: ENGL 303 Creative Writing.

ENGL 305 Language, Society and Culture (3cr.)

This course examines how social and cultural factors influence language, and the role language plays in representing social and cultural categories. Prerequisites: ENGL 303 Creative Writing.

ENGL 306 Survey of British Literature (3cr.)

The course covers British literature of the past two centuries. Students will gain an understanding and appreciation for British literature through an analysis of a wide array of texts like essays, novels, poetry, and short stories.

EDUC 321 Teaching English as a Foreign Language in the Elementary School (3cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing English as a foreign language in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisites: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

ENGL 401 Discourse Analysis (3cr.)

This is a course that examines human discourse as a means of achieving better understanding of what language is and how it works. This course emphasizes the inter-relation between language forms and language functions culminating in the study of speech acts and the ethnography of speaking. Topics covered include registers, cultural aspects, gender referencing, and pragmatics. Prerequisites: ENGL 305 Language, Society and Culture.

ENGL 402 Survey of American Literature (3cr.)

The course covers American literature from the time of the settlement to the present. Students will gain an understanding and appreciation for British literature through an analysis of a wide array of texts like essays, novels, poetry, and short stories. Prerequisites: ENGL 306 Survey of British Literature.

ENGL 403 World Literature (3cr.)

This course is an overview of major works in world literature. The student studies major literacy genres from different cultures.

ENGL 404 Seminar for English Majors in Language (3cr.)

Topics vary depending on the instructor.

Major Courses

English Language Track:

ENGL 310 Classical Foundations of English Literature (3cr.)

This course is a sustained study of historical, biographical, thematic and formal elements of the classical and mythological foundations of literature in English. Students will read translations of authors such as Ovid, Homer, Sappho, Virgil and Sophocles, as well as others of major significance in poetry, drama, and prose to better understand their relevance to English literature. Prerequisites: ENGL 201 English Communication Skills I

ENGL 311 Victorian Literature (1830- 1910) (3cr.)

The course covers British literature and culture during Queen Victoria's long reign, 1837 – 1901. This was the brilliant age of Charles Dickens, the Brontës, Lewis Carroll, George Eliot, Robert Browning, Oscar Wilde, Arthur Canon Doyle, Rudyard Kipling, Alfred, Lord Tennyson – and many others. Prerequisites: ENGL 201 English Communication Skills I

ENGL 418 The Modern Novel (3cr.)

This course consists of the reading and analysis of English-language novels, British, American, or Commonwealth, of the Modern Era, with attention to contemporaneous contexts of history, social issues, aesthetic and literary movements, and corresponding national culture. Prerequisites: ENGL 201 English Communication Skills I

ENGL 419 Literature and Identity (3cr.)

This course will examine literature as an expression of various national, racial, ethnic or gender identities. Prerequisites: ENGL 201 English Communication Skills I

Education Track:

EDUC 312 Instructional Strategies and Models (3cr.)

The course explores an array of methods of teaching, instructional planning, assessment and evaluation procedures. The course requires direct application on authentic teaching environments.

EDUC 315 Assessment and Evaluation in Teaching (3cr.)

This course examines the different types and methods of assessment such as summative, formative, authentic and standardized testing. Students construct and analyze assessment tools. Implications on teaching and learning are addressed.

EDUC 220 Teaching of Social Studies in the Elementary School (3cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing social studies in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisites: EDUC 212 Instructional

Strategies and Models and EDUC 213 Classroom and Behavior Management.

EDUC 221 Teaching English as a Foreign Language in the Elementary School (3cr.)

This is a course which combines theory and practice teaching. It presents the theoretical background, approaches, principles and techniques of teaching and assessing English as a foreign language in the elementary school. The course requires field experience, teaching practices and responsibilities. Prerequisites: EDUC 212 Instructional Strategies and Models and EDUC 213 Classroom and Behavior Management.

Department of Chemistry

Introduction

Chemistry is the study of molecular structure, chemical reactions, and the molecular basis of solids, liquids, and gases. The Chemistry Department at Azm University provides a strong theoretical program of study and practical training in the chemical sciences to assure the success of its students in graduate schools, professional schools and employment. Graduates of this program will be able to explain the essential facts, principles and theories across all four major areas of chemistry - analytical, organic, inorganic and physical. Students throughout the program are strongly encouraged to be engaged in research in these areas.

Mission

The Chemistry Department is dedicated to providing a high quality education and to prepare chemistry students to contribute to their societies. It aspires to carry out the Azm University objective to instill in its students a spirit of independent research and a deep commitment to scientific thinking and continuous progress not only in their course work, but also in their life long careers.

