

CATALOG

NOTRE DAME UNIVERSITY

נו"מ FAAD

Faculty of Architecture
Art and Design

נו"מ FBAE

Faculty of Business Administration
and Economics

נו"מ FE

Faculty of Engineering

נו"מ FH

Faculty of Humanities

נו"מ FNAS

Faculty of Natural and
Applied Sciences

נו"מ FN

Faculty of Nursing

נו"מ FPSPAD

Faculty of Political Science
Public Administration and Diplomacy



TWENTY YEARS



NDU Catalog ©–2006 - 2007

Editorial : Office of the Registrar
Word Processing : Mr. Nazih Khalil
Printing & Cover Design : Meouchy & Zakaria Printing Press

**CATALOG
2006-2007**

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Notre Dame University

Catalog 2006 - 2007

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بَدَدِي اللّيل اختالي
يا عماراً من عال
لك من ماضٍ عطرٌ
ضحَّ شمساً في البال

٢- مع كحيلاء الرمش
في خطى نجم نمشي
كون، طير معنأ، نرّمى
باقية عند العرش

١- يا غداً النشء انتمأ
بالعلى علماً علماً
يدهُ مَدَّتْ تُعري
لعبة البدع العظمى

٣- أم، أنضجت الفكرا
شنتينا نبناً حرا
وغداً كلُّ كلِّ
أرزة صيغت دراً

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THE PRESIDENT'S MESSAGE

This year our NDU has started a major endeavor and that is accreditation. The accreditation exercises are a real academic challenge as well as a sincere professional commitment. As an introduction to this catalog, I would like to share with you my understanding of this great task.

The presidential engagement and leadership in this process are not only a must; they are definitely an obligation and a dedication. The preceding presidents of this University provided us with a magnificent campus, enriched with all its beautiful buildings, facilities and attractions. My dream is to provide NDU with another kind of buildings. My dream is to rebuild the academic standards, and rebuild the administrative standards in such a way to meet the international requirements and advanced levels of quality higher education.

This means we have to take a more candid look at our weaknesses and think more seriously about finding the proper standards that satisfy the outside world and ourselves. Actually it should satisfy others before satisfying ourselves. Why? Because by definition a standard is a model, an example, a criterion established by the authority of the general consent. And this authority cannot be authoritative if it comes only from us. It becomes authoritative if, and when, it comes from ourselves together with the others at the same time.

Based on this definition of the standard, we are called today to set our own model, our own example, and our own criterion, as positioned by other experts in the field. In other words that particular model of ours, that unique paradigm of NDU, and that exceptional criterion of our academic outcome should meet the qualified accepted norm in any place in the world.

In order to do this task properly I think we should accept to be critical of our performance. This might lead to a complete transformation of our role in the process of teaching/learning situations. Accepting criticism from inside or outside the family of NDU should be taken positively if we really want a significant reform in higher education.

Part of this professional call is to play a triple role in transmitting knowledge: one is to educate how to use knowledge, another is to educate how to criticize knowledge, and a third, which is perhaps the most important, is to educate how to produce knowledge. The distance between the first role and the third helps making the distinction between teaching and research. If the first is a must to build ourselves, the second is a necessity to contribute in building ourselves and the others. Both need to be maintained at quality standards if we are serious with our work.

This is a major change in our academic life at NDU. If we want success for this crucial project we have to have the will and capacity to change. We have to believe that change is the highway for survival, and survival leads to the path of quality performance and international standards.

Finally this project creates for us the incentives to face the challenges of institutional performance, effective education, student achievement, and lucidity in academic and administrative day-to-day work. Among other meanings for this project are: transparency and accountability. If these are part of our value system they better become a part of our daily achievements.

I sincerely wish our NDU community a real success in launching this vital and imperative project in the life of our beloved university.

Fr. Walid Moussa
President

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Mrs. Grace Kanaan, *Secretary*

Department of Hotel Management and Tourism

Dr. Yussef Zgheib, *Chairperson*

Miss Samar Mrad, *Secretary*

Printing Office

Miss Rita Khalil, *Printing Officer*

Faculty of Engineering

Dr. Elias Nassar, *Dean*

Miss Janette Elias, *Administrative Assistant*

Department of Civil and Environmental Engineering

Dr. Jacques Harb, *Chairperson*

Mrs. Janane Younis, *Secretary*

Department of Electrical and Computer and Communication Engineering

Dr. Rabih Jabr, *Chairperson*

Miss Nathalie Fahed, *Secretary*

Department of Mechanical Engineering

Dr. Michel El-Hayek, *Chairperson*

Mrs. Marise Abboud-Khalil, *Secretary*

Engineering Laboratories

Mr. George Breidy, *Laboratory Instructor*

Mr. Wissam Daou, *Laboratory Assistant*

Miss Jinane Mounsef, *Laboratory Instructor*

Mrs. Sophia Ghanimeh Nissi, *Laboratory Instructor*

Miss Aline Siranossian, *Laboratory Assistant*
Miss Nisrine El-Turkey, *Laboratory Assistant*
Mr. Maroun Eid, *Laboratory Technician*
Mr. Elie Lahoud, *Laboratory Technician*

Printing Office

Mr. Edward Bassil, *Printing Officer*

Faculty of Humanities

Dr. Carol Kfoury, *Acting Dean*
Mrs. Wassil Chemaly, *Administrative Assistant*

Department of English, Translation and Education

Dr. Mary-Angela Willis, *Chairperson*
Miss Vera Jabbour, *Secretary*

Department of Mass Communication

Dr. Joseph Ajami, *Chairperson*
Miss Alice Eid, *Secretary*

Department of Social and Behavioral Sciences

Dr. Mansour Eid, *Chairperson*
Miss Christine Noufaily, *Secretary*

Freshman Arts Program

Dr. Norman Nikro, *Academic Advisor*

Audio/Visual Facilities

Mr. Sam Lahoud, *Supervisor*
Mr. Antoine Azar, *Video Associate and Technical Consultant*
Miss Zoya Awky, *Recording Engineer*
Mr. Anthony Gunstone, *Studio/Audio Associate*
Mrs. Rania Saade Zeidan, *Administrative Assistant, Audio-Visual Facilities*
Mr. Nicolas Khabbaz, *Project Coordinator*
Mr. Naoum Abi Adam, *Computer Associate*
Mr. Samer El-Achi, *Studio Assistant*
Miss Maria Zeinati, *Studio Assistant*
Mr. Abdo Bejjani, *Audio-Visual University Services*
Mr. Milo Ghanem, *Audio-Visual University Services*
Mr. Charbel Tarabay, *Events Assistant*

Faculty of Natural and Applied Sciences

Dr. Youssef K. El-Hage, *Dean*
Miss Danielle Abboud, *Administrative Assistant*

Department of Computer Science

Dr. Hikmat Farhat, *Chairperson*
Mrs. Rita Sawaya, *Secretary*

Department of Mathematics and Statistics

Dr. Elias Saleeby, *Chairperson*
Mrs. Nelly Nakad, *Secretary*

Department of Sciences

Dr. Tanios Hage, *Chairperson*
Actuarial Science & Insurance Program
Mrs. Claudia Freiji Bou Nassif, *Academic Advisor*

Freshman Science Program

Dr. Doris Jaalouk, *Academic Advisor*

Science Laboratories

Mrs. Rita El-Hage El-Amm, *Academic Assistant*

Mrs. Nada Maalouf, *Academic Assistant*
Miss Catherine Zoghbi, *Academic Assistant*
Mrs. Elizabeth Saliba Tabet, *Laboratory Assistant*

Keyboarding Center

Mrs. Amal Hajj, *Supervisor*

Printing Office

Miss Sana' Youssef, *Printing Officer*

Faculty of Nursing

Fr. Boutros Tarabay, *Acting Dean*

Faculty of Political Science, Public Administration and Diplomacy

Dr. Chahine Ghais, *Dean*

Mrs. Nayla Basbous, *Administrative Assistant*

NDU - North Lebanon Campus

Office of the Director

Fr. Jean Abou Chrouch, *Director*

Fr. Mounir Fakhry, *University Chaplain*

Dr. George M. Eid, *Presidential Academic Advisor, University Branches*

Mr. Edgard Merheb Harb, *Assistant Director, Public Relations*

Ms. Rania Accary, *Administrative Assistant*

Mrs. Nancy Rizk Diab, *Administrative Assistant*

Division of Natural & Applied Sciences

Dr. Jacqueline Doumit, *Coordinator, Sciences*

Dr. Omar Rifi, *Coordinator, Computer Science*

Division of Engineering

Dr. Semaan Gerges, *Coordinator, CCE*

Division of Business Administration & Economics

Mr. Salim Karam, *Coordinator, Management & Marketing*

Mr. George Gharzouzi, *Coordinator, Accounting, Finance & Economics*

Division of Humanities

Mr. Michael Hajj, *Coordinator, Humanities*

Division of Architecture, Art & Design

Ms. Diane Mikhael, *Coordinator, Architecture, Art & Design*

Office of University Services

Mr. Elias Rizk, *Assistant Director, University Services*

Office of Finance

Mr. Bechara Bechara, *Accountant, Business Office*

Office of the Registrar

Mr. Jean Malkoun, *Registrar's Officer*

Office of Admissions

Mr. Raymond Khoury, *Admissions Officer*

Student Affairs Office

The Library

Ms. Carina Hawat, *Supervisor*

Mrs. Suzanne Doumit Saad, *Circulation Assistant*

Computer Center

Mr. Khalil Serhan, *Head*

General Services

Mrs. Jacqueline Fayjaloun, *Services Worker, Cafeteria*

Ms. Therese Assaf, *Services worker, Cafeteria*

Mr. Youssef Bou Ferraah, *Services Worker, Cafeteria*
Mr. Chalita Harb, *Driver*
Mr. Miled Daou, *Driver*

NDU - Shouf Campus

Office of the Director

Fr. Boutros Bou Nassif, *Director*

Fr. Nabil Raffoul, *University Chaplain*

Dr. George M. Eid, *Presidential Academic Advisor for Branches*

Mrs. Micheline Azzam Abi Azar, *Administrative Assistant*

Mrs. Nancy Khoury Jurdy, *Secretary*

Division of Architecture, Art and Design

Mr. John Kortbawi, *Coordinator*

Ms. Rania Abdelbaki, *Administrative Assistant*

Mr. Charbel Akl, *Technical and Academic Assistant*

Division of Business Administration and Economics

Dr. Hassaan Saadeh, *Chairperson*

Ms. Rania Abdelbaki, *Administrative Assistant*

Division of Engineering

Dr. Charbel Zgheib, *Chairperson*

Mrs. Siham Antoun Chalhoub, *Secretary*

Mr. Joseph Eid, *CCE Lab Assistant*

Division of Humanities

Mr. Vatche Donerian, *Coordinator*

Ms. Rania Abdelbaki, *Administrative Assistant*

Division of Natural and Applied Sciences

Dr. Fouad Chedid, *Chairperson*

Mrs. Siham Antoun Chalhoub, *Secretary*

Mrs. Réve Berberi Richa, *Biology Lab Assistant*

Ms. Jinane Farah, *Chemistry Lab Assistant*

Office of the Registrar

Mr. Fadi Khoury, *Assistant Registrar*

Mrs. Marina Bou Karroum Beainy, *Secretary*

Office of Admissions

Dr. Hisham Bou Nassif, *Associate Director of Admissions*

Mrs. Marina Bou Karroum Beainy, *Secretary*

Student Affairs Office

Br. Abdo Sleiman, *Assistant Director of SAO*

Ms. Denise Nassif, *SAO Officer*

Business Office

Mr. Elie Bou Abdo, *Accountant*

Library

Ms. Claudine Chamoun, *Library Supervisor*

Ms. Isabelle Bittar-Ghanem, *Library Assistant*

Computer Center

Mr. Ziad Eid, *Head of Computer Center*

Mr. Charbel Constantine, *Technical Support Specialist*

Office of Public Relations

Mr. Emile Khoury, *Assistant Director of Public Relations*

Division of Continuing Education

Mr. Wissam Chibany, *Assistant Director of DCE*

Security Services

Mr. Saïd Bou Nassif, *Security Supervisor*

Mr. Hassan Abi Hanna, *Security Officer*

Mr. Fadi Antoun, *Security Officer*

Mr. Abdo Semaan, *Security Officer*
Mr. George Nader, *Security Officer*
Mr. George Habib, *Security Officer*

Cafeteria Services

Mrs. Jihane Mouawad, *Cashier*
Mrs. Antoinette Jraidy, *Worker*
Mrs. Fadia Keyrouz Madi, *Worker*
Ms. Daed Bou Nassif, *Worker*
Ms. Rita Nammour, *Worker*

General Services Office

Mr. Zahi Jadallah, *Assistant to the Director of Administration for General Services*
Mr. Toni Bou Abdo, *Maintenance Officer*
Mr. Refaat Nasr, *General Services*
Ms. Jeanette Younes, *Secretary*
Mr. Charbel Saadeh, *Driver*
Ms. Zeina Ghawi, *Operator*
Mr. Abdo Mghames, *Gardener*
Mr. Michel Saadeh, *Supervisor of Services Workers*
Mrs. Raymonda Adaimy Tohme, *Services Worker*
Mrs. Samira Saadallah, *Services Worker*
Mrs. Maya Tohme Khalil, *Services Worker*
Mr. Najji Bou Ghanem, *Services Worker*
Mr. Deeb Haddad, *Services Worker*
Mrs. Saideh Dawoud, *Services Worker*
Mrs. Diala Tarabay, *Services Worker*
Mr. George Bou Abdo, *Services Worker*

LIST OF FULL-TIME FACULTY MEMBERS 2006-2007

NDU – MAIN CAMPUS

Visiting Emeritus

Akl, Said, Poet, and Philosopher

Professors

Assaf, Walid, Ph.D., 1965, Iowa State University, USA

¹*Eid, Assaad*, Doctorate, 1986, *Applied Linguistics and TEFL*, Université Saint Joseph, Lebanon.

¹*Eid, George M.*, Ph.D., 1988, *Mathematics*, Polytechnic University, New York, USA

¹*Fares, Jean*, Ph.D., 1988, *Mathematics*, University of Wisconsin-Madison, USA

Hobeika, Louis, Ph.D., 1980, *Economics*, University of Pennsylvania, USA

Kesrouani, Rev. Dr. Elias, Diplôme De Docteur, 1989, *Musicologie*, Sorbonne Paris IV, France.

Keyrouz, Akl, Ph.D., 1969, *Political Science*, University of Utah, USA

¹*Khoury, Shahwan*, Ph.D., 1965, *Electrical Engineering (Applied Space Science)*, Carnegie Institute of Technology, CMU, USA

¹*Nehme, Michel*, Ph.D., 1983, *Political Science*, Rutgers University, New Jersey, USA

¹*Oueijan, Naji*, Ph.D., 1985, *English Literature*, Baylor University, USA

¹*Rihani, Ameen A.*, Ph.D., 1996, *Bilingual Literature*, Lebanese University, Lebanon

¹*Sarru', Boulos*, Ph.D., 1979, *English and American Studies*, Indiana University, USA

¹*Tarabay, Ajaj*, Ph.D., 1978, *Mathematics*, University of Utah, USA

Yachoui, Elie, Ph.D., 1982, *Economics*, Université de Dauphine, France

Associate Professors

Ajami, Joseph, Ph.D., 1987, *Mass Communication*, Ohio University, Athens, USA.

Alam, Edward, Ph.D., 1996, *Philosophy*, University of Utah; USA.

Eid, Mansour, Doctorate, 1985, *Arabic Language and Literature*, Université Saint-Joseph, Lebanon

¹*El-Hage, Youssef Kamal*, Ph.D., 1990, *Physics*, Technische Universität München, Germany

Elmurr, Sami, Ph.D., 1986, Mississippi State University, USA

Fakih, Khalid, Ph.D., 1992, *Journalism*, University of Missouri, USA

Ghais, Chahine, Ph.D., 1998, *Political Science*, University of Missouri-St. Louis, USA

Haddad, Robert, M.F.A., 1980, *Fine Arts*, University of Pennsylvania, USA

Haddad, Simon, Doctorate, 1999, *Sciences Politiques*, IEP, Paris

Hadjetian, Hratch, Ph.D., 1972, *Economics and Labor-Management Relations*, University of Delhi, India

Hamad, Mustapha, Ph.D., 1995, University of South Florida, USA

Karam, Antoine, Ph.D., 1974, *Economics*, Temple University, USA

Khair, Marie, Doctorate, 1996, *Computer Science*, Aristotle University of Thessaloniki, Greece

Khalaf-Keirouz, Leila, Ph.D., 1995, *Environmental Geology*, Westfälische Wilhelms-Universität, Germany

Keirouz Malhab, Ph.D., 1991, *Mathematics*, Perdue University, USA

Labaki, George, Doctorate, 1984, *Law and Public Administration*, Université de Paris-I, Pantheon, Sorbonne, France

¹ Tenure appointment

Mehanna, Rock-Antoine, Ph.D., 2000, *Business Policy*, Southern University, Baton Rouge, Louisiana, USA
Nassar, Elias, Ph.D., 1997, The Ohio State University, USA
Sabieh, Christine, Doctorate 1^{ère} Catégorie, 1998, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon.
Salameh, Doumit, Ph.D., 1988, *Philosophy*, St. Louis University, USA
Salem, Naim, Ph.D., 1992, *International Studies*, University of South Carolina, USA
Saliba, Holem, Ph.D., 1997, *Mathematics*, Moscow State University, Russia
Younes, Farid, Ph.D., 1997, *Aménagement*, Université de Montréal, Québec, Canada.

Assistant Professors

Abdallah, Najah, Ph.D., 1992, *Science of Information and Technology*, Université Michel De Montaigne, Bordeaux, France.
Abouchedid, Kamal, Ph.D., 1997, *Education*, Manchester University, UK
Asmar, Ghazi, Ph.D., 1998, *Mechanical and Aerospace Engineering*, University of Missouri, Columbia, USA
Bahous, Jocelyne, Doctorate 1^{ème} Catégorie, 1998, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon
Bahous, Victor, Ph.D., 2004, University of Newcastle Upon tyne, Britain
Chakar, Elie, Docteur, 1994, *Sciences et Techniques du Bâtiment*, Ecole Nationale des Ponts et Chaussées, France
Darouny, Kamal, M.A., 1986, *Marketing and Advertising*, Sussex College of Technology, England
Dib, Robert, Doctorate, 1998, *Biochemistry*, Université de Nantes, France
Donerian, Vatche, M.A., 1987, *Theater and TV Directing*, Yerevan State Institute of Dramatic and Fine Arts, Armenia
El-Hayek, Michel, Docteur Européen, 1997, *Sciences Appliquées*, Faculté Polytechnique de Mons, Belgium
El-Khalidi, Khaldoun, Doctorat, 1996, *Computer Science*, Université de Franche-Comté, Besançon, France
Fahed, Ziad, Ph.D., 2001, *Théologie Canonique*, Université Catholique de Lyon, France
Farhat, Antoine, Ph.D., 1999, *Nutrition*, McGill University, Canada
Farhat, Hikmat, Ph.D., 1998, *Operating Systems, Networks, Information Security, Algorithms*, Mc Gill University, Canada
Francis, Francis, Ph.D., 2003, University of New South Wales, Australia
Georges, Semaan, Ph.D., 2001, Ecole de Technologie Supérieur, Montreal, Canada
Ghalayini, Bassem, Ph.D., 1995, *Mathematics*, University of California-Los Angeles, USA
Hage, Tanos G., Ph.D., 1995, *Plant Biochemistry and Molecular Biology*, Pennsylvania State University, USA
Hajjar, Roger, Ph.D., 1997, *Physics and Astronomy*, Université de Montréal, Canada
Hamadeh, Mhamad, Ph.D., 1998, *Economics*, Syracuse University, USA
Hamadi, Hassan, Ph.D., 2005, *Finance*, University of Surrey, UK
Harb, Atef, Ph.D., 1996, *Economics-Operations Research*, Ecole Polytechnique de Montreal, Canada
Harb, Jacques, Ph.D., 1996, Northeastern University, USA
Hasham, Elham S., Ph.D. 2004, *Educational Leadership, Management and Administration*, Leicester University, United Kingdom.
Haroun, Michelyne, Doctorate, 2001, *Chemistry*, Univerité René Descartes – Paris V, France
Hassoun, George, Ph.D., 1996, University of Adelaide, Australia
Jaalouk, Doris, Ph.D., 1997, *Cell Biology*, University de Sherbrooke, Canada

Jabr, Rabih, Ph.D., 2000, Imperial College, University of London, England
Jahshan, Paul, Ph.D., 2000, The University of Nottingham, England
Jajou, Amer F., Ph.D., 1987, *Operations Research*, Univerzita Karlova, Czechoslovakia
Kabrita Bou-Serhal, Colette, Ph.D., 1998, *NeuroBiology*, Northeastern University, Boston, USA
Karam, Clovis, Doctorate, 1984, *Scholastic Philosophy*, Université Catholique de Lyon, Lyon, France.
Kassem, Abdallah, Ph.D., 2005, Ecole Polytechnique de Montreal, Canada.
Kfoury, Carol, Doctorate 1^{ère} Catégorie, 1997, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon
Khalil, Antoine, M.B.A., 1981, *Finance*, Pace University, USA
Khoueiri, Roy, Ph.D., 2003, *Economics*, Paris 13, France
Maalouf, Hoda, Ph.D., 1998, *Computer Engineering*, University of London, England
Maalouf, Ramez, Ph.D., 1994, *Mathematics*, University of London, England
Malek, Amal, Doctorate 1^{ère} Catégorie, 2000, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon
¹**Matar, Suhail**, C.A.P.E.S., 1969, *Arabic Language and Literature*, Université Libanaise, Lebanon
Mendalek, Nassar, Ph.D., 2003, Ecole de Technologie Supérieure, Canada.
Missakian, Mario, Ph.D., 2003, *Database Management Systems, Software Engineering, Intelligent & Decision Support Systems*, California West University, USA
Naimy, Viviane, Ph. D., 2001, *Economics and Finances*, University de Paris XI, France
Nikro, Norman, Ph.D., 1998, *Cultural Studies*, University of New South Wales, Australia
Noun, Ghada, Doctorate, 1998, *Immunology*, University of Paris XI - Orsay, France
Rached, Ziad, Ph.D., 2002, *Mathematics*, Queen's University, Canada
Rifi, Omar, Doctorate, 2000, *Computer Science*, Université Paul Sabatier, France
Saber, Rashid, Ph.D., 1998, *Marketing and Management*, California Coast University, USA
Sabra, Bassem, Ph.D., 2000, *Physics*, Ohio University, USA
Saleeby, Elias, Ph.D., 1998, *Mathematics*, University of Arkansas, USA
²**Samra, Sami**, Doctorate 1^{ère} Catégorie, 1999, *Philosophie et Sciences Humaines*, Saint Esprit-Kaslik, Lebanon.
Sensenig-Dabbous, Eugene, Doktor Der Philosophie, 1985, *Political Science and German Literature*, Paris-Lodron-Universität, Salzburg, Austria
Touma, Tanos, M.D. 1988 Paris VI, MBA 1993, *Strategy and Management*, Carnegie Mellon University, USA
Tratrat, Christopher, Ph.D., 1999, *Chemistry*, Univerité de Paris V, France
Willis, Mary-Angela, Ph.D., *Francophone Literature*, University of Alabama, USA
Yaacoub, Youssef, Ph.D., 1990, *Education*, Loyola University of Chicago, USA
Yahia, Najat, Ph.D., 1996, *Nutrition*, University of London, England
Yazigi, Amal, Ph.D., 1992, *Applied Linguistics*, Leicester University, England
Zgheib, Youssef, Ph.D., 2002, *International Hospitality Management*, University of Strathclyde, Scotland

Senior Lecturers

Abou-Jawdeh, Simon, C.E.P., *Psychotherapy*, Vienna 2002, D.E.S., 1992, *Clinical Psychology*, Université Libanaise, Lebanon
Baroud, Fawzi, M.S., 1985, *Systems Management*, Florida Institute of Technology, USA
Barakat, Edgard, M.B.A., 1981, *Marketing*, University of Dayton, USA

¹ Tenure appointment

² on leave of absence for the academic year 2006-2007

Chidiac, May, D.E.S., 1996, *Journalism*, Université Libanaise, Université Pantheon, Assas, Paris II, France
El-Asmar, Jean Pierre, Laurea di Dottore, 1991, *Architettura*, Universita' Degli Studi Di Firenze, Italy
El-Hage, Gabriel, M. Urb., 1992, *Urbanism*, Université de Montréal, Québec, Canada
Frayha, Norma, M.B.A., 1982, *Accounting*, American University of Beirut, Lebanon
Gabriel, Nicolas, D.E.S.S.U., 2000, *Urbanism*, Université Libanaise, Lebanon
Hawi, Nazir, M.S., 1991, *Business Management*, Lebanese American University, Lebanon
Hovivian, Hrair, M.S., 1984, *Finance and Economics*, Beirut University College, Lebanon
Melki, Habib, M.A., 1985, *Architecture*, Ball State University, USA
Saadeh, Ban, M.S., 1978, *Mathematics*, American University of Beirut, Lebanon
Shaffu, Raja, M.B.A., 1970, *Finance*, American University of Beirut, Lebanon
Zaccour, Danielle, DES, 1991, *Plastic Arts*, Academie Libanaise Des Beaux Arts, Lebanon
Zakhour, Kamal, M.B.A., 1982, *Marketing*, University of Pittsburgh, USA

Lecturers

Abou-Jaoude, Joseph, M.S., 1985, *Computer Science*, Kent State University, USA
Akhras, Caroline, Ed.D., 2006, *Doctor of Education*, University of Leicester, UK
Akkari, Juliet, M.A., 1971, *TEFL*, American University of Beirut, Lebanon
Assaf, Carole, M.B.A, 1995, Notre Dame University - Louaize, Lebanon
Assaker, Guy, MBA, 2003, *Hospitality Management*, IMHI Cornell University/Essec, France. MSc (DESS), 2004, *Tourism*, Université Paris 1, Sorbone
Bechara, André, B.F.A., 1991, *Environmental Design*, Parson School of Design, USA
Bou Nassif, Claudia Freiji, M.S., 1991, *Applied Statistics*, Ohio State University, USA
Choueiri, Linda, M.S., 2000, *Supervision & Administration in the Visual Arts*, Parsons School of Design / Bank Street College, USA
Hajjar-Muça, Theresa, M.P.H., 1994, *Biostatistics*, American University of Beirut, Lebanon
Ghossoub El Aswad, Zeina, M.S., 1997, *Nutrition*, American University of Beirut, Lebanon
Khoury, Mary, M.A., 1995, *English Language and Literature*, Université Libanaise, Lebanon
Kortbawi, John, Certificate, 1977, *Advanced Typographic Design*, London College of Printing, UK
Menassa, Joyce, M.S., 1984, *Marketing*, Beirut University College, Lebanon
Nakhlé, Vivianne, M.S., 1993, *Business Administration*, Strayer College, Washington D.C., USA
Samrani, Diana, M.A., 1990, *Education*, Andrews University of Michigan, USA
Wehbe, Boulos (Marwan), M.A., 1981, *Middle Eastern Studies*, American University of Beirut, Lebanon.

Instructors

Bassil, Janet, MBA, 1996, *International Affairs*, Notre Dame University - Louaize, Lebanon
Beyrouthy, Ghassan, M.B.A., 1999, *Hospitality Management and Tourism*, Notre Dame University - Louaize, Lebanon
Daghfal, Graziella, M.A., 2002, *Design*, Middlesex University, UK
Matta, Nadim, M.A., 1999, *Typographic Studies*, London Institute/London College of Printing, UK
Mikhael, Diane, M.A., 2000, *Design*, Middlesex University, UK
Sawma, Victor, M.S., 2003, University of Ottawa, Canada

NDU-NORTH LEBANON CAMPUS (NLC)

Assistant Professors

Doumit, Jacqueline, Ph. D., 1996, *Biomedical Engineering*, Université de Saint-Etienne, France

El Moucary Chady, Ph. D., 2000, Lab De Génie Electrique de Paris (LGEP), France

Tannous, Marie, Ph.D., *Biochemistry*, Wayne State University, USA

Senior Lecturer

Karam, Salim, MBA, 1983, University of Detroit, USA

Lecturers

Gharzouzi, George, MBA, 1984, University of Tulsa, USA

Hajj, Micheal, M.A., 1997, *English Literature*, Notre Dame University - Louaize, Lebanon

Tannous, Heba, Master of Commerce (Information Systems), 1997, the University of Queensland, Australia

Instructors

Haddad, Dorine, Ph.D., 2006, *Management*, University of Leicester, UK

Yaacoub Kheir, Hala, MBA, Notre Dame University – Louaize, Lebanon

SHOUF CAMPUS

Professor

Chedid, Fouad, Ph.D., 1990, *Computer Science*, Illinois Institute of Technology, USA

Assistant Professors

El Rabih, Abir, Ph.D., 2004, *Pure Mathematics*, Louis Pasteur University, Strasbourg, France

Fayad, Amer, Ph.D., 2003, *Plant Pathology, Physiology, and Weed Science*, Virginia Polytechnic Institute and State University, USA

Haddad, Nabil, Ph.D., 1998, *Parasitology*, Champagne-Ardenne University, France

Rizk, Charbel, Ph.D., 1997, *Intelligent Controls*, Florida Atlantic University, USA

Saadeh, Hassaan, Ph.D., 1999, *Finance*, University of Southern California, Los Angeles, USA

Zgheib, Charbel, Ph.D., 2005, *Physics of Condensed Matter*, University of Montpellier 2, France

Lecturers

Chibany, Wissam, M.A., 2001, *TESOL*, Oklahoma City University, USA

Ghaleb, George, M.B.A., 2002, *Management*, Notre Dame University - Louaize, Lebanon

Jabbour, Khayrazad, M.S., 2001, *Computer Engineering*, North Carolina State University, USA

Nasreddine, Jawad, M.A., 1997, *Quantitative Economics*, University of Ottawa, Canada

Instructors

Karam, Mirna, M.A., 2005, *Applied Linguistics*, Notre Dame University - Louaize, Lebanon

Kassamany, Talie, M.B.A., 2002, *Finance*, American University of Beirut, Lebanon

Maroun, Bachir, M.S., 2001, *Computer Science*, Notre Dame University - Louaize, Lebanon

ACADEMIC CALENDAR 2006-2007

FALL SEMESTER 2006

| | | | |
|------------------|--------|---------------------------|---|
| Sep. 20 | W | 11:00a.m. | Orientation for new students from A to G |
| Sep. 21 | Th | 11:00a.m. | Orientation for new students from H to M |
| Sep. 22 | F | | Orientation for new students from N to Z |
| Oct. 2 | M | 11:00a.m. | Orientation for new students from A to L |
| Oct. 3 | T | 11:00a.m. | Orientation for new students from M to Z |
| Oct. 2 - 4 | M - W | 8:00-12:30 / 1:30-4:00 | Registration period |
| Oct. 5 | Th | 7:30a.m. | Classes begin |
| Oct. 9 | M | 8:00-12:30 / 1:30-4:00 | Drop and Add (Classes are in session) |
| Oct. 11 | W | 8:00-12:30 / 1:30-4:00 | Late Registration (Classes are in session) |
| Oct. 20 | F | 3:00p.m. | Opening ceremony for the academic year 2006 - 2007 |
| * Oct.24 - 25 | T - W | | Al-Fitr: holidays |
| Nov. 22 | W | | Independence Day: holiday |
| Dec. 4 | M | 4:00p.m. | Deadline for Spring and Summer 2006 Incomplete Grades |
| Dec. 15-16 | F - S | | Entrance examinations for Spring Semester 2007 |
| Dec. 11-22 | M - F | 8:00a.m.-4:00p.m. | Advising Period for Spring 2007 |
| Dec. 22 | F | 8:00p.m. | Christmas vacation begins |
| * Dec. 31-Jan. 1 | Sun.-M | | Al-Adha: holidays |
| Jan. 3 | W | 7:30 a.m. | Christmas Vacation ends; Classes resume |
| Jan.3-Feb. 2 | W – F | | Application for work study Grant & Sibling Grant. |
| Jan. 6 | Sat | | Epiphany and Armenian Christmas: holiday |
| Jan. 17 | W | | Saint Anthony's Day: holiday |
| *Jan. 20 | Sat | | Moslem New Year: holiday |
| Jan. 25 | Th | 4:00p.m. | Deadline for officially withdrawing from a course |
| Jan. 30 | T | | Ashoura: Holiday |
| Feb. 1 | Th | | Thursday classes do not meet, Tuesday classes meet |
| Feb. 2 | F | | End of classes/Friday classes do not meet: Wednesday classes meet |
| Feb. 5-14 | M - W | 7:45a.m.-9:00p.m. | Final Examinations Period |
| Feb. 9 | F | | St. Maroun's Day: holiday |

SPRING SEMESTER 2007

| | | | |
|----------------|---------|---------------------------|--|
| Feb. 15 | Th | 11:00 a.m. | Orientation for new students |
| Feb. 19 - 21 | M - W | 8:00-12:30 / 1:30-4:00 | Registration period |
| Feb. 22 | Th | 7:30a.m. | Classes begin |
| Feb. 26 | M | 8:00-12:30 / 1:30-4:00 | Drop and Add (Classes are in session) |
| Feb. 28 | W | 8:00-12:30 / 1:30-4:00 | Late Registration (Classes are in session) |
| * March 31 | Sat | | Prophet's Birthday: Holiday |
| Apr. 4 | W | 8:00p.m. | Easter vacation begins (Western & Eastern) |
| Apr. 10 | T | 7:30a.m. | classes resume (Western & Eastern) |
| Apr. 23 | M | 4:00p.m. | Deadline for Fall Semester 2006 Incomplete grades |
| Apr. 30-May 14 | M - M | | Advising Period for Summer and Fall 2007 |
| Apr. 30-Jun.12 | M - T | | Application for work study Grant & Sibling Grant. |
| May 1 | T | | Labor Day: holiday |
| May 11 | F | | Founder's Day (classes are not in session) |
| June 5 | T | 4:00p.m. | Deadline for officially withdrawing from a course |
| June 12 | T | | End of Classes |
| Jun. 13 | W | | Reading day |
| Jun. 14 - 22 | Th - F | 7:45a.m.-9:00p.m. | Final Examinations Period |
| Jun. 22 - 23 | F - Sat | | Entrance examinations for Fall Semester 2007 |

SUMMER SESSION 2007

| | | | |
|--------------|----------|---------------------------|--|
| Jun. 28 - 29 | Th. - F. | 8:00-12:30 / 1:30-4:00 | Registration period |
| July 2 | M | 7:30a.m. | Classes begin |
| July 3 | T | 8:00a.m - 2:00p.m. | Drop and Add (Classes are in session) |
| July 4 | W | 8:00a.m - 2:00p.m. | Late Registration (Classes are in session) |
| Jul. 13 | F | 7:15p.m. | Commencement: Conferring of degrees |
| Aug. 8 | W | 1:30p.m. | Deadline for officially withdrawing from a course |
| Aug. 10 | F | 1:30p.m. | End of classes. |
| Aug. 13 -14 | M - T | 7:45a.m.-9:00p.m. | Final Examinations Period |
| Aug. 15 | W | | Assumption Day: holiday |
| Aug. 17 - 18 | F - S | | Entrance examinations for Fall Semester 2007 |

PROFILE: NOTRE DAME UNIVERSITY- LOUAIZE

LOCATION AND CLIMATE

The Notre Dame University-Louaize Main campus is located in Zouk Mosbeh, a coastal area 15 km north of Beirut. At an altitude of 100 m, the campus overlooks the beautiful bay of Jounieh. It affords easy access to the economic and social life of a growing urban area. Theaters, elegant shops, coastal resorts, all lie within a short driving distance from the University. Also accessible are the Ouyoun As Siman and Fakra winter tourist areas. The climate of Zouk Mosbeh is moderately cold from December to March and moderately hot from June to September. The Fall and Spring seasons are usually sunny and cool. On the average, there are 300 days of sunshine each year, a fact which allows for a variety of outdoor activities.

The NDU North Lebanon Campus is located on the green hills of Barsa, a quiet village in Koura, at an altitude of 100 m. The campus overlooks both the beautiful bay of El Mina-Tripoli, and the high mountains of Ehden and Bcharré. Moreover, it lies within a 10-15 minutes driving distance from Tripoli, Zgharta, Chekka, and other villages in Koura. The clean and quiet environment and the moderate climate add to the charm and attraction of the campus. The campus lies on a piece of land of 50,000 square meters donated by the village of Barsa. The first building of the Barsa Campus, totaling 10,000 squaremeters of floor space, was completed in June 1999.

The NDU Shouf Campus is housed within the premises of St. Abda Monastery in Deir El-Kamar. The monastery, a historic place, is being restored not to its former state but to a standard that would will maintain its traditional and aesthetic appeal. (The campus is expected to accommodate a student population of 3000 or so students.). The visible benefits are everywhere in evidence. Today, rows of oak and pine trees surround the campus. The grassy evergreen slopes are well preserved. Visitors can easily admire the scenic beauty of the place. Beyond the University campus, the surrounding vicinity of Deir El-Kamar harmonizes gracefully with the monastery premises. This historic city is located in the central area of the Shouf region. It is 35 km from Beirut and is just over 900 m above sea level. In general, the region enjoys a moderate climate except for the winter months, when the temperature may drop to 7°C or below.

STATEMENT OF PURPOSE

Notre Dame University-Louaize (NDU) is a Lebanese non-profit Catholic institution of higher education which adopts the American system of education. The mission of the University is one of promoting universally accepted humanistic, ethical and spiritual values, of enhancing intellectual inquiry and intensifying awareness of human integrity and solidarity.

The religious affiliation of the University does not impose any sectarian obligations on faculty members, staff, or students. The cultural and spiritual heritage of the Maronite Order of the Holy Virgin Mary highlights a belief in a unified Lebanon, a belief in education as a means of protection against fanaticism and corruption and a dedication to freedom of thought and expression. The University espouses such values and beliefs irrespective of color, creed, race, or gender and seeks to enhance these values through the liberal education it offers and the career preparation that caters to the real needs of Lebanon and the region.

For the fulfillment of these goals, the University seeks

- to develop the mental, physical and spiritual potential of the student
- to enhance loyalty to the country based on freedom, justice and equality
- to promote a faith in God based on free and responsible choice

NDU PAST, PRESENT AND FUTURE

Notre Dame University-Louaize (NDU) was founded by the Maronite Order of the Holy Virgin Mary, the first western-oriented ecclesiastical order in the Middle East.

Since its foundation in 1695, the Order has been a pioneer in promoting free education. It established its first school in 1696. Its zeal in promoting education and improving the lives of the people it serves prompted it to host the Lebanese Synod of 1736, which set the constitution for Maronite Christians everywhere. The Synod, attended by all the religious and secular leaders of the Maronite community, took very important decisions concerning education. It stressed that education be free and compulsory for boys and girls. The Synod also introduced foreign languages into the educational system in order to promote openness towards foreign cultures.

Continuing in the same tradition, in 1978 the Order started a new venture. Reverend Bechara Rahi (a former member of the Order and now Bishop of Jbeil) founded, in cooperation with Beirut University College, the Louaize College for Higher Education (LCHE).

Later, inspired by a deep apostolic concern and guided by the needs of the community, the Order decided to start a new chapter in its history by founding an independent university. The legal finalization of this project was the promulgation by the President of The Lebanese Republic of the decree number 4116 on August 14, 1987, granting the right to operate an independent university. NDU was thus born.

Along the lines set by the Vatican II Council, the Order decided to call on prominent persons from Lebanese society to oversee the operations of the University. It established the Board of Trustees of NDU to supervise the academic and administrative operations and to help in planning the development of the University.

Since its foundation, NDU has gained for itself an honorable reputation. Existing curricula have been regularly revised and updated to be in line with the most recent developments in the world. Qualified faculty have been recruited. High quality students have come to NDU for learning and NDU graduates are in demand and enjoy good employment conditions.

In 1990, NDU established an Off Campus Program in North Lebanon, at Chekka. In 1999, it moved to a new campus located at Barsa, Koura, now known as North Lebanon Campus (NLC). NLC offers undergraduate programs leading to the bachelor degree in all majors offered at the Main Campus. In October 2001, NLC began offering the MBA program, and the B.E. in Computer and Communication Engineering.

The NDU Shouf Campus may be seen as a recent manifestation of NDU's proposed expansion and growth. After establishing itself as one of the leading universities in Lebanon, NDU's administration, guided by the needs of the Shouf and neighboring communities, decided to start a new chapter in its history by founding a new campus in the Shouf district. This proposal was later approved by the Board of Trustees in its meeting of March 8, 2001.

In October 1992, NDU established graduate programs, recognized by the Lebanese Government, leading to the Master degrees in:

- Computer Science
- Business Administration
- International Affairs and Diplomacy
- English Literature
- Applied Linguistics and TEFL
- Arabic Language and Literature

As of April 1994, NDU established the Faculty of Engineering and Architecture, and on October 5, 1996, the Lebanese Government issued a decree number 9278 granting the official recognition of the programs that lead to the Bachelor of Architecture and the Bachelor of Engineering in Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering.

And as of the spring 2000, NDU established the Faculty of Architecture, Art and Design, and the Faculty of Political Science, Public Administration and Diplomacy. Consequently, the Faculty of Engineering and Architecture simply became the Faculty of Engineering.

NDU is in its final stages of building a new campus that will accommodate 7000 students on a piece of land overlooking the Dog River valley and with a total area of one million square meters (donated by the Order). The total floor space of the campus will amount to 48,000 square-meters. The foundation stone for the new campus was laid on November 19, 1994 and the construction is now in its final phases.

The first phase of the construction project, completed in the summer of 1997, totaling 23,300 square-meters of floor space, accommodates the Administration, the Library, the Computer Center and the Restaurant. It has a surface area of 21,000 square-meters for lecture rooms and laboratories. In the present phase, NDU is building a Student Hall, faculty residences, student dormitories, a church with a capacity of 1,000 persons, a theater (also for 1,000 persons) and parking areas for approximately 1,000 cars.

The third phase will see the completion of the campus facilities which will include a large area for sports activities.

The University is a member of the:

- Action Chrétienne en Orient, *Strasbourg, France.*
- Association of Catholic Colleges and Universities, *Washington D.C., USA.*
- Association of International Educators, *Washington D.C., USA.*
- Association Internationale des Universités, *Paris, France.*
- Comunità delle Università Mediterranée, *Bary, Italy.*
- Council of Independent Colleges, *Washington D.C., USA.*
- Fédération Internationale des Universités Catholiques, *Paris, France.*
- Federation of Arab Universities, *Amman, Jordan.*
- The College Board, USA
- The American Association of Collegiate Registrar's and Admissions Officers (AACRAO)
- The Association of International Education (NAFSA), USA
- The European Association of International Education (EAIE)

In addition, the Faculty of Business Administration and Economics is a member of the European Council for Business Education, *Switzerland.*

CAMPUS MINISTRY

NDU believes that the spiritual dimension of human development should grow together with all other areas of interest to the University environment. It seeks to instill in the University community a deep concern for the rights and dignity of the human person, especially the poor and most vulnerable. It promotes religious awareness in students and faculty members.

The Campus Ministry is staffed by five full-time campus ministers who celebrate masses and religious services daily at convenient hours in the University Chapel, and cater for the religious, personal and moral concerns of the University community.

The Spiritual Family is actively engaged in promoting religious awareness. Throughout the year, it organizes several week-end spiritual retreats conducted by student leaders. It also invites lecturers on spiritual issues, initiates gospel discussions and organizes social activities.

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISORY SERVICES

Coordination of academic advising at NDU is intended to ensure appropriate advising to students. Following admission to the University, students are referred to faculty advisors who assist them in the selection of appropriate courses. The Faculty Advisory Service also helps students take academic decisions based on their abilities, interests and goals, following up their academic progress throughout their university years and helping them, when needed, reconsider their choices of major. Students are encouraged to seek information and assistance from faculty advisors on all matters relating to their educational plans.

THE LIBRARIES

Recognizing that the Library is central to fulfilling the mission of the University, the Notre Dame University-Louaize (NDU) Libraries keep up-to date with the latest publications relevant to the major programs of study through purchases and an active local and international gifts and exchange program. The Libraries welcome and encourage donations and institutional exchanges that support the University's academic programs and the scholarly, teaching, and research interests of the NDU community.

The NDU Libraries consist of the Mariam and Youssef (Main) Library at the Zouk Mosbeh Campus, the NLC Library at the Barsa Campus and the Shouf Library at the Deir el Kamar Campus. The NDU Libraries are also responsible for maintaining and developing the research (non-circulating) collections of the Academy of Marian Studies (AMS) Library and the Lebanese Emigration Research Center (LERC) Library.

The Mariam and Youssef Library provides access to an expanding collection of core reference and circulating materials in print, manuscript, electronic, audio, visual, cartographic, and other appropriate formats. It also provides individual and group study space for more than 300 simultaneous users and a computer technology lab used for instruction and public access to the Libraries electronic resources. The NLC Library and Shouf Library provide access to a core collection of references, circulating materials, periodicals and electronic resources, in addition to providing space for quiet, individual study.

All NDU Libraries collections, including the AMS and LERC collections are searchable via WebView, the NDU Libraries web-enabled online public access catalog (OPAC), which is available from NDU's website (<http://www.ndu.edu.lb>).

NDU Libraries are open to all users, however only NDU faculty, students, staff and alumni are currently granted borrowing privileges. NDU Libraries guests and visitors are allowed to access and use the library's resources within the confines of the library only. NDU Libraries materials may be requested and borrowed from any campus library, regardless of where they are housed.

The NDU Libraries are a founding member of the Lebanese Academic Library Consortium (LALC) with the American University of Beirut Jafet Library, the American University of Beirut Saab Medical Library, the Lebanese American University Libraries and the University of Balamand Library.

The University possesses a valuable collection of manuscripts and unique folio editions relating to Eastern Christianity and its history, kept at the five-century old Louaize

Monastery. The Center for Digitization and Preservation (CDP), established in 2003 and housed at the Mariam and Youssef Library, has digitized all manuscripts owned by the Maronite Mariamite Order in Lebanon and Rome, Italy, in order to preserve these materials and provide access to this unique collection to scholars around the world. Now the CDP is actively digitizing many other collections owned by other institutions and individuals in Lebanon.

DIVISION OF COMPUTING SERVICES

Objectives

The purpose of the University Computing Services is to support the essential educational, research and administrative goals of Notre Dame University through the development and delivery of computing and communication services to the university's faculty, students and staff. The Division of Computing Services is committed to the strategic use of the information technology for the continual improvement of the operation of Notre Dame University.

Equipment and Facilities

The administrative Computer Center is equipped with enterprise servers used for the Registrar, Library and various Business and Administration applications using the latest Data Base technologies.

For academic purposes, SUN and IBM Mini computers, Terminals and X-Stations operating under Unix, are used by Computer Science and Engineering students. A set of servers operating under Unix, control the campus Internet and Intranet networks. In addition, two Novell networks are mainly used for various applications.

All Faculties have active computers running various platforms such as PC/Windows, PC/Linux, Sun/Solaris, and IBM/AIX. Unix workstations and Windows 2000 operating systems have transparent access to the Servers, and to one another through Network File System and Remote File System access.

The Main Campus Intranet is a fully interconnected, multimedia, multi-protocol infrastructure spanning well over 1 km of area networks and over 500 computers on the network. The new network is a routed, full duplex, fiber based, Gigabyte Ethernet backbone with Gigabyte Ethernet (1000 Mbps) links to all the major buildings. Network connection in offices and rooms are at 100 Mbps switched Ethernet.

A PowerPC and Macintosh network is connected to a variety of peripherals, and are available for Visual Arts students including: color laser printers, scanners and plotters.

Special classrooms are linked to the backbone network via communication lines and have local resources to allow the instructor an indoor on-line demonstration with illustrative materials projected during class hours. Students are required to put into practice the theoretical concepts and gain working knowledge during regular laboratory sessions scheduled individually for each course.

FAAD ACADEMIC SUPPORT FACILITIES

FAAD studios are designed to meet the various needs of Architecture, Art and Design programs. The studios are furnished with professional drafting tables and are appropriately equipped to provide support to all Architecture, Design and Fine Art courses.

MAC COMPUTER LABORATORY

Students have access to the up-dated Mac Computer Laboratory and the latest softwares to facilitate their performance. Furthermore, two adjacent special classrooms for Art History and other lectures are available for projection purposes.

PHOTOGRAPHY LABORATORY

The photography Laboratory is a place where Architecture, Design, and Art students as well as other disciplines at NDU learn how to develop, print, and experiment with the techniques of still photography. The Lab is professionally designed and equipped to provide hands-on learning experience and optimal working conditions under the supervision of qualified instructors. The Photography Lab is equipped with up-to-date technology.

THEATER

Present facilities are adequate for the housing of the activities of theater arts students. Also, a state-of-the-art theater is now available for FAAD students.

DOROTHY SALHAB KAZEMI - CERAMIC ATELIER

This Ceramic Atelier is equipped with two kilns and several wheel tables. Students can enjoy manual work with clay (slab, coil building, throwing), and clay enamels powder glazing. The Ceramic Atelier has a terrace with view giving to the pine trees.

METAL AND WOOD WORKSHOP

The metal and wood workshop has the necessary tools that will help Architecture, Interior Design & Visual Arts students in the creative process of their works.

RADIO/TELEVISION STUDIO

The studio provides mass communication students and especially those majoring in Radio and Television with a solid mix of audio and video equipment that will enable them to apply their theoretical knowledge of the field. Under the supervision of qualified instructors and staff members, students have ample opportunities to utilize a variety of equipment including mixing and editing machines , Betacam and SVHS recorders, amplifiers, equalizers, lighting devices, professional cameras and outdoor shooting equipment. The studio has expanded its services to include a separate room well equipped to serve as a model radio station.

In addition to the services rendered to students, the studio also serves the university as a whole. Most university activities such as lectures, seminars, presentations and special celebrations are all recorded on video tape and kept in the studio's archives.

PROJECTION ROOM

The Projection Room is the latest addition to the academic support facilities to be used by mass communication students and students of film and television. Latest TV projector equipment is available along with the necessary equipment for comfortable viewing. This room is also used by NDU's Ciné Club.

SCIENCE LABORATORIES

Science programs are supported by well-equipped physics, chemistry and biology laboratories open to all students. These laboratories are managed by qualified and dedicated staff.

ENGINEERING LABORATORIES

Engineering programs are supported by state-of-the-art laboratories that are open to all engineering students. These laboratories and workshops are managed by qualified and dedicated staff.

STUDENT AFFAIRS OFFICE

The Student Affairs Office at the University is a service-oriented unit. It provides a number of activities and services to complement the academic work of students and help them actualize their full potential. The office creates healthy physical, social, personal, moral and cultural environments to ensure that students can make the most of their university experience.

- Undergraduate Financial Aid
- Clearance - National Social Security Funds
- Health Services
- Student Life Office
- Student facilities Office
- Athletic Services
- Clubs and Societies
- Student Union

UNDERGRADUATE FINANCIAL AID

Objectives

It is the philosophy of Notre Dame University that students should not be denied the opportunity of furthering their university education because of limited financial resources. The Student Financial Aid Program has been developed to meet the goal of this philosophy by providing needy and qualified students with financial aid regardless of color, race, gender, religion, nationality, or political affiliation.

The following is a brief description of the financial aid policy for undergraduate students.

Work-Study Grants (WSG)

The work-study grant is designed to assist full-time students with proven financial need to cover part of the cost of their education. Students who qualify as assistants are assigned to various departments or offices in the University.

The student will have to set a schedule for his working hours. The working hours schedule should not conflict with his/her class schedule and should be signed by the Supervisor and the Financial Aid Officer.

The rate per hour for students on WSG is 4.5% of the actual rate per credit of each major. A student may receive up to 40% of his/her tuition fees through WSG.

Students eligible for a work-study grant will have the added benefit of developing their working skills as well as gaining a deeper sense of personal responsibility and accomplishment.

Eligibility

To be eligible for work-study grant, a student must:

- demonstrate financial need.
- have completed 12 credits at NDU (remedial credits not included).
- have demonstrated academic potential (cumulative GPA, minimum 2.3/4.0)
- be enrolled as a full-time student with a minimum of 12 credits (remedial credits not included) each semester and a minimum of 9 credits during the last semester at NDU. Only Interior and Graphic Design students are eligible for WSG in their last academic year, since they are required to take 10 credits in their last two semesters of enrollment. This must be confirmed by the Chairperson of the Visual Arts Department.

Conditions

Any student who has been accepted for WSG will be covered for a full academic year (exclusive of summer session) unless:

- his /her GPA drops below 2.3/4.0 during the first semester.
- he/she receives a scholarship from another institution exceeding 50% of tuition.
- he/she benefits from the sibling grant or the scholarship.
- he/she registers for less than 12 credits during each semester and less than 9 credits during the last semester at NDU.
- he/she does not fulfill the job requirements assigned by the Financial Aid Officer.
- he/she does not abide by the discipline and rules of the assignment.
- it is revealed later that the information submitted is forged.

Procedures

Undergraduate students may apply for financial aid by filling out an application form which can be obtained from the Financial Aid Office.

Upon taking this application, the student should schedule an interview with the Financial Aid Officer and submit the complete form with the appropriate documents before the official deadline.

Students applying for WSG may receive a home visit from the Financial Aid Officer. After the procedure is completed, the Financial Aid Committee will review each application carefully and give the adequate decision.

Dates and deadlines for obtaining and submitting applications will be posted on the Financial Aid Boards and on the NDU bulletin boards each semester, and scheduled in the academic year calendar.

The applications are to be taken and submitted during the previous semester (e.g., you have to apply in the spring semester to benefit for the next fall semester).

For more information, consult the Financial Aid Officer.

Student Employment

Student employment is only for students who prove to have special skills which cannot be found in any of the students receiving work-study grants. Student Employment is given to full-time students, at the request of Deans of Faculties for academic reasons, and will cover only one semester. Financial Aid Committee will determine the working hours and the hour rates.

Grants

Grant for Excellence

Students demonstrating excellence in sports, artistic, cultural, and social activities and representing the university in national and international contests could benefit from a grant ranging from 10 to 15% of tuition as decided by the Financial Aid Committee upon the recommendation of the Director of the Student Affairs Office.

To be eligible for a sports grant, the student has to:

- Join up a sports team at NDU
- Complete 12 credits at NDU (remedial credits are not included).
- Be enrolled in 12 credits (remedial credits are not included) each semester, and in at least 9 credits during the last semester
- Maintain a minimum cumulative GPA of 2.00

Sibling Grant

A sibling grant is given when two or more brothers and/or sisters are registered at NDU with proven financial need. . If eligible, each sibling may benefit from a discount ranging from 10% to 25%.

To be eligible for a sibling grant, a student must:

Be enrolled as full-time student with a minimum of 12 credits except during the last semester before graduation when the number of credits may drop to 9 credits.

Maintain a minimum cumulative GPA of 2.00.

Be a sophomore, junior, or senior student (Intensive, Freshman, and Masters students are not eligible)

If one of the siblings does not fulfill the above criteria, the other(s) may benefit if his/her sibling is enrolled in 9 credits minimum for the undergraduate students and in 6 credits minimum for the graduate student. Benefiting from the grant depends on the Financial Aid Committee's decision, which will determine the percentage of reduction to be allocated.

Procedure

Siblings wishing to obtain a reduction on their tuition fees are asked to fill a Financial Aid Application, which is to be studied and approved by the Financial Aid Committee.

The Financial Aid application must be submitted along with the required documents within the period given by the Financial Aid office.

The sibling grant is given for one academic year. The students have to renew their application during the spring semester for the next academic year.

Dates and deadlines for obtaining and submitting applications are posted on the Financial Aid boards and on the NDU bulletin board each semester and scheduled in the academic year calendar.

Undergraduate Scholarship

Eligibility

To be eligible the student must

- Have completed 12 credits at NDU (remedial credits are not included).
- Be enrolled in 12 credits (remedial credits are not included) each semester and in a minimum of 9 during the last semester.
- Have demonstrated academic excellence by maintaining a high cumulative GPA (3.40/4.00 and above).

The student shall benefit from the program according to the following scale:

Cumulative GPA from 3.40/4.00 to 3.65/4.00 ----- 25% Scholarship

Cumulative GPA from 3.66/4.00 to 3.79/4.00 ----- 50% Scholarship

Cumulative GPA from 3.80/4.00 to 4.00/4.00 ----- 75% Scholarship

Procedure

If the student fulfills the above criteria, he/she does not have to apply, but will automatically benefit from the discount on his/her tuition fees.

CLEARANCE - NATIONAL SOCIAL SECURITY FUNDS

Old Students

Old students under the age of 30: Sophomores, Juniors, Seniors, MA students, Intensive second year, Foreign students (French, Italian, Belgian, British students only).

Old students,

a. who benefit from any of those governmental health systems:

- صندوق تعاونية موظفي الدولة
- صندوق تعاضد القضاة
- صندوق تعاضد الهيئة التعليمية في الجامعة اللبنانية
- البلديات
- الصندوق الوطني للضمان الاجتماعي

have to:

- Fill the Form B (تصريح استفادة)
- Attach it with an original statement from the local office they (or their parents) belong to (افادة من مركز التبعية الرسمي), which certifies their benefit.
- Present a photocopy of the statement

b. benefit from

انظمة القوى الامنية (الجيش, الامن الداخلي, المن العام, امن الدولة, و الجمارك)

have to:

- Fill the Form B (تصريح استفادة)
- Attach it with two photocopies of their benefit respective card.
- (صورة عن البطاقة الصحية المجددة)

N.B: This procedure is repeated at the beginning of every academic year.

Old students, who stopped benefiting from a governmental health system (mentioned above), while at NDU **have to:**

- Fill the Form A1 (تصريح عن طالب جامعي) and Form A2 (تعهد عدم استفادة)
- Attach it with a photocopy of the family ID (اخراج قيد عائلي) not older than one year.
- Attach a statement certifying that they were benefiting from governmental health system for all their previous academic years.

Old students, who did not benefit from any governmental health system (mentioned above) while at NDU and are enrolled for the second or more consecutive year at NDU, will have to fill the Form C (اعلان عن طالب مسجل). Students will not be able to register if they do not submit the required documents at the Social Security Office at the SAO.

Students can pick up their appropriate forms from the Social Security Office at the SAO or from the Internet (www.ndu.edu.lb).

New students

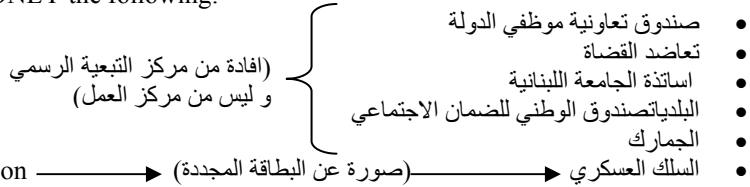
- New students who do not benefit from any governmental health system have to:
 1. Fill the Form A1 (تصريح عن طالب جامعي) and Form A2 (تعهد عدم استفادة)
 2. Attach it with a photocopy of the family ID (اخراج قيد عائلي) not older than one year.
- New students who benefit from any governmental health system have to:

1. Fill the Form B (تصريح استفادة)
2. Attach it with an original statement from the local office you (or your parents) belong to (افادة من مركز التبعية الرسمي), which certifies your benefit.
3. Plus join a photocopy of the statement

Students will not be able to register if they did not submit the required documents, at the Social Security Office - SAO, before the last day of registration.

Students can pick up their appropriate forms from the Social Security Office at the SAO or from the NDU web site (www.ndu.edu.lb).

- On the Form A1, B, and the photocopy of the statement you must write on the top:
 1. Your ID number featuring on your letter of acceptance.
 2. Your actual major.
 3. Your date of birth (D.O.B) according to your ID.
- The **governmental health** systems approved by the National Social Security Fund (NSSF) are ONLY the following:



HEALTH SERVICES

NDU Infirmary

NDU administration will provide all NDU students certain health services at the new NDU infirmary located at the Student Affairs Office in collaboration with “Centre de Biologie Moleculaire et Polyclulaire – BMP” – Adonis:

a. The following exams are obligatory for all new students before registration:

- Count Blood cell
- Blood grouping
- P.P.D.
- Serology HIV
- Hepatitis B
- Hepatitis C
- Chest X-ray

All these exams will be administered at the NDU Infirmary only for the obligatory fee of L.L. 165,000, to be paid in advance at Byblos bank. This fee entails the student to benefit from the services of the infirmary. Any student who is readmitted to NDU after 2 semesters of absentia will have to undergo this procedure.

b. In addition to chest X ray, the NDU infirmary offers radiology x-ray services for emergency fractures. Student shall pay 80 % of the medical expenses upon receiving the services, which is equivalent to what he/she shall claim from the NSSF.

c. The “Centre de Biologie Moleculaire et Polyvalente – BMP” provides technicians to administer the various tests and examinations between 08:00 and 01:00 p.m. daily at the NDU infirmary. These tests and examinations can also be done at the “Centre de Biologie Moleculaire et Polyvalente – BMP” (Autostrade Adonis- Jounieh- Imm. Fransabank) after 10:00 a.m. during working hours.

d. NDU reserves the right to request random blood-tests from any student to test for drug abuse or for any other medical reason.

The university physician is available twice a week from 10:00 to 12:00 pm at the infirmary and is on call for any help and for free consultations 24/24 free of charge.

All students with medical ailments have to contact the NDU physician for validation within 48 hours of the sickness/injury. No medical excuses will be accepted at NDU unless is validated by the NDU physician. The university nurse is available on a daily basis from 8:00 to 4:00 and ready to help regarding any health problem. Serious cases are sent to the nearest hospital.

Counseling Services

These services are available for the NDU community as a whole [students, faculty & staff]; they include:

1. listening and orientation to those who feel the need for this.
2. supporting and accompanying those who suffer a recent or a past trauma that remains painful and handicapping.
3. readapting those who acknowledge their toxicomania, and wish to get over addiction.
4. providing therapy for those who are disturbed by a particular psychic imbalance.
5. helping young people to be more sensitive to channeling their capacity to help others and to be more aware of their potentials and capacities for the better.
6. Helping students run their daily lives more efficiently for a more gratifying style of life.

Insurance Policy

NDU students having an accident when practicing any kind of activity inside or outside the university premises are insured up to \$1000. Students should pass by the infirmary during the daily work hours in order to fill out a declaration form for this.

The accident occurs outside work hours, students should go to the infirmary at a later date to complete the procedure.

This insurance service is given in addition to the NSSF coverage.

For more information please contact

Ext: 2049 or pass by the infirmary.

STUDENT LIFE OFFICE:

- Absences
- International Student Service
- Lost and Found

Attendance Policy

Students should attend all classes and laboratory sessions on time. Absences, whether authorized or not, even if below the maximum number (specified below), may alter one's grade substantially. The SAO alone authorizes absences. No absence absolves a student from responsibility regarding the material presented during his/her absence. **The maximum number of absences permitted from classes that meet on MWF is six**; the maximum number of absences permitted from classes that meet on TTH and in the summer is four. Any student whose absences exceed the maximum limit shall automatically be considered as having failed the course unless the student withdraws.

Students who miss classes or exams should contact the University physician Dr. Elias Chemaly within 48 hours of their sickness. The NDU physician should examine each student before deciding whether a medical report should be given or not. The Student Affairs Office will not issue any excuse without the approval of the NDU physician.

Dr. Elias Chemaly M.D. (Tel. # 03.725559) is available from 10:00 am until 12:00 pm at the infirmary, SAO.

The SAO alone authorizes absences. No absence absolves a student from responsibility regarding the material presented during his/her maximum absence.

International Student Service

The International Student Service provides support for international students at NDU and assistance in whatever they may need. It also helps them to integrate into the NDU community at large and specifically with other students. International Students are urged to pass by the Student Affairs Office upon arrival and on a regular basis.

NDU Students Ambassador Program: Interested NDU student volunteers are matched with international students on campus to help the newcomers adjust to the new culture. Please do not hesitate to pass by the Student Life Office.

Lost and found

Lost and found services are operated from the Student Affairs Office. Articles found are to be turned in to the SAO. Persons looking for lost items may inquire at the office. To claim an item, the person must clearly identify it or call ext:2045. To help in recovering lost or stolen items, it is suggested that students put their names on their valuables. Items not claimed after sixty days will be considered abandoned.

STUDENT FACILITIES OFFICE

- ID
- Campus Parking
- Student Housing

ID

The Campus Identification Card (ID) provides access to a variety of facilities at the University and it must be carried at all times. It is required for all staff, administrators, faculty, and currently enrolled students at the University. The ID card is the property of Notre Dame University; it must be presented upon the request of an appropriate University official, and may be revoked at any time by the University.

Cardholders may use the card to access various privileges throughout the University community such as the parking, computing services, access to buildings and dormitories, use of the University Library, etc.

Campus Parking

Parking permits are obtained from the Parking Office only (SAO Level). All vehicles are subject to university parking regulations while on campus. Any vehicle parked in violation of parking regulations is subject to being removed and impound at the owner expense. The university assumes no responsibility for damage or loss of private property.

Student Housing

The Girls' Residence

The current residence hosts around 50 girls on campus.

The Boys' Residence

It is comprised of 3 floors and a ground floor.

Arrangements for on-campus housing are made through the Student Facilities Office at the SAO. Students are asked to pass by the SAO with their parents to visit the Dorms to be informed about the rules and regulations, and to reserve a room. Dorms' charges appear on the statement of fees issued to the student by the Business Office.

Provision is underway to host more than 400 students in the new dormitory complex on campus.

The fees per student, per month are for the academic year 2006-2007 :

Girls Dorms

- Single room: \$200
- Double room: \$150

Boys Dorms

- Single room: \$160
- Double room: \$80

Dorms fees are subject to change.

ATHLETIC SERVICES

Athletics programs are designed to give students the opportunity to fully develop their physical potential and engage in sport for fun, for health or for competition.

NDU Sports Office provides a wide range of sport activities: Basketball, Volleyball, Judo, Taekwondo, Aikido, Physical Fitness, Body Building, Tennis, Swimming, Soccer, Handball, Rugby, Track and Field, Water-Polo, Table Tennis, Chess, etc.

NDU's athletic teams are trained by qualified instructors and have been participating in local, regional and overseas tournaments bringing honorable credits to themselves and to the University.

New sport facilities such as Tennis courts, a multipurpose hall for Martial Arts, Bodybuilding and Dancing will be open soon.

More information is available at www.ndusports.com

CLUBS AND SOCIETIES

Student Activities Office

One way for students to be more involved in Life on Campus is through participation in extra curricular activities by being active members in clubs and societies. For a club to be recognized, its purpose must be consistent with the stated objectives and goals of the University and must have a full-time faculty member as an advisor.

The following student clubs and societies have been established for the academic year 2006-2007 to provide recreational and co-curricular activities:

Clubs

Accounting: Provide members with opportunities for academic, personal and professional development so they may contribute effectively and ethically to society and its organizations.

Advertising: Promote advertising and marketing in Lebanon and educate students on the ethics of advertising.

Architecture: Help students by giving conferences and workshops to familiarize them more with the field.

Art & Cultural: Promote knowledge of democracy and social integration through organizing conferences and teaching the art of dialogue.

Astronomy: Introduce students to the basic astronomy rules, such as, how to locate stars, planets, to create a group of amateur astronomers, and interact with other astronomers in Lebanon.

Camping: Getting closer to nature, discovering Lebanon and its magnificent scenery through respecting the ecosystem and helping to protect it, and organizing different outdoor activities.

Computer Science: Organizing Seminars and Lectures in the field to keep the students informed and updated on all new technologies.

Debate: Provide academic and social assistance to students to help create a better campus environment. Debate controversial issues relevant to society.

Discovery: A combination of Educational, Social and cultural activities. Activities will help the students discover various aspects of life in Lebanon.

Economics: Providing job opportunities for Economics undergraduates and informing the students about major economic opportunities and problems through conferences.

Entertainment: Doing lots of creative, artistic, musical activities for students, and the discovery of talented students.

First Aid: Promote awareness regarding First Aid techniques and procedures and offering the First Aid course to all interested students.

Hospitality and Tourism (HTC): Help students become more acquainted with the hospitality industry and promote awareness of the importance of Tourism.

International Relations (CIR): Provide academic assistance to students. Inform students about politics and how to discuss political issues objectively.

Leaders: Giving students some ideas about leadership and how to become leaders through conferences and workshops.

Music: Establishing the Music Room on campus. Performing live on campus and in collaboration with other universities. Encouraging different styles of music and discovering new talents.

Pioneer: Introducing Lebanon as one of the greatest nations by bringing to light great thinkers and their achievements, doing research on the Lebanese culture.

Radio/TV and Film: Establishing an artistic environment in the studio, building a team work spirit for the Radio TV students. Helping new students integrate quickly in the system.

Sartarabad: Introduce Armenian culture and heritage to students. Doing conferences for different historical commemorations.

Social: Doing fun activities on campus to enhance social life and interaction between students.

Societies

American Society for Heating, Refrigerating and Air-Conditioning Engineering (ASHRAE): Encouraging scientific research, providing guidance to the students in the field and continuing the education of members.

American Society of Mechanical Engineers (ASME): Doing presentations and conferences and academic trips and showing academic videos to help all members advance.

Civil Engineers (SCE): Introduction to civil work, site visits. Doing conferences and software sessions.

.NET: Create a bridge between the students and Microsoft company. Promoting Microsoft products. Providing internships for the Computer Science and Engineering students with Microsoft partners.

Institute of Electrical and Electronical Engineers (IEEE): To promote the use of engineering and technology in an ethical way in the society.

Skiing: Providing members with valuable discounts especially on the slopes. Organizing activities to promote socializing of students.

Other than the club activities, the office coordinates all activities involving students to be done on campus.

Student Union

The student union is the elected body representing students. It assists clubs and societies in the University in their extra-curricular activities that enhance the quality of education and student life in a way that increases student awareness about their rights and obligations, bearing in mind that the responsibilities of the Student Union toward the Administration, Faculty and student body are imperative.

RESEARCH AND DEVELOPMENT

The Office of Research and Development

This office coordinates and supervises all activities related to research projects and development endeavors. It issues calls for research proposals for evaluation and follow-up. It carries a plan for book publications covering old manuscripts and contemporary writings in the different disciplines related to the programs offered by the University. It has established the archives of research projects and seminar or conference presentations locally and overseas, prepared by NDU faculty and staff members. The Office coordinates with the following Research Centers, and offices namely:

Center for Applied Research in Education (CARE)

The Center was established on October 1st, 2006. The CARE objectives are: to promote multi-disciplinary research in education; to establish and utilize personal contacts with international academic institutions; to conduct analytical studies on curricula development and policy-making studies in higher educational institutions in Lebanon and Arab countries; to organize academic international conferences in the Arab countries; in order to promote excellence in education.

Center for Digitization and Preservation (CDP)

Eastern Christian literature is receiving growing attention in the West. The Digital Preservation Project allows documents to be captured on a computer hard disk, and used clearly and easily by scholars and researchers. Archivists ensure that the collection is properly catalogued, conserved and periodically migrated to newer media.

Lebanese Center for Societal Research (LCSR)

The University established a center for research, studies and documentation in the framework of a university research policy that aimed at developing the role of scientific research in the treatment of social, economic, political, educational, ethnical and human issues in society and, further, at activating the contribution of spiritual and civil institutions in this treatment.

Lebanese Emigration Research Center (LERC)

The political, economic and social conditions in Lebanon and the Middle East were direct reasons for increasing the Lebanese Emigration. However, little is known about it and its impact on the Lebanese social, political, economic and cultural structures. Lebanon feels the basic and immediate need for research studies on the subject, where the LERC can play a significant role in collecting information and conducting the necessary and proper research on this vital issue to Lebanon.

The Center for Marian Studies (MSC)

Was established by NDU to act as a center for the “International Pontifical Marian Academy” in Lebanon and the Middle East. The Center was officially inaugurated in November 2003, and was baptized as The Center for Marian Studies.

Water, Energy and Environment Research Center (WEERC)

The WEERC aimed at investigating water energy resources, and the state of the environment in Lebanon and the MENA region under its multi-facial aspect. The role of the Center is to develop appropriate strategies and provide training for the proper optimization and integrated management of water and energy use for a prosperous environment.

NDU Press

Three major steps have been taken by NDU Press to revive book-publishing activities on a professional level:

- all published books, as of October 2000, carry an ISBN number, which ensures recognition for NDU Press in Lebanon, Europe and the USA as a professional university publishing house.
- all books are reviewed with a recommendation to the President before a final decision for publication is made. Specialized scholars are consulted to support such recommendations and decisions.
- an agreement with a distribution agency has been worked out by which all books by NDU Press are distributed to major bookshops in Lebanon and overseas.

American Friends of NDU (AFNDU)

The development responsibilities are to keep strong relationships with the NDU-USA Organization established in February 2001 with three Chapters: Washington DC, Detroit and Connecticut.

The objectives of the *American Friends Association* are:

1. to establish a strong cultural link in order to bind together graduates, friends, former students, and former faculty and staff of NDU residing the USA; share, cherish, and promote the educational values and goals of NDU.
2. to build relationships with the American/Lebanese communities.
3. to establish exchange programs with American Universities and other institutions of higher education.
4. to seek the cooperation of public libraries, university libraries and university press offices for exchanges of publications with NDU.
5. to create direct relations with American Publishers especially for textbook orders and library references.
6. to provide financial assistance.

International Academic Affairs

This office initiates contacts with different international institutions of higher education for possible academic affiliations, and for possible programs, faculty, research and student exchanges. Once an agreement is signed with an overseas university the office assists the VPAA and the concerned Deans to initiate academic and research cooperation and exchange programs.

PUBLIC RELATIONS OFFICE

The Public Relations Office of Notre Dame University represents and communicates on behalf of the University, its campuses and centers, staff, students, programs and policies. The office provides strategic communications consultation, media relations' efforts and event-planning services University-wide. The office develops communications strategies, identifies emerging issues, and works proactively with the media outlets.

The department has good contacts with local media and writes and distributes new releases and statements, generates ideas for media and organizes press events and conferences to promote a positive image of the Trust.

The office also plays major role in Trust Communications, both internally to staff and externally to public and private sectors. The department is a key link with other Organizations and Public Institutions.

University Relations' writers/editors provide departmental newsletters and program brochures, special events, promotional materials (programs, fliers, posters and invitations) and handbooks.

The department develops and distributes the University's approaches in consultation with the Office of the President.

Press Office

The purpose of the Press Office is to publicize NDU achievements, activities and progress, and to ensure proper coverage of relevant issues in the press.

Placement Office

The Placement Office is an integral part of the Public Relations Office, supervised by the Director General of the Public Relations and entrusted to a placement officer.

This office provides employment opportunities for NDU graduates and other services for students, which include part-time jobs and guidelines for job search.

It arranges human potential seminars for prospective employers, schedules on-campus job interviews, and organizes an annual Job Fair.

Internship section

Internship provides students with practical experience in their major before graduation. For, this purpose, the Internship Office is building a contact database with leading reputable institutions, companies, embassies, banks, etc.

The internships offered are intended to provide real-life experience that compliments the material taught in the classroom. Personal and professional growth is fostered through the proper balance of guidance and independence and the acceptance of responsibility.

Moreover, internship creates advantages for both the employer and the student. The staff of the employing company will appreciate the student's contribution to the quality of services provided. The student, on the other hand, will benefit from the unique opportunity to gain invaluable experience and knowledge in his/her field of interest and to develop and demonstrate leadership.

The internship will frequently open the door to future employment and will solidify career plans; and in certain cases it may prompt students to consider other career options.

ALUMNI AFFAIRS OFFICE

Graduation from Notre Dame University is NOT the end of the student's affiliation with the University. Instead, it is the beginning of a new phase of the relationship with the University. The Alumni Affairs Office (AAO) is responsible for maintaining the links of alumni with the University.

The **Mission of the Alumni Affairs Office** may be identified as:

- Serve the needs of Alumni.
- Foster close relations between the University and its Alumni.
- Maintain an alumni database system as the mailing list for "NDU Alumni"
- Coordinate with NDU Alumni Association.
- Organize professional, cultural, networking and social activities for NDU Alumni.
- Communicate Alumni views, needs and interests back to the University.
- Expand Alumni participation in publicizing the strengths of NDU to the World at large.

The Alumni Affairs Office serves as a focal point for all alumni activities and communications. The Office then will assist in planning or sponsoring alumni activities such as Campus Tour, Alumni Magazine, Alumni Annual Awards, Fundraising, Mentor Program, Class reunions, Alumni Day, Alumni House, Alumni Exhibitions, Career Counseling, ect.

NDU ALUMNI ASSOCIATION

It is an association established in 1992, by a group of graduates who wanted to remain connected to and involved with their alma mater, with the aim of reuniting all graduates of NDU under a common goal: Commitment, Unity and Prosperity to both Notre Dame University and the welfare of its graduates.

Through its various chapters and in cooperation with NDU Alumni Affairs Office, the association seeks to provide alumni with a lasting bond to the University.

DIVISION OF CONTINUING EDUCATION

The Division of Continuing Education provides learning opportunities for individuals and groups who want to develop their knowledge and skills without enrolling in regular academic programs.

It provides self-development courses in modern languages, business administration, computer applications, hotel management skills, and various artistic topics and opportunities for professional development. The DCE offers certificates to candidates who follow a number of specified courses in a particular field.

The courses given by the DCE are usually in the late afternoon (between 4 and 9 o'clock) and they continue for a period of six weeks.

ADMISSIONS OFFICE

Notre Dame University-Louaize (NDU) is a Lebanese non-profit Catholic institution of higher education that adopts the American educational system. NDU stresses on the cultural and spiritual heritage of the Maronite Order of The Holy Virgin Mary, founded in 1695, a pioneer in freedom of thought and in education as a means of promoting human dignity. The religious affiliation of the University does not entail any sectarian obligations: applicants are granted equal opportunity irrespective of color, religion, gender, creed, disability or national origin. **The Admissions Office aims at enhancing the universal image of NDU by promoting its academic and administrative facets and recruiting students from local, regional and international provenance in order to compose a rich human spectrum and enable all to explore the horizons of positive plurality.** The seven Faculties with their programs of study are presently attracting students from over 40 countries worldwide and are catering for the market's demand of Lebanon and its surrounding region.

UNDERGRADUATE ADMISSION

Applications may be downloaded from the NDU Home Page (www.ndu.edu.lb). Applicants must complete the application form and return it with a non-refundable fee of 100,000 L.L. to the Admissions Office. NDU Examination fees are 150,000L.L..[75,000L.L. (English); 75,000L.L. (others)].

The following documents must be submitted with each application form:

- A Secondary School Record and a Letter of Conduct from the School Principal.
- A Letter of Recommendation from the Principal or Faculty.
- A photocopy of the Identity Card or Passport
- Two recent passport-size photos.
- Certified copies of all official certificates or diplomas.
- Scores of exams taken outside NDU (TOEFL, SAT I and SAT II); SAT I & SAT II are required for Freshman Applicants.
- Freshman Applicants must submit an attestation from the School that they have completed and passed their High School requirements and submit a written authorization from the Equivalence Committee.

Documents must be original. All documents submitted to complete a file become the property of NDU. Whether accepted or rejected, applicants may not claim any of the documents.

The following table identifies the deadlines for submitting applications and exam dates. These dates will change according to the calendar year; however, they will always fall on a consecutive Friday and Saturday.

| Semester | Application Deadline | Examination Dates |
|-----------------------|-----------------------|------------------------|
| Spring Semester, 2007 | November 1-30, 2006 | December 16 & 17, 2006 |
| Fall Semester, 2007 | May 1-June 1, 2007 | June 22 & 23, 2006 |
| Fall Semester, 2007 | July 2-August 1, 2007 | August 17 & 18, 2007 |

Applicants may check their status on the website; however, it is not final until the applicant receives the letter from the Admissions Office. In addition, all documents for registration procedure will be distributed; these include method of payment from the Business Office, social security clearance and medical exams from the Student Affairs Office.

FRESHMAN ADMISSION REQUIREMENTS

Non-Lebanese or students who have followed a High School program for at least three years may apply to the Freshman Class and should hold a secondary school certificate (Grade 12) recognized by the Lebanese Ministry of Education. Applicants to the Freshman Class are required to take both the Scholastic Aptitude Tests SAT I & SAT II prior to registration as required by the Lebanese Ministry of Education for the equivalence of the Baccalaureate Part II. These tests will be specified according to either the Freshman Sciences or Arts stream. SAT I includes Verbal Reasoning, Mathematical Reasoning and Writing. SAT II (Arts) includes Math 1C plus two SAT II Subject Tests. SAT II (Sciences) includes Math 2C plus two of the following science subjects (Biology, Chemistry, Physics). The minimum combined SAT I & SAT II score for Arts is 2750 and for Sciences is 2850.

In addition to the SAT I & SAT II, applicants must sit for either the EET (NDU English Entrance Test) or the TOEFL (Amideast).

Moreover, applicants to the Freshman Class must obtain a written authorization from the Equivalence Committee of the Lebanese Ministry of Education. This permission will allow students to pursue their higher education on the basis of a foreign program.

Note: Freshman students must successfully complete at least 30 credits in order to receive an equivalence. Students may not be promoted to a Sophomore or any other class before they complete all Freshman requirements.

SOPHOMORE AND FIRST YEAR ADMISSION REQUIREMENTS

Applicants must hold the Lebanese Baccalaureate Part II or its equivalent, as determined by the Lebanese Ministry of Education, to be eligible for the Sophomore or First Year Class. The nature of the Lebanese Baccalaureate Part II (General Sciences, Literature and Humanities, Social Sciences and Economics, Life Sciences) must correspond to the requirements of the desired program of study of the respective Faculties at NDU.

TRANSFER ADMISSION REQUIREMENTS

Applicants who have completed at least 12 credits at the Sophomore level and/or First Year level outside NDU with a cumulative GPA of at least 2.0/4.0 beyond their secondary school education, and have been accepted by NDU's Admissions Office to register for a full-time load during the Fall or Spring semester, are considered transfer students. Courses earned at other institutions recognized by NDU and graded C or higher and correspond to courses offered at NDU are transferable.

Only courses completed at NDU will be computed in the student's GPA. Transfer students to the FAAD (excluding BA in Graphic Design) and FE are required to complete at least 45 credits at NDU with a cumulative GPA of 2.0/4.0 and must meet all other graduation requirements for that degree. Transfer students to the FBAE, FH, FNAS and FPSPAD are required to complete at least 30 credits at NDU with a cumulative GPA of 2.0/4.0 and must meet all other graduation requirements for that degree.

Transfer applicants must submit official transcripts of records as well as a catalog from the previous college or university along with an application for admission to NDU. The conditions for acceptance are specified by the University Admissions Committee and applicants will be notified prior to registration.

ADMISSION REQUIREMENTS FOR FOREIGN STUDENTS

Foreign applicants must complete an application form and submit it, with the appropriate documents, to the Admissions Office. The form can be downloaded from the home page (www.ndu.edu.lb). Foreign students must fulfill requirements specified by the Admissions Office in accordance with the rules and regulations set by The Ministry of Education.

ADMISSION REQUIREMENTS FOR SPECIAL STUDENTS

Students who are not working toward a Degree are considered Special Students. Applicants must complete an application form and submit it, with the appropriate documents to the Admissions Office. Admission requirements for such applicants are the English Entrance Test (EET) if they are from non- English institutions and the Baccalaureate Part II or its equivalence. The Admissions Committee will study any other special case. Special status is granted for one academic semester. Thereafter, if a student petitions for 'Regular Student Status', he/she must fulfill all admission requirements including the respective faculty entrance exam and consequently, the procedure for new applicants is implemented.

ADMISSION REQUIREMENTS FOR AUDITORS

Students applying as Auditors are not entitled to a degree or credits or grades for the courses that they attend. An application form must be completed and submitted to the admissions office with the appropriate documents. Admission requirements for such applicants are the English Entrance Test (EET) if they are from non- English institutions. In general, applicants should be University level students; otherwise, files are considered on an individual basis.

ADMISSION REQUIREMENTS FOR A SECOND DEGREE

Students who already have a University Degree can apply for a Second Degree. The number of credits required for graduation will be determined by the concerned Faculty. however, minimum residency requirements are 30 credits.

ADMISSION REQUIREMENTS FOR TEACHING DIPLOMA/CERTIFICATE

Applicants who hold a Bachelor Degree can apply for the Teaching Diploma in the same area of specialization. Applicants who have the Baccalaureate Part II or a Bachelor Degree in a different area of specialization may apply for a Teaching Certificate. Applicants who have been out of school for five years or more are required to sit for a Faculty Entrance Test that will be specified by the concerned faculty.

ADMISSION REQUIREMENTS FOR SUMMER ARABIC PROGRAM

Anyone who is interested in attending the Summer Arabic Program that NDU offers must submit both an Undergraduate or Graduate Application Form (downloaded from www.ndu.edu.lb under Admissions Office) and the Application Form as it appears in the Summer Arabic Program brochure. In addition, an official transcript of the most recent academic year is required. The questionnaire of purpose (from brochure) must be completed and submitted with a recommendation from an Arabic language teacher (where applicable). A writing sample from an Arabic course, test or homework is also necessary. The non-refundable application fee is US\$30 (check or money order made to Notre Dame University, Lebanon).

ADMISSION REQUIREMENTS FOR UNIVERSITY EMPLOYEES

Notre Dame University employees who request admission to a program of study must meet the minimum admission requirements of the respective Faculty. Accordingly, entrance tests, interviews and recommendations shall be left to the discretion of the concerned Faculty. However, employees are considered regular applicants and must abide by the University policy; the Director of Admissions will issue a letter of admission to identify the academic status of the applicant.

ENGLISH ENTRANCE TEST

Notre Dame University recognizes one of the following English Entrance Tests:
EET (English Entrance Test) structured and administered by NDU.

OR

TOEFL (Test of English as Foreign Language) administered by Amideast.

A student has to pass the EET with a minimum score of 700 in order to be exempt from remedial English courses, and a minimum score of 400 in order to be accepted with remedial English courses. Below is the list of these required remedial courses.

| Score | Remedial English Courses |
|---------|-----------------------------|
| 400-499 | ENL 002 (Intensive English) |
| 500-599 | ENL 105/107 or 109/110 |
| 600-699 | ENL 107 or 110 |

A student has to pass the TOEFL with a minimum score of 250 (computer-based) or 600 (paper-based) or 100 (internet-based) in order to be exempt from remedial English courses, and a minimum score of 213 (computer-based) or 550 (paper-based) or [79-80] (internet-based) in order to be accepted with remedial English courses. Students with a score of 213-249 (computer-based) or 550-599 (paper-based) or [79-80]-99 (internet-based) are required to pass a placement test, administered by NDU, which will decide which remedial English courses are to be given to the student. Below is the list of these required remedial courses.

| Score | Remedial English Courses |
|---------|--------------------------|
| 500-599 | ENL 105/107 or 109/110 |
| 600-699 | ENL 107 or 110 |

FACULTY ADMISSION REQUIREMENTS

Faculty of Architecture, Art and Design (FAAD)

Applicants must pass The Lebanese Baccalaureate Part II (Any Strand) or its equivalent as identified by The Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or TOEFL and a Mathematics Test.

Only those applicants (General Sciences or Life Sciences) who score an overall average of at least 14/20 on The Official Baccalaureate Exam are exempt from the Mathematics Test.

Faculty of Business Administration and Economics (FBAE)

Applicants must pass The Lebanese Baccalaureate Part II (Any Strand) or its equivalent as identified by The Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or TOEFL and a Mathematics Test.

Only those applicants (General Sciences or Life Sciences) who score an overall average of at least 14/20 on The Official Baccalaureate Exam are exempt from the Mathematics Test.

Faculty of Engineering (FE)

Applicants must pass The Lebanese Baccalaureate Part II (General Sciences or Life Sciences) or its equivalent as identified by The Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or TOEFL, Mathematics Test, Chemistry Test and Physics Test.