Program Objectives

Chemistry provides the basic knowledge for many aspects of our life such as crude oil refining, pharmaceuticals, water desalination, metallurgy, synthetic fabrics, paint, as well as a huge number of products which directly or indirectly affect our life. Chemistry major students will be qualified for many pursuits. They may choose to work in chemical industry, continue advanced studies in chemistry, take professional training in medicine, dentistry or other health-related fields, prepare to teach at the secondary level, or pursue opportunities in related fields such as environmental science, forensics, business, and industry.

Major values of the chemistry program are:

1. To prepare professionals to participate and contribute to the future development of chemistry.
2. To develop students' knowledge of modern professional practices including the capacity for effective communication and collaborative team work.
3. To provide students with knowledge and skills that is necessary for employment and for pursuing post-graduate studies.

Program Learning Outcomes

Upon successful completion of the Chemistry BS program, graduates will be able to:

- Solve problems using systematic methods.
- Apply knowledge of mathematics, science and engineering.
- Rationalize properties and structures using the principles of chemistry.
- Demonstrate a solid understanding of data analysis and interpretation, problem solving, and graphing techniques.

- Identify relationships between chemical principles and the other sciences.
- Correctly describe chemical principles and theories.
- Use correct chemical nomenclature, structural symbols, and terminology to accurately describe a process.
- Write a high quality publishable report which concisely summarizes results of an experimental work and draws a conclusion.
- Conduct efficiently a literature survey and information retrieval.
- Demonstrate proper laboratory techniques and laboratory safety.
- Work in research and industrial institutions.
- Continue postgraduate research programs.

Evaluation and Assessment

Evaluation and assessment of the student performance is both summative and formative such as drop quizzes, assigned quizzes, field-experience observations, reflection papers, midterm examinations, final examinations, projects, writing assignments, action research papers, oral presentations, discussions, attendance, and class participation.

Program Outline

The Faculty of Arts and Sciences offers a Bachelor of Sciences in Chemistry.

Students receive the Bachelor of Sciences in Chemistry after successfully completing 90 credits:

- 39 credit hours are General Education Requirements of which the following are mandatory courses:
 - 9 credits English
 - 3 credits Arabic
 - 1 credit Computer Literacy
 - 1 credit Introduction to University and Career Orientation
 - 1 credit Research and Library
 - 9 credits should be taken in courses in the Humanities; those include courses in History, Philosophy, Arts, Sociology, Political Science or Psychology
 - 12 credits of free electives
 - 3 credits in physical education
- 39 credit hours are core chemistry compulsory core courses and include the following courses:
 - CHEM 201 General Chemistry
 - CHEM 202 General Chemistry Lab

- CHEM 211 Organic Chemistry I
- CHEM 212 Organic Chemistry Lab I
- CHEM 217 Organic Chemistry II
- CHEM 218 Organic Chemistry Lab II
- CHEM 221 Analytical Chemistry
- CHEM 222 Analytical Chemistry Lab
- CHEM 241 Physical Chemistry I
- CHEM 242 Physical Chemistry I Lab
- CHEM 311 Identification of Organic Compounds
- CHEM 322 Instrumental Analysis
- CHEM 323 Instrumental Analysis Lab
- CHEM 331 Inorganic Chemistry I
- CHEM 332 Inorganic Chemistry II
- CHEM 333 Inorganic Chemistry Lab
- CHEM 341 Physical Chemistry II
- CHEM 342 Physical Chemistry Lab II
- CHEM 391 Senior Seminar
- 12 credit hours of chemistry major elective courses:
 - CHEM 410 Organic Chemistry III
 - CHEM 412 Chemistry of Natural Products
 - CHEM 420 Electrochemistry
 - CHEM 423 Separation Methods in chemical analysis
 - CHEM 433 Homogeneous Catalysis
 - CHEM 440 Computer Application in Chemistry
 - CHEM 441 Photochemistry
 - CHEM 442 Quantum Chemistry
 - CHEM 451 Polymer Chemistry
 - CHEM 453 Petro- Chemistry
 - CHEM 454 Environmental Chemistry

Degree Plan (90 credits)

Bachelor of Sciences in Chemistry

First Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	CHEM 201	General Chemistry	3	
	CHEM 202	General Chemistry Lab	1	CHEM 201
	ARAB 201	Arabic	3	
	ASST 207	Computer Literacy	1	
	ASST 208	Intro. To University and Career Orientation	1	
		General Education	3	
		General Education	3	
	Total		15	
Spring	CHEM 221	Analytical Chemistry	3	CHEM 202
	CHEM 222	Analytical Chemistry Lab	1	CHEM 221
	CHEM 211	Organic Chemistry I	3	CHEM 202
	CHEM 212	Organic Chemistry I Lab	1	CHEM 211
	ENGL 201	English Communication Skills I	3	
	ASST 209	Research and Library	1	
		Free Elective	3	
		Total		15

Second Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	CHEM 217	Organic Chemistry II	3	CHEM 212
	CHEM 218	Organic Chemistry II Lab	1	CHEM 217
	CHEM 241	Physical Chemistry I	3	CHEM 202
	CHEM 242	Physical Chemistry I Lab	1	CHEM 241
	ENGL 202	English Communication Skills II	3	ENGL 201
		General Education	3	
	Total		14	
Spring	CHEM 331	Inorganic Chemistry I	3	CHEM 202
	CHEM 311	Identification of Organic Compounds	3	CHEM 218
	CHEM 341	Physical Chemistry II	3	CHEM 242
	CHEM 342	Physical Chemistry II Lab	1	CHEM 341

ENGL 301	English for Special Purposes	3
	Free Elective	3
	Total	16

Third Year (30 credits)

Term	Course#	Course Name	Credit
Fall	CHEM 332	Inorganic Chemistry II	3 CHEM 331
	CHEM 333	Inorganic Chemistry II Lab	1 CHEM 332
		Major Elective	3
		Major Elective	3
		Free Elective	3
		General Education	3
		Total	16
Spring	CHEM 322	Instrumental Analysis	3 CHEM 222
	CHEM 323	Instrumental Analysis Lab	1 CHEM 322
	CHEM 391	Senior Seminar	1
		Free Elective	3
		Major Elective	3
		General Education	3
		Total	14

Internship Requirements and Guidelines

All Chemistry 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 20 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 Arts and Sciences will supervise students throughout the internship period.
- The internship is graded on a Pass/Fail and the grade is based on feedback from both the direct work supervisor and the faculty supervisor. The grade is not calculated as part of the student's overall GPA.

Graduation Requirements

Graduation requirements for the Bachelor of Sciences in Chemistry are the following:

- A student must have completed a minimum of 5 semesters beginning with the sophomore class
- A student must complete his/her degree in a maximum of six 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 Arts and Sciences Academic and Curriculum Committee for an extension.
- Completion of a minimum of 90 credits for students who enter as sophomores.
- Completion of 39 credits in chemistry core courses and 12 credits in chemistry major.
- Students must achieve a cumulative average of at least 70 in these 51 credits.
- 39 credits of general educational 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 of 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 Arts and Sciences.

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 Arts and Sciences.

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 Arts and Sciences. Final exams need to be taken by all students in order for them to pass a course.

Chemistry Courses

All Chemistry courses have prefixes according to the following: CHEM

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

Course Descriptions

Core Courses

CHEM 201 General Chemistry (3cr.)

This course covers topics such as matter; atomic structure; stoichiometry of chemical reactions, chemical reactions in solutions, energy and thermochemistry, atomic and electronic structure, chemical bonding, periodic correlations, properties of gases, liquids and solids and solutions are covered.

CHEM 202 General Chemistry Lab (1cr.)

Experiments related to qualitative and quantitative aspects of general chemistry are covered. These include percent composition, chemical reaction, volumetric analysis, gas laws and calorimetry. Prerequisites: CHEM 201 General Chemistry.

CHEM 211 Organic Chemistry I (3cr.)

This course introduces students to the properties of organic compounds, synthesis and reactions of alkanes, alkenes, alkynes, dienes, alicyclic, aromatic compounds, structure, stereochemistry, mechanisms of radical substitution, radical and electrophilic addition, and electrophilic substitution. Prerequisites: CHEM 202 General Chemistry Lab.

CHEM 212 Organic Chemistry I Lab (1cr.)

In this course, various purification, separation and synthesis techniques are covered. Emphasis is placed on mechanistic and stereo chemical aspects of organic reactions. Prerequisites: CHEM 211 Organic Chemistry I or concurrently.

CHEM 217 Organic Chemistry II (3cr.)

In this course, synthesis and properties of alkyl halides, alcohols, and ethers, carboxylic acids, aldehydes and ketones, amines, phenols and derivatives, and identification of organic compounds by spectroscopic methods are covered. Prerequisites: CHEM 212 Organic Chemistry Lab I.

CHEM 218 Organic Chemistry II Lab (1cr.)

Synthesis of various organic compounds and basic spectroscopic techniques are covered. Compounds include alcohols and ethers, aldehydes and ketones, carboxylic acids and derivatives, amines, phenols, and aryl halides; emphasis is placed on reaction mechanism and stereo chemistry, as well as on the design of multi-step synthesis. Prerequisites: CHEM 217 Organic Chemistry II.

CHEM 221 Analytical Chemistry (3cr.)