Only those applicants who score an overall average of at least 14/20 on The Official Baccalaureate Exam are exempt from the Mathematics, Chemistry and Physics Tests.

Faculty of Humanities (FH)

Applicants must pass The Lebanese Baccalaureate Part II (Any Strand) or its equivalent as identified by The Lebanese Ministry of Education. They are required to sit for an English Entrance Exam (EET or TOEFL) and a Mathematics Test where required.

Applicants who score an overall average of at least 14/20 on The official Baccalaureate Exam are exempt from the Mathematics Test.

Applicants to the Department of Mass Communication, exclusive of Journalism and Radio/TV, are required to sit for a Mathematics Test.

Applicants for the degrees of Bachelor of Arts in Journalism; Bachelor of Arts in Radio/TV; Bachelor of Arts in Arabic Language and Literature are also required to sit for an additional placement test in Arabic. Moreover, Translation and Interpretership applicants are required to sit for placement tests in Arabic and French.

Faculty of Natural and Applied Sciences (FNAS)

Applicants to the FNAS majors in Biology, Nutrition & Dietetics, Environmental Sciences, Medical Lab Technology and Business Computing must have passed the Lebanese Baccalaureate Part II in any strand (or its equivalent) as identified by the Lebanese Ministry of Education. Applicants for the remaining majors offered by the FNAS must have passed the Lebanese Baccalaureate Part II in one of the strands of General Sciences, Life Sciences or Social Sciences & Economics (or its equivalent) as identified by the Lebanese Ministry of Education.

In general, applicants to all FNAS majors are required to sit for the English Entrance Test (or for the TOEFL) as well as for the Mathematics Test. Applicants for Science majors are additionally required to sit for a Science Test in two out of the following three topics: Biology, Chemistry, and Physics. The determination of the required tests depends on the majors chosen according to the following table:

| Major Chosen | Test Required | Physics | Chemistry | Biology |
|--|----------------------|---------|-----------|---------|
| Mathematics or Computer Science ¹ | | No | No | No |
| Physics (BS in Physics) | | Yes | Yes | No |
| Biology (BS in Biology) | | No | Yes | Yes |
| Environmental Sciences (BS in Env. Sc.) | | No | Yes | Yes |
| Medical Laboratory Technology (BS in Med. Lab.Tech.) | | No | Yes | Yes |
| Nutrition & Dietetics | | No | Yes | Yes |
| Chemistry (BS in Chemistry) | | Yes | Yes | No |

Applicants to FNAS majors with an overall average of at least 14/20 on the Official Baccalaureate Exam are exempt from the Mathematics and Science Tests.

Faculty of Nursing (FN)

Applicants to the FN must have passed the Lebanese Baccalaureate Part II in any strand (or its equivalent) as identified by the Lebanese Ministry of Education. They are additionally required to sit for the English Entrance Test (or the TOEFL).

Faculty of Political Science, Public Administration and Diplomacy (FPSPAD)

Applicants must pass The Lebanese Baccalaureate Part II (Any Strand) or its equivalent as identified by The Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or TOEFL.

Possible Set of Remedial Courses for all Faculties

Remedial courses in English and Mathematics are given to all students who have passed the English and Mathematics entrance tests with a minimum score that enables them to be accepted at NDU but does not correspond to a Sophomore standard.

¹ BS in Computer Science, Computer Science (CIS), Actuarial Science & Insurance, Mathematics, Applied Statistics, Business Computing, Geographic Information Systems and Computer Graphics and Animation

If the student sits for an EET, remedial English courses will be given to him/her according to his/her respective EET grade scales as follows:

| Score | Remedial English Courses |
|--------------|---------------------------------|
| 400-499 | ENL 002 (Intensive English) |
| 500-599 | ENL 105/107 or 109/110 |
| 600-699 | ENL 107 or 110 |

Remedial courses in Mathematics will be given to all students who score a minimum, yet insufficient grade in the Mathematics Test. The following table gives, with respect to all relevant majors offered by the various NDU faculties, the possible sequences of required remedial Math courses as well as, if any, the minimum passing grade in each:

| Faculty | Majors | Possible Set of Remedial Math Courses | Minimum Passing Grade for Math Remedial Courses |
|---------------------------------------|-----------------------------|--|---|
| Natural and Applied Sciences | Business Computing | MAT 100, 105; or MAT 105 | C (all courses) |
| Natural and Applied Sciences | Computer Science | MAT 100, 111, 112; or MAT 111, 112; or MAT 112 | C (all courses) |
| Natural and Applied Sciences | Other majors | MAT 111, 112; or MAT 112 | C (all courses) |
| Engineering | All majors | MAT 111, 112; or MAT 112 | C (all courses) |
| Humanities | All majors requiring a Math | MAT 100 | D |
| Business Administration And Economics | All majors | MAT 100, 105; or MAT 100, 105; or MAT 105 | C (all courses) (but D in MAT 105 for students majoring in Hospitality and Tourism Management) |
| Architecture, Art and Design | Architecture | MAT 100, 111, 112; or MAT 111, 112; or MAT 112 | D |
| Architecture, Art and Design | Art and Design, Music | MAT 100 | D |

GRADUATE ADMISSION

STATEMENT OF PURPOSE

The Graduate Studies Program at NDU aims to promote humanitarian, ethical and spiritual values, to enhance intellectual inquiry and to intensify the awareness of human integrity and solidarity. In addition, the Program seeks to develop the mental, physical and spiritual potential of its student body. NDU also seeks to enhance these values through the liberal education it offers and the career preparation that caters to the real needs of Lebanon and the region.

Admission Procedures

To be eligible for admission to a graduate program, an applicant must hold a Bachelor degree or its equivalent from an accredited institution of higher education preceded by a secondary school certificate recognized by the Lebanese Ministry of Education as equivalent to the Lebanese Baccalaureate Part II.

Admission to a graduate program at NDU is made on a semester basis according to the following table:

| Semester | Application Deadline |
|-----------------|----------------------|
| Fall Semester | May 1-31 & July 2-31 |
| Spring Semester | November 1-30 |

Only complete files will be studied. Applications submitted beyond these dates can only be taken into consideration after the approval of the Dean of the concerned faculty.

Applications for Graduate Admission are available in the Admissions Office; they may also be downloaded from the NDU Home Page (www.ndu.edu.lb). The application should include the required documents indicated on the form with a non-refundable fee of 150,000 LL and submitted to the Admissions Office. Admission requirements to graduate study are established and monitored by the concerned departments and faculties.

The Admissions Office will process applications, review credentials and issue letters of notification. The Admissions Office informs applicants in writing as soon as final action is taken. Applicants may check their admission status on the website; the status is not final until the applicant receives the letter from the Admissions Office.

Required Documents

Applicants whose undergraduate degree is from NDU must submit:

- A graduate application form
- A copy of the Bachelor degree
- An official transcript of their undergraduate record
- Two recent photographs
- Other reference letters as required by concerned faculties

Applicants from NDU are not required to take an English Test. Applicants who must sit for the EET at NDU must abide by the Examination Dates as they are specified for Undergraduate Applicants in The Admissions Guide.

Applicants whose undergraduate degree is not from NDU should submit the following documents:

- A graduate application form

- A copy of the Bachelor degree or its equivalent certified from the Ministry of Higher Education
- Official transcript(s) of records from the University (ies) attended during the last three years, and the corresponding course descriptions
- Copy of the secondary school certificate or official equivalence
- Two recent photographs
- Two letters of recommendation

English is the medium of instruction at NDU; applicants for graduate study should be able to demonstrate proficiency in the English language. Applicants from institutions where English is not the language of instruction will be required to sit for either the NDU English Entrance Test (EET) or the Test of English As a Foreign Language (TOEFL); the minimum score of either must be 600.

All documents become part of the permanent records of NDU and will not be returned.

Other Requirements

Individual Faculties retain the right to request further requirements for admission to graduate programs such as the Graduate Management Admission Test (GMAT) and the Graduate Record Examination (GRE). Other requirements may include recommendations from employer(s), auditions, interviews, and samples of the student's work or personal statements. These other admission requirements will be stated in the letters of conditional admission authorized by the concerned Faculty.

TYPES OF ADMISSION

Regular Admission

Regular Admission is granted to those applicants who have fulfilled all the undergraduate admission requirements. The minimum required cumulative Grade Point Average (GPA) is 3.0/4.0.

Conditional Admission

Applicants whose cumulative GPA at the undergraduate level ranges between 2.7/4.0 and 2.99/4.0 may be considered for conditional admission; this is determined by the concerned Faculties. Applicants must maintain a level of academic excellence expected of all graduate students and meet the graduate admission requirements. These applicants may be required to take at least 9 credit hours of undergraduate courses in the areas of identified deficiencies, and earn a minimum GPA of 3.0/4.0 in these courses to be eligible to pursue their graduate studies.

Prospective Applicants

Candidates qualify for this category if they apply to a major other than the undergraduate degree from NDU or an equivalent degree from any other recognized institution of higher education with a cumulative GPA of at least 2.7/4.0. The respective Faculty shall study the file of prospective graduate students. They may recommend supplementary undergraduate courses that the applicant must complete with a minimum cumulative GPA of 3.0/4.0 prior to consideration for admission to graduate study. Credits earned for undergraduate courses will not be counted toward the graduation requirements for the relative Masters degree.

Transfer Applicants

Applicants wishing to transfer and complete their graduate study at NDU must meet the graduate admission requirements of NDU. A complete record of all courses completed with course description must be submitted. Concerned Faculties shall evaluate and determine the

transferability of academic credits in addition to the applicant's eligibility for graduate-level study at NDU.

Normally, a maximum of 9 transfer credits from previous work completed at another accredited institution of higher education is permitted upon the discretion of the Faculty Evaluation Committee. The course content and quality must correspond to the NDU course description as required for the requested major. The minimum score of each course must be "B" or its equivalent. Transfer credits are not computed in the Cumulative GPA but marked "Transfer".

International Applicants

Transcripts and degrees from foreign institutions require special evaluation and must be certified by the concerned offices. Consequently, prospective international students are advised to submit their application forms, test scores, and all other required documents at least one semester before the beginning of the semester for which they are applying.

Nondegree Applicants

Individuals seeking graduate coursework without the desire of candidacy for an advanced degree may apply and meet all requirements for admission to a graduate program as a nondegree (graduate) student.

READMISSION

Applicants who are issued a letter of acceptance to graduate study and fail to join their respective programs for two successive semesters, must reapply for admission.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

STUDENT CLASSES

Students attending NDU who are not considered as being at the university level yet are classified as follows:

| | | |
|------|---------------------------|--|
| a.1. | Class | |
| | Remedial/Intensive | 0 credit |
| a.2. | Class | Number of Credits Completed (on courses of 100 level and below 200 level) |
| | Freshman | 1–30 credits |

b. Undergraduate students in the Faculties of FAAD and FE are classified as being in the 1st, 2nd, 3rd, 4th or 5th year class according to the number of credits completed as specified in their respective suggested programs.

c. Undergraduate students in the Faculties of FBAE, FH, FNAS and FPSPAD are classified as follows:

| Class | Number of Credits Completed (on courses of 200 level or higher) |
|------------------|--|
| Sophomore | 31–60 credits |
| Junior | 61–90 credits |
| Senior | 91 and more |

FULL-TIME STUDENTS

Undergraduate degree students registering for at least 12 credits for the Fall or Spring semester are considered full-time students. Hence, all undergraduate students admitted on a full-time basis must register for at least 12 credits in each semester.

PART-TIME STUDENTS

Undergraduate degree students registering for less than 12 credits for the Fall or Spring semester are considered part-time students. A part-time student shall not be qualified for any kind of financial aid.

SPECIAL STUDENTS OR NON-DEGREE STUDENTS

Undergraduate students who are taking courses at NDU for credits but not working toward a degree are considered Special Students or Non-Degree Students. Non-degree students shall be accepted on a semester-to-semester basis. Initial applications shall be made through the Office of Admissions and thereafter through the Office of the Registrar. Such students shall meet the academic standards required of degree students and shall neither be permitted to audit courses nor be qualified for any kind of financial aid.

TRANSFER STUDENTS

The University does not accept transfer applications at the Freshman level, but accepts transfer applications at the Sophomore level, First-year level and/or higher.

Applicants who have completed at least 12 credits at the Sophomore level and/or First year level outside NDU with at least a cumulative GPA of 2.0/4.0 beyond their secondary school education, and have been accepted by NDU's Admissions Office to register for full-time load during the Fall or Spring semester are considered transfer students. These students may receive credits for all courses passed with a grade of C or better, and that are equivalent in quality and quantity to NDU courses. However, only courses completed at NDU will be computed in their GPAs. Transfer students to the Faculties of FNAS, FBAE, FH or FPSPAD are required to complete at least 30 credits at NDU with a cumulative GPA of 2.0/4.0, and must satisfy all other graduation requirements for the degree. However, transfer students to the Faculties of FAAD or FE are required to complete at least 45 credits at NDU with a cumulative GPA of 2.0/4.0 and must satisfy all other graduation requirements for the degree.

AUDITORS

An auditor is an individual who has been admitted to course(s) while satisfying the requirements for admission to this course as deemed appropriate. He/she is required to pay 75% of the course(s) tuition. Once an auditor is registered, he/she cannot change his/her status back to credit. Grades and credits will not be given for auditing course(s) and hence cannot be counted for enrollment certification, and for financial aid purposes.

HOURS OF CLASSES

Usually, classes are held Monday-Friday. However, some classes may be held on Saturday. During semesters, classes start at 8:00 a.m. However, some four-credit courses may start at 7:30 a.m. For summer sessions classes start at 7:30 am.

ATTENDANCE POLICY

Student should attend all classes and laboratory sessions on time. A pattern of absences, whether authorized or not, and even below the maximum number (specified below), may alter one's grade substantially. The SAO alone authorizes absences. No absence absolves a student from the responsibility of acting upon the material presented during his/her absence. The maximum number absences for classes that meet on MWF is six; the maximum number for classes that meet on TTH and in the summer is four, (or two hours per credit course). Any student whose absences exceed the maximum limits shall automatically fail the course unless the student withdraws.

EXAMINATIONS AND QUIZZES

All courses normally have written final examinations. Such examinations are not required in seminars, field work, internship programs, studio courses and senior projects, but the instructor concerned may choose to give one.

As to quizzes and progress tests, instructors shall give a minimum of two per course. If, for a legitimate reason acceptable to the instructor of the course, a student misses a quiz, he/she should arrange for a make-up with the instructor of the course within a maximum period of two weeks from the date assigned for that quiz.

Final examinations shall count for a maximum of 40% of the final grade. Those exams should be comprehensive by nature. The remaining 60% account for quizzes, progress projects, tests, term papers and other requirements as specified by the respective department. A minimum of 40% of the course evaluation should be known by students prior to the official withdrawal deadline.

Different sections of the same course must be given a common departmental final examination.

FINAL EXAMINATION MAKE-UP

If a student misses a final examination for a legitimate reason, he/she should make arrangements for a make-up examination with the instructor of the course and the chairperson of the department. If permission is granted the student shall pay the University a make-up final examination fee of 200,000 L.L. Consequently, the final examination make-up shall be taken no later than the 8th week of the next academic semester if a grade of incomplete “I” is submitted to the registrar. In case a change of grade is not received by the Registrar’s Office within the set period, a grade of “F” shall be given for that course.

GRADED FINAL EXAMINATION PAPER

The graded final examination papers of a course offered during a given semester or the summer session must be submitted to the concerned Department Chairperson within 72 hours from the schedule date of the final examination of that course. These papers must be kept at the concerned department for at least one semester along with a copy of the course syllabus, final examination and its solution.

FINAL GRADES

After being approved by both the concerned Department Chairperson and Faculty Dean, the final grades of a course offered during a given semester or the summer session must be submitted to the Office of the Registrar within 72 hours from the schedule date of the final examination of that course. Carbon copies of these grades must be left at both the concerned Department and Faculty. Immediately thereafter, the Office of the Registrar shall post a carbon copy of these grades and shall mail to all students their semester or summer session final grades.

RECORD BOOK OR BLUE BOOK

The original record/blue book of the courses taught by a faculty member during a given semester or the summer session must be submitted to the concerned Department Chairperson within 72 hours from the latest scheduled date of the final examination of his/her courses. This book shall be kept at the concerned department for at least one academic year, with a copy of it signed by both the concerned faculty member and his/her Department Chairperson shall be submitted to the Office of the concerned Faculty Dean.

TRANSCRIPTS

Upon request to the Office of the Registrar, students can obtain within two working days an official transcript or an office-use transcript of the credit work done at NDU. Fees are 10,000 L.L. for each copy of an official transcript, and 5000 L.L. for each copy of an office-use transcript. However, neither an official transcript nor an office-use transcript can be issued for a student who still has a pending account with the University.

CHANGE OF GRADE

Once a final grade of a student on a course for which he/she is enrolled during a given semester or the summer session is approved by the Faculty and reported and posted by the Office of the Registrar, it shall be final in the absence of justified circumstances such as evidence of human error in correcting the exam papers or in computing the final score or in

recording the grade, visual oversight, and confusion in the names of students or sections of classes.

However, under justifiable circumstances, the student may petition the concerned Faculty Dean (*i.e. the Dean of the Faculty offering the course*) within 5 working days from the posting of the final grades of the course by the Office of the Registrar. Not petitioning for a change of final grade within the above mentioned 5 days disqualifies the student from any consideration of the case, except for a force majeure preventing the student from being at the University to proceed with the petition.

For changing a final grade, the concerned instructor shall fill in and sign the official form of the change of final grade, *which can be obtained from the Office of the Registrar*, and attach to it all supporting documents including the instructor's record book. If this change is approved by the concerned Department Chairperson, then it shall be forwarded to the concerned Faculty Dean for final action. Once approved by the Faculty Dean, the change of grade form shall be submitted to the Office of the Registrar for implementation.

CHANGE OF PROVISIONAL GRADE

The grades of *I* and *PR* are considered provisional grades. The change of the provisional grade of *I* must be made by the end of the 8th week of the following semester, otherwise the Office of the Registrar will automatically convert it to the grade of *F*. And, the change of the provisional grade of *PR* must be made by the end of the following semester, otherwise the Office of the Registrar will automatically convert it to the grade of *F*.

GRADES FOR REPEATED COURSES

Students must repeat courses for which they got a grade of *F*, *UW* or they do not get the required passing grade set by the concerned Department or Faculty if these courses are required¹ in the major. They must repeat these courses immediately the next time they are offered. Students may also repeat a course for which they got a grade below *C*. For a repeated course, only the last grade, whether higher or lower, shall be computed into the GPA. The other grades are kept on the student's transcript. A course may be repeated only twice (*i.e., such a course may be taken a total of three times only*). A student failing to successfully complete a course for the third time will have to precisely comply with the instructions of the University Academic Standards Committee. The letter *R* will be placed on the student's transcript next to the course being repeated.

GRADES UPON CHANGE OF MAJOR

Upon approval of change of major or area of concentration,

- all grades on courses taken by a student in his/her old major/area of concentration that are not transferable for the new major must remain part of his/her official transcripts; but must no longer be computed in his/her grade-point-average in the new major. Thus, these courses and their credits shall not be counted toward the total number of credits required for graduation for the new major.
- all grades on courses taken by a student in his/her old major/area of concentration that are transferable for the new major/area of concentration must remain part of his/her official transcripts and must continue to be computed in his/her grade-point-average. Thus, these courses and their credits shall be counted toward the total number of credits required for graduation for the new major.

¹ required course in a major simply means any course required in the degree for graduation.

SYSTEM OF GRADES

The University uses the following system of grades. This system consists of letter grades with their corresponding numerical ranges (*i.e.* percentage equivalent, and the 4.0 point maximum).

| Grade | Description | Quality Point Value | Percentage Equivalent |
|-----------------------|--------------------------|--|-----------------------|
| <i>A</i> ⁺ | Outstanding | 4.0 | 97-100 |
| <i>A</i> | Excellent | 4.0 | 93 - 96 |
| <i>A</i> ⁻ | Very Good | 3.7 | 89 - 92 |
| <i>B</i> ⁺ | Good | 3.3 | 85 - 88 |
| <i>B</i> | Good | 3.0 | 80 - 84 |
| <i>B</i> ⁻ | Good | 2.7 | 77 - 79 |
| <i>C</i> ⁺ | Satisfactory | 2.3 | 73 - 76 |
| <i>C</i> | Satisfactory | 2.0 | 70 - 72 |
| <i>C</i> ⁻ | Passing | 1.7 | 66 - 69 |
| <i>D</i> ⁺ | Passing | 1.3 | 63 - 65 |
| <i>D</i> | Lowest Passing | 1.0 | 60 - 62 |
| <i>F</i> | Failure | 0.0 | 0 - 59 |
| <i>UW</i> | Unofficial Withdrawal | 0.0 | |
| | | The grade <i>UW</i> is assigned by the instructor when a registered student has never attended a class or has ceased attending and has not submitted an official course withdrawal request to the Office of the Registrar. This grade is computed as an <i>F</i> grade in the grade-point average. | |
| <i>W</i> | Official Withdrawal | The grade <i>W</i> indicates withdrawal without academic penalty. This grade is issued by the Office of the Registrar only to students submitting an official course withdrawal form by the scheduled deadline. The grade <i>W</i> is not computed in the student's grade-point average and may not be changed to any other grade under any circumstances. | |
| <i>PR</i> | Progress, Re-enroll | The grade <i>PR</i> is a provisional grade, and hence it is not computed in the student's grade-point-average. It is used to reflect progress on continuing research efforts for the senior study or the senior research or design project until it is completed. If this provisional grade is unresolved by the end of the following semester, the Office of the Registrar will automatically convert it to the grade of <i>F</i> , and it will be computed in the student's grade-point-average. | |
| <i>U</i> | Audit | The grade <i>U</i> indicates that the individual was an auditor or listener in the course. This does not have any quality point value, and hence it is not computed in the student's grade-point-average. Neither the credits nor a written statement can be given for a class audited, and no instructor is authorized to admit anyone as an auditor to any of his/her classes unless the individual has registered as such. | |

I

The grade *I* is a provisional grade, and hence it is not computed in the student's grade-point average. It indicates that the student has for good and justified reasons not completed all course requirements, but there is a reasonable expectation that he/she will successfully complete it. If this provisional grade is unresolved by the end of the 8th week of the following semester, the Office of the Registrar will automatically convert it to the grade of *F*, and will then be computed in the student's grade-point average. However, students, who are out of attendance in the semester following the one in which the course was taken, have one year to complete the work. Degree candidates should be aware that an *I* grade received during the last semester in any of the courses required for graduation will automatically result in the delay of graduation.

GRADE-POINT AVERAGE

The grade-point-average (GPA) or index is the ratio of the total quality point values divided by the number of the credit hours attempted by the student, as shown below.

| Course Number & Designation | Grade Earned | Credit Hours Attempted | Quality Point Values | Total Quality Point Values |
|-----------------------------|-----------------------|------------------------|----------------------|----------------------------|
| ARB 211 | <i>B</i> ⁺ | 3 | × 3.3 | = 9.9 |
| BAD 425 | <i>A</i> | 4 | × 4 | = 16 |
| HUT 305 | <i>D</i> | 3 | × 1 | = 3 |
| MAT 215 | <i>F</i> | 3 | × 0 | = 0 |
| CSC 200 | <i>C</i> | 1 | × 1.7 | = 1.7 |
| | | 14 | | 30.6 |

The GPA of the five courses would then be

$$\frac{30.6}{14} \cong 2.19$$

which is equivalent to a grade of *C*. Students are expected to know how to compute their own GPA. Courses with a grade of *W*, *U*, *PR* or *I* are not counted in computing the cumulative GPA. The same applies to all transfer courses. Hence, grades for work done at institutions other than NDU are not included in the GPA. Only courses and credits may be transferred. Thus, the cumulative GPA is an average of all the credit hours attempted by the student at NDU.

ACADEMIC STANDING

There are 4 kinds of academic standing for an undergraduate student at NDU:

Good Academic Standing:

An undergraduate student will be in good academic standing if his/her cumulative GPA satisfies any of the following cases:

| Cumulative GPA | # of Undergraduate Credits |
|-----------------------|-----------------------------------|
| At least 1.5/4.0 | 1 cr. – 12 cr. |
| At least 1.75/4.0 | 13 cr. – 24 cr. |
| At least 2.0/4.0 | 25 cr. or more |

Academic Probation:

An undergraduate student will be on academic probation if his/her cumulative GPA satisfies any of the following cases:

| Cumulative GPA | # of Undergraduate Credits |
|-----------------------|-----------------------------------|
| Less than 1.5/4.0 | 1 cr. – 12 cr. |
| Less than 1.75/4.0 | 13 cr. – 24 cr. |
| Less than 2.0/4.0 | 25 cr. or more |

A student on academic probation shall be informed in writing by the Office of the Registrar. A copy of this notification shall also be sent to the student's academic advisor. Such a student must precisely adhere to the written instructions of his/her academic advisor concerning registration, selection of courses and any other academic matters. Copies of these instructions shall be sent to both the Department Chairperson and the Office of the Registrar. A student on academic probation may not receive a grade of *W*, shall not be eligible for any type of financial aid and shall not be eligible to be a candidate for or to hold an office in the student cabinet.

Academic Suspension¹:

An undergraduate student who is placed on academic probation for three consecutive semesters will be placed on academic suspension (i.e. third probation is the suspension) irrespective of whether she/he is registered or not. If the third semester of probation happens to be the first semester of the academic year (Fall semester), the student is granted a fourth semester for the removal of suspension. And if the third semester of probation happens to be the second semester of the academic year (Spring semester), the student is granted the summer session for the removal of suspension.

The student who is placed on suspension at the end of academic year (Spring semester) has the following options to choose:

- The student may enroll, upon the written approval of his/her academic advisor, in some courses at other accredited institutions of higher education. The credits for the courses completed with a grade of "C" or better may be transferred, as appropriate, toward the requirements of his/her degree at NDU. The grades and GPA for these courses shall not be transferred.

OR

- The student may petition the University Academic Standard Committee to reconsider the decision of suspension. The Committee determines the final status of the student in the light of the obtained GPA:
 - If the Cum. GPA is 1.79 or lower the student will be placed on academic suspension in his/her faculty but may, nonetheless, register in another faculty at NDU following due procedure.
 - The suspension may be withheld if the Cum GPA is 1.8- 1.99. The student is given another chance to obtain good standing.

¹ This policy was approved by the University Council on May 14, 2003.

Academic Dismissal

An undergraduate student will be dismissed from the University if s/he fails to maintain good academic standing:

1. during the semester immediately following reinstatement from academic suspension.
2. Upon the permission of UASC he/she has granted another chance.

However, if his/her semester GPA is at least 1.5/4.0, 1.7/4.0 or 2.0/4.0, as applicable but not sufficient for being on good academic standing, as far as the Cumulative GPA is concerned, the student will be granted another extra semester. If at the end of this semester the student still fails to be on good academic standing (cumulative GPA), he/she will be dismissed.

ACADEMIC RECOGNITION

There are 2 kinds of academic recognition:

Dean's List:

Students who have obtained a semester GPA of 3.20/4.00 or higher at the end of a given semester in which 12 undergraduate credits or more were completed are placed on the Dean's List for that semester, provided they are enrolled on a full-time basis with no incomplete grades. These students will be invited to attend the Dean's Luncheon held in their honor.

Graduation with Distinction:

An undergraduate student with high academic achievement will graduate with:

- Cum Laude (Distinction), if the cumulative GPA falls between 3.20/4.0 and 3.49/4.0.
- Magna Cum Laude (High Distinction), if the cumulative GPA falls between 3.50/4.0 and 3.79/4.0.
- Summa Cum Laude (Highest Distinction), if the cumulative GPA is 3.80/4.0 or above.

Such distinctions shall appear on the student's transcript and degree. However, an undergraduate student who has been accepted as a transfer student will be eligible for these distinctions only if he/she has completed at least 60 credits at NDU.

ACADEMIC DISHONESTY

Students are expected and encouraged to be honest and to maintain the highest standards of academic integrity in their academic work and assignments at the University. They shall refrain from any academic dishonesty or misconduct including; but not limited to:

- Plagiarism; that is, the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Also, paraphrasing, summarizing, as well as direct quotations are considered as plagiarism, if the original source is not properly cited.
- Cheating.
- Assisting in cheating.
- Substituting a student in the taking of an examination.
- Substituting examination booklets.
- Submitting the same work for more than one course and the like.
- Submitting papers written by others.
- Receiving or providing unauthorized help or assistance in any academic work or assignment.
- Intentional violation of program and degree requirements and regulation as established by the University.
- - Dishonest reporting of computational, statistical, experimental, research, results, or the like.

PENALTIES OF ACADEMIC DISHONESTY

Committing any academic dishonesty or misconduct will definitely subject the student(s) to serious academic penalties including; but not limited to:

- Failure in an assignment or a course.
- Suspension from the University for the remainder of the semester. The student will receive from the Registrar, a notice forbidding him/her, for the specified semester to occupy any portion of the University premises, and denying him/her all University privileges, including class attendance. Suspension becomes effective immediately upon receipt of the notice. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Following the expiration of the term of suspension, the student shall be enrolled under probation for one regular semester or Summer session.
- Suspension for additional period. The total duration of the suspension should not exceed one academic year.
- Dismissal from the University. The student will receive from the Registrar a written notice which permanently terminates his/her student status. The same policy will be followed regarding notification and the refund of fees as in the case of suspension.

REPORTING ACADEMIC DISHONESTY

If an instructor has reason to believe that a student has committed an act of academic dishonesty, he/she must inform the student and discuss the circumstances of the matter with him/her. The instructor shall also consult with his/her Chairperson and take the appropriate action. The Chairperson shall inform the student's advisor in writing about the accident and the action taken. The student will receive a copy of that letter. If the Chairperson believes the misconduct deserves suspension or dismissal from the University, he/she should forward the case to the Academic Standing Committee through the Dean. If the student wants to challenge the action, he/she can appeal by petitioning to the to the University Student Affairs Committee through the Registrar.

CHANGE OF MAJOR WITHIN A FACULTY

This category refers to a change of major within a Faculty. To be eligible for such a change the student must meet the requirements for admission to the new major. A student seeking change must submit to the new department a change of major request form provided by the Office of the Registrar. The new department makes the decision on the student's admission and sends a copy to the Office of the Registrar for implementation.

CHANGE OF MAJOR FROM A FACULTY TO A FACULTY

A student changing a major from one Faculty to another within the university is considered as a new student by the Faculty to which the transfer takes place. Thus, the student must submit a change of major form provided by the office of the Registrar, signed by the Business Office and by his/her advisor and submit it to the Office of the Registrar, which in turn will send the form to the University Admission Committee.

CHANGE OF MAJOR BY UNIVERSITY ACTION

A student will be asked to change his/her major for any of the following reasons:

- If he/she is on probation and fails at the end of a semester or summer session in two or more of his/her major and/or core courses.
- If he/she fails to pass a major course after having repeated it twice.

DEADLINE FOR SUBMISSION OF CHANGE OF MAJOR

The deadline for submission of the change of major form for both categories is:

- The last Friday of December month for the Spring semester.
- The last Friday of June month for the Fall semester.

GRADUATION REQUIREMENTS

Degree Requirements

Students are required to fulfill the following requirements in order to be eligible for a bachelor degree.

- a. Completing all required credits for the degree.
- b. Fulfilling satisfactorily all course requirements for the degree as well as remedial/intensive courses given upon admission.
- c. Fulfilling all other admission requirements.
- d. Maintaining at least a 2.0/4.0 cumulative GPA for the degree.
- e. Satisfying the residency requirements for the degree.
- f. Maintaining the required minimum cumulative GPA, for the major and/or core courses required for the degree, as specified by the concerned Department.
- g. Maintaining a good academic discipline.
- h. Settling all accounts with the University.

These conditions must be met with the degree requirements in effect during the semester of the student's first registration at NDU. This shall also apply to reinstated students. However, readmitted students must meet the degree requirements in effect during the semester of their readmission, unless their readmission letter states otherwise.

Students who do not have the required cumulative GPA of 2.0/4.0 for the degree and/or the required cumulative GPA for the major/core courses required for the degree, but yet have completed all other requirements may repeat up to 5 courses, as approved by the Academic Advisor, to meet the required numerical level(s).

Second Degree Requirements

A student with a bachelor degree may register for another degree at NDU after being accepted by the University. Such a student must:

- Satisfy all the requirements for the new degree in accordance with the statements of section II of this policy.
- Have a residency of at least two full semesters.
- Complete at least 30 credits in the new degree over and above the credits already used to satisfy the first degree with a minimum cumulative GPA of 2.0/4.0.

TEACHING DIPLOMA REQUIREMENTS

A holder of the official Lebanese Baccalaureate Part II or its equivalent will be eligible for a Teaching Diploma upon completing satisfactorily at least 18 credits beyond his/her bachelor degree with a cumulative GPA of at least 2.0/4.0.

TEACHING CERTIFICATE REQUIREMENTS

A holder of the official Lebanese Baccalaureate Part II or its equivalent will be eligible for a Teaching Certificate upon completing satisfactorily 18 credits with a cumulative GPA of at least 2.0/4.0.

GRADUATION CHECK LIST

Two semesters prior to graduation, the Office of the Registrar must submit to the concerned Academic Advisors and students a graduation list of potential candidates for graduation for verification. This list must include the following:

- The already completed requirements for the degree
- The requirements, which remain to be completed for graduation
- The cumulative GPA for the degree
- The major courses and the core courses average

Once the checking process is completed, the checked list must be returned to the Office of the Registrar to finalize the tentative graduation list and hence send it back to the Faculty for voting at the end of the student last semester.

CONFERRING OF DEGREES

Degrees are conferred three times a year at the end of the:

- Fall semester
- Spring semester
- Summer session

Students expecting to graduate must apply for graduation at the Office of the Registrar by the following deadlines:

- November 15 for the graduates of the Fall semester
- March 15 for the graduates of the Spring semester and the Summer session

Any delay in applying may delay graduation. The formal conferring of degrees by the President occurs annually at the Commencement on the second Friday of each July.

Potential Summer graduates can not participate in the ceremony of the conferring of degrees.

RESIDENCY REQUIREMENTS

Residency Requirements for Bachelor of Art, Bachelor of Science, Bachelor of Business Administration and Bachelor of Hotel Management.

There are 2 kinds of government regulations for the B.A., B.S., B.B.A., B.H.M. and the like:

1. Minimum Residency: A minimum of 8 semesters of residency is required, beginning with the Freshman Class, or 6 semesters, beginning with the Sophomore Class. Two Summer sessions will be considered as equivalent to one regular semester. This period of time must be spent at a recognized and accredited institution of higher education; however, at least 30 credits requirement must be completed at NDU with a cumulative GPA of 2.0/4.0, in addition to all other graduation requirements for the degree.
2. Maximum Residency: A maximum of 16 semesters of residency is allowed, beginning with the Freshman Class, and 12 semesters, beginning with the Sophomore Class.

Residency Requirements for Bachelor of Engineering

1. A minimum of 10 semesters and a maximum of 20 semesters.
2. At least the last 45 credits must be completed at NDU, in addition to all other graduation requirements for the degree.

Residency Requirements for Bachelor of Architecture

1. A minimum of 10 semesters and a maximum of 20 semesters.
2. At least the last 45 credits must be completed at NDU, in addition to all other graduation requirements for the degree.

A student who fails to complete his/her program within these specified times, must petition the Academic Standing Committee.

PARTICIPATION IN COMMENCEMENT EXERCISES

The University encourages June graduates to participate in the Commencement exercises. Summer and Fall graduates may participate in the following commencement exercises provided they notify the Registrar's Office of their intent by mid-June at the latest.

COURSE DESIGNATION

A. Designation and Belonging

The letters preceding the course number indicate the area or subject of study to which the course belongs. The following is a designation list grouped by Departments and Faculties' affiliations.

Faculty of Architecture, Art and Design

Department of Design

| | | |
|-----|---|----------------------------|
| IDP | - | Interior Design |
| GDP | - | Graphic Design |
| FTP | - | Fashion and Textile Design |
| MAD | - | Arts in Design |
| PDP | - | Photography and Multimedia |

Department of Architecture

| | | |
|-----|---|------------------------|
| ARP | - | Architecture |
| MLU | - | Landscape and Urbanism |

Department of Music

| | | |
|-----|---|-----------------|
| MUA | - | Arab Musicology |
| MUE | - | Music Education |
| MUM | - | Musimedialogy |
| MUS | - | Musicology |

Art Programs

| | | |
|-----|---|-----------------|
| FAC | - | Arts and Crafts |
| FAP | - | Studio Arts |
| FDP | - | Studio Arts |
| FPA | - | Performing Arts |
| FTA | - | Performing Arts |
| MAA | - | Fine Arts |

Faculty of Business Administration and Economics

Department of Accounting, Finance and Economic

| | | |
|-----|---|-----------------------|
| ACO | - | Accounting |
| BAF | - | Banking and Finance |
| ECN | - | Economics |
| ENR | - | Energy Economics |
| FEN | - | Financial Engineering |

Department of Management and Marketing

| | | |
|-----|---|----------------------------------|
| BAD | - | Business Administration |
| HCM | - | Health Care Management |
| MRK | - | Marketing |
| MGT | - | Human Resource Management |
| PRM | - | Project and Operation Management |

Department of Hotel Management and Tourism

| | | |
|-----|---|--------------------------------|
| EPM | - | Management of Event Production |
| FBM | - | Food and Beverage Management |
| TTM | - | Hotel Management and Tourism |
| HSM | - | Hotel Management and Tourism |
| HTM | - | Hospitality Management |
| RMC | - | Research Methodology |

Faculty of Engineering**Department of Civil Engineering**

| | | |
|-----|---|-------------------|
| CEN | - | Civil Engineering |
|-----|---|-------------------|

Departments of Electrical and Computer and Communication Engineering

| | | |
|-----|---|------------------------|
| EEN | - | Electrical Engineering |
|-----|---|------------------------|

Department of Mechanical Engineering

| | | |
|-----|---|------------------------|
| MEN | - | Mechanical Engineering |
|-----|---|------------------------|

Faculty of Humanities**Department of English, Translation and Education**

| | | |
|-----|---|-------------------------------|
| EDU | - | Education |
| ENL | - | English |
| FRC | - | French |
| GEM | - | German |
| INT | - | Interpretation |
| ITL | - | Italian |
| LIR | - | Literature |
| LTN | - | Latin |
| PES | - | Physical Education and Sports |
| SPA | - | Spanish |
| TRA | - | Translation |

Department of Mass Communication

| | | |
|-----|---|---------------|
| ADM | - | Advertising |
| COA | - | Communication |
| JOU | - | Journalism |

Department of Social and Behavioral Sciences

| | | |
|-----|---|----------------|
| ARB | - | Arabic |
| HUT | - | Human Thoughts |
| PHL | - | Philosophy |
| PSL | - | Psychology |
| REG | - | Religion |
| SOL | - | Sociology |

Faculty of Natural and Applied Sciences**Department of Computer Science**

| | | |
|-----|---|--------------------------------|
| CSC | - | Computer Science |
| GIS | - | Geographic Information Science |

Department of Mathematics and Statistics

| | | |
|-----|---|-------------------------------|
| ACS | - | Actuarial Science & Insurance |
| MAT | - | Mathematics |
| OPR | - | Operations Research |
| STA | - | Statistics |

Department of Sciences

- AST - Astronomy
- BIO - Biology
- CHM - Chemistry
- ENS - Environmental Science
- GEO - Geology
- HEA - Health
- MLT - Medical Laboratory Technology
- NTR - Nutrition and Dietetics
- PHS - Physics

Faculty of Nursing

- NRS - Nursing

Faculty of Political Science, Public Administration and Diplomacy

Department of International Affairs and Diplomacy

- IAF - International Affairs and Diplomacy
- INL - International Law

Department of Public Administration

- CJS - Criminal Law
- PAD - Public Administration

Department of Political Science

- AMS - American Studies
- EMS - Euro-Mediterranean Studies
- CPL - Comparative Law
- HIT - History
- NGO - Non-Governmental Organization
- POS - Political Science

B- Digits of a Course Number

The following digits are used as follows:

| First Digit | | | |
|---|-------------|---|----------------------|
| | | FN&AS, FBAE & FH | ENG, RCT, VIA |
| | 0 | Non Credit Remedial Courses | Year 0 |
| | 1 | Freshman Course | Year 1 |
| | 2 | Sophomore Course | Year 2 |
| | 3 | Junior Course | Year 3 |
| | 4 | Senior Course (Undergraduate Only) | Year 4 |
| | 5 | Courses that are considered preparatory for graduate studies. When passed, their credits should not be counted in the total of credits required for graduation and they should be completed during the first academic year. | Year 5 |
| | 6 or higher | Graduate Course | Year 6 |
| Second Digit for Undergraduate and Possibly Graduate Courses | | | |
| | 0 | Basic Level Course | |
| | 1 | Elementary Level Course | |
| | 2-4 | Intermediate Level Course. | |
| | 5 | Advanced Level Course. | |
| | 6 | Special Topics or Practicum I | |

| | |
|--|---|
| 7 | Laboratory Workshop, or Practicum II |
| 8 | Seminar or Internship. |
| 9 | Senior Study; Senior Project, Thesis or Research Project. |
| Third Digit: Any digit ranging from 0 to 9. | |

C- Course Number, Title and Credits

| MAT 215 | Linear Algebra I | (3.0) | 3 cr. |
|--|-------------------------|--|--|
| Official Course Code (Number Abbreviation) | Official Course Title | The first component of the above ordered pair designates the number of lecture hours/week. The second component is the number of laboratory hours/week. | Number of credits (cr) earned if course is successfully completed. |

Lecture hours/week is a period of 50 minutes duration.

Credits are based upon the number of 50 minute periods scheduled weekly during one semester or summer session. One credit signifies a minimum of either a 50-minute period of class work, or 2-3 hours of laboratory over a period of 15 weeks or its equivalent.

D- Course Prerequisite and Corequisite

A **prerequisite** is a course which must have been completed before registering for the subject course.

A **corequisite** is a course which must be completed before registering for the subject course, or a course which may be taken concurrently.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

CROSS-REGISTRATION

Students enrolled at Notre Dame University may take courses at other recognized institutions of higher education.

A student registered at NDU may be permitted to cross-register if:

1. He/She expects to graduate at the end of that particular semester and the said course is not offered at NDU but is a graduation requirement.
2. The course to be taken carries the same content as that offered at NDU.
3. The student's academic advisor sends a written statement to the NDU Admissions and Registrar's Offices who in turn contact their counterparts of the concerned university to confirm the above-mentioned conditions.

Students enrolled at other recognized institutions of higher education may take courses at Notre Dame University.

Students studying at other universities and who wish to take courses at NDU must secure the following to facilitate cross-registration:

1. Written permission by the academic advisor to take specified courses at NDU (if any of the above mentioned conditions apply to the incoming student)
2. The permission of the concerned Faculty at NDU.
3. The above documents are submitted to the NDU Admissions and Registrar's Offices by their counterparts.
4. Finalize registration according to cross-registration procedures at NDU.

AUDITING

Provided that they have satisfied the admission requirements, candidates that are interested in auditing graduate courses will be issued letters of acceptance as auditors.

TUTORIALS

To meet graduation requirements, students may take courses on a tutorial basis. Registration for a tutorial course can only happen after the consent of the concerned professor and the approval of the respective faculty.

COURSE / PROGRAM CHANGES

Any change from one graduate degree to another requires students to reapply and meet the admission requirements of the requested graduate program. Required courses may be substituted upon the recommendation of the student's graduate advisor and the approval of the respective Faculty. A maximum of 9 substitute credits will be considered.

GRADES UPON CHANGE OF MAJOR

Upon the approval of change of major or area of concentration, all grades on courses taken by a student in his/her old major/area of concentration that are not transferable for the new major must remain of his/her official transcripts; but must no longer be computed in his/her grade-point average in the new major. Thus, these courses and their credits shall not be counted toward the total number of credits required for graduation for the new major.

SUPERVISION

Upon admission, students will be assigned an academic advisor who will guide and assist the student in planning a course of study. When applicable, a thesis advisor will be assigned. After consultation with the Faculty Dean, every faculty will set its own guidelines for thesis defense. Candidates are required to give a public presentation. Thereafter, the Thesis Committee will notify the Dean and schedule the final defense.

COURSES AND GRADES

Courses taken as part of a student's graduate study program fall in one of two categories, graduate or prerequisite, with different grading systems.

Graduate Level Courses

These are normally numbered 600 and above. The minimum passing grade for a graduate course is B. Students in graduate study are required to maintain a cumulative average of at least B in all courses taken for graduate credit. According to the NDU Attendance Policy, a student who is absent without excuse from more than one third of the number of sessions in any one course, or who fails to sit for scheduled examinations, or fails to fulfill required written or oral work, will be given F. Results of tutorial courses, projects, or theses will be reported as Pass (P) or Fail (F).

Prerequisite Courses

These are usually undergraduate courses, taken to make up for any particular deficiencies. They do not carry graduate credit. The minimum passing grade for a prerequisite course is B; however, a department or program may set a higher minimum passing grade.

PROBATION AND DISMISSAL

Graduate students may be placed on academic probation by the faculty graduate committee if they:

1. Fail any course taken for graduate credits,
2. Do not maintain a cumulative average of *B*.

Even though an adequate cumulative average is attained, the probation of graduate students may be removed only by action from the appropriate faculty graduate committee if:

1. Students have completed a minimum of 9 credits of graduate level courses within two consecutive semesters after being placed on probation, have passed all courses, and have obtained a cumulative average of *B*. If students fail to meet any of these conditions, they will be dismissed from the program.
2. The department or program in which students are studying recommends the removal of the probation.

The faculty graduate committee may discontinue a student from graduate study if:

1. The probation status is not removed within a period of two semesters,
2. In the opinion of the department or program, and irrespective of the grades obtained, the work of the student is deemed unsatisfactory,
3. The student fails the comprehensive examination twice, or fails the thesis defense twice.

COMPREHENSIVE EXAMINATION

Where applicable, a student must pass a comprehensive examination after completion of most of the course requirements for the degree. The concerned department will schedule the examination. The purpose of the examination is to ascertain the student's knowledge of the

field of specialization and related areas. A student who does not pass the comprehensive examination may repeat it only once after a time lapse of at least three months but only with the approval of the concerned graduate committee.

THESIS

In partial fulfillment of the requirements for the master's degree, a student must submit a thesis, when applicable, based on results of original and independent research. Except in departments or programs in which the medium of instruction is not English, the thesis must be in English.

An abstract not exceeding 350 words must be submitted with the thesis. If the thesis is in a language other than English, the abstract must be written both in that language and in English.

The concerned Department must ensure the availability of a copy of the *Thesis Manual*, which provides instructions on the preparation of theses. Its application is mandatory and theses not conforming to its requirements will not be accepted. For all matters not discussed in the manual, theses must follow the form and style described in the latest edition of K. L. Turabian, *Manual for Writers of Term Papers, Theses and Dissertations* (University of Chicago Press), or any other form specified by the department or program provided this conforms to the manual.

Copies of the thesis, unbound but ready for binding, should be submitted to the members of the thesis committee at least two weeks before the defense. Copies may be obtained by any legible and durable form of reproduction. Additional copies may be required, as specified by the concerned department or program.

Thesis Committee

The master's thesis committee should be composed of at least three members recommended by the department or program and approved by the faculty graduate committee. The proposal of the thesis topic and the selection of the advisor and the members of the thesis committee for candidates for the master's degree should have been approved by the faculty or school graduate committee at least four months before the student defends the thesis. It is advisable that the thesis committee includes one external member. This member may be from an institution other than NDU. All committee members should hold professorial ranks. The thesis committee approves the thesis topic and research program and conducts the thesis defense examination.

Thesis Defense

The thesis defense may be open to the public and must be carried out no later than June 10, October 30, or March 1, for students who wish to graduate at the end of the summer session, the fall, or the spring semester respectively.

Pass or Fail is reported for the combined thesis and thesis defense. If fail is reported, the student may resubmit the thesis and defend it after a period of at least three months. Failure on the second attempt results in discontinuation from graduate work.

Students must be registered for the thesis or at least one course in the session in which they expect to graduate in order to present their defense.

Deposit of the Thesis in the Library

After passing the thesis defense examination, the student is required to deposit at the library two copies of the thesis. A library receipt of these copies must be delivered to the Office of the Registrar before the student is awarded the degree. The student should sign a release

form indicating whether or not the library is authorized to supply copies of the thesis to other libraries or individuals. The non-authorization option is valid for a period of two years only, after which copies of the thesis will be supplied on request.

Deadlines

| | For Graduation in | Fall | Spring | Summer |
|---|-------------------|---------|----------|---------|
| Deadline for approval of Thesis topic & committee | | June 20 | Oct. 20 | Feb. 1 |
| Deadline for thesis defense | | Oct. 30 | March 1 | June 10 |
| Deadline for deposit of Thesis at library | | Nov. 10 | March 10 | June 20 |

PROVISIONS FOR THE MASTER DEGREE

In addition to satisfying the general requirements set in the preceding sections, students working towards a master's degree must fulfill the requirements described below:

Course Requirements

Two types of Master degree programs are available:

1. A thesis based on independent research work. Students following this program are required to take a minimum of 24 graduate credit hours; a maximum of 9 credits may be in tutorial courses.
2. A non-thesis program where students are required to take a minimum of 33 graduate credit hours and should follow a course of study approved by the department or program and by the graduate committee of the faculty.

Language Requirements

Aside from English proficiency requirements, there are no special university language requirements for the master's degree. However, individual departments and programs may set their own language requirements either as a general rule or in specific cases. The faculty graduate committee will determine examination procedures.

Residence Requirements

To meet the minimum residency requirements for the master's degree, students must register and be in residence, as graduate students, for at least two semesters, one semester and two summers, or four summers.

All requirements for the master's degree must be completed within a period of four years after admission to graduate study. Students attending summer sessions only must complete all requirements within a period of six summers after admission to graduate study. Extension beyond the maximum period of study requires the approval of the graduate committee of the faculty.

GRADING SYSTEM

The University uses the following grading system for the graduate programs:

| Grade | Description | Quality Points/Credits | Interval |
|----------------|---|------------------------|----------|
| A ⁺ | Outstanding | 4.0 | 100-97 |
| A | Excellent | 4.0 | 96-93 |
| A- | Skillful | 3.7 | 92-89 |
| B+ | Very Good | 3.3 | 88-85 |
| B | Good | 3.0 | 84-81 |
| B- | Reasonably Good | 2.7 | 80-77 |
| C+ | Satisfactory | 2.3 | 76-73 |
| C | Passing, but not satisfactory | 2.0 | 72-70 |
| F | Failure | 0.0 | 69-0 |
| UW | Unofficial Withdrawal | 0.0 | |
| W | Official Withdrawal | | |
| I | Incomplete | | |
| P | Passing | | |
| R | Repeat | | |
| PR | Progress, re-enroll | | |
| UP | Unsatisfactory Progress | | |
| U | Audit | | |
| I | This grade is given by an instructor only when there is reasonable expectation that a student will successfully complete course requirements. If this grade is unresolved by the eighth week of the following semester, the office of the Registrar will automatically convert it to the grade of <i>F</i> . Degree candidates should be aware that an <i>I</i> grade received during the last semester in any of the courses required for graduation will result in the delay of graduation. | | |
| PR | This grade is used to indicate progress on research for the Master's thesis or project up to time of completion, when the appropriate letter grade is entered on the transcript. | | |
| UP | This grade is used to reflect that unsatisfactory progress is being made in a Master's research project or thesis. | | |
| W | The grade <i>W</i> indicates withdrawal without academic penalty. This grade is issued by the Registrar's office to students filling in an official course withdrawal form by the scheduled deadline. The grade <i>W</i> is not counted in the grade point average and may not be changed to any other grade under any circumstances. | | |
| UW | The <i>UW</i> is assigned by the instructor when a student has never attended a class or has ceased attending and has not submitted an official course withdrawal to the Office of the Registrar. This grade is counted as an <i>F</i> in the grade point average. | | |
| U | Students have the option of auditing courses instead of receiving credits and grades for them. A <i>U</i> will appear on the student's permanent record. | | |

ATTENDANCE POLICY

Classes are held from Monday to Friday. Graduate courses are offered in the afternoon as of 4:00 P.M..

Students are expected to attend all classes and laboratory sessions. Absence, whether excused or not, does not absolve a student from the responsibility for the work done or from conforming to any announcement made during his/her absence.

Instructors are responsible for clearly informing the students in writing of the attendance requirement for each course and the consequences of poor attendance.

For legitimate reasons a student is allowed to be absent for a maximum of 6 hours per three-credit course.

ACADEMIC ADVISOR

Students are responsible for the proper completion of their academic programs. They must be familiar with the rules and regulations of Graduate Studies, as well as the general academic regulations promulgated by individual Faculties and departments. The offices of the deans and department chairpersons, in cooperation with student advisors and faculty members, endeavor to follow each student's academic progress, and students are encouraged to seek counsel whenever there is a need. If advisors are unable to satisfactorily resolve problems, they will refer students as is deemed appropriate and necessary.

ACADEMIC HONESTY POLICY

It is the expressed policy of the University that every aspect of graduate academic life, related in whatever fashion to the University, should be conducted in an absolutely and uncompromisingly honest manner by graduate students.

The University Disciplinary Committee will deal with apparent and alleged breaches of this policy.

ACADEMIC STANDARDS

Continuation in the graduate programs requires satisfactory progress toward a graduate degree. Evidence of such progress includes maintaining a 3.0/4.0 cumulative average throughout the course of graduate study. Furthermore, in order to graduate, a student must have at least a 3.0/4.0 cumulative grade point average.

Failure to obtain a G.P.A. of 3.0/4.0 for the first twelve credit hours will result in notification of probationary status. Any student on probation must remove probation at the end of the following semester provided the student enrolls in at least 6 credits. Failure to meet either of these requirements will result in suspension from the University.

A graduate student will also be suspended if he/she obtains two *F*s.

WITHDRAWAL POLICIES

Leave of Absence

Graduate students may request a leave of absence from a program through written appeal to their advisors. The advisor will forward the request along with a recommendation to the Dean of the Faculty who will answer on behalf of the University. A student who does not register for courses for more than one calendar year must reapply for admission to the University and to the graduate degree program.

Withdrawal from courses

After the date of dropping and/or adding courses, students are allowed until the end of the 14th week as of the beginning of a semester to withdraw from courses. *W* will be inscribed on their records. No withdrawal is allowed beyond this period.

Withdrawal must be made by the deadline set for dropping a course. Late withdrawal may be accepted only in case of illness or circumstances beyond control.

APPLICATION FOR GRADUATION

Students who expect to graduate must complete and submit the Application for Graduation to the Office of the Registrar.

Degrees earned during any semester or summer will be awarded only at the following commencement exercises. Commencement is held once a year.

PARTICIPATION IN COMMENCEMENT EXERCISES

The University requires June graduates to participate in the Commencement exercises. Summer and fall graduates may participate provided they notify the Registrar's Office of their intent by mid-June at the latest.

SUMMER SESSION

The University may offer the opportunity to pursue graduate studies during the summer. Although graduate-level courses are offered during the summer session, the University does not guarantee that any particular course will be offered. A student may register for a maximum of six credit hours in the summer.

FINANCIAL AID

Each year the Notre Dame University Graduate Programs offer a number of assistantships, scholarships, and fellowships based on academic qualifications of applicants. These grants may cover all or a portion of the cost of tuition. Assistantships and Fellowship awards usually include both a tuition scholarship and a monthly stipend for services provided to the student's academic department or program. The details of such financial aid are the prerogative of the concerned Faculty Graduate Committee.

Fellowships

University fellowships for entering graduate students are awarded on the basis of scholastic excellence and adequate preparation for graduate study as displayed by academic records and letters of recommendation.

University fellowships for continuing students are awarded on the basis of the student's record since the start of the Graduate program. This includes performance in relevant coursework and research or creative activity, letters of recommendations from faculty members, and the endorsement of the graduate advisor.

University fellowships are administered through the concerned Graduate Faculty and students are nominated by graduate advisors.

Assistantships

Graduate assistantships – teaching, research, and academic – provide financial aid to outstanding students. Such students can offer the University valuable services. Students must maintain a good academic standing. In addition, all graduation requirements must be satisfactorily met.

UNDERGRADUATE REGISTRATION

ACADEMIC ADVISING

Upon admission and prior to registration, each student shall be assigned an Academic Advisor by his/her Department Chairperson, upon the approval of the Faculty Dean. The Academic Advisor shall:

- a. Advise his/her advisees to observe the basis of admissions as set in his/her letter of acceptance.
- b. Make himself/herself available to his/her advisees during office hours, and when necessary by appointment, throughout the academic year.
- c. Assist his/her advisees to properly fulfill all requirements of the degree enrolled in.
- d. Study and update the files of his/her advisees throughout his/her residency at NDU.
- e. Make his/her advisees aware of and familiar with the University academic rules, regulations and policies.
- f. Explain clearly the:
 - Registration process
 - Course offerings
 - Course substitution
 - Course prerequisite
 - Course selection
 - Full-time (part-time) credit load
 - Degree planning

and other related matters. Hence, students are encouraged to consult with their Academic Advisors on a regular basis all throughout their residency at NDU.

REGISTRATION ELIGIBILITY

An undergraduate student will be eligible for registration upon settling all previous pending issues (academic, financial, disciplinary, administrative, etc...) with the University at the concerned offices. Otherwise, he/she cannot proceed any further toward his/her registration.

REGISTRATION

An undergraduate student must register on the date assigned to him/her by the Office of the Registrar by:

- a. Receiving their tuition statements from the Business Office.
- b. Paying the appropriate tuition and fees to the appropriate bank(s).
- c. Preparing his/her course schedule in accordance with the suggested program of study for their major.
- d. Registering courses from the Division of Computing Services or Advisor's Office.
- e. New students should register in the Advisor's Office by filling an appropriate Registration Form.

REGISTRATION BY ABSTENTIA

An NDU undergraduate student is allowed to register in abstentia (or by proxy) by some legally recognized individuals (*i.e.*, parent, sister, or the like) under justifiable reasons such as illness, being abroad, and the like. Such a student shall be entirely responsible for discrepancies in his/her proxy registration, if any.

LATE REGISTRATION

After the fifth day of classes in either the Fall semester or the Spring semester or the third day of the Summer session the late registration period shall be scheduled and its fees shall be determined. No student may be registered beyond this day for the current semester or the Summer session. During the late registration day, a student shall follow the steps of the registration, as described in section IV of this policy. Further, it shall be understood that students registering during the late registration day shall be responsible for all work assigned from the beginning of the semester or the session. They shall be also subject to the requirements of the attendance policy as of the first day of classes.

CROSS-REGISTRATION

1. An NDU undergraduate student may be allowed to cross-register a course at another institution if:
 - a. The course is not offered at NDU during the semester in which the student is expected to graduate.
 - b. The course in which the student intends to cross-register is equivalent to his/her required course at NDU.
 - c. The course does not conflict with his/her course schedule at NDU.
 - d. The student has the Cross-Registration and Registration Forms signed by his/her Department Chairperson, and Academic Advisor as well as the Office of the Registrar and the Business Office.
 - e. The student returns the appropriate Cross-Registration form(s) to NDU Registrar's Office after officially registering at the other institution.
 - f. The student has to submit an official transcript of records for his/her cross-registered course to the Office of the Registrar at NDU.
2. A non-NDU undergraduate student may be allowed to cross-register a course at NDU upon submission of a written authorization from his/her institution allowing him/her to register for this course at NDU in accordance with NDU undergraduate registration policy.

IMPROPER REGISTRATION

Only officially enrolled students in a class are allowed to attend the class. The instructor of the class should inform any non-officially enrolled student of his/her improper registration and should immediately report it, in writing, to the Office of the Registrar, and should also ask the student to immediately proceed to the Office of the Registrar for a settlement.

CHANGES IN REGISTRATION

Changes in registration become effective and official on the date the approved completed form is submitted to the Office of the Registrar, and accepted and processed, and the financial obligations resulting from these changes are settled with the Business Office.

Adding and/or Dropping Courses

A student may add or drop a course or change a section in his/her registration schedule during the add/drop day only. This can be done by:

1. Dropping or Adding by himself/herself at the Division of Computing Services or in the Advisor's Office.
2. In the Drop/Add period, two modifications are allowed by the student.
3. In case a section is closed, or a student wishes to waive prerequisites/co-requisites and the like, only during Drop/Add period he/she has to fill in a Drop/Add form to secure the concerned Dean's signature.
4. Receive his/her modified tuition statement from the Business Office.

Withdrawal From Courses

- a. Students may officially withdraw registration from courses without academic penalty by the late registration day and in accordance with the University Refund Policy. No grades will be inscribed on their records.
- b. After the late registration period students may withdraw registration from courses without academic penalty at any time prior to the 14th week of the Fall or Spring semester or the 28th day of the Summer session, upon approval of the course instructor. A grade of "W" will be inscribed on their records.
- c. Withdrawal after the deadline will result in the immediate assignment of the grade "F" or "UW" on the dropped course. No withdrawal is allowed beyond this period unless the student petitions the Academic Standards Committee, upon the approval of his/her instructor, certifying urgent reasons including but not limited to: sudden illness or injury of the student, serious personal or family problems. Once the petition is approved by the Academic Standards Committee, the Registrar will then be instructed by the PVP for Academic Affairs to assign the grade "W" on the dropped course(s). No credit is given for any of the course(s) withdrawn.

Total Number of Withdrawals from a Course

Students are allowed to withdraw from a course twice only. A third withdrawal from the same course will result in an automatic "F" unless such a withdrawal is approved by the Academic Standards Committee.

Attendance after Withdrawing

Once a student has withdrawn from a course, he/she cannot continue to attend or audit this course during *the same* semester.

Student Reinstatement

Upon return, a student with leave of absence shall petition the Office of the Registrar for reinstatement. Those students on probation who have been approved for leave of absence will remain on probation upon reinstatement. A student whose application for leave of absence has been denied may petition the University Academic Standards Committee for final action.

Dropping a Course while on Probation

A student on probation may drop any course during the probation period.

Registration in a Course with an 'I' Grade

Students may not register in a course if he/she has an incomplete grade in its prerequisite(s).

STUDENT ACADEMIC LOAD

Full-Time and Part-Time Loads

Registration in at least 12 credits for the Fall or Spring semester constitutes a full-time load for an undergraduate student. Otherwise, it constitutes a part-time load.

Maximum Load for Registration per Semester

The maximum load for registration during the Fall or Spring semester by any undergraduate student is either 16 credits or the number of credits specified in his/her suggested program for that particular semester. However, a graduating student during his/her last semester of registration or a student who has the requirements listed below may register for a maximum of 19 credits per Fall or Spring semester.

- A cumulative GPA of 3.2/4.0 and above
- His/her advisor's approval
- Sophomore English requirements completed
- Sophomore Mathematics requirements completed, if any
- Residency Requirements for the designated degree is met

Maximum Load for Registration in the Summer Session

The maximum load for registration by any undergraduate student in the Summer session is 9 credits or less as determined by the concerned Faculty.

Maximum Load for Students on Probation

Students who are on probation may register for a maximum of 13 credits per semester of which at least 9 credits for courses that must be repeated, if any.

Maximum Load for Students with Incomplete(s)

Students who have two or more incomplete grades from a previous semester or the Summer session may register for a maximum of 13 credits per semester unless these courses are senior projects or the like.

Maximum Load for Students with Cross-Registration

The combined load for students with both registration at NDU and cross-registration in another institution must not exceed the maximum load stated above.

TUITION AND FEES

Notre Dame University is a non-profit institution. Tuition and fees paid by students represent a small percentage of the full cost of a student's education. The deficit is covered by income from gifts, grants and donations from foundations, alumni and friends of the University. The fees cover applications, membership in National Social Security Fund (NSSF), activities, Yearbook and Student Association, and Insurance. Membership of Lebanese students in the NSSF is mandatory by law. Thus prior to registration, students are urged to follow the instructions given by the Students Affairs Office concerning the clearance for NSSF.

Tuition

| | | |
|---|------|-----------------------|
| Tuition/Credit Hour (Engineering or Architecture) | L.L. | 375,000 |
| Tuition /Credit Hour (All Others) | L.L. | 320,000 |
| Tuition /Credit Hour (Auditing) | L.L. | 75% of credit tuition |

Fees

| | | |
|--------------------------------------|------|-----------------|
| Admission Application | L.L. | 100,000 |
| Entrance Examination | L.L. | 75,000 per exam |
| Late Registration | L.L. | 100,000 |
| Petition | L.L. | 5,000 |
| Change of Major | L.L. | 100,000 |
| Make-up Final Examination Fee/Course | L.L. | 200,000 |
| Transcript (Official Copy) | L.L. | 10,000 |
| Transcript (Student Copy) | L.L. | 5,000 |
| Library Fee/Book /Day (Late Returns) | L.L. | 1,500 |
| Graduation | L.L. | 50,000 |
| Medical Insurance | L.L. | 25,000 |
| Academic Fees | L.L. | 145,000 |
| NSSF Fees (when applicable) | L.L. | 90,000 |

Because of the rising cost of higher education, universities are facing severe financial problems. NDU reserves the right to change tuition, fees and expenses at any time without prior notice.

A student may not complete registration, graduate or receive any transcripts of records until all dues are paid.

REFUND POLICY

Contracts with faculty members and provisions for education are made by the University in advance for the entire year. Accordingly, if a student withdraws for justifiable reasons after final registration, refund of tuition will be made according to the following schedule of withdrawals:

- Before classes begin, during drop/add period, 75% of the tuition is refunded.
- During the first week of classes, 50% of the tuition is refunded.
- Tuition is not refunded after the first week of classes.
- Refund policy does not apply during summer session. No refund of tuition is made for any withdrawal during summer session.

GRADUATE REGISTRATION

REGISTRATION PROCESS

A registration guide is distributed to every graduate student before the period assigned for registration. Students are advised to read the registration guide and this section of the catalog carefully. Registration involves the following steps:

Payment of Fees: The first step in registration is the payment of fees. Every registrant must pay the fees in full, or make arrangement for payment two weeks before the beginning of registration. Regardless of the manner of payment, every student must clear his/her registration with the Business Office. Outstanding balances must be settled in full before a student is allowed to register. Those who fail to honor the terms of the arrangement of payment of fees will be denied the privilege of future arrangements.

Consultation with Academic Advisors: Each student is assigned an academic advisor. With a proposed semester course schedule, the student proceeds to his/her advisor for consultation and the finalization of the selected courses. Students should consult with their academic advisors in the places assigned them for registration. The selection of courses is initially undertaken by the registrant himself/herself. Registration in absentia or by proxy is not permitted. Continuing students should check the course requirements as prescribed for every major, and compare them with the ones they have already completed. In the light of this comparison, they should check the course offerings for the given semester and then fill in their semester course schedules. New students must make sure that all required documents, particularly those mentioned in the letter of admission, are submitted to the Registrar's Office. They should also have in hand their letters of admission and identity cards or passports to present them to their advisors. Students should follow the steps indicated in the registration guide.

COURSE LOAD

A full-time graduate student must register for twelve credits per semester. Students registered for less than twelve credits per semester are considered part-time graduate students. Graduate students cannot register for more than six credits in the Summer session.

AUDITING

Students may register for courses on an auditing basis. Courses in which a student is so enrolled carry no credit but are listed in the student's transcript as audit. The fee charged by the university shall be 75% of the fee paid by regular students. Student auditors should fulfill the same admission conditions as any other regular student.

DISCLOSURE OF STUDENTS' RECORDS

The University does not disclose information and academic records of any student except with his/her prior consent. Exceptions to this principle are made only in compliance with judicial orders and health or safety emergency.

TUITION AND FEES

Notre Dame University is a non-profit institution. Tuition paid by students represents a small percentage of the full cost of a student's education. The deficit is covered by income from gifts, grants and donations from foundations, and alumni and friends of the

University. The fees cover applications, Yearbook and Student Association, and Insurance and late registration.

Tuition

| | | |
|---------------------------------------|------|-----------------------|
| Tuition per Credit Hour | L.L. | 420,000 |
| Auditing per Credit Hour per Semester | L.L. | 75% of credit tuition |

Fees

| | | |
|--|------|---------|
| Admission Application | L.L. | 150,000 |
| Entrance Examination (when applicable) | L.L. | 75,000 |
| Late Registration | L.L. | 100,000 |
| Petition | L.L. | 5,000 |
| Change of Major | L.L. | 100,000 |
| Make-up Final Examination Fee/Course | L.L. | 200,000 |
| Transcript (Official Copy) | L.L. | 10,000 |
| Transcript (Student Copy) | L.L. | 5,000 |
| Library Fee/Book /Day (Late Returns) | L.L. | 1,500 |
| Graduation | L.L. | 50,000 |
| Medical Insurance | L.L. | 25,000 |
| Academic Fees | L.L. | 145,000 |
| NSSF Fees (when applicable) | L.L. | 90,000 |

Because of the rising cost of higher education, universities are facing severe financial problems. NDU reserves the right to change tuition fees and expenses at any time without prior notice.

A student may not complete registration, graduate or receive a transcript of record until all fees are paid.

REFUND

Contracts with faculty members and provisions for education are made by the University in advance for the entire year. Accordingly, if a student withdraws for justifiable reasons after final registration, refund of tuition fees will be made according to the following schedule of withdrawals:

- Before classes begin, during drop/add period, 75% of the tuition is refunded.
- During the first week of classes, 50% of the tuition is refunded.
- During the course of a semester, tuition is not refunded after the first week of classes.
- Refund policy does not apply during summer session. No refund .of tuition is made for any withdrawal during summer session.

GER, FRESHMAN PROGRAM AND DEGREES

GENERAL EDUCATION REQUIREMENTS (GER)

A set of 27 credits in interdisciplinary courses, called General Education Requirements (GER), as a foundation for a liberal arts and basic science education. These GER shall be distributed as follows:

Communication Skills

6 credits in sophomore English

Computer Skills

3 credits in sophomore Computer Science

Cultural Studies

9 credits in Arabic, Western Literature, Religion, Philosophy, Cultural Sequence, Art, Music, etc. A religion course shall always part of any 9 credits of cultural studies.

Social Science Studies

3 credits in Sociology, Psychology, Political Science, History, Economics, Anthropology, etc.

Basic Science Studies

6 credits in Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc.

FRESHMAN PROGRAM

1. A student entering the Freshman Program at NDU as Freshman is required to complete a minimum of 30 credits. He/She has to follow either the Arts or the Science program.
2. The Freshman Program includes courses from the following areas: (Arts and Science)
 - Humanities and Social Sciences 9crs.
(a minimum of 3crs. in each area)
 - Natural Sciences and Mathematics 6crs.
(a minimum of 3 crs. in Natural Sciences)
 - Freshman students cannot be considered sophomore students unless they have completed 30 crs. of Freshman courses successfully.
 - In exceptional cases, the Equivalency Committee in the Lebanese Ministry of Education will give the permission to the freshman student who misses one course or 5 credits from the freshman requirements, to register in sophomore courses, on condition he/she registers for the missing freshman course and passes it successfully
 - Freshman students cannot register in sophomore courses without having this prior authorization.
 - According to the regulations of the Lebanese Ministry of Education the above mentioned areas include the following subjects:
 - a. Humanities: Languages/Literature/Philosophy/History
 - b. Social Sciences: Psychology-Sociology-Anthropology-Economics- Geography-Business Administration-Management-Political Studies.
 - c. Natural Sciences: Biology-Chemistry-Physics-Geology-Astronomy Nutrition.
 - d. Mathematics
 - e. Computer Science
 - f. Arts: Art-Music-Drama (not to exceed 3 credits)

DEGREES OFFERED

Faculty of Architecture, Art & Design (FAAD)

| | |
|--|-------------|
| Bachelor of Architecture | 182 credits |
| ** Bachelor of Arts in Interior Design | 136 credits |
| ** Bachelor of Arts in Graphic Design..... | 102 credits |
| ** Bachelor of Arts in Fashion & Textile Design | 102 credits |
| Bachelor of Arts in Studio Arts | 102 credits |
| * Bachelor of Arts in Arts & Crafts..... | 102 credits |
| Bachelor of Arts in Performing Arts..... | 102 credits |
| Bachelor of Arts in Music | |
| <i>Musicology</i> | 124 credits |
| <i>Music Education</i> | 124 credits |
| <i>Musimediology</i> | 124 credits |
| <i>Arabic Musicology</i> | 124 credits |
| ** Bachelor of Arts in Photography & Multimedia..... | 102 credits |
| Master of Architecture - <i>Landscape Urbanism</i> | 36 credits |
| Master of Arts in Design..... | 36 credits |
| Master of Arts in Music..... | 36 credits |
| Master of Arts in Fine Arts..... | 36credits |

Faculty of Business Administration and Economics (FBAE)

| | |
|--|-------------|
| ** Bachelor of Business Administration | |
| <i>Management Concentration</i> | 106 credits |
| <i>Accounting Concentration</i> | 106 credits |
| <i>Banking & Finance Concentration</i> | 106 credits |
| <i>Financial Engineering</i> | 106 credits |
| <i>Energy Economics</i> | 106 credits |
| <i>Economics Concentration</i> | 106 credits |
| <i>Marketing Concentration</i> | 106 credits |
| <i>Int'l Business Management Concentration</i> | 107 credits |
| Bachelor of Arts in Business Administration | |
| <i>Human Resources Management</i> | 106 credits |
| <i>Distribution and Logistics Management</i> | 106 credits |
| ** Bachelor of Hotel Management and Tourism | |
| <i>Food & Beverage Concentration</i> | 103 credits |
| <i>Hospitality & Management Concentration</i> | 103 credits |
| <i>Travel & Tourism Concentration</i> | 103 credits |
| <i>Management of Event Production</i> | 103 credits |
| ** Master of Business Administration (M.B.A.) | |
| <i>Economics</i> | 39 credits |
| <i>Human Resources Management</i> | 39 credits |
| <i>Project & Operations Management</i> | 39 credits |
| <i>Management & Strategy</i> | 39 credits |
| <i>Hospitality Management</i> | 39 credits |
| <i>Finance</i> | 39 credits |
| <i>Marketing</i> | 39 credits |
| Master of Science in International Business (MIB) with Bordeaux Business School..... | |

Faculty of Engineering (FE)

| | |
|---|-------------|
| Bachelor of Engineering in Civil Engineering | 150 credits |
| * * Bachelor of Engineering in Computer Communication Engineering | 150 credits |
| * Bachelor of Engineering in Electrical Engineering | 150 credits |
| Bachelor of Engineering in Mechanical Engineering | 150 credits |

Faculty of Humanities (FHUM)

| | |
|--|-------------|
| * * Bachelor of Arts in Communication Arts - <i>Radio/TV Concentration</i> | 106 credits |
| * Bachelor of Arts in Communication Arts - <i>Journalism Concentration</i> | 104 credits |
| * * Bachelor of Arts in Advertising & Marketing | 105 credits |
| * Bachelor of Arts in Psychology | |
| <i>Clinical Concentration</i> | 106 credits |
| <i>Educational Concentration</i> | 106 credits |
| <i>Industrial Concentration</i> | 106 credits |
| Bachelor of Arts in English | |
| * <i>Literature</i> | 102 credits |
| * * <i>Applied Linguistics</i> | 102 credits |
| * * Bachelor of Arts in Translation & Interpretership | 108 credits |
| * Bachelor of Education in Early Childhood | 105 credits |
| * Bachelor of Education in Learning Disabilities | 105 credits |
| * Bachelor of Education in Education of the Handicapped | 105 credits |
| * Bachelor of Education in Education of the Gifted | 105 credits |
| * Bachelor of Education in School Counseling | 105 credits |
| Bachelor of Arts in Arabic Language & Literature | 103 credits |
| Bachelor of Arts in Physical Education & Sport | 105 credits |
| * * Teaching Diploma in English | 18 credits |
| * * Teaching Diploma in Mathematics | 18 credits |
| * * Teaching Diploma in Sciences | 18 credits |
| * * Teaching Diploma in Social Sciences | 18 credits |
| * * Teaching Diploma in Arabic Literature..... | 18 credits |
| * * Teaching Certificate | 18 credits |
| Master of Arts in English Literature | 36 credits |
| * Master of Arts in Applied Linguistics and TEFL | 36 credits |
| Master of Arts in Arabic Language & Literature | 36 credits |
| Master of Arts in Translation/Interpretership | 36 credits |
| Master of Arts in Media Studies | |
| <i>Electronic Media</i> | 39 credits |
| <i>Journalism</i> | 39 credits |
| <i>Advertising</i> | 39 credits |
| Master of Arts in Education..... | 39 credits |
| <i>School Management and Educational Leadership</i> | 33 credits |
| <i>Special Education</i> | 33 credits |
| <i>Educational Technology</i> | 33 credits |

Faculty of Natural and Applied Sciences (FNAS)

| | |
|--|-------------|
| * * Bachelor of Science in Computer Science | 104 credits |
| * Bachelor of Science in Computer Science (<i>Computer Information Systems</i>) | 103 credits |
| * Bachelor of Science in Computer Science (<i>Computer Graphics and Animation</i>) | 108 credits |
| * Bachelor of Science in Actuarial Science & Insurance | 112 credits |
| * Bachelor of Science in Mathematics | 103 credits |

| | |
|---|-------------|
| ** Bachelor of Science in Biology | 102 credits |
| ** Bachelor of Science in Biology (<i>Biotechnology</i>) | 102 credits |
| * Bachelor of Science in Biology (<i>Environment Biology</i>) | 102 credits |
| ** Bachelor of Science in Environmental Science | 104 credits |
| Bachelor of Science in Chemistry (<i>Industrial</i>) | 98 credits |
| Bachelor of Science in Chemistry (<i>Environmental</i>) | 98 credits |
| ** Bachelor of Science in Nutrition and Dietetics | 94 credits |
| Bachelor of Science in Applied Statistics | 91 credits |
| ** Bachelor of Science in Business Computing | 91 credits |
| Bachelor of Science in Medical Laboratory Technology | 103 credits |
| Bachelor of Science in Geographical Information Systems | 91 credits |
| * Bachelor of Science in Physics..... | 94 credits |
| Master of Science in Computer Science | 30 credits |
| * Master of Science in Computer Science (<i>Computer Information Systems</i>) | 30 credits |
| * Master of Science in Mathematics | 33 credits |

Faculty of Nursing (FN)

| | |
|--------------------------|-------------|
| Bachelor of Nursing..... | 111 credits |
|--------------------------|-------------|

Faculty of Political Science, Public Administration, And Diplomacy (FPSPAD)

| | |
|--|-------------|
| ** Bachelor of Arts in Political Science | 105 credits |
| ** Bachelor of Arts in Political Science (<i>American Studies Concentration</i>) | 105 credits |
| * Bachelor of Arts in Political Science (<i>Euro-Mediterranean Studies Concentration</i>) | 105 credits |
| ** Bachelor of Arts in Political Science (<i>NGOs Concentration</i>) | 105 credits |
| ** Bachelor of Arts in International Affairs & Diplomacy | 105 credits |
| ** Bachelor of Arts in Public Administration | 105 credits |
| * Bachelor of Arts in Public Administration (<i>Criminal Justice Concentration</i>) | 105 credits |
| * Master of Arts in Political Science | 36 credits |
| * Master of Arts in Political Science (<i>NGOs Concentration</i>)..... | 36 credits |
| * Master of Arts in Political Science (<i>Comparative Law</i>) | 36 credits |
| * Master of Arts in International Affairs & Diplomacy | 36 credits |
| * Master of Arts in International Affairs & Diplomacy (<i>International Law Concentration</i>) | 36 credits |
| * Master of Arts in Public Administration | 36 credits |

Note: ** Offered at The North Lebanon Campus and The Shouf Campus.

**FACULTY OF
ARCHITECTURE, ART
AND DESIGN
(FAAD)**

Dr. Assaad Eid, *Dean*

DEPARTMENT OF ARCHITECTURE

Mr. Jean-Pierre El Asmar, *Chairperson*

DEPARTMENT OF DESIGN

Mrs. Linda Selwood Choueiri, *Chairperson*

DEPARTMENT OF MUSIC

Rev. Dr. Elias Kesrouani, *Chairperson*

DEPARTMENT OF ART

FACULTY DIRECTORY

Office of the Dean

Yellow Building, 3rd Floor, Room HB 311
Tel: 09-218-950/51/52 Extension 2073
e-mail: asaadeid@ndu.edu.lb

Department of Architecture

Yellow Building, 3rd Floor, Room HB 303
Tel: 09-218-950/51/52 Extension 2065
e-mail: jasmar @ndu.edu.lb

Department of Design

Yellow Building, 3rd Floor, Room HB 301
Tel: 09-218-950/51/52 Extension 2064
E-mail: lchoueiri@ndu.edu.lb

Department of Music

Yellow Building, 3rd Floor, Room HB 346
Tel: 09-218950/51/52 Extension 2190
e-mail: adib@ndu.edu.lb

FACULTY OF ARCHITECTURE, ART AND DESIGN (FAAD)

LIST OF FULL-TIME FACULTY MEMBERS

Professors

¹*Eid, Assaad*, Doctorate, 1986, *Applied Linguistics and TEFL*, Université Saint Joseph, Lebanon.

Kesrouani, Rev. Dr. Elias, Diplôme de Docteur, 1989, *Musicologie*, Sorbonne Paris IV, France.

Associate Professors

Haddad, Robert, Master of Fine Arts, 1980, University of Pennsylvania, USA.

Younes, Farid, Ph.D., 1997, *Aménagement*, Université de Montréal, Québec, Canada.

Senior Lecturers

El Asmar, Jean-Pierre, Laurea Di Dottore in Architettura, 1991, Università Degli Studi Di Firenze, Italy.

El-Hage, Gabriel, M.Urb., 1992, *Urbanisme*, Université de Montréal, Québec, Canada.

Gabriel, Nicolas, Diplôme D'Etudes Supérieur Spécialisé en Urbanisme, 2000, Université Libanaise, Liban.

Melki, Habib, Master of Architecture, 1985, Ball State University, USA.

Zaccour, Danielle, Diplôme d'Etudes Supérieures en Arts Plastiques, 1991, Académie Libanaise des Beaux-Arts, Liban.

Lecturers

Bechara, André, Bachelor of Fine Arts, 1991, Parsons School of Design, USA.

Choueiri, Linda Selwood, Master of Science in Supervision & Administration in the Visual Arts, 2000, Parsons School of Design / Bank Street College, USA.

Kortbawi, John, Certificate in Advanced Typographic Design, 1977, London College of Printing, UK.

Instructors

Daghfal, Graziella, Master of Arts in Design, 2002, Middlesex University, UK.

Matta, Nadim, Master of Arts, 1999, *Typographic Studies*, London Institute/London College of Printing, UK.

Mikhael, Diane, Master of Arts in Design, 2000, Middlesex University, UK.

Co-Academics

Bteich, Chady, Bachelor of Architecture, 2000, Notre Dame University, Lebanon, *Faculty Assistant*

Majdalani, Roula, Diplome d'Etudes Superieures, 1985, *Arts Plastiques*, Lebanese Fine Arts Academy, Lebanon, *Activities Officer*

Staff Members

Dib, Adelle, Lauréate Technique, *Secrétaire administrative*, 1988, Collège et Lycée Technique de l'Annonciation, Liban, *Secretary*.

El-Haddad, Nicolas, English Language and Computer Science Studies, 1989, Institut de l'Essor, Sin El Fil, Liban., and 1997, American Lebanese Language Center, Sin El Fil, Lebanon, *Faculty Technician*

Girgis, Elsy, B.A., 1999, *Interior Design*, Notre Dame University, Lebanon, *Secretary*

¹ On tenure appointment

Haddad, Liliane, Specialization Degree, 1983, *System Analyst*, The Lebanese Establishment for Commercial Sciences, Lebanon, *Dark Room Assistant*.
Sarkis, Diane, Secretariat, 1976, Computer and Management College, Lebanon, *Secretary*.
Sfeir, Joanna, Diplôme D'Arts Graphiques et Publicité, 1997, Université Saint Esprit-Kaslik, Liban, *Administrative Assistant*.

FACULTY OF ARCHITECTURE, ART AND DESIGN (FAAD)

Dean: *Dr. Assaad Eid*

Administrative Assistant: *Mrs. Joanna Sfeir*

AIMS

The overall aim is to provide a comprehensive and flexible range of programs in response to the educational and professional needs of the local community, the region and national and international demand and provide the opportunity for personal and professional development in any of the following areas: Architecture, art or design. In more specific terms:

- To help individuals develop their creative, intellectual and technical abilities and enhance their expertise to make an informed contribution to the cultural, technological, social and economic needs of society in general.
- To foster fundamental learning and research skills coupled with an understanding of the historical, cultural, social and commercial arena within which those engaged in architecture, arts and design operate.
- To equip individuals for an array of career paths and changes in employment patterns, thus promote ingenuity, adaptability and mobility.
- To enable students at all levels to deal flexibly with varied problems and tasks and technologies.

Departments and Programs

The following departments and programs constitute the Faculty of Architecture, Art and Design:

Department of Architecture
Department of Design
Department of Music
Department of Art

Degrees

The Department of Architecture offers an undergraduate program leading to the degree of:
Bachelor of Architecture (182 credits)

and a graduate program leading to the degree of:

Master of Architecture in Landscape Urbanism (36 credits)

The Department of Design offers undergraduate programs leading to the degrees of:

BA in Graphic Design (102 credits)
BA in Interior Design (136 credits)
BA in Photography & Multimedia (102 credits)
BA in Fashion & Textile Design (102 credits)

and a graduate program leading to the degree of:

Master of Arts in Design (36 credits)

The Department of Music offers undergraduate programs leading to the degrees of:

BA in Music - Musicology concentration (124 credits)
BA in Music - Music Education concentration (124 credits)
BA in Music - Musimediology concentration (124 credits)
BA in Music - Arabic Musicology concentration (124 credits)

and a graduate program leading to the degree of:
Master of Arts in Music (36 credits)

The Department of Art offers the following undergraduate degrees:

- BA in Studio Arts (102 credits)
- BA in Performing Arts (102 credits)
- BA in Arts & Crafts (102 credits)

and a graduate degree of:
Master of Fine Arts (36 credits)

FOUNDATION STUDIES

Students in the Foundation Studies Program work on the various skills and methods used by artists and designers to convert ideas conceived in their mind into art and design objects. Students are encouraged to develop “heart, head and hand skills”.

The Foundation Studies enable students to discover their talent, strengths and interests. “Learning” in one course is complementary to another course. This ensures that students advance quickly and confidently. At the end of the Foundation Studies, students will be ready to join a degree program within the Departments of Architecture, Art and Design, to which he was admitted.

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art and Culture | 2cr. |
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |
| FAP | 315 | History of Art | 3cr. |

Departmental Admission Requirements:

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. All courses with a grade of less than C- must be repeated (see separate Foundation Studies description). In addition all remedial courses, Math and/or English (if required) must be completed. Students who fail to meet the above requirements will not be allowed to proceed to the Degree within the Department.

DEPARTMENT OF ARCHITECTURE

Chairperson: *Mr. Jean-Pierre El Asmar*

Secretary: *Mrs. Diane Sarkis*

Associate Professor

Younes, Farid, Ph.D., 1997, Université de Montréal, Québec, Canada.

Aménagement

Senior Lecturers

El Asmar, Jean-Pierre, Laurea Di Dottore in Architettura, 1991, Università Degli Studi Di Firenze, Italy.

El-Hage, Gabriel, M.Urb., 1992, Université de Montréal, Québec, Canada.

Urbanisme

Gabriel, Nicolas, Diplôme D'Etudes Supérieur Spécialisé en Urbanisme, 2000, Université Libanaise, Liban.

Melki, Habib, Master of Architecture, 1985, Ball State University, USA.

The Degree of Bachelor of Architecture

The BA in Architecture program offered by the Department of Architecture of the FAAD, aims at:

- Providing the learner with the proper exposure to enhance reflective approach to design and foster students' critical thinking.
- Developing the intellectual and theoretical backgrounds of the students through the study of ancient, modern and contemporary history and theories of architecture.
- Increasing student's awareness with respect to environmental and social issues. This concern mainly focuses on the interrelated influence between the human being, the society, and architecture.
- Contributing in building-up an architectural epistemology.
- Preparing the learner for professional practice and post-graduate studies.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. All major courses with a grade of less than C- must be repeated. In addition all remedial courses, Math and/or English must be completed. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Architecture and other majors of the Faculty of Architecture, Art & Design.

Students, who are computer illiterate, are encouraged to take CSC 201 within their GER or free elective courses before starting their major requirements.

Graduation Requirements

To obtain the degree of bachelor of architecture, a student must complete a total of 182 credits with an overall grade-point average of at least 2.0/4.0 and a minimum cumulative grade point average of 2.3/4.0 in the major requirements. In addition, all major requirement courses must be successfully completed with a minimum grade of C- . These 182 credits are divided into:

Degree Requirements (182 credits)

| | |
|---|----------------|
| General Education Requirements | 18 cr. |
| The GER are distributed as follows: | |
| Sophomore English: ENL 213 & ENL 230 | 6 cr. |
| Cultural Studies: Religion + Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... | 6 cr. |
| Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... | 6 cr. |
| Core Requirements | 26 cr. |
| GEO 202, MAT 213, PHS 203, CSC 273, CSC274, CEN 308, CEN 309, CEN 419, CEN 439 | |
| Foundation Studies (First Year) | 20 cr. |
| FAP 211, GDP 212, ARP 213, FAP 215, FAP 221, GDP 222, ARP 223. | |
| The student must complete all Foundation Studies with a cumulative grade point average of 2.3/4.0 or above in all major courses. Any major course with a grade of less than C- must be repeated. Students who fail to meet the above requirements will be asked to repeat the Foundation Year for only one additional year or change the major. | |
| Free Electives | 6 cr. |
| Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER. | |
| Major Requirements | 102 cr. |
| ARP 301, ARP 311, ARP 313, ARP 317, ARP 322, ARP 324, ARP 328, ARP 421, ARP 422, ARP 423, ARP 433, ARP 435, ARP 439, ARP 444, ARP 446, ARP 551, ARP 552, ARP 553, ARP 554, ARP 555, ARP 556, ARP 557, ARP 561, ARP 562, ARP 563, ARP 590, ARP 591, ARP 593. | |
| Choose two courses from the following Electives I: ARP 564, ARP 565, ARP 566, ARP 567, ARP 568, ARP 569 | 6 cr. |
| Choose two courses from the following Electives II: ARP 581, ARP 582, ARP 583, ARP 584, ARP 585, ARP 586 | 4 cr. |

Bachelor of Architecture
Suggested Program (182 Credits)

Foundation Studies (Year I)

Fall Semester I (14 Credits)

| | | | |
|-----|-----|------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| GDP | 212 | Design Principles I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| FAP | 215 | Art & Culture | 2 cr. |
| MAT | 213 | Calculus III | 3 cr. |

Spring Semester I (18 Credits)

| | | | |
|-----|-----|----------------------|-------|
| FAP | 221 | Drawing II | 3 cr. |
| GDP | 222 | Design Principles II | 3 cr. |
| ARP | 223 | Descriptive Geometry | 3 cr. |
| — | — | Free Elective | 3 cr. |
| PHS | 203 | General Physics III | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I is left free for remedial courses, GER Courses could also be taken.

Year II:

Fall Semester II (17 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| ARP | 311 | Architectural Design I | 5 cr. |
| ARP | 313 | History of Architecture I | 3 cr. |
| ARP | 301 | Technical Drawing II | 3 cr. |
| ARP | 317 | Building Technology I | 3 cr. |
| CEN | 308 | Statics for Architects | 3 cr. |

Spring Semester II (17 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| ARP | 322 | Architectural Design II | 5 cr. |
| ARP | 324 | History of Architecture II | 3 cr. |
| CEN | 309 | Mechanics of Materials for Architects | 3 cr. |
| ARP | 328 | Building Technology II | 3 cr. |
| CSC | 273 | Computer Aided Architecture Design | 3 cr. |

Summer Session II (8 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| CSC | 274 | Software Packages for Architects I | 3 cr. |
| ARP | 423 | Acoustics | 2 cr. |
| — | — | GER | 3 cr. |

Year III:

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| ARP | 433 | Architectural Design III | 6 cr. |
| ARP | 435 | History of Architecture III | 3 cr. |
| CEN | 419 | Structure for Architects | 3 cr. |
| ARP | 439 | Mechanical and Sanitary Systems | 3 cr. |

Spring Semester III (17 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ARP | 444 | Architectural Design IV | 6 cr. |
| ARP | 446 | History of Architecture IV | 3 cr. |
| CEN | 439 | Concrete Design for Architects | 3 cr. |
| GEO | 202 | Geology for Architects | 2 cr. |
| — | — | GER | 3 cr. |

Summer Semester III (7 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| ARP | 421 | Architectural Model Making | 2 cr. |
| ARP | 422 | Lighting Design & Electrical Systems | 2 cr. |
| — | — | GER | 3 cr. |

Year IV:**Fall Semester IV (18 Credits)**

| | | | |
|-----|-----|---------------------------------|-------|
| ARP | 555 | Architectural Design V | 6 cr. |
| ARP | 557 | Architectural Theories | 3 cr. |
| ARP | 551 | Construction Detailing Studio I | 3 cr. |
| ARP | 561 | Urbanism I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester IV (18 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| ARP | 556 | Architectural Design VI | 6 cr. |
| ARP | 552 | Construction Detailing Studio II | 3 cr. |
| ARP | 562 | Urbanism II | 3 cr. |
| ARP | — | Elective I ⁸ | 3 cr. |
| — | — | Free Elective | 3 cr. |

Summer Session IV (8 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| ARP | 590 | Senior Study | 2 cr. |
| ARP | 553 | Specifications & Quantity Surveying | 3 cr. |
| ARP | 554 | Surveying | 3 cr. |

Year V:**Fall Semester V (15 Credits)**

| | | | |
|-----|-----|------------------------------|-------|
| ARP | 591 | Senior Project I | 6 cr. |
| ARP | 563 | Building Rules & Regulations | 3 cr. |
| ARP | — | Elective I ¹ | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester V (10 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| ARP | 593 | Senior Project II | 6 cr. |
| ARP | — | Elective II ⁹ | 2 cr. |
| ARP | — | Elective II ² | 2 cr. |

⁸ Electives I: Choose one of the followings: ARP 564, ARP 565, ARP 566, ARP 567, ARP 568, ARP 569.

⁹ Electives II: Choose one of the following courses: ARP 581, ARP 582, ARP 583, ARP 584, ARP 585, ARP 586.

Undergraduate Courses: Architecture

ARP 213 Basic Technical Skills (2.2); 3 cr. Using different art tools, devices and materials. Preparing and presenting a portfolio.

ARP 223 Descriptive Geometry (2.2); 3 cr. Study of geometric projections in space. Emphasis on volumetric development, shade and shadow construction.

ARP 301 Technical Drawing II (2.2.); 3 cr. A continuation of Technical Drawing I, with an emphasis on perspective as a powerful visualization tool for the Architect. The course covers the mechanical construction method same as One, Two and, Three vanishing points perspective. It also introduces the study of shadows (different light directions) and reflections in perspective. *Prerequisite:* ARP 223.

ARP 311 Architectural Design I (3.4); 5 cr. This course is the first in a sequential series of design courses. The main purpose of Architectural Design I, is to acquaint student with basic Architectural problems, through the analysis of context and precedents. *Prerequisite:* GDP 222

ARP 313 History of Architecture I (3.0); 3 cr. The main objectives of studying History of Architecture are the studying of the genesis of the aesthetic phenomena with respect to the human needs and understanding the development, the evolution, the impact of different ideologies, the sequence and the innovations in Architecture through history pertaining to the "spirit of time". The History of Architecture I is a survey and analysis of the architectural production of antiquity: Prehistoric Architecture; Architecture of Egypt; Architecture of the Ancient Near East; Architecture of Greece; Architecture of the Hellenistic Kingdoms.

ARP 317 Building Technology I (2.2); 3 cr. A technical and cultural preparation, aiming at assisting the student in resolving technological problems in the design phase and an appropriate use of the different materials in building construction.

ARP 322 Architectural Design II (3.4); 5 cr. A continuation of Architectural Design I. The understanding of environmental and residential design principles will be dealt with. Students are exposed to projects that will deal with tackling

the appropriate methods in exploring and evaluating the different aspects of the design field. *Prerequisite:* ARP 311.

ARP 324 History of Architecture II (3.0); 3 cr. Continuation of History of Architecture I, the course covers the development of architecture from the 4th century BC to the 12th century AD. It covers the Architecture of Etruscans, Republican Rome and the Roman Empire; the Early Christian and the Byzantine Empire; the Early Mediaeval and Romanesque and the Architecture of Islam. *Prerequisite:* ARP 313.

ARP 328 Building Technology II (2.2); 3 cr. The course is finalized toward the learning and application of the technologies of building construction, aiming to assist students in the execution project. *Prerequisite:* ARP 317.

ARP 421 Architectural Model Making (1.2); 2 cr. The objective of this course is to help students understand deeply and experiment with how to construct architectural models of different scale and different kinds of materials. Students will plan and do research on the use, detail, budget, and techniques before starting construction.

ARP 422 Lighting Design and Electrical Systems (1.2); 2 cr. Types of artificial light sources and the human eye. Production, measurement and control of light. Design of lighting systems. Electrical requirements and distribution in buildings and related execution problems. *Prerequisite:* ARP 328.

ARP 423 Acoustics (1.2); 2 cr. Analysis, design and detailing of acoustical factors influencing spaces and building design. *Prerequisite:* ARP 328.

ARP 433 Architectural Design III (3.6); 6 cr. A continuation of the previous Architectural Design courses. This course deals with the contextual peculiarities of an existing structure (a traditional house, an industrial and urban wastland, etc.): Surveying it, analyzing its morphological components same as its context, and proposing new destinations. *Prerequisite:* ARP 322.

ARP 435 History of Architecture III (3.0); 3 cr. Continuation of History of Architecture II, from the 12th century to the mid-17th century. It covers the Gothic Architecture and The Renaissance Period. *Prerequisite:* ARP 324.

ARP 439 Mechanical and Sanitary Systems (2.2); 3 cr. The physiological and environmental aspects of heating, ventilation and air conditioning; comfort tables and charts. Estimating heating and cooling loads and the choice of appropriate systems. The choice and design of water distribution and plumbing systems. Problems encountered with such installations on site. *Prerequisite:* ARP 328.

ARP 444 Architectural Design IV (3.6); 6 cr. After having accomplished in the previous Design courses the essentials in an architectural project, this course will tackle the development of architectural projects from multiple stakes and cultural precedents; disengaging the why and the problematical aspect; developing a conceptualizing methodology to concretize the architectural expression; exploring of the complexity of the architectural creation; discovering new significance and meanings through the architectural form. *Prerequisite:* ARP 433.

ARP 446 History of Architecture IV (3.0); 3 cr. Continuation of History of Architecture III, to cover the architecture from the mid-17th century to the mid 19th century. It covers The Baroque and the Rococo architecture. *Prerequisite:* ARP 435.

ARP 551 Construction Detailing Studio I (2.2); 3 cr. This course is meant to acquaint the student with the elaboration of professional construction document of architectural projects, and the adaptation of standard construction details to various architectural contexts. *Prerequisites:* ARP 422, ARP 439, ARP 444.

ARP 552 Construction Detailing Studio II (2.2); 3 cr. A continuation of Construction Detailing Studio I, with an emphasis on detail problem solving. Students are expected to develop further their architectural designs to reach the final stage of construction documents. *Prerequisite:* ARP 551.

ARP 553 Specifications and Quantity Surveying (3.0); 3 cr. Specifications and tender documents writing. The sources and the methods of classification for subsequent use. Practice projects.

ARP 554 Surveying and Field Surveying (2.2); 3 cr. Surveying and instrumentation; introduction to optical, photographic, mathematical, and geometrical principles relevant to photogrammetry and remote sensing; introduction to global positioning system. Field

plane surveying; topographic mapping; location survey and route surveying.

ARP 555 Architectural Design V (3.6); 6 cr. Continuation of Design IV dealing with more complex aspects of the built environment. It initiate students to the “scientific” research by admitting only obviousness (evidences) and theories in the different disciplines. *Prerequisite:* ARP 444.

ARP 556 Architectural Design VI (3.6); 6 cr. All the accumulation of knowledge acquired in the architectural program and in the sequential series of Design courses must be taken into consideration. This course figures out the developing of the critical thinking and analyzing “objectively” of an Environmental Design issue; Sensibilization to the contextual demand of our society; Application of the different architectural paradigm and methodological conceptualization; The concretization into a well developed architectural expression. The Implementation of a realistic contextual site as well as basic determinant constraints (laws, environment, etc.). *Prerequisite:* ARP 555.

ARP 557 Architectural Theories (3.0); 3 cr. Survey of architectural theories as stated by architects, historians, and architectural critics. The main objectives of this course are to have a global view on the different schools of thought in architecture and to heighten the student’s awareness of the various interpretations of the architectural paradigm as well as to the evolution of theories in architecture; *Prerequisite:* ARP 446.

ARP 561 Urbanism I (3.0); 3 cr. A survey of urban morphology in terms of characteristic phases of development with emphasis on environmental, cultural and economic factors governing urban growth. *Prerequisite:* ARP 444.

ARP 562 Urbanism II (2.2); 3 cr. A survey of different basic approaches to urban and city planning present and past. A comprehensive and critical survey of urban planning in Lebanon. *Prerequisite:* ARP 561.

ARP 563 Building Rules & Regulations (3.0); 3 cr. Professional code of ethics for the practice of the profession. The moral and legal responsibilities of the architect towards the executed project and concerned parties. A survey of construction building codes and a study of the Lebanese construction laws. (taught in Arabic).

ARP 564 Restoration of Monuments (2.2); 3 cr. The purpose of this course is to prepare the students for restoration projects, having professional characteristics, on a building which will be freely chosen by themselves. *Prerequisites:* ARP 301, ARP 446.

ARP 565 Landscape Architecture (2.2); 3 cr. Theory and principles of design and problem solving processes as applied to fundamentals of design form in the landscape. *Prerequisites:* ARP 301, ARP 446.

ARP 566 Basic Industrial Design (2.2); 3 cr. Introduction to the theories, methods and practices of industrial design with primary emphasis on basic visual language and visual encoding practices. *Prerequisites:* ARP 301, ARP 446.

ARP 567 Archaeology (2.2); 3 cr. Studying the cultural heritage and rediscovering human experience since its origin to the present. It focuses on the archaeology of Lebanon: Its history, artifact recording or ethnographic data, composition and description. *Prerequisites:* ARP 301, ARP 446.

ARP 568 Social Architecture (3.0); 3 cr. The course objectives are to initiate students to the research in sociology; to give a comprehensive overview of the contribution of the behavioral sciences to architectural theory; to present generalizations on what the built environment affords people and a set of concepts for understanding the relationship between architecture and human behavior. *Prerequisites:* ARP 301, ARP 446.

ARP 569 Project Planning and Management (3.0); 3 cr. This course focuses on providing an overall understanding of the project development. The course tackles: Theoretical frameworks and tools; quantitative methods and process used in analyzing project investment decisions; case studies. Project scope definition, phasing, scheduling, and control method. *Prerequisite:* ARP 301, ARP 446.

ARP 581 Seminar I (2.0); 2 cr. Lectures and conferences held by visiting instructors.

ARP 582 Seminar II (2.0); 2 cr. Lectures and conferences held by visiting instructors.

ARP 583 Design Theory (2.0); 2 cr. Some recent examples include virtual and dynamic environments. The architecture of professional architects housing and modernity, 20th Century Design.

ARP 584 Topics in Oriental Architecture (2.0); 2 cr. Analysis of theoretical, culture and historical determinants as they may be applied to a select array of oriental architects and buildings.

ARP 585 Topics in Japanese Architecture (2.0); 2 cr. Analysis of theoretical, culture and historical determinants as they may be applied to a select array of Japanese architects and buildings.

ARP 586 Topics in Lebanese Architecture (2.0); 2 cr. Analysis of theoretical, culture and historical determinants as they may be applied to a select array of Lebanese architects and buildings.

ARP 590 Senior Study (2.0); 2 cr. An introduction to the senior design courses that allows students to choose and justify their final senior project. *Prerequisite:* ARP 556

ARP 591 Senior Project I (4.4); 6 cr. The course involves a research that includes a theoretical and philosophical thought defining the problematicor situational aspect of the theme and the aim; specifying the hypothesis/concepts and justifying the *raison d'être* of the project. In respect to the theoretical thought, the conceptualization and "operationalization" of the hypothesis into concepts, dimensions and indicators, leads to the embryonic aspect of the proposed project. *Prerequisite:* ARP 590.

ARP 593 Senior Project II (3.6); 6cr. This Final senior course proposes a complete and comprehensive development of the project in which the relevance to the thesis presented in Senior Project-I should be demonstrated graphically. A complete set of drawings models, photographs, and recordings must be finalized by the student under the supervision of an advisor and collaborators. *Prerequisite:* ARP 591.

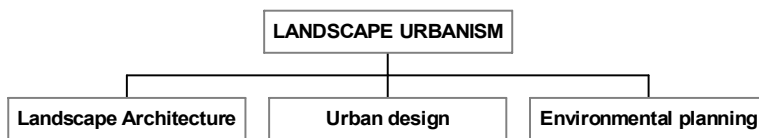
The Degree of Master of Architecture in Landscape Urbanism

Boundaries between environmental design disciplines are getting blurred. Increasingly, landscape architecture is being explored from different perspectives pertaining to art, architecture, urbanism, ecology, and technology. As such, it is perceived as an architectural incorporation of nature, an investigation in regional ecologies, an experimental field for installation artists, or as a means for reinforcing regional and urban identities. Hence, landscape architecture is losing its narrow definition as a professional field concerned with designing gardens and urban open spaces. It is widening its scope to embrace contemporary environmental problems and philosophical debates about the evolving attitudes towards nature, design, cities and their interface.

In response to this inclusive attitude toward the environment, this program opens a new perspective for graduate studies bridging the gap between art, architecture, landscape architecture and urbanism. It provides new graduate students as well as experienced professionals the opportunity to explore and to learn to manage emerging and pressing issues related to environmental conservation and sustainable development. As such the program aims at educating professionals and researchers who are able to respond to the need of ministries, international agencies as well as private developers and consulting offices in devising a culturally-appropriate approach to environmental planning and in formulating landscape and urban design strategies at urban, metropolitan and regional scales. It also encourages aesthetic exploration by individual artists, architects and landscape designers who prefer to follow their own itinerary in professional or research work.

Structure

The course is organized around three areas of concentration: Landscape Architecture, Urban Design, and Environmental Planning. Specific requirements depend on the interest of the student and the recommendations of the advisor of the department:



during the first semester, the student is exposed to the breadth of the program through a series of intensive introductory lecture-workshop courses covering the wide range of theories, methods and issues underlying the three areas of concentration. Starting from the second semester, the student will start focusing on a specialization area that will guide his selection of elective courses as well as his disciplinary focus within the required studio and core courses. The program provides the added flexibility of opting for a design-oriented course of study leading to a professional project thesis or for a research-oriented course of study leading to a written thesis with high analysis content.

Admission Requirements

In addition to the university admission requirements for graduate students, the candidate must submit a portfolio of work for assessment and schedule an interview with MLU course faculty.

In addition, applicants for the graduate program may be granted a maximum of nine transfer credits of graduate studies taken at another accredited institution of higher education provided that the transfer course(s) correspond to the NDU course requirements.

In order to be accepted into the program, the students must take a minimum of 6 credits per semester as a part-time candidate and 9 credits as a full-time candidate.

Students applying with a bachelor degree outside of architecture should fulfill the undergraduate requirements of the university admission policy. Students with a degree from FAAD other than architecture will have to consult with MLU course faculty.

Graduation Requirements

Students seeking the degree of Master of Landscape Urbanism must meet the university graduation requirements and complete 36 credits with a cumulative average of at least 3.0/4.0.

Degree Requirements (36 credits)

Core Courses 30 cr.

MLU 615, MLU 616, MLU 617, MLU 623/MLU 624, MLU 625/MLU 626, MLU635, MLU636, MLU645

Major Electives 6 cr

Master of Landscape Urbanism Suggested Program (36 Credits)

Year I

Fall Semester (9 Credits)

| | | | |
|-----|-----|--|------|
| MLU | 615 | Ecological Foundations of Landscape Urbanism | 3cr. |
| MLU | 616 | Aesthetic Foundations of Landscape Urbanism | 3cr. |
| MLU | 617 | Landscape Informatics | 3cr. |

Spring Semester (9 Credits)

| | | | |
|-----|-----|---|------|
| MLU | 623 | Cultural foundations of Landscape Urbanism | 3cr. |
| or | | | |
| MLU | 624 | The coastal environment | |
| MLU | 625 | Generative landscapes | 3cr. |
| or | | | |
| MLU | 626 | Policy and implementation in landscape urbanism | |
| — | — | Major Elective | 3cr. |

Year II

Fall Semester (9 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| MLU | 635 | Workshop in Landscape Urbanism | 6 cr. |
| MLU | 636 | Thesis Seminar | 3 cr. |

Spring Semester (9 Credits)

| | | | |
|-----|-----|----------------|-------|
| MLU | 645 | Thesis | 6 cr. |
| — | — | Major elective | 3 cr. |

Graduate Courses: Landscape Urbanism

MLU 615 Ecological foundations of Landscape Urbanism (2.2); 3 cr. Combined lecture-workshop on the principles and practice of ecological design and planning with emphasis on the local and regional context.

MLU 616 Aesthetic foundations of Landscape Urbanism (2.2); 3 cr. Combined lecture-workshop course on the perceptual and spatial structures of landscapes as analytical and design tools.

MLU 617 Landscape informatics (2.2); 3 cr. The use of digital tools for terrain mapping and analysis, as well as landscape modeling and visualization.

MLU 623 Cultural foundations of Landscape Urbanism (2.2); 3 cr. Combined lecture-workshop course on the cultural identity of urban and metropolitan landscapes addressing their formative process and their underlying ideological, socio-economical and spatial dialectics. *Prerequisites:* MLU615, MLU 616

MLU 624 The coastal environment (3.0); 3 cr. The impact of urbanization on the coastal zone in the Mediterranean, regional and local contexts and the dialectics of development and conservation.

MLU 625 Generative landscapes (3.0); 3 cr. Exploration of landscape typologies, natural and man-made, that epitomize the various social and political orders through history.

MLU 626 Policy and implementation in landscape urbanism (3.0); 3 cr. The legislative foundations of environmental design and planning with identification of public and private sector stakeholders and the alternative approaches for policy implementation.

MLU 627 Open space art: from statues to installations (2.2); 3 cr. The historical and contemporary approaches to natural landscapes and public open spaces by artists and environmental designers, and the emerging trends on the international and local levels.

MLU 628 Emerging International Issues in Landscape Urbanism (3.0); 3 cr. A seminar in which international topics of current relevance to practice and critical thinking in environmental planning, urban design and landscape architecture will be explored. The course content will change each semester to maintain currency within the professions.

MLU 629 Emerging regional and national Issues in Landscape Urbanism (3.0); 3 cr. A seminar in which local and regional topics of current relevance to practice and critical thinking in environmental planning, urban design and landscape architecture will be explored. The course content will change each semester to maintain currency within the professions.

MLU 635 Workshop in Landscape Urbanism (2.8); 6 cr. Key development and conservation issues explored through the perspectives of environmental planning, urban design and landscape architecture. *Prerequisites:* MLU615, MLU 616, MLU 617.

MLU 636 Thesis Seminar (2.2); 3 cr. Preparation for final project/research thesis including an initial stage of data gathering and analysis leading to research proposal. *Prerequisite:* MLU 635.

MLU 645 Thesis (4.4); 6 cr. Supervised dissertation work in the form of a professional project or written thesis.

DEPARTMENT OF DESIGN

Chairperson: *Mrs. Linda Selwood Choueiri*

Secretary: *Mrs. Elsy Girgis*

Associate Professor

Haddad, Robert, Master of Fine Arts, 1980, University of Pennsylvania, USA.

Senior Lecturers

Zaccour, Danielle, Diplôme d'Etudes Supérieures en Arts Plastiques, 1991, Académie Libanaise des Beaux-Arts, Liban.

Lecturers

Bechara, André, Bachelor of Fine Arts, 1991, Parsons School of Design, USA.

Choueiri, Linda Selwood, Master of Science in Supervision & Administration in the Visual Arts, 2000, Parsons School of Design / Bank Street College, USA.

Kortbawi, John, Certificate in Advanced Typographic Design, 1977, London College of Printing, UK.

Instructors

Daghfal, Graziella, Master of Arts in Design, 2002, Middlesex University, UK.

Matta, Nadim, Master of Arts, 1999, London Institute / London College of Printing, UK.
Typographic Studies

Mikhael, Diane, Master of Arts in Design, 2000, Middlesex University, UK.

The Department of Design is currently offering four undergraduate degrees:

- A Bachelor of Arts in Graphic Design
- A Bachelor of Arts in Interior Design
- A Bachelor of Arts in Photography & Multimedia
- A Bachelor of Arts in Fashion & Textile Design

The Department of Design offers a graduate degree:

- Master of Arts in Design
-

The Degree of Bachelor of Arts in Graphic Design

The overall Graphic Design program is designed to concentrate on study and practice of the background, context, skills and approaches that form a true understanding of professional graphic design, for today and the future. All the courses in the Design Department emphasize "learning by doing".

The Bachelor of Arts Degree in Graphic Design is a 3-year full-time program. This includes a one year full-time Foundation Studies. The student will have different alternatives in choosing from five emphasis areas: typography, illustration, moving image, photography, or packaging. Each program totals 102 credits.

Admission Requirements:

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. All courses with a grade of less than C- must be repeated (see separate Foundation Studies description). In addition all remedial courses, Math and/or English (if required) must be completed. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Graphic Design and other majors in the Design Department of the Faculty of Architecture, Art & Design.

Graduation Requirements:

To receive the degree of Bachelor of Arts in Graphic Design, a student must complete a total of 102 credits with a minimum cumulative grade point average of 2.3/4.0 in all Major Courses. All courses with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

Degree Requirements (102 credits)

General Education Requirements (GER): **18 cr.**

The GER are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Core Requirements **28 cr.**

Foundation Studies FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Free Electives **6 cr**

Students are also expected to complete 6 credits of free electives.

The 3-credit course in religion must be included if it has not been already taken within the GER.

Major Requirements **50 cr.**

Common Courses

GDP 311, GDP 312, GDP 313, GDP 314, GDP 315, GDP 321, GDP 322, GDP 323, GDP 324, GDP 325, GDP 326, GDP 413, GDP 414, GDP 422, GDP 423.

Concentration Area Courses

Illustration – GDP 412, GDP 424 & GDP 425

Moving Image – GDP 412, GDP 435 & GDP 436

Photography – GDP 412, GDP 445 & GDP 446

Typography – GDP 412, GDP 454 & GDP 455

Packaging – GDP 465 & GDP 466

Bachelor of Arts in Graphic Design – Illustration Concentration
Suggested Program (102 Credits)

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art & Culture | 2cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 311 | Fundamentals of Graphic Design | 3 cr. |
| GDP | 312 | Fundamentals of Typography | 3 cr. |
| GDP | 313 | History of Visual Culture | 2 cr. |
| GDP | 314 | Applied Graphic Design I | 2 cr. |
| GDP | 315 | Color & Illustration for Graphic Designers | 4 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 321 | Visual Communication I | 3 cr. |
| GDP | 322 | Applied Typographic Design | 3 cr. |
| GDP | 323 | History of Graphic Design & Cont. Issues | 2 cr. |
| GDP | 324 | Photography for Graphic Designers I | 3 cr. |
| GDP | 325 | Applied Graphic Design II | 2 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| GDP | 326 | Visual Communication II | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year III

Fall Semester (14 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| GDP | 412 | Packaging | 3 cr. |
| GDP | 413 | Print Management & Production | 3 cr. |
| GDP | 414 | Applied Graphic Design III | 2 cr. |
| GDP | 424 | Advanced Illustration Design I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| GDP | 422 | Professional Practice & Internship | 3 cr. |
| GDP | 423 | Portfolio Preparation | 2 cr. |
| GDP | 425 | Advanced Illustration Design II | 4 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Bachelor of Arts in Graphic Design - Moving Image Concentration
Suggested Program (102 Credits)

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| GDP | 212 | Design Principles I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| FAP | 214 | Performing Arts and Music | 3 cr. |
| FAP | 215 | Art & Culture | 2 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| FAP | 221 | Drawing II | 3 cr. |
| GDP | 222 | Design Principles II | 3 cr. |
| ARP | 223 | Descriptive Geometry | 3 cr. |
| GDP | 224 | Introduction to Photography | 3 cr. |
| FAP | 225 | Conceptual Communication | 2 cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 311 | Fundamentals of Graphic Design | 3 cr. |
| GDP | 312 | Fundamentals of Typography | 3 cr. |
| GDP | 313 | History of Visual Culture | 2 cr. |
| GDP | 314 | Applied Graphic Design I | 2 cr. |
| GDP | 315 | Color & Illustration for Graphic Designers | 4 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 321 | Visual Communication I | 3 cr. |
| GDP | 322 | Applied Typographic Design | 3 cr. |
| GDP | 323 | History of Graphic Design & Cont. Issues | 2 cr. |
| GDP | 324 | Photography for Graphic Designers I | 3 cr. |
| GDP | 325 | Applied Graphic Design II | 2 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| GDP | 326 | Visual Communication II | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year III

Fall Semester (14 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| GDP | 412 | Packaging | 3 cr. |
| GDP | 413 | Print Management & Production | 3 cr. |
| GDP | 414 | Applied Graphic Design III | 2 cr. |
| GDP | 435 | Moving Image I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| GDP | 422 | Professional Practice & Internship | 3 cr. |
| GDP | 423 | Portfolio Preparation | 2 cr. |
| GDP | 436 | Moving Image II | 4 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Bachelor of Arts in Graphic Design – Photography Concentration
Suggested Program (102 Credits)

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art & Culture | 2cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 311 | Fundamentals of Graphic Design | 3 cr. |
| GDP | 312 | Fundamentals of Typography | 3 cr. |
| GDP | 313 | History of Visual Culture | 2 cr. |
| GDP | 314 | Applied Graphic Design I | 2 cr. |
| GDP | 315 | Color & Illustration for Graphic Designers | 4 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 321 | Visual Communication I | 3 cr. |
| GDP | 322 | Applied Typographic Design | 3 cr. |
| GDP | 323 | History of Graphic Design & Cont. Issues | 2 cr. |
| GDP | 324 | Photography for Graphic Designers I | 3 cr. |
| GDP | 325 | Applied Graphic Design II | 2 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| GDP | 326 | Visual Communication II | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year III

Fall Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| GDP | 412 | Packaging | 3 cr. |
| GDP | 413 | Print Management & Production | 3 cr. |
| GDP | 414 | Applied Graphic Design III | 2 cr. |
| GDP | 445 | Photography for Graphic Design II | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester (15 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| GDP | 422 | Professional Practice & Internship | 3 cr. |
| GDP | 423 | Portfolio Preparation | 2 cr. |
| GDP | 446 | Photography for Graphic Designers III | 4 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Bachelor of Arts in Graphic Design – Typography Concentration
Suggested Program (102 Credits)

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| GDP | 212 | Design Principles I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| FAP | 214 | Performing Arts and Music | 3 cr. |
| FAP | 215 | Art & Culture | 2 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| FAP | 221 | Drawing II | 3 cr. |
| GDP | 222 | Design Principles II | 3 cr. |
| ARP | 223 | Descriptive Geometry | 3 cr. |
| GDP | 224 | Introduction to Photography | 3 cr. |
| FAP | 225 | Conceptual Communication | 2 cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 311 | Fundamentals of Graphic Design | 3 cr. |
| GDP | 312 | Fundamentals of Typography | 3 cr. |
| GDP | 313 | History of Visual Culture | 2 cr. |
| GDP | 314 | Applied Graphic Design I | 2 cr. |
| GDP | 315 | Color & Illustration for Graphic Designers | 4 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 321 | Visual Communication I | 3 cr. |
| GDP | 322 | Applied Typographic Design | 3 cr. |
| GDP | 323 | History of Graphic Design & Cont. Issues | 2 cr. |
| GDP | 324 | Photography for Graphic Designers I | 3 cr. |
| GDP | 325 | Applied Graphic Design II | 2 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| GDP | 326 | Visual Communication II | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year III

Fall Semester (14 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| GDP | 412 | Packaging | 3 cr. |
| GDP | 413 | Print Management & Production | 3 cr. |
| GDP | 414 | Applied Graphic Design III | 2 cr. |
| GDP | 454 | Advanced Typographic Design I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| GDP | 422 | Professional Practice & Internship | 3 cr. |
| GDP | 423 | Portfolio Preparation | 2 cr. |
| GDP | 455 | Advanced Typographic Design II | 4 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Bachelor of Arts in Graphic Design – Packaging Concentration
Suggested Program (102 Credits)

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| GDP | 212 | Design Principles I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| FAP | 214 | Performing Arts and Music | 3 cr. |
| FAP | 215 | Art & Culture | 2 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| FAP | 221 | Drawing II | 3 cr. |
| GDP | 222 | Design Principles II | 3 cr. |
| ARP | 223 | Descriptive Geometry | 3 cr. |
| GDP | 224 | Introduction to Photography | 3 cr. |
| FAP | 225 | Conceptual Communication | 2 cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 311 | Fundamentals of Graphic Design | 3 cr. |
| GDP | 312 | Fundamentals of Typography | 3 cr. |
| GDP | 313 | History of Visual Culture | 2 cr. |
| GDP | 314 | Applied Graphic Design I | 2 cr. |
| GDP | 315 | Color & Illustration for Graphic Designers | 4 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|--|-------|
| GDP | 321 | Visual Communication I | 3 cr. |
| GDP | 322 | Applied Typographic Design | 3 cr. |
| GDP | 323 | History of Graphic Design & Cont. Issues | 2 cr. |
| GDP | 324 | Photography for Graphic Designers I | 3 cr. |
| GDP | 325 | Applied Graphic Design II | 2 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| GDP | 326 | Visual Communication II | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year III

Fall Semester (16 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| GDP | 413 | Print Management & Production | 3 cr. |
| GDP | 414 | Applied Graphic Design III | 2 cr. |
| GDP | 464 | Packaging for Graphic Designers I | 5 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester (13 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| GDP | 422 | Professional Practice & Internship | 3 cr. |
| GDP | 423 | Portfolio Preparation | 2 cr. |
| GDP | 465 | Packaging for Graphic Designers II | 5 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Graphic Design

GDP 212 Design Principles I (2.2); 3 cr. Various design elements are introduced such as line, shape, plane, texture, color, style and composition.

GDP 222 Design Principles II (2.2); 3 cr. Relations between 3-D structure and space are explored analytically and synthetically.

GDP 224 Introduction to Photography (2.2); 3 cr. The use of photography as an aesthetic tool for art and design.

GDP 311 Fundamentals of Graphic Design (2.2); 3 cr. This course will explore the development of grids, the use of space (composition), the simple use of typography, the use of a range of materials and media, application of design to a variety of formats i.e. poster, bookcover, shopping bag etc.

GDP 312 Fundamentals of Typography (2.2); 3 cr. An introduction to the rudimentary aspects of typography including, the drawing of letterforms, the vocabulary of typography, history of type, classification, etc. The course looks at typography as form in order to help the student develop a sensitivity to the typeface structures rather than on the meaning of words. Students will not use computers and will work primarily in black and white

GDP 313 History of Visual Culture (2.0); 2 cr. This course provides a broad overview of the history of visual culture. Periods covered range from the pre-historic to the present. The major historical, cultural, political and intellectual movements of each period will be outlined in order to provide a context for the various visual cultures studied. Consideration will be given to both stylistic trends and subject matter. The goal is to provide students with a solid understanding of the canon.

GDP 314 Applied Graphic Design I (1.2); 2 cr. The course will introduce students to the use of new technology as a helpful medium and covers in depth the basic tools. Thus, this will facilitate the coordination of typographic requirements in the studio and typography courses.

GDP 315 Color & Illustration for Graphic Designers (2.4); 4 cr. An introduction to color using traditional tools and materials. The course will cover perceptual understanding of color and

the use of color as a communication medium. It will also include the fundamentals in illustration which draws upon use of existing materials, illustration on location, abstract subject matter to assist the student in bringing an idea to life. A range of media will be introduced such as pencil, paints, pastels. *Corequisite:* GDP 311.

GDP 321 Visual Communication I (2.2); 3 cr. Introduction of conceptual approaches to design problems, consideration of audience, visual rhetoric, and formats that include sequencing and/or collateral applications. *Prerequisite:* GDP 311.

GDP 322 Applied Typographic Design (2.2); 3 cr. This course focuses on type for meaning, communicating a message appropriately, and therefore will move from simple to more complex layouts. A continuation of type history and more specialized vocabulary. Introduction of 1, 2 and 3 colors. *Prerequisite:* GDP 312.

GDP 323 History of Graphic Design & Contemporary Issues (2.0); 2 cr. Using the History of Visual Culture as a basis, this course investigates the relationship between the history of visual culture and graphic design. While providing the student with a firm background in the history of graphic design, the course will emphasize the modern period (c. 1900). This would include: formalism, iconography, semiotics, deconstruction, marxism, feminism, orientalism, structuralism, post-structuralism, modernism and post modernism. The relationship between theory and practice will also be considered. This course will aid students in forming a critical analysis in spoken, visual and written formats, and to use historical and contemporary examples from graphic design. *Prerequisite:* GDP 313.

GDP 324 Photography for Graphic Designers I (2.2); 3 cr. A more advanced study of 35mm black and white photography building on the basics from Photography I. Students will begin to develop individual concerns and directions for their photography through various theme and content based projects.

GDP 325 Applied Graphic Design II (1.2); 2 cr. A continuation of Visual Graphics I with an in depth approach to the digital realm, in order to work with images and type combined. This would include creating imagery by the use of

new technology, as well as transferable existing visuals. *Prerequisite:* GDP 314

GDP 326 Visual Communication II (2.2); 3 cr. More complex applications that integrate the knowledge of the previous courses and typography as well. Includes publication and information design projects. *Prerequisite:* GDP 321

GDP 412 Packaging (2.2); 3 cr. Packaging is an important factor in retail environments and a key element in marketing strategies. This course focuses on the technical knowledge needed to execute a design. The preparation of die-cuts, molds, paper section and boards, colors, quality and quantity. Size consideration, shapes and practicality will also be covered. Field trips are required in this course.

GDP 413 Print Management and Production (2.2); 3 cr. Covers print methods and print techniques including color separation, film preparation, plate processing and the actual production process. It will also include the choice of papers, printing onto various surfaces, paper engineering and management and finishing processes and binding. *Corequisite:* GDP 412.

GDP 414 Applied Graphic Design III (1.2); 2 cr. This course will introduce the basics of design on the screen, utilizing new technology specifically for web design, where the basics of interactivities will be introduced in combination with the previously studied image and text. *Prerequisite:* GDP 325.

GDP 422 Professional Design Practice and Internship (2.2); 3 cr. Overview of the business aspects of design: translation of jobs into properly written documents, meetings with clients and presentation of work (design and production processes, understanding the brief, debriefing, coding, encoding, budgets, estimating design, fees, etc.), also how to bill the client (invoices, receipts, etc.), official contracts and how to run a design studio. An internship will be conducted in approved design studios as a first choice. However, students will also have the choice of advertising agencies, pre press, press and post press. It is the student's responsibility to find an internship and to notify the instructor for approval. Hours for the internship could be an intensive short period. *Corequisite:* GDP 423.

GDP 423 Portfolio Preparation (1.2); 2 cr. This course assists students in the development

of a portfolio for the professional world using their university projects. It intends to build confidence and develop the ability to articulate and explain work in interview situations. *Corequisite:* GDP 422.

GDP 424 Advanced Illustration Design I (2.2); 3 cr. Students will continue to explore a variety of media to a high level of expertise (dry brush, scratchboard, and others) in creating cover illustrations, card design, social commentary to enable the student to interpret a brief given by a client. *Prerequisite:* GDP 315.

GDP 425 Advanced Illustration Design II (2.4); 4 cr. Students in this course will consider the development and consistency of a sequence of illustrations in a context and to reflect their personal style. Includes use of computer software such as Illustrator and Photoshop as additional media. Students will be given the opportunity to investigate a specialized area of illustration such as editorial, technical and children's book illustrations and to refine their preferences in media. *Prerequisite:* GDP 424.

GDP 435 Moving Image I (2.4); 3 cr. This course will utilize new technology, introduce students to the creation and use of moving image/animation for design applications.

GDP 436 Moving Image II (2.4); 4 cr. Various experimental projects aimed at exploring different uses and approaches to the utilization of moving image design. Students will work on individual projects, which aim to develop the skills and ideas involved with their main area of interest in the field of moving image design. Projects will be proposed by students and must be approved by the instructor. Class will also discuss work being done in the field. *Prerequisite:* GDP 435.

GDP 445 Photography for Graphic Designers II (2.2); 3 cr. Continuation of black and white photography with emphasis on documentary and photojournalism. Students will work on both in-class and individual projects with a continued emphasis on combining content and technique. *Prerequisite:* GDP 324.

GDP 446 Photography for Graphic Designers III (2.4); 4 cr. An introduction to color photography, including studio lighting and techniques as well as an introduction to medium and large format photographic processes. *Prerequisite:* GDP344.

GDP 454 Advanced Typographic Design I (1.4); 3 cr. An investigation of typography in context. Development of a typeface, opportunities for experimentation as well as details of text type for refinement. Consideration of theoretical and contemporary issues in typography. *Prerequisite:* GDP 322.

GDP 455 Advanced Typographic Design II (2.4); 4 cr. Continuation of conceptual approaches to typography within complex applications. In depth exploration of bilingual situations, cultural issues and an examination of communication. Intensive investigation of selected theoretical approaches applied to

typography in both practical and experimental projects. *Prerequisite:* GDP 454.

GDP 464 Packaging for Graphic Designers I (2.2); 5 cr. A concentrated course to explore the feasibility study, printing techniques, materials, die-cuts and molds, as well as the commercial benefits in product selling. Market research is required.

GDP 465 Packaging for Graphic Designers II (3.4); 5 cr. An opportunity to professionally develop and execute a full range of packaging design or any other 3D project including pop-ups. *Prerequisite:* GDP 464.

The Degree of Bachelor of Arts in Interior Design

The purpose of the Interior Design program is to form professional designers competent enough to create habitable and expressive environments. While learning about planning, designing and detailing interior spaces, students will be able to display originality in the use of materials, colors and textures.

The program combines courses in design theory with technology, building systems, drawing skills, materials and construction, design history, behavioral patterns and professional practice.

Projects are assigned in the context of commercial, institutional and residential buildings. Interior Design students will be encouraged to pursue a range of courses of related professional studies, especially in furniture, textile, industrial, and environmental design.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. All courses with a grade of less than C- must be repeated (see separate Foundation Studies description). In addition all remedial courses, Math and/or English (if required) must be completed. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Interior Design and other majors in the Design Department of the Faculty of Architecture, Art & Design.

Graduation Requirements

To receive the degree of Bachelor of Arts in Interior Design, a student must complete a total of 136 credits with a minimum cumulative grade point average of 2.3/4.0 in all Major Courses. All courses with a grade of less than C- must be repeated. The 136 credits necessary for graduation are divided as follows:

Degree Requirements (136 credits)

General Education Requirements **18 cr.**

The GER are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr.

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Free Electives **6 cr**

Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER.

Core Requirements **28 cr.**

Foundation year Courses: FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Major Requirements **84 cr.**

IDP 211, IDP 212, IDP 213, IDP 214, IDP 221, IDP 222, IDP 223, IDP 224, IDP 225, IDP 226, IDP 311, IDP 312, IDP 313, IDP 314, IDP 321, IDP 322, IDP 323, IDP 324, IDP 325, IDP 326, IDP 411, IDP 412, IDP 413, IDP 421, IDP 422, IDP 423.

**Bachelor of Arts Degree in Interior Design
Suggested Program (136 Credits)**

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art & Culture | 2cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (15 Credits)

| | | | |
|-----|-----|---------------------------------------|------|
| IDP | 211 | History of Interiors and Furniture I | 3cr. |
| IDP | 212 | Fundamentals of Interior I | 4cr. |
| IDP | 213 | Drawing for Interior Design I | 2cr. |
| IDP | 214 | Materials and Methods of Construction | 3cr. |
| — | — | GER | 3cr. |

Spring Semester (15 Credits)

| | | | |
|-----|-----|--------------------------------------|------|
| IDP | 221 | History of Interior and Furniture II | 3cr. |
| IDP | 222 | Fundamentals of Interior II | 4cr. |
| IDP | 223 | Drawing for Interior Design II | 3cr. |
| IDP | 224 | Colors in Interiors | 2cr. |
| — | — | GER | 3cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|------------------------|------|
| IDP | 225 | Materials and Finishes | 3cr. |
| IDP | 226 | Textiles for Interiors | 3cr. |
| — | — | GER | 3cr. |

Year III

Fall Semester (15 Credits)

| | | | |
|-----|-----|--|------|
| IDP | 311 | History of Modern Contemporary Interiors | 3cr. |
| IDP | 312 | Interior Design Project I | 4cr. |
| IDP | 313 | Applied Interior Design I | 2cr. |
| IDP | 314 | Interior Detailing and Construction I | 3cr. |
| — | — | GER | 3cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|--|------|
| IDP | 321 | Environmental Graphic Design | 3cr. |
| IDP | 322 | Interior Design Project II | 4cr. |
| IDP | 323 | Applied Interior Design II | 3cr. |
| IDP | 324 | Interior Detailing and Construction II | 3cr. |
| — | — | GER | 3cr. |

Summer Semester (9 Credits)

| | | | |
|-----|-----|-----------------------------------|------|
| IDP | 325 | Model Making | 3cr. |
| IDP | 326 | Concepts of Historic Preservation | 3cr. |
| — | — | GER | 3cr. |

Year IV

Fall Semester (15 Credits)

| | | | |
|-----|-----|---|-------|
| IDP | 411 | Quantity Surveying for Interior Designers | 3cr. |
| IDP | 412 | Interior Design Studio I | 6cr. |
| IDP | 413 | Applied Interior Design III | 3cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|---|-------|
| IDP | 421 | Business Practice for Interior Designers | 3cr. |
| IDP | 422 | Interior design Studio II | 6cr. |
| IDP | 423 | Integrated Building Systems (HVAC and Plumbing) | 2cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Interior Design

IDP 211 History of Interiors and Furniture I (3.0); 3 cr. A study of ancient architecture, interiors and furniture from the beginning of human civilization to the Romanesque period. *Corequisite:* IDP 212.

IDP 212 Fundamentals of Interior I (2.4); 4 cr. Essentials of planning an interior architectural environment and the relationship of spatial organization.

IDP 213 Drawing for Interior Design I (1.2) 2 cr. Development of freehand perspective drawing skills appropriate for the presentation of Interior Architectural design. *Corequisite:* IDP 212.

IDP 214 Materials and Methods of Construction (2.2); 3 cr. This course combines case studies with lectures, readings and discussions on concepts of design technology.

IDP 221 History of Interiors and Furniture II (3.0); 3 cr. Survey of interiors and furniture from the Gothic period to the end of late Renaissance. *Prerequisite:* IDP 211. *Corequisite:* IDP 222.

IDP 222 Fundamentals of Interior II (2.4); 4 cr. Study of structural setting in any architectural space leading to constraints in the design process. *Prerequisite:* IDP 212.

IDP 223 Drawing for Interior Design II (2.2); 3 cr. This is an intense studio course developing rendering skills and techniques in traditional and computer media. *Prerequisite:* IDP 213, *Corequisite:* IDP 222.

IDP 224 Colors in Interiors (1.2); 2 cr. The student will be involved in exercises that will focus on color as a compositional element and a

vehicle for personal expression. *Corequisite:* IDP 222.

IDP 225 Materials and Finishes (1.4); 3 cr. This course will offer an introduction to construction detailing for interiors, focusing on architectural millwork.

IDP 226 Textiles for Interiors (2.2); 3 cr. Effects of fibers, yarns, fabrics and finishes on appearance and performance. Study of the construction of textile products used in interiors.

IDP 311 History of Modern Contemporary Interiors (3.0); 3 cr. This course will be an overview of the 20th Century art, culture, interior and furniture. *Prerequisite:* IDP 221, *Corequisite:* IDP 312.

IDP 312 Interior Design Project I (2.4); 4 cr. This course covers the creative triggering of the design problem solving process through schematics. It will also investigate human factors as an essential ingredient in the design process. *Prerequisite:* IDP 222.

IDP 313 Applied Interior Design I (1.2); 2 cr. This course will explore the pragmatics of computer hardware and software as integral tools to contemporary design. *Corequisite:* IDP 312.

IDP 314 Interior Detailing and Construction I (2.2); 3 cr. Introduces the students to the various material finishes used in interior design. *Corequisite:* IDP 312.

IDP 321 Environmental Graphic Design (2.2); 3 cr. This course will study the presentation of information in the designed environment. *Corequisite:* IDP 322.

IDP 322 Interior Design Project II (2.4); 4 cr. The student is challenged to work on a major

construction displaying creativity and ability to remodel this space according to new functions. *Prerequisite:* IDP 312.

IDP 323 Applied Interior Design II (2.2); 3 cr. Develops a more professional and creative approach to design while broadening the student's technical base. *Prerequisite:* IDP 313, *Corequisite:* IDP 322.

IDP 324 Interior Detailing and Construction II (2.2); 3 cr. Review, discussion and analysis of interior construction systems used in commercial and institutional structures. *Prerequisite:* IDP 314, *Corequisite:* IDP 322.

IDP 325 Modelmaking (1.4); 3 cr. A course primarily designed to introduce the student to planning and building of various types of models used in interior architecture. *Prerequisite:* IDP 314.

IDP 326 Concepts of Historic Preservation (2.2); 3 cr. Projects consist of a search for new remodeling techniques, constructing and preserving historic buildings and monuments. *Corequisite:* IDP 322.

IDP 411 Quantity Surveying for Interior Designers (2.2); 3 cr. Emphasis on the principals of construction

IDP 412 Interior Design Studio I (3.6); 6 cr. This course covers all aspects of professional presentation of a complete construction drawing-file to secure accurate executions. *Prerequisite:* IDP 323.

IDP 413 Applied Interior Design III (2.2); 3 cr. This course will show students how to create computer animation and 3-rendered materials within an interior space. *Prerequisite:* IDP 323, *Corequisite:* IDP 412.

IDP 421 Business Practice for Interior Designers (3.0); 3 cr. Focuses on the legal aspects of design and contract documents for interior architecture. *Corequisite:* IDP 422. *Prerequisite:* IDP 411.

IDP 422 Interior Design Studio II (3.6); 6 cr. This course is structured to challenge the student to deal specifically with contract interiors. *Prerequisite:* IDP 412.

IDP 423 Integrated Building Systems (HVAC and Plumbing) (1.2); 2 cr. This course provides a structured opportunity to study and integrate all components of architectural technology into a comprehensive whole.

The Degree of Bachelor of Arts in Photography & Multimedia

The program is designed to help students develop that competence which is required of the professional and creative photographer today. The curriculum provides both technical training and critical thinking about photography's role in the world of design; graduates enter industries pertaining to fashion, advertising and others, fully prepared to occupy leading positions.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. All courses with a grade of less than C- must be repeated (see separate Foundation Studies description). In addition all remedial courses, Math and/or English must be completed. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Photography & Multimedia majors in the Design Department of the Faculty of Architecture, Art & Design.

Students, who are computer illiterate, are encouraged to take CSC 201 within their GER or free elective courses before starting their major requirements.

Graduation Requirements

To receive the degree of Bachelor of Arts in Photography & Multimedia, a student must complete a total of 102 credits with a minimum cumulative grade point average of 2.3/4.0 in all major courses. Any major course with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

Degree Requirements

(102 credits)

General Education Requirements (GER): **18 cr.**

The GER are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Core Requirements **28 cr.**

Foundation Studies: FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Free Electives **6 cr**

Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER.

Major Requirements **50 cr.**

PDP 311, PDP 312, PDP 313, PDP 314, FAP 315, PDP 321, PDP 322, PDP 323, PDP 324, FAP 325, PDP 326, PDP 327, PDP 328, PDP 411, PDP 412, PDP 413, PDP 414, PDP 421, PDP 422, PDP 423.

**Bachelor of Arts Degree in Photography & Multimedia
Suggested Program (102 Credits)**

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art & Culture | 2cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|--|------|
| PDP | 311 | Intermediate principles of photography | 3cr. |
| PDP | 312 | Visual concepts in photography | 3cr. |
| PDP | 313 | Color theory | 3cr. |
| PDP | 314 | Digital Imaging I | 2cr. |
| — | — | GER | 3cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|------------------------------------|------|
| PDP | 321 | Advanced principles of photography | 3cr. |
| PDP | 322 | Studio lighting workshop | 2cr. |
| PDP | 323 | Advanced color techniques | 3cr. |
| PDP | 324 | Digital Imaging II | 2cr. |
| FAP | 325 | History of Modern Art | 3cr. |
| PDP | 326 | Studio & Large Format Photography | 3cr. |

Summer Semester (8 Credits)

| | | | |
|-----|-----|--------------------------------|------|
| PDP | 327 | History of photography | 3cr. |
| PDP | 328 | Professional business practice | 2cr. |
| — | — | GER | 3cr. |

Year III

Fall Semester (17 Credits)

| | | | |
|-----|-----|-------------------------|------|
| PDP | 411 | Multimedia I | 2cr. |
| PDP | 412 | Advertising photography | 2cr. |
| PDP | 413 | Senior project I | 2cr. |
| PDP | 414 | Research & Creativity | 2cr. |
| — | — | GER | 3cr. |
| — | — | GER | 3cr. |
| — | — | Free Electives | 3cr. |

Spring Semester (13 Credits)

| | | | |
|-----|-----|-------------------|------|
| PDP | 421 | Multimedia II | 2cr. |
| PDP | 422 | Photojournalism | 2cr. |
| PDP | 423 | Senior project II | 3cr. |
| — | — | GER | 3cr. |
| — | — | Free Electives | 3cr. |

Undergraduate Courses: Photography & Multimedia

PDP 201 Basic Photography (2.2); 3 cr. An introduction to the camera, dark room, film and processing. Students will learn about basic techniques of exposure, lighting and laboratory.

PDP 311 Intermediate Principles of photography (2.2); 3 cr. An intensive exploration of photographic theory covering metering techniques, optics, and chemistry. Students learn how equipment works and complete assignment which strengthen their shooting and printing techniques. with hands-on projects designed to further their understanding of photography theory and technique.

PDP 312 Visual Concepts in Photography (2.2); 3 cr. A survey of visual concepts in the philosophy of photography. Students investigate theories of image and photography through lectures, gallery visits, and discussions.

PDP 313 Color Theory (2.2); 3 cr. An introduction to color that goes beyond photographic application to emphasize color design theory, composition, and perceptual and psychological aspects of color. Also covered are color materials, processes, and techniques. Emphasis on creating quality images on transparency films. Students develop a technical proficiency and an aesthetic awareness of the creative uses of color photography. Emphasis is placed on negative to positive color printing through the exploration of films, papers, processes, and color temperatures. Lectures, demonstrations, and critiques help students master the fundamentals of exposing, processing, and printing.

PDP 314 Digital Imaging (Photography) I (1.2); 2 cr. Introduces students to the world of digital imaging and capture with hands on workshops in the studio and on location. It also introduces the students to the manipulation, retouching, multimedia and desktop and web publishing.

PDP 321 Advanced Principles of photography (2.2); 3 cr. An advanced treatment of theory and techniques covers exposure evaluation systems, sensitometry, chemistry, optics, and terminology. Emphasis on understanding why things work the way they do. Students learn to test and evaluate films and papers, mix formulas, and do systematic meter evaluations of shooting situations. Shooting assignments and critiques

augment theoretical understanding. *Prerequisite:* PDP 311.

PDP 322 Studio lighting Workshop (1.2); 2 cr. This course introduces beginning level students to the general concepts for studio lighting. It will also give intermediate and advanced level students an opportunity to improve their lighting skills. Students will utilize the technical characteristics and Artistic possibilities of strobe and tungsten lighting as applied in table top, fashion and portrait photography. Shooting sessions will be done in both black and white and color transparency films. *Prerequisite:* PDP 311.

PDP 323 Advanced Color Techniques (2.2); 3 cr. Course material integrates the theories and techniques of negative and positive color films with research into specialty films and papers including internegative film and display materials. Emphasis is placed on negative to positive printing processes. *Prerequisite:* PDP 313.

PDP 324 Digital Imaging (Photography) II (1.2); 2 cr. Introduces students to the world of digital imaging and capture with hands on workshops in the studio and on location. It also introduces the students to the manipulation, retouching, desktop and web publishing. *Prerequisite:* PDP 314.

PDP 326 Studio and Large Format Photography (2.2); 3 cr. Through demonstrations and hands-on experience, students become acquainted with the large format view camera. Studio and location, camera movements and perspective correction, and film processing are explored. *Prerequisite:* PDP 311.

PDP 327 History of Photography (2.2); 3 cr. A comprehensive survey of photography from its beginnings in the nineteenth century to the present. Course content covers the medium's technology and aesthetic evolution. Students explore the social and political impact of photography upon the last two centuries.

PDP 328 Professional Business Practices (1.2); 2 cr. A survey of various subjects of importance to any photographer wishing to survive in the world including promotion freelance skills, marketing, taxes and copywriting law. Destinated to help both the

commercial and fine art photographers.
Prerequisite: PDP 311.

PDP 411 Multimedia I (1.2); 2 cr. An exploration of the possibilities of a variety of art materials and techniques; line films, halftones, tint screens, press and patterns, and posterization are covered. *Prerequisite:* PDP 321.

PDP 412 Advertising Photography (1.2); 2 cr. A treatment of various types of corporate and editorial publications, including magazines brochures and annual reports. Students' concentrate on strengthening their existing portfolios, Promotion, editorial career Access, and marketing strategies are addressed. It expands on beauty and glamour photography, contract shooting and collaborating with advertising and modeling agencies and stylists. Work is done in the studio and on location. Portfolio development is emphasized. *Prerequisite:* PDP 321.

PDP 413 Senior Project I (1.2); 2 cr. Is the preparation stage of the senior project. It involves an under supervision research, and presentation that would lead to production of the final project. *Prerequisite:* PDP 321.

PDP 414 Research and Creativity (2.2); 3 cr. The course emphasizes photography as a means of Artistic expression. Students present their

work for discussion and critics. Contemporary and historical ideas and movements are discussed. Visits are made to local exhibitions and established fine art photographers, historical, technical and aesthetic approaches. The aim is to further the student's technical proficiency and aesthetic awareness of the creative uses of black-and-white and color photography. *Prerequisite:* PDP 321.

PDP 421 Multimedia II (1.2); 2 cr. An introduction to the use of photography for interactive purposes. *Prerequisite:* PDP 411.

PDP 422 Photojournalism (1.2); 2 cr. A survey and production course offering a wide perspective of the issues facing newspaper, freelance, and magazine photographers. History of the genre, techniques, ideas and aesthetics are discussed. Students shoot various assignments including a major photo essay. Course also emphasizes historic and contemporary practices of documentary photography. Technical and theoretical concerns are addressed through work on a collaborative black-and-white project. Students learn to write copy photography in a series, and edit images to create effective documentary projects. *Prerequisite:* PDP 411.

PDP 423 Senior Project II (2.2); 3 cr. Production of the final project under supervision. *Prerequisite:* PDP 411.

The Degree of Bachelor of Arts in Fashion & Textile Design

The program is organized to teach and practice the skills of dressmaking and tailoring, knit/weave, construction and printing of textiles etc. The graduates will be able to create original and new design concepts with a modern, innovative aesthetic quality for a national and international market; and be able to produce these as individual prototypes or planned to be put into production. All courses within the program stress the ability to 'make' and to 'create'; and specify designs for manufacture into reality.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. All courses with a grade of less than C- must be repeated (see separate Foundation Studies description). In addition all remedial courses, Math and/or English must be completed. Students who fail to meet the above requirements will not be allowed to proceed to the Bachelor of Arts in Fashion and Textiles Design and other majors in the Design Department of the Faculty of Architecture, Art & Design.

Students, who are computer illiterate, are encouraged to take CSC 201 within their GER or free elective courses before starting their major requirements.

Graduation Requirements

To receive the degree of Bachelor of Arts in Fashion and Textiles Design, a student must complete a total of 102 credits with a minimum cumulative grade point average of 2.3/4.0 in all major courses. Any major course with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

Degree Requirements (102 credits)

General Education Requirements (GER): 18 cr.

The GER are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Core Requirements 28 cr.

Foundation Studies: FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Free Electives 6 cr

Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER.

Major Requirements 50 cr.

FTP 311, FAP 312, FTP 313, FAP 314, FAP 315, FTP 316, FTP 321, FAP 322, FTP 323, FTP 324, FAP 325, FTP 411, FTP 412, FAP 413, FTP 414, FTP 412, FTP 421, FTP 422, FTP 423, FAP 423, FTP 424.

Bachelor of Arts Degree in Fashion & Textile Design
Suggested Program (102 Credits)

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art & Culture | 2cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (18 Credits)

| | | | |
|-----|-----|------------------------------|------|
| FTP | 311 | Fashion & Textiles I | 3cr. |
| FAP | 312 | Drawing III | 3cr. |
| FTP | 313 | Surface Design I | 2cr. |
| FAP | 314 | Conceptual Visual Thinking I | 2cr. |
| FAP | 315 | History of Art | 3cr. |
| FTP | 316 | Skills & Technology I | 2cr. |
| — | — | GER | 3cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|------------------------|------|
| FTP | 321 | Fashion & Textiles II | 3cr. |
| FAP | 322 | Drawing IV | 3cr. |
| FTP | 323 | Surface Design II | 2cr. |
| FTP | 324 | Skills & Technology II | 2cr. |
| FAP | 325 | History of Modern Art | 3cr. |
| — | — | GER | 3cr. |

Summer Semester (9 Credits)

| | | | |
|---|---|-----|------|
| — | — | GER | 3cr. |
| — | — | GER | 3cr. |
| — | — | GER | 3cr. |

Year III

Fall Semester (15 Credits)

| | | | |
|-----|-----|--------------------------------------|------|
| FTP | 411 | Fashion & Textiles III | 3cr. |
| FTP | 412 | Multi-Media & Personal Development I | 3cr. |
| FAP | 413 | Digital Media I for the Fine Artist | 2cr. |
| FTP | 414 | Studio Work I | 2cr. |
| FTP | 415 | History of Fashion & Textile Design | 2cr. |
| — | — | Free Elective | 3cr. |

Spring Semester (13 Credits)

| | | | |
|-----|-----|---------------------------------------|------|
| FTP | 421 | Fashion & Textiles IV | 3cr. |
| FTP | 422 | Multi-Media & Personal Development II | 3cr. |
| FTP | 423 | Professional Practice & Marketing | 1cr. |
| FAP | 423 | Digital Media II for the Fine Artist | 2cr. |
| FTP | 424 | Studio Work II | 1cr. |
| — | — | Free Elective | 3cr. |

Undergraduate Courses: Fashion & Textile Design

FTP 311 Fashion and Textiles I (2.2); 3 cr. Basic skills for fashion: drawing; pattern cutting and skills (sewing dress making, seamstress and tailoring skills); and basic construction skills for: textiles, rugs, tapestries: weave, knit.

FTP 313 Surface Design I (1.2); 2cr. Practice in techniques and processes of: knit, weave, printing, dyeing textiles; tapestries, carpet and rug making, felt, flocking; and, hand made, woven, and machine-printed floor tiles, coverings and wall coverings; and crafts and traditional techniques in metalworking, basket and rug making, and leatherwork; silversmithing and fine craftsmanship in using special gems and materials as part of tapestry and constructed textiles.

FTP 316 Skills and Technology I (1.2); 2cr. Continued study and practice in weaving, and all basic production technologies associated with tapestries and constructed textiles.

FTP 321 Fashion and Textiles II (2.2); 3cr. Making: entails continued practice throughout the course at seamstress and tailoring skills, cutting and sewing; selecting fabrics etc. Historical and theoretical studies plus associated disciplines. *Prerequisite:* FTP 311.

FTP 323 Surface Design II (1.2); 2cr. Study and practice with surface effects, tactile surfaces; wood and metal materials and sheets; metal and natural fibers; rubber, Elasticized, latex and Lycra fabrics, contour-fabrics, etc. *Prerequisite:* FTP 313.

FTP 324 Skills and Technology II (1.2); 2cr. Industrial visits to textile and craft workshops and manufacturing, and printing plants. *Prerequisite:* FTP 316.

FTP 411 Fashion and Textiles III (2.2); 3cr. Drawing and visual research leading to concept

boards for three dimensional and bas-relief surface designs, for objects and materials. *Prerequisite:* FTP 321.

FTP 412 Multi-Media and Personal Development I (2.2); 3cr. Professional Practice in a self-employed or employed context; the nature work and the process of commissioning work for the textile, fashion, interior design, art and architecture professions lecture program. *Prerequisite:* FTP 321.

FTP 414 Studio Work I (1.2); 2cr. Development of student's final thesis produced to support their personal collection. *Prerequisite:* FTP 321.

FTP 415 History of Fashion & Textile Design (2.0); 2cr. International ethnic techniques, and cultural differences; East and West influences: cause and affects.

FTP 421 Fashion and Textiles IV (2.2); 3cr. Guided preparation of proposals, submitted by students for planning their contribution to the groups first fashion show based on researched historical and theoretical themes and developed to influence a modern fashion context. *Prerequisite:* FTP 411.

FTP 422 Multi-Media and Personal Development II (2.2); 3cr. This course is a continuation of the previous course FTP 412. *Prerequisite:* FTP 412.

FTP 423 Professional practice and marketing (1.0); 1cr. Professional practice, marketing and fashion promotion. *Prerequisite:* FTP 411.

FTP 424 Studio Work II (1.0); 1cr. Submission and assessment of student's final thesis produced to support their personal collection. *Prerequisite:* FTP 414.

The Degree of Master of Arts in Design (MA)

The Master of Art in Design program is designed for students of Visual Arts and Design who wish to engage in a further period of study as a continuum from their bachelor studies. It is also designed for experienced students who wish to raise their intellectual and professional experience in a field of study, following a period of work in industry or in the professions associated with design.

The post-graduate status of the Master Program derives from the emphasis given to the relationship between theoretical concepts and the practical realization of a problem: theory and practice at an informed and exploratory level.

The post-graduate status also derives from a teaching approach which lays considerable emphasis upon the managerial and professional aspects of project research and development designed to raise the standards of the successful implementation of the subjects in the professional, applied, context of society and industry.

Finally, the post-graduate status of the course allows the student to disengage from the daily pursuit of tasks in their field, which are normally carried out under constraints which limit their exploration of the subject in a holistic sense. Instead the student is enabled to look deeply into the context of their work, the history and theory, the practice and achievement of specialists in this and other countries on an international, global, scale.

The impacts of traditional, new and developing technologies are studied. Graduates of the course can keep abreast of current trends by providing themselves with the intellectual network and contacts necessary to remain fully informed throughout their future professional lives; a benefit to themselves, and their employers.

Master students are able to follow their intellectual and creative discoveries to a depth and distance which will give the opportunity to create pilot schemes and projects which can be developed in the true scientific manner of trial and error: testing, revision and proposals for further development. Thus building a body of knowledge on their subject provides the basis for further pioneering and exploratory work, creatively and technically.

The program aims:

- to extend and further develop the intellectual, professional and technical skills of graduates and of mid-career practicing designers
- to explore the social and cultural context within which the processes of designing take place
- to support the individual in developing high-level research ability and to explore the interrelationship of theory and practice.

Admission Requirements

The Master of Art in Design is set for students from the several disciplines that are embraced by the term visual arts and designs, who wish to engage in a period of study beyond the bachelor level, and who wish to raise their intellectual and/or professional experience associated with visual arts and/or design.

Students with bachelor degrees from other disciplines are invited into the program after they have fulfilled undergraduate requirements of the university admission policy.

In addition to the university admission requirements for graduate students, the candidate must submit a portfolio of work for assessment and schedule an interview with MA course faculty.

In order to be accepted into the program, the student must take a minimum of 6 credits per semester as a part-time candidate and 9 credits as a full-time candidate.

Transfer

Although transfer is not generalized, some credits from major universities can be transferable upon admission by the Committee. A transferred course must be passed at the grade of 80 according to the NDU grading and University bylaws.

In addition, applicants for the graduate program may be granted a maximum of nine transfer credits of graduate studies taken at another accredited institution of higher education provided that the transfer course(s) correspond to the NDU course requirements.

Graduation Requirements

Students seeking the degree of Master of Design must meet the university graduation requirements and complete 36 credits with a cumulative average of at least 3.0/4.0.

Degree Requirements (36 Credits)

Number of
Credits (cr.)
36 cr.

Major Courses

MAD 615, MAD 616, MAD 617, MAD 625, MAD 626, MAD 627, MAD 635, MAD 636, MAD 645.

The Degree of Master of Arts in Design (MA) Suggested Program (36 Credits)

Year 1

Fall Semester I (6-12 Credits)

| | | | |
|-----|-----|-------------------------------|------|
| MAD | 615 | Design Research Methodologies | 3cr. |
| MAD | 616 | Contemporary Issues in Design | 3cr. |
| MAD | 617 | Design Studio I | 6cr. |

Spring Semester I (6-12 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| MAD | 625 | Design Research Development | 3cr. |
| MAD | 626 | Cultural Issues in Design | 3cr. |
| MAD | 627 | Design Studio II | 6cr. |

Year 2

Fall Semester II (6 Credits)

| | | | |
|-----|-----|---------------|------|
| MAD | 635 | Thesis I | 3cr. |
| MAD | 636 | Special Topic | 3cr. |

Spring Semester II (6 Credits)

| | | | |
|-----|-----|-----------|------|
| MAD | 645 | Thesis II | 6cr. |
|-----|-----|-----------|------|

Graduate Courses: Master of Arts in Design

MAD 615 Design Research Methodologies (2.2); 3 cr. A survey of current design thinking and research methodologies to aid the student in the development of projects in response to a critical content framework. The course is intended to offer the student support and direction in the formation of the critical thinking that will inform their written and visual solutions. Includes lectures, readings and discussion of contemporary issues in design in social and cultural contexts.

MAD 616 Contemporary Issues in Design (2.2); 3 cr. A seminar in which topics of current relevance to design practice and critical thinking will be explored and analyzed. The course content will change each semester to remain up to date within the profession.

MAD 617 Design Studio I (2.8); 6cr. Design projects in response to the critical content of Contemporary Issues in Design. Includes the role of designed objects in contemporary culture and the effect on society, including interaction

with potential audiences. *Co-requisite* and/or *Prerequisite*: MAD 616.

MAD 625 Design Research Development (2.2); 3 cr. Development of conceptual and analytical skills for the self-initiated design research, which will culminate in a written proposal. *Prerequisite*: MAD 615.

MAD 626 Cultural Issues in Design (2.2); 3 cr. A seminar that will consider the relevance of culture to design particularly in the Lebanese context. An introduction to recent theories in various disciplines concerning cultural understanding of design. The course content will change each semester to remain up to date within the profession. *Prerequisite*: MAD 616.

MAD 627 Design Studio II (2.8); 6 cr. A visual application of the topics and ideas covered in Cultural Issues in Design. The course will be a platform for experimentation and exploration of concepts from the seminars. Focuses on the role of design objects as cultural artifacts and their

reflection of social diversity on both designers and audiences. Includes creation, reproduction, distribution and reception of messages. *Co-requisite* and/or *Prerequisite*: MAD 626.

MAD 635 Thesis I (2.2); 3 cr. This course will support and assist the student in the development and preparation of their research into a comprehensive written document that will complement the visual work to be undertaken in Thesis II. The two components will interrelate to support the theories, hypothesis and conclusions. *Prerequisite*: MAD 627.

MAD 636 Special Topic (2.2); 3 cr. This course is given by an invited instructor to explore topics of current interest. *Prerequisite*: MAD 627.

MAD 645 Thesis II (4.4); 6 cr. The course will provide further guidance during the development of the thesis. The final outcome answers the research study developed in Thesis I. *Prerequisite*: MAD 635.

Substituted Courses

MAD 611 – Design Research Seminar I; 3 cr. TO MAD 615 Design Research Methodologies; 3 cr.

MAD 612 – Design Research Seminar II; 3 cr. TO MAD 625-Design Research Development; 3 cr.

DEPARTMENT OF MUSIC AND MUSICOLOGY

Chairperson: *Rev. Dr. Elias Kesrouani*

Secretary: *Miss Adele Dib*

Professor

Kesrouani, Rev. Dr. Elias, Diplome de Docteur, 1989, Sorbone Paris IV, France
Musicologie

The Degree of Bachelor of Arts in Music – Musicology Concentration

The B.A. program is designed to help students develop competence and expertise in the areas of music history, theory and analysis.

In addition, students will further acquire professional skills in voice and instrument playing.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete all major courses in the music foundation studies with a cumulative average of 2.3/4.0 or above. All major courses with a grade of less than C- must be repeated. All remedial courses, Math and/or English must be completed prior to enrolling in the major courses. Students who fail to meet these requirements will not be allowed to proceed to the degree courses in Musicology and other majors in the Departments of the Faculty of Architecture, Art & Design.

Also, prior to admission, applicants will be subject to a practical assessment, which covers test instrument, voice and musical background.

Graduation Requirements

To receive the degree of Bachelor of Arts in Music – Musicology Concentration, a student must complete a total of 124 credits with a minimum cumulative grade point average of 2.3/4.0 in all Major Courses. Any major course with a grade of less than C- must be repeated. The 124 credits necessary for graduation are divided as follows:

Degree Requirements (124 credits)

General Education Requirements (GER): **18 cr.**

The GER courses are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr.

Cultural Studies: Religion + one of the following courses: Arabic or Western Literature or Sociology of Music or Philosophy or Cultural Sequence or Art or Music or Lebanese Music etc... 6 cr.

Basic Science: Two of the following courses: Music Archeology, Phonetics (ear and vocal cords), Environmental Science, Nutrition, Health, Astronomy, Geology, Psychology, etc. 6 cr.

Foundation Year **30 cr.**

MUA 227, MUA 254, MUS 211, MUS 214, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 244, MUS 245.

The student must complete all Foundation courses with a minimum GPA of 2.3/4.0 or above. Students who fail to meet these requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Major Requirements**76 cr.**

MUA 477, MUE 335, MUE 376, MUM 347, MUM 354, MUM 437, MUM 448,
MUS 201, MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343,
MUS 344, MUS 346, MUS 352, MUS 353, MUS 382, MUS 384, MUS 441,
MUS 444, MUS 451, MUS 452, MUS 453, MUS 454, MUS 455, MUS 462,
MUS 463, MUS 464, MUS 474, MUS 475, MUS 484, MUS 485.

Bachelor of Arts in Music – Musicology Concentration
Suggested Program (124 Credits)

Year I

Fall Semester (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 211 | Applied Music Instrumental or Vocal I | 1 cr. |
| MUS | 222 | Theory of Music I | 1 cr. |
| MUS | 223 | Sight Singing and Ear Training I | 1 cr. |
| MUS | 214 | Introduction to Musicology | 3 cr. |
| MUS | 224 | History and Analysis of Western Music: Medieval – Baroque Period | 3 cr. |
| MUA | 254 | History of Arabic Music I | 3 cr. |
| MUA | 227 | Arabic Music (Theory, Maqamat, Rhythms, Forms) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester (18 Credits)

| | | | |
|-----|-----|---|-------|
| MUS | 221 | Applied Music Instrumental or Vocal II | 1 cr. |
| MUS | 232 | Theory of Music II | 1 cr. |
| MUS | 233 | Sight Singing and Ear Training II | 1 cr. |
| MUS | 234 | History and Analysis of Western Music: Classical Period | 3 cr. |
| MUS | 244 | Ethnomusicology | 3 cr. |
| MUS | 245 | Musical Forms | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|----------------|-------|
| MUS | 243 | Lebanese Music | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Year II

Fall Semester II (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 331 | Applied Music Instrumental or Vocal III | 1 cr. |
| MUS | 342 | Harmony I | 1 cr. |
| MUS | 343 | Sight Singing, Rhythmic Chanting, and Ear Training III | 1 cr. |
| MUS | 324 | History and Analysis of Western Music: Romantic and Post-Romantic Period | 3 cr. |
| MUM | 354 | Organology of Music | 3 cr. |
| MUS | 344 | Religious Music (Gregorian, Byzantine, and Syriac) | 3 cr. |
| MUS | 382 | Methodology (research methods) of Music | 3 cr. |
| MUE | 335 | Music Education I | 3 cr. |

Spring Semester II (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 341 | Applied Music Instrumental or Vocal IV | 1 cr. |
| MUS | 352 | Harmony II | 1 cr. |
| MUS | 353 | Sight Singing, Rhythmic Chanting, and Ear Training IV | 1 cr. |
| MUS | 334 | History and Analysis of Western Music: 20th Century and Contemporary Music | 3 cr. |
| MUS | 346 | Special Course | 3 cr. |
| MUS | 201 | Music Archeology | 3 cr. |
| MUM | 347 | Computer and Music | 3 cr. |
| MUS | 384 | Research Seminar | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| MUE | 376 | Secondary Instrument (Percussion) | 1 cr. |
| MUS | 454 | Instrumentation | 3 cr. |
| — | — | GER | 3 cr. |

Year III

Fall Semester III (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 441 | Applied Music Instrumental or Vocal V | 1 cr. |
| MUS | 452 | Harmony III | 1 cr. |
| MUS | 453 | Sight Singing, Rhythmic Chanting, and Ear Training V | 1 cr. |
| MUS | 464 | Sociology of Music | 3 cr. |
| MUS | 444 | Philology of Music | 3 cr. |
| MUS | 475 | Acoustics of Music | 3 cr. |
| MUS | 474 | Music Ensembles | 3 cr. |
| MUS | 484 | Project I | 3 cr. |

Spring Semester III (18 Credits)

| | | | |
|-----|-----|---|-------|
| MUS | 451 | Applied Music Instrumental or Vocal VI | 1 cr. |
| MUS | 462 | Counterpoint and Fugue | 1 cr. |
| MUS | 463 | Sight Singing, Rhythmic Chanting, and Ear Training VI | 1 cr. |
| MUM | 437 | Art Management | 3 cr. |
| MUS | 455 | Orchestration | 3 cr. |
| MUS | 485 | Project II | 3 cr. |
| MUA | 477 | Andalousian Music | 3 cr. |
| MUM | 448 | Musical Criticism | 3 cr. |

Undergraduate Courses: Musicology

MUS 201 Music Archeology (3.0); 3 cr. Music instruments and inscriptions of the early time.

MUS 211 Applied Music Instrumental or Vocal I (1.0); 1 cr. Private lessons with the teacher on the student's major instrument or voice. *Prerequisite:* Knowledge of 20% of the Latin program or its equivalent.

MUS 214 Introduction to Musicology (3.0); 3 cr. A survey of musicology, its philosophy and objectives, Relating musicology to auxiliary disciplines.

MUS 221 Applied Music Instrumental or Vocal II (1.0); 1 cr. Private lessons with the teacher on the student's major instrument. *Prerequisite:* MUS 211.

MUS 222 Theory of Music I (1.0); 1 cr. Last and general survey of Theory of Music aiming to fill up any lack in theory supposed to be achieved.

MUS 223 Sight Singing and Ear Training I (1.0); 1 cr. Ear training and sight singing exercises in the keys of C major, A minor, F major, D minor, G major, and E minor.

MUS 224 History and Analysis of Western Music: Medieval – Baroque Period (3.0); 3 cr. Survey of composers, pieces, languages and styles of Medieval, Renaissance, and Baroque periods.

MUS 232 Theory of Music II (1.0); 1 cr. The modes (other than the major and minor modes), chords (up to five tone chords), modulation, phrases and the different kinds of cadences, transposition, ornaments and abbreviations, and the contemporary notation. In brief: open horizon on harmony. *Prerequisite:* MUS 222.

MUS 233 Sight Singing and Ear Training II (1.0); 1 cr. Sight singing and ear training exercises in keys with up to four alterations. Introduction to the eighth and 16th notes and syncopation, and the cut-time time signature. *Prerequisite:* MUS 223.

MUS 234 History and Analysis of Western Music: Classical Period (3.0); 3 cr. Survey of composers, pieces, languages and styles of the Classical period.

MUS 243 Lebanese Music (3.0); 3 cr. Traditional and popular Lebanese music: forms, metrics, modes rhythms and instruments from early time to the 20th century.

MUS 244 Ethnomusicology (3.0); 3 cr. Introduction to music of different cultures and times.

MUS 245 Musical Forms (3.0); 3 cr. Genres, styles, forms, structures of music throughout history.

MUS 324 History and Analysis of Western Music: Romantic and Post-Romantic Period

(3.0); 3 cr. Survey of composers, pieces, languages and styles of Romantic, and Post-Romantic periods.

MUS 331 Applied Music Instrumental or Vocal III (1.0); 1 cr. Private lessons with the teacher on the student's major instrument. *Prerequisite:* MUS 221.

MUS 334 History and Analysis of Western Music: 20th Century and Contemporary Music (3.0); 3 cr. Survey of composers, pieces, and styles of 20th Century and contemporary periods.

MUS 341 Applied Music Instrumental or Vocal IV (1.0); 1 cr. Private lessons with the teacher on the student's major instrument. *Prerequisite:* MUS 331.

MUS 342 Harmony I (1.0); 1 cr. Three tone chords, cadences, and modulation. Harmonizing short pieces and the dominant seventh chords. *Prerequisite:* MUS 232.

MUS 343 Sight Singing, Rhythmic Chanting, and Ear Training III (1.0); 1cr. Sight singing and ear training exercises in keys with up to 6 alterations in the key signature. Introduction to composite measures, and more in depth applications of syncopation. *Prerequisite:* MUS 233

MUS 344 Religious Music (Gregorian, Byzantine, and Syriac) (3.0); 3 cr. Survey of Gregorian, Byzantine, and Aramaic chants and their modes.

MUS 345 History and Analysis of Western Music from Medieval to Classic (3.0); 3 cr.

MUS 346 Special course (3.0); 3 cr. Free specialized advanced course occasionally suggested (like lines and frequencies: architecture and music...).

MUS 352 Harmony II (1.0); 1 cr. 9th, 11th, and 13th chords, diminished seventh chords, and altered chords. *Prerequisite:* MUS 342.

MUS 353 Sight Singing, Rhythmic Chanting, and Ear Training IV (1.0); 1 cr. Sight singing and ear training exercises in the key of F with advanced rhythms. *Prerequisite:* MUS 343.

MUS 355 History and Analysis of Western Music: from Romantic to Contemporary (3.0); 3cr.

MUS 382 Methodology (research methods) of Music (3.0); 3 cr. Introduction to musical

sources, principles of research, research styles, citations, and formatting. Art of writing theses and scientific works.

MUS 383 Secondary course (1.0);1 cr. Private lessons with the teacher on the student's major instrument. *Prerequisite:* MUS 221

MUS 384 Research seminar (3.0); 3 cr. Presentation of a research project under the supervision of the teacher. *Prerequisite:* MUS 382.

MUS 441 Applied Music Instrumental or Vocal V (1.0); 1 cr. Private lessons with the teacher on the student's major instrument. *Prerequisite:* MUS 341.

MUS 444 Philology of Music (3.0); 3 cr. Musical intelligence, development of musical principles, intervals, and scales. *Prerequisite:* MUS 352.

MUS 451 Applied Music Instrumental or Vocal VI (1.0); 1 cr. Private lessons with the teacher on the student's major instrument: Knowledge of 50% of the Latin program or its equivalent. *Prerequisite:* MUS 441.

MUS 452 Harmony III (1.0); 1 cr. Retardation, pedal points, passing tones, neighboring tones, anticipation, the appoggiatura, and escape notes. *Prerequisite:* MUS 352.

MUS 453 Sight Singing, Rhythmic Chanting, and Ear Training V (1.0); 1 cr. Sight singing and ear training exercises in simple keys with advanced rhythms. *Prerequisite:* MUS 353.

MUS 454 Instrumentation (3.0); 3 cr. Study of instrumentation and arranging different music to different ensembles. *Prerequisite:* MUS 452.

MUS 455 Orchestration (3.0); 3 cr. Art of orchestra composing based on the evolution of instruments and music Schools.

MUS 462 Counterpoint and Fugue (1.0); 1 cr. Writing music for more than one voice in the modal styles of the organum, Motet... to fugue. *Prerequisite:* MUS 352.

MUS 463 Sight Singing, Rhythmic Chanting, and Ear Training VI (1.0); 1 cr. Sight singing and ear training exercises in all tonalities, and the C-clef. *Prerequisite:* MUS 453.

MUS 464 Sociology of Music (3.0); 3 cr. Expressions, principles and symbolism of music in social life.

MUS 474 Music Ensembles (3.0); 3 cr. Vocal or instrumental ensembles.

MUS 475 Acoustics of Music (3.0); 3 cr. Principles of sounds. Science of sound and the process of hearing. The study of hall acoustics.

MUS 484 Project I (3.0); 3 cr. Presentation of a research project under the supervision of the teacher. *Prerequisite:* MUS 384.

MUS 485 Project II (3.0); 3 cr. Presentation of a research project under the supervision of the teacher. *Prerequisite:* MUS 484.

MUS 490 Senior Project (3.0); 3 cr.

The Degree of Bachelor of Arts in Music – Music Education Concentration

A concentration in music education provides students with the professional qualifications to serve in educational settings.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete all major courses in the music foundation studies with a cumulative average of 2.3/4.0 or above. In addition all major courses with a grade of less than C- must be repeated. All remedial courses, Math and/or English must be completed prior to enrolling in the major courses. Students who fail to meet these requirements will not be allowed to proceed to the degree courses in Music Education and other majors in the Departments of the Faculty of Architecture, Art & Design.

Also, prior to admission, applicants will be subject to a practical assessment, which covers test instrument, voice and musical background.

Graduation Requirements

To receive the degree of Bachelor of Arts in Music – Music Education Concentration, a student must complete a total of 124 credits with a minimum cumulative grade point average of 2.3/4.0 in Major and Core Requirements. Any major course with a grade of less than C- must be repeated. The 124 credits necessary for graduation are divided as follows:

Degree Requirements (124 credits)

General Education Requirements (GER): **18 cr.**

The GER courses are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr.

Cultural Studies: Religion + one of the following courses: Arabic or Western Literature or Sociology of Music or Philosophy or Cultural Sequence or Art or Music etc... 6 cr.

Basic Science: Two of the following courses: Environmental Science, Nutrition, Health, Astronomy, Music Archeology, Phonetics (ear and vocal cords), Geology, Psychology, etc... 6 cr.

Foundation Year **30 cr.**

MUA 227, MUA 254, MUS 211, MUS 214, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 244, MUS 245.

The student must complete all Foundation courses with a minimum GPA of 2.3/4.0 or above. Students who fail to meet these requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Core Requirements **12 cr.**

EDU 212, EDU 355, STA 201, EDU 313

Major Requirements**64 cr.**

MUE 335, MUE 336, MUE 446, MUE 456, MUE 476, MUM 354, MUS 201,
MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343, MUS 352,
MUS 353, MUS 382, MUS 383, MUS 384, MUS 441, MUS 444, MUS 451,
MUS 452, MUS 453, MUS 455, MUS 462, MUS 463, MUS 464, MUS 474,
MUS 475, MUS 484.