The course covers treatment of errors, gravimetric and volumetric techniques, acid/base, precipitation, complex formation, and redox titrations, extraction, and electrochemistry. Prerequisites: CHEM 202 General Chemistry Lab.

CHEM 222 Analytical Chemistry Lab (1cr.)

Experiments related to the course main topics are covered. They include experimental work in related areas of chemical analysis and instrumentation; acid/base titrations, pH measurements, complexometric analysis, electrochemical determination of electrode potentials and ion activities. Prerequisites: CHEM 221 Analytical Chemistry or concurrently.

CHEM 241 Physical Chemistry I (3cr.)

Gas laws and equations of state, laws of thermodynamics, reaction kinetics, entropy, and free energy, chemical equilibrium, phases and phase equilibrium are covered. Prerequisites: CHEM 202 General Chemistry Lab.

CHEM 242 Physical Chemistry I Lab (1cr.)

Techniques of physical measurement error analysis and statistics with experiments on gas laws; calorimetry; equilibrium, and phase diagram are covered. Prerequisites: CHEM 241 Physical Chemistry I or concurrently.

CHEM 311 Identification of Organic Compounds (3cr.)

Physical properties, purity determination, molecular formulas, classification by solubility, spectrometric methods, functional groups by chemical tests, preparation of derivatives, and separation of mixtures are covered. Prerequisites: CHEM 218 Organic Chemistry Lab II.

CHEM 322 Instrumental Analysis (3cr.)

Theory and practice of modern instrumental analysis including UV-VIS and infrared absorption spectrophotometry, emission spectroscopy, mass spectroscopy; electron and nuclear magnetic resonance spectroscopy, electrochemical methods, and chromatography are covered. Prerequisites: CHEM 222 Analytical Chemistry Lab.

CHEM 323 Instrumental Analysis Lab (1 cr.)

This course is an experimental implementation of instruments related to materials covered in the theoretical course. It introduces chemistry students to many analytical techniques and instruments that are widely used in different laboratories in the fields of chemistry, chemical engineering, environmental health, pharmacy geology, agriculture, and other industrial applications. Prerequisites: CHEM 322 Instrumental Analysis or concurrently.

CHEM 331 Inorganic Chemistry I (3cr.)

Atomic and molecular structure and shape, symmetry and group theory, structure of solids, acids and bases, nomenclature of inorganic compounds, introduction to organometallic compounds of the main group elements, d-metal complexes, and electronic spectra will be covered. Prerequisites: CHEM 202 General Chemistry Lab.

CHEM 332 Inorganic Chemistry II (3cr.)

Complexes of pi-accepter (pi-acid) ligands and classical complexes, organometallic compounds of transition metals, organometallic compounds in homogeneous catalytic reactions, bio-inorganic chemistry of iron, cobalt, and some other metals, hydrogen bonding, and the noble gases are covered. Prerequisites: CHEM 331 Inorganic Chemistry I.

CHEM 333 Inorganic Chemistry II Lab (1cr.)

This course covers experiments related to synthesis and physical measurements of coordination and organometallic compounds. Prerequisites: CHEM 332 Inorganic Chemistry II or concurrently.

CHEM 341 Physical Chemistry II (3 cr.)

This course covers electromagnetic radiation, quantum theory, Schrodinger's wave quantum, quantum mechanical postulates, quantum mechanics of simple systems, pure and vibration rotation spectroscopy, Raman spectroscopy, electronic spectra, viscosity, diffusion and sedimentation. Prerequisites: CHEM 242 Physical Chemistry Lab.

CHEM 342 Physical Chemistry Lab II (1cr.)

Experiments including electrochemistry, conductivities and transport properties of solutions, kinetics of reactions, measurements of surface properties, and transport properties of gases and liquids are covered. Prerequisites: CHEM 341 Physical Chemistry II or concurrently.

CHEM 391 Senior Seminar (1cr.)

This course is a literature survey on a specific topic in chemistry followed by a written report and an oral presentation in form of a seminar. Prerequisites: 3rd year standing or departmental approval.

Major Elective**CHEM 410 Organic Chemistry III (3cr.)**

Prerequisite: CHEM 218

Synthetic organic chemistry including catalytic hydrogenation, metal hydride and dissolved metal reductions, oxidations with chromium, manganese, peracids and peresters; halogenation, alkylation of active methylene compounds, aldol condensation and related reactions, and acylation at carbon are covered. Prerequisites: CHEM 218 Organic Chemistry Lab II.

CHEM 412 Chemistry of Natural Products (3cr.)