Bachelor of Arts in Music – Music Education Concentration
Suggested Program (124 Credits)

Year I

Fall Semester (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 211 | Applied Music Instrumental or Vocal I | 1 cr. |
| MUS | 222 | Theory of Music I | 1 cr. |
| MUS | 223 | Sight Singing and Ear Training I | 1 cr. |
| MUS | 214 | Introduction to Musicology | 3 cr. |
| MUS | 224 | History and Analysis of Western Music: Medieval – Baroque Period | 3 cr. |
| MUA | 254 | History of Arabic Music I | 3 cr. |
| MUA | 227 | Arabic Music (Theory, Maqamat, Rhythms, Forms) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester (18 Credits)

| | | | |
|-----|-----|---|-------|
| MUS | 221 | Applied Music Instrumental or Vocal II | 1 cr. |
| MUS | 232 | Theory of Music II | 1 cr. |
| MUS | 233 | Sight Singing and Ear Training II | 1 cr. |
| MUS | 234 | History and Analysis of Western Music: Classical Period | 3 cr. |
| MUS | 244 | Ethnomusicology | 3 cr. |
| MUS | 245 | Musical Forms | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|----------------|-------|
| MUS | 243 | Lebanese Music | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Year II

Fall Semester II (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 331 | Applied Music Instrumental or Vocal III | 1 cr. |
| MUS | 342 | Harmony I | 1 cr. |
| MUS | 343 | Sight Singing, Rhythmic Chanting, and Ear Training III | 1 cr. |
| MUS | 324 | History and Analysis of Western Music: Romantic and Post-Romantic Period | 3 cr. |
| MUM | 354 | Organology of Music | 3 cr. |
| MUE | 335 | Music Education I | 3 cr. |
| EDU | 313 | Psychology of Education: Learning | 3 cr. |
| MUS | 382 | Methodology (research methods) of Music | 3 cr. |

Spring Semester II (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 341 | Applied Music Instrumental or Vocal IV | 1 cr. |
| MUS | 352 | Harmony II | 1 cr. |
| MUS | 353 | Sight Singing, Rhythmic Chanting, and Ear Training IV | 1 cr. |
| MUS | 334 | History and Analysis of Western Music: 20th Century and Contemporary Music | 3 cr. |
| MUE | 336 | Music Education II | 3 cr. |
| EDU | 212 | Sociological Perspective on Schools | 3 cr. |
| EDU | 355 | Methods of Teaching: Early Childhood | 3 cr. |
| MUS | 384 | Research Seminar | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|------------------|-------|
| — | — | GER | 3 cr. |
| MUS | 201 | Music Archeology | 3 cr. |
| MUS | 383 | Secondary course | 1 cr. |

Year III

Fall Semester III (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 441 | Applied Music Instrumental or Vocal V | 1 cr. |
| MUS | 452 | Harmony III | 1 cr. |
| MUS | 453 | Sight Singing, Rhythmic Chanting, and Ear Training V | 1 cr. |
| MUE | 446 | Teaching Music at the Elementary Level | 3 cr. |
| MUS | 474 | Music Ensembles | 3 cr. |
| MUS | 444 | Philology of Music | 3 cr. |
| MUS | 475 | Acoustics of Music | 3 cr. |
| MUS | 464 | Sociology of Music | 3 cr. |

Spring Semester III (18 Credits)

| | | | |
|-----|-----|---|-------|
| MUS | 451 | Applied Music Instrumental or Vocal VI | 1 cr. |
| MUS | 462 | Counterpoint and Fugue | 1 cr. |
| MUS | 463 | Sight Singing, Rhythmic Chanting, and Ear Training VI | 1 cr. |
| MUS | 455 | Orchestration | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |
| MUE | 476 | Teaching Music at Secondary Level | 3 cr. |
| MUS | 484 | Project I | 3 cr. |
| MUE | 456 | Philosophy of Music Education | 3 cr. |

Undergraduate Courses: Music Education

| | |
|---|--|
| MUE 335 Music Education I (3.0); 3 cr. A survey of the various musical education methods, such as the Orff, Dalcroze, Kodaly, Suzuki and other methods. | appropriate to the elementary level and applying them. Learning teaching methods suitable for the age group (6-11). |
| MUE 336 Music Education II (3.0); 3 cr. Continuation and development of MUE 335.with student studies of field work. | MUE 456 Philosophy of Music Education (3.0); 3 cr. A survey of the different schools of thought in education in general, and particularly in music education. |
| MUE 376 Secondary Instrument (Percussion) (1.0); 1 cr. Techniques on how to perform on percussion instruments. Notation of percussive instruments. | MUE 476 Teaching Music at Secondary Level (3.0); 3 cr. Writing lesson plans appropriate to the secondary level and applying them. Learning teaching methods suitable for the age group (12-17). |
| MUE 446 Teaching Music at the Elementary Level (3.0); 3 cr. Writing lesson plans | |

The Degree of Bachelor of Arts in Music – Musimedialogy Concentration

An avant-garde perspective combining music to all fields of media. Students will master the art of relaying music information via radio, TV, journalism, and the Internet.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete all major courses in the music foundation studies with a cumulative average of 2.3/4.0 or above. In addition all major courses with a grade of less than C- must be repeated. All remedial courses, Math and/ or English must be completed prior to enrolling in the major courses. Students who fail to meet these requirements will not be allowed to proceed to the degree courses in Musimedialogy and other majors in the Departments of the Faculty of Architecture, Art & Design.

Also, prior to admission, applicants will be subject to a practical assessment, which covers test instrument, voice and musical background.

Graduation Requirements

To receive the degree of Bachelor of Arts in Music – Musimedialogy Concentration, a student must complete a total of 124 credits with a minimum cumulative grade point average of 2.3/4.0 in Major and Core Requirements. Any major course with a grade of less than C- must be repeated. The 124 credits necessary for graduation are divided as follows:

Degree Requirements (124 credits)

General Education Requirements (GER): 18 cr.

The GER courses are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion + one of the following courses: Arabic or Western Literature or Philosophy or Cultural Sequence or Art or Music, etc... 6 cr.

Basic Science: Two of the following courses: Environmental Science, Nutrition, Health, Astronomy, Music Archeology, Phonetics (ear and vocal cords), Geology, Psychology, etc... 6 cr.

Foundation Year 30 cr.

MUA 227, MUA 254, MUS 211, MUS 214, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 244, MUS 245.

The student must complete all Foundation courses with a minimum GPA of 2.3/4.0 or above. Students who fail to meet these requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Core Requirements

CAO 201, JOU 410, COA 352, JOU 480, COA 252, JOU 370, JOU 310 18 cr.

Major Requirements

MUM 350, MUM 354, MUM 355, MUM 437, MUM 447, MUM 448, MUM 457, MUS 201, MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343, MUS 352, MUS 353, MUS 382, MUS 384, MUS 441, MUS 444, MUS 452, MUS 453, MUS 454, MUS 455, MUS 475, MUS 490. 58 cr.

Bachelor of Arts in Music – Musimedialogy Concentration
Suggested Program (124 Credits)

Year I

Fall Semester (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 211 | Applied Music Instrumental or Vocal I | 1 cr. |
| MUS | 222 | Theory of Music I | 1 cr. |
| MUS | 223 | Sight Singing and Ear Training I | 1 cr. |
| MUS | 224 | History and Analysis of Western Music: Medieval – Baroque Period | 3 cr. |
| MUS | 214 | Introduction to Musicology | 3 cr. |
| MUA | 254 | History of Arabic Music I | 3 cr. |
| MUA | 227 | Arabic Music (Theory, Maqamat, Rhythms, Forms) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester (18 Credits)

| | | | |
|-----|-----|---|-------|
| MUS | 221 | Applied Music Instrumental or Vocal II | 1 cr. |
| MUS | 232 | Theory of Music II | 1 cr. |
| MUS | 233 | Sight Singing and Ear Training II | 1 cr. |
| MUS | 234 | History and Analysis of Western Music: Classical Period | 3 cr. |
| MUS | 244 | Ethnomusicology | 3 cr. |
| MUS | 245 | Musical Forms | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 Credits)

| | | | |
|-----|-----|----------------|-------|
| MUS | 243 | Lebanese Music | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Year II

Fall Semester II (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 331 | Applied Music Instrumental or Vocal III | 1 cr. |
| MUS | 342 | Harmony I | 1 cr. |
| MUS | 343 | Sight Singing, Rhythmic Chanting, and Ear Training III | 1 cr. |
| MUS | 324 | History and Analysis of Western Music: Romantic and Post-Romantic Period | 3 cr. |
| MUM | 355 | Audio techniques | 3 cr. |
| MUS | 382 | Methodology (research methods) of Music | 3 cr. |
| MUM | 354 | Organology of Music | 3 cr. |
| COA | 201 | Mass Media Essentials | 3 cr. |

Spring Semester II (18 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 341 | Applied Music Instrumental or Vocal IV | 1 cr. |
| MUS | 352 | Harmony II | 1 cr. |
| MUS | 353 | Sight Singing, Rhythmic Chanting, and Ear Training IV | 1 cr. |
| MUS | 334 | History and Analysis of Western Music: 20th Century and Contemporary Music | 3 cr. |
| MUM | 350 | Audio-Video Workshop | 3 cr. |
| JOU | 410 | Newswriting and Reporting II | 3 cr. |
| COA | 352 | Media Law | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (8 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| JOU | 480 | Journalism Internship | 1 cr. |
| MUS | 454 | Instrumentation | 3 cr. |
| MUS | 201 | Music Archeology | 3 cr. |
| MUS | 452 | Harmony III | 1 cr. |

Year III

Fall Semester III (17 Credits)

| | | | |
|-----|-----|--|-------|
| MUS | 441 | Applied Music Instrumental or Vocal V | 1 cr. |
| MUS | 453 | Sight Singing, Rhythmic Chanting, and Ear Training V | 1 cr. |
| MUM | 447 | Survey of Art Schools | 1 cr. |
| JOU | 370 | Newspaper production | 2 cr. |
| MUS | 444 | Philology of Music | 3 cr. |
| MUS | 475 | Acoustics of Music | 3 cr. |
| MUS | 384 | Research Seminar | 3 cr. |
| COA | 252 | Public Relations | 3 cr. |

Spring Semester III (18 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| MUS | 455 | Orchestration | 3 cr. |
| JOU | 310 | Newsriting and Reporting I | 3 cr. |
| MUM | 457 | Radio and Television Music Casting | 3 cr. |
| MUS | 490 | Senior Project | 3 cr. |
| MUM | 437 | Art Management | 3cr. |
| MUM | 448 | Musical Criticism | 3 cr. |

Undergraduate Courses: Musimedialogy

MUM 347 Computer and Music (3.0); 3 cr.
Introduction to different musical notation and MIDI programs.

MUM 350 Audio-Video Workshop (3.0); 3cr.
Broadcasting, diffusion, mixers, cameras, editing (Montage from classic to computerized)

MUM 354 Organology of music (3.0); 3 cr.
Music Prototype Instruments manufacture and evolution through history: Strings, winds..., ear and vocal cords.

MUM 355 Audio techniques (3.0); 3cr. AC, DC, Frequency definition, signals, frequencies modulation, AM, FM, mic – ampli – speaker, sound qualification, acoustic studio treatment and recording.

MUM 437Art Management (3.0); 3 cr.
Business aspects of the arts; selecting suitable

musical acts for performances, providing the venue, selecting the program, promoting the act, and selling the tickets, rules and P.R. required for musician relation with consumer public and producers.

MUM 447 Survey of Art Schools (1.0); 1 cr. A course surveying the Art schools aiming at preparing the Musical Criticism.

MUM 448 Musical Criticism (3.0); 3 cr.
Writing musical critiques, reviews, and previews, of musical events.

MUM 457 Radio and Television Music Casting (3.0); 3 cr. Performing critiques, reviews, and previews of musical events, live or taped on the radio or the television.

The Degree of Bachelor of Arts in Music - Arabic Musicology Concentration

بكالوريوس في الموسيقى والعلوم الموسيقية العربية (تُعطى في اللغة العربية)

A concentration in the different schools of Arabic Music, from Alfarabi to modern era. Students will be proficient in at least one oriental instrument.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete all major courses in the music foundation studies with a cumulative average of 2.3/4.0 or above. In addition, all major courses with a grade of less than C- must be repeated. All remedial courses, Math and/or English may be completed during the first two years of study. Students who fail to meet these requirements will not be allowed to proceed to the degree courses in Arabic Musicology and other majors in the Departments of the Faculty of Architecture, Art & Design.

Also, prior to admission, applicants will be subject to a practical assessment, which covers test instrument, voice and musical background.

Graduation Requirements

To receive the degree of Bachelor of Arts in Music - Arabic Musicology Concentration, a student must complete a total of 124 credits with a minimum cumulative grade point average of 2.3/4.0 in all Major Courses. Any major course with a grade of less than C- must be repeated. The 124 credits necessary for graduation are divided as follows:

Degree Requirements (124 credits)

General Education Requirements (GER): **18 cr.**

The GER courses are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr.

Cultural Studies: Religion + one of the following courses: Arabic or Western Literature or Philosophy or Cultural Sequence or Art or Music, etc... 6 cr.

Basic Science: Two of the following courses: Environmental Science, Nutrition, Health, Astronomy, Music Archeology, 6 cr.

Phonetics (ear and vocal cords), Geology, Psychology, etc.

Foundation Year **32 cr.**

MUA 218, MUA 222, MUA 227, MUA 234, MUA 254, MUS 211, MUS 214, MUS 221, MUS 222, MUS 223, MUS 232, MUS 233, MUS 243, MUS 244, MUS 245.

The student must complete all Foundation courses with a GPA of 2.3/4.0 or above. Students who fail to meet these requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Major Requirements **74 cr.**

MUA 318, MUA 324, MUA 332, MUA 334, MUA 342, MUA 343, MUA 353, MUA 363, MUA 424, MUA 434, MUA 444, MUA 463, MUM 347, MUM 354, MUS 201, MUS 331, MUS 341, MUS 342, MUS 343, MUS 344, MUS 345, MUS 352, MUS 355, MUS 382, MUS 384, MUS 441, MUS 444, MUS 451, MUS 455, MUS 462, MUS 475, MUS 484.

Bachelor of Arts in Music - Arabic Musicology Concentration
Suggested Program (124 Credits)

Year I

Fall Semester (17 credits)

| | | | |
|-----|-----|--|-------|
| MUS | 211 | Applied Music Instrumental or Vocal I | 1 cr. |
| MUS | 222 | Theory of Music I | 1 cr. |
| MUS | 223 | Sight Singing and Ear Training I | 1 cr. |
| MUS | 214 | Introduction to Musicology | 3 cr. |
| MUA | 254 | History of Arabic Music I | 3 cr. |
| MUA | 218 | Arabic Prosody; | 2 cr. |
| MUA | 227 | Arabic Music (Theory, Maqamat, Rhythms, Forms) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester (18 credits)

| | | | |
|-----|-----|---|-------|
| MUS | 221 | Applied Music Instrumental or Vocal II | 1 cr. |
| MUS | 232 | Theory of Music II; | 1 cr. |
| MUS | 233 | Sight Singing and Ear Training II | 1 cr. |
| MUS | 245 | Musical Forms | 3 cr. |
| MUA | 234 | History and Analysis of Arabic Music II | 3 cr. |
| MUS | 244 | Ethnomusicology | 3 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| — | — | GER Elective | 3 cr. |

Summer Session (9 credits)

| | | | |
|-----|-----|------------------------|-------|
| MUA | 222 | Arabic Music Theory II | 3 cr. |
| MUS | 243 | Lebanese Music | 3 cr. |
| — | — | GER | 3 cr. |

Year II

Fall Semester (18 credits)

| | | | |
|-----|-----|--|-------|
| MUS | 331 | Applied Music Instrumental or Vocal III | 1 cr. |
| MUS | 343 | Sight Singing Rhythmic chanting and Ear Training III | 1 cr. |
| MUA | 343 | Oriental Sight Singing 1 | 1 cr. |
| MUS | 342 | Harmony I | 1 cr. |
| MUA | 332 | Arabic Music Theory III | 3 cr. |
| MUA | 324 | History and Analysis of Arabic Music III | 3 cr. |
| MUM | 354 | Organology of Music | 3 cr. |
| MUA | 318 | Qoran Chanting | 2 cr. |
| MUS | 382 | Methodology (research methods) of Music | 3 cr. |

Spring Semester (18 credits)

| | | | |
|-----|-----|--|-------|
| MUS | 341 | Applied Music Instrumental or Vocal IV | 1 cr. |
| MUA | 353 | Oriental Sight Singing 2 | 1 cr. |
| MUS | 352 | Harmony II | 1 cr. |
| MUA | 342 | Arabic Music Theory IV | 3 cr. |
| MUA | 334 | History and Analysis of Arabic Music IV | 3 cr. |
| MUS | 344 | Religious Music (Gregorian, Byzantine, and Syriac) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session (9 credits)

| | | | |
|-----|-----|---|-------|
| MUS | 345 | History and Analysis of Western Music: from Medieval to Classic | 3 cr. |
| MUS | 201 | Music Archeology | 3 cr. |
| — | — | GER | 3 cr. |

Year III

Fall Semester (18 credits)

| | | | |
|-----|-----|--|-------|
| MUS | 441 | Applied Music Instrumental or Vocal V | 1 cr. |
| MUS | 343 | Sight Singing, Rhythmic Chanting and Ear Training III | 1 cr. |
| MUA | 363 | Oriental Sight Singing and Ear Training 3 | 1 cr. |
| MUA | 424 | History and Analysis of Arabic Music V | 3 cr. |
| MUS | 355 | History and Analysis of Western Music: from Romantic to Contemporary | 3 cr. |
| MUS | 444 | Philology of Music | 3 cr. |
| MUS | 384 | Research Seminar | 3 cr. |
| MUS | 475 | Acoustics of Music | 3 cr. |

Spring Semester (17 credits)

| | | | |
|-----|-----|---|-------|
| MUS | 451 | Applied Music Instrumental or Vocal VI | 1 cr. |
| MUA | 463 | Oriental Sight Singing and Ear Training 4 | 1 cr. |
| MUA | 462 | Counterpoint and Fugue | 1 cr. |
| MUA | 444 | History and Analysis of Arabic Music VI | 3 cr. |
| MUM | 347 | Computer and Music | 3 cr. |
| MUS | 484 | Project I | 3 cr. |
| MUS | 455 | Orchestration | 3 cr. |
| MUA | 434 | Arabic Musical Forms | 2 cr. |

Undergraduate Courses: Arabic Musicology

MUA 218 Arabic Prosody (2.0); 2 cr. (علم لأوزان الشعر العربية وإيقاعاتها، موسيقى الشعر (العروض)

MUA 222 Arabic Music Theory II (3.0); 3cr. حائل معمقة للنظريات الموسيقية (نظريات الموسيقى العربية) المركبة والإيقاعات المركبة.
Prerequisite: MUA 227.

MUA 227 Arabic Music (3.0); 3 cr. (Theory, Maqamat, rhythms and forms).

MUA 234 History and Analysis of Arabic Music II (3.0); 3cr. Al-Kindy - Andalusian music

MUA 254 History of Arabic music I. (3.0); 3cr. A general survey of the history of of Arabic music from the beginning to the contemporary era.

MUA 318 Qoran Chanting(2.0); 2 cr. (الانشاد القرآني)

MUA 324 History and Analysis of Arabic Music III (3.0); 3cr. Al-Farabi.

MUA 332 Arabic Music Theory III (3.0); 3 cr. تحاليل مؤلفات عربية كلاسيكية واستخراج النظريات الموسيقية العربية: المقامات المركبة والإيقاعات المركبة منها .

MUA 334 History and Analysis of Arabic Music IV (3.0); 3 cr. Ibn Sina, Al-Ikhawan Al-Safa, Ibn Rushd.

MUA 342 Arabic Music Theory IV (3.0); 3 cr. (يلي نظريات الموسيقى العربية ٣ وتحليلها)

MUA 343 Oriental Sight Singing 1 (1.0); 1 cr. صولفيج شرقي ١

MUA 353 Oriental Sight Singing 2 (1.0); 1 cr. صولفيج شرقي ٢. *Prerequisite:* MUA 343.

MUA 363 Oriental Sight Singing & Ear Training 3 (1.0); 1cr. صولفيج شرقي ٣.
Prerequisite: MUA 353.

MUA 424 History and Analysis of Arabic Music V (3.0); 3cr. Cairo Congress of Arabic Music 1932-1934 Michael Moushaqa and contemporary theorists.

MUA 444 History and Analysis of Arabic Music VI (3.0); 3 cr. Arab Renaissance-Modern Arabic Music.

MUA 463 Oriental Sight Singing & Ear Training 4 (1.0); 1 cr. (صولفيج شرقي ٤)
Prerequisite: MUA 363.

MUA 477 Andalusian Music (3.0); 3 cr. الوزن الشعري للموشحات الأندلسية والموسيقى الناتجة عنه (في الحقبة الأندلسية ؛ ومميزات هذه الموسيقى من حيث النغم والشكل والإيقاع وانتقالها من الأندلس الى المغرب العربي ثم ...الى حلب ومصر)

The Degree of Master of Arts in Music

Graduate study in musicology covers approaches such as historical and ethnomusicological investigation as well as hermeneutics, semiotics and criticism. Students are expected to become familiar with a wide range of areas: methods, philosophies and techniques of historical research methods for analysis of music and ethnomusicological research.

Students enrolled in the program are expected to familiarize themselves with the current state of musicological research and thinking through independent study as well as in consultation with faculty members. Students are also expected to take an active part in the working musicological community at large, through participation in regional, national, and international meetings and concomitant informal contacts with students and faculty at other institutions.

The program aims:

- To develop and sharpen the skills each student needs to realize his or her future specialization intentions;
- To expand each student's conception of what is possible in construing music performance or research through speculation and experimentation;
- To develop a larger and sharper sense of the context in which the students work, and on which it depends by continued study and research.

Admission Requirements

Applicants will normally hold a bachelor degree in music or an equivalent qualification. They need to submit an extended piece of writing on a musical subject in order to provide evidence of writing skills and intellectual ability appropriate for musicological study at master's level. An English test is required except for students majoring in Arabic music. Selection is based on information submitted by the applicant, and by interview when necessary.

Transfer

Although transfer is not generalized, some credits from major universities can be transferable upon admission by the Committee. A transferred course must be passed at the grade of 80 according to the NDU grading and University bylaws.

In addition, applicants for the graduate program may be granted a maximum of nine transfer credits of graduate studies taken at another accredited institution of higher education provided that the transfer course(s) correspond to the NDU course requirements.

Graduation Requirements

To receive the degree of Master of Arts in Music, a student must complete a total of 36 credits with a minimum cumulative grade point average of 3.0/4.0 in all Major Courses.

Structure and Time-table

The program is delivered over four semesters. All students, whether full- or part-time, initially complete the program requirements, and attend the research method course. Classes are normally timetabled in the afternoons.

The program moves from general methodological concerns towards greater specialisations.

1. Research methodology.
2. Academic study. All students are required to take courses in Musical Thought, languages and aesthetics.
3. Dissertation. Here students embark on a programme of independent study, supervised by a dissertation advisor.

Degree Requirements (36 Credits)

Major Courses

MUS 615, MUS 616, MUS 617, MUS 625, MUS 626, MUS 627, MUS 636, MUS 637, MUS 638, MUS 639, MUS 699.

**Number of
Credits (cr.)
36 cr.**

**The Degree of Master of Arts in Music
Suggested Program (36 Credits)**

Year I

Fall Semester I (9 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| MUS | 615 | Methodology Research | 3 cr. |
| MUS | 616 | Seminar in Musicology I | 3 cr. |
| MUS | 617 | Seminar in Musicology II | 3 cr. |

Spring Semester I (9 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| MUS | 625 | Seminar in Ethnomusicology I | 3 cr. |
| MUS | 626 | Seminar in Ethnomusicology II | 3 cr. |
| MUS | 627 | Art Criticism | 3 cr. |

Year II

Fall Semester II (9 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| MUS | 636 | Aesthetic Philosophy | 3 cr. |
| MUS | 637 | Modern Music: 1900 - 1960 | 3 cr. |
| MUS | 638 | Serial Music | 3 cr. |

Spring Semester II (9 Credits)

| | | | |
|-----|-----|--------------------|-------|
| MUS | 639 | The Music Industry | 3 cr. |
| MUS | 699 | Thesis | 6 cr. |

Graduate Courses: Music

MUS 615 Methodology of Research (3.0); 3cr. The students learn the art of writing the MA thesis. In this course, students will use a variety of methods, skills and sources including but not limited to qualitative and quantities information, i.e. documentation techniques. Students will need to focus on the application side of methodological techniques and international theory displaying the ability to analyze, discover and evaluate and using the actual archives, musicological tools and technology and other source or reference material.

MUS 616 Seminar in Musicology I (3.0); 3cr. Original work in areas of current musicological significance will be presented to and reviewed by the seminar as the occasion arises. Emphasis is given to student projects, but work in progress by any member of the seminar may be discussed or a topic of particular controversy examined.

MUS 617 Seminar in Musicology II (3.0); 3cr. Student chose a free subject related to his/her one musical interest that he may specialize in for his/her PhD.

MUS 625 Seminar in Ethnomusicology I (3.0); 3cr. Research Methods in Ethnomusicology: Musical Ethnography, an introduction to the theories and methods of ethnomusicological fieldwork, including changing conceptions of the research site, ethical concerns, interview techniques, the ethnography of musical performance, and data analysis and

interpretation. Individual research project required.

MUS 626 Seminar in Ethnomusicology II (3.0); 3cr. Ethnomusicology: *Theory and Structure of oriental or occidental Classical Music*. Students analyze rhythmic and melodic structures of musical genres and forms, examine relative explanatory tools and assess alternate theories of Music material.

MUS 627 Art Criticism (3.0); 3cr. This course studies the methods used by various schools of art criticism throughout history with special emphasis on helping the students to see how technology and the diversity of languages in modernity have influenced contemporary methods of art criticism.

MUS 636 Aesthetic Philosophy (3.0); 3cr. This course investigates the fundamental nature or soul of art and aesthetic experience. Students explore and scrutinize the artistic theories and aesthetic principles that are presupposed in both Western and Eastern art. This course provides students with both a personal appreciation of aesthetics, as well as a basic ability to apply this appreciation to art criticism.

MUS 637 Modern Music: 1900 – 1960 (3.0); 3cr. A survey of major works from occidental music, spanning the first six decades of the 20th century. Divided into three periods: 1900 to World War I; WWI to WWII; and 1945 to the

early 1960s. The following composers receive greatest attention: Schoenberg, Berg, Webern, Ravel, Stravinsky, Prokofiev, Shostakovich, Ives, Britten, Messiaen, Stockhausen, and Carter. By studying the great masters of modern music, the student would learn how to discern their creations in order to produce and apply his/her own particular musical language using new elements of his/her own cultural content.

MUS 638 Serial Music (3.0); 3cr. A critical examination primarily of twelve-tone serialism. Particular emphasis is given to the relations embodied in the twelve-tone set and its transformations, associated invariants, combinatorial, derivation, and aggregate

structure, with reference to representative compositional realizations. The dimensions and the levels of structure that do not necessarily manifest set relations are also examined.

MUS 639 The Music Industry (3.0); 3cr. The course will assist the student to invent and invest in music. It prepares the student for a more fruitful interaction with the present techniques and music technology by managing the world of sound from the microphone to the commercial music items.

MUS 699 Thesis (6.0); 6cr. A dissertation of around 15,000 words on an agreed subject is required.

DEPARTMENT OF ART

The Department offers degree programs at both the undergraduate and the graduate levels:

- BA in Studio Arts (102 credits)
- BA in Performing Arts (102 credits)
- BA in Arts & Crafts (102 credits)
- Master of Fine Arts (36 credits)

The Degree of Bachelor of Arts In Studio Arts

This degree is designed to offer the student a possibility to engage critically with the contemporary Lebanese art culture. It is fundamentally a cross disciplinary pedagogical program which aims at developing in the student, and consequently in the context of a transformed art scene, a desire to reformulate the arts relation with the public sphere. It is a program, which elaborates the tradition of the studio process of art making by equally emphasizing art historical and theoretical studies.

The Bachelor of Arts Degree in Studio Arts spans 3 years of full-time studies including a one-year Foundation Studies common to all other degree courses in the Faculty. The program totals 102 credits including the Foundation Year (28 credits). The Studio Arts program is divided into three full-time phases each of one academic year, (sophomore, junior and senior), commencing each September and concluding each July.

There is no entrance to the course at Mid-term or spring semesters. The final degree assessment is in June/July of the third (Senior) year.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. In addition all major courses with a grade of less than C- must be repeated (see separate Foundation Studies description). All remedial courses, Math and/or English must be completed prior to entering the major courses. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Studio Arts and other majors in the Departments of the Faculty of Architecture, Art & Design.

Students, who are computer illiterate, are encouraged to take CSC 201 within their GER or free elective courses before starting their major requirements.

Graduation Requirements

To receive the degree of Bachelor of Arts in Studio Arts, a student must complete a total of 102 credits with a minimum cumulative grade point average of 2.3/4.0 in all Major Courses. Any major course with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

Degree Requirements (102 credits)

General Education Requirements (GER): **18 cr.**

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Core Requirements **28 cr.**

Foundation Studies: FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Free Electives **6 cr**

Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER.

Major Requirements **50 cr.**

FAP 311, FAP 312, FAP 313, FAP 314, FAP 315, FAP 321, FAP 322, FAP 323, FAP 324, FAP 325, FAP 411, FAP 412, FAP 413, FAP 414, FAP 415, FAP 421, FAP 422, FAP 423, FAP 424.

**Bachelor of Arts Degree in Studio Arts
Suggested Program (102 Credits)**

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|------|
| FAP | 211 | Drawing I | 3cr. |
| GDP | 212 | Design Principles I | 3cr. |
| ARP | 213 | Basic Technical Skills | 3cr. |
| FAP | 214 | Performing Arts and Music | 3cr. |
| FAP | 215 | Art & Culture | 2cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|------|
| FAP | 221 | Drawing II | 3cr. |
| GDP | 222 | Design Principles II | 3cr. |
| ARP | 223 | Descriptive Geometry | 3cr. |
| GDP | 224 | Introduction to Photography | 3cr. |
| FAP | 225 | Conceptual Communication | 2cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (17 Credits)

| | | | |
|-----|-----|------------------------------|------|
| FAP | 311 | Painting I | 3cr. |
| FAP | 312 | Drawing III | 3cr. |
| FAP | 313 | Sculpture I | 3cr. |
| FAP | 314 | Conceptual Visual Thinking I | 2cr. |
| FAP | 315 | History of Art | 3cr. |
| — | — | GER | 3cr. |

Spring Semester (17 Credits)

| | | | |
|-----|-----|-------------------------------|------|
| FAP | 321 | Painting II | 3cr. |
| FAP | 322 | Drawing IV | 3cr. |
| FAP | 323 | Sculpture II | 3cr. |
| FAP | 324 | Conceptual Visual Thinking II | 2cr. |
| FAP | 325 | History of Modern Art | 3cr. |
| — | — | GER | 3cr. |

Summer Semester (9 Credits)

| | | | |
|---|---|-----|------|
| — | — | GER | 3cr. |
| — | — | GER | 3cr. |
| — | — | GER | 3cr. |

Year III

Fall Semester (14 Credits)

| | | | |
|-----|-----|---|------|
| FAP | 411 | Multi-Media & Image Develop. I (Painters/Sculptors) | 3cr. |
| FAP | 412 | Print Media | 3cr. |
| FAP | 413 | Digital Media I for the Fine Artist | 2cr. |
| FAP | 414 | Studio Work I | 1cr. |
| FAP | 415 | Conceptual Visual Thinking III | 2cr. |
| — | — | Free Elective | 3cr. |

Spring Semester (13 Credits)

| | | | |
|-----|-----|--|------|
| FAP | 421 | Multi-Media & Image Develop. II (Painters/Sculptors) | 3cr. |
| FAP | 422 | Installation Art | 3cr. |
| FAP | 423 | Digital Media II for the Fine Artist | 2cr. |
| FAP | 424 | Studio Work II | 3cr. |
| — | — | Free Elective | 3cr. |

Undergraduate Courses: Studio Arts

FAP 101 Introduction to Music and Art (3.0); 3 cr. Introduces students to techniques and representative works in the music and arts of various periods.

FAP 201 Intro to Painting (2.2); 3 cr. Introduces the student to different materials of painting, construction, composition and paint handling.

FAP 202 Intro to Sculpture (2.2); 3 cr. A course designed to introduce the student to 3-dimensional forms. Emphasis will be on the concept of modeling, carving, casting and constructing as well as developing new modes of expression.

FAP 203 Intro to Ceramics (2.2); 3 cr. This course will allow the students to build forms from clay using basic handbuilding techniques and the potter's wheel.

FAP 204 Intro to Printmaking (2.2); 3 cr. Students experiment with classical and contemporary methods for creating multiple originals.

FAP 205 Intro to Textiles (2.2); 3 cr. Introduction to weaving and surface design. Basic elements of color, texture, and structure.

FAP 211 Drawing I (2.2); 3 cr. Eye and hand coordination are developed through the use of different drawing techniques.

FAP 214 Performing Arts and Music (2.2); 3 cr. Designed to enhance student's creativity in discovering the fields of theater, dance and music.

FAP 215 Art & Culture (1.2); 2 cr. The aim of this course is to broaden the students' culture understanding. Students will experience a variety of forms of expression, which may include sound, movement, time, and space.

FAP 221 Drawing II (2.2); 3 cr. Drawing is encouraged through observation and application. The human figure is considered in relation to the environment. *Prerequisite:* FAP 211.

FAP 225 Conceptual Communication (1.2) 2 cr. A course based on "visual thinking" exercises for the development of the students' ideas and visual expressions.

FAP 311 Painting I (2.2); 3 cr. This is a beginning course dealing with different painting techniques.

FAP 312 Drawing III (2.2); 3 cr. This course consists of a complete study of the human anatomy (skeletal & muscular system). It is designed to improve the sense of observation, proportion, structure while drawing the figure in different movement considering its different expressions. *Prerequisite:* FAP 221.

FAP 313 Sculpture I (2.2); 3 cr. The course is designed to introduce the three dimensions form as well as expose the various sculptural techniques of modeling, carving, casting, mold making. Emphasis will be on clay modeling and Plaster. Traditional & conceptual approach to sculpture will be addressed.

FAP 314 Conceptual Visual Thinking I (1.2); 2 cr. This course challenge the students' capacity to conceptualize ideas related to contemporary art and presented by the instructor. The student will be using a variety of materials in order to communicate and develop his or her concept.

FAP 315 History of Art (3.0); 3 cr. This course is an exposure to a discussion of the major concepts and developments in the classical period in the history of art.

FAP 321 Painting II (2.2); 3 cr. This is an advanced course in painting techniques using modern and contemporary approaches. An investigation of new material techniques using different painting surfaces. *Prerequisite:* FAP 311.

FAP 322 Drawing IV (2.2); 3 cr. This course is designed to explore various approaches and techniques through sketching. It consists of a quick and rough representation of an object, a scene, an activity etc... The goal of this course is to develop and explore individual expression. *Prerequisite:* FAP 312.

FAP 323 Sculpture II (2.2); 3 cr. This course is a continuation of Sculpture I with more advanced projects. New materials and techniques will be introduced and more individual freedom in choosing the media will be given, which will enhance personal vision and develop individual expression. *Prerequisite:* FAP 313.

FAP 324 Conceptual Visual Thinking II (1.2); 2 cr. This course challenges the students' capacity to conceptualize ideas related to contemporary culture and presented by the instructor. The student will be using a variety of materials in order to communicate and develop his or her concept. *Prerequisite:* FAP 314.

FAP 325 History of Modern Art (3.0); 3 cr. This course is an exposure to a discussion of the major concepts and developments in the modern contemporary history of art.

FAP 411 Multi-Media & Image Development I (Painters/Sculptors) (2.2); 3 cr. This is the course where student can choose to work with different techniques from video and computer art to realistic painting and sculpture. This multi-media approach is geared towards the development of a personal vocabulary as well as acquisition of the needed skills. *Prerequisites:* FAP 321 & FAP 323.

FAP 412 Print Media (2.2); 3 cr. General introduction to printmaking techniques such as intaglio: etching, relief, etc...*Prerequisites:* FAP 321 & FAP 323.

FAP 413 Digital Media I for the Fine Artist (1.2); 2 cr. Students are exposed to different softwares pertaining to fine arts. *Prerequisites:* FAP 321 & FAP 323.

FAP 414 Studio Work I (0.2); 1 cr. Third year students will have access to a small but permanent and private space, where they would spend at least 3 hours per week developing their research and work. A faculty member will meet privately with each student to discuss and critique the developed work. Independent studio work is where the student gets a preview of what it feels to work independently in a studio, not guided by a classroom project or a teacher. This is the place to acquire self-motivation while guided for one year by an encouraging faculty member. *Prerequisites:* FAP 321 and FAP 323.

FAP 415 Conceptual Visual Thinking III (1.2); 2 cr. This course challenges the students' capacity to conceptualize ideas related to contemporary issues and presented by the instructor. The student will be using a variety of materials in order to communicate and develop his or her concept. *Prerequisite:* FAP 324.

FAP 421 Multi-Media & Image Development II (Painters/Sculptors) (2.2) 3 cr. Advanced level of the multi-media approach studied in FAP 411 and is geared towards the development of a personal vocabulary. *Prerequisite:* FAP 411.

FAP 422 Installation Art (2.2); 3 cr. This course attempts to synthesize several intersecting problematics from the practices of painting, sculpture, architecture, theater and theories dealing with the issues of 'spectatorship'. These issues are studied both within the parameters of an interior space and on the site of a public space. *Prerequisite:* FAP 411.

FAP 423 Digital Media II for the Fine Artist (1.2); 2 cr. This course builds on the technical skills acquired during the previous course. *Prerequisite:* FAP 413.

FAP 424 Studio Work II (1.4); 3 cr. This course is a continuation of the previous course FAP 414. *Prerequisite:* FAP 414.

FDP 201 Basic Design (2.2); 3 cr. Introduces students to basics of visual expression and organization. *Prerequisite:* Sophomore Standing.

FDP 214 Design for Advertising (2.2); 3 cr. This course is designed for the communication art students. It emphasizes both the functional and the aesthetic aspects of design. *Prerequisite:* FDP 201.

FDP 490 Senior Study (2.2); 3 cr. Research in any special topic dealing with history of architecture, furniture, antiques, textiles or costume design. *Prerequisite:* Senior Standing.

The Degree of Bachelor of Arts In Performing Arts

The program is designed to open opportunities for students who wish to major in performing arts. The degree is a combination of interdisciplinary areas, such as acting and directing, dance and choreography as well as music.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. In addition all major courses with a grade of less than C- must be repeated (see separate Foundation Studies description). All remedial courses, Math and/or English must be completed prior to entering the major courses. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Performing Arts and other majors in the Departments of the Faculty of Architecture, Art & Design.

Students, who are computer illiterate, are encouraged to take CSC 201 within their GER or free elective courses before starting their major requirements.

Graduation Requirements

To receive the degree of Bachelor of Arts in Performing Arts, a student must complete a total of 102 credits with a minimum cumulative grade point average of 2.3/4.0 in all major courses. Any major course with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

Degree Requirements (102 credits)

General Education Requirements (GER): 18 cr.

The GER are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Core Requirements 28 cr.

Foundation Studies: FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Free Electives 6 cr

Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER.

Major Requirements 50 cr.

FPA 311, FPA 312, FTA 313, FPA 314, FPA 315, FPA 316, FPA 321, FPA 322, FPA 323, FPA 324, FPA 325, FPA 326, FPA 411, FPA 412, FPA 413, FPA 414, FPA 421, FPA 422, FPA 423, FPA 424.

**Bachelor of Arts Degree in Performing Arts
Suggested Program (102 Credits)**

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| GDP | 212 | Design Principles I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| FAP | 214 | Performing Arts and Music | 3 cr. |
| FAP | 215 | Art & Culture | 2 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| FAP | 221 | Drawing II | 3 cr. |
| GDP | 222 | Design Principles II | 3 cr. |
| ARP | 223 | Descriptive Geometry | 3 cr. |
| GDP | 224 | Introduction to Photography | 3 cr. |
| FAP | 225 | Conceptual Communication | 2 cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (16 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| FPA | 311 | Acting I | 3 cr. |
| FPA | 312 | Make-up, Costume and Set Design | 3 cr. |
| FTA | 313 | History of the Theatre | 2 cr. |
| FPA | 314 | Movement I | 2 cr. |
| FPA | 315 | Voice and Text I | 2 cr. |
| FPA | 316 | Resident Workshop | 1 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| FPA | 321 | Acting II | 3 cr. |
| FPA | 322 | Light, Sound, and Multi-Media | 3 cr. |
| FPA | 323 | Text Analysis | 2 cr. |
| FPA | 324 | Movement II | 2 cr. |
| FPA | 325 | Voice & Text II | 3 cr. |
| — | — | GER | 3 cr. |

Summer Semester (9 Credits)

| | | | |
|-----|-----|------------------------|-------|
| FPA | 326 | Theater in Performance | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Year III

Fall Semester (16 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| FPA | 411 | Acting III | 3 cr. |
| FPA | 412 | Creative Dramatics | 2 cr. |
| FPA | 413 | Fields of Performances I | 2 cr. |
| FPA | 414 | Directing I | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| FPA | 421 | Directing II | 3 cr. |
| FPA | 422 | Senior Study | 3 cr. |
| FPA | 423 | Fields of Performance II | 2 cr. |
| FPA | 424 | Playwriting Workshop | 3 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Performing Arts

FPA 311 Acting I (2.2); 3 cr. English/ Arabic. The course explores movement for the actor and establishes basic physical warm-up techniques that serve the student throughout his or her studies. Includes the actor's exploration of stage space, and building character, through improvisation and text work.

FPA 312 Make-up, Costume and Set Design (2.2); 3 cr. An exploration of the collaborative process of designing for the live theatre. (1) Basic techniques of make-up for the stage including corrective make-up, and fantasy make-up. (2) Basic techniques of costume design for the stage including research, patterning, setting, constructing and fitting costumes. (3) Basic techniques of set design for the stage. Emphasis on the analysis of the dramatic text, research and the use of imagery to support the dramatic intent of a particular production, class project will engage students in using a variety of medium to explore how architecture, the arrangement of space, and the elements of design are used dramatically.

FPA 314 Movement I (1.2); 2 cr. This course is a physically demanding exploration of the role of the body as a main tool of performance. Training student in making connections with their bodies as a mean of assimilating and reacting to external/ internal stimuli without allowing the mind faculties and/or normative social behavior to mask the process.

FPA 315 Voice and Text I (1.2); 2 cr. English/ Arabic. The course consists of breathing and vocal exercises that aim at developing the actor's capacity of vocal expression.

FPA 316 Resident Workshop (0.2); 1 cr. English/ Arabic. Workshop with visiting theatre professionals which may include stage directors, designers, choreographers, and professional performers. This workshop leads to student's performances based on workshops, and supervised by the visiting practitioner and co-instructor.

FPA 321 Acting II (2.2); 3 cr. English/ Arabic. A continuation of Acting I with specific periods of theatrical and dramatic history explored; for instance, Greek and Roman theatre, Period Drama, Spanish Golden Age, Arabic Modern and others. *Prerequisite:* FPA 311.

FPA 322 Light, Sound, and Multi-Media (2.2); 3 cr. This course will consider design and technology in theatre. It will entail three distinctive parts: (1) Light Design: an exploration of the process of seeing, basic theories of color, and the psychological and physical characteristics of light. This part of the course considers the role of light as a flexible, expressive art medium. (2) Sound Design: the use of sound as a medium of design for the theatre; research and creation of sound score, recording and engineering techniques, live effects and projects in live and studio sound production. (3) Digital multimedia as an option of stage design. Students will be exposed to a variety of media and to techniques such as video, computer animation, and projection. Students will learn how to incorporate such elements within the other elements of stage design through research and projects. *Prerequisite:* FPA 311.

FPA 323 Text Analysis (2.0); 2 cr. Through an exploration of various plays from different periods, the course aims at equipping the students with the necessary tools of analyzing, and interpreting texts. *Prerequisite:* FPA 311.

FPA 324 Movement II (1.2); 2 cr. A continuation of Movement I. *Prerequisite:* FPA 314.

FPA 325 Voice & Text II (2.2); 3 cr. A continuation of Voice and Text I. *Prerequisite:* FPA 315.

FPA 326 Theatre in Performance (2.2); 3 cr. English/Arabic This course entails a collaborative process that leads to a production, which will represent the department in festivals. A part from the registered students, the course is open to students from across the program, as well as, to the community. *Prerequisite:* FPA 311.

FPA 411 Acting III (2.2); 3 cr. English/ Arabic. A continuation of Acting II with a survey and workshops on different schools of acting; for instance, Stanislavski, Brecht, Boal, Grotowski, Mnouchkine. *Prerequisite:* FPA 321.

FPA 412 Creative Dramatics (1.2); 2 cr. English/ Arabic A study of the principles and methods of developing original dramatization with children. Observation of children 's classes

in creative dramatics is included. *Prerequisite:* FPA 321.

FPA 413 Fields of Performances I (1.2); 2 cr. English/ Arabic. This course offers the students the opportunity to be exposed to fields of performances such as: children theatre, puppetry, mime, musical, "Attitudologie", story telling, stage combat, dance, circus and others.

FPA 414 Directing I (2.2); 3 cr. English/ Arabic. Methods, theories, exercise, and practice in directing and presenting theatrical and non-theatrical texts. Special attention will be given to dramaturgy, and composition in space and time. *Prerequisite:* FPA 321.

FPA 421 Directing II (2.2); 3 cr. English/Arabic. A continuation of "Directing I" on a more advanced level. *Prerequisite:* FPA 414.

FPA 422 Senior Study (2.2); 3 cr. English/ Arabic. Individual study directed by the instructor in a selected area of study. *Prerequisite:* FPA 411.

FPA 423 Fields of Performance II (1.2); 2 cr. English/ Arabic. Same structure as "Fields of Performances I". Different fields will be explored. *Prerequisite:* FPA 411.

FPA 424 Playwriting Workshop (2.2); 3 cr. English/ Arabic. Focus is on creativity in the writing of theatrical texts. Students will engage in analytical exercises in which they will learn to build characters, construct plot and develop point of view. *Prerequisite:* FPA 411.

FTA 313 History of Theatre (2.0); 2 cr. The development of the theatre from its beginning till present.

The Degree of Bachelor of Arts in Arts and Crafts

The Bachelor of Arts in Arts and Crafts combines: Arts, Crafts, Ceramics, Jewelry, Metal Working, Leather Working with textile design for fiber arts so as to express the individuals' aesthetic capabilities.

Students learn both traditional and innovative techniques, working in two and three dimensions, with an emphasis on creative approaches to design, use of media including computer applications and technical information.

Ceramics, jewelry, metal working and leather work will be studied and practiced in a workshop environment involving traditional methods and new technologies. Courses in weaving cover four-harness and multi-harness structures, open weaves, dyed and painted warps, tapestry, computer aided techniques and others which allow the properties of color, fiber and texture to interact.

In surface design courses, students will learn processes such as silk-screen printing, resist dyeing, block-printing and design technologies where patterns are designed on paper and computer.

A variety of non-loom methods will be experienced such as hand-made paper, knotting, basketry, and others.

Projects assigned may include creations such as rugs, wall pieces, installations, garments, or sample designs; ceramics, jewelry; metal worked products and leather goods.

Graduates may design for industry, while others start their own business or build an exhibition portfolio as a Fine Artist within their chosen field of arts and crafts.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete the Foundation Studies with a 2.3/4.0 grade or above. In addition all major courses with a grade of less than C- must be repeated (see separate Foundation Studies description). All remedial courses, Math and/or English must be completed prior to entering the major courses. Students who fail to meet the above requirements will not be allowed to proceed to

the degree courses in Arts & Crafts and other majors in the Departments of the Faculty of Architecture, Art & Design.

Students, who are computer illiterate, are encouraged to take CSC 201 within their GER or free elective courses before starting their major requirements.

Graduation Requirements

To receive the degree of Bachelor of Arts in Arts & Crafts, a student must complete a total of 102 credits with a minimum cumulative grade point average of 2.3/4.0 in all Major Courses. Any major course with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

Degree Requirements (102 credits)

General Education Requirements (GER): 18 cr.

The GER are distributed as follows:

Sophomore English: ENL 213 & ENL 230 6 cr

Cultural Studies: Religion, Arabic, Western Literature, Philosophy, Cultural Sequence, Art, Music, etc... 6 cr.

Basic Science: Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc... 6 cr.

Core Requirements 28 cr.

Foundation Studies: FAP 211, GDP 212, ARP 213, FAP 214, FAP 215, FAP 221, GDP 222, ARP 223, GDP 224, FAP 225.

The student must complete all Foundation courses with a grade of 2.3/4.0 or above. Students who fail to meet the above requirements will be asked to repeat the Foundation Studies for only one additional year or change the major.

Free Electives 6 cr

Students are also expected to complete 6 credits of free electives. The 3-credit course in religion must be included if it has not been already taken within the GER.

Major Requirements 50 cr.

FAC 311, FAP 312, FAC 313, FAP 314, FAP 315, FAC 316, FAC 321, FAP 322, FAC 323, FAC 324, FAP 325, FAC 411, FAC 412, FAP 413, FAC 414, FAC 412, FAC 421, FAC 422, FAC 423, FAP 423, FAC 424.

**Bachelor of Arts Degree in Arts and Crafts
Suggested Program (102 Credits)**

Foundation Studies (Year I)

Fall Semester (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| GDP | 212 | Design Principles I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| FAP | 214 | Performing Arts and Music | 3 cr. |
| FAP | 215 | Art & Culture | 2 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| FAP | 221 | Drawing II | 3 cr. |
| GDP | 222 | Design Principles II | 3 cr. |
| ARP | 223 | Descriptive Geometry | 3 cr. |
| GDP | 224 | Introduction to Photography | 3 cr. |
| FAP | 225 | Conceptual Communication | 2 cr. |

Summer Session is left for remedial courses not completed within the Foundation studies. GER courses could also be taken.

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Year II

Fall Semester (18 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| FAC | 311 | Arts & Crafts I | 3 cr. |
| FAP | 312 | Drawing III | 3 cr. |
| FAC | 313 | Technique I | 2 cr. |
| FAP | 314 | Conceptual Visual Thinking I | 2 cr. |
| FAP | 315 | History of Art | 3 cr. |
| FAC | 316 | Studio Art I | 2 cr. |
| — | — | GER | 3 cr. |

Spring Semester (16 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| FAC | 321 | Arts & Crafts II | 3 cr. |
| FAP | 322 | Drawing IV | 3 cr. |
| FAC | 323 | Technique II | 2 cr. |
| FAC | 324 | Studio Art II | 2 cr. |
| FAP | 325 | History of Modern Art | 3 cr. |
| — | — | GER | 3 cr. |

Summer Semester (9 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Year III

Fall Semester (15 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| FAC | 411 | Arts & Crafts III | 3 cr. |
| FAC | 412 | Multi-Media & Personal Development I | 3 cr. |
| FAP | 413 | Digital Media I for the Fine Artist | 2 cr. |
| FAC | 414 | Studio Work I | 2 cr. |
| FAC | 415 | History of Arts & Crafts | 2 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester (14 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| FAC | 421 | Arts & Crafts IV | 3 cr. |
| FAC | 422 | Multi-Media & Personal Development II | 3 cr. |
| FAC | 423 | Digital Media II for the Fine Artist | 2 cr. |
| FAC | 424 | Studio Work II | 1 cr. |
| FAC | 425 | Internship | 1 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Arts and Crafts

FAC 311 Arts and Crafts I (2.2); 3 cr. An introduction to the surface design of decorative arts and crafts, including fabric dyes, material and techniques used in traditional and non-traditional methods of surface design for ceramics, jewelry, metal-working, leather work, and fiber arts. Japanese, African, Indonesian techniques for tie-dye, batik, paste resist and hand painting on fabric are also studied. Projects emphasize development of personal expression as well as technical proficiency.

FAC 313 Technique I (1.2); 2 cr. This is an overview of traditional and contemporary methods of form making using a variety of materials. Projects explore both technical and conceptual possibilities in two and three-dimensional constructions, and the development of images and ideas.

FAC 316 Studio Art I (1.2); 2 cr. This course addresses all aspects of commercial design production, including different rendering techniques, production standards and terminology, and professional practices for rendering the presentation of designs for crafts, ceramics, jewelry, metal working, leather work, and constructed fiber arts. Students develop a work methodology to design flat patterns from conceptual evolution to final presentation. The development of professional portfolios are encouraged. Students may start using computer aided design.

FAC 321 Arts & Crafts II (2.2); 3 cr. This course focuses on the development of the creative and technical skills necessary to produce a variety of design; including, tooling leather work, embossing and engraving metal surfaces, applying decoration to ceramics, and printing fabrics. Various medias are explored. Students are encouraged to be experimental and inventive in their approach to using the various surfaces available to the decorative arts and crafts. *Prerequisite:* FAC 311.

FAC 323 Technique II (1.2); 2 cr. This course exposes students to the use of the computer as a design tool. Students draw and alter images on the computer as well as develop design units for execution. A number of applications for the computer-generated designs are investigated, including the production of photo-ready positives for portfolio presentation. *Prerequisite:* FAC 313.

FAC 324 Studio Art II (1.2); 2 cr. This is a studio course in which all the student's works as well as the many areas of professional practice in the field are directed towards a specific career goal. Some of the topics covered are artists statements, curriculum vitae, portfolio preparation, cover letter and contracts. Professionalism in presentation and documentation is emphasized. Students also investigate marketing and merchandising techniques. *Prerequisite:* FAC 316.

FAC 411 Arts & Crafts III (2.2); 3 cr. Students develop skills necessary to translate single graphic images into interconnecting repetitive patterns suitable for use in all commercial and hand-crafted media. *Prerequisite:* FAC 321.

FAC 412 Multi-Media & Personal Development I (2.2); 3 cr. Students research information and artists, which are important to their personal development. With faculty assistance, students define and develop a body of work for the whole semester. An active journal related to the work is required. Mid-semester critiques and final review are also required. *Prerequisite:* FAC 321.

FAC 414 Studio Work I (1.4); 3 cr. Third year students will have access to a small but permanent and private space, where they would spend at least 3 hours per week developing their research and work. A faculty member will meet privately with each student to discuss and critique the development work. Independent studio work is where the student gets a preview of what it feels to work independently in a studio, not guided by a classroom project or a teacher. This is the place to acquire self-motivation while guided for one year by an encouraging faculty member. *Prerequisite:* FAC 321.

FAC 415 History of Arts & Crafts (3.0); 3 cr. An exploration of the beginnings of arts, crafts, weaving, and, textile printing and their evolution through the Middle ages to the present. This study becomes a source for many individual studio projects.

FAC 421 Arts & Crafts IV (2.2); 3 cr. Traditional and non-traditional techniques are used to develop conceptual and functional ideas. *Prerequisite:* FAC 411.

FAC 422 Multi-Media & Personal Development II (2.2); 3 cr. Students work with faculty to develop a personal body of work that represents depth and breadth of exploration and a maturing sense of aesthetic direction and self-expression. Group and individual discussions emphasize the development of critical vocabulary along with advanced technical exploration. Students plan and prepare setting up and displaying of their major works. A Journal

must be kept along with schedules of exhibition details and plans. *Prerequisite:* FAC 412.

FAC 424 Studio Work II (0.2); 1 cr. This course is a continuation of the previous course FAC 414. *Prerequisite:* FAC 414.

FAC 425 Internship (0.2); 1 cr. Practical training within a professional environment. *Prerequisite:* FAC 411.

The Degree of Master of Arts in Fine Arts (MA)

The NDU Master of Arts in Fine Arts is set to prepare graduates who can significantly influence and lead the development of the art professions in Lebanon thus contributing to the country's global position and status. Also, this program is designed to help those students who are willing to develop an interdisciplinary approach to their work within a theoretically informed context and who wish to explore new arenas of practice.

The program offers the opportunity for involvement across the disciplines of design, painting, sculpture, printmaking, photography and computer based fine art.

On the other hand, the Master of Arts in Fine Arts allows the students to disengage from the daily pursuit of tasks in their fields that are normally carried out under constraints, and which may limit their exploration of the subject in a holistic sense. Instead, the student is able to look in depth into the history, theory, practice and achievements of art on local, national and international levels.

Students follow a number of common courses which focus on the activity of theory and practice at an informed and exploratory level; and, managerial and professional aspects of project research and development.

Groups of students engage in several activities which enable them to produce a significant body of work, including major projects carried out with the support of industry or sponsors, and will demonstrate their mastery of their assignments, self initiated work, disciplines and technology; demonstrating their ability to initiate and manage their own work program and the work of others involved in the production of their ultimate assignments.

The MA in Fine Arts program seeks to prepare graduates for professional involvement in art practice and related activities.

This MA course also aims to provide a stimulating environment for personal development, to highly motivated, committed and talented graduates from a range of Fine Arts disciplines.

Candidate's Profile

The Master of Arts in Fine Arts program is designed for students from the many disciplines that are embraced by the term visual art and / or fine arts, who wish to engage in a period of study beyond the bachelor level, and who wish to raise their intellectual and/or professional experience associated with arts.

Students with bachelor degrees from other disciplines are invited into the program after they have fulfilled undergraduate requirements of the university admission policy.

Admission Requirements

In addition to the university admission requirements for graduate students, the candidate must submit a portfolio of work for assessment and schedule an interview with the MA course advisor.

Transfer

Applicants for the graduate program may be granted a maximum of nine transfer credits of graduate studies taken at another accredited institution of higher education provided that the transfer course(s) correspond to the NDU course requirements.

Graduation Requirements

Students seeking the degree of Master of Arts must meet the university graduation requirements and complete 36 credits with a cumulative average of at least 3.0/4.0.

Degree Requirements Thesis Option (36 Credits)

Number of
Credits (cr.)
36 cr.

Major Requirements

MAA 615, MAA 616, MAA 617, MAA 625, MAA 626, MAA 627, MAA 635, MAA 636, MAA 645.

Master of Arts in Fine Arts Suggested Program (36 credits)

Year 1

Fall semester (6 – 12 credits)

| | | | |
|-----|-----|----------------------------|-------|
| MAA | 615 | Art Research Methodologies | 3 cr. |
| MAA | 616 | Contemporary Issues in Art | 3 cr. |
| MAA | 617 | Art Studio I | 6 cr. |

Spring semester (6 – 12 credits)

| | | | |
|-----|-----|--------------------------|-------|
| MAA | 625 | Art Research Development | 3 cr. |
| MAA | 626 | Cultural Issues in Art | 3 cr. |
| MAA | 627 | Art Studio II | 6 cr. |

Year 2

Fall semester (6 credits)

| | | | |
|-----|-----|---------------|-------|
| MAA | 635 | Thesis I | 3 cr. |
| MAA | 636 | Special Topic | 3 cr. |

Spring semester (6 credits)

| | | | |
|-----|-----|-----------|-------|
| MAA | 645 | Thesis II | 6 cr. |
|-----|-----|-----------|-------|

Graduate Courses: Fine Arts

MAA 615 Art Research Methodologies (2.2); 3cr. A survey of current art thinking and research methodologies to aid the student in the development of projects in response to a critical content framework. The course is intended to offer the student support and direction in the formation of the critical thinking that will inform their written and visual solutions. Includes lectures, readings and discussion of contemporary issues in art in social and cultural contexts.

MAA 616 Contemporary Issues in Art (2.2); 3 cr. A seminar in which topics of current relevance to art practice and critical thinking will be explored and analyzed. The course content will change each semester to remain up to date within the profession.

MAA 617 Art Studio I (2.8); 6 cr. Art projects in response to the critical content of Contemporary Issues in Arts. Includes the role of artistic objects in contemporary culture and the effect on society, including interaction with

potential audiences. *Co-requisite and/or Prerequisite:* MAA 616.

MAA 625 Art Research Development (2.2); 3 cr. Development of conceptual and analytical skills for the self-initiated art research which will culminate in a written proposal. *Prerequisite:* MAA 615.

MAA 626 Cultural Issues in Art (2.2); 3 cr. A seminar that will consider the relevance of culture to art particularly in the Lebanese context. An introduction to recent theories in various disciplines concerning cultural understanding of art. The course content will change each semester to remain up to date within the profession. *Prerequisite:* MAA 616.

MAA 627 Art Studio II (2.8); 6 cr. A visual application of the topics and ideas covered in Cultural Issues in Art. The course will be a platform for experimentation and exploration of concepts from the seminars. Focuses on the role of art objects as cultural artifacts and their

reflection of social diversity on both artists and audiences. Includes creation, reproduction, distribution and reception of messages. *Co-requisite and/or Prerequisite:* MAA 626.

MAA 635 Thesis I (2.2); 3 cr. This course will support and assist the student in the development and preparation of their research into a comprehensive written document that will complement the work to be undertaken in Thesis II. The two components will interrelate to support the theories, hypothesis and conclusions. *Prerequisite:* MAA 627.

MAA 636 Special Topic (2.2); 3 cr. This course is given by an invited instructor to explore topics of current interest. *Prerequisite:* MAA 627.

MAA 645 Thesis II (4.4); 6 cr. The course will provide further guidance during the development of the thesis. The final outcome answers the research study developed in Thesis I. *Prerequisite:* MAA 635.

FACULTY OF BUSINESS ADMINISTRATION AND ECONOMICS (FBAE)

Dr. Elie Yachoui, *Dean*

DEPARTMENT OF ACCOUNTING, FINANCE
AND ECONOMICS

Dr. Mohamad Hamadeh, *Chairperson*

DEPARTMENT OF MANAGEMENT AND MARKETING

Dr. Tanos Touma, *Chairperson*

DEPARTMENT OF HOSPITALITY AND TOURISM
MANAGEMENT

Dr. Youssef Zgheib, *Chairperson*

GRADUATE PROGRAM

Dr. Rock-Antoine Mehanna, *Director*

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The Faculty of Business Administration and Economics reserves the right to change a program of study without prior notice.

FACULTY OF BUSINESS ADMINISTRATION AND ECONOMICS

LIST OF FULL-TIME FACULTY MEMBERS

Professors

Yachoui, Elie, Ph.D., 1982, *Economics*, Dauphine, France

Hobeika, Louis, Ph.D., 1980, *Economics*, University of Pennsylvania, USA

Associate Professors

Hadjetian, Hratch, Ph.D., 1972, *Economics and Labor-Management Relations*, University of Delhi, India

Karam, Antoine, Ph.D., 1974, *Economics*, Temple University, USA

Mehanna, Rock-Antoine, Ph.D., 2000, *Business Policy*, Southern University, Baton Rouge, Louisiana, USA

Assistant Professors

Bahous, Victor, Ph.D. 2004, University of Newcastle Upon Tyne, Britain.

Hamadeh, Mhamad, Ph.D., 1998, *Economics*, Syracuse University, USA

Hamadi, Hassan, Ph.D., 2005, *Finance*, University of Surrey, UK

Harb, Atef, Ph.D., 1996, *Economics-Operations Research*, Ecole Polytechnique de Montreal, Canada

Hasham, Elham S., Ph.D. 2004, Educational Leadership, Management and Administration, Leicester University, United Kingdom.

Khalil, Antoine, M.B.A., 1981, *Finance*, Pace University, USA

Khoueiri, Roy, Ph. D. 1989, *Economics*, Universite Paris 13, Paris Nord, France

Naimy, Viviane, Ph.D., 2001, *Economics and Finance*, University de Paris XI, France

Saber, Rashid, Ph.D., 1998, *Marketing and Management*, California Coast University, USA

Touma, Tanos, M.D. 1988, MBA 1993, *Strategy and Management*, Carnegie Mellon University, USA

Zgheib, Youssef, Ph.D. 2002, International Hospitality Management, University of Strathclyde, Scotland, UK

Senior Lecturers

Barakat, Edgard, M.B.A., 1981, *Marketing*, University of Dayton, USA

Frayha, Norma, M.B.A., 1982, *Accounting*, American University of Beirut, Lebanon

Hovivian, Hrair, M.S., 1984, *Finance and Economics*, Beirut University College, Lebanon

Shaffu, Raja, M.B.A., 1970, *Finance*, American University of Beirut, Lebanon

Zakhour, Kamal, M.B.A., 1982, *Marketing*, University of Pittsburgh, USA

Lecturer

Assaker, Guy, MBA, 2003, *Hospitality Management*, IMHI Cornell University/ Essec, France. MSc (DESS), 2004, *Tourism*, Université Paris 1, Sorbone

Nakhlé, Vivianne, M.S., 1993, *Business Administration*, Strayer College, Washington D.C.

Assaf Carole, M.B.A., 1995, *Tourism and Marketing*, Notre Dame University - Louaize, Lebanon

Akhras, Caroline, Ed.D., 2006, *Doctor of Education*, University of Leicester, UK

Menassa, Joyce, M.S., 1984, *Marketing*, Beirut University College, Lebanon

Instructor

Beyrouthy, Ghassan, M.B.A., 1999, *Hospitality Management and Tourism*, Notre Dame University - Louaize, Lebanon.

List of Staff Members

Cattan, Ghada, Diploma, ECP-V, 1995, USEK, Lebanon, *Administrative Assistant to the Dean*

Khairallah, Gilberte, Bachelor of Arts in Business Administration with concentrations in Finance and Information System, 2001, University of Washington, USA, *Administrative Assistant, MBA and MIB Programs*

Moubarak, Kamale, Certificate, Business Marketing, DCE-NDU, *Secretary, Department of Accounting, Finance and Economics*

Kanaan, Grace, Secretarial Studies, 1982, Ecole Pigier pour le Commerce, Gemmeuze – *Secretary, Department of Management and Marketing*

Mrad, Samar, Bachelor of Arts in Business Administration- International Business Management, 2004, Notre Dame University, *Secretary, Department of Hospitality and Tourism Management*

Khalil, Rita, *Executive Secretary* 1989, Clerk

FACULTY OF BUSINESS ADMINISTRATION AND ECONOMICS

Dean: *Dr. Elie Yachoui*

Administrative Assistant: *Mrs. Ghada Cattan*

INTRODUCTION

The Faculty of Business Administration and Economics is a professional faculty. It offers a range of academically balanced programs to meet the needs of the various sectors of the economy. The programs of study are dynamic to keep pace with the rapidly evolving environment of business, management, hospitality, tourism and technology. The qualified and experienced academics at the Faculty are dedicated to providing theoretical and practical knowledge of high standard in a stimulating atmosphere. That is why the Faculty, in a short time, has developed to become a major provider of high quality business and management leaders.

Faculty Objectives:

The primary objectives of the Faculty are:

- To serve the community by providing programs of study that are professionally oriented, comprehensive, relevant to today's business world, and of high standard.
- To prepare well-rounded business graduates who are equipped with analytical, quantitative, managerial and human skills to make sound and responsible decisions.
- To develop business graduates who are aware of the connection between business-management decisions and political, social, economic, legal, ethical, technological and environmental factors.
- To develop business graduates who are able to identify management and organizational problems, isolate critical factors, generate feasible alternatives and, after critical thinking and analysis, come up with the most appropriate solution.

Summary of Degree Programs Offered

The Faculty of Business Administration and Economics consists of:

- Department of Accounting, Finance and Economics
- Department of Management and Marketing
- Department of Hotel Management and Tourism

The Department of Accounting, Finance and Economics offers programs leading to the degrees of Bachelor of Business Administration with emphasis on:

- Accounting areas: Accounting Information Systems, General Accounting, Management Accounting and Control, Auditing.
- Finance areas: Investment management, Corporate Finance, Real Estate, banking, Personal Financial Planning, General Finance.
- Economics

The Department of Management and Marketing offers programs leading to the degree of Bachelor of Business Administration (B.B.A.) and the degrees of Bachelor of Business Administration with concentrations on:

- Management
- International Business Management
- Marketing

The Bachelor's degree is a three-year and two-summer program of full-time study.

The Department of Management and Marketing also offers a program leading to the degree of Master of Business Administration (M.B.A.).

The Master's degree follows a two-year full-time program or its equivalent in part-time work.

The Department of Hotel Management and Tourism offers a program leading to the degree of Bachelor of Hotel Management and Tourism. This degree is a three-year and two-summer program of full-time study.

Undergraduate Degrees

Admission Procedures and Requirements

For admission procedures and requirements to the undergraduate degree programs offered by the Faculty of Business Administration and Economics, see the appropriate page numbers in this catalog.

Registration Procedure

For registration procedure for newly admitted and old students, late registration, course load, withdrawal from courses, and change of courses, see the appropriate page numbers in this catalog.

Undergraduate Degree Curricula

I. Bachelor of Business Administration (B.B.A.)

All candidates for the degrees offered by the Department of Accounting, Finance and Economics and the Department of Management and Marketing must satisfy the following curricula:

A- General Education Requirements

It is strongly believed that graduating business students should have a well-rounded education irrespective of their area of study. For this reason all candidates for a Bachelor's degree must complete a set of courses chosen from a wide range of academic disciplines: religion, English, environmental science, Arabic, computer science, psychology, sociology, history, and political science. The purpose of these courses is to provide basic skills which are essential to success, to clear communication orally and in writing, and to the breadth and depth of education.

B- Required Common Core courses

All candidates for the B.B.A. degree, irrespective of their area of concentration, must complete the following required common courses. These courses are designed to provide business students with basic management skills - quantitative, behavioral, and technical - which every manager should possess in order to meet the demanding requirements of modern business organizations and to be able to face new challenges. The courses are:

| | | |
|-----|-----|--|
| ACO | 201 | Principles of Accounting I ¹⁰ |
| ACO | 202 | Principles of Accounting II ¹ |
| ACO | 311 | Managerial Accounting ¹¹ |
| BAD | 201 | Fundamentals of Management |
| BAD | 311 | Business Law |
| BAD | 323 | Software Tools for Bus. Application |
| BAD | 453 | e-Business |

¹⁰ Minimum passing grade is C.

¹¹ Not required from majors in the Marketing and Management Department. Instead, it is substituted with BAD 433.

| | | |
|-----|-----|---|
| BAF | 311 | Principles of Financial Management I ¹ |
| ECN | 211 | Principles of Microeconomics ¹ |
| ECN | 212 | Principles of Macroeconomics ¹ |
| ECN | 333 | Managerial Economics |
| MRK | 201 | Fundamentals of Marketing |
| STA | 206 | Applied Statistics for Bus. and Eco. I |
| STA | 207 | Applied Statistics for Bus. and Eco. II |
| MAT | 204 | Math for Business and Economics I |
| MAT | 205 | Math for Business and Economics II |

C- Major Requirements

Those B.B.A. candidates should complete certain concentration courses specified by their respective departments. Together with the common required courses, these courses provide some depth in one particular area of business. For the courses required for each concentration, see the concerned degree requirements.

D- Free Electives

Business students have the opportunity to choose six credits offered by any Faculty to satisfy their non-business interests, diversify their background, and even be of additional business knowledge.

Internship Program

Internship provides an opportunity for business majors to test and utilize theories learned in the classroom. It gives valuable on-the-job experience, and facilitates finding employment. The internship should be related to the students' majors, and should consist of a specific project. Seniors are placed in the offices of cooperating firms under the supervision of staff of the firm. The student earns 1 credit. To earn this credit, the intern should work for at least 350 hours. He/she should keep a record for hours worked signed by his/her direct supervisor. He/she should present periodic reports and at the end of the internship, he/she should write a 10-page report on the internship, verified by the authorized supervisor. It is preferable to have the internship in the summer.

Additional details are available with the internship advisors.

II. Bachelor of Hotel Management and Tourism

All candidates to the degree of Bachelor of Hotel Management and Tourism must satisfy the following curricula:

A- General Education Requirements

The general education requirements are the same as for the Bachelor of Business Administration, in as long as they contribute to widen the candidate's professional, societal and personal perspectives.

B- Major Requirements

All candidates for the Bachelor of Hotel Management and Tourism degree have to complete a 17 3-credit courses as specified by the Department, 2 courses of Lab application, and an Internship to be preferably taken during the summer vacation. These courses provide the core Business, and Hospitality and Tourism operational skills needed prior to choosing a field of concentration.

C- Concentration Requirements

Consists of six 3-credit courses and 1 Internship depending on the chosen concentration and the candidates preferred sub-specialization. These courses are to equip students with advance knowledge in their future professional field.

D- Electives

In addition to the major requirements, candidates need to fulfill 3 credits as free electives according to their personal interests.

Academic Rules and Regulations

For complete and detailed information regarding academic rules and regulations for the undergraduate degree programs, students should refer to the appropriate page numbers in this catalog. The following additions and amendments pertain to the Faculty of Business Administration and Economics.

Repeating Courses

A student in the Faculty of Business Administration and Economics cannot register for a core or major course more than three times. At the third attempt, if the student still fails to get a passing grade, he/she should shift to another major or Faculty.

Academic Probation

A student in the Faculty of Business Administration and Economics will be placed on academic probation if at the end of a semester his/her overall GPA falls below 2.0/4.0.

Dropping a Major

A student in the Faculty of Business Administration and Economics who is on probation and fails at the end of a semester or summer session in two or more core and/or major courses, will be asked to change his/her major. Also, a student will be asked to change his/her major or Faculty if his/her GPA in the core and major courses drop below 2.0/4.0 for two consecutive semesters, provided he/she has completed 15 credits in the core and major courses.

Readmission

A business student who was asked to change his/her major or his/her Faculty of study due to poor performance in his/her major will not be readmitted in the same major or in the Faculty.

Change of Major

A change of major to the Faculty of Business Administration and Economics may be approved if the student meets the admission requirements and academic standards established by the Faculty. The student should follow the latest program of the new major.

Incomplete Grade

This grade is used only when the student, for reasons beyond his/her control, is unable to finish the work of the course, and there is reasonable expectation that he/she will successfully complete course requirements. If this grade is not resolved by the end of the eighth week of the following semester, the Registrar's Office will convert the "I" to "F". Granting "I" needs the prior approval of the Dean of the Faculty.

Graduate Degree – Master of Business Administration (MBA)

The graduate program of the Faculty of Business Administration and Economics was established in 1992. It was revised last in June 2004 to be effective for the Fall semester 2004. The program is designed to provide advanced business and management studies for students who have shown distinct academic ability and for practicing managers who aim at higher achievement in their present position.

The objectives of the program are:

- To provide advanced knowledge and skills in management and the capability to apply them;

- To develop the graduates' capacity for independent study and continued professional growth;
- To form graduates who are able to think logically and critically, and are able to apply analytical tools to decision making.
- To form graduates who can adapt to rapidly changing business and technological environments and are able to make flexible adjustments;
- To develop in graduates the desire for continued self-improvement.

Students may attend on a full-time or part-time basis. All the courses are offered after 4:30 p.m. to allow the student to complete the program on a part-time basis. The program is a two-year full-time course of study or its equivalent in part-time work.

Instructional methods include regular lectures, seminars, case studies, field work, and lectures by guest speakers.

Although the graduate program is designed as a terminal degree program, the graduates are well prepared to pursue higher degrees in business and finance.

Admission Procedure

For admission procedures to the graduate degree program offered by the Faculty of Business Administration and Economics, see the appropriate page numbers in this catalog.

Admission Requirements

Admission to the graduate program is based on evidence that the applicant will be able to complete successfully the MBA program.

The admission requirements include:

- BBA or an equivalent degree from a recognized institution of higher learning.
- Acceptable scores on both the verbal and quantitative parts of the Graduate Management Admission Test (GMAT)¹² (or GRE in special cases).
- Applicants for admission must submit their scores on the GMAT before candidacy can be confirmed. GMAT test can be repeated only once.
- Cumulative GPA of 3.0/4.0.
- Applicants from institutions where English is not the language of instruction, a minimum of 600 in the English Entrance Test.
- Three letters of recommendation.

Applicants' major GPA, relevant work experience, motivation for a career in management, and trend of grades earned during undergraduate education are given due consideration.

The Faculty of Business Administration and Economics also admits to its MBA program students holding Bachelor's degrees other than BBA. These students will be asked to take a certain number of preparatory courses whose credits *are not counted* toward the MBA graduation.

Registration Procedure

For registration procedure to the graduate program, see corresponding pages in this catalog.

Graduate Degrees

Starting with Fall 2004, candidates for the MBA degree can pursue an MBA with a concentration in the following areas: Finance, Economics, Marketing, Management and Strategy, Hotel Management and Tourism, Human Resources Management, Project and

¹² Information about the exact dates of the exam, fees, testing location, and a test registration form can be obtained from AMIDEAST (Beirut Central District, Bazerkan Building, 1st floor, Nijmeh Square, Tel. 01-989901; website: www.amideast.org Email: lebanon@amideast.org. Since the University sends out its acceptances in June, it is wise to take the exam as early as possible to ensure that the University receives the scores in time.

Operations Management and International Management. For the non-thesis option, the student should complete 36 semester hours of regular course work plus a 3-credit research project. For the thesis option, the student should complete 33 semester hours of regular course work plus a six-credit thesis.

The details of the graduate degree curricula are given below.

Academic Rules and Regulations

For complete and detailed information regarding academic rules and regulations of the graduate degree programs, students should refer to corresponding pages in this catalog. The following additions and amendments pertain to the Faculty of Business Administration and Economics.

It is the responsibility of the graduate student to read and observe the academic rules and regulations set by the University and the Faculty. Ignorance of a rule or a regulation is not a justification for not applying that rule.

Course Load

The maximum course load for a full-time student is 12 credits per semester and for a part-time student 6 credits.

Academic Advisor

Each graduate student shall be assigned an academic advisor to assist him/her in the preparation of the plan of study and in selecting a supervisor for his/her thesis. However, it is the student's ultimate responsibility to insure that all graduation requirements are met.

Repeating Graduate Courses

A graduate course may be repeated only once. In the calculation of the student's cumulative GPA, only the higher grade is considered.

Dismissal from the Graduate Program

A graduate student will be dismissed from the program for one of the following reasons:

- Failure to remove probation at the end of the semester that follows the placement on probation.
- Getting two "F"s or three grades below "B".
- Failing the research project or the thesis defense twice.

DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS

Chairperson: *Dr. Mohamad Hamadeh*

Secretary: *Mrs. Kamale Moubarak*

Professors

Yachoui, Elie, Ph.D., 1982, Dauphine, France

Economics

Hobeika, Louis, Ph.D., 1980, University of Pennsylvania, USA

Economics

Associate Professors

Hadjetian, Hrach, Ph.D., 1972, University of Delhi, India

Economics and Labor-Management Relations

Karam, Antoine, Ph.D., 1974, Temple University, USA

Economics

Assistant Professors

Bahous, Victor, Ph.D. 2004, University of Newcastle Upon Tyne, Britain.

Accounting and Finance

Hamadeh, Mohamad, Ph.D., 1998, Syracuse University, USA

Economics

Hamadi, Hassan, Ph.D., 2005, University of Surrey, UK

Finance

Khalil, Antoine, M.B.A., 1981, Pace University, USA

Finance

Naimy, Viviane, Ph.D., 2001, Université de Paris XI, France

Economics and Finance

Senior Lecturers

Frayha, Norma, M.B.A., 1982, American University of Beirut, Lebanon

Accounting

Hovivian, Hrair, M.S., 1984, Beirut University College, Lebanon

Finance and Economics

Shaffu, Raja, M.B.A., 1970, American University of Beirut, Lebanon.

Finance

Designing a professional BBA program at the Department of Finance, Accounting, Finance and Economics (DAFE)

It is somewhat difficult to suggest a typical three years and a half program in Business, because each student's program should be specifically tailored to his or her needs and interest. This revised program in the DAFE lends itself easily to a certain degree of specialization, as is the recent trend with an increasing number of American Universities. Students considering graduate work in business, computer, law or engineering will find the training received in any of the different BBA degrees in the department to be quite valuable.

In Accounting, Finance, and Economics, the Department offers major Business/Economics elective courses for students who want to deepen and sharpen the focus of their major. In addition, students can pursue their course / job interest by working with their respective advisors on choosing faculty elective courses in the following areas: General Finance, Investment, Corporate Finance, Banking, Real Estate Finance, Financial Planning,

Accounting Information Systems, General Accounting, Management Accounting and Control, Auditing, and Economics.

Graduate schools of business are now primarily looking for students' background that focuses on both writing and quantitative skills. Thus an appropriate business program would balance liberal arts and business contents, and the judicious use of mathematical concepts, methods, and techniques. The DAFE business curriculum provides such a program.

Not all courses listed in the suggested program below will necessarily be offered in any given semester, or year. New courses will be gradually offered when appropriate and when the human resources needs are secured.

In the required common courses, a new course, E-Business, is now added, a course which is a must for any business curriculum in these days. Also two Math courses for Business and Economics have been added because, as experience has shown, many of our incoming students are ill-prepared in Math.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration – Finance, Accounting, Economics, Financial Engineering or Energy Economics Concentrations must complete a total of 106 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the common core and major requirements. These 106 credits are divided into: General Education Requirements, Common Core Requirements, Major Requirements, Faculty Electives, Free Electives. In addition, the passing grade for Principles of Accounting I and II, Principles of Microeconomics and Macroeconomics, and Principles of Financial Management I, is “C”. The passing grade for remedial Math courses is “C”. Students are strongly advised to plan in advance their courses for the entire program.

Admissions Requirements

Applicants must pass the Lebanese Baccalaureate Part II (Any Strand) or its equivalent as identified by the Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or TOEFL. Mathematics Entrance Exam Test is required from all High School students. Upon the Entrance Exam results accepted students may be assigned MAT 001 and / or MAT 100 and / or MAT 105 by the Admissions Committee in light of their scores on the Math entrance exam.

The Degree of Bachelor of Business Administration (BBA)

Objectives

The purpose of the Bachelor of Business Administration BBA is to provide students with the skills necessary to meet the Business demands of the future in a variety of organizational settings. Specifically, a graduate of this major should be able to:

- Develop initial thinking, analytical, problem solving, and decision making skills.
- Develop human relation skills and successfully apply those skills to a variety of business situations.
- Evaluate and use professional literature.
- Understand the international arena and its place in current business environment.
- Know the components of continuous business process improvement.
- Increase individual knowledge and understanding of self and other in the work environment.
- Develop the ability to plan, organize, direct and control within an organizational environment.
- Understand how modern business functions.

- Develop specific business skills (e.g. Economics, Accounting, Finance, etc...) critical to effective and efficient management.

General Description

A degree in Bachelor of Business Administration in the Department of Accounting, Finance & Economics requires 106 credit hours. No minor or second major is required. A common body of knowledge is required of all students majoring in the Department of Accounting, Finance & Economics. Students are required to supplement the required courses with a number of Business and non-business elective courses. By carefully selecting these elective courses, students may develop a program of study that fits with their interests and career preparation needs. In order to maximize the benefits of their program, students are strongly encouraged to work closely with their assigned advisor in developing their program of study.

If students are unsure of career goals, as a Business Administration student you will have an opportunity to take a variety of business courses to see what type of work might appeal to you most.

Career Opportunities

The career opportunities for Finance, Accounting & Economics majors are varied and challenging. The program of study prepares graduates for decision – making positions in both the public and private sectors. So many graduates accept positions within the banking industry, including local and international commercial banks and governmental agencies. The majority of these opportunities require indepth knowledge of finance and a solid foundation in analytical and communication skills. Graduates have also found career opportunities with major corporations and private enterprises here in Lebanon and specially in the Gulf countries. Below are just a few of the careers from which students may choose:

Finance

- Corporate Financial Manager
- Commercial Bank Officer
- Financial Planner
- Management Consultant
- Financial Analyst
- Investment Manager
- Bank Examiner
- Credit Analyst
- Loan Officer
- Real Estate Appraiser and Broker
- Estate Management Officer
- Real Estate Developer
- Real Estate Consultant
- Stockbroker
- Mortgage lending
- Insurance: sales representative
- Securities: sales representative
- Investment counselors

Accounting

- Corporate Accountant
- Public Accountant
- Tax Accountant
- Auditor
- Accountant Consultant
- Tax Reporter and Planner
- Accounting System Designers
- Accounting System Auditors
- Industrial Accountants

Economics

- Economics Department of Large Corporations
- Government and Government Agencies; Departments of treasury, agriculture and labor
- Career in Financial Institutions
- Career in Research and Consulting Firms
- Career in the Central Bank as bank examiner and the Public Sector inside and outside Lebanon such as Foreign Service

Energy Economics

- Governments
- Utilities
- Energy companies
- Consulting firms
- Organizations concerned with energy

Financial Engineering

- Financial Market as dealers
- Foreign Exchange Firms
- Financial Risk Analysis and Management
- Stock-Brokering
- Training Management
- Portfolio Management
- Mergers and Acquisitions
- Investment Analysis
- Central Banking
- Banking
- Financial Product Development
- Insurance Companies
- Diversified Financial Services Companies

Activities

Faculty at the Department of Accounting, Finance & Economics believe it is important to expose you to a variety of practical and theoretical aspects of business, then give you an opportunity to apply your newly gained knowledge in business situations.

For that reason, the Department along with the Student Affairs Office, sponsor student organizations. In addition the Department uses faculty help to place students in internships, and invites visiting executives and scholars to campus.

Being involved in organizations will allow students to plan, budget and share responsibilities for projects and events. You can learn to manage meetings, deal with conflict, motivate peers of different personalities, express opinions and follow through to the last detail. Student organizations also provide the opportunity to start networking with business professionals and to meet students with similar interests.

As students progress in their studies, they will participate in an internship. Internships give students an opportunity to apply classroom knowledge in a variety of part-time, business – related jobs. Students might be placed in an entry – level position in a bank, corporation or insurance company. Following graduation, some students find full-time positions with the companies that sponsor their internships.

General Education Requirements

27 cr.

CSC 201, REG 212 or REG 213, ARB 211 or ARB 231, ENL 213, ENL 230, and two courses (6 cr.) from the following: ENS 201, ENS 202, ENS 206 NTR 201, HEA 201, BIO 202, BIO 203, AST 201

Choose two (2) courses from the following

HIT 211, HUT 305 or HUT 306, PHL 311, POS 201, PSL 201, SOL 201

Required Common Core Courses

48 cr.

ACO 201¹³, ACO 202¹, ACO 311, BAD 201, BAD 311, BAD 323, BAD 453, BAF 311¹, ECN 211¹, ECN 212¹, ECN 333, MRK 201, MAT 204, MAT 205, STA 206, STA 207

¹³ Passing grade is “C”

The Degree of Bachelor of Business Administration - Finance

The major in Finance is designed to develop an understanding of the financial aspects of the contemporary economy, the operations of financial institutions and markets, and the financial management of business operations. The major develops analytical skills in the planning, management and control of financial resources to achieve the financial goals of the organization. Central to this task is the evaluation of the risk and return consequences of finance decisions. The major financial decisions studied are selection of assets, (equipment, buildings, inventories, securities, etc,...) and among financing alternatives (selling stock, borrowing from a bank, issuing bonds, etc...)

Finance majors will become familiar with computer applications in finance, and will know how to access and utilize financial information; they are increasingly taking and passing the Chartered Financial Analysts (CFA) examination and the Certified Financial Planner (CFP) examination. The program in Finance and related fields provide the practical and theoretical background needed to succeed in the dynamic and fascinating world of domestic and international finance.

Degree Requirements (106 credits)

General Education Requirements 27 cr.

Required Common Core Courses 48 cr.

Major Requirements (MR) 25 cr.