In this course, natural products from carbohydrates, aliphatic compounds, prostaglandins, antibiotic, aromatic compounds, terpenes; steroids, alkaloids, biosynthesis of fats, carbohydrates, proteins, steroids, terpenes, alkaloids, prostaglandins, Polysaccharides, the penicillin, and coenzyme A, amino acids, peptides, proteins are covered. Prerequisites: CHEM 218 Organic Chemistry Lab II.

CHEM 420 Electrochemistry (3cr.)

This course covers advances in electrochemistry and electrochemical techniques such as voltammetry, and rotating disc electrodes. Prerequisites: CHEM 222 Analytical Chemistry Lab.

CHEM 423 Separation Methods in Chemical Analysis (3cr.)

Separation methods of analysis including, distillation, solvent extraction, partition chromatography, adsorption chromatography, ion exchange, size-exclusion, high performance liquid chromatography, gas liquid chromatography and gas solid chromatography are covered. Prerequisites: CHEM 222 Analytical Chemistry Lab.

CHEM 433 Homogeneous Catalysis (3cr.)

Isomerization and hydrogenation, addition reactions of olefins and dienes, reactions of carbon monoxide, oxidation of olefins and dienes, transition metal chemistry, arene reactions, acetylene reaction, trends in homogeneous catalysis, olefin metathesis and alkene reaction, oxidation of hydrocarbons by oxygen are covered. Prerequisites: CHEM 333 Inorganic Chemistry Lab.

CHEM 440 Computer Applications in Chemistry (3cr.)

Application of Fortran programming and numerical methods to chemical problems in quantum mechanics, thermodynamics, and kinetics with emphasis on literature review and implementation of available programs in chemistry are covered. Prerequisites: CHEM 342 Physical Chemistry Lab II.

CHEM 441 Photochemistry (3cr.)

This course deals with fundamental photochemical and photophysical processes which follow absorption of radiation by molecules and the techniques employed to study these processes. Prerequisites: CHEM 342 Physical Chemistry Lab II.

CHEM 442 Quantum Chemistry (3cr.)

Postulates of quantum mechanics, classical mechanics versus quantum mechanics, Schrodinger equation, Russell-Saunders coupling and perturbation theory, particle in a box, atomic wave functions; and molecular wave functions are covered. Prerequisites: CHEM 342 Physical Chemistry Lab II.

CHEM 451 Polymer Chemistry (3cr.)

Introduction to polymer science, polymerization reactions, physical and analytical characterization of polymers, mechanism and kinetic studies, additives in polymer industries, polymers properties and synthesis, copolymerization reactions, and basic concepts of polymer technology are covered. Prerequisites: CHEM 218 Organic Chemistry Lab II.

CHEM 453 Petro-chemistry (3cr.)

Industrial production, processing, and application of numerous chemicals from crude petroleum are covered. Prerequisites: CHEM 218 Organic Chemistry Lab II.

CHEM 454 Environmental Chemistry (3cr.)

The relationship between chemistry and the environment from the chemical point of view is explored. Prerequisites: CHEM 222 Analytical Chemistry Lab.

FACULTY OF BUSINESS ADMINISTRATION



FACULTY OF BUSINESS ADMINISTRATION

Faculty

Dean

Samer Nakhle, PhD

Associate Professors

Charafeddine Randa, PhD

Assistant Professor

Jneid Cherine, PhD

Sam Nemer, PhD

Lecturers

Abou Jaoudeh, Maroun, M. Eng

Abshi Elie, MSc

Alloush Mahmoud, LCPA

Banat Rabih, PhD

El Helwe Hania, MA

Ghazzawi Fouad, MBA

Khoury Grace, MBA

Mawlawi Hani, MSCS

Osman Mona, MBA

Shaaban Nidal, PhD

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

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. 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.

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.

Organization and Governance

The Faculty of Business Administration is licensed under Lebanese Law to grant a Bachelor of Business Administration. Currently, the Faculty shall grant undergraduate degrees with specialization in:

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

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.

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 Manual.

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 2018–19: Till April 25, 2018
- Regular Fall Semester admission 2018–19: Till August 31, 2018

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

Students from other faculties at the University may apply for a transfer to the Faculty of Business and work towards a BBA degree after meeting the requirements of the Admissions office. Students applying for transfer must not be on probation.