BAF 312, BAF 315, BAF 321, BAF 433, BAF 438, BAF 450, BAF 481

Choose two (2) Faculty Elective Courses from the following:

BAF 317, BAF 319, BAF 325, BAF 352, BAF 421, BAF 452, BAF 444, BAF 461, BAF 485, ACS 310, ECN 313, ACO 411, BAD 425, ECN 431, ECN 435

Free Electives 6 cr.

Students are free to choose any six (6) credits offered by the university.

Note: In rare cases graduating students may petition to substitute one business course for another, if the required business course is not offered in any one semester.

The Finance major highlights six (6) areas where students, along with their respective advisors, can develop their business elective courses in a way to meet their potential job / career requirements. The following six areas are:

- Investments Management (*IM*)
- Corporate Finance (*CF*)
- Real Estate Finance (*REF*)
- Banking (*B*)
- Personal Financial Planning (*PFP*)
- General Finance (*GF*)

All Banking & Finance majors must complete an Internship course which provides field experience prior to graduation.

Investment Management (IM) has been revolutionized by rapid advances in computerization. Modern investment theory of portfolio selection, asset pricing models, pricing of options and other derivative securities, and views on the efficiency of security markets have contributed to major improvements in investment management practice.

Other Finance majors can choose the elective courses to meet the requirements of career such as *Corporate Finance (CF)* Corporate financial officers oversee the efficient allocation of funds within enterprises and borrow funds on the most favorable terms possible through banks, corporate commercial papers, bonds, or new stock issue. Corporate financial managers examine corporate policies toward dividends, debt leverage, and agency conflicts between firm stakeholders.

The *Real Estate (RE)* courses deal with the acquisition, ownership and management of real assets such as shopping centers, office buildings, industrial parks, and housing. Majors acquire broad, multidisciplinary background designed to make them effective in controlling assets with significant wealth. Knowledge of financial management is initial to the success of any real estate activity – brokerage, development, property management or mortgage lending. Throughout the various areas of real estate and finance, there exists a natural interrelationship between the two disciplines. The Real Estate major prepares students for a broad range of international careers in consulting, trust and estate management, appraisal, brokerage, real estate development and government.

The banking industry has undergone massive transformations due to competition from non-bank financial institutions. The *Banking (B)* area of interest is established to provide the Banking community with timely Research and source of new employees who recognize the specialized needs of financial institutions and the banking industry.

NDU banking courses provide students with the necessary qualifications and preparation to meet the industry new demands. NDU students, with their knowledge of more than one language, are ideally qualified for employment in international banking. Banking and Finance graduates assume increasingly responsible positions over time and move up the management ranks.

Financial services are one of the most rapidly growing and dynamic fields in finance. It includes Banking, Securities, Insurance and Personal Financial Planning. *Personal Financial Planning (PFP)* is a new service industry which has sprung from its insurance, securities and banking roots to become an important link between a variety of individuals and businesses and the broad spectrum of finance information. Students interested in working directly with people to organize their finances and plan for their financial futures should consider a major in Personal Financial Planning. Students need to know about all areas of business and finance and they must be able to deal with quantitative measures and information, as well as understand sophisticated theoretical concepts.

In the *General Finance (GF)* field, students can choose courses among several courses. By carefully selecting these courses, students may develop a program of study that fits with their interests and career preparation needs. In order to maximize the benefit of their programs, students are strongly encouraged to work closely with their assigned advisor in developing their program of study.

**Bachelor of Business Administration - Finance
Suggested Program (106 Credits)**

Fall Semester I (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 201 | Principles of Accounting I (CCR) ¹⁴ | 3 cr. |
| BAD | 201 | Fundamentals of Management (CCR) | 3 cr. |
| CSC | 201 | Computers and their use (GER) ¹⁵ | 3 cr. |
| MAT | 204 | Math for Business & Economics I (CCR) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester I (15 cr.)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II (CCR) | 3 cr. |
| ECN | 212 | Principles of Macroeconomics (CCR) | 3 cr. |
| MAT | 205 | Math for Business & Economics II (CCR) | 3 cr. |
| STA | 206 | Applied Statistics for Bus. & Econ. I (CCR) | 3 cr. |
| ENL | 230 | English in Workplace | 3 cr. |

Summer Module I (6 cr.)

| | | | |
|-----|-----|------------------------------------|-------|
| MRK | 201 | Fundamentals of Marketing (CCR) | 3 cr. |
| ECN | 211 | Principles of Microeconomics (CCR) | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|---|-------|
| BAF | 311 | Principles of Financial Management I (CCR) | 3 cr. |
| STA | 207 | Applied Statistics for Bus. & Econ. II (CCR) | 3 cr. |
| BAD | 323 | Software Tools for Business Application (CCR) | 3 cr. |
| ARB | 211 | Appreciation of Arabic Literature (GER) | 3 cr. |
| or | | | |
| ARB | 231 | Technical Arabic (GER) | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|--|-------|
| BAF | 312 | Principles of Financial Management II (MR) ¹⁶ | 3 cr. |
| BAF | 315 | Financial Institutions & Markets (MR) ³ | 3 cr. |
| BAD | 313 | Managerial Economics (CCR) | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| — | — | (GER) | 3 cr. |

Summer Module II (9 cr.)

| | | | |
|-----|-----|----------------------------------|-------|
| BAD | 311 | Business Law (CCR) ¹ | 3 cr. |
| BAF | 321 | Fundamentals of Investments (MR) | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|-------------------------------------|-------|
| ACO | 311 | Managerial Accounting (CCR) | 3 cr. |
| BAF | 433 | International Business Finance (MR) | 3 cr. |
| — | — | Faculty Elective | 3 cr. |
| — | — | Faculty Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (16 cr.)

| | | | |
|-----|-----|--|-------|
| BAF | 450 | Futures & Options (MR) | 3 cr. |
| BAF | 438 | Credit Analysis and Commercial Lending(MR) | 3 cr. |
| BAD | 453 | E-Business (CCR) | 3 cr. |
| — | — | Free Elective | 3 cr. |
| BAF | 481 | Finance Internship (MR) | 1 cr. |
| REG | 212 | Religion and Social issue (GER) | 3 cr. |
| or | | | |
| REG | 213 | Catholicism (GER) | 3 cr. |

¹⁴Common Core Requirements

¹⁵General Education Requirements

¹⁶Major Requirements

Undergraduate Courses: Finance

BAF 311 Principles of Financial Management I (3.0); 3 cr. An introduction to the role of the financial manager and to the techniques for obtaining and using funds to maximize the value of the firm. Topics covered include: discounted cash-flow analysis; valuation methods; risk and rates of return; financial analysis and forecasting; financial planning and control; working-capital policy; cash and marketable securities management. The passing grade for this course is "C". *Prerequisites:* ACO 202, STA 206.

BAF 312 Principles of Financial Management II (3.0); 3 cr. This course is the continuation of BAF 311. Topics covered include: capital budgeting techniques; project cash flows and risk; the cost of capital, capital structure and leverage; dividend policy; common stock financing; long term debt; short-term financing; inventory and credit management. *Prerequisite:* BAF 311.

BAF 315 Financial Institutions and Markets (3.0); 3 cr. An introduction to the objectives and roles of various financial institutions and markets. Topics covered include: various financial intermediaries and their function in the economy; determination of interest rate levels; financial markets; financial claims; distribution channels for financial products; performance analysis and foreign exchange. *Prerequisite:* BAF 311.

BAF 317 Personal Financial Planning: Concepts and Principles (3.0);3 cr. Designed to serve the personal finance needs of students regardless of their major fields. Practical applications in personal and family financial problems planning, including credit money management, buying, borrowing, banking, insurance, savings, investments, taxation, estate planning and home ownership. Discusses the method integrating these disciplines into an overall financial plan tailored to individual needs. *Prerequisite:* BAF 311, Junior Standing.

BAF 319 Estate Planning Techniques (3.0); 3 cr. This course, which is complementary to Personal Financial Planning, concentrates on taxation and estate planning. These concepts are applied to special situations and techniques are described for minimizing taxes and achievement of client objectives. Planning for retirement plan distributions also is explored. Tax system is described covering both estate and gift taxes.

Further management of property and its disposition is described with use of such tools as of wills and wills substitute such as life insurance. This course also reviews various business structuring and the special issues associated with creation, retention or disposition of a business interest in a family's financial planning. *Prerequisite:* BAF 317.

BAF 321 Fundamentals of Investments (3.0); 3 cr. Principles and practices involved in the field of investment. Topics covered include: sources and determination of holding period; determination of security prices; capital asset pricing models; portfolio selection problems; investment companies. *Prerequisites:* BAF 312, STA 207.

BAF 325 Real Estate Principles (3.0); 3cr. Deals generally with urban real estate with emphasis on principles and practices of the real estate business. The course will include discussion of markets and methods of financing real property. An investment strategy will be developed. The real estate market in Lebanon will be emphasized. *Prerequisite:* BAF 312.

BAF 352 Commercial and Investment Banking (3.0); 3 cr. This course is designed to equip students with principles and tools which allow them to tackle realistic risk management problems associated with financial institutions. Another objective is to provide students with an understanding of the fundamental principles and concepts that underlie the Investment Banking process including market making, underwriting, and syndication. Also this course will examine recent trends in regulations and product innovation by both commercial and investment banks. This includes origination, underwriting, and distribution of new securities to the public. In addition formulation of objectives and policies of banks are discussed, including management of assets & liabilities, sources and uses of funds, administration of reports and loans and evaluation of bank performance. *Prerequisites:* BAF 312, BAF 315.

BAF 421 Advanced Investment Finance (3.0); 3 cr. An advanced level treatment of current theory and practice relating to contingent securities, speculative markets and portfolio management issues. Emphasis on recent innovations and developments in financial markets, including options, futures and portfolio insurance, etc... *Prerequisite:* BAF 321.

BAF 433 International Business Finance (3.0); 3 cr. Discussion of the environment and problems facing a financial manager in a multinational enterprise. Topics covered include: balance of payments; foreign exchange markets; transactions and operating exposure; financing of international trade; international financial markets; risk evaluation in foreign direct investments; international banking. *Prerequisites:* BAF 311, ECN 212.

BAF 438 Credit Analysis and Commercial Lending (3.0); 3 cr. Focuses on how organization of the commercial lending business contributes to bank profitability; covers the commercial lending process from the initial loan request through collection. Topics include loan interviewing and credit investigation, credit analysis, structuring and negotiation, documentation and closing, problem loans, and follow-up. Also examination of analytical techniques to assume the role of credit officer. *Prerequisite:* BAF 312.

BAF 444 International Banking (3.0); 3 cr. Internationalization of banks to meet the global financial needs of multinational activities. Theory and practice of international banking; subjects include current international monetary and financial environment and typical problems of international banking from a management perspective. Interaction with international financial markets and financial centers. *Prerequisite:* BAF 312.

BAF 450 Futures and Options (3.0); 3 cr. Provides an introduction to financial futures such as currency futures, swaps and interest rate futures. Explore the markets on which they are traded. Also analyzes pricing of options and other derivative securities. Includes the leverage and risk aspects of options. *Prerequisite:* BAF 321.

BAF 452 Financial Modeling (3.0); 3 cr. This course is wrap-up of financial, statistical and computational concepts and techniques needed in the field of Financial Engineering and Computational Finance. Topics include: Introduction to Financial programming in VB, overview of statistical techniques used in Finance (Regression, Time Series, Sampling, Data Analysis), and overview of financial concepts, such as financial price simulation, and cash flow maps. *Prerequisites:* BAD 323, BAF 321.

BAF 461 Special Topics in Finance (1.0 - 3.0); 1-3 cr. Various topics in Finance are considered. They will vary depending upon recent developments in the field and upon the research interests of the instructor. The topics to be included are announced at the time of the course offerings, offered only when faculty are available and sufficient student interest exists. *Prerequisite:* Senior Standing.

BAF 481 Finance Internship; (1.0) 1 cr. Interns will have the opportunity to develop new and practical skills by working under the direction and supervision of an experienced practitioner. The internship will be done in cooperating and department approved firms. A minimum of 150 hours of internship is required. *Prerequisite:* Senior Standing.

BAF 485 Advanced Corporate Finance (3.0); 3 cr. This course is about corporate financial management from the stand point of the general manager. Integration of financial operations with other operations of a business unit, including working capital management, financial planning and financial control, capital budgeting, the theory of corporate finance. *Prerequisite:* Senior Standing.

The Degree of Bachelor of Business Administration (BBA) – Financial Engineering

Financial Engineering is the application of the mathematical tools and computational methods commonly used in engineering to financial problems, especially the pricing and hedging of derivative instruments. It involves the development and creative application of financial theory and Financial instruments such as forwards, futures, swaps, options and related products to structure solutions to complex financial problems and to exploit Financial opportunity.

Financial Engineering is not a tool, It is a profession that uses tools, of which derivatives are one. Importantly, the term “Analysis” means to “decompose in order to understand”. The term “Engineering” means “Build”.

Degree Requirements (106 credits)

General Education Requirements **27 cr.**

Common Core Requirements **45 cr.**

ACO 201, ACO 202, ACO 311, BAD 201, BAD 323, BAD 453, BAF 311, ECN 211, ECN 212, ECN 333, MRK 201, MAT 204, MAT 205, STA 206, STA 207.

Major Requirements **34 cr.**

BAF 312, BAF 321, BAF 421, BAF 450, BAF 452, CSC 216, CSC 372, FEN 431, FEN 442, FEN 455, FEN 463, MAT 336.

Note: In rare cases graduating students may petition to substitute one Business course for another if the required Business course is not offered in any semester.

**Bachelor of Business Administration (BBA) – Financial Engineering
Suggested Program (106 Credits)**

Fall Semester I (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 201 | Principles of Accounting I (CCR) ¹⁷ | 3 cr. |
| BAD | 201 | Fundamentals of Management (CCR) ¹ | 3 cr. |
| ECN | 211 | Principles of Microeconomics (CCR) ¹ | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) ¹⁸ | 3 cr. |
| MAT | 204 | Math for Business and Economics I (CCR) ¹ | 3 cr. |

Spring Semester I (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 202 | Principles of Accounting II (CCR) ¹ | 3 cr. |
| ECN | 212 | Principles of Macroeconomics (CCR) ¹ | 3 cr. |
| ENL | 230 | English in Workplace (GER) ² | 3 cr. |
| MAT | 205 | Math for Business and Economics I (CCR) ¹ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Summer Session I (9 cr.)

| | | | |
|-----|-----|--|-------|
| BAF | 311 | Principles of Financial Management I (CCR) ¹ | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I (CCR) ¹ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 311 | Managerial Accounting (CCR) ¹ | 3 cr. |
| BAF | 312 | Principles of Financial Management II (MR) ¹⁹ | 3 cr. |
| CSC | 201 | Computers and their use (GER) ² | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics I (CCR) ¹ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Spring Semester II (16 cr.)

| | | | |
|-----|-----|---|-------|
| MAT | 336 | Numerical Methods for Finance (MR) ³ | 3 cr. |
| MRK | 201 | Fundamentals of Marketing (CCR) ¹ | 3 cr. |
| BAF | 321 | Fundamentals of Investments (MR) ³ | 3 cr. |
| CSC | 216 | Computer Programming I (MR) ³ | 3 cr. |
| CSC | 372 | Mathematic Software Packages (MR) ³ | 1 cr. |
| BAD | 323 | Software Tools for Business Applications (CCR) ¹ | 3 cr. |

Summer Session II (6 cr.)

| | | | |
|-----|-----|---|-------|
| ECN | 333 | Managerial Economics (CCR) ¹ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|---|-------|
| BAF | 421 | Advanced Investment Finance (MR) ³ | 3 cr. |
| BAF | 450 | Futures and Options (MR) ³ | 3 cr. |
| BAF | 452 | Financial Modeling (MR) ³ | 3 cr. |
| FEN | 442 | Financial Risk Management (MR) ³ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Spring Semester III (15 cr.)

| | | | |
|-----|-----|--|-------|
| BAD | 453 | E-Business (CCR) ¹ | 3 cr. |
| FEN | 431 | Fixed Income Securities (MR) ³ | 3 cr. |
| FEN | 455 | Advanced Derivatives Model (MR) ³ | 3 cr. |
| FEN | 463 | Computational Finance and Simulation (MR) ³ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

¹⁷ Common Core Requirements

¹⁸ General Education Requirements

¹⁹ Major Requirements

Undergraduate Courses: Financial Engineering

FEN 431 Fixed Income Securities (3.0); 3 cr. This course provides a quantitative approach to fixed income securities and bond portfolio management. Topics include: Bond Valuation, Duration, yield curve and term structure measurement and theory, mortgage backed securities, as well as interest rate models (Vasicek and Cox Ingersoll Ross). *Prerequisite:* BAF 421.

FEN 442 Financial Risk Management (3.0); 3 cr. This course explores various aspects of financial risk management, including credit risk, market risk and operational risk. Emphasis is on quantitative measurement techniques, covering value at risk, dynamic portfolio distribution and extreme value analysis. *Prerequisite:* Senior Standing.

FEN 455 Advanced Derivatives Models (3.0); 3 cr. This course focuses of efficient

implementation of advanced derivative models aimed at pricing and hedging derivative securities. Pseudo codes and algorithms will be studied and programming application developed using VB. Topics include: Black-scholes implementation, trees construction (binomial and trinomial trees), Monte Carlo application to option pricing and implied volatility, and advanced interest rate models, (Ho and Lee, Hulland White, Black-Derman, Toy, Heath-Jarrow-Morton). *Prerequisites:* BAF 450, CSC 216.

FEN 463 Computational Finance and Simulation (3.0); 3 cr. This course provides the computational skills required in the field of Financial Engineering. Students will learn how to program financial models and develop simulations using VB. *Prerequisites:* CSC 372, BAD 323.

The Degree of Bachelor of Business Administration - Accounting

The Major in Accounting is designed to provide students with the opportunity to acquire the basic and advanced knowledge of accounting theory and practice in addition to the analytical skills and tools essential to a solid business education. Courses are designed to enable a student to understand the intellectual threads of modern accounting and its interrelationship to the various fields of business and management.

Accounting majors are increasingly taking and passing the Certified Public Accountant (CPA) Certified Management Accountant (CMA) and Certified International Audit (CIA) examinations through training in Accounting and related fields. It provides the practical and theoretical background needed to succeed in the dynamic and fascinating world of Accounting.

Degree Requirements (106 credits)

General Education Requirements **27 cr.**

Required Common Core Courses **48 cr.**

Major Requirements **25 cr.**

ACO 323, ACO 313, ACO 411, ACO 413, ACO 421, ACO 48, BAF 312,

Choose two (2) faculty elective courses from the following:

ACO 314, ACO 321, ACO 350, ACO 406, ACO 414, BAD 429, BAD 431,

BAF 452, BAF 485, CSC 221, CSC 315, CSC 321

Free Electives **6 cr.**

Students are free to choose any six (6) credits offered by the university.

Note: In rare cases graduating students may petition to substitute one business course for another, if the required business course is not offered in any one semester.

The accounting major highlights four (4) areas where students along with their respective advisors can develop their business elective courses in a way to meet their potential job / career requirements. The following four areas are::

- Accounting Information Systems (AIS)
- General Accounting (GA)
- Management Accounting & Control (MA&C)
- Auditing (A)

All Accounting majors must complete an internship course which provides field experience prior to graduation.

The *Accounting Information Systems (AIS)* field was developed in response to employers indicating an increased need for accounting majors with computer expertise.

The AIS program prepares students for career opportunities in the field of accounting systems design, accounting systems management and accounting systems auditing and other systems – related areas of accounting. Electronic processing of financial transactions is now the norm in small and large businesses alike. Accountants must be prepared to design, select, install and configure numerous accounting applications such as accounts receivable and billing systems, human resources management systems, and financial reporting systems.

Other Accounting majors may choose business elective courses meeting the track of *General Accounting (GA)*. This field is designed to provide graduates with the knowledge

and skills necessary to enter professional careers leading to an accounting designation or entry – level positions in accounting. Students can expect to develop conceptual and technical accounting competence and analytical abilities.

The *Management Accounting & Control* (MA&C) field of concentration was established to better serve the needs of students interested in industry or government. Typically, careers begin in one area of a company but soon involve work in a number of different functions within the organization such as the Controller's Department, Internal Audit, Treasury and Finance, Cost Accounting, planning and budgeting, etc... The purpose of the required courses in this track is to give students an understanding of these areas and the basic skills required to successfully enter the organization in any of these positions.

This track is distinct, because it gives an increased emphasis on understanding the role of Accounting and in assisting management with decision making and organizational control as well as producing necessary information for external reporting.

The *Auditing* (A) field of concentration is designed for students who desire to reach the top levels in public accounting. It provides the students with a strong technical and theoretical background which is helpful in solving today's complex auditing and reporting problems.

**Bachelor of Business Administration - Accounting
Suggested Program (106 Credits)**

Fall Semester I (15 cr.)

| | | | |
|-----|-----|---|-------|
| ACO | 201 | Principles of Accounting I (CCR) ²⁰ | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) ²¹ | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| STA | 206 | Applied Statistics for Business & Econ. I (CCR) | 3 cr. |
| MAT | 204 | Mathematics for Business & Economics I (CCR) | 3 cr. |

Spring Semester I (15)

| | | | |
|-----|-----|--|-------|
| ACO | 202 | Principles of Accounting II (CCR) | 3 cr. |
| STA | 207 | Applied Statistics for Business & Econ. II (CCR) | 3 cr. |
| ECN | 212 | Principles of Macroeconomics (CCR) | 3 cr. |
| BAD | 201 | Fundamentals of Management (CCR) | 3 cr. |
| MAT | 205 | Math for Business & Economics II (CCR) | 3 cr. |

Summer Module I (9 cr.)

| | | | |
|-----|-----|------------------------------------|-------|
| ACO | 311 | Managerial Accounting (CCR) | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics (CCR) | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 313 | Intermediate Accounting I (MR) ²² | 3 cr. |
| BAD | 311 | Business Law (CCR) | 3 cr. |
| BAF | 311 | Fundamentals of Financial Management I (CCR) | 3 cr. |
| BAD | 323 | Software Tools for Business Applications (CCR) | 3 cr. |
| — | — | (GER) | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 323 | Accounting Information System (MR) | 3 cr. |
| BAF | 312 | Fundamentals of Financial Management II (MR) | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| — | — | (GER) | 3 cr. |
| — | — | Faculty Elective | 3 cr. |

Summer Module II (9 cr.)

| | | | |
|-----|-----|---|-------|
| BAD | 313 | Managerial Economics (CCR) | 3 cr. |
| MRK | 201 | Fundamentals of Marketing (CCR) | 3 cr. |
| ARB | 211 | Appreciation of Arabic Literature (GER) | 3 cr. |
| or | | | |
| ARB | 231 | Technical Arabic (GER) | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|-----------------------------|-------|
| ACO | 421 | Advanced Accounting (MR) | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| ACO | 413 | Auditing I (MR) | 3 cr. |
| — | — | Faculty Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (13 cr.)

| | | | |
|-----|-----|----------------------------------|-------|
| ACO | 481 | Accounting Internship (MR) | 1 cr. |
| BAD | 453 | E-Business (CCR) | 3 cr. |
| ACO | 411 | Taxation (MR) | 3 cr. |
| REG | 212 | Religion and Social Issues (GER) | 3 cr. |
| or | | | |
| REG | 213 | Catholicism (GER) | 3 cr. |
| — | — | Free Elective | 3 cr. |

²⁰ Common Core Requirements

²¹ General Education Requirements

²² Major Requirements

Undergraduate Courses: Accounting

ACO 201 Principles of Accounting I (3.0); 3 cr. Introduction to the basic principles, concepts, and techniques of financial accounting. Explanation of the basic techniques of measuring, classifying, summarizing, reporting, and interpreting financial information. The passing grade for this course is “C”.

ACO 202 Principles of Accounting II (3.0); 3 cr. A continuation of ACO 201. Explanation and understanding of more advanced procedures of accounting for partnerships, corporations, long-term debts and marketable securities. Includes use of accounting software. The passing grade for this course is “C”. *Prerequisite:* ACO 201.

ACO 311 Managerial Accounting (3.0); 3 cr. Fundamental managerial accounting procedures and techniques used in management decision-making. Topics covered include: cost types; cost behavior patterns; cost-volume-profit relationships; budgeting and planning; and performance evaluation. *Prerequisite:* ACO 202.

ACO 313 Intermediate Accounting I (3.0); 3 cr. An in-depth study of accounting theory and concepts. Topics covered include: issues related to recording revenues, assets, liabilities and equity structure. *Prerequisite:* ACO 202.

ACO 314 Intermediate Accounting II (3.0); 3 cr. This course is the continuation of ACO 313. Topics include: handling of long-term investments, stockholders’ equity, accounting for leases, analysis of financial statements, and other accounting topics. *Prerequisite:* ACO 313.

ACO 321 Cost Accounting (3.0); 3 cr. In-depth study of the procedures for gathering cost information. Topics covered include: mixed cost analysis; relevant costs; capital budgeting; and decision models. *Prerequisite:* ACO 311.

ACO 323 Accounting Information Systems (3.0); 3 cr. Examination of the systems for collecting and processing data necessary in planning, decision-making, and the control of business organizations. Includes use of accounting software packages. *Prerequisites:* ACO 202, CSC 201.

ACO 350 Corporate Financial Reporting (3.0); 3 cr. This course covers the financial reporting system, principal financial statements other sources of financial information, statement of cash flows, foundations of ratio and financial analysis, analysis of business combinations,

analysis of multinational operations, valuation and forecasting. *Prerequisite:* BAF 311.

ACO 406 Government and Non-Profit Accounting (3.0); 3 cr. Principles, procedures and ethics of financial reporting for non-profit organizations including state & local government. Includes the use of funds, budgets appropriations and encumbrances as means of control. *Prerequisite:* ACO 313.

ACO 411 Taxation (3.0); 3 cr. Application of the Lebanese income taxes to business entities and its reporting procedures. Also discussion of the issues related to the Lebanese accounting system such as multi-currency transactions, chart of accounts and closing procedures. *Prerequisite:* Senior Standing.

ACO 413 Auditing I (3.0); 3 cr. This course covers the functions and work of the independent auditor. Topics include: the auditing profession, the professional ethics auditor liabilities, overview of the audit process including the audit evidence, objective, audit program, working papers, planning audit, materiality and risk, post audit and reporting on audited income statement. *Prerequisite:* ACO 313.

ACO 414 Auditing II (3.0); 3 cr. This course is the continuation of Auditing I. This course provides a thorough understanding of the detailed audit procedure, audit planning, complete audit and post audit. The audit covers cash changes (cash flow) assets, inventory, accounts receivable, accounts payable, fixed assets, auditing revenue cycle, other services and reports and assurance services. *Prerequisite:* ACO 413.

ACO 421 Advanced Accounting (3.0); 3 cr. A comprehensive study of financial accounting for partnerships, branches, business combinations, and the reporting of consolidated financial statements. Also discussion of accounting for non-profit organizations. *Prerequisite:* Senior Standing.

ACO 481 Accounting Internship (1.0); 1 cr. Interns will have the opportunity to develop new skills by working under the direction and supervision of an experienced practitioner and acquiring practical skills. The internship will be done in cooperating and department approved firms. A minimum of 150 hours of internship is required. *Prerequisite:* Senior Standing.

The Degree of Bachelor of Business Administration (BBA) - Economics

The Economics Major is designed to provide the student with an understanding of the principles and institutions governing economic decisions made by Households, Businesses and Governments. This type of knowledge combined with studies in related areas, provides an appropriate background for employment in financial and non-financial business firms and governmental agencies. It also provides a solid basis for graduate study in economics, business and public administration, international studies, urban planning and law.

Degree Requirements (106 credits)

General Education Requirements 27 cr.

Required Common Core Courses 48 cr.

Major Requirements 25 cr.

ECN 313, ECN 321, ECN 323, ECN 431, ECN 436, ECN 439, ECN 481

Choose two (2) faculty elective courses from the following (6 credits.): ECN 314, ECN 325, ECN 327, ECN 432, ECN 434, ECN 435, ECN 437, BAF 312

Free Electives 6 cr.

Students are free to choose any six (6) credits offered by the university.

Note: *In rare cases graduating students may petition to substitute one business course for another, if the required business course is not offered in any one semester.*

**Bachelor of Business Administration - Economics
Suggested Program (106 Credits)**

Fall Semester I (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 201 | Principles of Accounting I (CCR) ²³ | 3 cr. |
| BAD | 201 | Fundamentals of Management (CCR) | 3 cr. |
| MAT | 204 | Mathematics for Business and Economics I (CCR) | 3 cr. |
| ECN | 211 | Principles of Microeconomics (CCR) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) ²⁴ | 3 cr. |

Spring Semester I (15)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II (CCR) | 3 cr. |
| ECN | 212 | Principles of Macroeconomics (CCR) | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 205 | Mathematics for Business and Economics II (CCR) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 cr.)

| | | | |
|-----|-----|---|-------|
| MRK | 201 | Fundamentals of Marketing (CCR) | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I (CCR) | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|---|-------|
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| BAD | 311 | Business Law (CCR) | 3 cr. |
| BAF | 311 | Principles of Financial Management I (CCR) | 3 cr. |
| ECN | 321 | Intermediate Microeconomics Analysis (MR) ²⁵ | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics II (CCR) | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 311 | Managerial Accounting (CCR) | 3 cr. |
| BAD | 323 | Software Tools for Business Applications (CCR) | 3 cr. |
| ECN | 323 | Intermediate Macroeconomics Analysis (MR) | 3 cr. |
| ECN | 313 | Introduction to Econometrics (MR) | 3 cr. |
| — | — | Free Elective | 3 cr. |

Summer Module II (9 cr.)

| | | | |
|-----|-----|---|-------|
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| BAD | 313 | Managerial Economics (CCR) | 3 cr. |
| — | — | Faculty Elective | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|---|-------|
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| ECN | 436 | Public Finance and Fiscal Policy (MR) | 3 cr. |
| ECN | 431 | International Economics (MR) | 3 cr. |
| ARB | 211 | Appreciation of Arabic Literature (GER) | 3 cr. |
| OR | | | 3 cr. |
| ARB | 231 | Technical Arabic (GER) | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (13 cr.)

| | | | |
|-----|-----|--|-------|
| ECN | 439 | Economics of Developing Countries (MR) | 3 cr. |
| ECN | 481 | Seminar in Economics (MR) | 1 cr. |
| REG | 212 | Religion and Social Issues (GER) | 3 cr. |
| OR | | | |
| REG | 213 | Catholicism (GER) | 3 cr. |
| BAD | 453 | E-Business (CCR) | 3 cr. |
| — | — | Faculty Elective | 3 cr. |

²³ Common Core Requirements

²⁴ General Education Requirements

²⁵ Major Requirements

Undergraduate Courses: Economics

ECN 200 Survey of Economics (3.0); 3 cr. Survey of microeconomics and macroeconomics principles for non-Business Administration students. Students cannot receive credit for both ECN 200 and ECN 211 or ECN 212.

ECN 211 Principles of Microeconomics (3.0); 3 cr. An introduction to economic concepts, principles, and microeconomics analysis. Topics covered include: demand and supply analysis; consumers' choice; production and costs; price and output determination under different market conditions; and pricing of factors of production. The passing grade for this course for DFAE students only is "C".

ECN 212 Principles of Macroeconomics (3.0); 3 cr. An introduction to macroeconomics analysis. Topics covered include: national income determination; money and banking; unemployment and inflation; fiscal and monetary policy; international trade and finance. The passing grade for this course for DFAE students only is "C".

ECN 313 Introduction to Econometrics (3.0); 3 cr. The classical linear regression model and the multiple regression model in matrix form; the criteria for estimators; multicollinearity, serial correlation, heteroscedasticity; identification and estimation of simultaneous equation models and applications. *Prerequisites:* ECN 211, 212, STA 207, and MAT 205.

ECN 314 Applied Econometrics and Time Series (3.0); 3 cr. The main purpose of this course is to provide a comprehensive treatment of econometric techniques applied in time series models. Topics include: stationary and non-stationary time series models, modeling economic time series, multiequation time series models, notation and interpretation of ARIMA models, forecasting, ... An interactive econometric software package is used: Data-Fit or TSP (Time Series Processing). *Prerequisite:* ECN 313.

ECN 321 Intermediate Microeconomic Analysis (3.0); 3 cr. Theory of the firm and consumer. Topics covered include: maximizing behavior of consumers; business firm behavior in price and output decisions under different types of market structures; factor price determination; welfare implications of marketplace performance. *Prerequisites:* ECN 211, ECN 212.

ECN 323 Intermediate Macroeconomic Analysis (3.0); 3 cr. Macroeconomics theory and policy. Topics covered include: measurement of aggregate economic activity; theories of inflation and unemployment; Monetarist-Keynesian-Rational Expectation controversy; business cycles; fiscal and monetary policies. *Prerequisites:* ECN 211, ECN 212.

ECN 325 Labor Economics (3.0); 3 cr. An analytic study of the labor market. Topics covered include: labor force participation and composition; human capital theory; wage determination; demand for and supply of labor; trade-unions; collective bargaining; public policy and unemployment; and the economics of discrimination. *Prerequisites:* ECN 211, ECN 212.

ECN 327 History of Economic Thought (3.0); 3 cr. A study of origins and development of economic thought from mercantilism to the present. *Prerequisites:* ECN 211, ECN 212.

ECN 333 Managerial Economics (3.0); 3 cr. Application of economic analysis to business problems. Topics covered include: risk analysis; theory of consumer choice; estimation and analysis of demand, production and cost functions; forms of competition; pricing techniques; profits; game theory. *Prerequisites:* ECN 211, STA207.

ECN 431 International Economics (3.0); 3 cr. Theoretical and policy approach to the study of international trade and finance. Topics covered include: trade theory; instruments of commercial policy; trade policy in developing countries; economic integration; foreign exchange markets; balance of payments; international monetary system; world debt crisis. *Prerequisites:* ECN 211, ECN 212.

ECN 432 Urban Economics (3.0); 3 cr. An introduction to the existence and growth of cities, and the application of economic principles to the major problems of the modern urban community. Topics covered include: reasons for the existence of cities; market forces in the development of cities; urban economic growth; land rent and land use; land use controls and zoning; causes of poverty and public policy; housing problems and policies; urban transportation; autos and highways; mass transit; education and crime; discrimination; programs

for alleviation or solution of urban problems. *Prerequisite:* Senior standing.

ECN 434 Environmental and Natural Resource Economics (3.0); 3 cr. An introduction to the natural resource and environmental economics, and sustainable development. Topics covered include: introduction to resource and environmental economics; ethical foundations of environmental economics; economic concepts and analysis for examining natural resource use; the valuation of environmental resources; the population problem; sustainability and sustainable development; depletable, recyclable, non-recyclable, replenishable, storable, renewable and reproducible resources; the efficient and optimal use of environmental resources; the economics of pollution and pollution control policy; international and global environmental pollution problems. *Prerequisite:* ECN 321.

ECN 435 Monetary Theory and Policy (3.0); 3 cr. A study of the development of monetary theory and policy. Topics covered include: demand for and supply of money; nature of the Monetarist-Keynesian-Rational Expectation controversy; policy coordination; government monetary policy; inflation and unemployment; international constraints; empirical verification of some theories. *Prerequisites:* ECN 211, ECN 212.

ECN 436 Public Finance and Fiscal Policy (3.0); 3 cr. This course examines the economics of the public sector. It has two broad topics: government expenditures and revenues. Topics

include: market failures and optimal taxation; cost/benefit analysis of government projects; income redistribution and poverty programs; political economy and voting; the economics of local governments; budget deficits, inflation and the lack of adequate financing in the developing countries; tax systems with special emphasis on the Lebanese case. *Prerequisites:* ECN 321, ECN 323.

ECN 437 Contemporary Economic Systems (3.0); 3 cr. An examination and comparison of the organization, operation and performance of contemporary economic systems. Also study of the changing pattern of ideologies and practices. *Prerequisites:* ECN 211, ECN 212.

ECN 439 Economics of Developing Countries (3.0); 3 cr. A study of the economics of developing countries. Topics covered include: meaning of underdevelopment; historical patterns of economic change in the developing countries; population problems; obstacles to development; role of industry and agriculture; inequality of income and wealth distribution; economic planning; foreign aid and indebtedness. *Prerequisites:* ECN 211, ECN 212.

ECN 481 Seminar in Economics (1.0); 1 cr. An in-depth study of a selected topic in theoretical or applied economic. Students have to present a term-paper on a Lebanese government economic institution. With the permission of the instructor, students may repeat this course if topics vary. *Prerequisite:* Senior standing.

The Degree of Bachelor of Business Administration (BBA) - Energy Economics

The energy sector is a large and very important component of the Lebanese and Middle Eastern economies. It encompasses many aspects such as exploration, development, processing, production, transportation, marketing and distribution of energy. Energy economics, which is a new of the existing brand of Economics at NDU, integrates the discipline of Economics with energy.

The program is intended to offer students a broad working knowledge of the energy industry and to provide them with the necessary tools to understand its structure and functional elements. In addition, the program provides the student with the historical and Institutional background and the basic tools necessary for an understanding of the operations of world energy markets.

Degree Requirements (106 credits)

General Education Requirements 27 cr.

Common Core Requirements 48 cr.

Major Requirements 31 cr.

ECN 313, ECN 321, ECN 431, ECN 434, ENR 201, ENR 305, ENR 401,
ENR 405, ENR 410, ENR 452, ENR 461

Note: In rare cases graduating students may petition to substitute one Business course for another if the required Business course is not offered in any semester.

Bachelor of Business Administration (BBA) - Energy Economics
Suggested Program (106 Credits)

Fall Semester I (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 201 | Principles of Accounting I (CCR) ²⁶ | 3 cr. |
| BAD | 201 | Fundamentals of Management (CCR) ¹ | 3 cr. |
| ECN | 211 | Principles of Microeconomics (CCR) ¹ | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) ²⁷ | 3 cr. |
| MAT | 204 | Math for Business and Economics I (CCR) ¹ | 3 cr. |

Spring Semester I (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 202 | Principles of Accounting II (CCR) ¹ | 3 cr. |
| ECN | 212 | Principles of Macroeconomics (CCR) ¹ | 3 cr. |
| ENL | 230 | English in Workplace (GER) ² | 3 cr. |
| MAT | 205 | Math for Business and Economics I (CCR) ¹ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Summer Session I (9 cr.)

| | | | |
|-----|-----|--|-------|
| MRK | 201 | Fundamentals of Marketing (CCR) ¹ | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I (CCR) ¹ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|--|-------|
| ACO | 311 | Managerial Accounting (CCR) ¹ | 3 cr. |
| BAF | 311 | Principles of Financial Management I (CCR) ¹ | 3 cr. |
| CSC | 201 | Computers and their use (GER) ² | 3 cr. |
| ECN | 321 | Intermediate Microeconomic Analysis (MR) ²⁸ | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics I (CCR) ¹ | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|---|-------|
| BAD | 311 | Business Law (CCR) ¹ | 3 cr. |
| BAD | 323 | Software Tools for Business Applications (CCR) ¹ | 3 cr. |
| ECN | 313 | Introduction to Econometrics (MR) ³ | 3 cr. |
| ENR | 201 | Introduction to Energy Economics (MR) ³ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Summer Session II (9 cr.)

| | | | |
|-----|-----|--|-------|
| ECN | 333 | Managerial Economics (CCR) ¹ | 3 cr. |
| ENR | 305 | Oil and Gaz: From Exploitation to Transportation (MR) ³ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|--|-------|
| ENR | 410 | Solar and Water Energy Economics (MR) ³ | 3 cr. |
| ECN | 431 | International Economics (MR) ³ | 3 cr. |
| ENR | 401 | Petroleum in the World Economy (MR) ³ | 3 cr. |
| ENR | 405 | The Economics of Natural Gas (MR) ³ | 3 cr. |
| — | — | (GER) ² | 3 cr. |

Spring Semester III (13 cr.)

| | | | |
|-----|-----|--|-------|
| BAD | 453 | E-Business (CCR) ¹ | 3 cr. |
| ECN | 434 | Environmental and Natural Resource Economics (MR) ³ | 3 cr. |
| ENR | 452 | International Energy Institutions (MR) ³ | 3 cr. |
| ENR | 461 | Selected Topics in Energy Economics (MR) ³ | 1 cr. |
| — | — | (GER) ² | 3 cr. |

²⁶ Common Core Requirements

²⁷ General Education Requirements

²⁸ Major Requirements

Undergraduate Courses: Energy Economics

ENR 201 Introduction to Energy Economics (3.0); 3 cr. Introduction to energy markets, industry, and economics. Topics covered include: world energy industry; energy markets; industrial and household consumption of energy; trends in world energy markets; energy cycles and crises; energy and economic development; population growth and energy; valuation of energy sources; efficient and optimum use of energy. *Prerequisite:* ECN 321.

ENR 305 Oil and Gaz: From Exploitation to Transportation (3.0); 3 cr. The first part of the course is a survey of the basic principles, procedures, phases, and technologies of oil and gaz production. It deals with transforming crude oil and natural gaz into finished and semi-finished products. It also deals with the basics of refining process and technologies. The second part of the course is an overview of modes and equipments for local and international transportation of oil and gaz. The transportation industry is a wide and diversified fixed of knowledge. This course, however, will tackle specific areas, like time and cost efficient modes of transportation of oil and gaz, transportation regulatory environment, documentation, customs brokers, etc. *Prerequisite:* ENR 201.

ENR 401 Petroleum in the World Economy (3.0); 3 cr. Examination of the structure of the world petroleum industry. Topics covered include: introduction to petroleum industry; market structure; trends in world petroleum

markets; demand and supply of petroleum; cost of production of petroleum; petroleum prices; cartels; petroleum cycles and crises; petroleum policies and strategies. *Prerequisite:* ECN 321.

ENR 405 The Economics of Natural Gas (3.0); 3 cr. Examination of the structure of the world natural gas industry. Topics covered include: introduction to natural gas industry; market structure; trends in world natural gas markets; demand and supply of natural gas; natural gas prices; natural gas policies and strategies. *Prerequisites:* ENR 201, ECN 321.

ENR 410 Solar and Water Energy Economics (3.0); 3 cr. It gives familiarity with the terms, concepts, components, costs and economics of solar and water energy. Topics include: market structures, demand and supply, pricing and strategies. *Prerequisites:* ENR 201, ECN 321.

ENR 452 Applied Energy Economics within International Energy Institutions (3.0); 3 cr. Application of theoretical knowledge of energy economics in energy organizations and institutions concerned with Energy. It applied economic tools to analyze energy institutions like OPEC, OAPEC, GCC, WEC, and IEA.

ENR 461 Selected Topics in Energy Economics (1.0); 1 cr. Various topics in Energy are considered. They will vary upon recent development in the field. *Prerequisite:* Senior Standing

DEPARTMENT OF MANAGEMENT AND MARKETING

Chairperson: *Dr. Tanios R. Touma*

Secretary: *Mrs. Grace Kanaan*

Associate Professor

Mehanna, Rock-Antoine, Ph. D, 2000, Southern University, Baton Rouge, Louisiana, USA
Business Policy

Assistant Professors

Harb, Atef, Ph.D., 1996, Ecole Polytechnique de Montreal, Canada

Economics-Operations Research

Saber, Rashid, Ph.D., 1998, California Coast University, USA

Marketing and Management

Touma, Tanios, M.D. ParisVI 1988, MBA 1993, Carnegie Mellon University, USA

Strategy and Management

Hasham, Elham, D.E.A., 1997, USEK; ABD, 1999, USEK; ABD, 2001, Leicester University, UK

Management,

Senior Lecturers

Barakat, Edgard, M.B.A., 1981, University of Dayton, USA

Marketing

Zakhour, Kamal, M.B.A., 1982, University of Pittsburgh, USA

Marketing

Lecturer

Nakhlé Vivianne, M.S., 1993, Strayer College, Washington D.C.

Business Administration

Akhras, Caroline, M.B.A, 1989, American University of Beirut, Lebanon

Management

Menassa, Joyce, M.S., 1984, Beirut University College, Lebanon

Marketing

The Department of Management and Marketing offers the following undergraduate degree programs.

The Degree of Bachelor of Business Administration (B.B.A.) - Management

The BBA-Management option is designed to provide students with an understanding of the processes and structures of organizations to enable them to be more effective managers. The courses taken in addition to the required common courses provide the students with proficiency in management skills and decision-making. The program prepares candidates for managerial responsibilities in both the private and public sectors.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration must complete a total of 106 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the common core and major requirements. These 106 credits are divided into:

**Degree Requirements
(106 credits)**

General Education Requirements **27 cr.**

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Required Common Courses **48 cr.**

ACO 201²⁹, ACO 202¹, BAD 201, BAD 311, BAD 323, BAD 433, BAD 453, BAF, 311¹, ECN 211¹, ECN 212¹, ECN 333, MRK 201, STA 206, STA 207, MAT 204, MAT 205

Required Major Courses **25 cr.**

BAD 315, BAD 317, BAD 425, BAD 429, BAD 431, BAD 482, MRK 421

Plus two additional courses from the following: BAF 312, BAD 321, BAD 329, BAD 421, BAD 423, BAD 427, ACO 311

Free Electives **6 cr.**

²⁹ Minimum passing grade is C

**Bachelor of Business Administration (B.B.A.) – Management
Suggested Program (106 credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 204 | Mathematics for Business and Economics I | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--|-------|
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics II | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 205 | Mathematics for Business and Economics II | 3 cr. |
| ECN | 333 | Managerial Economics | 3 cr. |
| BAD | 315 | International Business | 3 cr. |
| BAF | 311 | Principles of Financial Management I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| BAD | 311 | Business Law | 3 cr. |
| ACO | 311 | Managerial Accounting | 3 cr. |
| BAD | 317 | Organizational Behavior | 3 cr. |
| BAD | 323 | Software Tools for Business Applications | 3 cr. |
| BAF | 312 | Principles of Financial Management II | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| BAD | 482 | Management Internship | 1 cr. |
| — | — | GER | 6 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| MRK | 421 | Sales Management | 3 cr. |
| BAD | 453 | E-Business | 3 cr. |
| BAD | 425 | Quantitative Techniques for Management | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| BAD | 429 | Operations Management | 3 cr. |
| BAD | 431 | Ethics in Business | 3 cr. |
| BAD | 433 | Business Policy and Strategic Management | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Business Administration

BAD 101 Introduction to Business (3.0); 3 cr. An orientation to the field of business. Topics covered include: types of business organizations; financing of businesses; marketing functions; management functions; human resources management; production management; accounting; international business.

BAD 201 Fundamentals of Management (3.0); 3 cr. An introduction to the basic elements of the managerial process and the basic theories of management. Topics covered include: management objectives; organizational structure; material and human resource utilization; human relations; decision making, planning, organizing, staffing, directing and controlling.

BAD 311 Business Law (3.0); 3 cr. Survey of Lebanese Commercial Law. Topics covered include: the nature of the law; the courts system; contracts; property sales and secured transactions; insurance; commercial papers; agency; business organizations; bailment; bankruptcy; banking operations; taxation.

BAD 315 International Business (3.0); 3 cr. An introduction to international business management principles and an overview of global organizations. Topics covered include: nature and importance of international business; human, cultural, political, economic and legal considerations in international business; commercial policies; international agreements; international trade and investment; the international monetary system. *Prerequisites:* BAD 201, ECN 212.

BAD 317 Organizational Behavior (3.0); 3 cr. An examination of the study of individual and group behavior in organizations. Topics covered include: perception; motivation; leadership; organizational development; communication; power politics; group behavior; conflicts; work design. *Prerequisite:* BAD 201.

BAD 321 Managing a Small Business (3.0); 3 cr. Procedures and techniques needed to start-up, purchase and manage a small firm. Emphasis on the differences between small and large firm environments and problems. Topics covered include: franchising; market research; site selection; sales and advertising; pricing and credit policies; managing human resources; financial planning; accounting and budgeting. *Prerequisites:* BAD 201, BAF 311.

BAD 323 Software Tools for Business Applications (3.0); 3 cr. Application of software to business information processing and decision making in different business areas. *Prerequisite:* CSC 201.

BAD 325 International Business Law (3.0); 3 cr. An introduction to the legal aspects and ramifications of international trade. Topics covered include: international business transactions including sales contracts, agency and distribution contracts, investment contracts, licensing agreement, joint ventures; intellectual property; arbitration; dispute settlement before the WTO; problems in foreign investment; tariff regulation; taxation regulation; technology transfer. *Prerequisite:* BAD 311.

BAD 329 Labor and Social Security Law (3.0); 3 cr. Exploration of individual and collective aspects of employment in Lebanon. Topics covered include: employment contract; duties of employers and employees; impact of legislation providing for health, safety and welfare; workers' compensation; industrial disputes; strikes; social security law. *Prerequisite:* BAD 311.

BAD 421 International Business Management (3.0); 3 cr. An examination of management problems of organizations with international interests. Topics covered include: nature and role of international business management; impact of cultural, political, social and economic factors on management policies and practices; strategic planning; organizing international operations; human resource management in international corporations; managing foreign-exchange risk; production and marketing; asset management; ethics and social responsibility. *Prerequisite:* Senior Standing.

BAD 423 Business Research (3.0); 3 cr. An intensive study of the objectives and methodologies of research for business decisions. Topics covered include science and the scientific method; techniques of defining problems; research design; methods for collecting, analyzing and interpreting data. Includes presentation of a research proposal. *Prerequisite:* Senior Standing.

BAD 425 Quantitative Techniques for Management (3.0); 3 cr. Quantitative techniques in problem solving and decision making using mathematical methods and

modeling. Topics covered include: linear programming; network models; Markov analysis; queuing theory; decision theory; project management; simulation. *Prerequisite:* Senior Standing.

BAD 427 Human Resource Management (3.0); 3 cr. Theories, policies and practices of human resource management in a firm. Topics covered include: employee selection; training and development; performance appraisal and compensation; job analysis and design; benefits administration; labor-management relations. *Prerequisite:* BAD 317.

BAD 429 Operations Management (3.0); 3 cr. Introduction to the concepts, techniques and methodology of modern operations management. Topics covered include: forecasting; production planning and scheduling; facility location and layout; quality control; productivity; inventory systems; process design; maintenance and reliability. *Prerequisite:* Senior Standing.

BAD 431 Ethics in Business (3.0); 3 cr. A practical rather than philosophical approach to the ethical dimension of business actions. The course deals with the ethical problem and dilemmas of individuals, managers, and organizations. *Prerequisite:* Senior Standing.

BAD 433 Business Policy and Strategic Management (3.0); 3 cr. A capstone course in management. Understanding of strategies

pursued by contemporary organisations. Integration of concepts and skills previously learnt, utilizing readings, projects, simulations, and case studies. Emphasis on the strategic issues facing domestic and international firms. *Prerequisite:* Senior Standing.

BAD 453 e-Business (3.0); 3 cr. The course examines the history, foundations, tools, and major issues surrounding the electronic commerce. Students will develop skills and learn how the economic framework and electronic technology come together in actual business applications, and how these applications become operational in the global business environment. *Prerequisite:* Senior Standing.

BAD 481 International Business Management Internship; 1 cr. Interns will have the opportunity to develop new skills by working under the direction and supervision of an experienced practitioner and acquire practical skills. The internship will be done in cooperating and department approved firms. A minimum of 120 hours of internship is required. *Prerequisite:* Senior Standing.

BAD 482 Management Internship 1 cr. Interns will have the opportunity to develop new skills by working under the direction and supervision of an experienced practitioner and acquire practical skills. The internship will be done in cooperating and department approved firms. A minimum of 120 hours of internship is required. *Prerequisite:* Senior Standing.

The Degree of Bachelor of Business Administration (B.B.A.) - *International Business Management*

Economic and business activity is becoming increasingly internationalized. There is a great demand for business students who are equipped with conceptual and analytical skills and can formulate feasible and effective management policies in a complex international setting. The objective of B.B.A. - International Business Management Concentration program is to answer this need.

The program provides useful preparation for careers in a variety of organizations, including local business firms with international trade, licensing or financial arrangements; headquarters or subsidiaries of multinational companies; banks and other international financial institutions; and various governmental organizations.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration -International Business Management Concentration must complete a total of 107 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the core and concentration requirements. These 107 credits are divided into:

Degree Requirements (107 credits)

| | |
|---|---------------|
| General Education Requirements | 27 cr. |
| Communication Skills | |
| ENL 213, ENL 230 | |
| Computer Skills | |
| CSC 201 | |
| Cultural Studies | |
| 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. | |
| A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies | |
| 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies | |
| 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Required Common Courses | 48 cr. |
| ACO 201 ³⁰ , ACO 202 ¹ , BAD 201, BAD 311, BAD 323, BAD 433, BAD 453, BAF 311 ¹ , ECN 211 ¹ , ECN 212 ¹ , ECN 333, MRK 201, STA 206, STA 207, MAT 204, MAT 205 | |
| Required Major Courses | 25 cr. |
| BAD 315, BAD 317, BAD 421, ECN 431, BAF 433, MRK 423, BAD 481 | |
| Plus two additional courses from the following: BAD 325, ACO 311, BAD 427, BAD 429, BAD 431, ECN 439, MRK 425 | |
| Free Electives | 7 cr. |

³⁰ Minimum passing grade is C

**Bachelor of Business Administration—International Business Management
Suggested Program (107 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 213 | English in the Workplace (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 204 | Mathematics for Business and Economics I | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--|-------|
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics II | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 205 | Mathematics for Business and Economics II | 3 cr. |
| BAD | 311 | Business Law | 3 cr. |
| ECN | 333 | Managerial Economics | 3 cr. |
| BAF | 311 | Principles of Financial Management I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| BAD | 315 | International Business | 3 cr. |
| BAD | 317 | Organizational Behavior | 3 cr. |
| BAD | 323 | Software Tools for Business Applications | 3 cr. |
| BAD | 453 | E-Business | 3 cr. |
| — | — | Business Elective | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|--|-------|
| BAD | 481 | International Business Management Internship | 1 cr. |
| — | — | GER | 6 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| MRK | 423 | International Marketing | 3 cr. |
| BAD | 421 | International Business Management | 3 cr. |
| — | — | Business Elective | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| BAF | 433 | International Business Finance | 3 cr. |
| ECN | 431 | International Economics | 3 cr. |
| BAD | 433 | Business Policy and Strategic Management | 3 cr. |
| — | — | Free Elective | 4 cr. |
| — | — | GER | 3 cr. |

The Degree of Bachelor of Business Administration (B.B.A.) - Marketing

The marketing curriculum is organized around a managerial framework to provide students with an understanding of the operations and problems associated with getting the wide range of products and services required by modern society from the producer to the user. Students learn to successfully confront problems in a variety of areas and to make sound marketing decisions on the basis of careful analysis.

Marketing is a dynamic profession. There is a wide range of opportunities in marketing, including marketing management, marketing research, purchasing management, market analysis, product/brand management, retailing, sales promotion, and international marketing.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration - Marketing Concentration must complete a total of 106 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the core and concentration requirements. These 106 credits are divided into:

Degree Requirements (106 credits)

General Education Requirements 27 cr.

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Required Common Courses 48 cr.

ACO 201³¹, ACO 202¹, BAD 201, BAD 311, BAD 323, BAD 433, BAD 453, BAF 311¹, ECN 211¹, ECN 212¹, ECN 333, MRK 201, STA 206, STA 207, MAT 204, MAT 205.

Required Major Courses 25 cr.

MRK 313, MRK 321, MRK 423, MRK 311, MRK 431, MRK 433, MRK 481

Plus two additional courses from the following: ACO 311, BAD 317, BAD 431, MRK 315, MRK 323, MRK 325, MRK 421, MRK 425, MRK 372

Free Electives 6 cr.

³¹ Minimum passing grade is C

**Bachelor of Business Administration (B.B.A.) – Marketing
Suggested Program (106 credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 204 | Mathematics for Business and Economics I | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| — | — | GER | 6 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| MAT | 205 | Mathematics for Business and Economics II | 3 cr. |
| MRK | 311 | Consumer Behavior | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics II | 3 cr. |
| BAF | 311 | Principles of Financial Management I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| ECN | 333 | Managerial Economics | 3 cr. |
| MRK | 313 | Principles of Selling | 3 cr. |
| MRK | 321 | Promotional Strategy | 3 cr. |
| BAD | 323 | Software Tools for Business Applications | 3 cr. |
| BAD | 311 | Business Law | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|--|-------|
| BAD | 481 | International Business Management Internship | 1 cr. |
| — | — | GER | 6 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| MRK | 423 | International Marketing | 3 cr. |
| MRK | 431 | Marketing Research | 3 cr. |
| BAD | 453 | E-Business | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| MRK | 433 | Business Policy and Strategic Management | 3 cr. |
| BAD | 433 | Business Policy and Strategic Management | 3 cr. |
| — | — | Business Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

The Degree of Bachelor of Business Administration (B.B.A.) - *Distribution and Logistics Management*

**Degree Requirements
(106 credits)**

General Education Requirements 27 cr.

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Required Common Courses 48 cr.

ACO 201³², ACO 202¹, BAD 201, BAD 311, BAD 317, BAD 323, BAD 433, BAD 453, BAF 311¹, ECN 211¹, ECN 212¹, MRK 201, STA 206, STA 207, MAT 204, MAT 205.

Required Major Courses 19 cr.

MRK 205, MRK 215, MRK 335, MRK 345, MRK 422, MRK 431, MRK 482.

Plus three additional courses from the following: MRK 311, MRK 315, 9 cr.

MRK 323, MRK 372, MRK 404, MRK 421, MRK 423, MRK 425.

One Free Electives 3 cr.

³² Minimum passing grade is C

**Bachelor of Business Administration (BBA)- Distribution and Logistics Management
Suggested program (106 credits)**

Fall Semester I (15 credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ACO | 201 | Principles of accounting I | 3 cr. |
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| CSC | 201 | Computers and their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 222 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester I (15 credits)

| | | | |
|-----|-----|--|-------|
| ACO | 202 | Principles of Accounting II | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 235 | Technical English for Business (GER) | 3 cr. |
| MAT | 204 | Mathematics for Business and Economics I | 3 cr. |
| MRK | 205 | Principles of Channel Management | 3 cr. |

Summer Session I (9 credits)

| | | | |
|-----|-----|---|-------|
| BAD | 201 | Fundamentals of Management | 3 cr. |
| MAT | 205 | Mathematics for Business and Economics II | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 credits)

| | | | |
|-----|-----|---|-------|
| BAD | 311 | Business Law | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |
| BAD | 323 | Software Tools for Business Application | 3 cr. |
| MRK | 215 | Fundamentals of Purchasing | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 credits)

| | | | |
|-----|-----|--|-------|
| STA | 207 | Applied Statistics for Business and Economics II | 3 cr. |
| BAF | 311 | Principles of Financial Management I | 3 cr. |
| MRK | 335 | Materials and Warehouse Management | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Summer Session II (9 credits)

| | | | |
|-----|-----|--|-------|
| BAD | 433 | Business Policy and Strategic Management | 3cr. |
| — | — | GER | 3 cr. |

Fall Semester III (16 credits)

| | | | |
|-----|-----|--|-------|
| MRK | 345 | Logistics and Supply Chain Management | 3cr. |
| ECN | 333 | Managerial Economics | 3 cr. |
| MRK | 422 | Packaging, Warehousing & Inventory Control | 3 cr. |
| MRK | — | Major elective | 3 cr. |
| MRK | 482 | Distribution and Logistics Management Internship | 1 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (15 credits)

| | | | |
|-----|-----|--------------------|-------|
| MRK | 431 | Marketing Research | 3 cr. |
| BAD | 453 | e-Business | 3cr. |
| MRK | — | Major elective | 3 cr. |
| MRK | — | Major elective | 3 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Marketing

MRK 201 Fundamentals of Marketing (3.0); 3 cr. Introduction to the marketing process in social, economic and legal environments. Topics covered include: consumer and institutional behavior patterns; market segmentation; product and service development; pricing strategy and promotion; channels of distribution; retailing and wholesaling; marketing research.

MRK 205 Principles of Channel Management (3.0); 3 cr.; This course surveys, organizes, and integrates theories and practices relative to current issues of marketing channel management, with a focus on key strategic marketing principles. Physical distribution is reviewed as a functional area within the firm and its interface with channel intermediaries is analyzed. Topics include retailing, wholesaling, industrial marketing, transportation, warehousing, location, inventory control, and channel design. *Prerequisite:* MRK 201

MRK 215 Fundamentals of Purchasing (3.0); 3 cr; This course is designed to present the purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. The focus of the course will be on the role and function of purchasing in the Logistics Management Process. *Prerequisite:* MRK 201

MRK 311 Consumer Behavior (3.0); 3 cr. Concepts and theories to explain the decision making process of consumer and organizational buying. Attention is focused on economic, psychological, sociological and anthropological variables to understand, predict and control purchasing behavior. *Prerequisite:* MRK 201.

MRK 313 Salesmanship (3.0); 3 cr. Examination of persuasive techniques used in promotional presentations conducted on a person-to-person basis. Emphasis on effective selling techniques, understanding the company and its products, understanding the customer and the selling environment, recognizing selling opportunities, and planning, implementing, and control of the personal selling programs. *Prerequisite:* MRK 311.

MRK 315 Import-Export Management (3.0); 3 cr. Application of management theories to efficient management of an import-export business. Topics covered include: starting an import-export business; international trade; export financing; import-export documentation;

export promotion; tariffs and duties. *Prerequisites:* BAD 315, MRK 311.

MRK 321 Promotional Strategy (3.0); 3 cr. Introduction to various promotional strategies adopted by different companies and guidelines for determining a company's promotional mix. Topics covered include: advertising; personal selling; publicity and promotion; determination of objectives and budgets; situation analysis. Also, discussion of managerial issues and problems. *Prerequisite:* MRK 311.

MRK 323 Retail Management (3.0); 3 cr; Application of management and marketing theories to retailing. Topics covered include: Management, organization and control of retail outlets, consumer behavior, store location, financial management, promotion, presentation, pricing, control of inventories, advertising, personnel, and wholesaler-retailer relationship. *Prerequisites:* MRK 205, MRK 311

MRK 325 Services Marketing (3.0); 3 cr. An introduction to the distinctive aspects of service marketing. Topics covered include: understanding services marketing; improving service quality and productivity; positioning a service in the marketplace; managing the customer portfolio; creating and delivering services; developing and managing the customer service function. *Prerequisite:* MRK 311.

MRK 335 Materials and Warehouse Management (3.0); 3 cr. This course covers the organization and operations of warehouses and distribution centers. Topics covered include the role, types and functions of warehouses and distribution centers, location analysis, facility layout and design, equipment handling, employee safety, public and private warehouses, computer control and tracking, conveyance equipment, and hazardous materials handling. *Prerequisite:* MRK 205.

MRK 345 Logistics and Supply Chain Management (3.0); 3 cr. This course develops an integrated approach to the analysis of physical distribution problems. It deals with transportation and assignment problems; application of network techniques to production; distribution systems design; optimal allocation of inventory; cost allocation methods; pricing policies; and power structure of shareholders within a firm. *Prerequisite:* MRK 205

MRK 372 Internet Marketing (3.0); 3 cr. e-marketing is traditional marketing using electronic methods. It helps students develop the skills necessary to understand and integrate Internet technology and characteristics into marketing strategy. It helps students recognize and understand the implications of the Internet not only as a market place but also as a set of tools and opportunities. *Prerequisites:* MRK 201, BAD 323.

MRK 404 Transportation Management (3.0); 3 cr. This course includes an introduction to the principles of transportation with emphasis on transportation modal operations (rail, highway, air, pipeline, water transportation) and transportation management. Consideration is given to the economical, social and political aspects of the transportation industry and strategic issues in transportation management. *Prerequisite:* MRK 345

MRK 421 Sales Management (3.0); 3 cr. Development, operation and control of a sales organization. Topics covered include: managing the sales force; selecting, training and compensating the sales force; forecasting sales and establishing budgets; structuring a sales organization; motivating salespeople. *Prerequisite:* Senior Standing

MRK 422 Packaging, Warehousing and Inventory Control (3.0); 3 cr. The course deals with important supports for a modern material handling process. Among other things, it discusses packaging and carriers and their importance to logistics. Furthermore, it deals with systems and IT tools for material handling, such as warehouse management systems (WMS), bar codes and other identification systems, transport administration systems and systems for controlling material flows in logistical networks. The course also gives an overview of material handling equipment, such as forklifts, storage systems, bar code scanners etc. *Prerequisite:* MRK 335

MRK 423 International Marketing (3.0); 3 cr. Analysis and strategies for marketing in an area with different social, political, legal and economic environment. Topics covered include: cross-national consumer behavior; direct foreign

investment; strategy of international product development, pricing, promotion and distribution policies; forms of international involvement. *Prerequisites:* MRK 201; ECN 212.

MRK 425 Business-to-Business Marketing (3.0); 3 cr. Development of principles of distribution of industrial goods and management of industrial marketing organizations. Topics covered include: industrial marketing system and organization buying behavior; management of industrial marketing mix; industrial market-research; planning, pricing, selling and advertising decisions; strategies for industrial markets. *Prerequisite:* MRK 423

MRK 431 Marketing Research (3.0); 3 cr. Techniques and procedures of collecting and analyzing information to identify marketing problems and facilitate their solution. Topics covered include: marketing research design; questionnaire construction; sample design; data analysis. *Prerequisite:* MRK 201, STA 207.

MRK 433 Marketing Strategies and Policies (3.0); 3 cr. A capstone course in marketing. Emphasis on strategic and executional issues connected to marketing policy. Integration of materials previously taken, utilizing readings, projects and case studies. *Prerequisite:* Senior Standing.

MRK 481 Marketing Internship (1.0); 1 cr. Interns will have the opportunity to develop new skills by working under the direction and supervision of an experienced practitioner and acquire practical skills. The internship will be done in cooperating and department approved firms. A minimum of 120 hours of internship is required. *Prerequisite:* Senior Standing.

MRK 482 Distribution and Logistics Management Internship (3.0); 3 cr. Interns will have the opportunity to develop new skills by working under the direction and supervision of an experienced practitioner and acquire practical skills in logistics and distribution. The internship will be done in cooperating and department approved firms. A minimum of 120 hours of internship is required. *Prerequisite:* Senior Standing

The Degree of Bachelor of Business Administration (B.B.A.) - *Human Resources Management*

Theories, policies and practices of human resources management in a firm. Topics covered include employee selection, training and development, performance appraisal and compensation, job analysis and design, benefits administration, and labor-management relations.

**Degree Requirements
(106 credits)****General Education Requirements** **27 cr.****Communication Skills**

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Required Common Courses **48 cr.**

ACO 201³³, ACO 202¹, BAD 201, BAD 311, BAD 317, BAD 323, BAD 433, BAD 453, BAF 311¹, ECN 211¹, ECN 212¹, MRK 201, STA 206, STA 207, MAT 204, MAT 205.

Required Major Courses **25 cr.**

MGT 201, MGT 210, MGT 312, MGT 325, MGT 453, BAD 329, MGT 483, **Plus two additional courses from the following:** MGT 202, MGT 337, MGT 411, MGT 475, BAD 427, BAD 429, BAD 431.

Free Electives **6 cr.**

³³ Minimum passing grade is C

**Bachelor of Business Administration (BBA)- Human Resources Management
Suggested Program (106 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |
| CSC | 201 | Computers and their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 222 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 235 | Technical English for Business (GER) | 3 cr. |
| MAT | 204 | Mathematics for Business and Economics I | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--|-------|
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics II | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| BAD | 311 | Business Law | 3 cr. |
| MGT | 201 | Principles of Human Resources Management | 3 cr. |
| BAD | 323 | Software Tools for Business Application | 3 cr. |
| BAF | 311 | Principles of Financial Management I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 205 | Mathematics for Business and Economics II | 3 cr. |
| BAD | 317 | Organizational Behavior | 3 cr. |
| BAD | 329 | Labor and Social Security Law | 3 cr. |
| MGT | 210 | Organizational Staffing | 3 cr. |
| — | — | Free Elective | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|-----|-----|--|-------|
| BAD | 433 | Business Policy and Strategic Management | 3 cr. |
| MGT | 312 | Training and Career Development | 3 cr. |

Fall Semester III (16 Credits)

| | | | |
|--|-----|---------------------------------------|-------|
| MGT | 325 | Compensation and Reward System | 3 cr. |
| BAD | 453 | e-Business | 3 cr. |
| MGT | 483 | Human Resources Management Internship | 1 cr. |
| — | — | GER | 6 cr. |
| and one course and one course from elective to Major Courses | | | 3 cr. |

| | | |
|-----|-----|-------------------------------------|
| MGT | 202 | Business Negotiations |
| MGT | 337 | Recruitment and Selection |
| MGT | 411 | Leadership, Quality and Performance |

Spring Semester III (15 Credits)

| | | | |
|--|-----|-----------------------------------|-------|
| MGT | 453 | Global Human Resources Management | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 6 cr. |
| and one course from elective to Major Courses: | | | 3 cr. |

| | | |
|-----|-----|--|
| MGT | 475 | Managing Employment Relations |
| BAD | 427 | Advanced Human Resources Management |
| BAD | 431 | Ethics in Business |
| BAD | 429 | Operations Management |
| MGT | 201 | Principles of Human Resources Management |

Undergraduate Courses: Human Resource Management

MGT 201 Principles of Human Resources Management (3.0); 3 cr. Theories, policies and practices of human resources management in a firm. Topics covered include employee selection, training and development, performance appraisal and compensation, job analysis and design, benefits administration, and labor-management relations.

MGT 202 Business Negotiations (3.0); 3 cr. Negotiation permeates human interactions. It affects the balance and distribution of resources among nations, organizations, families, and individuals. Students will understand the theory behind successful negotiation, recognize situations that call for negotiation, and study the utilization of alternative negotiating strategies and tactics. *Prerequisite:* MGT 201

MGT 210 Organizational Staffing (3.0); 3 cr. This course provides an in-depth examination of the organizational staffing process. Procedures for human resources needs assessment such as personnel audits and forecasting are discussed. Recruitment strategies and the process of organizational choice of candidates are explored. There is emphasis on understanding basic types of assessment tools and procedures for choosing new employees. *Prerequisite:* MGT 201

MGT 312 Training and Career Development (3.0); 3 cr. The course is an advanced study of personnel training and development in contemporary organizations. Emphasis is placed on the identification of training needs, program design, selection of training methods, monitoring the process, and evaluating the results. *Prerequisite:* MGT 210

MGT 325 Compensation and Reward Systems (3.0); 3 cr. This course provides the study of labor markets and examines the general structure of an organization and the rewards employees seek in exchange for their services and contributions to the firm. Topics covered include developing pay structure, measuring performance, providing employee benefits, rewards and a motivating work environment, and administering the compensation plan. *Prerequisite:* MGT 210

MGT 337 Recruitment and Selection (3.0); 3 cr. The objective of this course is to describe to students how organizations search for prospective employees and influence them to apply for available jobs. It is an advanced study of recruitment and selection practices of organizations. *Prerequisite:* MGT 210

MGT 411 Leadership, Quality and Performance (3.0); 3 cr. The purpose of this course is to focus on the major traits which come together in a leader to produce Leadership. Theory, Power, Motivation, and Communication, this course explores the causes and consequences of effective leadership in organizations. *Prerequisite:* Senior Standing

MGT 453 Global Human Resources Management (3.0); 3 cr. This course is designed to help students develop skills as global managers and to provide them with an understanding of critical issues in the management of multinational organizations. Topics covered include international leadership skills, cross-cultural negotiations, ethical dilemmas in cross-cultural environments, and designing and managing multinational organizations. *Prerequisite:* Senior Standing

MGT 475 Managing Employment Relations (3.0); 3 cr. This course provides an overview of the relationships between human resources and parties to employment. It considers contract negotiations, discipline and grievance procedures, and human resources department assistance in conflict resolutions. Special attention is given to the organizational structure of the parties and their diversified objectives. *Prerequisites:* MGT 210, BAD 329

MGT 483 Human Resources Management Internship (1.0); 1 cr. The Internship program is designed to provide the Interns with the opportunity to develop professional skills related to their studies by working under the supervision of an experienced business practitioner. Internship is conducted under the supervision of a program director at NDU and in cooperation with the Interns employer. A minimum of 120 working hours are required. *Prerequisite:* Senior Standing

The Degree of Bachelor of Business Administration (B.B.A.) – Health Care Management

Health Care Management: Why?

The health care industry size is growing in the whole middle east. Growth is driven by:

1. Increasing consumerism and health needs
2. Advancing technologies
3. Changing regulation
4. Population aging

Business orientation is essential and the health care profession's tracks need preparation and exposure to the health care industry. There is a real market demand for graduates that are well educated in this field.

Program Objective

The BBA- Health Care Management option is designed to provide students with an understanding of the processes and structures of Health Care Organizations to enable them to be more effective managers. The courses taken in addition to the required common courses provide the students with proficiency in management skills and decision-making processes.

This program has an innovative approach whereby the first year is common to all our faculty programs and the concentration courses start in the second semester of the second year. It has a unique market-oriented approach to curriculum design and course administration. All concentration courses will be taught by professionals having a strong experience in the health care industry.

Careers in health care management

This program prepares candidates for managerial responsibilities in both the private and public sectors of the health care industry. Health care management majors will be qualified for making a career in:

- hospitals
- physician group practices and clinics
- diagnostic and ambulatory care centers
- rehabilitation clinics and long term care facilities
- international pharmaceuticals firms
- medical suppliers and pharmaceutical firms
- pharmaceutical manufacturers (under license)
- medical insurers
- government and non governmental organizations (ngo)

Admissions Requirements

Applicants must pass the Lebanese Baccalaureate Part II (Any Strand) or its equivalent as identified by the Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or TOEFL and a Mathematics Test.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration must complete a total of 106 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the common core and major requirements. The passing grade for all Required Major (HCM) Courses is C. These 106 credits are divided into:

**Degree Requirements
(106 credits)**

| | |
|--|---------------|
| General Education Requirements | 27 cr. |
| Communication Skills ENL 213, ENL 230 | 6 cr. |
| Computer Skills CSC 201 | 3 cr. |
| Cultural Studies REG 212 or 213, ARB 211 or 231 | 6 cr. |
| Social science studies choose two from the following list: HIT 211, HUT 305 or 306. PHL 311, POS 201, PSL 201, SOL 201 | 6 cr. |
| Basic Science Studies ENS 312 or HEA 201, BIO 203 | 6 cr. |
| Required Common Courses ACO 201, ACO 202, BAD 201, BAD 315, BAD 317, BAD 323, BAD 433, BAD 453, BAD 427, BAD 429, BAF 311, ECN 211, ECN 212, MRK 201, STA 206, STA 207 | 48 cr. |
| Required Major Courses HCM 301, HCM 302, HCM 401, HCM 402, HCM 403, HCM 404, HCM 405, HCM 406, HCM 407, HCM 408 | 28 cr. |
| Free Electives | 3 cr. |

**Bachelor of Business Administration (BBA)- Health Care Management
Suggested Program (106 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| ACO | 202 | Principles of Accounting II | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| BIO | 203 | Discover Biology | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--|-------|
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| STA | 207 | Applied Statistics for Business and Economics II | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| BAD | 315 | International Business | 3 cr. |
| BAD | 317 | Organizational Behavior | 3 cr. |
| BAF | 311 | Principles of Financial Management I | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| HCM | 301 | Introduction to Health Care Management | 3 cr. |
| HCM | 302 | Health Care Economics | 3 cr. |
| BAD | 323 | Software Tools for Business Applications | 3 cr. |
| ENS | 312 | Environmental Health (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|--|-------|
| BAD | 482 | Management Internship | 1 cr. |
| BAD | 427 | Human Resource Management | 3 cr. |
| BAD | 433 | Business Policy and Strategic Management | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| HCM | 401 | Management of Health Care Organizations I | 3 cr. |
| HCM | 406 | Health Care Legal Environment | 3 cr. |
| HCM | 404 | Health Care Marketing Management | 3 cr. |
| BAD | 429 | Operations Management | 3 cr. |
| BAD | 453 | e-Business | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| HCM | 402 | Management of Health Care Organizations II | 3 cr. |
| HCM | 403 | Health Care Strategic Management | 3 cr. |
| HCM | 405 | Health Care Financial Management | 3 cr. |
| HCM | 407 | Seminars and Topics in Health Care Management | 3 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Health Care Management

HCM 301 Introduction to Health Care Management (3.0), 3 cr. This course provides an overview of the evolution, structure and current issues in the health care system. It examines the unique features of health care as a product, and the changing relationships between patients, physicians, hospitals, insurers, employers, communities, and government. The course examines three broad segments of the health care industry: payers, providers, and suppliers. Within the payer segment, the course examines the sources and destinations of spending, MOH, CNSS, insurance, technology assessment and renewal, and payer strategy. Within the provider segment, the course examines the impact of cost containment and competition on hospitals and integrated HC delivery systems, and physicians' relationships. Within the supplier segment, the course will examine developments in the biotechnology, pharmaceutical, medical devices (equipment and supplies), genomic and IT industries.

HCM 302 Health Care Economics (3.0), 3 cr. This course is designed to build an understanding of the healthcare delivery system from an applied economics perspective. The application of these skills will be drawn from examples that illustrate the production of and demand for health. The economic analysis of health care delivery is based on microeconomic theory: elasticity of demand, price sensitivity, etc. As the managed care model develops, greater emphasis is being placed on individual choice and responsibility as determinants of healthcare utilization. This trend has resulted in greater emphasis on the use of economic theory to both plan and evaluate the healthcare setting. Insurance is a major economic lever of these trends. The rationale for government intervention in medical markets as well as the effectiveness and efficiency of various health policies, including: MOH medical aid, CNSS coverage, price regulation of hospitals, physician payment reform, are surveyed. *Prerequisite:* ECN 212.

HCM 401 Management Of Health Care Organizations I (3.0), 3 cr. The purpose of this course is to prepare you for managing health care organizations within an environment of cost containment and quality management of health care services. In Module I, we will first focus on the profession of health care management. This will present a picture of the daily tasks health

care managers faces and knowledge, skills, and abilities needed to be successful. The second focus is on the management of health care teams. This section will equip the student to participate in and successfully manage, coach and/or mentor teams of clinicians, managers, and others. *Prerequisites:* ENS 312 HCM 301, HCM 302

HCM 402 Management Of Health Care Organizations II (3.0), 3 cr. The purpose of this course is to prepare you for managing health care organizations within an environment of cost containment and quality management of health care services. In Module II, we will focus on quality improvement since many health care facilities are turning to total quality management concepts and processes as they strive for efficiency in operations and improvement of medical care delivered. Cost containment programs will be discussed with an emphasis on supply chain management and IT driven processes. *Prerequisite:* HCM 401

HCM 403 Health Care Strategic Management (3.0), 3 cr. This course provides an introduction to how healthcare organizations (Payers, Providers, Suppliers) identify, create, and market their services within the context of a long-term strategic plan. The course will analyze the evolution of strategic management within the healthcare industry, and how it has responded to individuals in need of healthcare services. The class will also examine the core components of a strategic management approach, including situation analysis, formulation of a strategy, implementation, and follow-up relative to the mission and vision of the healthcare organization. As an adjunct to these concepts, the class will review real world cases studies from throughout the healthcare industry. Finally, the communication of the organization's mission, vision, and overall strategic management plan will be discussed. *Prerequisites:* HCM 301, HCM 302

HCM 404 Health Care Marketing Management (3.0), 3 cr. This course focuses on strategic and tactical marketing issues facing health systems including: payers, providers and suppliers. The course requires a basic understanding of what is marketing. Emphasis is placed on analyzing market and patient needs and on understanding branding, service line marketing, patient retention, patient satisfaction,

measuring marketing effectiveness, internet marketing and marketing implementation programs. The course explores the practical application of these marketing concepts on major industry players: Hospitals, Insurers, Medical Device Suppliers, and Pharmaceutical companies. *Prerequisites:* MRK 201, HCM 301, HCM 302

HCM 405 Health Care Financial Management (3.0), 3 cr. This course examines the tools and methods of financial management in health care organizations with emphasis on allocation and use of funds in managing the components of health care delivery systems. Analysis of cost drivers and constraints of alternative source of funds, and the application of financial decision instruments and their effect on operational management and market value of the entity, including valuation methodology and risk management, are covered. Modeling profitability analysis and planning for health care providers and payers is surveyed. *Prerequisites:* BAF 311, HCM 301, HCM 302

HCM 406 Health Care Legal Environment (3.0), 3 cr. This course examines the tools and methods of financial management in health care organizations with emphasis on allocation and use of funds in managing the components of health care delivery systems. Analysis of cost drivers and constraints of alternative source of funds, and the application of financial decision instruments and their effect on operational management and market value of the entity, including valuation methodology and risk management, are covered. Modeling profitability

analysis and planning for health care providers and payers is surveyed. *Prerequisites:* HCM 301, HCM 302

HCM 407 Seminars and Topics in Health Care Management (3.0), 3 cr. Health care organizations are under continued pressure to contain costs while maintaining high quality health care. The purpose of this course is twofold: (1) to help you learn about the many controversial issues facing the healthcare industry; and (2) to prepare you for analyzing the issues affecting health care institutions, including payers, providers, and suppliers. You will learn how the various sectors of the health care delivery system deal with conflicting demands from an assortment of stakeholders, including governments, insurers, suppliers, employers, health care professionals, and patients. *Prerequisites:* HCM 401, HCM 402, HCM 403

HCM 408 Health Care Internship Program (3.0), 3 cr. This course is required of all students in the Health Care Management Program. The course is designed to give students first hand experience in a health care setting. Students receive practical experience under the supervision of a qualified professional. In collaboration with the preceptor, students define a complex problem in the assigned firm/facility and in the area of responsibility, conduct an analysis of the problem and conceptualize a project to resolve the problem. In addition, upon completion of the course students should have the tools to effectively search for their first job. *Prerequisites:* HCM 301, HCM 302.

DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

Chairperson: *Dr. Yussef Zgheib*

Secretary: *Miss Samar Mrad*

Assistant Professor

Zgheib, Yussef, Ph.D. 2002, University of Strathclyde, Scotland, UK
International Hospitality Management

Lecturer

Assaf, Carole, M.B.A., 1995, Notre Dame University - Louaize, Lebanon

Assaker, Guy, M.B.A., 2003, IMHI CornellUniversity/Essec, France. MSc (DESS), 2004, Université Paris 1, Sorbone.

Hotel Management and Tourism

Instructor

Beyrouthy, Ghassan, M.B.A., 1999, Notre Dame University- Louaize, Lebanon

Hospitality and Tourism Management

The Degree of Bachelor of Hotel Management and Tourism

Hospitality, travel and tourism are rapidly growing industries. The NDU program of Bachelor of Hotel Management and Tourism is designed to prepare students for successful professional and executive careers in the hospitality and tourism industries by allowing them to specialize in one of the following three concentrations: Hospitality Services Management, Food & Beverage Operations Management, as well as Travel and Tourism Management.

The various concentrations provide a sound foundation in hotel and restaurant management as well as tourism administration through focused academic coursework, hands-on work experience, and intense interaction with the industry. They also provide relevant educational opportunities for persons currently employed in these industries and wishing to upgrade their skills.

Hospitality and Tourism Management students at NDU benefit from a rare opportunity to learn the international management techniques for success in the hospitality and tourism field, while also seeking knowledge more adapted to their professional career orientations and specializations.

Moreover, in 2006 NDU's Department of Hospitality and Tourism Management signed a unique educational venture partnership with SHMS¹, a leading Swiss Hotel Management School. This collaboration intends to combine the Swiss art of *hôtellerie* and the more American science of management in practice at NDU. It comprises exchange of know how, faculty and students, industry consultancy, and leads to a potential dual diploma-degree in Hospitality Management.

Graduation Requirements

Students seeking the degree of Bachelor of Hotel Management and Tourism must complete a total of 103 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the major and concentration requirements. The passing grade for all courses is D

¹ Swiss Hotel Management School, composed of three main city campuses located in: Caux, Montreux and Leysin

except for ENL 105, ENL 107, and MAT 100 whenever applicable. These 103 credits are divided into:

Degree Requirements (103 credits)

| | Number of Credits |
|---|--------------------------|
| General Education Requirements | 27 cr. |
| Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| Computer Skills | 3 cr. |
| CSC 201 | |
| Cultural Studies ^{1 2} | 9 cr. |
| Arabic, Western Literature, Religion, Philosophy, Cultural Sequence, Art, Music, etc. | |
| Social Science Studies ² | 3 cr. |
| 3 credits in Sociology, Psychology, Political Science, History, Economics, Anthropology etc. | |
| Basic Science Studies ² | 6 cr. |
| 6 credits in Environmental Science, Nutrition, Health, Astronomy, Archeology, Biology, Geology, etc. | |
| Major Requirements | 54 cr. |
| TTM 201, TTM 204, HSM 205, HSM 211, HSM 224, HSM 226, TTM 237, HSM 281, HSM 311, FBM 313, HSM 314, FBM 315, HSM 319, FBM 324, TTM 326, FBM 351, HSM 411, HSM 451, HSM 459, STA 206 | |
| Concentration Requirements | 19 cr. |
| Food and Beverage Management Concentration | |
| Hospitality Management Concentration | |
| Travel and Tourism Management Concentration | |
| Free Electives | 3 cr. |
| Halfway through their university education, students majoring in hotel management and tourism are provided with the opportunity to choose one of three concentration schemes. These options allow graduates to enhance their expert knowledge in one of the three most englobing fields of hospitality and tourism, thus differentiate themselves from their peers and improve their potentials for professional success. | |

¹ Includes mandatory 3 credits of religion (REG 215 or REG 216) and 3 credits of living language (GEM 201, ITL 201, SPN 201...)

² Specific courses to be selected from the reviewed curricula and syllabi proposed by the related departments. The selection will be based on the contribution of such course to the professional and cultural development of the student. Details specified on the contract sheet.

Food and Beverage Management Concentration (19 cr.):
Major Requirements **10 cr.**
FBM 332, FBM 381, FBM 413, FBM 424

A choice of 3 courses from the following **9 cr.**
HSM 334, FBM 335, FBM 343, FBM 349, HSM 412, HSM 432, HSM 437, HSM 439, TTM 440, FBM 444, FBM 446, HSM 447, HSM 449, FBM 464, HSM 450, HSM 485, MAT 204, STA 207, ECN 211, COA 252, BAF 312, NTR 212, GEM 202 or ITL 202 or SPN 202

Hospitality Management Concentration (19 cr.):
Major Requirements **7 cr.**
FBM 381 or TTM 382, HSM 432, HSM 437

A choice of 4 courses from the following **12 cr.**
FBM 332, HSM 334, TTM 342, FBM 343, TTM 344, TTM 346, FBM 349, HSM 412, FBM 424, HSM 439, TTM 440, FBM 444, TTM 445, FBM 446, HSM 447, HSM 449, HSM 450, HSM 460, HSM 485, MAT 204, STA 207, ECN 211, COA 252, BAF 312, NTR 212, GEM 202 or ITL 202 or SPN 202

Travel and Tourism Management Concentration (19 cr.):
Major Requirements **10 cr.**
TTM 342, TTM 345, TTM 382, TTM 445

A choice of 3 courses from the following **9 cr.**
HSM 334, TTM 341, FBM 343, TTM 344, TTM 346, FBM 349, HSM 412, HSM 432, HSM 437, HSM 439, TTM 440, FBM 444, FBM 446, HSM 447, HSM 449, HSM 450, TTM 454, TTM 462, HSM 485, MAT 204, STA 207, ECN 211, COA 252, BAF 312, NTR 212, GEM 202 or ITL 202 or SPN 202, ARP 567

NB: Clarification of acronyms and symbols used:

FBM Food and Beverage Management
HSM Hospitality Services Management
TTM Travel and Tourism Management

**Bachelor of Hotel Management and Tourism - Food & Beverage Management Concentration
Suggested Program (103 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--|-------|
| TTM | 201 | Introduction to Tourism and Hospitality Management | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 211 | Hospitality and Tourism Law | 3 cr. |
| HSM | 224 | Front Office Operations and Management ¹ | 3 cr. |
| HSM | 226 | Housekeeping Operations and Management ¹ | 1 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| HSM | 205 | Principles of Hospitality Financial Accounting | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (4 Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 281 | Internship I: Rooms Division Operations | 1 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (16Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 311 | Hospitality Managerial Accounting | 3 cr. |
| FBM | 313 | Food Production ² | 3 cr. |
| FBM | 315 | Food Production Lab ² | 1 cr. |
| FBM | 324 | Restaurant Operations and Floor Management ² | 3 cr. |
| TTM | 237 | Hospitality and Tourism Marketing | 3 cr. |
| — | — | GER | 3 cr. |

Final deadline to declare concentration choice.