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

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 regular 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:

- o 12 credits General Education Mandatory Courses
- o 6 credits General Education Elective courses
- o 51 credits are core business courses and include the following courses:
 - ACCO 202 Financial Accounting I
 - ACCO 301 Financial Accounting II
 - ACCO 403 Managerial Accounting
 - BUSS 202 Business Plan Workshop
 - BUSS 203 Business Thinking
 - BUSS 208 Business Statistics
 - BUSS 303 Business Law
 - 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 301 Employability Skills
 - MGMT 203 Principles of Management
 - MGMT 304 Legal Environment of Business
 - MGMT 309 Entrepreneurship
 - 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 7 courses in their core area and 2 courses from other concentrations 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 (96 credits)

Bachelor of Business Administration

First Year (31 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	ACCO 202	Financial Accounting I	3	
	BUSS 303	Business Law	3	
	ECON 205	Micro-Economics	3	
	MATH 207	Business Math	3	
	ENGL 201	English Communication Skills I	3	
	ASST 207	Computer Literacy	1	
	ASST 208	Intro. to University and Career Orientation	1	
	Total		17	
Spring	ACCO 301	Financial Accounting II	3	ACCO 202
	MGMT 304	Legal Environment of Business	3	
	ECON 206	Macro-Economics	3	
	BUSS 208	Business Statistics	4	
	ASST 210	Research and Library	1	
		Total	14	
		Free Elective	3	
	Total		15	

Second Year (35 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	FINA 302	Business Finance	3	ACCO 301, ENGL 201
	MGMT 203	Principles of Management	3	ENGL 201
	ACCO 403	Managerial Accounting	3	ACCO 301, ENGL 201
	MGMT 309	Entrepreneurship	3	MGMT 203
	ENGL 202	English Communication Skills II	3	
	ARAB 201	Arabic	3	
		Total		18
Spring	BUSS 307	Corporate Social Responsibility	3	MGMT 203
	MKTG 204	Principles of Marketing	3	ENGL 201

	BUSS 202	Business Plan Workshop	1	
		Major Elective	3	
		Major Elective	3	
		General Education	3	
		Total	16	
Summer	BUSS 310	Internship	1	ACCO 301
		Total	1	

Third Year (30 credits)

Term	Course#	Course Name	Credit	Pre/Co-requisite(s)
Fall	BUSS 203	Design Thinking	3	
	MGMT 301	Employability Skills	3	
		Major Elective	3	
		Major Elective	3	
		Major Elective	3	
		Total	15	
Spring		Major Elective	3	
			3	
		Major Elective	3	
		Major Elective	3	
		General Education	3	
		Total	15	
		General Education	3	
		Total	14	

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 during June, July and August).
- 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 4- Presentation of the report .

Graduation Requirements

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

- A student must have completed a minimum of five 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.
- Completion of a minimum of 96 credits for students who enter as sophomores.
- Completion of 51 credits in business core courses and 27 credits in electives in a business concentration area. Students must achieve a cumulative average of at least 70 in these 78 credits.
- 18 credits of General Education courses.
- The 27 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.

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

If a student misses the final exam, he/she must petition or submit a valid reason 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 final must be completed within one month of the start of the next regular semester.

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.

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 202 Financial Accounting I (3cr.)

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including revenue and expenses recognition, merchandising activities, inventory, financial assets, long-lived assets, PPE, intangibles and long term liabilities. The course emphasizes the construction of the basic financial accounting statements which are the income statement, balance sheet and cash flow statement, as well as their interpretation.

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.

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.

BUSS 202 Business Plan Workshop (1cr.)

The objective of this workshop is to expose students to the process by which they can write clear and feasible business plans. Issues explored in this workshop cover the business plan writing process and the essential factors needed to understand it, the industry analysis, the marketing strategy, the financial sourcing and projections.

ACCO 301 Financial Accounting II (3cr.)

This course builds on the knowledge gained in Financial Accounting I and covers a range of advanced financial accounting concepts. The course is designed to help students interpret financial statements and to develop a theoretical and analytical grasp of financial accounting issues. It covers liabilities and equity investments, especially long-term debt, convertible securities, equity issuance, dividends, share repurchases, leases, and deferred tax. Related topics covered include computation of diluted earnings per share, disclosure issues, earnings management, and basic financial statement analysis of cash flows. Prerequisite: ACCO 202 Financial Accounting I.

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.

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 the implications of policies set by the central bank and the government on economic growth and development.

BUSS 208 Business Statistics (4cr.)

In this course, the student is introduced to the subject of business statistics to include the need for quantitative analysis in business, the basic procedures in problem solving, and the sources and types of data used by business firms. Basic probability concepts and normal probability distribution will be used by the student to solve problems which involve business applications. In addition, hypothesis testing and simple regression analysis are introduced.

This course covers frequency distributions, descriptive measures, probability concepts, probability distributions, sampling, estimation, hypotheses testing for means and proportions, analysis of variance, simple regression and correlation.

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, ENGL 201 English Communication Skills I.

BUSS 203 Design Thinking (3cr.)

This course of design thinking provides the tools needed to become an innovative thinker and uncover creative opportunities. In this course, an overview of design thinking is covered and several tools are introduced to help students understand design thinking as a problem solving approach. Several stories from different organizations that used design thinking to uncover compelling solutions are used to explain design thinking.