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| TTM | 204 | Economics of Tourism | 3 cr. |
| HSM | 314 | Human Resources Management in the Hospitality Industry | 3 cr. |
| HSM | 319 | Information Technology in the Hospitality Industry | 3 cr. |
| FBM | 351 | Food, Beverage and Labor Cost Control | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|---|-------|
| FBM | 381 | Internship II: Food and Beverage Operations | 1 cr. |
| FBM | 332 | Catering, Functions and Banqueting Management | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| FBM | 424 | Restaurant Development and Management | 3 cr. |
| FBM | 413 | Advanced Food Production | 3 cr. |
| HSM | 411 | Hospitality Managerial Finance | 3 cr. |
| HSM | 451 | Hospitality Management | 3 cr. |
| — | — | Major Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| TTM | 326 | Domestic Travel and Tourism Development | 3 cr. |
| TTM | 459 | Hospitality and Tourism Strategic Management | 3 cr. |
| — | — | Major Elective | 6 cr. |
| — | — | Free Elective | 3 cr. |

¹ HSM 224, 226 should be taken concurrently.

² FBM 313, 315, 324 should be taken concurrently.

Bachelor of Hotel Management and Tourism - Hospitality Management Concentration
Suggested Program (103 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--|-------|
| TTM | 201 | Introduction to Tourism and Hospitality Management | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 211 | Hospitality and Tourism Law | 3 cr. |
| HSM | 224 | Front Office Operations and Management ¹ | 3 cr. |
| HSM | 226 | Housekeeping Operations and Management ¹ | 1 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| HSM | 205 | Principles of Hospitality Financial Accounting | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (4 Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 281 | Internship I: Rooms Division Operations | 1 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (16Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 311 | Hospitality Managerial Accounting | 3 cr. |
| FBM | 313 | Food Production ² | 3 cr. |
| FBM | 315 | Food Production Lab ² | 1 cr. |
| FBM | 324 | Restaurant Operations and Floor Management ² | 3 cr. |
| TTM | 237 | Hospitality and Tourism Marketing | 3 cr. |
| — | — | GER | 3 cr. |

Final deadline to declare concentration choice.

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| TTM | 204 | Economics of Tourism | 3 cr. |
| HSM | 314 | Human Resources Management in the Hospitality Industry | 3 cr. |
| HSM | 319 | Information Technology in the Hospitality Industry | 3 cr. |
| — | — | Major Elective (TTM 342 if planning to take 382) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|---|-------|
| FBM | 381 | Internship II: Food and Beverage Operations | |
| or | | | 1 cr. |
| TTM | 382 | Internship III: Travel Agency and Tour Operations | |
| HSM | 437 | Hospitality Sales and Promotional Techniques | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| FBM | 351 | Food, Beverage and Labor Cost Control | 3 cr. |
| HSM | 432 | Hospitality Property Management | 3 cr. |
| HSM | 451 | Hospitality Management | 3 cr. |
| — | — | Major Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| HSM | 411 | Hospitality Managerial Finance | 3 cr. |
| HSM | 459 | Hospitality and Tourism Strategic Management | 3 cr. |
| — | — | Major Elective | 6 cr. |
| — | — | Free Elective | 3 cr. |

¹ HSM 224, 226 should be taken concurrently.

² FBM 313, 315, 324 should be taken concurrently.

Bachelor of Hotel Management and Tourism - Travel & Tourism Management Concentration
Suggested Program (103 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--|-------|
| TTM | 201 | Introduction to Tourism and Hospitality Management | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| STA | 206 | Applied Statistics for Business and Economics I | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 211 | Hospitality and Tourism Law | 3 cr. |
| HSM | 224 | Front Office Operations and Management ¹ | 3 cr. |
| HSM | 226 | Housekeeping Operations and Management ¹ | 1 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| HSM | 205 | Principles of Hospitality Financial Accounting | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (4 Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 281 | Internship I: Rooms Division Operations | 1 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (16Credits)

| | | | |
|-----|-----|---|-------|
| HSM | 311 | Hospitality Managerial Accounting | 3 cr. |
| FBM | 313 | Food Production ² | 3 cr. |
| FBM | 315 | Food Production Lab ² | 1 cr. |
| FBM | 324 | Restaurant Operations and Floor Management ² | 3 cr. |
| TTM | 237 | Hospitality and Tourism Marketing | 3 cr. |
| — | — | GER | 3 cr. |

Final deadline to declare concentration choice.

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| TTM | 204 | Economics of Tourism | 3 cr. |
| HSM | 314 | Human Resources Management in the Hospitality Industry | 3 cr. |
| HSM | 319 | Information Technology in the Hospitality Industry | 3 cr. |
| TTM | 342 | Travel Agency and Tour Management | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|---|-------|
| TTM | 382 | Internship III: Travel Agency and Tour Operations | 1 cr. |
| TTM | 345 | Passenger Operation Services | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| FBM | 351 | Food, Beverage and Labor Cost Control | 3 cr. |
| HSM | 451 | Hospitality Management | 3 cr. |
| TTM | 326 | Domestic Travel and Tourism Development | 3 cr. |
| TTM | 445 | Sustainable Tourism | 3 cr. |
| — | — | Major Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| HSM | 411 | Hospitality Managerial Finance | 3 cr. |
| HSM | 459 | Hospitality and Tourism Strategic Management | 3 cr. |
| — | — | Major Elective | 6 cr. |
| — | — | Free Elective | 3 cr. |

¹ HSM 224, 226 should be taken concurrently.

² FBM 313, 315, 324 should be taken concurrently.

Undergraduate Courses: Hotel Management And Tourism

TTM 201 (HTM 201) Introduction to Tourism & Hospitality Management (3.0); 3 cr. A comprehensive overview of the tourism and hospitality global industry. The course is a broad introduction of the industry's scope, supply and demand components, socio-economic and environmental impacts, operations, career opportunities and requirements for success. Students further gain exposure to the basic managerial functions and how they relate to the tourism and hospitality industry.

TTM 204 (ECN 212) Economics of Tourism (3.0); 3 cr. This course applies economic principles to the tourism and hospitality industry. Special emphasis is placed on supply and demand and the determination of prices. It also discusses the impact of the GDP, growth and fluctuations on the Tourism industry. The course further focuses on the contribution of tourism to the overall performance of the economy.

HSM 205 (ACO 201) Principles of Hospitality Financial Accounting (3.0); 3 cr. Hospitality accounting principles, concepts and practices pursuant to the industry's systems of accounts. Careful consideration is given to practical transaction analysis, flow of accounting data to the financial statements and their implications with respect to cash flow, revenues, expenses, assets, liabilities and equity management. *Corequisite:* TTM 201

HSM 211 (HTM 211) Hospitality and Tourism Law (3.0); 3 cr. A study of the legal responsibilities affecting the operations of the hospitality and tourist industries, including aspects of innkeeping, occupier's liability, trades practices, licensing, health, taxation and employment. Other topics include: corporation legislation, the law of contract, the role of ethics and a comparative approach to foreign legislations relating to hospitality and tourism industries. *Prerequisite:* TTM 201.

HSM 224 (HTM 225) Front Office Operations and Management (3.1); 3 cr. The course acquaints the student with the operations and procedures involved in managing the guest services area of a lodging operation. Functions covered deal with the guest cycle from reservations through checkout including the night audit and their interaction with other

operations. Intensive lab applications. *Prerequisite:* TTM 201.

HSM 226 Housekeeping Operations and Management (1.3); 1 cr. This course is a guide to various aspects of housekeeping in a lodging industry from cleanliness, hygiene, maintenance and aesthetic upkeep of the property. It deals with duties from those of executive housekeeper to room attendant. Intensive lab applications. *Corequisite:* HSM 224.

TTM 237 (HTM 237) Hospitality and Tourism Marketing (3.0); 3 cr. An introduction to the concept, principles and practices of contemporary marketing as they apply to the specialized needs of the hospitality industry. Subjects covered are marketing concepts and environment, segmentation and positioning, consumer behavior and marketing mixed strategies. The development of a practical marketing plan for an actual hospitality business is a special feature of this course. *Prerequisite:* TTM 201.

HSM 281 (HTM 281) Internship I: Rooms Division Operations 1 cr. A supervised on-the-job work experience in the lodging business. Arranged with a Department approved cooperating institution. This field experience - of no less than 500 hours - emphasizes front office and housekeeping operations and management tasks. Student must check course guidelines before registering. *Prerequisite:* HSM 224.

HSM 311 (HTM 311) Hospitality Managerial Accounting (3.0); 3 cr. This course focuses on the use of accounting information for management decision-making and control. Topics include costing, management control systems and performance measurement. Emphasis is on cost-volume analysis, budgeting and pricing decisions. *Prerequisite:* HSM 205.

FBM 313 (HTM 313) Food Production (3.0); 3 cr. An introduction to food production techniques and management. The course is designed to familiarize students with food composition and properties, commercial food preparation, safety and sanitation. Students will develop the ability to standardize recipes, plan menus and manage potential production problems. Practical involvement in food production is included. Intensive lab applications. *Prerequisite:* TTM 201 (for HTM

students only); *Corequisite*: FBM 315 (for HTM students only).

HSM 314 (HTM 314) Human Resources Management in the Hospitality Industry (3.0); 3 cr. Knowledge of the human resources management function in the context of hospitality organizations is developed. In addition to personnel management techniques, exposure will focus on the HRM activities aimed at attracting, retaining and motivating hospitality employees. *Prerequisite*: TTM 201.

FBM 315 Food Production Lab (0,3); 1 cr. Practical implementation of the culinary concepts and techniques taught in Food Production (FBM 313). (*Corequisite*: FBM 313 for HTM students only).

HSM 319 (HTM 320) Information Technology in the Hospitality Industry (3.1); 3 cr. This course aims to provide students with a competence in the computerized property management systems used in hotels and restaurants. Information processing concepts, equipments and systems with respect to front office and restaurant automation are introduced. Applied software programs are used intensively. Intensive lab applications. *Corequisite*: HSM 224.

FBM 324 (HTM 323) Restaurant Operations and Floor Management (3.1); 3 cr. An extensive theoretical and practical exposure to dining room operations and management. Students learn and practice different service and functions concepts as well as learn to manage scheduling, hosting, selling, cashiering, sanitation and safety, and operational performance. Service and related software labs are intensely used. *Prerequisite*: FBM 313.

TTM 326 (HTM 325) Domestic Travel and Tourism Development (3.0); 3 cr. The course provides a complete description and geography of domestic tourism from the view-point of the traveler and the travel/tourism entrepreneur. Students will gain a solid practical understanding of local travel and tourism development and potentials from a specific destination and potentials. Field trips and projects are part of this course. *Prerequisites*: TTM 201, TTM 237.

FBM 332 (HTM 333) Catering, Functions and Banqueting Management (3.0); 3 cr. Course leading to a thorough understanding of the different catering concepts for special functions. Lectures and demonstrations focus on menu

planning, working methods, catering equipment, kitchen and service layout, service, events preparation and execution, sales, and human resources organization. The course will equip students to operate and manage different types of food and beverage service, on and off premises. *Prerequisite*: FBM 313.

HSM 334 Resort & Receptions Management (3.0); 3 cr. Resorts & Recreation systems include the environmental, social, managerial resources and the methods for development of full service resorts and recreations. Comparison of specialized requirements for different types of resorts based on location, climate, activities, human resources and life style. The goal of this course is to help students develop a related understanding of the principles of project development, construction, supervision, pre-opening requirements and operations.

FBM 335 (HTM 345) Institutional and Contract Foodservice Management (3.0); 3 cr. Administration of foodservice operations in noncommercial, convenience and contract-managed facilities. Characteristics and operations of specialty businesses such as health-care, cafeteria, industrial, foodservice vending and in-flight catering are studied. Field Trips and projects supplement classroom sessions. *Corequisites*: FBM 324.

TTM 341 International Air Law (3.0); 3 cr. This course establishes a solid core of knowledge of the principal instruments of international air law. It will allow the student to understand interpret and apply the main rules and regulations of air law. It will also explain the legal framework governing aircraft security, interception of aircraft & piracy, alliances & their impact, and the legal issues surrounding the airline distribution.

TTM 342 (HTM 342) Travel Agency and Tour Management (3.0); 3 cr. A thorough examination of the services and functions of retail and wholesale travel agencies. Specifically covered are agency organization, automation and operations as well as wholesale package planning, implementation and evaluation. Field trips and actual projects will supplement classroom discussions. *Corequisite*: TTM 326.

FBM 343 (HTM 343) Purchasing for Hospitality Operations (3.0); 3 cr. A comprehensive exposure to the basic principles of purchasing food, beverage, equipment, supplies and contract services. Specific topics

include product specifications and ordering, supplier selection, store management and negotiations. Field Trips included. *Prerequisite:* FBM 313.

TTM 344 (HTM 344) International Travel and Tourism (3.0); 3 cr. A complete description and geography of international travel, notably current trends and cultural behavior, popular destinations, and international tourism organizations as well as major international travel transportation modes and routes. A comparative approach and evaluation of national and international destinations organization, management and marketing.

TTM 345 Airline Passenger Services (3.0); 3 cr. An introduction to the most important air transport service and safety skills essential to maintain traveller satisfaction. The course enables students to understand the application of international air transport standards relating to passenger and baggage handling functions. Practical working knowledge of airport passenger service functions will be acquired. *Corequisite:* TTM 342

TTM 346 (HTM 346) Automated Travel System (3.0) 3 cr. A comprehensive, hands-on computer learning experience. Students will progress from the characteristics and development of automation in the retail travel agency to practical applications in computerized reservations and back-office systems. *Corequisite:* TTM 342.

FBM 349 (HTM 349) International Cuisine (3.1); 3 cr. Broadens students knowledge of menus and the popular national cuisines riding the international trendy wave. Emphasis is placed on concepts, cultural contexts, food preparation and service characteristics. Managerial perspective is also used related to nutrition, menu adaptability, architectural layouts, costing and marketing. Course is heavily application oriented. *Prerequisite:* FBM 313.

FBM 351 (HTM 351) Food, Beverage and Labor Cost Control (3.0); 3 cr. This fundamental course is designed to familiarize the student with the theory and practice of internal cost controls in the hospitality industry. A comprehensive and thorough understanding of quality assurance versus cost impact on profitability management is provided. Practical financial problems and actual operational techniques of functioning systems of internal

control are studied. The focus is to provide future hospitality managers with the ability to handle the diverse issues regarding service quality, employee morale and cost management. *Prerequisites:* HSM 311, FBM 313.

FBM 381 (HTM 381) Internship II: Food and Beverage Operations 1 cr. A supervised on-the-job work experience in the food and beverage business, particularly restaurants and catering. Arranged with a Department approved cooperating institution, this field experience - of no less than 500 hours - emphasizes operations and management functions in service, production, inventory and cost control. Student must check course guidelines before registering. *Prerequisite:* FBM 324.

TTM 382 (HTM 382) Internship III: Travel Agency and Tour Operations 1 cr. A supervised on-the-job work experience in the travel and tourism business, particularly travel agency and tour operations. Arranged with a Department approved cooperating institution, this field experience - of no less than 500 hours - emphasizes agency and group travel operations and management functions. Student must check course guidelines before registering. *Corequisites:* TTM 326, TTM 342, TTM 344.

HSM 411 (HTM 411) Hospitality Managerial Finance (3.0); 3 cr. Understanding the role of the hospitality financial controller through the application of accounting, finance and cost control principles, aimed at maximizing the organization value. Focus areas include: preparation of financial statements, bond and stock valuation, working capital management, short-term financing, capital budgeting and alternative financing arrangements. *Prerequisite:* HSM 311.

HSM 412 Intermediate Business Finance (3.0); 3 cr. Building on the concepts developed in HSM 411, this course focuses on corporate financial management including risk analysis, security markets operations and international finance. *Prerequisite:* HSM 411.

FBM 413 (HTM 413) Advanced Food Production (1.3); 3 cr. The course aims to examine latest techniques and production systems in the food service industry. Commercialized innovations in forms of food, techniques in production, storing and serving, and new technological developments in food service equipments are explored. *Prerequisite:* FBM 313.

FBM 424 Restaurant Development and Management (3.0); 3 cr. Students systematically plan and develop a restaurant from concept to operations. The course comprises concept analysis, feasibility study, menu development and pricing, technical and architectural planning, staffing, and pre-opening, opening and operational administration. An applied project approach is used. *Prerequisite:* FBM 324.

HSM 432 (HTM 432) Hospitality Property Management (3.0); 3 cr. This course provides an understanding of the peculiar responsibilities of the engineering and maintenance department. It includes a basic technical understanding of the major building operating systems (HVAC, sound, water, safety and security), landscaping as well as the related operating energy and cost management. Filed property visits included.

HSM 437 Hospitality Sales and Promotional Techniques (3.0); 3 cr. An analysis of hospitality buyers' motivations and behavior, and the related effective promotional and sales techniques. This partly experiential course provides the opportunity to develop and practice promotional and personal-selling skills. *Prerequisite:* TTM 237

HSM 439 Market and Feasibility Studies (3.0) 3 cr. Study of the techniques used to conduct standard market and feasibility studies for hospitality properties and tourism developments. Analysis include supply, demand, site evaluation, risk assessment and operational and financial projections. *Prerequisite:* TTM 237, STA 206.

TTM 440 Tourism and Multicultural Management (3.0) 3 cr. In-depth examination of differences in culture, customs and behaviors in the hospitality/tourism industry. Students will focus on cultural differences and the varying needs of international tourists. This course addresses the significance of art, customs, traditions, and visitor management to educate the traveler and preserve cultural diversity.

FBM 444 (HTM 443) Alcoholic Beverages Appreciation (3.0); 3 cr. This course provides knowledge and appreciation of the major alcoholic beverage from cultural background to production, evaluation purchasing, storing and service etiquette. Wine, whisky, arak, beer and spirits are emphasized. A further introduction to

coffee, tea and non-alcoholic beverages is provided. Evaluation by tasting is an integral part of the course. Laboratory fee.

TTM 445 (HTM 445) Sustainable Tourism (3.0); 3 cr. A deeper understanding and analysis of the business-society interface. Policy guidelines to bring both hospitality business and society towards sustainable, workable and mutually beneficial solutions are studied. Topics investigated: ecotourism, corporate policy and social responsibility, ethics and values in business, business interests and community issues, business and media relations, corporation and government relations.

FBM 446 Bartending and Beverage Operations Management (3.1); 3 cr. The course deals specifically with the operations and administration of beverage businesses. Students acquire valuable practical knowledge in planning, mixology, cost control, loss prevention, creative merchandising and alcohol liability. The course is highly application oriented. Laboratory fee. *Corequisite:* FBM 444.

HSM 447 (HTM 447) Advanced Hospitality and Tourism Marketing (3.0) 3 cr. This elective course builds on the student's previous exposure to the principles and practices of marketing. The key feature is the comprehensive and in-depth coverage of global market analysis for business opportunities and sustainable competitive advantage. A strong emphasis is placed upon the development of a greater appreciation of consumer behavior and competition analysis, selling and communication strategies and management as well as business negotiations. The course is heavily case oriented. *Prerequisite:* TTM 237.

HSM 449 (HTM 449) Meetings, Conventions, Exhibitions and Events Management (3.0); 3 cr. Introduction to the environment and characteristics of the meetings, conventions and exhibitions segments of the hospitality industry. Emphasis is on managerial decisions involved in targeting, planning, organizing, selling and servicing. Applied case analysis and field projects.

HSM 450 Hospitality Project Planning and Facilities Design (3.0) 3 cr. An introduction to project management from concept and feasibility planning to space and architectural design then construction and procurement management. Emphasis is on setting appropriate facilities requirement, layout and detailed design them,

the implementation of properties decisions within a balanced design, operations and financial framework.

HSM 451 (HTM 451) Hospitality Management (3.0); 3 cr. Analysis of hospitality operating practices and policies and their managerial implications on the individual and group behavior in the organizational setting. The focus is on the acquisition and implementation of leadership styles to enhance organizational effectiveness and individual well being. The course includes the study of group behavior, attitudes and stress management, communication, motivation, leadership, power politics, conflict and organizational culture. Life case discussions and field projects are included.
Prerequisite: HSM 314.

TTM 454 Strategic Airline Business Operations (3.0); 3 cr. This course aims at emphasizing the strategic airline business planning through the development of key airline success factors and how to influence them. The student is introduced to Airline economics, bilateral agreements, contemporary issues, product specification and distribution that are necessary to formulate integrated and effective plans.

HSM 459 (HTM 459) Hospitality and Tourism Strategic Management (3.0); 3 cr. This capstone course in hospitality and tourism features the integration of business theories and practices into strategic decision making. Focus is on external and internal analysis for business opportunities, organizing for market competitive orientation, quality assurance and sustainable competitive advantage. The course is heavily case-oriented to bring forward realism, and

develop critical thinking and decision making ability.

HSM 460 (HTM 460) Special Topics in Hospitality (3.0); 3 cr. Selected readings and case studies referring to current topics and developments within the lodging and food service industries. The purpose is to expose students to recent developments, current challenges and future trends affecting the industry. Studied during the course is the impact of change on hotel and food service management. This is a seminar and case study course.

TTM 462 (HTM 462) Special Topics in Travel and Tourism (3.0); 3 cr. An overview and analysis of current developments, trends and challenges in travel and tourism. Studied during the course are the impact and decision challenges faced by management due to macro and micro environmental changes with the resulting shifts of tourism destinations and expectations. This is a seminar and case study course.

FBM 464 Special Topics in Food & Beverages (3.0); 3 cr. This course provides students discussion and problem solving in major and current topics in the F&B field. Topics are announced in the term schedule

HSM 485 (HTM 485) Seminar in Hospitality and Tourism Management (3.0); 3 cr. Individual and group studies of a hospitality and tourism business in an area of special interest. It is an in-depth dissection of the managerial functions of the business concern. Findings and decisions are reported and discussed in class.
Corequisite: HSM 451.

The Degree of Bachelor of Hotel Management and Tourism – Management of Event Production

Overview

Tourism, playing a major role in the economical development worldwide; Lebanon, being the country of services, hospitality and entertainment for the surrounding regions; both created a need for further investments in Artistic production. The professional and accurate Lebanese people who provided events on worldwide scale competing with the most famous channels programs labeled Lebanon with a brand: “The Country of Art and Entertainment”. The need for Business Producers is increasing with the increase in demand for products and with the unemployment rate of labor in this field.

Objective

This program is meant to equip the students with a managerial background for Art. The type of education offered will enhance their capabilities in properly joining the business academics to the art practicum. A diversified undergraduate program educating hard working and motivated students will adapt these latter to the market place where competition in such field will only be fair to the persons who chose such education for a differentiation.

This bachelor degree will be valid for a period of five years enabling our faculty to measure the demand for such major and to assess the market need for an undergraduate program.

Typical Entry-Level Jobs Available

- Event Management
- TV Production Management
- Theater Production Management (musical, play, etc.)
- Exhibition Management
- Assistant event Management
- Assistant TV Production Management
- Assistant Theater Production Management
- Assistant Exhibition Management
- Supervisory for any of the above

Courses Identification System

Courses offered under this degree, will bear the identification mark: EPM followed by a three-digit number (sample EPM 210, EPM 325, EPM 420).

Courses are numbered as follows: Sophomore 200, Junior 300, Senior 400.

All the courses are 3 credits, only internship is 1 credit.

Graduation Requirements

Students seeking the degree of bachelor of Hotel Management And Tourism must complete a total of 103 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the major and concentration requirements. The passing grade for all courses is D except for ENL 213 and ENL 230 whereby it is C.

Admission Requirements

Faculty of Business Administration and Economics (FBAE)

Applicants must:

- Pass the Lebanese Baccalaureate part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education.
- Sit for an English Entrance Exam (EET or TOFEL) and a Mathematics test.

Only those applicants (General Sciences or Life Sciences) who score an overall average of at least 14/20 on the Official Baccalaureate Exam are exempted from the Mathematics Test.

**Degree Requirements
(103 credits)**

| | Number of Credits |
|--|--------------------------|
| General Education Requirements | 27 cr. |
| Major Requirements EPM 201, EPM 202, EPM 203, EPM 205, EPM 206, EPM 211, EPM 207, EPM 215, EPM 301, EPM 302, EPM 303, EPM 311, EPM 321, EPM 323, EPM 330, EPM 332, EPM 401, EPM 402, EPM 403 | 57 cr. |
| Minor Concentrations <i>Theater:</i> EPM 480, EPM 430, EPM 433, EPM 490 <i>Event:</i> EPM 481, EPM 434, EPM 435, EPM 491 <i>Television/Movie:</i> EPM 482, COA 430, EPM 437, EPM 492 | 10cr. |
| Major Electives EPM 216, EPM 217, EPM 315, COA 225, EPM 317, EPM 336, EPM 415 | 6 cr. |

**Bachelor of Hotel Management and Tourism – Management of Event Production
Suggested Program (103 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--|-------|
| EPM | 201 | The Management of Accounting in Event Production | 3 cr. |
| EPM | 202 | Marketing in Event Production | 3 cr. |
| APM | 203 | Management of Event Production | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| EPM | 205 | Costume design, make-up and hairdressing Management | 3 cr. |
| EPM | 206 | Management of sound, light and setting | 3 cr. |
| EPM | 207 | Economics in Event Production | 3 cr. |
| EPM | 211 | Law and Arts | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| EPM | 215 | Business Communications | 3 cr. |
| EPM | 303 | Management of Event Production II | |
| — | — | GER | 3 cr. |

Fall Semester II (15Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| EPM | 301 | Financial Management | 3 cr. |
| EPM | 302 | Principles of Sales Management for EP | 3 cr. |
| EPM | 321 | Labor Relations | 3 cr. |
| EPM | 323 | Managing the Production Processes | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits.)

| | | | |
|-----|-----|--|-------|
| EPM | 311 | Contracts Law | 3 cr. |
| EPM | 330 | Directing and Acting for Production Managers | 3 cr. |
| EPM | 332 | Planning the Scene Design | 3 cr. |
| EPM | — | Major Elective | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (4 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| EPM | 48_ | Internship Management | 1 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| EPM | 401 | Financial Management of Art | 3 cr. |
| EPM | 402 | Critique in Artistic and Event Production Management | 3 cr. |
| EPM | 403 | Strategic Planning Conceptual Feasibility | 3 cr. |
| EPM | — | Major Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III – Theater (15 Credits)

| | | | |
|-----|-----|---|-------|
| EPM | 430 | Popular Theater and Commercial Aspects | 3 cr. |
| EPM | 433 | Theater Safety | 3 cr. |
| EPM | 490 | The Production Manager’s Senior Project Theater | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III – Event (15 Credits)

| | | | |
|-----|-----|---|-------|
| EPM | 434 | Show Business | 3 cr. |
| EPM | 435 | Control Systems for Live Entertainment | 3 cr. |
| EPM | 491 | The Production Manager’s Senior Project Event | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III – TV/Movie (15 Credits)

| | | | |
|-----|-----|--|-------|
| COA | 430 | Management of Acting for Camera | 3 cr. |
| EPM | 437 | Management of Television and Programs | 3 cr. |
| EPM | 492 | The Production Manager's Senior Project TV/Movie | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Management of Event Production

EPM 201 The Management of Accounting in Event Production (3.0); 3 cr. An introduction to corporate financial accounting concepts and procedures. Financial statements are stressed throughout the course, while attention is paid to developing procedural skills, including accounting controls. The basic financial statements are introduced: balance sheet, income statement, statement of cash flows, and statement of retained earnings. Accounting for assets, liabilities, and owners' equity.

EPM 202 Marketing in Event Production (3.0); 3 cr. The process of Marketing the Artistic Production in social, economic and legal environments. Topics covered include: Artistic Production as a product and service development, pricing strategies, channel of distributions specified for this industry.

EPM 203 Management of Event Production (3.0); 3 cr. An introduction to the basic elements of the managerial process in Artistic Production. Topics covered are: Planning in Artistic production, decision making, organizing, staffing employees (actors, singers, technicians, etc...) related to the type of production, Leading the production, and controlling processes.

EPM 205 Costume design, make-up and hairdressing Management (3.0); 3 cr. A course for designers in the techniques of preparing a scene design for production in a shop. Drafting techniques, sheet layout, conventions, and symbols are stressed. Detailed practical experience in the preparation of costumes for the stage, including sketches for projected designs and plans for their execution.

EPM 206 Management of Sound, Light, and Setting (3.0); 3 cr. An introduction to the aesthetics and the process of scenic design through critique and discussion of weekly projects. This course prepares students for the demanding artistic and practical situations to be faced in the professional background. Large-scale and somewhat complex production problems, such as multiset plays, musical

comedies, operas, ballets, events, and repertory situations may be addressed by students for presentation and critique.

EPM 211 Law and the Arts (3.0); 3 cr. An overview on the legal rights and responsibilities of artists and artistic institutions. The course includes topics about: laws of intellectual property, laws related to theater and T.V., moral rights, personality rights (defamation, publicity, and privacy) and freedom of expression. The course also introduces the structure and the language of contractual agreements and includes discussions of several types of contracts employed in the theater, show and TV. Other legal issues relating to nonprofit arts organizations may also be discussed.

EPM 207 Economics in Event Production (3.0); 3 cr. This course applies economic principles to the Artistic production industry. Special emphasis is placed on supply and demand and the determination of prices. It also discusses the impact of the GDP, growth and fluctuations on the Artistic Production industry. The course further focuses on the contribution of Artistic Production to the overall performance of the economy. Topics include: Money and banking; unemployment and inflation; national income determination; fiscal and monetary policy related to Artistic Production Industry.

EPM 215 Business Communication (3.0); 3 cr. Through a series of exercises in written and oral communication, the course seeks to enhance students' ability to express themselves clearly and effectively. It provides students with the practical technical skills required for professional business communication.

EPM 216 Music and Sound for the Theater (3.0); 3 cr. This applied course provides a laboratory for conceiving and realizing music and sound for the theater. A primary objective is the development of a strong and dynamic relationship between the director, sound designer, and/or composer. Through a series of projects based on scripts and themes,

participants explore the vast potential of designed sound while building an aural vocabulary and a critical ear.

EPM 217 British, American, and Modern Event Production Management (3.0); 3cr. An overview of organizational practice in the British, American, and modern professional Artistic Production. Starting from historic precedent, the course surveys the commercial production and the nonprofit production as organizational models. Topics include limited partnerships, nonprofit corporate structure, staff organization, and budgeting.

EPM 301 Financial Management (3.0); 3 cr. A study of the broad role of financial management in the realization of organizational goals. Topics include management control, resource allocation, analysis, funds acquisition and management, and elementary investment alternatives. *Prerequisite:* EPM 201

EPM 302 Principles of Sales Management of Event Production (3.0); 3 cr. This course explores the fundamentals of marketing and public relations in Artistic Production and the interrelation of these two functions. It offers a practical guide to such marketing techniques as planning subscription campaigns, writing advertising copy, managing telemarketing campaigns, and targeting potential audiences. The basic tools of public relations are also covered, including dealing with journalists, writing press releases, pitching feature stories, and managing photo calls. Topics include economics of marketing, consumer behavior, matching of services with demand, efficient distribution, pricing, and effective communications.

EPM 303 Management of Event Production II (3.0); 3 cr. Applications of management techniques and organizational principles to technical production. Emphasis is placed on leadership and interpersonal skills as well as on organization, planning, and facilities utilization. Assignments provide further exploration of related topics in the form of written and/or presented material. *Prerequisite:* APM 203

EPM 311 Contracts Law (3.0); 3 cr. Intends to teach how to read, write, and administer individual employment contracts. Topics covered include artistic employment contracts, duties of employer and employees; impact of legislation providing for safety, and welfare.

EPM 315 Theater Planning and Characteristics (3.0); 3 cr. This course introduces the process of planning and building a performing arts facility. Emphasis is placed on the planning process as practiced in architecture, with stress on space allocation, budgeting, functional layout, and construction procedures. The course also surveys the standard phases of architectural planning, bidding and project management, construction, building and fire code requirements, and the effect of architectural design considerations on performing arts facility design.

EPM 317 Planning Sound (3.0); 3 cr. Detailed experience in the preparation of sound, including sketches for projected designs and plans for their execution. This course is meant to enable the student know the use of the needed material in Event, Theater, and TV. *Prerequisite:* EPM206

EPM 321 Labor Relations(3.0); 3 cr. An investigation of employee relations, with emphasis on the collective bargaining process. Topics discussed include wages and hours, personnel policy, grievances, negotiation of individual contracts, employment discrimination, union negotiations, and contract administration.

EPM 323 Managing the Production Processes (3.0); 3 cr. An investigation of the relationship between the artistic director and the managing director. This course explores the role of a managing director in the production process of regional theater, including season planning, artistic budgeting, contract negotiations, artist relationships, and production partnering.

EPM 330 Directing and Acting for Production Managers (3.0); 3 cr. An examination of the director's process and techniques, this course is intended to explore the relation of script requirements to the development of production style. Areas of focus include an overview of the process, conceptual beginnings, the design process, working with the script, and the acting process throughout rehearsals and performance. *Prerequisites:* EPM 205, EPM 206.

EPM 332 Planning the Scene Design (3.0); 3 cr. An introduction for all non-design students to the aesthetics and the process of scenic design through critique and discussion of weekly projects. Emphasis is given to the examination of the text and the action of the play, the formulation of design ideas, the visual

expression of the ideas, and especially the collaboration with directors and all other designers. *Prerequisites:* EPM 205, EPM 206.

EPM 336 Design Studio (3.0); 3 cr. This course introduces different types of studios in Event, Theater, and TV. The student should be able to identify needed equipment and material for the above stated types.

EPM 401 Financial Management of Art (3.0); 3 cr. A study of the broad role of financial management in the realization of organization goals. Topics include management control, resource allocation, analysis, funds acquisition and management, and elementary investment alternatives. A study of the broad role of financial management in the realization of organizational goals. Topics include management control, resource allocation, analysis, funds acquisition and management, and elementary investment alternatives. *Prerequisite:* EPM 301.

EPM 480 Internship Management – Theater (1.0); 1 cr. A supervised on-the-job work experience in the Artistic Production business. Being in theater, The student must arrange the job with the department and approve it with the related institution. Minimum 90 hours. *Prerequisites:* EPM 330, EPM 332.

EPM 481 Internship Management – Event (1.0); 1 cr. A supervised on-the-job work experience in the Artistic Production business. Being in event, The student must arrange the job with the department and approve it with the related institution. Minimum 90 hours. *Prerequisites:* EPM 330, EPM 332.

EPM 482 Internship Management–Television/Movie (1.0); 1 cr. A supervised on-the-job work experience in the Artistic Production business. Being in television, The student must arrange the job with the department and approve it with the related institution. Minimum 90 hours. *Prerequisites:* EPM 330, EPM 332

EPM 402 Critique in Artistic and Event Production Management (3.0); 3 cr. An in depth analysis of several readings, plays, events, films, etc...This course will enable the students reason clearly towards the choice of any Artistic Production, identify and screen any project while allocating properly resources. It provides a workshop in critical writing in which the student's work is analyzed and discussed by the

class and the instructor. The class is divided into sections.

EPM 403 Strategic Planning and Conceptual Feasibility (3.0); 3 cr. Strategy is the match between a theater organization's qualifications and the opportunities afforded by a changing environment. It provides a guide to allocating human and financial capital when times are good, and to seeing opportunities for progress when times are bad. In seven four-hour sessions consisting primarily of case discussions, this course shows how to identify the organization's mission, analyze its internal and external environments, identify its strategy, resolve tensions between mission and strategy, analyze organizational culture, and adapt the culture in order to implement robust strategies. *Prerequisite:* EPM 303

EPM 415 Planning Scene Design II (3.0); 3 cr. Criticism of design problems for plays, musicals, ballet, and opera. This course continues the work started in EPM 332, carrying it a step further and focusing on design realization. *Prerequisites:* EPM 332

EPM 430 Popular Theater and Commercial Aspects (3.0); 3 cr. This seminar surveys the business aspects of producing. Relationships examined include those with the author, director, cast, other personnel, the theater owner, unions, and agents. Other topics include financing, touring, and press relations.

EPM 433 Theater Safety (3.0); 3 cr. An introduction to theater safety and occupational health. Topics include chemical and fire hazards, accident and fire prevention, code requirements, emergency procedures, and training and certification in first aid and CPR.

EPM 434 Show Business (3.0); 3 cr. Describes the type of shows the processes used and adapted for each type. It helps the students learn internationally and locally about current and potential events that can be created

EPM 435 Control Systems for Live Entertainment (3.0); 3 cr. The rapidly developing field of "show control" is the focus of this course. Show control is the convergence of entertainment, computing, networking, and data communication technologies.

EPM 437 Management of Television and Programs (3.0); 3 cr. It enables the student with advanced knowledge about television. An in-

depth studies about television departments and probable creation of programs.

EPM 490 The Production Manager's Senior Project Theatre (3.0); 3 cr. Through practice auditions of varied material and visits from Theater industry professionals (working actors, agents, casting agents, and directors), third-year actors acquire the information and skills they need to make the transition into the professional world. In their final term, students choose and rehearse scenes, which are presented to agents, casting agents, and producers. *Co-requisite:* EPM 330, EPM 403.

EPM 491 The Production Manager's Senior Project Event (3.0); 3 cr. Through practice auditions of varied material and visits from Event industry professionals (working actors,

agents, casting agents, and directors), third-year actors acquire the information and skills they need to make the transition into the professional world. In their final term, students choose and rehearse events, which are presented to agents, casting agents, and producers. *Co-requisite:* EPM 330, EPM 403.

EPM 492 The Production Manager's Senior Project TV/Movie (3.0); 3 cr. Through practice auditions of varied material and visits from Television industry professionals (working actors, agents, casting agents, and directors), third-year actors acquire the information and skills they need to make the transition into the professional world. In their final term, students choose and rehearse scenes, which are presented to agents, casting agents, and producers. *Co-requisite:* EPM 330, EPM 403.

GRADUATE PROGRAMS

Director: *Dr. Rock-Antoine Mehanna*

Administrative Assistant: *Miss Gilberte Khairallah*

The Degree of Master of Business Administration (MBA)

The Graduate Program

The graduate program consists of four parts:

I. Preparatory Courses

Applicants to a graduate degree program who do not have a BBA or its equivalent will be required to take some preparatory courses. These courses provide a management base upon which students can build the courses required for a graduate degree.

These courses are in addition to the MBA degree requirements. The grades of these courses are not included in the GPA. MBA candidates should score an overall average of “B” in these courses. Only upon successful completion of these courses candidates join the regular MBA program.

The preparatory courses are:

| | | | |
|------------------|-----|--|-------|
| ACO | 500 | Fundamentals of Financial Accounting | 3 cr. |
| BAD | 500 | Fundamentals of Management | 3 cr. |
| BAF | 500 | Fundamentals of Financial Management | 3 cr. |
| ECN | 500 | Fundamentals of Micro and Macro Economics | 3 cr. |
| ¹ HTM | 500 | Fundamentals of Hospitality Management and Tourism | 3 cr. |
| STA | 500 | Applied Statistics for Business and Economics | 3 cr. |

These or some of these courses may be waived upon the recommendation of the Faculty Graduate Committee based upon the undergraduate degree or work experience of the student. They could also be waived based on proficiency tests.

II. Required Common Core Courses (18 cr.)

All candidates for the graduate degree, irrespective of their area of concentration, must complete the following six common core courses. These courses develop an understanding of the modern business organizations and their functioning, and build a strong foundation in principles, theories of business, upon which students can build a variety of specializations within the degree program.

The required common courses are:

| | | | |
|-----|-----|--|-------|
| ACO | 603 | Financial and Managerial Accounting | 3 cr. |
| BAD | 601 | Contemporary Management | 3 cr. |
| BAF | 601 | Financial Management | 3 cr. |
| ECN | 601 | Microeconomic and Macroeconomic Theory I | 3 cr. |
| MRK | 601 | Marketing Strategy | 3 cr. |
| RMC | 605 | Research Methodology | 3 cr. |

These core courses are thought not as separate, independent disciplines but as integrated, coordinated basic set of tools for managerial decision making, and they can be applied in a broad range of professional settings in the private and the public sectors.

¹ Required only of candidates who choose the MBA-Hotel Management and Tourism program.

III. Concentration Requirements (12 cr.)

After completing the core courses, degree candidates build further skills and depth of knowledge in their choice of concentration in one particular area of business. See below the curriculum of each area of concentration.

IV. Faculty Electives (3-6 cr.)

Graduate students have the opportunity to choose three credits (in case they choose the thesis option) or six credits (in case they choose the research project option) offered by the Faculty to either diversify their background, or widen their area of concentration.

V. Research (3-6 cr.)

After completing 30 graduate credits, students have to write a thesis (6 cr.) on a significant problem in business administration selected from their area of concentration, or work on a research project (3 cr.).

The Curriculum of MBA- Economics Concentration

Degree Requirements (39 credits)

Required Common Core Courses **18 cr.**
ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements **12 cr.**
ECN 603, ECN 607, ECN 609, ECN 615.

Faculty Electives **3-6 cr.**

Option I: Thesis Option

ONE course to be chosen from the following:

BAD 617, ECN 605, ECN 611, ECN 619, ECN 629, ECN 631, ECN 635,
ECN 639.

Option II: Research Project Option:

TWO courses to be chosen from the following:

BAD 617, ECN 605, ECN 611, ECN 619, ECN 629, ECN 631, ECN 635,
ECN 639.

Research **3-6 cr.**

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

The Curriculum of MBA- Finance Concentration

Degree Requirements (39 credits)

Required Common Core Courses **18 cr.**
ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements **12 cr.**
BAF 603, BAF 605, BAF 619, BAF 625.

Faculty Electives **3-6 cr.**

Option I: Thesis Option

ONE course to be chosen from the following: BAD 639, BAF 607, BAF 609,
BAF 613, BAF 615, BAF 617, BAF 621, ECN 615.

Option II: Research Project Option:

TWO courses to be chosen from the following: BAD 639, BAF 607, BAF 609, BAF 613, BAF 615, BAF 617, BAF 621, ECN 615.

Research 3-6 cr.

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

The Curriculum of MBA- Project and Operations Management Concentration

Degree Requirements (39 credits)

Required Common Core Courses 18 cr.

ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements 12 cr.

PRM 601, PRM 603, PRM 605, BAF 607.

Faculty Electives 3-6 cr.

Option I: Thesis Option

ONE course to be chosen from the following: BAD 639, BAF 609, BAF 613, BAF 615, BAF 617, BAF 621, ECN 615, ECN 639.

Option II: Research Project Option:

TWO courses to be chosen from the following: BAD 639, BAF 609, BAF 613, BAF 615, BAF 617, BAF 621, ECN 615, ECN 639.

Research 3-6 cr.

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

The Curriculum of MBA- Management and Strategy Concentration

Degree Requirements (39 credits)

Required Common Core Courses 18 cr.

ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements 12 cr.

BAD 603, BAD 611, BAD 631, BAD 645.

Faculty Electives 3-6 cr.

Option I: Thesis Option

ONE course to be chosen from the following: BAD 605, BAD 609, BAD 615, BAD 617, BAD 621, BAD 639, MRK 613, PRM 601.

Option II: Research Project Option:

TWO courses to be chosen from the following: BAD 605, BAD 609, BAD 615, BAD 617, BAD 621, BAD 639, MRK 613, PRM 601.

Research 3-6 cr.

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

The Curriculum of MBA- Human Resources Management Concentration

Degree Requirements (39 credits)

Required Common Core Courses 18 cr.
ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements 12 cr.
BAD 623, BAD 625, BAD 630, BAD 642.

Faculty Electives 3-6 cr.

Option I: Thesis Option

ONE course to be chosen from the following: BAD 605, BAD 609, BAD 621, BAD 631, BAD 634.

Option II: Research Project Option:

TWO courses to be chosen from the following: BAD 605, BAD 609, BAD 621, BAD 631, BAD 634.

Research 3-6 cr.

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

The Curriculum of MBA- Marketing Concentration

Degree Requirements (39 credits)

Required Common Core Courses 18 cr.
ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements 12 cr.
BAD 627, MRK 603, MRK 611, MRK 621.

Faculty Electives 3-6 cr.

Option I: Thesis Option

ONE course to be chosen from the following: BAD 605, BAD 609, BAD 621, MRK 605, MRK 613, MRK 615, MRK 619.

Option II: Research Project Option:

TWO courses to be chosen from the following: BAD 605, BAD 609, BAD 621, MRK 605, MRK 613, MRK 615, MRK 619.

Research 3-6 cr.

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

The Curriculum of MBA- Hospitality Management Concentration

Degree Requirements (39 credits)

Required Common Core Courses 18 cr.
ACO 603, BAD 601, BAF 601, ECN 601, MRK 601, RMC 605.

Concentration Requirements 12 cr.
BAD 623, HTM 605, HTM 607, HTM 609

Faculty Electives 3-6 cr.

Option I: Thesis Option

ONE course to be chosen from the following: HTM 613, HTM 629, HTM 637, HTM 640, HTM 650, HTM 654, BAD 605, BAD 609, BAD 621.

Option II: Research Project Option:

TWO courses to be chosen from the following: HTM 613, HTM 629, HTM 637, HTM 640, HTM 650, HTM 654, BAD 605, BAD 609, BAD 621.

Research 3-6 cr.

Option I: Thesis Option BAD 690 (6 cr.)

Option II: Research Project Option: BAD 680 (3 cr.)

Preparatory Courses: For Non-Business Undergraduate Degree Holders

ACO 500 Fundamentals of Financial Accounting (3.0); 3 cr. Focuses on the basic financial accounting principles and more advanced procedures of accounting for sole proprietorships, partnerships and corporations. Explanation of the techniques of measuring, classifying, summarizing, reporting and interpreting financial information. Accounting software is used.

BAD 500 Fundamentals of Management (3.0); 3 cr. An introduction to the basic principles and theories of management. It covers management objectives, organizational structures, material and human resource utilization, decision making, planning, and organizing.

BAF 500 Fundamentals of Financial Management (3.0); 3 cr. A condensed version of financial management including the role of the financial manager and the techniques for obtaining and using funds to maximize the value of the firm. Topics covered include: discounted CF analysis, valuation methods, risk and return, financial analysis, financial planning and control, working capital management, cost of capital, capital structure, common stock and long term debt financing, and credit management.

ECN 500 Fundamentals of Micro and Macro Economics (3.0); 3 cr. Covers the basic principles, theories, and policies in both Micro and Macro Economics. At the Micro level, it covers demand and supply analysis, consumer's theory, production costs, and market structure. At the Macro level it covers national income and output determination, money and banking, unemployment and inflation, and fiscal and monetary policies

HTM 500 Fundamentals of Hospitality Management and Tourism (3.0); 3 cr. An examination of hospitality operations and the areas of critical importance to the tourism industry. Required only of students with no academic background in hospitality and tourism management

STA 500 Applied Statistics for Business and Economics (3.0); 3 cr. The course covers the following main topics: Introduction to statistics and probability, discrete and continuous random variables, sampling distribution, hypothesis testing and estimations, analysis of variance, simple and multiple regression, and time-series analysis. The course also applies these concepts and techniques to actual real world business and economic situations.

Graduate Courses: Accounting

ACO 603 Financial and Managerial Accounting (3.0); 3 cr. The course reviews the accounting system used to prepare financial statements of companies and groups in a national and international environment. It

analyzes the business transactions, deals with financial recording and accounting procedures, contributes to the measuring of product and activity segment performance, and provides managers with decision analysis tools.

Graduate Courses: Economics

ECN 601 Microeconomic and Macroeconomic Theory I (3.0); 3 cr. This course focuses on the fundamental foundations of microeconomic and macroeconomic theories. Topics covered include: theory of choice; elasticity; utility theory; production and cost theories; production and pricing under different market structures; factor markets; determination of national income; economic growth models; money and central banking; fiscal and monetary policies and economic activity; inflation and unemployment.

ECN 603 Microeconomic and Macroeconomic Theory II (3.0); 3 cr. This course investigates more thoroughly and more rigorously the topics

covered in ECN 601. Additional topics will cover: intertemporal choice; decision making under uncertainty; general equilibrium analysis; New Classical, New Keynesian and Real Business Cycle models of macroeconomy; open economy macroeconomics. *Prerequisite:* ECN 601.

ECN 605 Monetary Economics (3.0); 3 cr. The course examines the theoretical and practical aspects of money's role in the economy. Topics covered include: definitions of money; demand and supply of money; the transmission mechanism of monetary policy; central banking and money supply control; the theory of

monetary policy; money, inflation, and unemployment; Keynesian-Monetarist-Neoclassical debate. *Prerequisite:* ECN 601.

ECN 607 Public Finance and Fiscal Policy (3.0); 3 cr. This course analyzes the role of the public sector in the economy. The aim is to understand the reasons for government interventions and the extent of intervention, and the response of individuals and firms to government intervention. Topics covered include: different views about government role, market failures, externalities, public goods, voting, the efficiency and equity consequences of welfare policies and programs, the efficiency and equality consequences of different tax systems and deficit financing. *Prerequisite:* ECN 601.

ECN 609 Econometrics (3.0); 3 cr. This course represents an introduction to the basic tools of econometrics. It offers a combination of econometric theory and hands-on practical training for graduate courses. The aim of this course is to provide realistic applications through numerous real-world examples of model specification, estimation, and hypothesis testing. The course includes background information on mathematics, probability, statistics, and software applications. Moreover, this course will present a balanced treatment of both microeconomic analysis (cross-sectional) and macroeconomic analysis (time-series). *Prerequisites:* ECN 601 and RMC 605.

ECN 611 Economics and Politics (3.0); 3 cr. The course explores the most important frameworks for understanding the relation between politics and economics. It studies for example how the timing of elections, the ideological orientation of governments, and competition among political parties influence unemployment, economic growth, inflation, and various monetary and fiscal policy instruments. *Prerequisite:* ECN 601.

ECN 615 International Economics (3.0); 3 cr. The course is designed to apply international trade theory in order to provide an understanding of the principles governing the design, formulation, and implementation of trade policies, and the international financial aspects of foreign trade. Topics covered include: survey of international trade theories; foreign direct investment; regional trading agreements; instruments of trade policy; trade regulations and industrial policies; balance of payments; foreign exchange rate systems; foreign exchange

forwards, futures and options; balance of payments adjustment; open economy macroeconomics; the international financial system. *Prerequisite:* ECN 601.

ECN 619 E- Commerce Economics (3.0); 3 cr. The purpose of this course is to apply the basic principles of economics to the area of electronic commerce and to study the impact of the economic commerce revolution on the economy. Topics covered include: Foundations of electronic commerce; business strategies and conduct in electronic marketplace; internet marketing and advertising; intellectual property rights and the internet; online financial markets; economics of online banking; digital cash and electronic payments; regulatory issues in electronic markets; electronic marketplace and aggregate economic activity; electronic commerce and the world trading system. *Prerequisite:* ECN 601.

ECN 629 Economic Development (3.0); 3 cr. The purpose of this course is to survey the socio-economic problems of the developing countries with a special focus on ME countries and to sharpen the student's analytical skills in analyzing these problems and finding solutions. The course will be covering theories of underdevelopment and development, structural diversity and common characteristics of developing countries, strategies of economic development and the financing of economic development. *Prerequisite:* ECN 601.

ECN 631 Environmental and Natural Resource Economics (3.0); 3 cr. This course is an introduction to the natural resources, environmental economics, and sustainable development. Topics covered include: introduction to resources and environmental economics; ethical foundations of environmental economics; economic concepts and analysis for examining natural resource use; the valuation of environmental resources; the sustainable development; depletable, recyclable, non-recyclable, replenishable, storable, renewable and reproducible resources; the efficient and optimal use of environmental resources; the economics of pollution and pollution control policy; international and global environmental pollution problems; global warming; oil economics. *Prerequisite:* ECN 601.

ECN 635 Behavioral Economics (3.0); 3 cr. The course integrates psychological and economic analysis of behavior. Psychological topics include social preferences, impulsivity,

bounded rationality, loss aversion, overconfidence, etc. It discusses how psychological experiments have been used to learn about preferences, cognition, behavior, etc. Economic topics include arbitrage, equilibrium, rational choice, game theory, etc. It integrates these psychological and economic concepts to understand behavioral phenomena, such as portfolio choice, credit-card borrowing, retirement saving, auction bidding, etc. *Prerequisite:* ECN 601.

ECN 639 Labor Economics (3.0); 3 cr. The course studies the labor market, collective bargaining and union impacts. Topics covered include: demand for and supply of labor; wage determination; labor force participation rates; investment in human capital; labor unions and collective bargaining; economic impacts of unions; labor legislation; labor market discrimination; wage structure; wage theories; labor productivity; inflation and unemployment. *Prerequisite:* ECN 601.

Graduate Courses: Finance

BAF 601 Financial Management (3.0); 3 cr. This course provides a comprehensive and contemporary coverage of the financial management, focusing on shareholder wealth maximization and cash flow management, as well as on the international aspects of financial management. In addition, this course covers financial analysis and financial decisions, capital budgeting decisions under risk, and capital structure theory. *Prerequisite:* ACO 603.

BAF 603 Investment and Portfolio Analysis (3.0); 3 cr. The course covers the functioning of the credit markets in both the advanced and the developing economies (emerging markets). It evaluates the role of credit markets in financing economic development both at the project level (micro) and the level of a whole sector or the over-all economy (macro). In addition the course focuses on the analysis of marketable securities, other types of investments, evaluation, trading systems. Case studies will be widely used. *Prerequisite:* BAF 601.

BAF 605 Commercial Bank Financial Management (3.0); 3 cr. The objective of this course is equip students with principles and tools which allow them to understand sources and uses of bank funds and the risk of banking, to manipulate economic models of bank performance and valuation, to properly operate the bank's Asset-Liability Management and interest rate risk, to be familiar with the traditional approach to business lending and with modern methods for analyzing and managing credit, to perform the liquidity risk and liquidity management, and to go into the operational risk, securitization, and derivatives in greater depth. *Prerequisite:* BAF 601.

BAF 607 Investment Valuation (3.0); 3 cr. Valuation is at the heart of every investment decision, whether that decision is to buy, sell, or

hold. But the pricing of any financial asset has become a more complex task in modern financial markets. Investment Valuation provides expert instruction on how to value any type of asset-stocks, bonds, options, futures, real assets, and much more. The use of real-world examples and the most current valuation tools will be done through the theory and application of valuation models. *Prerequisite:* BAF 601.

BAF 609 Entrepreneurial Finance (3.0); 3 cr. This course covers the process of starting a business, raising capital, managing the finances of the business throughout its growth, and ultimately cashing out of the business. It also includes the process on purchasing a business via a leveraged buyout. The course is very practical but rigorous to fit middle market and emerging business firms. It gives students real-world experiences and approaches rather than theories. Entrepreneurial Finance delivers real-world advice and insightful information sought by those who want to start their own businesses. *Prerequisite:* BAF 601.

BAF 613 Short Term Financial Management (3.0); 3 cr. This course includes broader and integrated coverage of treasury and working capital management, while using valuation and the cash flow timeline as integrating themes. Up to date presentations of developments in treasury management, banking deregulation, globalization of financial services delivery, electronic commerce, international cash management, and foreign exchange risk, will be covered in this course. *Prerequisite:* BAF 601.

BAF 615 Financial Engineering (3.0); 3 cr. The objective of this course is to present the numerous tools and the different techniques enabling a company or a shareholder to conserve or to acquire the control of a company while minimizing Financial contribution in terms of

equity. Main subjects to be covered: leverage (legal leverage, earn-out, financial leverage, financial set-up with leverage effect, Leverage Build-Up LBO, Leverage Buy-out, etc.), consolidation and acquisition strategies (MBI, MBO, etc), operations concerned with financial engineering (Take Over Bid TOB, Share Exchange Offer SEO, acquisitions, mergers, etc). *Prerequisite:* BAF 601.

BAF 617 Investment Banking (3.0); 3 cr. The course focuses on the theory and practice of investment banking. Topics covered include corporate restructuring, evaluation of the cost-benefit of mergers, underwriting, packaged syndicated loans, and other forms of financing corporate deals emphasized. *Prerequisite:* BAF 601.

BAF 619 Corporate Financial Analysis in a Global Environment (3.0); 3 cr. Corporate Financial Analysis in a Global Environment emphasizes the financial concepts and tools essential for understanding the financial impacts of business decisions. Current examples of actual business situations will be applied to demonstrate how financial tools, concepts, and theories can be used by managers to improve decision-making and enhance business

performance. The course includes a discussion of international financial statements and the financial impacts of changes in foreign exchange rates. *Prerequisite:* BAF 601.

BAF 621 Capital Budgeting (3.0); 3 cr. This course explores all areas of capital budgeting and all the strategies used to make long-term financing decisions. Utilizing a strategic framework, it discusses how the key concepts synchronize with overall corporate strategies and goals. Most important topics to be covered: Alternate measures of capital investment desirability, measuring incremental cash flows, single investment risk analysis, Arbitrage Pricing Theory, Option Pricing Theory, lease analysis, capital rationing, etc. *Prerequisite:* BAF 601.

BAF 625 Derivatives (3.0); 3 cr. This course focuses on options and/ or futures, derivatives, and/ or risk management at an advanced level. It presents a detailed but flexible coverage of options, futures, forwards, swaps, and risk management – as well as a solid introduction to pricing, trading, and strategy – and offers an outstanding blend of institution material, theory, and practical applications. *Prerequisite:* BAF 601.

Graduate Courses: Hospitality Management

HTM 605 Legal and Ethical Aspects in Hospitality and Tourism (3.0); 3 cr. An advanced study of the local and international legislation and directives as they apply to the hospitality and tourism industry. Special emphasis on the application of contemporary law and ethics in employee, guest, vendor and environment relations. Contract negotiation, specification and interpretation are also reviewed. Cases of legal risks in tourism are examined.

HTM 607 Cost Control in Hospitality Operations (3.0); 3 cr. In-depth analysis of different methods of cost control strategy and operations, including information systems and computerized cost control. Focusing on issues that affect a manager's decisions using real-world cases in order to provide solutions to cost control problems and improve performance in hospitality operations. *Prerequisite:* ACO 603.

HTM 609 Competitive Strategic Management for Hospitality and Tourism (3.0); 3 cr. An integrative course designed to develop strategic thinking, planning and implementation for

competitive advantage. Focus is on change management in the global dynamic corporate environment. *Prerequisites:* ECN 601, MRK 601, HTM 607

HTM 613 Creating and Managing for Service Excellence (3.0); 3 cr. Advance usage of marketing concepts and techniques to create, operate and evaluate service systems for hospitality/ tourism enterprises. Emphasis on managing the design, communication and delivery of differentiating quality service.

HTM 629 Advanced Food and Beverage Management (3.0); 3 cr. Advanced operational and managerial skills needed to be successful in food & beverage operations. Emphasis on market-based analysis, concept development, menu planning, operations and catering management, customer service processes, and analysis of food and beverage current issues.

HTM 637 Productivity and Quality Performance in Hospitality Management (3.0); 3 cr. Holistic implementation of contemporary management principles and leadership styles in the hospitality industry.

Emphasis on continuous service improvement, human resource involvement and customer satisfaction through the use of total quality management. Current issues, workplace diversity, organizational change and global citizenship are examined and challenged.

HTM 640 Hospitality Asset Management (3.0); 3 cr. Managing the hospitality investment portfolios to meet the specific objectives of shareholders in order to maximize return on investment and build strategies for value creation through optimization of asset management. Topics include analyses and negotiation of management contracts, benchmarking property performance, capital improvement decisions, and financial projections and valuations. *Prerequisite:* BAF 601.

HTM 650 Hospitality Strategies and Operational Simulation (3.0); 3 cr. An extensive problem-solving course integrating all aspects of hospitality operations management handling internal and external challenges and changes. Group workshop style of instruction throughout. *Corequisite:* HTM 609.

HTM 654 Problems and Critical Issues in Hospitality Operations (3.0); 3 cr. Analysis of special recurring problems and issues confronting the hospitality and tourism industry. Extensive use of critical thinking skills, synthesis of information, impact assessment and decision making skills to solve operational dilemmas. *Prerequisite:* HTM 607.

Graduate Courses: Management and Strategy

BAD 601 Contemporary Management (3.0); 3 cr. The complexity of management as a field of study is reflected in the range of approaches taken to its presentation in this course students will learn how to relate traditional management concepts to contemporary management challenges on issues such as people, governance, total quality, social responsibility, and the global business environment.

BAD 603 Management of Organizations (3.0); 3 cr. This course prepares students to manage organizations and to develop their leadership and management skills. It helps students to better read the business environment, handle a variety of critical situations, understand the behavioral nature of management and explore the means by which managers can achieve successful results in organizations.

BAD 605 Intercultural Management (3.0); 3 cr. The course enables students to better understand the national and international specificity of organizations. It compares and analyzes organizations worldwide from managerial, sociological and ethnological standpoints as open systems interacting with economic and institutional environments.

BAD 609 Managing Information Technology (3.0); 3 cr. The course explores the competitive and strategic uses of information technology (IT) in modern business organizations. Topics covered include management in the information age, IT's strategic business role, the need for planning and developing an IT strategy, modern

telecommunications system, and controlling information resources.

BAD 611 Entrepreneurship I (3.0); 3 cr. This course will be an overview of entrepreneurship, with emphasis on the role of entrepreneurs, finding products/ services suitable for new ventures, financing new ventures, and preparing business plans. Case studies will be discussed. Each student will prepare an abbreviated business plan for a venture developed by the student. The projects will be flexible enough to accommodate students with special interests. Ideally, projects will have the potential of becoming significant businesses. There will be several guest entrepreneurs and some cases illustrating new business creation in Lebanon and the Middle East.

BAD 615 Entrepreneurship II (3.0); 3 cr. This course will focus in further depth on developing a plan for a new business. Class work will consist of additional topics related to entrepreneurship, including legal, accounting, managerial, and financial aspects of starting new companies. Some cases and guest lectures will be included. The principal project will be a group assignment of up to four students to develop a complete business plan for a new venture normally taken from those developed in the Entrepreneurship I course.

BAD 617 Corporate Governance (3.0); 3 cr. Corporate governance has become an important issue because of its vital role in the well being of a company as a whole. Market globalization

widens the possibilities of financing companies but creates new constraints to satisfy requirements of transparency, efficiency, profitability, and risk minimization for investors.

BAD 621 Personality Theory (3.0); 3 cr. The course develops in students the knowledge of the main psychological theories of personality and individual behavior and presents the main schools of thought in personality and behavioral analysis. It deals also with personal development in professional life and with the techniques of personal development.

BAD 623 Strategic Human Resources Development (3.0); 3 cr. Strategic Human Resources Development, needs to be seen as part of the strategic management process of a given organization, since the organization is dependent on effectively utilizing and enhancing all of its sources to cope with current and future contingencies. It is about human resources development strategies which can contribute to the overall direction of organization.

BAD 625 Aligning Human Resources and Business Strategy (3.0); 3 cr. As a company's strategies change, the type of management competencies and styles need to change as well, and human resources development is responsible for this alignment. This course will help the student to identify and evaluate current and emergent themes which professionals in the human resources development field need to know in order to increase their strategic awareness and effectiveness.

BAD 627 E-Marketing and Business Models (3.0); 3 cr. The course explores the latest applications in electronic trading and the necessary infrastructure needed to make e-business possible and efficient. It deals also with the concepts and tools that marketing managers have to master in order to design and implement their company's e-marketing strategies.

BAD 630 Organization Theory and Design (3.0); 3 cr. The course studies the crucial issue of leadership in large and small businesses, in local and international setting, and evaluates the different theoretical models on management leadership. It also applies the models to specific

cases and eminent individuals that symbolize leadership in business and other settings.

BAD 631 Strategic Management (3.0); 3 cr. The course integrates the relevant dynamic components of all the functional areas of management. Emphasis is put on strategy formulation and implementation. Decision simulation models for strategic global planning are analyzed and applied.

BAD 634 Labor-Management Relations (3.0); 3 cr. The course discusses the relationships between unions, workers, management and government. Topics covered include collective bargaining, labor disputes resolution, strikes, arbitration, wages, employment security and labor legislation.

BAD 639 Financial Criminal Law (3.0); 3 cr. The purpose of this course is to identify all kind of penal risks such as: money laundering, hunch backed, fraudulent bankruptcy, forgery, breach of trust, checks without provision, fraud, etc. Moreover, this course will provide students with real-life cases.

BAD 642 Management Leadership (3.0); 3 cr. The course is an in-depth examination of the nature of contemporary complex organizations. Topics covered include organizational goals, environment, technology, change, information, power, conflicts, structures and personal satisfaction.

BAD 645 Operations Management (3.0); 3 cr. The course covers topics such as operations strategy, product and process designs, the choice of appropriate technology, quality control, scheduling, supply chain management, JIT systems, etc...

BAD 680 Research Project 3 cr. The purpose of this course is the application of research methodology and is related to the required research project to be completed by each MBA student after the accomplishment of his/her 30 credits.

BAD 690 Thesis 6 cr. Research on a significant problem in business administration selected by the candidate from a concentration area or from other topics of the MBA program.

Graduate Courses: Marketing

MRK 601 Marketing Strategy (3.0); 3 cr. This course examines the business environment and the strategic marketing decisions faced by the

top management. It presents the key concepts of marketing strategy, strategic decision-making, and develops a business strategy in a field

project. Examples of different types of organizations are utilized, with emphasis on finding solutions to real world business problems.

MRK 603 Product Development and Management (3.0); 3 cr. The course explores each step in the strategy, opportunity identification, design, testing, launching, and management stages of a new product. Topics include perpetual mapping, estimating potential sales, quality control and customer services. Students are expected to create complete programs for new products.

MRK 605 Interactive Marketing (3.0); 3 cr. The media tools, the Internet and interactive television are dramatically changing marketing practices and consumer relations to the firm. The course introduces students to the key concepts of this new marketing medium as well as to promoting a brand over the Internet, and the emergence of new services on interactive media.

MRK 611 Marketing Research (3.0); 3 cr. The course makes use of both quantitative and qualitative research methods for obtaining and analyzing data for marketing decisions. Topics include the marketing research process, research design procedure and choices, techniques of primary and secondary data collection, analytical methods such as regression analysis, multidimensional scaling and conjoint, cluster, factor, discriminate and logic analyses. An appropriate software is used in the course.

MRK 613 Brand Management (3.0); 3 cr. This course deals with brands, why they are

important, what they represent to consumer, and what should be done by firms to manage them properly. The course materials will provide the student with insight into how profitable brand strategies can be created by building, measuring, and managing the most valuable intangible assets "Brand".

MRK 615 Consumer Behavior and Rights (3.0); 3 cr. This course examines the many forms of consumer behavior, the principles explaining why consumers behave the way they do, the implications for marketing and advertising, and the methodologies and research techniques used for studying consumer behavior. It focuses on the main rights of the consumer and the different means to protect them.

MRK 619 Customer Relationship Management (3.0); 3 cr. Customer relationship management is at the core of consumer and business-to-business markets. The concept of (CRM) is based on the simple idea of treating different customers differently, it can be applied to all industries and in numerous business settings. The commonly held view is that business success hinges on creating long-term, profitable, customer relationship.

MRK 621 Sales Force and Sales Promotion (3.0); 3cr. The course shows how to enhance selling effectiveness, sales organization, and sales management decision problems. It presents the different stages of behavioral communication policy, and the techniques for measuring promotional results.

Graduate Courses: Project and Operations Management

PRM 601 Project and Operations Management (3.0); 3 cr. This course covers tools and keys used to project success. The system development life cycle will be drawn and deeply analyzed. Majors topics to be treated: concept of a project, analysis & design, development, transition to development, scope, time estimation and management, cost estimation, cost tracking, and procurement management, reducing risk, defining and delivering quality, teamwork, integration, etc. *Prerequisite:* BAF 601.

PRM 603 Project Planning and Control (3.0); 3 cr. This course teaches students how to create a business plan. Many real-life examples and exercises demonstrating in detail the process of writing a business plan are provided in this

course. Examples will be drawn from product type companies, service companies and retailers, covering the majority of issues that are unique to each of these industries. The course also discusses the techniques of controlling the project. *Prerequisite:* BAF 601.

PRM 605 IT Tool for Project Management (3.0); 3 cr. This course focuses on systems issues. The primary focus is to examine the many issues facing MIS project managers. It incorporates the Project Management Institutes Body of Knowledge (PMBOK). Traditional project management topics will be covered such as project adoption, planning, scheduling, and implementation while encouraging students to view the projects holistically and analytically. Utilizing the most current software and project

management tools, the course provides students with the most effective strategies for today's IT project managers.

Graduate Courses: Research Methodology

RMC 605 Research Methodology (3.0); 3 cr.

This course develops an intensive and advanced study of the objectives and methodologies of research for business decisions and how to design and report experiments. Topics covered include Techniques for defining problems; Research Design; Research proposal; how to write a research; Fundamental of data Manipulation: Analysis and Interpretation using the statistical package "SPSS"; Multiple Regression; ANOVA; MANOVA; Principal Components Analysis; Factor Analysis and Canonical Correlation.

The Degree of Master of Business Administration and Master of Science In International Business

MBA – MIB Program

The MBA-MIB is an Executive Program, specializing in International Business, taught entirely in English. It is composed of an 11-month period of formal teaching in class at NDU (four evenings between 5:30 and 9:30 pm weekly and, occasionally on Saturday mornings). This is followed by a 4-full month internship, and the formal presentation of an individual Memoir related to the internship, in front of a professional jury. The executive program includes 580 hours of formal teaching.

Common courses are divided into 9 Teaching Units:

- International Environment
- Corporate Strategy and Management
- Commerce/Marketing/Negotiation
- Production, Operations & Logistics
- Business Law
- Accounting & Information Technologies
- Corporate Finance
- Human Resources & Communication
- Industrial Goods
- Multi-Disciplinary Case Study, under the supervision of a team of Consultants and Academics.

There are two different formulas for the 4-month internship required by the program:

- Participants can do their internship abroad, or
- Participants can do their internship in Lebanon.

There is a formal presentation of Memoirs, which may be held in Beirut, Bordeaux or Paris.

Summer Program

It is highly recommended to applicants having no – or little – background in economics, business or management, to attend the Summer Program, which consists of 40 contact-hours covering the basics in Accounting, Marketing, Macro- and Micro Economics, as well as Organization Theory.

MBA-MIB Program

Winter Semester I (304 hours)

1. International Environment I (74 hours)
 - United States and Europe: Cultural Differences (*Prof. Akl KAIROUZ*) 10 hrs
 - The West, and the Arab and Muslim World (*Prof. Akl KAIROUZ*) 10 hrs
 - China and Asia Culture & Economics Development (*Prof. Antoine BASTIEN*) 10 hrs
 - The Arab World as an Economic Etnity (*Prof. Akl KAIROUZ*) 10 hrs
 - World Prospects and Issues (*Prof. George LABAKI*) 6 hrs
 - Economic Analysis: Prices and Markets (*Prof. Mohamad HAMADEH*) 6 hrs
 - International Trade and Public Policies (*Prof. Mohamed HAMADEH*) 10 hrs
 - Monetary Systems and Capital Markets (*Prof. Mohamed HAMADEH*) 6 hrs
 - New Challenges and Stakes in International Trade (*Prof. Louis HOBEIKA*) 12 hrs
2. Corporate Strategy / Management (16 hours)
 - Introduction to Strategy (*Prof. Bertrand MARCAIS*) 6 hrs
 - Intercultural Business & Management I (*Prof. Alexandra BENZ*) 10 hrs
3. Commerce / Marketing/Negotiation (52 hours)
 - Commercial Negotiation: Principles (*Prof. Florrie DARWIN*) 16 hrs
 - International Marketing (*Prof. Taniou TOUMA*) 16 hrs
 - E-Marketing Strategy (*Prof. Taniou TOUMA*) 12 hrs
4. Corporate Finance (34 hours)
 - International Corporate Finance I (*Prof. Jocelyn HUSSER*) 16 hrs
 - Funding International Trade & Investment Operations (*Prof. Bernard FREMONT*) 16 hrs
5. Business Law I (14 hours)
 - Industrial and Intellectual Property Rights (*Prof. Georges LABAKI*) 14 hrs
6. Production / Operations / Logistics I (28 hours)
 - Operation Management (*Prof. Atef HARB*) 16hrs
 - International Logistics (*Prof. Nitin AGARWAL*) 12 hrs
7. Human Resources and Communication (46 hours)
 - International Human Resources Management (*Prof Rashid SABER*) 20hrs
 - Business Communication (*Prof. Caroline AKHRAS*) 8 hrs
 - Outdoor Activities on International Business Issues I (*Profs. T. TOUMA & A. BASTIEN*) 4 hrs
 - Integration Seminar & Personal Development (*Prof Youssef ZGHEIB*) 14 hrs
8. Accounting IT Languages I (28 hours)
 - Financial Accounting (*Prof. Victor BAHOUS*) 6 hrs
 - Information Technology (*Prof. Armen BALIAN*) 12 hrs
 - Research & Case Methodology (*Prof. Atef HARB*) 10 hrs
9. Industrial Goods and Services I (0 hours)
10. Cross-Disciplinary Cases (10 hours)
 - Supervision of multidisciplinary case studies by Consultants (*Academic Committee NDU-Faculties, to be determined, with BBS Faculties*) 10 hrs

Please note that same Modules may spread over 2 Semesters, hence semester hour totals may not exactly amount to 304.

Spring Semester II (264 hours)

1. International Environment II (30 hours)
 - China, Japan & the Arab Moslem World(*Prof. Georges LABAKI*) 6 hrs
 - India and South Asia, Culture and Geopolitics (*Prof. Olivier GUILLARD*) 10 hrs
 - Geo-economy and Competitive Intelligence (*Prof. Eric DENECE*) 14 hrs
2. Corporate Strategy / Management (86 hours)
 - International Corporate Strategy (*Prof. Bertrand MARCAIS*) 18 hrs
 - Strategic Risks Management (Prof. Jean Louis Terrier) 16 hrs
 - Intercultural Business & Management II (*Prof. Alexandra Y. BENZ*) 10 hrs
 - Business Game (Profs. *T. TOUMA & J. HUSSER*) 4 hrs
 - Business Ethics (*Prof. Alexandra Y. BENZ*) 10 hrs
 - E-Business and Management (*Prof. VENKATAGIRI*) 16 hrs
 - Mergers, Acquisitions & Strategic Alliances (Prof. *Tanios TOUMA*) 16 hrs
3. Commerce / Marketing / Negotiation II (30 hours)
 - International Marketing Effective Major Account Management (*Prof. Marek WINLARZ*) 16 hrs
 - International Commercial Negotiation: Anglo-Saxon Countries (*Prof. Anthony WANIS ST. JOHN*) 14 hrs
4. Corporate Finance II (44 hours)
 - International Corporate Finance II (*Prof. Raja SHAFFU*) 20 hrs
 - Financial Instruments & Risks Management 14 hrs
5. Business Law II (14 hours)
 - International Business Transactions (*Prof. Djenita PASIC*) 14 hrs
6. Production / Operations / Logistics II (0 hours)
7. Human Resources and Communication II (16 hours)
 - Integration Seminar & Personal Development (*Prof. Y. ZGHEIB & A. BENZ*) 8 hrs
 - Outdoor Activities on International Business Issues II (Profs. *T. TOUMA & A. BASTIEN*) 8 hrs
8. Accounting/IT Languages II (0 hours)
9. Industrial Goods and Services II (44 hrs)
 - International Strategy of Industrial Firms (*Prof. Bertrand MARCAIS*) 6 hrs
 - International Industrial Marketing (*Prof. Bertrand MARCAIS*) 6 hrs
 - Negotiation of International Industrial Contracts (*Prof. Bertrand MARCAIS*) 4 hrs
 - International Contracts of Transfer of Technology (*Prof. Emmanuel GOUGE*) 16 hrs
 - International Logistics of Industrial Goods (*Prof. Nitin AGARWAL*) 12 hrs
10. Cross Disciplinary Cases (10 hours)
 - *Supervision of multidisciplinary case studies by Consultants (Academic Committee BBS-Faculties: Prof. Bertrand de VIVIES, Alexandra Y. BENZ & Bertrand MARCAIS, together with NDU Faculties)* 10 hrs

Please note that same Modules may spread over 2 Semesters, hence semester hour totals may not exactly amount to 264.

FACULTY OF ENGINEERING (FE)

Dr. Elias Nassar, *Dean*

DEPARTMENT OF CIVIL AND ENVIRONMENTAL
ENGINEERING

Dr. Jacques Harb, *Chairperson*

DEPARTMENT OF ELECTRICAL AND COMPUTER AND
COMMUNICATION ENGINEERING

Dr. Rabih Jabr, *Chairperson*

DEPARTMENT OF MECHANICAL ENGINEERING

Dr. Michel El-Hayek, *Chairperson*

FACULTY DIRECTORY

Office of the Dean

Engineering Building, 3rd floor,
Room E 311
Tel: 09-218-950/51/52 Extension 2028
e-mail: enassar@ndu.edu.lb

Department of Civil and Environmental Engineering

Engineering Building, 3rd floor,
Room E 308
Tel: 09-218-950/51/52 Extension 2029
e-mail: jharb@ndu.edu.lb

Department of Electrical and Computer and Communication Engineering

Engineering Building, 3rd floor,
Room E 302
Tel: 09-218-950/51/52 Extension 2174
e-mail: rjabr@ndu.edu.lb

Department of Mechanical Engineering

Engineering Building, 3rd floor,
Room E 306
Tel: 09-218-950/51/52 Extension 2232
e-mail: mhayek@ndu.edu.lb

FACULTY OF ENGINEERING

LIST OF FULL-TIME FACULTY MEMBERS

Professors

Assaf, Walid, Ph.D., 1965, Iowa State University, USA

¹*Khoury, Shahwan*, Ph.D., 1965, *Electrical Engineering (Applied Space Science)*, Carnegie Institute of Technology, CMU, USA

Associate Professor

Elmurr, Sami, Ph.D., 1986, Mississippi State University, USA

Hamad, Mustapha, Ph.D., 1995, University of South Florida, USA

Nassar, Elias, Ph.D., 1997, The Ohio State University, USA

Assistant Professors

Asmar, Ghazi, Ph.D., 1998, *Mechanical and Aerospace Engineering*, University of Missouri, USA

Chakar, Elie, Docteur, 1994, *Sciences et techniques du bâtiment*, Ecole Nationale des Ponts et Chaussées, France.

El-Hayek, Michel, Docteur Européen, 1997, *Sciences Appliquées*, Faculté Polytechnique de Mons, Belgium.

Francis, Francis, Ph.D., 2003, University of New South Wales, Australia

Georges, Semaan, Ph.D., 2001, Ecole de Technologie Supérieure, Canada.

Harb, Jacques, Ph.D., 1996, Northeastern University, USA.

Hassoun, George, Ph.D., 1996, University of Adelaide, Australia.

Jabr, Rabih, Ph.D., 2000, Imperial College, University of London, UK

Kassem, Abdallah, Ph.D., 2005, Ecole Polytechnique de Montreal, Canada.

Mendalek, Nassar, Ph.D., 2003, Ecole de Technologie Supérieure, Canada.

Laboratory Instructors

Breidy, George, M.B.A., 2004, *Business Administration*, NDU, Lebanon.

Mounsef, Jinane, M.E., 2003, *Computer and Communication Engineering*, AUB, Lebanon.

Nissi, Sophia Ghanimeh, M.E., 2004, *Civil Engineering*, AUB, Lebanon.

Laboratory Assistants

Daou, Wissam, B.E., 2000, *Mechanical Engineering*, NDU, Lebanon.

El-Turkey, Nisrine, B.E., 2003, *Computer & Communication Engineering*, NDU, Lebanon.

Siranossian, Aline, B.E., 2001, *Electrical Engineering*, NDU, Lebanon.

List of Staff Members

Bassil, Edward, *Printing Officer*, Faculty of Engineering.

Eid, Maroun, *Laboratory Technician*, Mechanical Engineering Laboratories.

Elias, Jeanette, M.A., *Media Studies-Advertising*, 2006, NDU, Lebanon, *Administrative Assistant*, Office of the Dean.

Khalil, Marise Abboud, B.A., *Advertising and Marketing*, 2002, NDU, Lebanon, *Secretary*

Lahoud, Elie, *Laboratory Technician*, Civil and Environmental Engineering Laboratories.

Mozaya, Nathalie Fahed, B.A., *Advertising and Marketing*, 2001, NDU, Lebanon, *Secretary*.

Younes, Janane, B.A., *Business Administration*, 1988, Lebanese University, Lebanon, *Secretary*.

¹ On tenure appointment

FACULTY OF ENGINEERING

Dean: *Dr. Elias Nassar*

Administrative Assistant: *Miss. Jeanette Elias*

AIMS

The Faculty of Engineering endeavors to graduate engineers who understand the ethical, social, economic and environmental context of their profession and who apply their knowledge with judgment and responsibility to develop ways to utilize the materials and forces of nature for the benefit of mankind.

The programs in civil, computer and communication, electrical and mechanical engineering prepare the students to enter immediately the professional practice upon graduation and to pursue graduate study.

The curricula of the Engineering Departments share three basic tenants: scientific and technological competence, balance between theory and practice, and commitment to self-maintained and enduring personal and professional development.

Courses are enhanced by excellent computing facilities and by extensive hands-on state-of-the-art laboratory experiences that are integrated throughout the five-year curricula.

Class and laboratory enrollment is maintained at small class sizes to ensure personal attention by a faculty that is committed to outstanding instruction as well as close student-faculty interaction both within and outside the classroom.

The Faculty supports and counsels on-campus chapters of international professional organizations that engage in a variety of activities to provide the students with national and international exposure.

Academic departments and Programs

The Faculty of Engineering (FE) consists of the following departments:

Department of Civil and Environmental Engineering

Department of Electrical and Computer and Communication Engineering

Department of Mechanical Engineering

and offers programs in Civil Engineering (CE), Mechanical Engineering (ME), Electrical Engineering (EE), and Computer and Communication Engineering (CCE), leading to the degree of Bachelor of Engineering.

Facilities

The states-of-the-art and extensive laboratories of the Faculty of Engineering are available for faculty and student research, senior engineering projects, engineering competition projects and instruction, through open hours and scores of regularly scheduled laboratory courses.

Faculty members in the academic ranks are responsible for the lab course content, relevance to the curriculum, project supervision and the facilities development and update. Dedicated instructors supported by the laboratory staff are in charge of the laboratory courses instruction.

With these academic functions, laboratories have the effective capabilities, practical functionalities and excellent quality to provide wide-ranging services to the engineering profession. These services include certified testing to the construction industry as well as advanced and unique experimental research.

Curricula

The curriculum of each program is listed under the appropriate department. All engineering curricula share a common General Education Requirements (GER) component of 24 credits distributed as follows:

General Education Requirements 24 cr.

Communications Skills

6 cr.

ENL 213 and ENL 230

Cultural Studies

6 cr.

a. One course from:

REG 212, REG 213

b. One course from:

ARB 211, ARB 212, ARB 231,

HUT 305, HUT 306, HUT 411

LIR 211, LIR 212, or equivalent LIR

FDP 201, FAP 214

GDP 224, PDP 201

Basic Science Studies

6 cr.

Two courses from:

ENS 201, ENS 202, ENS 206

NTR 201

HEA 201

BIO 202, BIO 203

AST 201

GER Free Elective

6 cr.

Two additional courses from the above indicated courses with the stipulation that GER may not include:

a) More than one Arabic course

b) Any course required for the major.

and Faculty of Engineering Requirements (FER) component of 6 credits as follows:

ENG 101 Introduction to Engineering (3.0); 3 cr. Engineering design: needs, specifications, feasibility, models. System, detailed alternative and optimum design. Reliability and liability. Communication. Patents and copyrights. Ethics.

ENG 102 Computers and Engineering (3.0); 3 cr. Operating systems. Application softwares: MATLAB. Programming and Languages. Computer Architecture. Input/output. Storage. Network Architecture. Hardware applications: Data acquisition, PLC.

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

Chairperson: *Dr. Jacques Harb*

Secretary: *Mrs. Janane Younes*

Assistant Professors

Chakar, Elie, Docteur, 1994, Ecole Nationale des Ponts et Chaussées, France.

Sciences et Techniques du Bâtiment

Harb, Jacques, Ph.D., 1996, Northeastern University, USA

Laboratory Instructor

Nissi, Sophia Ghanimeh, M.E., 2004, American University of Beirut, Lebanon

Civil Engineering.

The Degree of Bachelor of Engineering in Civil Engineering

This program aims at graduating civil engineers capable of applying their knowledge to serve society's needs in the design and construction of civil systems, while respecting nature and environmental ethics.

Admission Requirements

In addition to the University general admission requirements, Civil Engineering transfer students may be accepted in the Faculty of Engineering provided they have a grade-point average of at least 2.0/4.0 in a minimum of 12 credits of transferable courses. The number of transfer credits is determined by the Department of Civil and Environmental Engineering according to the guidelines of the Faculty of Engineering.

Residency Requirements

Full time students entering the civil engineering program of first year standing must complete the listed program within eight years of the date of enrollment in the program.

A transfer candidate with a bachelor degree in Civil Engineering from an accredited institution is required to successfully complete a minimum of 32 credits of upper-division course work including a graduation project. A transfer student without a bachelor degree in civil engineering is required to successfully complete a minimum of 45 credits of upper-division course work including 6 credits of project work.

Course Load Requirements

In general, students are not allowed to carry more than 16 credits per semester, nor more than 7 credits in a summer session unless otherwise specified in their suggested program. Restrictions may be imposed on students whose overall grade-point average is less than 2.3/4.0. Upon the approval of the advisor, a student whose overall grade-point average is no less than 3.2/4.0 may be permitted to carry a maximum load of 18 credits per semester.