MGMT 203 Principles of Management (3cr.)

This course 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, 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. Prerequisite: ENGL201 English Communication Skills I.

MGMT 309 Entrepreneurship (3cr.)

This course is an introductory course to entrepreneurship. It covers topics related

to the nature and importance of entrepreneurship, forms of entrepreneurship, the entrepreneurial mind and the entrepreneurial process. It also explains the process of developing successful business ideas including recognizing opportunities and generating ideas, encouraging creativity, conducting feasibility analysis, developing an effective business model, conducting industry and competitor analysis and writing a business plan. 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, ENGL 201 English Communication Skills I.

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. Prerequisite: ENGL201 English Communication Skills I.

BUSS 310 Internship (1cr.)

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. Prerequisite: ACCO 301 Financial Accounting II.

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 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills, or soft skills. This includes: building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

Accounting Elective 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 303 Introduction to Forensic Accounting (3 cr.)

This course will develop the student's understanding of what forensic accounting and fraud examination is and how it pertains to both civil and criminal matters. The student will gain a basic understanding of the characteristics of fraud, fraud prevention and detection, investigative techniques, asset recovery, and the use of information technology in this interesting and growing profession.

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 305 Detection and Prevention of Fraudulent Financial Statements (3 cr.)

This second course in forensic accounting and fraud examination examines the various types of fraud and its impact on the financial information presented. The objective of this course is to identify common fraud schemes and scams. Students in this course will learn how to review, detect, and investigate possible financial statement fraud by addressing such topics as income smoothing, off balance sheet financing, fictitious sales/revenue, and understatement of liabilities. Various techniques will be used to explore substantive analytical procedures to assess the risks of financial statement fraud.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills or soft skills. This includes building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

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.

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 and 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 and 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 and 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 and multinational companies accounting. In addition, students will assess how accounting standards can influence financial decision makers. Prerequisites: ACCO 301 Financial Accounting II and FINA 302 Business Finance.

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

This course tackles accounting issues, principles and 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 and 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.

ACCO 410 Financial Reporting and Analysis (3cr.)

This course is designed to help students to understand the rules and regulations, processes and procedures, and significance of financial accounting statements and reports. It provides a balanced presentation between how statements are prepared and, more importantly, how to analyze these statements and footnotes to assess a company's performance within the industry and management's performance within a particular company. New government regulations have made the integrity and quality of financial accounting information everyone's responsibility. This course will help students to conduct better internal audits, improve forecasts and valuations, and make better management decisions.

ACCO 411 IT Audit (3cr.)

The course provides students with a detailed grasp of risks associated with data input, security, integrity, resilience and IT transformation together with a deep understanding of the appropriate controls and contingencies in order to develop expertise in the particular threats and vulnerabilities associated with IT and information systems. IT audit make sure that the institution has adequate technology and system controls to meet business objectives and to comply with company procedures and government regulations.

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.

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

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 and 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.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills or soft skills. This includes: building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

FINA 308 Risk Management (3 cr.)

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 and 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 and FINA 302 Business Finance.

FINA 401 Financial and 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 and 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 and FINA 306 Money, Banking and Financial Markets.

FINA 404 Venture Capital and 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 and 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 and 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 and multinational companies accounting. In addition, students will assess how accounting standards can influence financial decision makers. Prerequisites: ACCO 301 Financial Accounting II and FINA 302 Business Finance.

FINA 406 Real Estate Investment: Analysis and 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 and 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.

FINA 412 Theory of Finance in Continuous Time (3 cr.)

The course aims to give the student grounding in the most fundamental aspects of finance. The course will survey many current issues in finance academic research such as, the optimal dividend policy and share repurchase; debt or equity financing, the going-public decision and venture capital, corporate takeovers and mergers, initial public offerings, corporate control and governance, privatization, and private/public partnership and efficiency. The intent is to give the students a framework for understanding and analyzing major financial problems of modern economy. Prerequisites: 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.

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 terms 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 and Finance of Innovation.

FINA 409 Islamic Banking and 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 and 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.

FINA 411 Financial Crime Risk Management (3cr.)

The objective of the course is to ensure that students have a basic knowledge of the regulations and practices related to combating financial crime. Knowledge and understanding include the following elements - The background and nature of financial crime, money laundering, terrorist financing, bribery, corruption, fraud, and financial crime risk management, the role of the financial services industry.

FINA 311 Global Portfolio Simulation (3 cr.)

Stock market global portfolio simulation is a virtual trading platform that offers students the most realistic stock exchange simulations available for investment and portfolio management. Students would benefit from real-time day trading by practicing investment strategies, test theories and real-time streaming platforms that feature global equities, bonds, options, futures, commodities and more.