Graduation Requirements

To obtain the degree of bachelor of engineering in civil engineering, a student must complete a total of 150 credits with an overall grade-point average of at least 2.0/4.0 and a minimum average of 2.0/4.0 in the major requirements and technical electives. In addition, each major requirement course as well as technical elective courses must be successfully completed with a minimum grade of C. These 150 credits are divided into:

**Degree Requirements
(150 credits)**

| | Number of Credits (cr.) |
|--|------------------------------------|
| General Education Requirements | 24 cr. |
| Core Requirements CHM 211, CSC 212, CSC 270, EEN 205, ENG 101, ENG 102, MAT 213, MAT 215, MAT 224, MAT 235, MAT 326, MEN 101, MEN 210, MEN 320, PHS 203, GEO 201 | 46 cr. |
| Major Requirements CEN 100, CEN 102, CEN 150, CEN 151, CEN 170, CEN 200, CEN 210, CEN 211, CEN 220, CEN 300, CEN 320, CEN 321, CEN 330, CEN 350, CEN 351, CEN 360, CEN 361, CEN 362, CEN 363, CEN 365, CEN 430, CEN 431, CEN 440, CEN 490 | 57 cr. |
| Approved Summer Training CEN 491 | 6 cr. |
| Technical Electives Choose any four courses from the following pool: CEN 400, CEN 401, CEN 402, CEN 403, CEN 404, CEN 405, CEN 406, CEN 410, CEN 411, CEN 412, CEN 420, CEN 421, CEN 432N, CEN 433, CEN 441, CEN 450, CEN 451, CEN 452, CEN 460, CEN 461, CEN 470, CEN 471, CEN 480, CEN 481, CEN 482, CEN 492, CEN 493, CEN 494, MEN 400, MAT 339 Or follow one of the tracks below: Track A: Structural and Material Engineering CEN 400N, CEN 401, CEN 402, CEN 403, CEN 404, CEN 405, CEN 406, CEN 410, CEN 411, CEN 412, CEN 432N, CEN 433, CEN 441, CEN 480, CEN 481, CEN 482, CEN 492, CEN 493, CEN 494, CEN 495, CEN 496, MEN 400, MAT 339. Track B: GeoEnvironmental Engineering CEN 420, CEN 421, CEN 460N, CEN 461, CEN 480, CEN 481, CEN 482, CEN 492, CEN 493, CEN 494, CEN 495, CEN 496, MAT 339. Track C: Transportation and Planning Engineering CEN 450, CEN 451, CEN 452, CEN 453, CEN 492, CEN 493, CEN 494, CEN 495, CEN 496, MAT 339. Track D: Construction Management CEN 470N, CEN 471, CEN 492, CEN 493, CEN 494, CEN 495, CEN 496, MAT 339. | 12 cr. |
| Free Electives | 5 cr. |

**Bachelor of Engineering in Civil Engineering
Suggested Program (150 Credits)**

Year 1

Fall Semester I (15 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| CEN | 100 | Statics | 3 cr. |
| CEN | 170 | Engineering Graphics | 1 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| ENG | 101 | Introduction to Engineering | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| CEN | 150 | Surveying | 2 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| CEN | 102 | Mechanics of Materials | 3 cr. |
| PHS | 203 | General Physics III | 3 cr. |
| ENG | 102 | Computers & Engineering | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| MEN | 101 | Dynamics | 3 cr. |
| CEN | 151 | Field Surveying | 1 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| — | — | General Education Requirements | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year 2

Fall Semester II (16 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| CEN | 200 | Mechanics of Materials Laboratory | 1 cr. |
| CEN | 210 | Structures I | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| MEN | 210 | Thermodynamics I | 3 cr. |
| CHM | 211 | Principles of Chemistry | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CEN | 211 | Structures II | 3 cr. |
| CEN | 220 | Soil Mechanics | 3 cr. |
| CSC | 270 | Computer Aided Engineering Design | 1 cr. |
| EEN | 205 | Electric Circuits | 3 cr. |
| CSC | 212 | Program Design and Data Abstraction | 3 cr. |
| MEN | 320 | Fluid Mechanics I | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|--------------------------------|-------|
| — | — | General Education Requirements | 3 cr. |
| — | — | General Education Requirements | 3 cr. |
| — | — | General Education Requirements | 3 cr. |

Year 3

Fall Semester III (16 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| CEN | 300 | Advanced Mechanics of Materials | 3 cr. |
| GEO | 201 | Physical Geology | 3 cr. |
| CEN | 321 | Soil Mechanics Laboratory | 1 cr. |
| CEN | 350 | Transportation Engineering I | 3 cr. |
| CEN | 360 | Hydraulics | 3 cr. |
| — | — | General Education Requirements | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| CEN | 330 | Concrete Design I | 3 cr. |
| CEN | 351 | Transportation Engineering II | 3 cr. |
| CEN | 361 | Hydraulics Laboratory | 1 cr. |
| CEN | 362 | Environmental Engineering | 3 cr. |
| CEN | 363 | Water and Waste Water Networks | 3 cr. |
| — | — | General Education Requirements | 3 cr. |

Summer Session III (6 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| CEN | 491 | Approved Summer Training ¹ | 6 cr. |
| | Or | 2 CEN Courses | |

Year 4**Fall Semester IV (16 Credits)**

| | | | |
|-----|-----|--|-------|
| CEN | 430 | Concrete Design II | 3 cr. |
| CEN | 431 | Concrete and Pavement Design Lab | 1 cr. |
| CEN | 440 | Steel Design | 3 cr. |
| CEN | 320 | Shallow Foundations | 3 cr. |
| MAT | 326 | Probability and Statistics for Engineers | 3 cr. |
| — | — | Technical Elective | 3 cr. |

Spring Semester IV (15 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| CEN | 365 | Environmental Engineering Laboratory | 1 cr. |
| CEN | 490 | Civil Engineering Project | 3 cr. |
| — | — | Free Elective | 2 cr. |
| — | — | Technical Elective | 3 cr. |
| — | — | Technical Elective | 3 cr. |
| — | — | Technical Elective | 3 cr. |

¹ Summer Training requirement may be waived by taking 6 credits of technical Civil Engineering courses. Pass/Fail grades are awarded for the summer training course.

Civil Engineering Courses

CEN 100 Statics (3.0); 3cr. Forces, moments and couples; free body diagrams; problems involving beams, trusses, and various engineering applications.

CEN 102 Mechanics of Materials (3.0); 3cr. Tension, compression, shear and bending moment diagrams; torsion; stress-strain relationship; stresses in beams; pressure vessel; combined loading and unsymmetric bending; Mohr's circle beam deflections; buckling of columns. *Prerequisite:* CEN 100

CEN 150 Surveying (2.0); 2 cr. Surveying and instrumentation; Introduction to optical, photographic, mathematical, and geometrical principles relevant to photogrammetry and remote sensing; introduction to global positioning system.

CEN 151 Field Surveying (0.2); 1 cr. Field plane surveying; topographic mapping; location survey and route surveying. *Prerequisite:* CEN 150.

CEN 170 Engineering Graphics (0.2); 1 cr. Drawing of three-dimensional objects, orthographic, sectional, pictorial view. Developed surfaces and intersections.

CEN 200 Mechanics of Materials Laboratory (0.2); 1cr. Testing for material characterization. Experiments related to static and fatigue testing of various types of materials. Tests include tension, compression, bending and buckling. *Prerequisite:* CEN 102.

CEN 201 Engineering Mechanics (3.0); 3cr. Forces; free body diagrams; beams; trusses, tension, compression, shear and bending moment diagrams; stress-strain relationship; stress in beams due to bending and shear forces; torsion of circular members, buckling of columns. Opened only to EE and CCE students.

CEN 210 Structures I (3.0); 3cr. Structural forms; analysis of structurally determinate structures; moving loads, influence lines; introduction to indeterminate structures. Collapse and analysis. *Prerequisite:* CEN 102.

CEN 211 Structures II (3.0); 3 cr. Analysis of statically indeterminate structures; methods of consistent deformations, slope, deflection, and moment distribution. Energy theorems and applications to trusses, beams, and frames. *Prerequisite:* CEN 210.

CEN 220 Soil Mechanics (3.0); 3cr. Stress-strain relations and properties of soil, seepage and flow nets. Bearing capacity of soils, footings on sand and clay. *Prerequisite:* CEN 102

CEN 300 Advanced Mechanics of Materials (3.0); 3 cr. Three dimensional strain and stress states, application of energy methods, torsion of noncircular members, nonsymmetrical bending of straight beams, shear center for thin-wall beam cross sections, curved beams. *Prerequisite:* CEN 102

CEN 308 Statics for Architects (3.0); 3 cr. Forces, moments and couples; free body diagrams; centroids; moment of inertia; problems involving beams, trusses, and frames.

CEN 309 Mechanics of Materials for Architects (3.0); 3 cr. Axial members; shear and bending moment diagrams; stress-strain relationship; flexural and shear stresses in beams; Mohr circles; beam deflections; buckling of columns. *Prerequisite:* CEN 308.

CEN 320 Shallow Foundations (3.0); 3cr. Subsurface explorations, methods of exploration and sampling, design of sheeting and bracing systems for shallow foundations. Consolidation theory, settlement analysis. *Prerequisite:* CEN 220

CEN 321 Soil Mechanics Laboratory (0.2); 1 cr. The nature of soil behavior; laboratory tests include physical properties of soils, stress-strain relationships, compressibility, and shear strength. *Prerequisite:* CEN 220.

CEN 330 Concrete Design I (3.0); 3 cr. Behavior of reinforced concrete. Ultimate strength design method. Design of beams for flexure and shear, one-way slabs, and short columns. *Prerequisite:* CEN 210, or instructor's approval.

CEN 350 Transportation Engineering I (3.0); 3 cr. Transportation in society, transportation modes; highway classification. Design elements and criteria, geometric design of highways, intersections and interchanges, earthworks and roadbed construction. Level-of-service, vehicle flow and capacity concepts; traffic control. Parking. *Prerequisites:* CEN 150, CEN 220

CEN 351 Transportation Engineering II (3.0); 3 cr. Road networks supply, traffic demand relationships, introduction to operating

principles and procedures for transportation systems; cost concepts. Airports and air transportation systems. Ports, harbors, and water transportation systems. Railways. Pavement design. *Prerequisite:* CEN 350

CEN 360 Hydraulics (3.0); 3 cr. Open channel flow, momentum and energy principles; water surface profiles; flow measurement. *Prerequisite:* MEN 320

CEN 361 Hydraulics Laboratory (0.2); 1 cr. Applying continuity, momentum, and energy principles to flow problems. Experiments include laminar and turbulent flows, major and minor losses, hydraulic jump, weirs, flow measurements. *Prerequisite:* CEN 360

CEN 362 Environmental Engineering (3.0); 3 cr. Quantitative evaluation of the environmental, economic, and technical problems involved in control of pollutants of the air, water, and land. *Prerequisite:* MEN 320

CEN 363 Water and Waste Water Networks (3.0); 3 cr. Quantities of water and wastewater; collection, transportation, and distribution; water distribution network; design of sanitary and storm- water sewer systems. *Prerequisite:* CEN 360

CEN 365 Environmental engineering Laboratory (1.0); 1 cr. Laboratory and field experiments related to pollution of air, water and soil. Tests include air sampling, water testing, sound measurement, wastewater treatment, compost tests and landfill cover performance. *Prerequisite:* CEN 362

CEN 400 Elasticity (3.0); 3 cr. Stress-Strain, elasticity formulation, solution by potentials, stress functions, torsion, thick cylinders, rotating disks, thermal stresses, straight simple beams, curved beams. *Prerequisite:* CEN 300.

CEN 401 Advanced Elasticity (3.0); 3 cr. Semi-infinite elastic medium and related problems, energy problems, variational methods, columns, beam columns, bending of thin plate, theory of thin shells, *Prerequisite:* CEN 400.

CEN 402 Stress Wave Propagation (3.0); 3 cr. Waves and vibration in strings, longitudinal waves in thin rods, flexural waves in thin rods, waves in membranes, thin plates, and shells. Waves in infinite media. *Prerequisite:* CEN 400.

CEN 403 Advanced Stress Wave Propagation (3.0); 3 cr. Waves in infinite media, waves in semi-infinite media scattering and diffraction of

elastic waves, wave propagation in plates and rods. *Prerequisite:* CEN 402.

CEN 404 Experimental Stress Analysis (3.0); 3 cr. Methods of strain measurements and strain determination, brittle coating, electrical resistance gage, photo elastic techniques. *Prerequisite:* CEN 200.

CEN 405 Energy Methods (3.0); 3 cr. Principles of virtual work, total potential energy, complimentary virtual work, total complimentary energy, and Reissner's principle for solid mechanics problems. Applications to bars, columns and plates. *Prerequisite:* CEN 300.

CEN 406 Continuum Mechanics (3.0); 3 cr. Tensor notation and manipulation, stress and deformation in a continuum. Eulerian forms of physical laws governing the motion of a continuum. Application to solids. *Prerequisite:* CEN 300.

CEN 410 Matrix Method for Structural Analysis (3.0); 3 cr. Displacement (stiffness) method, truss applications, rectilinear, tapered and curved beams, matrix transformation, frame analysis, influence coefficients and coordinate transformation, force method. *Prerequisite:* CEN 211.

CEN 411 Dynamics of Structures (3.0); 3 cr. Theory and application of structural dynamics for single and multiple degree-of-freedom models of buildings due to dynamic forces. Concepts of overall seismic design of buildings, proportioning, and detailing to achieve satisfactory seismic response. *Prerequisite:* CEN 410 or instructor's approval.

CEN 412 Structural Project (3.0); 3 cr. Usage of commercial software packages in the analysis and design of multi-story concrete and steel buildings, Bridges and storage tanks. *Prerequisites:* CEN 430, CEN 440.

CEN 419 Structures for Architects (3.0); 3cr. Structural forms; analysis of structurally determinate structures; moving loads, influence lines; introduction to indeterminate structures and approximate solutions; modeling and analysis of structures using structural analysis software packages. *Prerequisite:* CEN 309.

CEN 420 Slope Stability (3.0); 3 cr. Slope stability analysis methods. Use of software packages. *Prerequisite:* CEN 320.

CEN 421 Deep Foundations (3.0); 3 cr. Subsurface exploration and sampling, design of sheeting and bracing systems for deep foundations. Pile and corrosion analysis. *Prerequisite:* CEN 320.

CEN 430 Concrete Design II (3.0); 3 cr. Study of the strength, behavior, and design of indeterminate reinforced concrete structures, with primary emphasis on slab systems; emphasis on the strength of slabs and on the available methods of design of slabs spanning in two directions, with or without supporting beams. Analysis and design of long columns, and footings. *Prerequisite:* CEN 330N.

CEN 431 Concrete and Pavement Design Laboratory (0.2); 1 cr. Experiments dealing with concrete and asphalt properties, proportioning, design and analysis. *Prerequisites:* CEN 330, CEN 351.

CEN 432 Design of Structural Systems (3.0); 3 cr. The whole structural design process including definition of functional requirements, selection of structural scheme, formulation of design criteria, preliminary and computer-aided proportioning, and analysis of response, detailing. *Prerequisites:* CEN 430, CEN 440, or instructor's approval.

CEN 433 Prestressed Concrete (3.0); 3 cr. Fundamentals of analysis and design of post-tensioned and pre-tensioned structural members, proportioning of members, calculation of the amount and positioning of reinforcement. *Prerequisite:* CEN 430 or instructor's approval.

CEN 439 Concrete Design for Architects (3.0); 3 cr. Behavior of reinforced concrete; ultimate strength design method; pre-dimensioning of concrete structural elements; design of beams for flexure and shear, one-way slabs, footings, and short columns. Analysis methods of concrete frames. *Prerequisite:* CEN 419.

CEN 440 Steel Design (3.0); 3 cr. Design of steel beam girders, tension member columns, bolted, riveted, and welded connections. *Prerequisite:* CEN 210.

CEN 441 Advanced Steel Design (3.0); 3 cr. Design of structural systems for multiple loads, combined loading, torsion, and fatigue in structural members, plate and box members. *Prerequisite:* CEN 440.

CEN 450 Advanced Surveying (3.0); 3 cr. Subdivision theory, usage of total station in field surveying. *Prerequisites:* CEN 150, CEN 151.

CEN 451 Highway Design (3.0); 3 cr. Design criteria including capacity and level of service. Geometric design and construction practices; alignment and right of way consideration; earthworks. Intersection design elements. Pavement materials. *Prerequisite:* CEN 350.

CEN 452 Bridge Engineering (3.0); 3 cr. Principles and methods used in the design and construction of bridge structures. *Corequisites:* CEN 430, CEN 440.

CEN 460 Air pollution Engineering (3.0); 3 cr. Characterization of sources, emissions, transport, transformation, effects, and control of air pollutants. *Prerequisites:* CEN 362, or instructor's approval.

CEN 461 Water Pollution control and treatment (3.0); 3 cr. Fundamental principles and engineering application of physical, chemical, and biological processes (like sedimentation, filtration, coagulation, flocculation, membranes, aerobic, anaerobic biological processes) are discussed. *Prerequisite:* CEN 362, or instructor's approval.

CEN 470 Electrical, Mechanical, and Sanitary Systems (3.0); 3 cr. Electrical requirements and distribution in buildings; design of heating, cooling, and ventilation systems; selection and design of water distribution and plumbing systems.

CEN 471 Civil Engineering Laws and Ethics (3.0); 3 cr. Survey of Lebanese construction codes and regulations; civil engineering practice as related to environmental destruction and moral behavior.

CEN 480 Finite Element Methods I (3.0); 3 cr. Theory and application of finite element methods as an analysis tool for two-dimensional stress problems in engineering. *Prerequisite:* CEN 300 or instructor's approval.

CEN 481 Finite Element Methods II (3.0); 3 cr. Solution of advanced three-dimensional stress problems in engineering. *Prerequisite:* CEN 480.

CEN 482 Nonlinear Finite Element Methods (3.0); 3 cr. Isoparametric finite element discretization, incremental equations of motion. Total and update lagrangian formulation. Nonlinear geometry, nonlinear material

problems. Use of software packages for final solutions. *Prerequisite:* CEN 481.

CEN 490 Engineering Project; 3 cr. Individual supervised work in one of the main field of Civil Engineering. *Prerequisite:* CEN 491.

CEN 491 Approved Summer Training; 6 cr. Department approved summer training practice in Civil Engineering. A report is required. *Prerequisite:* Senior Standing

CEN 492 Engineering Economy (3.0); 3 cr. Interest and time value of money. Investment, financing, depreciation, and economic selection. Analysis of engineering costs and capital investment in the design and implementation of engineering projects.

CEN 493 Construction Planning (3.0); 3 cr. Job Planning and management, selection of construction equipment, soil stabilization, tractors, scrapers, excavating equipment, trucks, operation analysis, drilling rock, blasting, tunneling.

CEN 494 Selected Topics in Civil Engineering (3.0); 3 cr. Structured presentations of new and developing areas of knowledge in civil engineering offered by the department to augment the formal courses available. *Prerequisite:* Individually identified for each offering under this course number.

DEPARTMENT OF ELECTRICAL AND COMPUTER AND COMMUNICATION ENGINEERING

Chairperson: *Dr. Rabih Jabr*

Secretary: *Ms Nathalie Fahed Mozaya*

Professor

Khoury, Shahwan, Ph.D., 1965, Carnegie Institute of Technology, CMU, USA
Electrical Engineering (Applied Space Science)

Associate Professors

Elmurr, Sami, Ph.D., 1986, Mississippi State University, USA

Hamad, Mustapha, Ph.D., 1995, University of South Florida, USA

Nassar, Elias, Ph.D., 1997, The Ohio State University, USA

Assistant Professors

Georges, Semaan, Ph.D., 2001, Ecole de Technologie Superieure, Canada.

Hassoun George, Ph.D., 1996, University of Adelaide, Australia.

Jabr, Rabih, Ph.D., 2000, Imperial College, University of London, UK

Kassem, Abdallah, Ph.D., 2005, Ecole Polytechnique de Montreal, Canada

Mendalek, Nassar, Ph.D., 2003, Ecole de Technologie Superieure, Canada

Laboratory Instructors

Breidy, George, M.B.A., 2004, NDU, Lebanon

Business Administration

Mounsef, Jinane, M.E., 2003, AUB, Lebanon

Computer and Communication Engineering

Laboratory Assistants

El-Turkey, Nisrine, B.E., 2003, NDU, Lebanon

Computer & Communication Engineering

Siranossian, Aline, B.E., 2001, NDU, Lebanon

Electrical Engineering

The Degree of Bachelor of Engineering in Computer and Communication Engineering

This program is concerned with the design and use of computing devices and communication systems for processing, retrieval and storage of information. Areas include design of computer hardware, software and networks and design of telecommunication devices and systems.

Admission Requirements

Admission to the Computer and Communication Engineering program is governed by the university admission requirements as outlined in the university catalog.

In addition to the university general admission requirements, computer and communication engineering students may be accepted into the Faculty of Engineering provided they have a grade point average of at least 2.0/4.0 in a minimum of 12 credits of transferable courses. The number of transfer credits is determined by the Faculty of Engineering.

Residency Requirements

Full time students entering the computer and communication engineering program of first year standing must complete the listed program within eight years of the date of enrollment in the program.

A transfer candidate with a bachelor degree in computer and communication engineering from an accredited institution is required to successfully complete a minimum of 32 credits of upper-division course work including a graduation project. A transfer student without a bachelor degree in computer and communication engineering is required to successfully complete a minimum of 45 credits of upper-division course work including 3 credits of project work.

Course Load Requirements

In general students are not allowed to carry more than 16 credits per term and not more than 7 credits in a summer session unless otherwise specified in their suggested program.

Restrictions may be imposed on students whose overall grade point average is less than 2.3/4.0. Upon the approval of the advisor, a student whose overall grade-point average is no less than 3.2/4.0 may be permitted to carry a maximum load of 18 credits per semester.

Graduation Requirements

To receive a degree of Bachelor of Engineering in computer and communication engineering, a student must complete a total of 150 credits with an overall grade point average of at least 2.0/4.0 and a minimum average of 2.0/4.0 in the major requirements and technical electives. In addition all major requirements and technical elective courses must be successfully completed with a minimum grade of C-. These 150 credits are divided into:

Degree Requirements (150 credits)

| | Number of Credits (cr.) |
|---|--------------------------------|
| General Education Requirements | 24 cr. |
| Core Requirements CEN 201, ENG 101, ENG 102, MAT 211, MAT 213, MAT 215, MAT 224, MAT 235, MAT 326, MAT 335 CHM 211, PHS 212, PHS 213. | 39 cr. |
| Major Requirements CSC 212, CSC 213, CSC 312, CSC 414/CSC415, CSC 425. EEN 201, EEN 202, EEN 203, EEN 210, EEN 220, EEN 221, EEN 311, EEN 312, EEN 322, EEN 324, EEN 325, EEN 330, EEN 331, EEN 340, EEN 344, EEN 370, EEN 443, EEN 471. | 64 cr. |
| Technical Electives Students should complete 20 credits of approved technical electives in EEN and CSC courses including two elective laboratories. <i>Year 3 Technical Electives (2 CSC courses):</i> CSC 311, CSC 313, CSC 315, CSC 316, CSC 323, CSC 385, CSC 387. <i>Year 4 Technical Electives (2 EEN and 2 EEN/CSC courses, at most one EEN 300 level course may be taken as part of Year 4 Electives):</i> CSC 412, CSC 422, CSC 423, CSC 426, CSC 431, CSC 432, CSC 463, EEN 315, EEN 326, EEN 327, EEN 342, EEN 350, EEN 360, EEN 416, EEN 421, EEN 422, EEN 423, EEN 426, EEN 430, EEN 432, EEN 433, EEN 436, EEN 445, EEN 446, EEN 447, EEN 448, EEN 473, EEN 480, EEN 485. <i>Technical Elective Lab. 1 courses:</i> EEN 328, EEN 363, EEN 365. <i>Technical Elective Lab. 2 courses:</i> EEN 439, EEN 444, EEN 481. Students can substitute practical training (EEN 370) for two technical elective courses taken in Summer of Year 3 if desired. These electives | 20 cr. |

contain a significant design component and include: EEN 315, EEN 326, EEN 412, EEN 421, EEN 430, EEN 435, or a Department approved course.

Free Elective

3 cr.

This elective is chosen by the students according to their interests in broadening their knowledge and can be any course offered by the university.

Bachelor of Engineering in Computer and Communication Engineering
Suggested Program (150 Credits)

Year 1

Fall Semester I (15 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| CHM | 211 | Principles of Chemistry | 3 cr. |
| ENG | 101 | Introduction to Engineering | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| CEN | 201 | Engineering Mechanics | 3 cr. |
| ENG | 102 | Computers & Engineering | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| PHS | 212 | Electricity & Magnetism | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 211 | Discrete Mathematics | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Year 2

Fall Semester II (16 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| CSC | 212 | Program Design and Data Abstraction I | 3 cr. |
| EEN | 201 | Circuits Analysis I | 3 cr. |
| EEN | 220 | Introduction to Logic Design | 3 cr. |
| EEN | 221 | Logic Design Laboratory | 1 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|--|-------|
| CSC | 213 | Program Design and Data Abstraction II | 3 cr. |
| EEN | 202 | Circuits Analysis II | 3 cr. |
| EEN | 203 | Circuits Laboratory | 1 cr. |
| EEN | 210 | Electronic Circuits I | 3 cr. |
| MAT | 335 | Partial Differential Equations | 3 cr. |
| PHS | 213 | Modern Physics | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|--|-------|
| CSC | 312 | Computer Architecture | 3 cr. |
| MAT | 326 | Probability and Statistics for Engineers | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Year 3

Fall Semester III (16 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| CSC | — | Technical Elective 1 | 3 cr. |
| EEN | 311 | Electronic Circuits II | 3 cr. |
| EEN | 312 | Electronic Circuits Laboratory | 1 cr. |
| EEN | 330 | Electromagnetics I | 3 cr. |
| EEN | 340 | Signals & Systems | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| CSC | — | Technical Elective 3 | 3 cr. |
| EEN | 322 | Digital Integrated Circuits | 3 cr. |
| EEN | 324 | Microprocessor System Design | 3 cr. |
| EEN | 325 | Microprocessor Laboratory | 1 cr. |
| EEN | 331 | Electromagnetics II | 3 cr. |
| EEN | 344 | Communication Systems I | 3 cr. |

Summer Session III (6 Credits)

| | | | |
|-----|-----|--|-------|
| EEN | 370 | Practical Training or 2 CCE Design Electives | 6 cr. |
|-----|-----|--|-------|

Year 4**Fall Semester IV (16 Credits)**

| | | | |
|---------|---------|---|-------|
| CSC | 414/415 | Applied Operating Systems/Introduction to Operating Systems | 3 cr. |
| EEN/CSC | — | Technical Elective 4 | 3 cr. |
| EEN | — | Technical Elective 5 | 3 cr. |
| EEN | — | Technical Elective Lab 1 | 1 cr. |
| EEN | 443 | Communication Systems II | 3 cr. |
| EEN | 471 | Engineering Project | 3 cr. |

Spring Semester IV (16 Credits)

| | | | |
|---------|-----|--------------------------------------|-------|
| CSC | 425 | Data Communications & Comp. Networks | 3 cr. |
| EEN/CSC | — | Technical Elective 6 | 3 cr. |
| EEN | — | Technical Elective 7 | 3 cr. |
| EEN | — | Technical Elective Lab 2 | 1 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

The Degree of Bachelor of Engineering in Electrical Engineering

The electrical engineering program promotes the development of technologies that affect our every day life. An Electrical Engineer's work includes the design of analog and digital electronic systems, design and operation of power systems (generation, transmission and distribution), design of auxiliary models to stabilize and/or modify the dynamics of systems (autopilot of aircraft, on-board control systems of automobiles), design of devices for telecommunication systems (cellular phones, microwave links).

Admission Requirements

Admission to the Electrical Engineering program is governed by the university admission requirements as outlined in the university catalog.

In addition to the university general admission requirements, electrical engineering transfer students may be accepted into the Faculty of Engineering provided they have a grade point average of at least 2.0/4.0 in a minimum of 12 credits of transferable courses. The number of transfer credits is determined by the Faculty of Engineering.

Residency Requirements

Full time students entering the electrical engineering program of first year standing must complete the listed program within eight years of the date of enrollment in the program. A transfer candidate with a bachelor degree in electrical engineering from an accredited institution is required to successfully complete a minimum of 32 credits of upper division course work including a graduation project. A transfer student without a bachelor degree in electrical engineering is required to successfully complete a minimum of 45 credits of upper-division course work including 3 credits of project work.

Course Load Requirements

In general, students are not allowed to carry more than 16 credits per term and not more than 7 credits in a summer session unless otherwise specified in their suggested program. Restrictions may be imposed on students whose overall grade point average is less than 2.3/4.0. Upon the approval of the advisor, a student whose overall grade-point average is no less than 3.2/4.0 may be permitted to carry a maximum load of 18 credits per semester.

Graduation Requirements

To receive a degree of Bachelor of Engineering in electrical engineering, a student must complete a total of 150 credits with an overall grade point average of at least 2.0/4.0 and a minimum average of 2.0/4.0 in the major requirements and technical electives. In addition, all major requirement and technical elective courses must be successfully completed with a minimum grade of C-. These 150 credits are divided into:

Degree Requirements (150 credits)

General Education Requirements

**Number
of Credits**
24 cr.

Core Requirements

CEN 201, ENG 101, ENG 102, MEN 210, MAT 213, MAT 215, MAT 224, MAT 235, MAT 324, MAT 326, MAT 335, CHM 211, PHS 212, PHS 213

42 cr.

Major Requirements

CSC 212, CSC 213, CSC 312, EEN 201, EEN 202, EEN 203, EEN 210, EEN 220, EEN 221, EEN 311, EEN 312, EEN 324, EEN 330, EEN 331, EEN 340, EEN 350, EEN 352, EEN 360, EEN 370, EEN 416, EEN 471.

58 cr.

Technical Electives

Students should complete 23 credits of approved technical electives in EEN and CSC courses including two elective laboratories.

Year 3 Technical Electives (1 EEN course and 1 EEN/CSC course): CSC 313, CSC 318, CSC 387, EEN 315, EEN 322, EEN 326, EEN 327, EEN 344.

Year 4 Technical Electives (4 EEN and 1 EEN/CSC course):

One course from the Electronics pool: EEN 411, EEN 412, EEN 413, EEN 421, EEN 422, EEN 423, EEN 426, EEN 455.

One course from the Electromagnetics pool: EEN 430, EEN 431, EEN 432, EEN 433, EEN 434, EEN 435, EEN 436, EEN 437.

Two courses from the Power and Control pool: EEN 353, EEN 355, EEN 356, EEN 357, EEN 451, EEN 455, EEN 457, EEN 458, EEN 461.

One course chosen from the above areas or from the following courses:

(Communication Pool): EEN 342, EEN 443, EEN 445, EEN 446, EEN 448.

(Signal Processing Pool): EEN 473, EEN 480, EEN 483, EEN 485.

(Computer Science Pool): CSC 414, CSC 425, CSC 426.

Technical Elective Lab. 1 courses: EEN 325, EEN 328, EEN 363, EEN 365, EEN 462.

Technical Elective Lab. 2 courses: EEN 439, EEN 444, EEN 456, EEN 459, EEN 481.

Students can substitute practical training (EEN 370) for two technical elective courses taken in Summer of Year 3 if desired. These electives contain a significant design component and include: EEN 315, EEN 326, EEN 355, EEN 412, EEN 413, EEN 430, EEN 431, EEN 435, EEN 457, EEN 458 or a Department approved course.

23 cr.

Free Elective

This elective is chosen by the students according to their interests in broadening their knowledge and can be any course offered by the university.

3 cr.

Bachelor of Engineering in Electrical Engineering
Suggested Program (150 Credits)

Year 1

Fall Semester I (15 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| CHM | 211 | Principles of Chemistry | 3 cr. |
| ENG | 101 | Introduction to Engineering | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| CEN | 201 | Engineering Mechanics | 3 cr. |
| ENG | 102 | Computers & Engineering | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| PHS | 212 | Electricity & Magnetism | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 324 | Mathematics for Engineering | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Year 2

Fall Semester II (16 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| CSC | 212 | Program Design and Data Abstraction I | 3 cr. |
| EEN | 201 | Circuits Analysis I | 3 cr. |
| EEN | 220 | Introduction to Logic Design | 3 cr. |
| EEN | 221 | Logic Design Laboratory | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| PHS | 213 | Modern Physics | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|--|-------|
| CSC | 213 | Program Design and Data Abstraction II | 3 cr. |
| EEN | 202 | Circuits Analysis II | 3 cr. |
| EEN | 203 | Circuits Laboratory | 1 cr. |
| EEN | 210 | Electronic Circuits I | 3 cr. |
| MAT | 335 | Partial Differential Equations | 3 cr. |
| MEN | 210 | Thermodynamics I | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|--|-------|
| CSC | 312 | Computer Architecture | 3 cr. |
| MAT | 326 | Probability and Statistics for Engineers | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Year 3

Fall Semester III (16 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| EEN | 311 | Electronic Circuits II | 3 cr. |
| EEN | 312 | Electronic Circuits Laboratory | 1 cr. |
| EEN | 324 | Microprocessor System Design | 3 cr. |
| EEN | 330 | Electromagnetics I | 3 cr. |
| EEN | 340 | Signals & Systems | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|---------|-----|------------------------------|-------|
| EEN/CSC | — | Technical Elective 1 | 3 cr. |
| EEN | — | Technical Elective 2 | 3 cr. |
| EEN | 331 | Electromagnetics II | 3 cr. |
| EEN | 350 | Energy Conversion | 3 cr. |
| EEN | 352 | Energy Conversion Laboratory | 1 cr. |
| EEN | 360 | Modern Control Systems | 3 cr. |

Summer Semester III (6 Credits)

| | | | |
|-----|-----|---|-------|
| EEN | 370 | Practical Training or 2 EE Design Electives | 6 cr. |
|-----|-----|---|-------|

Year 4**Fall Semester IV (16 Credits)**

| | | | |
|-----|-----|-------------------------------|-------|
| EEN | — | Technical Elective 3 | 3 cr. |
| EEN | — | Technical Elective 4 | 3 cr. |
| EEN | — | Technical Elective Lab 1 | 1 cr. |
| EEN | 416 | Solid State Devices | 3 cr. |
| EEN | 471 | Engineering Project | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester IV (16 Credits)

| | | | |
|---------|---|-------------------------------|-------|
| EEN | — | Technical Elective 5 | 3 cr. |
| EEN | — | Technical Elective 6 | 3 cr. |
| EEN/CSC | — | Technical Elective 7 | 3 cr. |
| EEN | — | Technical Elective Lab 2 | 1 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Electrical Engineering and Computer and Communication Engineering Courses

EEN 201 Circuits Analysis I (3.0); 3 cr. Passive elements. Circuits laws. Node and mesh analysis. Introduction to ideal Operational Amplifier circuits. Energy storage elements. RC, RL and RLC circuits. Forced and natural response. *Corequisites:* PHS 212 and MAT 235.

EEN 202 Circuits Analysis II (3.0); 3 cr. Analysis of AC networks. Fourier and Laplace analysis. Frequency domain circuit analysis Bode plots. Driving point and network transfer functions. Synthesis and design of first and second order linear time invariant circuit systems. Two port networks. One-phase and polyphase networks. *Prerequisite:* EEN 201.

EEN 203 Circuits Laboratory (0.2); 1 cr. Introduction to circuit laboratory instruments, Ohm's, Kirchhoff's laws. Mesh, Nodal, Superposition, Thevenin's. RC, RL, RLC networks, Op-amps. *Corequisite:* EEN 202.

EEN 205 Electric Circuits (3.0); 3 cr. Fundamentals of electric circuits. Resistive circuit techniques and methods of analysis. Introduction to operational amplifiers. AC network analysis. Sinusoidal frequency response. Transient analysis. AC power and transformers. Polyphase systems. Not open to EE and CCE students. *Corequisite:* PHS 212, *Prerequisite:* MAT 224.

EEN 206 Electronics (3.0); 3 cr. Semiconductor theory. Diodes and applications. Transistor fundamentals. Transistor amplifiers

and switches. Operational amplifiers. Digital Logic circuits. Digital Systems. Principles of electromechanics. Introduction to electric machines. Not open to EE and CCE students. *Prerequisite:* EEN 205.

EEN 207 Instrumentation and Circuits Laboratory (0.2); 1 cr. Measuring equipment such as voltmeter, ammeter, ohmmeter, function generator, and oscilloscope. Experiments in circuits, electronics, digital circuits, electronic transducers and machines. Not open to EE and CCE students. *Prerequisite:* EEN 206.

EEN 210 Electronic Circuits I (3.0); 3 cr. Properties, operation, and biasing of pn junction diodes, bipolar junction and field-effect transistors. Large and small signal models and their applications. Analog signal amplification. Op amp applications. *Corequisite:* EEN 202.

EEN 220 Introduction to Logic Design (3.0); 3 cr. Binary and non-binary systems. Boolean algebra. Logic gates. Logic minimization, combinational circuits, sequential circuits, flip-flops, synthesis of synchronous sequential circuits. PLDs (ROM, PLA, PAL). *Prerequisite:* ENG 102

EEN 221 Logic Design Laboratory (0.2); 1 cr. Experiments with basic Logic gates, combinational network design, sequential network design, Designing with counters, registers, decoders, multiplexers, and adders. *Corequisite:* EEN 220.

EEN 311 Electronic Circuits II (3.0); 3 cr. Differential amplifiers. Frequency response of amplifiers. Concepts of feedback. Audio amplifiers. Concept of active filters. *Prerequisite:* EEN 210.

EEN 312 Electronic Circuits Laboratory (0.2); 1 cr. Experiments based on EEN 210 and EEN 311. Introduces the practical applications of analog circuits, including transistor and diode circuits, op amp applications, simple amplifiers, filters, and oscillators. *Corequisite:* EEN 311, *Prerequisite:* EEN 203.

EEN 315 Simulation and Design Tools in Electrical and Computer Engineering (3.0); 3 cr. Introduction to circuit simulation tools such as Orcad/Pspice. Introduction to engineering applications of Matlab and other engineering packages. Design examples from circuits, electronics, and signal processing. *Prerequisite:* EEN 202.

EEN 322 Digital Integrated Circuits (3.0); 3 cr. Properties and definitions of digital ICs. Basic logic circuit families: TTL, CMOS, dynamic CMOS, BiCMOS, ECL, and GaAs; with emphasis on CMOS digital logic. Oscillators, Schmitt Trigger. *Prerequisites:* EEN 220, EEN 311.

EEN 324 Microprocessor System Design (3.0); 3 cr. Microprocessor internal architecture. Registers, CPU, memory organization. Instructions, execution and timing. Interfacing with peripherals. Interrupts. Designing and Interfacing with state of the art microprocessors. Assembly language programming. *Prerequisite:* CSC 312.

EEN 325 Microprocessor Laboratory (0.2); 1 cr. Experiments and design project related to the course EEN 324. *Corequisite:* EEN 324, *Prerequisite:* EEN 221.

EEN 326 Microcontroller System (3.0); 3 cr. Highly integrated processors and peripherals on a single microchip. System architecture. Embedded and real-time system specification and mapping this hardware. Machine language programming for monitoring and control applications. Include a design project. *Prerequisite:* EEN 324.

EEN 327 Advanced Digital Design (3.0); 3 cr. Combinational and sequential network design, State machine SM charts, Asynchronous sequential Networks, State Assignment and Flow Tables, Hazards, PLDs and hardware

description languages (HDL). *Prerequisite:* EEN 220.

EEN 328 Advanced Digital Design laboratory (0.2); 1 cr. Designing combinational and sequential digital circuits with an FPGA board (Xilinx, Altera or similar) and a CAD tool (HDL). *Prerequisite:* EEN 327.

EEN 330 Electromagnetics I (3.0); 3 cr. Static electric and magnetic fields. Laplace and Poisson's equations. Resistance, inductance and capacitance. Conductors, dielectrics and magnetic materials. Polarization and magnetization. Electromagnetic devices. Bioelectromagnetics. *Prerequisites:* MAT 335, PHS 212.

EEN 331 Electromagnetics II (3.0); 3 cr. Maxwell's equations. Plane wave propagation reflection and transmission in lossless and lossy media. Normal and oblique incidence. Transient and sinusoidal steady state analysis of transmission lines. Waveguides. Impedance matching. Electromagnetic effects in high-speed circuits. Computer simulation. *Prerequisite:* EEN 330.

EEN 340 Signals and Systems (3.0); 3 cr. Basic concepts in linear system theory. Analyzing continuous and discrete signals and linear systems. Superposition, Convolution and Impulse response. Sampling theorem. Spectral analysis. Fourier series and transforms. Laplace transforms. Transfer functions. Bode plots and stability. Discrete-Time Fourier transform. Introduction to z-transforms. *Prerequisites:* EEN 202, MAT 335.

EEN 342 Random Signals and Noise (3.0); 3 cr. Probability and random variables, density functions, statistics of one and two random variables, estimation theory, hypothesis testing. Random processes, correlation and cross-correlation functions. Applications to filtering. *Prerequisites:* EEN 340, MAT 326.

EEN 344 Communication Systems I (3.0); 3 cr. Mathematical analysis and signal processing used in analog communication systems. Spectral analysis. Signal transmission. Amplitude, phase, frequency and pulse modulations. Modulation and demodulation techniques. Frequency and time multiplexing. Application to radio and television. Random processes and noise. Signal-to-noise ratios in analog communication systems. *Prerequisites:* EEN 340, MAT 326.

EEN 350 Energy Conversion (3.0); 3 cr. Magnetic materials. Fundamental operation of transformers, DC and AC machines. Design considerations of rotating machinery. *Prerequisite:* EEN 202, *Corequisite:* EEN 331.

EEN 352 Energy Conversion Laboratory (0.2); 1 cr. Experiments with single phase and three-phase transformers. DC and AC machines. *Prerequisite:* EEN 350.

EEN 353 Electric Machines (3.0); 3 cr. Operation of DC and AC machines. Control of electric machines. Induction motor, stepper motor. *Prerequisite:* EEN 350.

EEN 355 Fundamentals of Power Engineering (3.0); 3 cr. Steady state and transient operation of power transmission lines. Overhead and underground cable types and ratings. Resistance, inductance and capacitance of transmission lines. Power system modeling. *Prerequisites:* EEN 330, EEN 350

EEN 356 Power System Analysis (3.0); 3 cr. Power system modeling. Load flow studies using computer tools. Economic operation. Symmetrical and asymmetrical short-circuit studies. *Corequisite:* EEN 355.

EEN 357 Power Plant Engineering (3.0); 3 cr. Generation of electric power. Overview of the different types of power plants. Investigation of new and environment-friendly methods for power generation. *Prerequisite:* EEN 355.

EEN 360 Modern Control Systems (3.0); 3 cr. Mathematical models for control systems. State variables and transfer functions representations. System performance and design criteria. Stability, sensitivity, time response of linear control systems. Use of Hurwitz, root-locus, Nyquist and Bode methods for analysis and synthesis of linear systems. *Prerequisite:* EEN 340.

EEN 363 Instrumentation Laboratory (0.2); 1 cr. Input and output transducers. Position, temperature, light intensity, force, speed and sound measurements and display. Introduction to PCB design techniques. design project. *Prerequisite:* EEN 312.

EEN 365 Programmable Logic Control Laboratory (0.2); 1 cr. Programmable control applications. Advanced PLC control techniques using pneumatic sequencer. Control of an automation system. *Prerequisite:* knowledge of a programming language. *Prerequisite:* EEN 324.

EEN 370 Practical Training, 6 cr. Department approved practice in industry in one of the areas of Electrical, Computer and Communication Engineering. A report is required. *Prerequisite:* Senior Standing.

EEN 411 Integrated Circuit Fabrication Processes (3.0); 3 cr. Topics: the fundamental principles of integrated circuit fabrication processes, physical and chemical models for crystal growth, oxidation, ion implantation, etching, deposition, lithography, and back-end processing. *Prerequisites:* EEN 331 and PHS 213.

EEN 412 Analog Integrated Circuit Design (3.0); 3 cr. Analysis and design of MOS analog integrated circuits, emphasizing quantitative measures of performance, figures of merit, and circuit limitations. Evaluation of circuit performance by means of hand calculations and computer-aided circuit simulations. Design of operational amplifiers, broadband amplifiers, biasing circuits, and voltage references. *Prerequisite:* EEN 311.

EEN 413 Analog Filter Design (3.0); 3 cr. Systematic analysis and design for active filters. Bilinear transfer function. Cascade design. The Biquad circuit. Filter approximations and synthesis techniques. Monolithic integrated filters. Computer simulation verification. *Prerequisite:* EEN 311.

EEN 416 Solid State Devices (3.0); 3 cr. The fundamentals of carrier generation, transport, recombination, and storage in semiconductors. The physical principles of operation of the p-n junction, metal semiconductor contact, bipolar junction transistor, MOS capacitor, MOS and junction field-effect transistors. *Prerequisites:* EEN 331, PHS 213.

EEN 421 Introduction to VLSI Design (3.0); 3 cr. Large-scale MOS Design. Topics: MOS transistors, static and dynamic MOS gates, MOS circuit fabrication, design rules, resistance and capacitance extraction, power and delay estimation, scaling, MOS combinational and sequential logic design, registers and clocking schemes, memory and data-path. Elements of computer-aided circuit analysis, synthesis, and layout techniques. *Prerequisite:* EEN 322.

EEN 422 Testing and Fault Tolerance of Digital Systems (3.0); 3 cr. The fundamental principles of testing computer systems and designing for testability. Failure and fault models. Deterministic and probabilistic

techniques of test generation and testing. Design for testability. Basic considerations in the design of reliable computing systems. Concurrent checking techniques. Redundancy and evaluation methods. *Prerequisite:* EEN 327.

EEN 423 Neural Networks (3.0); 3 cr. Principles of neural networks, architecture and circuit implementations. *Prerequisites:* MAT 235 and MAT 326.

EEN 426 Biomedical Engineering (3.0); 3 cr. Design consideration for clinical and health care devices. Design of biomedical devices. It involves analog, digital and microprocessor/microcontroller based designs. Design of monitoring devices. *Prerequisites:* EEN 311 and EEN 324.

EEN 430 Antenna Design for Wireless Communications (3.0); 3 cr. Fundamentals of radiation from antennas. Wire antennas such as monopole, dipole and loop antennas. Aperture antennas such as horn and reflector antennas. Wideband antennas. Antenna arrays. Application to cellular systems. Course includes design project. *Prerequisite:* EEN 331.

EEN 431 Microwave Circuit Design (3.0); 3 cr. Coverage of passive and active microwave devices including transformers, couplers, resonators, circulators, oscillators and amplifiers. Course includes project consisting of computer-aided design of a microwave circuit. *Prerequisites:* EEN 331, EEN 311.

EEN 432 Numerical Methods for Wireless Propagation (3.0); 3 cr. Basic coverage of the main numerical techniques in electromagnetics. Topics include the Finite Difference Time Domain (FDTD) and Finite Element (FE) methods. Use of a high level programming language such as Fortran, C, Pascal or Matlab to simulate radiation and propagation of waves in a wireless communication environment. *Prerequisite:* EEN 331.

EEN 433 Wave Propagation for Wireless Communications (3.0); 3 cr. Prediction methods for tropospheric, ground wave and ionospheric propagation. Propagation, diffraction and reflection in cellular communication systems and wireless local area networks. *Prerequisite:* EEN 331.

EEN 434 Radar Systems and Remote Sensing (3.0); 3 cr. Operation of a radar system including antennas, circuitry and wave propagation. Remote sensing and mapping of the

earth. Ground penetrating radar, intelligent vehicle highway system. Aircraft navigation. *Prerequisite:* EEN 344, EEN 430.

EEN 435 Electromagnetic Compatibility (3.0); 3 cr. Fundamentals of Electromagnetic Compatibility (EMC) are covered including regulations, grounding, shielding and cross talk. Modeling and reduction techniques of noise and interference phenomena in electrical circuits. Effect of radiation on the human body. Design of electronic devices to minimize undesired radiation and susceptibility to electromagnetic emissions. *Prerequisite:* EEN 331.

EEN 436 Optical Fibers (3.0); 3 cr. Waveguide analysis of optical fibers. Fiber losses. Sources and detectors. Optical fiber link design. *Prerequisite:* EEN 331.

EEN 437 Lasers (3.0); 3 cr. Wave equation and ray optics. Optical matrices. Diffraction theory. Fourier optics, holography, polarization. Semiconductor lasers. *Prerequisite:* EEN 331.

EEN 439 Electromagnetics Laboratory (0.2); 1 cr. Properties of magnetic materials. Electromagnetic devices. Transmission lines. Impedance matching. Antennas and microwave circuits. Includes design project and computer simulations. *Prerequisite:* EEN 331.

EEN 443 Communication Systems II (3.0); 3 cr. Digital transmission techniques with application to computer and space communications. Digital modulation. Equalizers. Baseband data transmission. Digital switching. Multiplexing. Design and detection of digital signals for low error rate. Forward and feedback transmission techniques. Matched filters. Modems, block and convolution coding. *Prerequisite:* EEN 344.

EEN 444 Communication Systems Laboratory (0.2); 1 cr. Introduction to Amplitude Modulation. Fault Detection in DSB and SSB Systems; FM Modulators Demodulators. Analog to Digital Conversion A/D, Digital to Analog Conversion D/A, Encoding/Decoding. Pulse Modulation, PAM, PPM, PDM. Coherent Detection of Signal in Noise. Frequency Shift Keying (FSK). *Corequisite:* EEN 443.

EEN 445 Optical Communication (3.0); 3 cr. Fundamental of lightwave communication systems. Propagation of waves in dielectric thin films and cylindrical guides. Bit limitation rate due to dispersion and multimoding step-index

and multi-index fibers. Switching and modulation by integrated optics techniques. *Prerequisites:* EEN 331, EEN 443.

EEN 446 Algebraic Coding and Information Theory (3.0); 3 cr. Information theory and its relation to statistics. Kolomogrov complexity, entropy and inference. Shannon theory of communication. Source coding for noisy channels. Capacity theorems for multiple user channels. *Prerequisite:* EEN 443.

EEN 447 Statistical Communication Theory (3.0); 3 cr. Concepts of probability and random process theory necessary for advanced study of communications. Stochastic control. Detection and estimation problems. *Prerequisite:* EEN 443.

EEN 448 Wireless Communications (3.0); 3 cr. Introduction to wireless systems and cellular principles, modulation techniques for mobile radio, speech and channel coding, multiple access techniques, applications to wireless systems. *Prerequisites:* EEN 331, EEN 443.

EEN 451 Power System Protection and Switchgear (3.0); 3 cr. Relays, circuit breakers and fuses for power system protection. Protection of machines, transformers and lines. Instrument transformers. *Prerequisite:* EEN 356.

EEN 455 Power Electronics (3.0); 3 cr. Switching power supplies. AC power controllers. Controlled rectifiers. DC choppers and DC-AC converters. Bridge structure inverters. *Prerequisites:* EEN 210, EEN 350.

EEN 456 Power Electronics Laboratory (0.2); 1 cr. Experiments based on EEN 455. *Corequisite:* EEN 455.

EEN 457 Industrial Electrification (3.0); 3 cr. Lighting design for residential and industrial facilities. Emphasis on latest lighting technologies. Cable types and sizing. Motor control centers. Includes design project. *Prerequisite:* EEN 350.

EEN 458 Computer Methods for Power System Analysis and Design (3.0); 3 cr. Use of computer software to simulate power flow and other power engineering problems. *Prerequisite:* EEN 356.

EEN 459 Power Engineering Laboratory (0.2); 1 cr. Experiments and simulations in power engineering and power system analysis. *Prerequisite:* EEN 355

EEN 461 Digital Control (3.0); 3 cr. Sampling and data reconstruction in computer control systems. Z-transforms and state equations to describe discrete and mixed data systems. Analysis of digital feedback systems using frequency domain techniques and state space techniques. Non-linear digital feedback systems. *Prerequisite:* EEN 360.

EEN 462 Control Systems Laboratory (0.2); 1 cr. Laboratory based on EEN 360 and EEN 461. Analog and digital control systems, PID control, PLC systems. *Prerequisite:* EEN 461.

EEN 471 Engineering Project; 3 cr. Design project approved by a faculty advisor. Includes report, final presentation. *Prerequisite:* Senior Standing and ENL 230.

EEN 473 Special Topics in Electrical Engineering (3.0); 3 cr. Material includes coverage of recent developments in Electrical Engineering that are needed to update students on the latest technologies. Department determines topics to be covered and *prerequisites* when offered. Open to EE and CCE students.

EEN 480 Discrete-Time Signal Processing (3.0); 3 cr. Digital signal processing of continuous and discrete signals. Discrete Fourier sampling and reconstruction. Design and analysis of digital filters. *Prerequisite:* EEN 340.

EEN 481 Signal Processing Laboratory (0.2); 1 cr. Digital filtering techniques. Architectural feature of single-chip DSP processors. Design project. *Prerequisite:* EEN 480.

EEN 483 Advanced Signal Processing (3.0); 3 cr. Advanced techniques in signal processing. Windowing, the Short Time Fourier Transform. Correlation and spectral estimation. Non-stationary signals. Time/frequency analysis STFT. The wavelet transform. *Prerequisite:* EEN 480.

EEN 485 Biomedical Signal Processing (3.0); 3 cr. Analysis of biological signals. Random signals. Windowing with Fourier transform, z-transform, and wavelet transform. Signal processing techniques applied to vital signs signals such as: ECG, EEG, and EMG. High resolution CG and signal averaging. *Prerequisite:* EEN 480.

DEPARTMENT OF MECHANICAL ENGINEERING

Chairperson: *Dr. Michel El-Hayek*

Secretary: *Mrs. Marise Abboud Khalil*

Professor

Assaf, Walid, Ph.D., 1965, Iowa State University, USA

Assistant Professors

Asmar, Ghazi, Ph.D., 1998, University of Missouri, Columbia, USA

Mechanical and Aerospace Engineering

El-Hayek, Michel, Docteur Européen, 1997, Faculté Polytechnique de Mons, Belgium

Sciences Appliquées

Francis, Francis, Ph.D., 2003, University of New South Wales, Sydney, Australia

Laboratory Assistant

Daou, Wissam, B.E., 2000, NDU, Lebanon

Mechanical Engineering

The Degree of Bachelor of Engineering in Mechanical Engineering

This program is designed to give students the background needed to define and solve problems related to the conception and construction of mechanical systems. It is concerned with all forms of power generation, the design of machines, control, and material handling.

Admission Requirements

In addition to the University's general admission requirements, mechanical engineering transfer students may be accepted to the Faculty of Engineering provided they have a grade-point average of at least 2.0/4.0 in a minimum of 12 credits of transferable courses. The number of transfer credits is determined by the Department of Mechanical Engineering.

Residency Requirements

A transfer candidate with a bachelor degree in mechanical engineering from an accredited institution is required to successfully complete a minimum of 32 credits of upper-division course work including a senior project. A transfer student without a bachelor degree in mechanical engineering is required to successfully complete a minimum of 45 credits of upper-division course work including 3 credits of project work.

Full time students entering the mechanical engineering program of first year standing must complete the listed program within eight years of the date of enrollment in the program.

Course Load Requirements

In general, students are not allowed to carry more than 16 credits per term, nor more than 7 credits in a summer session unless otherwise specified in their suggested program. Restrictions may be imposed on students whose overall grade-point average is less than 2.3/4.0. Upon the approval of the advisor, a student whose overall grade-point average is 3.2/4.0 or higher may be permitted to carry a maximum load of 18 credits per term.

Graduation Requirements

To receive the degree of Bachelor of Engineering in Mechanical Engineering, a student must complete a total of 150 credits with an overall grade-point average of at least 2.0/4.0. In addition, all major requirement courses and mechanical engineering electives must be successfully completed with a minimum grade of C-. These 150 credits are divided into:

**Degree Requirements
(150 credits)**

| | Number of Credits (cr.) |
|---|------------------------------------|
| General Education Requirements | 24 cr. |
| Core Requirements CHM 211, PHS 203, PHS 212, EEN 205, EEN 206, ENG 101, ENG 102, CSC212, MAT 215, MAT 235, MAT 335. | 33 cr. |
| Major Requirements CEN 100, CEN 170, CEN 200, CSC 270, MAT 213, MAT 224, MEN 101, MEN 102, MEN 200, MEN 210, MEN 211, MEN 302, MEN 310, MEN 320, MEN 321, MEN 325, MEN 330, MEN 340, MEN 360, MEN 399, MEN 401, MEN 430, MEN 431, MEN 435, MEN 437, MEN 440, MEN 460. | 72 cr. |
| Mechanical Engineering Electives Choose any five courses from the following pool: MEN 400, MEN 410, MEN 439, MEN 500, MEN 501, MEN 502, MEN 503, MEN504, MEN 505, MEN 507, MEN 510, MEN 515, MEN 517, MEN 520, MEN 521, MEN 525, MEN 530, MEN 534, MEN 540, MEN 550, MEN 580, MEN 590, MAT 339. | 15 cr. |
| Electives Choose any two courses offered by the university. | 6 cr. |

**Bachelor of Engineering in Mechanical Engineering
Suggested Program (150 Credits)**

Year I

Fall Semester I (16 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| ENG | 101 | Introduction to Engineering | 3 cr. |
| CEN | 100 | Statics | 3 cr. |
| CEN | 170 | Engineering Graphics | 1 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| ENG | 102 | Computers & Engineering | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| MEN | 101 | Engineering Mechanics: Dynamics | 3 cr. |
| MEN | 102 | Mechanics of Materials I | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| CSC | 212 | Program Design and Data Abstraction I | 3 cr. |
| PHS | 203 | General Physics III | 3 cr. |

Summer Semester I (9 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 230 | English in the Workplace | 3 cr. |
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Year II

Fall Semester II (16 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| MEN | 200 | Science of Materials | 3 cr. |
| MEN | 210 | Thermodynamics I | 3 cr. |
| CEN | 200 | Mechanics of Materials Laboratory | 1 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| CHM | 211 | Principles of Chemistry | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| MEN | 211 | Thermodynamics II | 3 cr. |
| MEN | 320 | Fluid Mechanics I | 3 cr. |
| EEN | 205 | Electric Circuits | 3 cr. |
| CSC | 270 | Computer Aided Engineering Design | 1 cr. |
| PHS | 212 | Electricity and Magnetism | 3 cr. |
| MAT | 335 | Partial Differential Equations | 3 cr. |

Summer Semester II (9 Credits)

| | | | |
|---|---|-------------------------------|-------|
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |
| — | — | Free Elective | 3 cr. |

Year III

Fall Semester III (16 Credits)

| | | | |
|-----|---------|--|-------|
| MEN | 302 | Mechanics of Materials II | 3 cr. |
| MEN | 321 | Fluid Mechanics II | 3 cr. |
| MEN | 360 | Engineering Graphics II | 1 cr. |
| EEN | 206 | Electronics | 3 cr. |
| REG | 212/213 | General Education Requirement Religion | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| MEN | 310 | Heat Transfer | 3 cr. |
| MEN | 325 | Thermo/ Fluid Laboratory | 1 cr. |
| MEN | 330 | Mechanical Vibrations | 3 cr. |
| MEN | 340 | Manufacturing Processes | 3 cr. |
| MEN | 430 | Theory of Machines | 3 cr. |
| MEN | 401 | Introduction to Mechatronics | 3 cr. |

Summer Semester III (6 Credits)

| | | | |
|-----|-----|---|-------|
| MEN | 399 | Practical Training in Mechanical Engineering <i>or</i> 2 ME Electives | 6 cr. |
|-----|-----|---|-------|

Year IV**Fall Semester IV (16 Credits)**

| | | | |
|-----|-----|---|-------|
| MEN | 431 | Mechanical Engineering Laboratory | 1 cr. |
| MEN | 435 | Automated Controls | 3 cr. |
| MEN | 437 | Mechanical Design | 3 cr. |
| MEN | 440 | Computer Aided Design and Manufacturing | 3 cr. |
| MEN | — | ME Elective | 6 cr. |

Spring Semester IV (15 Credits)

| | | | |
|-----|-----|----------------|-------|
| MEN | 460 | Senior Project | 3 cr. |
| MEN | — | ME Elective | 3 cr. |
| MEN | — | ME Elective | 3 cr. |
| MEN | — | ME Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Mechanical Engineering Courses

MEN 101 Engineering Mechanics: Dynamics (3.0); 3 cr. Description of force, position, velocity and acceleration in fixed and moving reference frames. Kinematics and kinetics of particles, of collections of particles and of rigid bodies. Energy and momentum concepts. *Prerequisite:* CEN 100.

MEN 102 Mechanics of Materials I (3.0); 3 cr. Equilibrium, force and moment resultants. Stress/strain concepts, generalized Hooke's law, classification of material behavior. Axial loads, torsion of rods and circular bars. Pressure vessels. Bending and shear stresses in beams. Analysis of Statically determinate and indeterminate structures. Stress transformation, combined loading. *Prerequisite:* CEN 100.

MEN 200 Science of Materials (3.0); 3 cr. Material microstructures, dislocations and defects. Alloying and analysis of phase diagrams. Mechanical properties of metals, polymers, and composites. Heat treatment of metals, elastic and plastic behavior of materials, strain hardening, and fracture.

MEN 210 Thermodynamics I (3.0); 3 cr. Fundamentals of engineering thermodynamics: properties and behavior of pure substances, concepts of work and heat, systems and control

volume analyses, first law, second law, entropy and entropy production, introduction to availability, Carnot cycle.

MEN 211 Thermodynamics II (3.0); 3 cr. Thermodynamic cycles: steam and gas power systems, refrigeration and heat pump systems. Compressible substances: thermodynamic properties, general thermodynamic relations, virial equations of state. Introduction to psychrometrics. Introduction to combustion and equilibrium calculation. *Prerequisite:* MEN 210.

MEN 302 Mechanics of Materials II (3.0); 3 cr. Analysis of more complicated problems in stress and strain. Energy methods, torsion of non-circular members. Shear center concept. Curved beams, thick cylinders and rotating disks. Contact stresses. *Prerequisites:* MEN 102, MAT 235.

MEN 310 Heat Transfer (3.0); 3 cr. Mechanisms of heat transfer. Steady and transient conduction: one and multiple dimensions, approximate and exact solution procedure, introduction to numerical methods. Forced and free convection. Applications to heat exchanger design and performance evaluation. The Introduction to thermal radiation. *Corequisite:* MEN 321.

MEN 320 Fluid Mechanics I (3.0); 3 cr. Fundamentals of fluid mechanics: Fluid properties, fluid statics and kinematics, inviscid flow, potential flow, simple viscous incompressible flow. Flow analyses: Control volume analysis, differential analysis, dimensional analysis and similitude. Flow equations: continuity, momentum and energy equations. *Prerequisites:* MEN 210, MAT 235.

MEN 321 Fluid Mechanics II (3.0); 3 cr. Incompressible and compressible flows: laminar/turbulent flows, pipe flow, boundary layers, lift and drag, introduction to turbulence, elementary gas dynamics. Unsteady flow phenomena. Introduction to centrifugal and axial flow machinery: pumps, fans, hydraulic turbines, and torque converters. *Prerequisite:* MEN 320.

MEN 325 Thermo/Fluid Laboratory; 1 cr. Experiments related to thermofluid engineering. Topics include laminar/turbulent flows, piping systems, transient flow phenomena, heat transfer modes, pressure and temperature measurement, data acquisition. *Corequisites:* MEN 310, MEN 321.

MEN 330 Mechanical Vibrations (3.0); 3 cr. Free and forced vibrations for undamped and viscously damped single-degree-of-freedom systems. Conservation of energy approach and Rayleigh's method. Vibration of multi-degree-of-freedom systems, eigenvalue problems and mode shapes. Modal analysis. *Prerequisites:* MEN 101, MEN 102, MAT 235

MEN 340 Manufacturing Processes (3.0); 3 cr. Fundamentals and technologies used in processing various industrial materials: casting, forging, machining, metal-sheet processing, joining techniques, etc. *Prerequisites:* MEN 200, MEN 360.

MEN 360 Engineering Graphics II (1.0); 1 cr. Details and assembly drawing of machine parts: shafts, bearings, fasteners, keys, springs, gears, cams, joining techniques. Standards and tolerances. *Prerequisite:* CEN 170

MEN 399 Practical Training in Mechanical Engineering; 6 cr. Two-month-training in a mechanical engineering environment in which the student is exposed to different aspects of mechanical engineering practice and equipment: design, construction, testing, maintenance, etc. *Prerequisite:* Senior standing.

MEN 400 Mechanics of Composite Materials (3.0); 3 cr. Introduction to composite materials.

Lamina and laminate mechanical properties. Micromechanics. Mechanical and hygrothermal behavior of laminae and laminates. Lamina and laminate strength theories. *Prerequisite:* MEN 302.

MEN 401 Introduction to Mechatronics (3.0); 3 cr. Analysis of intelligent electro-mechanical systems: electronics and logics, microprocessors; electro-mechanical devices, programmable logic controllers, sensors and transducers. Introduction to micro-electromechanical systems. *Prerequisites:* ENG 102, EEN 206.

MEN 410 Internal Combustion Engines (3.0); 3 cr. Analysis of internal combustion engines: dynamics, thermodynamics, combustion, friction and wear, and other factors affecting power, efficiency and emissions. Design and operating characteristics of different types of engines. *Prerequisites:* MEN 310.

MEN 430 Theory of Machines (3.0); 3 cr. Kinematics of machinery: linkages, cams, gears, bearings, belts, etc. Static and dynamic balancing and force analysis of machines. *Prerequisites:* MEN 101, MEN 360.

MEN 431 Mechanical Engineering Laboratory; 1 cr. Applications of mechanical engineering theories and design techniques to complex mechanical systems. Topics include air-conditioning and refrigeration, hydro-power generation, solar energy, combustion systems, pump systems, bearings, assembly processes, vibrations systems. *Prerequisite:* MEN 325.

MEN 435 Automated Controls (3.0); 3 cr. Feedback control design and analysis for linear dynamic systems with emphasis on mechanical engineering applications: transient and frequency response, stability, system performance, control modes, state space technique, introduction to digital control systems. *Prerequisites:* MEN 101, MAT 235.

MEN 437 Mechanical Engineering Design (3.0); 3 cr. Design of machine elements. System reliability. Interchangeability of mechanical devices. Stress-strain relationship in mechanical elements configuration. *Prerequisite:* MEN 302.

MEN 439 Engineering Instrumentations (3.0); 3 cr. Fundamentals of experimental methods, data acquisition and treatment, error analysis. Design and selection of measurement tools used in mechanical engineering. *Prerequisite:* MEN 401.

MEN 440 Computer Aided Design and Manufacturing (3.0); 3 cr. Principles of computer aided design and manufacturing: design process, geometric modeling, design for assembly, design for manufacturability, design/manufacture interface, computer numerical control, product development, production planning and control, standards. *Prerequisites:* MEN 340, CSC 270.

MEN 460 Senior Project; 3 cr. A mechanical engineering project in which the student is exposed to the design process from concept through analysis to layout and report. Projects are proposed from the different areas of mechanical engineering and reflect the expertise of the instructing faculty. *Prerequisite:* Senior standing.

MEN 500 Energy Principles and Variational Methods in Mechanics (3.0); 3 cr. Calculus of Variations, virtual work and energy principles, stationary variational principles, Hamilton's principle, energy theorem of structural mechanics, Ritz method, weight residual methods, finite element method. *Prerequisite:* MEN 302.

MEN 501 Continuum Mechanics (3.0); 3 cr. Introductory course in the mechanics of continuous media. Basic concepts of stress, strain, constitutive relationships; conservation laws are treated using Cartesian tensor notation. Examples from both solid and fluid mechanics investigated. *Prerequisites:* MEN 302, MEN 321.

MEN 502 Theory of Elasticity (3.0); 3 cr. Stress and strain at a point. General equations of elasticity. Plane stress, plain strain problems; torsion of prismatic bars. Energy methods. *Prerequisite:* MEN 302.

MEN 503 Theory of Plates and Shells (3.0); 3 cr. Rectangular and circular plates. Variational methods in the analysis of plates and shells. Plates of unusual shape. Shear deformation effects. Large deformation analysis. Analysis of cylindrical shells. *Prerequisite:* MEN 302.

MEN 504 Theory of Elastic Stability (3.0); 3 cr. Buckling of Columns, frames and plates. Kinematic approach to stability. Large deflections. Energy approach to buckling. Plate and shell buckling. Inelastic buckling of columns. Creep buckling. *Prerequisite:* MEN 302.

MEN 505 Theory of Plasticity (3.0); 3 cr. Plastic yield conditions and stress-strain relations. Behavior of elastic-perfectly plastic members. Plain strain in plastic members. *Prerequisites:* MEN 502.

MEN 507 Fracture Mechanics (3.0); 3 cr. Mechanics of flawed structure. Concepts include Griffith theory, Irwin analysis, energy analysis of cracked bodies, fracture toughness testing, plane strain, plane stress, transition temperature concepts, subcritical flaw growth. *Prerequisite:* MEN 302.

MEN 510 Energy Conversion (3.0); 3 cr. Methods and techniques used in energy conversion from thermal, hydraulic, solar, wind, geothermal, etc. to electrical energy, thermal powerplants, photovoltaic systems, fuel cells. *Prerequisite:* MEN 310.

MEN 515 Heating, Ventilating and Air-Conditioning (3.0); 3 cr. Design and analysis of HVAC systems and components, comfort, cooling and heating load calculations, piping and duct design, domestic hot and cold water system. Introduction to refrigeration. *Prerequisite:* MEN 310.

MEN 517 Solar Energy (3.0); 3 cr. Fundamentals of solar radiation, design and analysis of solar systems for both low and high temperature applications, passive and active solar thermal engineering, design of solar collectors, energy storage systems. *Prerequisite:* MEN 310.

MEN 520 Fluid Power Control (3.0); 3 cr. Fundamentals of fluid power technology: hydraulic fluids and system components like pumps, valves, motors, and cylinders; pneumatic systems, fluidic components. Design, analysis and control of fluid power circuits. *Prerequisite:* MEN 321.

MEN 521 Viscous Flow and Boundary Layers (3.0); 3 cr. Fundamentals of real flow phenomena: concepts of stress and strain and derivation of Navier-Stokes equations. Application to boundary layers, creeping flows and lubrication. Flow instabilities and turbulence. *Prerequisite:* MEN 321.

MEN 525 Combustion and Flame (3.0); 3 cr. Introduction to combustion processes; combustion thermodynamics and reaction kinetics; combustion phenomena: ignition, quenching, detonation and deflagration; flame instabilities; diffusion and premixed flames;

introduction to turbulent combustion.
Prerequisite: MEN 310.

MEN 530 Advanced Vibration Analysis (3.0); 3 cr. Advanced topics in vibration theory and its application to Mechanical Systems. Topics include vibration analysis of multi-degree of freedom, distributed and nonlinear systems, random vibration analysis, and vibration control.
Prerequisite: MEN 330.

MEN 534 Joining Processes: Welding, Soldering and Brazing (3.0); 3 cr. Analysis of various joining processes: mechanisms of surface bonding; welding metallurgy; effect of heat input on resulting microstructures; residual stresses and distortion; welding processes: MIG, TIG, Laser, electron beam, spot welding, resistance welding.
Prerequisite: MEN 340.

MEN 540 Robots and Manipulators (3.0); 3 cr. Concepts underlying the design and application of computer-controlled manipulators: Manipulator geometry, work volume, sensors, feedback control of manipulator linkages, kinematics, trajectory planning, programming, robot system architecture, applications in mechanical

engineering. *Prerequisites:* MEN 430, MEN 435.

MEN 550 Computational Methods in Thermal and Fluid Mechanics (3.0); 3 cr. Physical and mathematical foundations of computational fluid mechanics and heat transfer with emphasis on applications: governing equations and mathematical approximations; partial differential and integral equations, discretization and solution methods, stability and convergence. Introduction to physical modeling of turbulence, combustion, and radiation.
Prerequisites: MEN 310, MAT 335, CSC 212.

MEN 580 Finite Elements Methods (3.0); 3 cr. The concepts and fundamentals of the finite element method with applications to problems in solid and fluid mechanics.
Prerequisite: MEN 102.

MEN 590 Mechanical Engineering Software (3.0); 3 cr. Development and utilization of software packages related to various areas in mechanical engineering, graphical user interface, CAD, mesh generators, solvers, post-processors.
Corequisites: MEN 550, MEN 580.

FACULTY OF HUMANITIES (FHUM)

Dr. Carol Kfouri, *Acting Dean*

DEPARTMENT OF ENGLISH, TRANSLATION AND
EDUCATION

Dr. Mary-Angela Willis, *Chairperson*

DEPARTMENT OF MASS COMMUNICATION

Dr. Joseph Ajami, *Chairperson*

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

Dr. Mansour Eid, *Chairperson*

Freshman Arts Program

FACULTY DIRECTORY

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FACULTY OF HUMANITIES

LIST OF FULL-TIME FACULTY MEMBERS

Professors

¹*Eid, Assad*, Doctorate, 1986, *Applied Linguistics and TEFL*, Université Saint-Joseph.

¹*Oueijan, Naji*, Ph.D., 1985, *English Literature*, Baylor University, USA.

¹*Rihani, Ameen A.*, Ph.D., 1996, *Bilingual Literature*, Lebanese University, Lebanon

¹*Sarru', Boulos*, Ph.D., 1979, *English and American Studies*, Indiana University, USA

Associate Professors

Ajami, Joseph, Ph.D., 1987, *Mass Communication*, Ohio University-Athens, USA.

Alam, Edward, Ph.D., 1996, *Philosophy*, University of Utah; USA.

Eid, Mansour, Doctorate, 1985, *Arabic Language and Literature*, Université Saint-Joseph; Lebanon.

Fakih, Khalid, Ph.D., 1992, *Journalism*, University of Missouri, USA.

Sabieh, Christine, Doctorate 1^{ère} Catégorie, 1998, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon.

Salameh, Doumit, Ph.D., 1988, *Philosophy*, St. Louis University, USA.

Assistant Professors

Abdallah, Najah, Ph.D., 1992, *Science of Information and Technology*, Université Michel De Montaigne, Bordeaux, France.

Abou-Chedid, Kamal, Ph.D., 1997, *Education*, Manchester University, UK.

Bahous, Jocelyne, Doctorate 1^{ère} Catégorie, 1998, *Philosophie et Science Humaines*, Université du Saint-Esprit Kaslik, Lebanon.

Darouny, Kamal, M.A., 1986, *Marketing and Advertising*, Sussex College of Technology, UK.

Donerian, Vatche, M.A., 1987, *Theater and TV Directing*, Yerevan State Institute of Dramatic and Fine Arts, Armenia.

Fahed, Ziad, Ph.D., 2001, *Théologie Canonique*, Université Catholique de Lyon, France

Jahshan, Paul, Ph.D., 2000, *American Studies*, Nottingham University-UK.

Karam, Clovis, Doctorate ,1984, *Scholastic Philosophy*, Université Catholique de Lyon, Lyon, France.

Kfoury, Carol, Doctorate 1^{ère} Catégorie, 1997, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon.

¹*Matar, Suhail*, C.A.P.E.S., 1969, *Arabic Language and Literature*, Université Libanaise, Lebanon.

Malek, Amal, Doctorate 1^{ère} Catégorie, 2000, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon

Nikro, Norman, Ph.D., 1998, *Cultural Studies*, University of New South Wales, Australia.

²*Samra, Sami*, Doctorate 1^{ère} Catégorie, 1999, *Philosophie et Science Humaines*, Université du Saint-Esprit Kaslik, Lebanon.

Willis, Mary-Angela, Ph.D., 2001, *Francophone Literature*, University of Alabama, USA

Yaacoub, Youssef, Ph.D., 1990, *Education*, Loyola University of Chicago, USA.

Yazigy, Amal, Ph.D., 1992, *Applied Linguistics*, Leicester University, England.

Senior Lecturers

Abou-Jawdeh, Simon, C.E.P., *Psychotherapy*, Vienna 2002, D.E.S., 1992, *Clinical Psychology*, Université Libanaise, Lebanon

¹ On tenure appointment

² Leave of absence for academic year 2005-2006

Chidiac, May, D.E.S., 1996, *Journalism*, Université Libanaise, Université Pantheon, Assas, Paris II, France.

Lecturers

Akkari, Juliet, M.A., 1971, *TEFL*, American University of Beirut, Lebanon

Chibani, Wissam, M.A., 2001, *TESOL*, Oklahoma City University, Oklahoma, USA

Hajj, Michael, M.A., 1997, *English Literature*, NDU

Khoury, Mary, M.A., 1995, *English Language and Literature*, Université Libanaise, Lebanon

Samrani, Diana, M.A., 1990, *Education*, Andrews University of Michigan, USA

Wehbe, Boulos (Marwan), M.A., 1981, *Middle Eastern Studies*, American University of Beirut, Lebanon.

Instructors

Bassil, Janet, MBA, 1996, *International Affairs*, NDU

Karam, Mirna, M.A., 2005, *Applied Linguistics*, NDU, Lebanon

Studio

Lahoud, Sam, Maitrise en étude Scéniques et Audio Visuelle, 2001, USJ, Beirut, *Supervisor Audio Visual Facilities*

Awky, Zoya, 1988, Sound Master: Audio/Video Institute, Hollywood, USA, *Co-Academic, Recording Engineer*

Azar, Antoine, DES, 1980, Université des Sc.& Tech. de Lille, *Electronique, R/TV Studio, Video Associate and Technical Consultant*

Gunstone, Anthony, Certificate, 1981, King Eggbert Institute-Sheffield, *R/TV Studio Associate, Audio Associate*

Saade, Rania, B.A., 1999, *RadioTV*, NDU, Lebanon, *Administrative Assistant, Audio Visual Facilitates*,

Abi Adam, Naoum, B.A. Communication Arts/RTV, 2004, NDU, Lebanon, *Computer Associate*

Khabbaz, Nicolas, B.A. Communication Arts/RTV, 2004, NDU, Lebanon, *Project Coordinator*

Zeinati, Maria B.A. Communication Arts / RTV, 2005, NDU, Lebanon, *Studio Assistant*

Al Achy, Samer, B.A. Communication Arts / RTV, 2006, NDU, Lebanon, *Studio Assistant*

Ghanem, Milo, T.S. Electric, CET, *Audio Visual University Services*

Bejjani, Abdo, *Audio Visual University Services*

Staff Members

Chemaly, Wassil, B.A., Advertising & Marketing, 1998, NDU, *Administrative Assistant to the Dean*

Eid, Alice, *Secretarial Studies*, 1992, Bechara Technical School, Zouk Mikael, *Secretary, Mass Communication Department*.

Jabbour, Vera, B.A., Translation & Interpretership, 2002, *Secretary, English, Translation & Education Department*

Noufaily, Christine, B.A., Graphic Design, 2000, *Secretary, Social & Behavioral Sciences Department*

FACULTY OF HUMANITIES

Acting Dean: *Dr. Carol Kfoury*

Administrative Assistant: *Mrs. Wassil Chemaly*

The Faculty of Humanities consists of 3 departments: The Department of English, Translation, and Education, the Department of Mass Communication, and the Department of Social and Behavioral Sciences.

Degrees Offered

The Faculty of Humanities offers programs leading to the degrees of:

Bachelor of Arts in English

Bachelor of Arts in Translation and Interpretership

Bachelor of Arts in Education:

 Early Childhood

 Learning Disabilities

 Education of the Gifted

 School Counseling

 Education of the Handicapped

Bachelor of Arts in Physical Education and Sport

Bachelor of Arts in Communication Arts-Journalism concentration

Bachelor of Arts in Communication Arts-Radio/TV concentration

Bachelor of Arts in Advertising and Marketing

Bachelor of Arts in Arabic Language and Literature

Bachelor of Arts Psychology

 Clinical

 Educational

 Industrial

Master of Arts in Education

 Special Education

 School Management and Educational Leadership

 Educational Technology

Master of Arts in English Literature

Master of Arts in Applied Linguistics and TEFL

Master of Arts in Translation and Interpretership

Master of Arts in Media Studies

 Advertising

 Electronic Media

 Journalism

Master of Arts in Arabic Language and Literature

Teaching Diploma

Teaching Certificate

Summer Arabic Program

DEPARTMENT OF ENGLISH, TRANSLATION AND EDUCATION

Chairperson: *Dr. Mary-Angela Willis*

Secretary: *Miss Vera Jabbour*

Professors

Eid, Assad, Doctorate, 1986, Université Saint-Joseph, Lebanon.

Applied Linguistics and TEFL

Oueijan, Naji, Ph.D., 1985, Baylor University, USA.

English Literature

Sarru', Boulos, Ph.D., 1979, Indiana University, USA.

English and American Studies

Associate Professors

Sabieh, Christine, Doctorate 1^{ère} Catégorie, 1998, Université du Saint-Esprit Kaslik, Lebanon.

Philosophie et Sciences Humaines

Assistant Professors

Abou-Chedid, Kamal, Ph.D., 1997, Manchester University, UK.

Education

Bahous, Jocelyne, Doctorate 1^{ère} Catégorie, 1998, Université du Saint-Esprit Kaslik, Lebanon.

Philosophie et Sciences Humaines

Jahshan, Paul, Ph.D., 2000, Nottingham University-Nottingham, UK.

American Studies

Kfoury, Carol, Doctorate 1^{ère} Catégorie, 1997, Université du Saint-Esprit Kaslik, Lebanon.

Philosophie et Sciences Humaines

Malek, Amal, Doctorate 1^{ère} Catégorie, 2000 Université du Saint-Esprit Kaslik, Lebanon.

Philosophie et Sciences Humaines

Nikro, Norman, Ph.D., 1998, University of New South Wales, Australia.

Cultural Studies

Samra, Sami, Doctorate 1^{ère} Catégorie, 1999, Saint Esprit-Kaslik, Lebanon.

Philosophie et Sciences Humaines

Willis, Mary-Angela, Ph.D., 2001, University of Alabama, USA

Francophone Literature

Yazigy, Amal, Ph.D., 1992, Leicester University, UK

Applied Linguistics

Lecturers

Akkari, Juliet, M.A., 1971, American University of Beirut, Lebanon.

TEFL

Hajj, Micheal, M.A., 1997, Notre Dame University, Lebanon.

English Literature

Khoury, Mary, M.A., 1995, Université Libanaise, Lebanon.

English Language and Literature

Samrani, Diana, M.A., 1990, Andrews University of Michigan, USA.

Education

Instructors

Bassil, Janet, MBA, 1996, Notre Dame University, Lebanon.

International Affairs

The Department of English, Translation, and Education offers the following degree programs:

- B.A. in Education
- B.A. in English
- B.A. in Physical Education and Sports
- B.A. in Translation and Interpretership
- M.A. in Applied Linguistics and TEFL
- M.A. in English Literature
- M.A. in Education
- M.A. in Translation and Interpretership
- Teaching Diploma
- Teaching Certificate

In addition, the Department offers:

- An Intensive English Program
- A communication Skills Program
- Language Courses (French, German, Italian, Spanish and Latin)

Teaching Diploma

The purpose of the Teaching Diploma program is to prepare school teachers. The value of such preparation lies in the fact that a large number of school teachers, in all cycles, are not scientifically trained to teach. College graduates who might later teach in a school will also find this program invaluable.

The program is designed to cater to both the freshly-out-of- school, inexperienced graduate and the teacher who has already had some experience but who lacks scientific preparation.

The course material will cover the various aspects of teaching, regardless of the subject matter. Such aspects include general educational theories of acquisition, basic educational psychology, discipline and management in the classroom, testing and evaluating and the different methods of the teaching-learning process.

Admission Requirements

To qualify for admission, a candidate must either be working towards a BA/BS degree, or hold a recognized BA/BS degree. All candidates must pass the English Entrance Test (EET) with a minimum score of 500.

Recognition

The Government of Lebanon recognizes the Teaching Diploma as equivalent to the License d'Enseignement if the student holds the Lebanese Baccalaureate Part II and has successfully passed the number of credits required for the Diploma over and above the total number of credits required for the BA or the BS degree.

Graduation Requirements

In order to obtain the Teaching Diploma, students must successfully pass 18 credits with a GPA of 2.0/4.0 or above in the following courses:

- EDU 201 Introduction to Education
- EDU 313 Psychology of Education: Learning
- EDU 343 Classroom Management
- or
- EDU 330 Curriculum Development and Evaluation

Depending on their concentration, Arabic, English, Mathematics, Sciences or Social Sciences, students must select one of the following sets:

1. EDU 351, EDU 431, EDU 461 (English)
2. EDU 352, EDU 432, EDU 462 (Mathematics)
3. EDU 353, EDU 433, EDU 463 (Sciences)
4. EDU 354, EDU 434, EDU 464 (Social Sciences)
5. EDU 358, EDU 438, EDU 468 (Arabic)

The Teaching Certificate

The Teaching Certificate program is designed to help school teachers conduct their classes scientifically. However, this is not a graduate program: the candidate is not required to hold a university degree to join. This program will cater to school teachers who are already teaching in a school but do not hold a university degree. It prepares them to teach elementary classes only.

Admission Requirements

To qualify for admission, a candidate must hold a Lebanese Baccalaureate Part II or its equivalent. The candidate must prove English language proficiency - either by passing the TOEFL with a minimum score of 550 or the EET with a minimum score of 500. The candidate must also take an oral interview before he/she can be admitted to the program.

Academic Requirements

In order to receive the Teaching Certificate, a candidate must complete 18 credits with a GPA of 2.0/4.0 or above in the following courses:

| | |
|---------|--|
| EDU 201 | Introduction to Education |
| EDU 313 | Psychology of Education: Learning |
| EDU 343 | Classroom Management |
| EDU 350 | Methods of Teaching - Elementary Level |
| EDU 430 | Tests, Measurement and Evaluation - Elementary Level |
| EDU 460 | Teaching Practicum - Elementary Level |

Teaching Diploma in Arabic Language and Literature

The purpose of the Teaching Diploma program is to prepare school teachers. The value of such preparation lies in the fact that a large number of school teachers, in all cycles, are not scientifically trained to teach. College graduates who might later teach in a school will also find this program invaluable.

The program is designed to cater to both the freshly-out-of- school, inexperienced graduate and the teacher who has already had some experience but who lacks scientific preparation.

The course material will cover the various aspects of teaching, regardless of the subject matter. Such aspects include general educational theories of acquisition, basic educational psychology, discipline and management in the classroom, testing and evaluating and the different methods of the teaching-learning process.

Admission Requirements

To qualify for admission, a candidate must either be working towards a BA degree in Arabic, or holds a recognized BA degree in Arabic.

Recognition

The Government of Lebanon recognizes the Teaching Diploma as equivalent to the License d'Enseignement if the student holds the Lebanese Baccalaureate Part II and has successfully

passed the number of credits required for the Diploma over and above the total number of credits required for the BA degree in Arabic.

Graduation Requirements

In order to obtain the Teaching Diploma, students must successfully pass 18 credits with a GPA of 2.0/4.0 or above in the following courses:

- EDU 202 Introduction to Education (In Arabic)
- EDU 314 Educational Psychology (In Arabic)
- EDU 315 Literary Criticism (In Arabic)
- EDU 345 Methods of Teaching Arabic Language and Literature (In Arabic)
- EDU 359 Curriculum Design (In Arabic)
- EDU 414 Writing Styles and Textual Analysis (In Arabic)
- EDU 477 Practicum in Teaching Arabic (In Arabic)

The Teaching Certificate

The Teaching Certificate program is designed to help school teachers conduct their classes scientifically. However, this is not a graduate program: the candidate is not required to hold a university degree to join. This program will cater for school teachers who are already teaching in a school but do not hold a university degree. It prepares them to teach elementary classes only.

Admission Requirements

To qualify for admission, a candidate must hold a Lebanese Bacc. II or equivalence. The candidate must prove Arabic language proficiency. The candidate must also take an oral interview before he/she can be admitted to the program.

Academic Requirements

In order to receive the Teaching Certificate, a candidate must complete 18 credits with a GPA of 2.0/4.0 or above in the following courses:

- EDU 202 Introduction to Education (In Arabic)
- EDU 314 Educational Psychology (In Arabic)
- EDU 315 Literary Criticism (In Arabic)
- EDU 345 Methods of Teaching Arabic Language and Literature (In Arabic)
- EDU 359 Curriculum Design (In Arabic)
- EDU 414 Writing Styles and Textual Analysis (In Arabic)
- EDU 477 Practicum in Teaching Arabic(In Arabic)

The Degree of Bachelor of Arts in Education - Early Childhood

The purpose of the undergraduate program in education comes in line with the University's commitment to serve the community around it, and with the national strategy of educational reform.

The B.A. Ed. - Early Childhood program prepares students to work with pre-school pupils, providing them with proper activities reinforcing positive attitudes towards the school.