FINA 420 Independent Studies in Finance (3 cr.)

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

MGMT 302 Entrepreneurship and 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. This includes understanding the importance of Intellectual Property and legal issues related to startups, building a new venture team, getting funding and managing a company's finances. 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 and 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 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills, or soft skills. This includes building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

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 and MKTG 204 Principles of Marketing.

MGMT 310 Cross Cultural Management (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 401 Strategy, Innovation and 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 201 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 with the objective of maximizing the chances of success. Prerequisites: MGMT 203 Principles of Management and 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 203 Principles of 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 and 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 and MKTG 204 Principles of Marketing.

MGMT 410 Systems and 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 203 Principles of Management.

MGMT 413 NGO Management (3 cr.)

This course addresses the principles and practices of developing and managing an NGO. From the first idea of creating an NGO to meet a need of some kind, the course provide students with the framework to grapple with creating NGO structures and governance, managing personnel and programs, attracting and accounting for financing, as well as examining the crucial aspect of communication with varied constituencies. Through a range of examples, students gain insights into the dimensions and challenges of running an NGO, asking questions about viability and sustainability. Prerequisite: MGMT 201 Principles of Management.

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 and 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

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, and 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.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills, or soft skills. This includes: building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

MKTG 306 Sales Management and 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 and 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 and Retail Consumption (3 cr.)

This course focuses mainly on merchandising and 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 and Retail Consumption and 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 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.

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 and 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

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 and 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 and BUSS 208 Business Statistics.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills, or soft skills. This includes building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills,

job search skills, interview skills, and general business etiquette whether at the office or at a business function.

ECON 304 Environmental and Energy Economics and 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 and 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 and ECON 206 Macro-Economics.

ECON 401 International Economics and 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, balance 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 and 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 Theories and 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 and ECON 206 Macro-Economics.

ECON 405 Public Finance and 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 and ECON 206 Macro-Economics.

ECON 406 Nonprofit Sector, Economic Challenges and 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 and 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 and 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 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.

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 and ECON 206 Macro-Economics.

ECON 411 Money, Banking and 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 and 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

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 and 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: HRMT302 Human Resource Management.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills, or soft skills. This includes building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

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: HRMT302 Human Resource Management.

HRMT 308 Compensation and Reward Systems (3 cr.)

This course intends to provide students with 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 409 Change Management (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 410 International Human Resource Management (3 cr.)

This course introduces students to the continuous development of human resource management and employment relations within a global context in western countries. Students also learn how human resource management and 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 and HRMT 306 Employment Relations.

HRMT 411 Diversity and Inclusion (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 and HRMT 304 Talent Acquisition

Management and 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 which is basic data reporting, benchmarking and advanced reporting, survey analytics and predictive analytics. 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 and HRMT 302 Human Resource Management.

HRMT 412 Contemporary Issues in Human Resource Management (3 cr.)

This course explores the latest trends and issues in human resource management both from a research and professional perspective. It aims to support students in the development of HR strategy that cope with the contemporary needs and to successfully contribute to the achievement of organizational goals. Topics include and are not restricted to comparative HRM practices, workforce diversity, work-life balance, flexibility, downsizing; employee participation; emotion at work, contemporary issues of motivation, politics, power and influence, organizational culture and employment ethics. Prerequisite: HRMT 302 Human Resource Management.

HRMT 408 Labor Relations and 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 and HRMT 306 Employment Relations.

TEOM 415 Information System Analysis and 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.

HRMT 413 Strategic Human Resource Management (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. Prerequisite: HRMT 302 Human Resource Management.

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

TEOM 302 Information, Strategy and Economics (3 cr.)

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 and 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 the 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 and MKTG 204 Principles of Marketing.

MGMT 301 Employability skills (3cr.)

This course instructs students on different communication formats and styles within the work environment, and how to adjust to each one. It attempts to prepare students to handle a variety of business situations by addressing transferrable skills or soft skills. This includes building their self-confidence, networking and PR skills, financial savvy, time management skills, stress management, organizational skills, job search skills, interview skills, and general business etiquette whether at the office or at a business function.

TEOM 306 Risk Analysis and 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 the health and safety of humans. 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, reduction 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 and 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 and 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 and MKTG 204 Principles of Marketing.

TEOM 403 Operations Management and 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 and 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 and 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.

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 and MKTG 204 Principles of Marketing.

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.

TEOM 420 Independent Study in Technology and 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.

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 will also provide continuous opportunities for engagement between the community and the University and its various offerings.

Continuing Education Center

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 Continuing Education Center

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 engage 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.

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 hub, 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.