Graduation Requirements

Students must meet the General Education Requirements and successfully complete a total of 105 credits with a minimum overall GPA of 2.0/4.0 and a minimum average of 2.4/4.0 in the Core and Major requirements. The 105 credits are divided into:

**Degree Requirements
(105 credits)**

| | Number of Credits (cr.) |
|---|------------------------------------|
| General Education Requirements | |
| Communication Skills ENL 213, ENL 223 | |
| Computer Skills CSC 201 | |
| Cultural Studies 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Core Requirements PSL 211, STA 201, ENL 311, HUT 411 or SOL 313, EDU 201, EDU 213, EDU 214, EDU 313, EDU 343, EDU 360 | 30 cr. |
| Major Requirements EDU 311, EDU 332, EDU 344, EDU 355, EDU 411, EDU 413, EDU 465, EDU 475, EDU 485 | 25 cr. |
| Students must choose 18 credits as described below: | 18 cr. |
| <i>Group I:</i> EDU 212 or EDU 301 or EDU 321 (3 credits) | |
| <i>Group II:</i> EDU 361 or EDU 362 or EDU 402 or EDU 420 or EDU 421 or EDU 422 or EDU 430 or EDU 450 (12 credits) | |
| <i>Group III:</i> EDU 401 or SOL 312 (3 credits) | |
| Free Electives | 5 cr. |

Bachelor of Arts in Education - Early Childhood
Suggested Program (105 credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| EDU | 201 | Introduction to Education | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ARB | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| ENL | 223 | Communication Arts (GER) | 3 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 214 | Youth in Contemporary Society | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| REG | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| EDU | 313 | Psychology of Education: Learning | 3 cr. |
| EDU | 343 | Classroom Management | 3 cr. |
| EDU | 344 | School Libraries | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| EDU | 311 | Children's Literature | 3 cr. |
| EDU | 355 | Methods of Teaching: Early Childhood | 3 cr. |
| — | — | Group I ¹ | 3 cr. |
| — | — | Group II ² | 3 cr. |
| — | — | Free Elective | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| EDU | 360 | Instructional Technology | 3 cr. |
| HUT | 411 | Aesthetics | 3 cr. |
| or | | | |
| SOL | 313 | Family Violence and Child Abuse | |
| — | — | Group III ³ | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 332 | Curriculum Development and Evaluation: Early Childhood | 3 cr. |
| EDU | 411 | Early Childhood Education | 3 cr. |
| EDU | 465 | Early Childhood Teaching Practicum I | 3 cr. |
| — | — | Group II ² | 6 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 413 | Early Childhood General Health, Nutrition and Safety | 3 cr. |
| EDU | 475 | Early Childhood Teaching Practicum II | 3 cr. |
| EDU | 485 | Early Childhood Internship | 1 cr. |
| — | — | Group II ² | 3 cr. |
| — | — | Free Elective | 2 cr. |

¹Group I (3 cr.) EDU 212/301/321

²Group II (12 cr.) EDU 361/362/402/420/421/422/430/450

³Group III (3 cr.) EDU 401/SOL 312

The Degree of Bachelor of Arts in Education - Learning Disabilities

The purpose of the undergraduate program in education comes in line with the University's commitment to serve the community around it, and with the national strategy of educational reform.

The B.A. Ed. - Learning Disabilities program prepares students to work with pupils disadvantaged by learning disabilities.

Graduation Requirements

To graduate, students must meet the General Education Requirements and successfully complete a total of 105 credits with a minimum overall GPA of 2.0/4.0 and a minimum average of 2.4/4.0 in the Core and Major requirements. The 105 credits are divided into:

Degree Requirements (105 credits)

| | Number of Credits (cr.) |
|---|------------------------------------|
| General Education Requirements | |
| Communication Skills | |
| ENL 213, ENL 230 | |
| Computer Skills | |
| CSC 201 | |
| Cultural Studies | |
| 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. | |
| A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies | |
| 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies | |
| 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Core Requirements | 30 cr. |
| PSL 211, STA 201, ENL 311, HUT 411 or SOL 313, EDU 201, EDU 213, EDU 214, EDU 313, EDU 343, EDU 360 | |
| Major Requirements | 25 cr. |
| EDU 311, EDU 324, EDU 344, EDU 357, EDU 422, EDU 430, EDU 460, EDU 470, EDU 480 | |
| Students must choose 18 credits as described below: | 18 cr. |
| <i>Group I:</i> EDU 212 or EDU 302 or EDU 325 (3 credits) | |
| <i>Group II:</i> EDU 321 or EDU 342 (3 credits) | |
| <i>Group III:</i> EDU 362 or EDU 402 or EDU 412 or EDU 413 or EDU 420 or EDU 421 or EDU 451 (9 credits) | |
| <i>Group IV:</i> EDU 401 or SOL 312 (3 credits) | |
| Free Electives | 5 cr. |

Bachelor of Arts in Education - Learning Disabilities
Suggested Program (105 credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| EDU | 201 | Introduction to Education | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ARB | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| ENL | 223 | Communication Arts (GER) | 3 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 214 | Youth in Contemporary Society | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| REG | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| EDU | 313 | Psychology of Education: Learning | 3 cr. |
| EDU | 343 | Classroom Management | 3 cr. |
| EDU | 344 | School Libraries | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 311 | Children's Literature | 3 cr. |
| EDU | 324 | Counseling in Special Education | 3 cr. |
| EDU | 357 | Methodology of Teaching: Learning Disabilities | 3 cr. |
| — | — | Group I ¹ | 3 cr. |
| — | — | Group II ² | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| EDU | 360 | Instructional Technology | 3 cr. |
| HUT | 411 | Aesthetics | 3 cr. |
| or | | | |
| SOL | 313 | Family Violence and Child Abuse | |
| — | — | Group III ³ | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 422 | Learning and Behavioral Difficulties of Children | 3 cr. |
| EDU | 460 | Elementary Teaching Practicum I | 3 cr. |
| — | — | Group III ³ | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 430 | Tests, Measurement and Evaluation: Elementary Level | 3 cr. |
| EDU | 470 | Elementary Teaching Practicum II | 3 cr. |
| EDU | 480 | Elementary Teaching Internship | 1 cr. |
| — | — | Group IV ⁴ | 3 cr. |
| — | — | Free Elective | 2 cr. |

¹ Group I (3 cr.) EDU 212/302/325

² Group II (3 cr.) EDU 321/342

³ Group III (9 cr.) EDU 362/402/412/413/420/421/451

⁴ Group IV (3 cr.) EDU 401/SOL 312

The Degree of Bachelor of Arts in Education - Education of the Gifted

The purpose of the undergraduate program in education comes in line with the University's commitment to serve the community around it, and with the national strategy of educational reform.

The B. A. Ed. - Education of the Gifted program prepares students to work with special pupils and answer to their particular needs. It also gives the student the necessary tools to challenge gifted pupils and to make their schooling not only pedagogically sound but also psychologically fulfilling.

Graduation Requirements

To graduate, students must meet the General Education Requirements and successfully complete a total of 105 credits with a minimum overall GPA of 2.0/4.0 and a minimum average of 2.4/4.0 in the Core and Major requirements. The 105 credits are divided into:

| Degree Requirements (105 credits) | Number of Credits (cr.) |
|---|------------------------------------|
| General Education Requirements | 27 cr. |
| Communication Skills | |
| ENL 213, ENL 223 | |
| Computer Skills | |
| CSC 201 | |
| Cultural Studies | |
| 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. | |
| A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies | |
| 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies | |
| 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Core Requirements | 30 cr. |
| PSL 211, STA 201, ENL 311, HUT 411 or SOL 313, EDU 201, EDU 213, EDU 214, EDU 313, EDU 343, EDU 360 | |
| Major Requirements | 25 cr. |
| EDU 322, EDU 323, EDU 341, EDU 344, EDU 361, EDU 430, EDU 460, EDU 470, EDU 480 | |
| Students must choose 18 credits as described below: | 18 cr. |
| <i>Group I:</i> EDU 330 or EDU 331 (3 credits) | |
| <i>Group II:</i> EDU 301 or EDU 311 or EDU 321 or EDU 324 or EDU 402 or EDU 413 or EDU 420 or EDU 421 or EDU 422 (12 credits) | |
| <i>Group III:</i> EDU 401 or EDU 412 (3 credits) | |
| Free Electives | 5 cr. |

Bachelor of Arts in Education - Education of the Gifted
Suggested Program (105 credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| EDU | 201 | Introduction to Education | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ARB | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| ENL | 223 | Communication Arts (GER) | 3 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 214 | Youth in Contemporary Society | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| REG | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| EDU | 313 | Psychology of Education: Learning | 3 cr. |
| EDU | 343 | Classroom Management | 3 cr. |
| EDU | 344 | School Libraries | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 322 | Education of Talented and Gifted Students | 3 cr. |
| EDU | 311 | Children's Literature | 3 cr. |
| EDU | 355 | Methods of Teaching: Early Childhood | 3 cr. |
| — | — | Group I ¹ | 3 cr. |
| — | — | Group II ² | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| EDU | 360 | Instructional Technology | 3 cr. |
| HUT | 411 | Aesthetics | 3 cr. |
| or | | | |
| SOL | 313 | Family Violence and Child Abuse | |
| — | — | Free electives | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 323 | Behavioral Problems of exceptional Students | 3 cr. |
| EDU | 341 | Reading Skills for the Gifted | 3 cr. |
| EDU | 361 | Applications of Computers in Teaching | 3 cr. |
| EDU | 460 | Elementary Teaching Practicum I | 3 cr. |
| — | — | Group II ² | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 430 | Tests, Measurement and Evaluation: Elementary Level | 3 cr. |
| EDU | 470 | Elementary Teaching Practicum II | 3 cr. |
| EDU | 480 | Elementary Teaching Internship | 1 cr. |
| — | — | Group II ² | 3 cr. |
| — | — | Group III ³ | 3 cr. |
| — | — | Free Elective | 2 cr. |

¹ Group I (3 cr.) EDU 330/331

² Group II (12 cr.) EDU 301/311/321/324/402/413/420/421/422

³ Group III (3 cr.) EDU 401/412

The Degree of Bachelor of Arts in Education - School Counseling

The purpose of the undergraduate program in education comes in line with the University's commitment to serve the community around it, and with the national strategy of educational reform.

The B. A. Ed. - School Counseling program prepares students to work in schools and other educational institutions, assisting the pupils to better cope with their problems. This program, however, does not equip students for clinical counseling.

Graduation Requirements

To graduate, students must meet the General Education Requirements and successfully complete a total of 105 credits with a minimum overall GPA of 2.0/4.0 and a minimum average of 2.4/4.0 in both the core and major requirements. The 105 credits are divided into:

| Degree Requirements (105 credits) | Number of Credits (cr.) |
|---|------------------------------------|
| General Education Requirements | 27 cr. |
| Communication Skills | |
| ENL 213, ENL 223 | |
| Computer Skills | |
| CSC 201 | |
| Cultural Studies | |
| 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. | |
| A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies | |
| 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies | |
| 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Core Requirements | 30 cr. |
| PSL 211, STA 201, ENL 311, HUT 411 or SOL 313, EDU 201, EDU 213, EDU 214, EDU 313, EDU 343, EDU 360 | |
| Major Requirements | 25 cr. |
| EDU 212, EDU 302, EDU 311, EDU 324, EDU 344, EDU 402, EDU 420, EDU 451, EDU 487 | |
| Students must choose 18 credits as described below: | 18 cr. |
| <i>Group I:</i> EDU 322 or EDU 323 (3 cr.) | |
| <i>Group II:</i> EDU 330 or EDU 331 (3 cr.) | |
| <i>Group III:</i> EDU 355 or EDU 356 or EDU 357 (3 cr.) | |
| <i>Group IV:</i> EDU 413 or EDU 421 or EDU 422 or EDU 450 (6 cr.) | |
| <i>Group V:</i> EDU 351 or EDU 401 or EDU 412 (3 cr.) | |
| Free Electives | 5 cr. |

**Bachelor of Arts in Education - School Counseling
Suggested Program (105 credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| EDU | 201 | Introduction to Education | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ARB | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| ENL | 223 | Communication Arts (GER) | 3 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 214 | Youth in Contemporary Society | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| REG | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| EDU | 313 | Psychology of Education: Learning | 3 cr. |
| EDU | 343 | Classroom Management | 3 cr. |
| EDU | 344 | School Libraries | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 212 | Sociological Perspectives on Schools | 3 cr. |
| EDU | 302 | Introduction to Education of the Mentally Retarded | 3 cr. |
| EDU | 311 | Children's Literature | 3 cr. |
| — | — | Group I ¹ | 3 cr. |
| — | — | Group II ² | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| EDU | 360 | Instructional Technology | 3 cr. |
| EDU | 420 | Crisis Intervention | 3 cr. |
| HUT | 411 | Aesthetics | 3 cr. |

or

| | | | |
|-----|-----|---------------------------------|--|
| SOL | 313 | Family Violence and Child Abuse | |
|-----|-----|---------------------------------|--|

Fall Semester III (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| EDU | 324 | Counseling in Special Education | 3 cr. |
| EDU | 402 | Foundations of Counseling Services | 3 cr. |
| — | — | Group III ³ | 3 cr. |
| — | — | Group IV ⁴ | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| EDU | 451 | Clinical Assessment in Schools | 3 cr. |
| EDU | 487 | Counseling/Guidance Internship | 1cr. |
| — | — | Group IV ⁴ | 3 cr. |
| — | — | Group V ⁵ | 3 cr. |
| — | — | Free Elective | 2 cr. |

¹ Group I (3 cr.) EDU 322/323

² Group II (3 cr.) EDU 330/331

³ Group III (3 cr.) EDU 355/356/357

⁴ Group IV (6 cr.) EDU 443/421/422/450

⁵ Group V (3 cr.) EDU 351/401/412

The Degree of Bachelor of Arts in Education - Education of the Handicapped

The purpose of the undergraduate program in education comes in line with the University's commitment to serve the community around it, and with the national strategy of educational reform.

The B.A. Ed. - Education of the Handicapped program prepares students to work with the handicapped professionally, by providing them with the necessary methodology, techniques, and psychological background.

Graduation Requirements

To graduate, students must meet the General Education Requirements and successfully complete a total of 105 credits with a minimum overall GPA of 2.0/4.0 and a minimum average of 2.4/4.0 in both the core and major requirements. The 105 credits are divided into:

| Degree Requirements (105 credits) | | Number of Credits (cr.) |
|---|--|------------------------------------|
| General Education Requirements | | 27 cr. |
| Communication Skills | | |
| ENL 213, ENL 223 | | |
| Computer Skills | | |
| CSC 201 | | |
| Cultural Studies | | |
| 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. | | |
| A religion course shall always be part of any 9 credits of cultural studies. | | |
| Social Science Studies | | |
| 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | | |
| Basic Science Studies | | |
| 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | | |
| Core Requirements | | 30 cr. |
| PSL 211, STA 201, ENL 311, HUT 411 or SOL 313, EDU 201, EDU 213, EDU 214, EDU 313, EDU 343, EDU 360 | | |
| Major Requirements | | 25 cr. |
| EDU 302, EDU 311, EDU 324, EDU 342, EDU 356, EDU 450, EDU 466, EDU 476, EDU 486 | | |
| Students must choose 18 credits as described below: | | 18 cr. |
| <i>Group I:</i> EDU 330 or EDU 331 (3 credits) | | |
| <i>Group II:</i> EDU 301 or EDU 321 or EDU 325 or EDU 344 or EDU 361 or EDU 412 or EDU 420 (12 credits) | | |
| <i>Group III:</i> EDU 401 or SOL 312 (3 credits) | | |
| Free Electives | | 5 cr. |

Bachelor of Arts in Education - Education of the Handicapped
Suggested Program (105 credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| EDU | 201 | Introduction to Education | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ARB | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| ENL | 223 | Communication Arts (GER) | 3 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |
| NTR | 201 | Basic Human Nutrition (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 214 | Youth in Contemporary Society | 3 cr. |
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| REG | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 302 | Introduction to the Education of the Mentally Retarded | 3 cr. |
| EDU | 313 | Psychology of Education: Learning | 3 cr. |
| EDU | 343 | Classroom Management | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| EDU | 311 | Children's Literature | 3 cr. |
| EDU | 324 | Counseling in Special Education | 3 cr. |
| EDU | 342 | Instructional Strategies for the Handicapped | 3 cr. |
| — | — | Group I ¹ | 3 cr. |
| — | — | Group II ² | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| EDU | 360 | Instructional Technology | 3 cr. |
| HUT | 411 | Aesthetics | 3 cr. |
| or | | | |
| SOL | 313 | Family Violence and Child Abuse | |
| — | — | Group II | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 356 | Methods of Teaching: the Handicapped | 3 cr. |
| EDU | 466 | Teaching of the Handicapped Practicum I | 3 cr. |
| — | — | Group II ² | 6 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|---|-------|
| EDU | 450 | Law and the Handicapped | 3 cr. |
| EDU | 476 | Teaching of the Handicapped Practicum II | 3 cr. |
| EDU | 486 | Teaching of the Handicapped Teaching Internship | 1 cr. |
| — | — | Group III ³ | 3 cr. |
| — | — | Free Elective | 2 cr. |

¹ Group I (3 cr.) EDU 330/331

² Group II (12 cr.) EDU 301/321/325/344/361/412/420

³ Group III: (3 cr.) EDU 401 or SOL 312

The Degree of Bachelor of Physical Education and Sport

The Department of Education offers a program leading to a Bachelor degree in Physical Education and Sports. The program is designed to train students in professional development, skill development, teaching/coaching methods, private/corporate fitness, and general physical therapy. This major includes both theoretical and practical courses.

Admission Requirements

In order to be admitted to the program, candidates must pass the academic entrance examinations required by the Faculty of Humanities (EET and Sophomore Comprehensive test), a medical exam and a fitness test.

Graduation Requirements

To graduate, students must meet the General Education Requirements and successfully complete a total of 105 credit with a minimum overall GPA of 2.0/4.0 and a minimum average of 2.4/4.0 in the core and major requirements. The 105 credits are divided into: Options: Students majoring in Physical Education and Sports can choose between one of the two options as follows:

Degree Requirements (105 credits)

OPTION I: Sports, Recreation, Training and Coaching:

General Education Requirements:

27 cr.

Communication Skills

ENL 213, ENL 223

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Core Requirements

31cr.

BIO 211, BIO 214, BIO 215, PES 201, PES 202, PES 301, PES 425, EDU 201, EDU 213, EDU 214

Major Requirements

30 cr.

PES 203, PES 251, PES 252, PES 358, PES 414, PES 421, PES 422, PES 423, PES 491, EDU 420

Major Electives

14 cr.

2 out of PES 311, 312, 313 (2 cr.)

2 out of PES 314, 315, 316 (2 cr.)

2 out of PES 317, 319, 320, 323 (2 cr.)

2 out of PES 318, 322, 324 (4 cr.)

1 out of PES 321 and 325 (1 cr.)

1 out of PES 356 and 357 (3 cr.)

| | |
|---|---------------|
| Free Electives | 3 cr. |
| OPTION II: Physical Therapy and Kinesiology: | |
| General Education Requirements: | 27 cr. |
| Communication Skills | |
| ENL 213, ENL 223 | |
| Computer Skills | |
| CSC 201 | |
| Cultural Studies | |
| 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. | |
| A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies | |
| 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies | |
| 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Core Requirements | 31 cr. |
| BIO 211, BIO 214, BIO 215, PES 201, PES 202, PES 301, PES 430, EDU 201, EDU 213, EDU 214 | |
| Major Requirements | 33 cr. |
| PES 203, PES 251, PES 252, PES 351, PES 352, PES 360, PES 414, PES 423, PES 424, PES 470, PES 472 | |
| Major Electives | 12 cr. |
| 2 out of PES 311, 312, 313, 314, 315, 316 (2 cr.) | |
| 3 out of PES 317, 319, 320, 321, 325 (3 cr.) | |
| 2 out of PES 318, 322, 324 (4 cr.) | |
| 1 out of EDU 420, 421 (3 cr.) | |
| Free Electives | 3 cr. |

**Bachelor of Physical Education and Sport
Suggested Program (105 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| EDU | 201 | Introduction to Education | 3 cr. |
| ARB | 211 | Appreciation of Arabic Literature | 3 cr. |
| or | | | |
| ARB | 231 | Technical Arabic | |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| PSL | 201 | Introduction to Psychology | 3 cr. |
| or | | | |
| PSL | 211 | Psychology of the Young Child | |
| BIO | 211 | General Biology I | 4 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |
| PES | 201 | Introduction to Physical Education | 3 cr. |
| — | — | Sports Electives | 2 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| EDU | 214 | Youth in Contemporary Society | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (14 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| PES | 202 | History of Physical Education | 3 cr. |
| BIO | 214 | Anatomy | 3 cr. |
| PES | 203 | Introduction to Physical Therapy | 3 cr. |
| NTR | 212 | Food Sanitation and Safety (GER) | 3 cr. |
| — | — | Sports Electives | 2 cr. |

Spring Semester II (14 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| PES | 251 | Motor Learning | 3 cr. |
| PES | 301 | Anatomical Kinesiology | 3 cr. |
| BIO | 215 | Introductory Human Physiology | 3 cr. |
| — | — | Sports Electives | 2 cr. |
| — | — | Free Elective | 3 cr. |

Option I: Sports, Recreation, Training and Coaching

Summer II (8 credits)

| | | | |
|-----|-----|------------------------|-------|
| PES | 252 | Athletic Injuries | 3 cr. |
| PES | 358 | Physiology of Exercise | 3 cr. |
| — | — | Sports Electives | 2 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| PES | 414 | Alcohol, Tobacco, and Drugs | 3 cr. |
| PES | 421 | Coaching | 3 cr. |
| PES | 422 | Biomechanics | 3 cr. |
| PES | 425 | Adapted Physical Education | 3 cr. |
| — | — | Sports Electives | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---------------------|-------|
| EDU | 420 | Crisis Intervention | 3 cr. |
| PES | 423 | Dynamic Fitness | 3 cr. |
| PES | 491 | Senior Project | 3 cr. |
| — | — | Sports Electives | 3 cr. |
| — | — | Free Elective | 3 cr. |

Option II: Pre-physical Therapy & Kinesiology

Summer II (8 credits)

| | | | |
|-----|-----|------------------------|-------|
| PES | 252 | Athletic Injuries | 3 cr. |
| PES | 351 | Devt. of Motor Control | 3 cr. |
| — | — | Sports Electives | 2 cr |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| PES | 414 | Alcohol, Tobacco, and Drugs | 3 cr. |
| PES | 352 | Exercise & Mental Health | 3 cr. |
| PES | 360 | Consumer Health | 3 cr. |
| PES | 470 | Lab I: Kinesiology | 3 cr. |
| — | — | Sports Electives | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| PES | 423 | Dynamic Fitness | 3 cr. |
| PES | 424 | Therapeutic Use of Exercise | 3 cr. |
| PES | 472 | Lab II: Kinesiology | 3 cr. |
| PES | 430 | Evaluation in PE | 3 cr. |
| — | — | Sports Electives | 3 cr. |

The Intensive English Program

A student who does not score the required average for admission may apply for the Intensive English Program. He/she will be placed in English 002 (a 15-hour course).

Students who score a “C” are entitled to enroll in ENL 105/109. A grade of “B” or higher entitles students to register in ENL 107/110. Students who earn a “D” will be allowed to repeat the Intensive English Program only once. Those who fail must seek English Instruction elsewhere.

The Communication Skills Program

This program is offered at two levels: Freshman and Sophomore.

Freshman English: ENL 105, ENL 107, ENL 109, ENL 110

Sophomore English: ENL 213, ENL 230

The passing grade for all the Freshman English courses is “C”.

The Degree of Bachelor of Arts in English

The English major has a dual purpose:

- It helps students obtain that mastery of the English language which is now necessary in most non-teaching careers.
- It provides the necessary background required by those who intend to engage in teaching English language and/or literature and to pursue graduate studies in both fields.

The Program has two concentration areas

1. Applied Linguistics
2. Literature

Graduation Requirements

Students majoring in English must meet the General Education Requirements and successfully complete a total of 102 credits with an overall GPA of at least 2.0/4.0 and a minimum average of 2.0/4.0 in the major requirements. A minimum grade of “C” is required in each of both ENL 213 and ENL 223. The 102 credits are divided into:

**The Bachelor of Arts in English - Applied Linguistics
Degree Requirements
(102 credits)**

| | |
|--|---------------|
| General Education Requirements | 27 cr. |
| Communication Skills ENL 213, ENL 230 | |
| Computer Skills CSC 201 | |
| Cultural Studies 9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc. A religion course shall always be part of any 9 credits of cultural studies. | |
| Social Science Studies 3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc. | |
| Basic Science Studies 6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc. | |
| Core Requirements | 39 cr. |
| ENL 223, ENL 301, ENL 311, ENL 312, ENL 313, LIR 211, LIR 212, LIR 213, LIR 301, LIR 302, LIR 303, HUT 306, EDU 201 | |
| Major Requirements | 21 cr. |
| ENL 314, ENL 411, ENL 412, ENL 413, ENL 414, ENL 415, ENL 416 Plus 3 courses from the following pool: | 9 cr. |
| Language: ENL 315 Literature: LIR 304, LIR 311, LIR 312, LIR 313 Education: EDU 313, EDU 343, EDU 350, EDU 430 | |
| Free Electives | 6 cr. |

Bachelor of Arts in English - Applied Linguistics
Suggested Program (102 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| ENL | 223 | Communication Arts (GER) | 3 cr. |
| — | — | GER | 9 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| ENL | 301 | Intro. Study of Lang. | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| LIR | 211 | Survey of English Literature | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--|-------|
| HUT | 306 | Human Thought from 1500 to the present (GER) | 3 cr. |
| LIR | 213 | Survey of American Lit. | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| LIR | 212 | Sur. of Engl. Lit. II | 3 cr. |
| LIR | 301 | Intro. To Fiction | 3 cr. |
| LIR | 302 | Intro. To Poetry | 3 cr. |
| ENL | 312 | Morphology | 3 cr. |
| ENL | 313 | Syntax | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|----------------------|-------|
| LIR | 303 | Intro. To Drama | 3 cr. |
| ENL | 314 | Engl. Vocab. | 3 cr. |
| EDU | 201 | Intro. To Edu. | 3 cr. |
| ENL | 411 | Hist. of Engl. Lang. | 3 cr. |
| — | — | Pool Course | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | GER | 6 cr. |
| — | — | Free Electives | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|----------------------|-------|
| ENL | 412 | Phonology | 3 cr. |
| ENL | 413 | Adv. English Grammar | 3 cr. |
| — | — | Pool Courses | 6 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|---------------------|-------|
| ENL | 414 | Sociolinguistics I | 3 cr. |
| ENL | 415 | Applied Linguistics | 3 cr. |
| ENL | 416 | Language Theories | 3 cr. |
| — | — | Free Elective | 3 cr. |

**The Degree of Bachelor of Arts in English Literature
Degree Requirements
(102 credits)**

General Education Requirements **27 cr.**

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Core Requirements

39 cr.

ENL 223, ENL 301, ENL 311, ENL 312, ENL 313, LIR 211, LIR 212, LIR 213, LIR 301, LIR 302, LIR 303, LIR 304, EDU 201

Major Requirements

21cr.

LIR 305, LIR 306, LIR 413, LIR 414, LIR 415, ENL 314, ENL 411

Plus 3 courses from the following pool:

9 cr.

Language: ENL 413

Literature: LIR 311, LIR 312, LIR 313, LIR 314, LIR 416, LIR 417, LIR 418

Education: EDU 313, EDU 343, EDU 350, EDU 430

Free Electives

6 cr.

**Bachelor of Arts in English Literature
Suggested Program (102 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| ENL | 223 | Communication Arts | 3 cr. |
| — | — | GER | 9 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| ENL | 301 | Intro. Study of Lang. | 3 cr. |
| ENL | 311 | English Phonetics | 3 cr. |
| LIR | 211 | Sur. of Engl. Lit. | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|--|-------|
| HUT | 306 | Human Thought from 1500 to the present (GER) | 3 cr. |
| — | — | GER | 6 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| LIR | 212 | Sur. of Engl. Lit. II | 3 cr. |
| LIR | 213 | Sur. of American Lit. II | 3 cr. |
| LIR | 301 | Intro. to Fiction | 3 cr. |
| LIR | 302 | Intro. to Poetry | 3 cr. |
| LIR | 303 | Intro. to Drama | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| ENL | 312 | Morphology | 3 cr. |
| ENL | 313 | Syntax | 3 cr. |
| ENL | 314 | English Vocabulary | 3 cr. |
| EDU | 201 | Intro. to Education | 3 cr. |
| LIR | 304 | Intro. to Shakespeare | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|--------------|-------|
| — | — | Pool Courses | 6 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| LIR | 305 | Novel Till End 19th C. | 3 cr. |
| LIR | 306 | Drama Till Eng 18th C. | 3 cr. |
| LIR | 413 | Restoration and 18th C. Lit. | 3 cr. |
| ENL | 411 | History of the English Language | 3 cr. |
| — | — | Pool Course | 3 cr. |

Spring Semester III (10 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| LIR | 414 | 19th Century Literature | 3 cr. |
| LIR | 415 | 20th Century Literature | 3 cr. |
| — | — | Free Electives | 3 cr. |

The Degree of Bachelor of Arts in Translation and Interpretership

The purpose of the B.A. in Translation and Interpretership is to prepare expert translators and interpreters to meet the present and future demands of translation in the fields of law, economics, politics, diplomacy, the humanities, media, and the arts.

The program is designed to refine students' linguistic skills in Arabic, English, and French. In this program, Arabic and English are the principal languages of translation.

Special skills include:

- Developing verbal and written messages,
- Developing proficiency in speech delivery with accurate pronunciation, intonation, tempo and rhythm,
- Acquiring the latest methods of translation, summary, reporting, analysis, and interpreting,
- Integrating knowledge and experience in the use of modern translation and interpreting equipment, and
- Developing intellectual and cultural formation.

Students may choose to emphasize either Translation or Interpretership.

Once admitted to the program students are required to develop competence in the three languages: English, Arabic, and French. Students may be required to take remedial courses in these languages in which a "C" or above is required.

Graduation Requirements

Students majoring in Translation and Interpretership must successfully complete a total of 108 credits with a minimum grade-point average of 2.0/4.0 and a minimum average of 2.0/4.0 in the major requirements including the emphasis area. These credits are divided into:

Degree Requirements (108 credits)

General Education Requirements

27 cr.

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Core Requirements

58 cr.

ENL 223, ENL 314, ENL 312, TRA 201, TRA 202, TRA 211, TRA 212, TRA 301, TRA 302, TRA 311, TRA 312, TRA 331, TRA 401, TRA 402, TRA 411, TRA 412, TRA 421, TRA 422, INT 431, INT 432

Major Translation Requirements

16 cr.

TRA 403, TRA 431, TRA 432, TRA 433, TRA 434, TRA 480

Major Interpretership Requirements

16 cr.

INT 433, INT 434, INT 435, INT 436, INT 480, FRC 223

Electives

7 cr.

Language: ENL 311, ENL 313, FRN 222, LTN 201, LTN 202

Education: EDU 201

Journalism: JOU 314

Psychology: PSL 201

Translation: TRA 332

Keyboarding: CSC 200 (Arabic Section)

**Bachelor of Arts in Translation and Interpretership
Suggested Program (108 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| ARB | — | GER | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| ENL | 223 | Communication Art | 3 cr. |
| — | — | GER | 6 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--|-------|
| — | — | GER | 6 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| HUT | 305 | Human Thought to 1500 (GER) | 3 cr. |
| or | | | |
| HUT | 306 | Human Thought from 1500 to the Present (GER) | |
| ENL | 312 | Morphology | 3 cr. |

Summer Session I (3 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
|---|---|-----|-------|

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| TRA | 201 | Trans. Theory and Methodology | 3 cr. |
| TRA | 211 | Trans. of Cont. Engl. Texts | 3 cr. |
| TRA | 212 | Trans. of Cont. French Texts | 3 cr. |
| ENL | 314 | English Vocabulary | 3 cr. |
| — | — | Electives | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| TRA | 202 | Trans. Theory and Methodology | 3 cr. |
| TRA | 301 | Trans. of English Doc. | 4 cr. |
| TRA | 302 | Trans. of French Doc. | 4 cr. |
| TRA | 311 | Trans. of Engl. Legal Doc. | 3 cr. |
| — | — | Elective | 1 cr. |

Summer Session II (3 Credits)

| | | | |
|---|---|----------|-------|
| — | — | Elective | 3 cr. |
|---|---|----------|-------|

Fall Semester III (15 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| TRA | 312 | Trans. of French Legal Doc. | 3 cr. |
| TRA | 331 | Mechanical Trans. and Inter. | 3 cr. |
| TRA | 401 | Trans. of Engl. Bus. Texts | 3 cr. |
| TRA | 402 | Trans. of French Bus. Texts | 3 cr. |
| INT | 431 | Interpreting: Engl. Ara. I | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|---------|-----|------------------------|-------|
| TRA | 403 | Trans. Practicum | 3 cr. |
| TRA | 411 | Trans. of Engl. Films | 2 cr. |
| TRA | 412 | Trans. of French Films | 2 cr. |
| TRA | 421 | Trans. of Engl. Lit. | 2 cr. |
| TRA | 422 | Trans. of French Lit. | 2 cr. |
| INT | 432 | Inter. French-Arabic I | 3 cr. |
| TRA/INT | 480 | Inter. Internship | 1 cr. |

Fall Semester IV Emphasis (15 Credits)

| | | | |
|---------|--|--|--------|
| TRA/INT | | | 15 cr. |
|---------|--|--|--------|

The Degree of Master of Arts in Applied Linguistics and TEFL

The M.A. degree in Applied Linguistics and TEFL is designed to help students develop language teaching competence. Holders of the degree may choose to move on to careers such as lecturers in teacher training colleges, advisors in ministries of education, specialist inspectors, heads of departments, syllabus designers, materials and test writers etc. Others may wish to pursue post-graduate studies (PhD) and make a significant contribution in advanced research work.

Admission Requirements

Preference is given to applicants with additional qualifications and professional experience (teaching). Applicants must provide evidence of a high level of proficiency in English before their application can be considered; a minimum of 600 in the EET (English Entrance Test) is required for admission. For those who take the GRE (Graduate Record Exam), proof of a satisfactory performance is required.

Graduation Requirements

To satisfy the requirements for the M.A. in Applied Linguistics and TEFL, the student must complete a total of 36 credits with an overall average of 3.0/4.0 and must submit and defend a thesis. The required credits are divided into:

Major Requirements

24 cr.

These consist of the following: ENL 601, ENL 602, ENL 612, ENL 613, ENL 623, ENL 631, ENL 699

Electives

12 cr.

Students may select electives from the following: ENL 611, ENL 621, ENL 622, ENL 624, ENL 632, ENL 633, ENL 641, ENL 681, ENL 682, ENL 683, ENL 684, LIR 631, LIR 641

The Degree of Master of Arts in English Literature

This program is intended to crystallize students' expertise in English studies and to augment their exposure to contextual areas of the discipline. The techniques and fields of research are set to provide students with opportunities either to pursue their Ph.D.s, or engage in a research or teaching career.

Graduation Requirements

To satisfy the requirements for the Master of Arts in English Literature, the student must complete 30 credits with an overall average of 3.0/4.0 and must either submit and defend a thesis or take six credits. Over and above these requirements, a candidate must take a three non-credit course in a second European language. Students may be exempted from this requirement if they:

1. Sit for a proficiency test in the second European language and score 500 or above or
2. Submit a proof certificate from an acknowledged institute of education.

Major Requirements

15 cr.

| | | | |
|-----|-----|---|-------|
| ENL | 601 | Bibliography and Method. of Research | 3 cr. |
| LIR | 601 | History of the English Language | 3 cr. |
| LIR | 621 | English Literature, 1500-1660 (exclusive of Milton) | 3 cr. |
| LIR | 631 | English Fiction to 1800 | 3 cr. |

| | | | |
|------------------|-----|-----------------------------------|---------------|
| LIR | 641 | American Literature 1609-1800 | 3 cr. |
| Electives | | | 15 cr. |
| ENL | 603 | Linguistics | 3 cr. |
| LIR | 602 | Literature | 3 cr. |
| LIR | 611 | English Drama | 3 cr. |
| LIR | 612 | Jacobean and Restoration Drama | 3 cr. |
| LIR | 613 | Shakespeare | 3 cr. |
| LIR | 614 | Modern English and American Drama | 3 cr. |
| LIR | 615 | Irish Drama | 3 cr. |
| LIR | 622 | English Literature 1660-1790 | 3 cr. |
| LIR | 623 | English Literature 1790-1900 | 3 cr. |
| LIR | 624 | Modern British Poetry | 3 cr. |
| LIR | 625 | Modern American Poetry | 3 cr. |
| LIR | 632 | English Fiction 1800-1900 | 3 cr. |
| LIR | 633 | Contemporary Fiction | 3 cr. |
| LIR | 642 | American Literature 1800-1900 | 3 cr. |
| LIR | 651 | Literary Criticism | 3 cr. |
| LIR | 652 | Literary Trends and Movements | 3 cr. |
| LIR | 661 | Major Literary Figures | 3 cr. |
| LIR | 662 | World Literature | 3 cr. |
| LIR | 682 | Seminar in Selected Topics | 3 cr. |
| LIR | 699 | Thesis/or 2 courses | 6 cr. |

The Degree of Master of Arts in Education

The degree of Master of Education is offered to promote educational professionalism and to improve the University's role in education performance. The M.A. program concentrates on three areas: Special Education, School Management and Educational Leadership, and Educational Technology. The general educational objective of the program to better serve the community is met by this degree in that it offers necessary specializations and pioneering programs.

Admission Requirements:

Candidates are expected to have completed the degree of Bachelor of Education, Bachelor of Arts in Education, or Bachelor of Arts with a Teaching Diploma from an accredited university. Candidates holding the degree of Bachelor of Arts or Sciences in a related field from an accredited university will be considered on an individual basis, pending the decision of the Department concerning special admission conditions.

Graduation Requirements:

To satisfy the requirements for the degree of Master of Arts in Education, the student must complete a total of 33 credits with an overall average of 3.0/4.0, inclusive of a thesis.

Program Requirements

The courses are divided into 6 core courses and 3 area courses plus a thesis.

Degree Requirements (33credits)

Major Requirements 15 cr.

Complete the following required courses:
EDU 610, EDU 611, EDU 622, EDU 699

Electives 9 cr.

Three out of the following courses
EDU 612, EDU 613, EDU 614, EDU 621, EDU623, EDU 624.

Concentration Area 9 cr.

1. Special Education: three out of the following courses: EDU 641, EDU 642, EDU 643, EDU 644

2. School Management and Educational Leadership: three out of the following courses: EDU 651, EDU 652, EDU 653, EDU 654

3. Educational Technology: three out of the following courses: EDU 661, EDU 662, EDU 663, EDU 664.

The Degree of Master of Arts in Translation/Interpretership

The M.A. in Translation and Interpretership aims at further equipping the students with more competence and expertise in the areas of translation and interpretership. It also prepares graduate students for further academic studies at the doctoral level.

Needless to say, the program serves better the needs and the career goals of people already working in the field who may want to upgrade their knowledge in these areas.

Admission Requirements

General University requirements for graduate work must be met. In addition, M.A. candidates will be asked to sit for a written test of French and Arabic. A grade of 70 and above is required in both exams. An interview in English, French, and Arabic is also required. If only a small deficiency in one of the three languages is detected, remedial courses will be required during the first semester. A grade of **B** must be obtained in the remedial courses.

Graduation Requirements

To satisfy the requirements for a Master of Arts in Translation/Interpretership, the student must complete 36 credits with an over-all average of 3.0/4.0.

Degree Requirements (36 credits)

THE MASTER OF ARTS TRANSLATION

Major Requirements 30 cr.

TRA 610, TRA 620, TRA 621, TRA 622, TRA 630, TRA 631, TRA 632, TRA 633 or TRA 634, TRA 635 or TRA 636, TRA 637 or TRA 638, TRA 639, TRA 690

Electives 6 cr.

Choose 2 from the following: ENL 611, LIR 601, LIR 662, IAF 641, IAF 621, IAF 605, INT 610, or any two 600 level INT Courses.

THE MASTER OF ARTS IN INTERPRETERSHP

Major Requirements

30 cr.

Complete the following required courses: TRA 610, TRA 620, TRA 621, TRA 622, TRA 630, INT 610, INT 620, INT 621, INT 622

Electives

6 cr.

Choose 2 of the following: ENL 611, LIR 601, LIR 662, or any two 600 level BAD, COA or IAF courses.

Undergraduate courses: Education

EDU 201 Introduction to Education (3.0); 3 cr. Introduces the history and philosophy of education, structure and components of the school, and the role of the teacher. *Corequisite:* ENL 107.

EDU 202 Introduction to Education (2.0); 2 cr. Introduces the history and philosophy of education, structure, and components of the school, and the role of the teacher. (In Arabic)

EDU 212 Sociological Perspectives on Schools (3.0); 3 cr. Aims to give students a thorough understanding of pupils and current procedures in the classroom. *Corequisite:* EDU 201.

EDU 213 Human Growth and Development (3.0); 3 cr. Introduces students to the field of developmental psychology and its influence upon education. *Corequisite:* EDU 201.

EDU 214 Youth in Contemporary Society (3.0); 3 cr. Aims at developing an awareness of the Lebanese adolescent society by focusing on psychological and social development of the adolescent. *Corequisite:* EDU 201.

EDU 301 Introduction to Arts Education (3.0); 3 cr. Involves both a practical and a theoretical approach to dance, music and visual art in the community. *Corequisite:* EDU 201.

EDU 302 Introduction to the Education of the Mentally Retarded (3.0); 3 cr. Involves the diagnosis, classification, learning potential, and general characteristics of the retarded child. *Corequisite:* EDU 201.

EDU 311 Children Literature (3.0); 3 cr. Introduces criteria for selection of children's literature, children's reading interests and preparation of materials. *Corequisite:* EDU 201.

EDU 313 Psychology of Education: Learning (3.0); 3 cr. Learning and its relation to growth and development. Surveys the theories of learning and their pedagogical implications. *Corequisite:* EDU 201.

EDU 314 Educational Psychology (2.0); 2 cr. Examines the interrelationship between education and psychology, presents the theoretical and practical perspectives of teaching, and compares the Western to the Arab theories and views. (In Arabic)

EDU 315 Literary Criticism (3.0); 3 cr. Introduces a wide variety of literary disciplines and methods and applies these disciplines to selected ancient and modern texts. (In Arabic)

EDU 321 Education and the Media (3.0); 3 cr. Examines and interprets the role that the press, radio, film, television and advertising play in developmental attitudes and behavior. *Corequisite:* EDU 313

EDU 322 Education of Talented and Gifted Students (3.0); 3 cr. Offers theoretical background and practical concerns for educating exceptionally able students. *Corequisite:* EDU 313.

EDU 323 Behavioral Problems of Exceptional Students (3.0); 3 cr. Introduces teaching methods appropriate to the needs of students with emotional and behavioral problems. *Corequisite:* EDU 313.

EDU 324 Counseling in Special Education (3.0); 3 cr. Presents approaches to working with exceptional individuals and their parents in the school, home and community. *Corequisite:* EDU 313.

EDU 325 The Needs of the Disabled (3.0); 3 cr. Is designed to develop awareness of the educational needs of the retarded and the competencies to meet those needs. *Corequisite:* EDU 313.

EDU 330 Curriculum Development and Evaluation: Elementary (3.0); 3 cr. Examines basic elements and foundations of a curriculum. Emphasis is on the elementary level. *Corequisite:* EDU 313.

EDU 331 Curriculum Development and Evaluation: Secondary (3.0); 3 cr. Same as EDU 330 but emphasizes the secondary level. *Corequisite:* EDU 313.

EDU 332 Curriculum Development and Evaluation: Early Childhood (3.0); 3 cr. Same as EDU 330 but emphasizes early childhood. *Corequisite:* EDU 313.

EDU 333 Curriculum Development and Evaluation: the Disabled (3.0); 3 cr. Same as EDU 330 but emphasizes students with learning disabilities. *Corequisite:* EDU 313

EDU 341 Reading Skills for the Gifted (3.0); 3 cr. Focuses on the special reading skills of gifted students. Current programs and teaching approaches are critically examined. *Corequisite:* EDU 313.

EDU 342 Instructional Strategies for the Disabled (3.0); 3 cr. Provides techniques for teaching the handicapped, such as basic stimulus control, positioning, eating, toileting, etc. *Corequisite:* EDU 313.

EDU 343 Classroom Management (3.0); 3 cr. Examines the role of the teacher in a classroom situation: teacher-student interaction and variations in class activities. *Corequisite:* EDU 201.

EDU 344 School Libraries (3.0); 3 cr. Introduces library skills and provides students with ideas related to the structuring and enrichment of library material. *Corequisite:* EDU 201.

EDU 345 Methods of teaching Arabic language and literature (3.0); 3 cr. Examines the most recent methods of teaching Arabic. Aims to develop the teachers abilities to motivate and inspire students. (In Arabic)

EDU 350 Methods of Teaching: Elementary (3.0); 3 cr. Provides principles and techniques of language, arithmetic, and science teaching in the elementary classes. *Corequisite:* EDU 313.

EDU 351 Methods of Teaching English as Foreign Language (3.0); 3 cr. Same as EDU 350 but focuses on the teaching of the four language skills at various learning stages. *Corequisite:* EDU 313.

EDU 352 Methods of Teaching Mathematics (3.0); 3 cr. Examines methods of teaching mathematics: educational objectives, mathematical logic and teaching aids. *Corequisite:* EDU 313.

EDU 353 Methods of Teaching Science (3.0); 3 cr. Examines methods of teaching science: educational objectives, basic concepts, lab skills and teaching aids. *Corequisite:* EDU 313.

EDU 354 Methods of Teaching Social Studies (3.0); 3 cr. Deals with different approaches to teaching history, geography and civics. *Corequisite:* EDU 313.

EDU 355 Methods of Teaching: Early Childhood (3.0); 3 cr. Methods and materials for the young child's learning: the use of

manipulative and multi-sensory materials. *Corequisite:* EDU 313.

EDU 356 Methods of Teaching: the Handicapped (3.0); 3 cr. Methods for handicapped students: curriculum needs, teaching techniques and behavior management. *Corequisite:* EDU 313.

EDU 357 Methodology of Teaching: Learning Disabilities (3.0); 3 cr. Introduces dimensions of learning disabilities: identification, characteristics, development, habilitation. *Corequisite:* EDU 313.

EDU 359 Curriculum Design (2.0); 2 cr. Examines basic elements and foundations of the curriculum of Arabic language and literature in K-12 classes. (In Arabic)

EDU 360 Instructional Technology (3.0); 3 cr. The practical application of audio-visual materials, the operation and maintenance of equipment, and the construction of aids.

EDU 361 Applications of Computers in Teaching (3.0); 3 cr. The implications of computer application in the classroom. Students will learn software evaluation skills.

EDU 362 Education and the Lebanese Law (3.0); 3 cr. Studies the various laws in the Lebanese Constitution that determine the educational process in Lebanon.

EDU 401 Intercultural Communication (3.0); 3 cr. Introduces the comparative study of communication variables that influence interaction between persons of different social groups.

EDU 402 Foundations of Counseling Services (3.0); 3 cr. Studies the philosophy, theory, organization and administration of school and agency counseling services.

EDU 411 Early Childhood Education (3.0); 3 cr. Investigates the significance of early childhood years (0-8) in the education of children. A comparative study is made of early childhood education in Lebanon.

EDU 412 Gender and Human Interaction (3.0); 3 cr. Examines gender and communication and the relationship of gender to self-disclosure, self assertion, listening and empathy.

EDU 413 Early Childhood General Health, Nutrition and Safety (3.0); 3 cr. Investigates effective techniques for dealing with health,

safety and nutrition in early childhood education.

EDU 414 Writing Styles and Textual Analysis (3.0); 3 cr. Surveys a variety of writing styles. It aims to develop the students' ability to write and analyze texts based on content and style. (In Arabic)

EDU 420 Crisis Intervention (3.0); 3 cr. Examines the crisis intervention services in community health, mental health, substances misuse, and child welfare.

EDU 421 Children at Risk (3.0); 3 cr. Identifies potential risks to which children may be exposed. Also shows how the teacher, school and community can cooperate with child to foster a positive sense of worth and ability.

EDU 422 Learning and Behavioral Difficulties (3.0); 3 cr. Presents adaptive teaching/learning procedures. Also prescribes instructional strategies and techniques.

EDU 430 Tests, Measurement and Evaluation: Elementary (3.0); 3 cr. Critically examines the basic principles and techniques of testing and evaluation in the elementary level. *Corequisite:* EDU 350.

EDU 431 Tests, Measurement and Evaluation in English (3.0); 3 cr. A critical examination of the basic principles and techniques of testing and evaluation in English. *Corequisite:* EDU 351.

EDU 432 Tests, Measurement and Evaluation in Mathematics (3.0); 3 cr. Same as EDU 431 but relates to the testing of mathematics. *Corequisite:* EDU 352.

EDU 433 Tests, Measurement and Evaluation in Science (3.0); 3 cr. Same as EDU 431 but relates to the testing of science subjects. *Corequisite:* EDU 353.

EDU 434 Tests, Measurement and Evaluation in Social Studies (3.0); 3 cr. Same as EDU 431 but relates to the testing of social studies. *Corequisite:* EDU 354.

EDU 438 Tests, Measurement and Evaluation in Arabic (3.0); 3 cr. Same as EDU 431 but relates to the testing of Arabic language.

EDU 450 Law and the Disabled (3.0); 3 cr. Discusses relevant laws pertaining to the handicapped.

EDU 451 Clinical Assessment in the School (3.0); 3 cr. Studies the nature of psychological

tests, standardization procedures, and types of scales and scores.

EDU 460 Elementary Teaching Practicum I (1.2); 3 cr. Guided and supervised practice in the application of elementary level teaching methods. Part I. *Corequisite:* EDU 430.

EDU 461 English Teaching Practicum I (1.2); 3 cr. Same as EDU 460 but involves the teaching of English. Part I. *Corequisite:* EDU 431.

EDU 462 Mathematics Teaching Practicum I (1.2); 3 cr. Same as EDU 460 but involves the teaching of mathematics. Part I. *Corequisite:* EDU 432.

EDU 463 Science Teaching Practicum I (1.2); 3 cr. Same as EDU 460 but involves the teaching of science subjects. Part I. *Corequisite:* EDU 433

EDU 464 Social Studies Teaching Practicum I (1.2); 3 cr. Same as EDU 460 but involves the teaching of social studies. Part I. *Corequisite:* EDU 434.

EDU 465 Early Childhood Teaching Practicum I (1.2); 3 cr. Same as EDU 460 but deals with teaching in the early childhood level. Part I. *Corequisite:* EDU 430.

EDU 466 Teaching of the Disabled Practicum I (1.2); 3 cr. Same as EDU 460 but deals with the teaching of the handicapped. Part I. *Corequisite:* EDU 356.

EDU 468 Arabic Teaching Practicum I (1.2); 3 cr. Same as EDU 460 but involves the teaching of the Arabic language.

EDU 470 Elementary Teaching Practicum II (1.2); 3 cr. Similar to EDU 460. Part II. *Corequisite:* EDU 460.

EDU 471 English Teaching Practicum II (1.2); 3 cr. Similar to EDU 461. Part II. *Corequisite:* EDU 461.

EDU 472 Mathematics Teaching Practicum II (1.2); 3 cr. Similar to EDU 462. Part II. *Corequisite:* EDU 462.

EDU 473 Science Teaching Practicum II (1.2); 3 cr. Similar to EDU 463. Part II. *Corequisite:* EDU 463.

EDU 474 Social Studies Teaching Practicum II (1.2); 3 cr. Similar to EDU 464. Part II. *Corequisite:* EDU 464.

EDU 475 Early Childhood Teaching Practicum II (1.2); 3 cr. Similar to EDU 465. Part II. *Corequisite:* EDU 465.

EDU 476 Teaching of the Disabled Practicum II (1.2); 3 cr. Similar to EDU 466. Part II. *Corequisite:* EDU 466.

EDU 477 Practicum in Teaching Arabic (3.0); 3 cr. Aims to develop students' ability not only to develop lesson plans but also to follow them across all school levels. (In Arabic)

EDU 478 Arabic Teaching Practicum II (1.2); 3 cr. Similar to EDU 468 Part II. *Corequisite:* EDU 468.

EDU 480 Elementary Teaching Internship (1.0); 1 cr. The student will choose a pedagogical issue, discuss its treatment/application in schools and present a written report.

EDU 481 English Teaching Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on the teaching of English as a foreign language.

EDU 482 Mathematics Teaching Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on the teaching of mathematics.

EDU 483 Science Teaching Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on the teaching of science subjects.

EDU 484 Social Studies Teaching Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on the teaching of social studies.

EDU 485 Early Childhood Teaching Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on early childhood.

EDU 486 Teaching of the Disabled Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on the teaching of the handicapped.

EDU 487 Counseling and Guidance Internship (1.0); 1 cr. Same as EDU 480 but with emphasis on counseling and guidance.

EDU 488 Arabic Teaching Internship (3.0); 3 cr. Same as EDU 480 but with emphasis of the teaching of Arabic.

Undergraduate Courses: English

ENL 001 Intensive English I (20.0); 0 cr. Designed to raise students' level of English to university standards.

ENL 002 Intensive English II (15.0); 0 cr. Designed to improve the students' level of English and to prepare for University.

ENL 105 Freshman English I (5.0); 5 cr. Designed to introduce students to academic English. All forms of expository paragraph writing are practiced.

ENL 107 Freshman English II (5.0); 5 cr. Designed to strengthen student proficiency in academic English. Students will master research techniques. *Corequisite:* ENL 105 or Placement.

ENL 109 Freshman English I for Science (3.0); 3 cr. Aims at facilitating the science students' access to university courses given in the English language.

ENL 110 Freshman English II for Science (3.0); 3 cr. Reinforces the basic skills taught in ENL 109. Comprehension of science oriented texts is stressed. *Corequisite:* ENL 109 or Placement.

ENL 213 Sophomore English Rhetoric (3.0); 3 cr. Aims at developing the use of logic and

reasoning in argumentation. A properly documented critical paper is required. *Corequisite:* ENL 107 or ENL 110 or placement.

ENL 223 Communication Arts (3.0); 3 cr. Designed to introduce the student to the art and science of speech making and communicating with others. *Corequisite:* ENL 213

ENL 230 English in the Workplace (3.0); 3 cr. Provides students with the practical technical skills required for professional communication. *Corequisite:* ENL 213.

ENL 301 Introduction to the Study of Language (3.0); 3 cr. An introduction to the study of language; its nature, structure, and development. *Corequisite:* ENL 213.

ENL 311 Phonetics (3.0); 3 cr. Study of articulatory phonetics with emphasis on English sound systems. Practice in phonetic transcription. *Corequisite:* ENL 301.

ENL 312 Morphology (3.0); 3 cr. word formation and the attempts to formulate a theory of word structure. *Corequisite:* ENL 301.

ENL 313 Syntax (3.0); 3 cr. Analysis of phrase and sentence structure in English their

immediate constituents and types. *Corequisite:* ENL 312.

ENL 314 English Vocabulary (3.0); 3 cr. A detailed study of meaning relationships, with a study of borrowings from other languages. *Corequisite:* ENL 312.

ENL 315 Transformational Grammar (3.0); 3 cr. Involves students in solving exercises in a transformational generative syntax of English. Chomsky's grammar models are included. *Corequisite:* ENL 313.

ENL 411 History of the English Language (3.0); 3 cr. A study of the major phonological, syntactic and lexical developments since Alfred the Great. *Corequisite:* ENL 314.

ENL 412 Phonology (3.0); 3 cr. Studies phonological theory development. Emphasizes generative phonology of English. *Corequisite:* ENL 311.

ENL 413 Advanced English Grammar (3.0); 3 cr. Study of English grammar as dealt with by the traditional grammarians. *Corequisite:* ENL 313.

ENL 414 Sociolinguistics I (3.0); 3 cr. Treats language as a social phenomenon. Linguistic variations, social and contextual factors are studied. *Corequisite:* ENL 314.

ENL 415 Applied Linguistics (3.0); 3 cr. Studies the application of modern linguistics to teaching. Includes contrastive analysis between English and Arabic and error analysis. *Corequisite:* ENL 314.

ENL 416 Language Theories (3.0); 3 cr. Studies the historical development of linguistic theory with a critical analysis of the competing theories of language. *Corequisite:* ENL 411.

Undergraduate Courses: Interpretation

INT 431 Interpreting: English-Arabic I (3.0); 3 cr. Aims to help students develop competence in consecutive interpretation needed at international congresses. *Prerequisite:* TRA 421.

INT 432 Interpreting: French-Arabic I (3.0); 3 cr. Aims to help students develop competence in consecutive interpretation needed at international congresses. *Prerequisite:* TRA 422.

INT 433 Interpreting: French-English I (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international congresses. *Prerequisites:* INT 431 or INT 432.

INT 434 Interpreting: English-Arabic II (3.0); 3 cr. Aims to help students develop competence

in simultaneous interpretation needed at international congresses. *Prerequisite:* INT 431.

INT 435 Interpreting: French-Arabic II (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international congresses. *Prerequisite:* INT 432.

INT 436 Interpreting: French-English II (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international congresses. *Prerequisite:* INT 433.

INT 480 Interpreter Internship; 1 cr. Practical training in a professional setting at conferences using simultaneous translation supervised by the instructor. *Prerequisite:* INT 433.

Undergraduate Courses: Languages

FRC 105 Freshman French I (5.0); 5 cr. Consolidates the students' basic French. Writing on the paragraph level is practiced.

FRC 110 Freshman French II (5.0); 5 cr. Introduces academic essay writing. Summary, paraphrase and note-taking techniques are stressed.

FRC 222 Sophomore French I (3.0); 3 cr. Refines the students' ability to write in French. Critical analysis, and argumentation will be practiced.

FRC 223 Sophomore French II (3.0); 3 cr. Consolidates students' ability to express themselves in French. Students will present both extemporaneous and prepared speeches.

GEM 201 German I (3.0); 3 cr. Explanation of the different characteristics of the German language.

GEM 202 German II (3.0); 3 cr. Continuation of GEM 201. Emphasis on writing and reading.

ITL 201 Italian I (3.0); 3 cr. Explanation of the different characteristics of the Italian language.

ITL 202 Italian II (3.0); 3 cr. Continuation of ITL 201. Emphasis on writing and reading

LTN 201 Latin I (3.0); 3 cr. Explanation of the different characteristics of the Latin language.

LTN 202 Latin II (3.0); 3 cr. Continuation of LTN 201. Emphasis on writing and reading.

SPA 201 Spanish I (3.0); 3 cr. Explanation of the different characteristics of the Spanish language.

SPA 202 Spanish II (3.0); 3 cr. Continuation of SPA 201. Emphasis on writing and reading.

Undergraduate Courses: Literature

LIR 211 Survey of English Literature I (3.0); 3 cr. Surveys English poetry and prose from the Anglo-Saxon period to the rise of Romanticism. *Prerequisite:* ENL 107.

LIR 212 Survey of English Literature II (3.0); 3 cr. Continuation of LIR 211 from Romantic period to mid-twentieth century. *Prerequisite:* LIR 211.

LIR 213 Survey of American Literature (3.0); 3 cr. Surveys poetry and prose from the Colonial Period to mid-19th century. *Prerequisite:* ENL 107.

LIR 301 Introduction to Fiction (3.0); 3 cr. Studies the formal elements of fiction. Selections will be from British and American writers. *Prerequisites:* LIR 212, LIR 213.

LIR 302 Introduction to Poetry (3.0); 3 cr. Studies the elements of poetry with emphasis on prosody, imagery and language. Selections from British and American poets. *Prerequisites:* LIR 212, LIR 213.

LIR 303 Introduction to Drama (3.0); 3 cr. Studies drama as literary genre. Readings include representative selections from the Middle Ages to the Modern Period. *Prerequisites:* LIR 212, LIR 213.

LIR 304 Introduction to Shakespeare (3.0); 3 cr. Studies the major works of Shakespeare. *Prerequisite:* LIR 303.

LIR 305 Novel to the End of the 19th. Century (3.0); 3 cr. A study of the development of the novel to 1900. Selections will include representative novels by Defoe, Richardson, Austin, Dickens, the Bronte sisters, Eliot and Hardy. *Corequisite:* LIR 301.

LIR 306 Drama to the End of the 18th. Century (3.0); 3 cr. A study of the development of drama from its origins to 1800. Selections will include major representative works. *Corequisite:* LIR 303.

LIR 311 Twentieth Century Literature (3.0); 3 cr. Studies the major themes in contemporary American literature. *Corequisites:* LIR 302 and LIR 303.

LIR 312 Literary Criticism (3.0); 3 cr. A survey of literary disciplines and methods from Plato to the Modern Age. *Corequisites:* LIR 302 and LIR 303.

LIR 313 Orientalism in English Literature (3.0); 3 cr. This course gives a definition of the term "Orientalism" and traces the germination and development of Oriental scholarship in England ever since the medieval period and up to the nineteenth century.

LIR 314 Creative Literary Writing (3.0); 3 cr. Workshop course in the writing of literary pieces, fictional and poetic, emphasizing discussion of student work. *Corequisites:* LIR 301, LIR 302, LIR 303.

LIR 413 Restoration and 18th Century Literature (3.0); 3 cr. A study of the poetry and prose, excluding novel and drama, of principal writers from Butler to Johnson. *Corequisite:* LIR 302.

LIR 414 19th Century Literature (3.0); 3 cr. A study of both the Romantic and the Victorian movements and their representative poets from Wordsworth to Arnold. *Corequisite:* LIR 302.

LIR 415 20th Century Novel and Drama (3.0); 3 cr. Readings and analysis of representative works by principal novelists and playwrights. *Corequisites:* LIR 301, LIR 303.

LIR 416 20th Century Poetry (3.0); 3 cr. A study of the modern poetic temper as reflected in the works of major British and Irish poets. *Corequisites:* LIR 302.

LIR 417 Lebanese-American Writers (3.0); 3 cr. A study of the major Lebanese-American writers, known as the Lebanese immigrant writers, and their literary impact. *Corequisites:* LIR 301, LIR 302, LIR 303.

LIR 418 Comparative Literature (3.0); 3 cr. A study of the concepts of comparative literature and literary theory and their applications to

several literary topics and disciplines.
Corequisite: LIR 312

Undergraduate Courses: Physical Education and Sports

PES 201 Introduction to PE (3.0); 3 cr. Nature, aims, motivation and profession.
Corequisite: ENL 105.

PES 202 History of PE (3.0); 3 cr. Egyptian, Phoenician, Greek and Roman; later developments till the modern age. *Corequisite:* ENL 105.

PES 203 Introduction to Physical Therapy (3.0); 3 cr. The discipline of physical therapy, opportunities, and responsibilities. *Corequisite:* ENL 105.

PES 251 Motor Learning (3.0); 3 cr. Exploration and explanation of materials, methods and mechanisms. *Prerequisite:* PES 201.

PES 252 Athletic Injuries (3.0); 3 cr. Care and prevention, first aid methods (CPR).

PES 301 Anatomical Kinesiology (3.0); 3 cr. An understanding of human anatomy and basic mechanical principles related to efficient movement

PES 311 Basketball (1.0); 1 cr. Basic skills, rules, refereeing, training - theory and practice.

PES 312 Volleyball (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 313 Football (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 314 Handball (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 315 Tennis (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 316 Racquet Sports (1.0); 1 cr. (squash, table-tennis, badminton) basic skills, rules, refereeing, training - theory and practice.

PES 317 Tae-Kwon-Do (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 318 Swimming (2.0); 2 cr. Basic swimming strokes, diving, and swimming competitions.

PES 319 Judo (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 320 Water-Polo (1.0); 1 cr. Basic skills, refereeing, training - theory and practice.

PES 321 Physical Exercise (1.0); 1 cr. (Aerobics, stretching, etc.) basic skills, rules, training - theory and practice.

PES 322 Dancing (2.0); 2 cr. Beginning skills in dance techniques - classical and modern.

PES 323 Weight-lifting (1.0); 1 cr. Basic skills, rules, refereeing, training - theory and practice.

PES 324 Track & Field (2.0); 2 cr. Basic skills, refereeing, training - theory and practice.

PES 325 Gymnastics (1.0); 1 cr. Fundamentals of various types of gymnastics for men and women (classical and rhythmic).

PES 351 Development of Motor Control (3.0); 3 cr. Neurophysiological activation of muscles, reflexes, etc. during movement.

PES 352 Exercise and Mental Health (3.0); 3 cr. Theories related to mental health consequences of physical activities.

PES 355 Methods in PE (3.0); 3 cr. Planning, strategies, techniques, and methods of teaching PE.

PES 356 Individual & Dual Sports (3.0); 3 cr. Strategies and materials in planning, implementing, and teaching programs.

PES 357 Team Sports (3.0); 3 cr. Strategies and materials in planning, implementing and teaching programs.

PES 358 Physiology of Exercise (3.0); 3 cr. Physiological changes that occur as a result of exercise and work.

PES 360 Consumer Health (3.0); 3 cr. Consumer discrimination of health information, products and services.

PES 411 Advanced Prevention and Care (3.0); 3 cr. Of athletic injuries. *Prerequisite:* PES 252.

PES 412 Administration of PE (3.0); 3 cr. Procedures in secondary education - curriculum development and planning.

PES 413 PE in Elementary Schools (3.0); 3 cr. Development of positive body image, basic movement, and manipulative skills.

PES 414 Alcohol, Tobacco, and Drugs (3.0); 3 cr. Use, misuse and abuse of drugs in relation to all sides of human development.

PES 421 Coaching (3.0); 3 cr. Leadership, supervision, democracy and behavior in sports; also methods of coaching.

PES 422 Biomechanics (3.0); 3 cr. Improved teaching/coaching through biomechanical and anatomical analyses of sports and related activities.

PES 423 Dynamic Fitness (3.0); 3 cr. Develops positive health practices in physical activity, diet, rest, and relaxation of living.

PES 424 Therapeutic Use of Exercise (3.0); 3 cr. How to use exercise in physical therapy.

PES 425 Adapted Physical Education (3.0); 3 cr. Exercise programs adapted to the needs of the special student.

PES 430 Evaluation of PE (3.0); 3 cr. Nature and use of a variety of tests - practical application and interpretation of results.

PES 461 Teaching Practicum Elementary (3.0); 3 cr. Application of PE and Sport methods in elementary schools.

PES 470 Laboratory Practice in Kinesiology (3.0); 3 cr.

PES 472 Laboratory Practice in Kinesiology II (3.0); 3 cr.

PES 491 Senior Project (3.0); 3 cr. Paper based on scientific research - topic chosen by student and approved by the department.

Undergraduate Courses: Translation

TRA 201 Translation Theory and Methodology (3.0); 3 cr. Provides students with a firm foundation of both translation and methodology. *Prerequisite:* ENL 107.

TRA 202 Translation Theory and Methodology II (3.0); 3 cr. Provides students with further understanding of translation methodology. *Prerequisite:* TRA 201.

TRA 211 Translation of English Contemporary Texts (3.0); 3 cr. Familiarizes students with different genres and contemporary literature English/Arabic. *Corequisites:* TRA 201, ENL 213.

TRA 212 Translation of French Contemporary Texts (3.0); 3 cr. Familiarizes students with different genres and features of contemporary literature. French/Arabic. *Corequisite:* TRA 201.

TRA 301 Translation of English Documents (3.2); 4 cr. Develops competence in translating official, legal and judicial English/Arabic texts. *Corequisite:* TRA 212.

TRA 302 Translation of French Documents (3.2); 4 cr. Trains students in translating official, legal, and judicial French/Arabic texts. *Prerequisite:* TRA 212.

TRA 311 Translation of English Legal Documents (3.0); 3 cr. Trains students in interpreting and translating English and Arabic

texts which cover diverse areas of law. *Prerequisite:* TRA 301.

TRA 312 Translation of French Legal Documents (3.0); 3 cr. Trains students in interpreting and translating French and Arabic texts which cover diverse areas of law. *Prerequisite:* TRA 302.

TRA 331 Mechanical Translation and Interpretation (3.0); 3 cr. Use of modern equipment in the field of translation and interpretation. *Prerequisites:* TRA 301 or TRA 302.

TRA 332 Mechanical Translation and Interpretation (3.0); 3 cr. Further practice in the use of modern equipment in the field of translation and interpretation. *Prerequisite:* TRA 331.

TRA 401 Translation of English Business Texts (3.0); 3 cr. Aims to train students in interpreting and translating English and Arabic texts which cover diverse areas of economics. *Prerequisite:* TRA 301.

TRA 402 Translation of French Business Texts (3.0); 3 cr. Trains students in interpreting and translating French and Arabic texts which cover diverse areas of economy. *Prerequisite:* TRA 302.

TRA 403 Translation Practicum (3.0); 3 cr. Offers intensive practice in translating

contemporary English into French and vice versa. *Prerequisite:* TRA 402.

TRA 411 Translation of English Films (2.0); 2 cr. Focuses on the translation of the literature and language (English and Arabic) of motion pictures and television. *Prerequisite:* TRA 301.

TRA 412 Translation of French Films (2.0); 2 cr. Focuses on the translation of the literature and language (French and Arabic) of motion pictures and television. *Prerequisite:* TRA 302.

TRA 421 Translation of English Literature (2.0); 2 cr. Offers intensive practice in translating English literary and artistic texts into Arabic. *Prerequisite:* TRA 301.

TRA 422 Translation of French Literature (2.0); 2 cr. Offers intensive practice in translating French literary and artistic texts into Arabic. *Prerequisite:* TRA 302.

TRA 431 Translation of Cultural Texts I (3.0); 3 cr. Focuses on intensive practice in

translating Arabic cultural texts (historical, religious, philosophical...) into English. *Corequisite:* TRA 421.

TRA 432 Translation of Cultural Texts II (3.0); 3 cr. Focuses on intensive practice in translating English cultural texts into Arabic. *Corequisite:* TRA 421.

TRA 433 Translation of Cultural Texts III (3.0); 3 cr. Focuses on intensive practice in translating Arabic cultural texts into French. *Corequisite:* TRA 422.

TRA 434 Translation of Culture Texts IV (3.0) 3 cr. This course focuses on intensive practice in translating French cultural texts into Arabic. *Corequisite:* TRA 422.

TRA 480 Translation Internship (1.0); 1 cr. Practical training in a professional setting at a translation bureau supervised by the instructor. *Corequisite:* TRA 422.

Graduate Courses: Education

EDU 610 Educational Research Methods (3.0); 3cr. This course presents key concepts and issues in statistics and their use in educational research, including descriptive and inferential research. Both qualitative and quantitative research methodologies will be explored in relation to improving educational programming. Particular emphasis will be placed on developing skills in applying research to educational decision-making, including conducting needs assessment and analyzing, interpreting, and communicating educational data.

EDU 611 Educational Models and Curriculum Design (3.0); 3cr. This course introduces procedures and plans which incorporate social, political, economic, intellectual, and other values in determining what to include in a curriculum. It also examines the question concerning the nature and history of the "curriculum" concept by looking at both the content and pedagogy of important curriculums employed in the Ancient and Medieval worlds.

EDU 612 Ethics and politics in Education (3.0); 3cr. This course addresses the inevitable tension that exists in education between the realm of politics and the realm of ethics. It examines concepts of power and communication especially as these relate to pressure groups and advisory bodies. The course seeks to overcome

this tension by helping students to understand how it is possible to both ethical and politically astute at the same time. *Corequisite:* EDU 610

EDU 613 Education and a Pluralistic Society (3.0); 3cr. This course addresses current issues that are related to the challenges of education in a pluralistic society. It concentrates upon designing curricula, strategies, and techniques that will best serve to educate students of diverse cultural, social, economic, and religious backgrounds. *Corequisite:* EDU 610

EDU 614 Technology and Education (3.0); 3 cr. This course emphasizes the impact of technology on the total school environment. Students critically analyze the role of technology in instruction and develop strategies for infusing technological resources into the curriculum and the classroom, to improve the teaching-learning process. *Corequisite:* EDU 610

EDU 621 Advanced Educational Psychology (3.0); 3cr. This course presents an in-depth study in advanced psychological theories of learning and the relationship between the theories and instructional strategies. *Corequisite:* EDU 610

EDU 622 Comparative Education (3.0); 3cr. This course analyses educational systems as related to values and cultures; compares the

Lebanese educational system to other Arab, European, and American systems.

EDU 623 Advanced Educational Measurement (3.0); 3cr. This course provides an advanced theoretical and practical training in techniques of test construction, evaluation and standardization, validation, reliability, item analysis, norm setting, criterion referencing, selection and interpretation of standardized tests.
Corequisite: EDU 610

EDU 624 Advanced Methodology (3.0); 3cr. This course presents an in-depth analysis of current methods and techniques of instruction.
Corequisite: EDU 610

EDU 641 Special Education: Issues and Trends (3.0); 3cr. This course attempts to define both the concept and practice of “special education” by examining its history and evolution in education. It analyzes the contemporary issues and trends in special education and critically examines many of the major “special education” categories.

EDU 642 Special Education: Assessment and Treatment (3.0); 3cr. This course focuses on traditional and contemporary methods of assessment and treatment as related to the standard categories of “special education”.

EDU 643 Motivation in Special Education (3.0); 3 cr. This course examines motivational strategies that help to improve self-image, and that enhance learning and the desire to achieve. Examines motivational strategies regarding self-image, achievement, and the learning process.

EDU 644 The Special Student and The Regular Classroom (3.0); 3cr. This course studies ways of providing foundations for educational partnerships between regular and special educators/students. Examines some of the most recent and innovative methods used to meet the needs of special students.

EDU 651 Leadership for School Improvement (3.0); 3cr. This course defines leadership skills and abilities and develops the dynamics of team functioning, decision-making, problem-solving communicating, and self-improvement.

EDU 652 Instructional Management and its Evaluation (3.0); 3cr. This course studies the management and evaluation of instruction; emphasizes the use of systemic management and evaluation models by teachers.

EDU 653 Administrative Leadership Skills (3.0); 3cr. This course studies the theory of leadership in the different contexts of public and private schools.

EDU 654 School Business Management and Facilities (3.0); 3cr. This course presents guiding principles for developing financial programs. Studies sources of revenue and the management of school funds and facilities.

EDU 661 Technology-oriented Instructional Materials (3.0); 3 cr. This course examines the production of instructional materials using technology as a tool. It uses basic and advanced techniques, materials and mechanics to accomplish such production.

EDU 662 Issues and Implications of Telecommunications in Education (3.0); 3 cr. This course focuses on creating virtual entities, developing a sense of community using online tools, the developing communication infrastructure. Looks into how new technologies affect pupils in the school, the home, and the future job market. Studies the computer as a communication tool, whether online or offline, and looks into the advantages and disadvantages of utilizing this tool in the modern classroom.

EDU 663 Developing Multimedia Productions (3.0); 3cr. This course presents elements of instructional design and storyboarding techniques to translate instruction into various types of multimedia presentation. Improves skills, knowledge, and creativity used in video production. Assists students to plan, write, produce, and edit for educational and informational productions. Students discuss the potential, limitations, and techniques for effectively using the television, radio, distance learning, telecommunications, and interactive video.

EDU 664 Information Retrieval Through Technology (3.0); 3cr. This course develops search strategies and uses information retrieval technology to access sources. Focuses on developing media center retrieval systems.

EDU 681 Seminar in Teaching Reading (3.0); 3 cr. Recent trends and research in teaching reading to L2 learners are treated. *Prerequisite:* ENL 623.

EDU 682 Seminar in teaching Writing and Composition (3.0); 3 cr. Recent trends and research in teaching writing to L2 learners. *Prerequisite:* ENL 623.

EDU 683 Seminar in Teaching Literature (3.0); 3 cr. Recent trends and research in teaching literature to L2 learners. *Prerequisite:* ENL 623.

EDU 684 Seminar in Teaching ESP Courses (3.0); 3 cr. Recent trends and research in

teaching English for professional learner purposes to L2 learners. *Prerequisite:* ENL 623

EDU 699 Thesis 6cr. This course researches an issue directly related to the field of concentration with a fieldwork study.

Graduate Courses: English Language

ENL 601 Bibliography and Methodology of Research (3.0); 3 cr. Studies the materials, tools and methods of research.

ENL 602 Intro. to Applied Linguistics and Lang. (3.0); 3 cr. Introduces the fundamental concepts of language learning and teaching.

ENL 603 Linguistics (3.0); 3 cr. A study of major trends and methodologies in linguistics.

ENL 611 Analytical English Grammar (3.0); 3 cr. Analyses the problems of teaching grammar in light of current developments in the field.

ENL 612 Psycholinguistics (3.0); 3 cr. Emphasizes learners' strategies L1 and L2 acquisition and motivation.

ENL 613 Sociolinguistics II (3.0); 3 cr. Studies the links between sociolinguistic theory and L2 acquisition.

ENL 621 Arabic Linguistics and Sociolinguistics (3.0); 3 cr. Emphasizes Arabic phonology, semantics and syntax as well as language varieties in the Lebanese community.

ENL 622 Contrastive Analysis and Error Analysis (3.0); 3 cr. A classroom based study of L1 (Arabic) and L2 (English) along with detailed analysis of Lebanese learners' errors.

ENL 623 Language Teaching Methodology (3.0); 3 cr. Relates language teaching theory to teaching aural/oral reading and writing skills. *Corequisites:* ENL 612, ENL 613.

ENL 624 Discourse Analysis (3.0); 3 cr. Emphasizes text analysis in order to produce relevant teaching material.

ENL 631 Measurement and Evaluation (3.0); 3 cr. Investigates linguistic tests and measurements and emphasizes test evaluation.

ENL 632 Syllabus and Materials Design (3.0); 3 cr. Studies syllabus design; EAP and ESP course designs are stressed. *Corequisite:* ENL 623

ENL 633 Data Processing in L2 Teaching (3.0); 3 cr. Emphasizes the use and design of computer programming for L2 learning.

ENL 641 Field Methodology (3.0); 3 cr. Considers the theory and practice of training teachers of English as a foreign or second language. *Prerequisite:* ENL 623.

ENL 699 Thesis 6 cr. Research for the master's thesis must show the student's proficiency in approved topics in applied linguistics.

Graduate Courses: English Literature

LIR 601 History of the English Language (3.0); 3 cr. An advanced study of the English language: its history, nature, structure, and development.

LIR 602 Literature (3.0); 3 cr. A thematic, analytic, and generic study of literature.

LIR 611 English Drama to 1590 exclusive of Shakespeare (3.0); 3 cr. A study of English drama, its history and subgenres from early church performance to 1590.

LIR 612 Jacobean and Restoration Drama (3.0); 3 cr. Extensive reading of Jacobean and Restoration drama. *Prerequisite:* LIR 601

LIR 613 Shakespeare (3.0); 3 cr. A comprehensive survey of Shakespeare's plays. *Prerequisite:* LIR 611.

LIR 614 Modern English and American Drama (3.0); 3 cr. Analysis of dramatic works by major British and American playwrights.

LIR 615 Irish Drama (3.0); 3 cr. Analysis of the rise of Irish Drama.

LIR 621 English Literature 1500-1600 excl. of Milton (3.0); 3 cr. Extensive reading in poetry and nonfictional literature.

LIR 622 English Literature 1660-1790 (3.0); 3 cr. Extensive reading in poetry and nonfictional literature.

LIR 623 English Literature 1790-1900 (3.0); 3 cr. Extensive reading in poetry and nonfiction.

LIR 624 Modern British Poetry (3.0); 3 cr. An in-depth analysis of modern British poetry.

LIR 625 Modern American Poetry (3.0); 3 cr. An in-depth analysis of modern American poetry.

LIR 631 English Fiction to 1800 (3.0); 3 cr. A study of the rise of the English novel until 1800.

LIR 632 English Fiction, 1800-1900 (3.0); 3 cr. A study of Victorian fiction.

LIR 633 Contemporary Fiction (3.0); 3 cr. Analysis of contemporary British and American fiction.

LIR 641 American Literature, 1609-1800 (3.0); 3 cr. A study of nonfiction American literature from the early colonial period to the end of the eighteenth century.

LIR 642 American Literature, 1800-1900 (3.0); 3 cr. A study of nineteenth century American literature.

LIR 651 Literary Criticism (3.0); 3 cr. A study of the history of the major trends in literary criticism from Plato to the present.

LIR 652 Literary Trends and Movements (3.0); 3 cr. A study of the major trends and movements in art and literature. *Corequisite:* LIR 651.

LIR 661 Major Literary Figures (3.0); 3 cr. Study of the works of one major British or American author.

LIR 662 World Literature (3.0); 3 cr. A study of major literary works by non-Anglo-Saxon authors.

LIR 682 Seminar in Selected Topics (3.0); 3 cr. An in-depth analysis of selected topics and themes as delineated in literature. *Corequisite:* LIR 651.

LIR 699 Thesis 6 cr. The research for the master thesis must show the student's proficiency in approved topics in literature.

Graduate Courses: Translation

INT 610 Consecutive and "A Vue" Translation ARB/ENL/FRC(3.0); 3 cr. An advanced course with emphasis on language use.

INT 620 Conference I ARA/ENL (4.0); 4 cr. An advanced course with emphasis on U.N. agencies, education and development texts.

INT 621 Conference II ARB/FRC (4.0); 4 cr. Terminology and intensive practice in all aspects of medical translation and relevant scientific concepts.

INT 622 Conference III ARB/ENL (4.0); 4 cr. Terminology and intensive practice in science and technology related to Middle East development.

TRA 610 Advanced English Writing (3.0); 3 cr. Fine points of English writing including: clarity, accuracy style, proofreading and revision.

TRA 620 Linguistics for Translation Students (3.0); 3 cr. The nature and structure of language, its role in society, the theory and methods of

linguistics: phonology, syntax, semantics and lexicon as applied in translation.

TRA 621 Comparative Stylistics for Translation (3.0); 3 cr. Presentation and analysis of texts related to interlinguistic transfer. Intensive workshop approach treating both English/Arabic and French/Arabic texts. *Prerequisite:* TRA 620.

TRA 622 Terminology ARB/ENL (3.0); 3 cr. History of Terminology. The terminologist's task. Terminographics research methods. Use of documentation. Practical work in term research and subject field research.

TRA 630 Computer Assisted Translation (3.0); 3 cr. Computer aids for translation, desktop publishing, terminology management. Machine and machine-assisted translation.

TRA 631 Advanced Translation of Literature ARB/ENL (3.0); 3 cr. Study and analysis of translated works. Translation into Arabic of a work which was not translated before.

TRA 632 Advanced Translation of Literature ARB/FRC (3.0); 3 cr. Study and analysis of translated works. Translation into Arabic of work which was not translated before.

TRA 633 Advanced Legal Translation ARB/ENL (2.0); 2 cr. Translation of highly specialized legal texts.

TRA 634 Advanced Legal Translation ARB/FRC (2.0); 2 cr. Translation of highly specialized legal texts.

TRA 635 Advanced Business & Economic Texts ARB/ENL (2.0); 2 cr. Translation of highly specialized business, economic, and administrative texts.

TRA 636 Advanced Business & Economic Texts ARB/FRC (2.0); 2 cr. Translation of

highly specialized business, economic, and administrative texts.

TRA 637 Advanced Medical Translation ARB/FRC/ENL (2.0); 2 cr. Medical terminology and phraseology which would allow the translator to correctly translate medical texts. Relevant basic scientific concepts.

TRA 638 Advanced Translation of Media ARB/ENL (2.0); 2 cr. Translation of various genres of media.

TRA 639 Advanced Translation of Media ARB/FRC (2.0); 2 cr. Translation of various genres of media.

TRA 690 Internship (1.0); 1 cr. A supervised practicum designed to allow students to put their knowledge of translation and terminology to work in an actual translation service.

DEPARTMENT OF MASS COMMUNICATION

Chairperson: *Dr. Joseph Ajami*

Secretary: *Ms. Alice Eid*

Associate Professors

Ajami, Joseph, Ph.D., 1987, Ohio University-Athens, USA

Mass Communication

Fakih, Khalid, Ph.D., 1992, University of Missouri, Columbia, USA

Journalism

Assistant Professors

Abdallah, Najah, Ph.D., 1992, Universite Michel De Montaigne, Bordeaux, France,
Science of Information and Technology.

Darouny, Kamal, M.A., 1986, Sussex College of Technology, England

Marketing and Advertising

Donerian, Vatche, M.A., 1987, Yerevan State Institute of Dramatic and Fine Arts, Armenia

Theater and TV Directing

Senior Lecturer

Chidiac, May, D.E.S., 1996, Université Libanaise, Université Pantheon, Assas, Paris II,
France

Journalism

Today we communicate through various means newspapers, magazines, radio, television, public relations, advertising, photography, and others.

The Department prepares students for a career in mass communication. It offers specific sequences in print, electronic media, and advertising and marketing, leading to the degrees of:

Bachelor of Arts in Advertising and Marketing

Bachelor of Arts in Communication Arts; Concentration Journalism

Bachelor of Arts in Communication Arts; Concentration Radio/TV

Master of Arts in Media Studies with emphasis areas in:

Advertising

Electronic Media

Journalism

Minor Programs In The Department of Mass Communication

For those NDU students who might choose a career in the field of communication, the department offers an opportunity to further their education and increase their future marketability.

A minor in each of the three sequences offered by the department may be selected.

A total of 18 credits over and above their major requirements is needed to obtain a minor.

Students who select a minor in the Department of Mass Communication may choose one of three sequences as a preference. (Details under each sequence)

The Degree of Bachelor of Arts in Advertising and Marketing

The advertising sequence prepares students for careers in account handling, media planning and management, and creative roles in advertising agencies, in-house advertising, and in the media. The program also incorporates principles of marketing, consumer behavior, marketing policy, strategy and other marketing courses.

Graduation Requirements

Students pursuing this major must complete a total of 105 credit hours with a minimum cumulative GPA of 2.3/4.0 in their “major requirements” courses. These 105 credits are divided as follows:

Degree Requirements (105 credits)

General Education Requirements **27 cr.**

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Core Requirements **24 cr.**

COA 201, COA 223, COA 252, COA 359, COA 450, PDP 201, STA 201, ARB 212

Major Requirements **44 cr.**

ADM 216, ADM 341, ADM 352, ADM 453, ADM 481, ADM 490, FDP 201, FDP 214, COA 270, COA 312, COA 475, ECN 200, MRK 201, MRK 311, MRK 321, MRK 433

Students must choose 6 credits from the following pool: **6 cr.**

ADM 351, COA 275, COA 311, COA 313, COA 350, COA 352, COA 360, COA 365, COA 368, COA 369, COA 499, JOU 210, JOU 325, JOU 340, JOU 370, JOU 460, MRK 313, STA 206.

Free Electives **4 cr.**

Bachelor of Arts in Advertising and Marketing
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| COA | 201 | Mass Media Essentials | 3 cr. |
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| MRK | 201 | Fundamentals of Marketing | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ADM | 216 | Principles of Advertising | 3 cr. |
| COA | 223 | Speech Communication | 3 cr. |
| COA | 270 | Studio Workshop I | 1 cr. |
| FDP | 201 | Basic Design | 3 cr. |
| COA | 252 | Principles of Public Relations | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|-----|-----|-------------------|-------|
| PDP | 201 | Basic Photography | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| ADM | 341 | Media Planning and Analysis | 3 cr. |
| ADM | 352 | Adv. Creativity and Copywriting | 3 cr. |
| FDP | 214 | Design for Advertising | 3 cr. |
| ARB | 212 | Advanced Arabic Grammar | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| COA | 359 | Media and Society | 3 cr. |
| COA | 312 | TV Production Techniques | 3 cr. |
| ECN | 200 | Survey of Economics | 3 cr. |
| MRK | 311 | Consumer Behavior | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|---|---|-------------|-------|
| — | — | Pool course | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (16 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| ADM | 453 | Global Advertising | 3 cr. |
| COA | 450 | Mass Communication Research | 3 cr. |
| COA | 475 | Computer Graphics and Video Animation | 3 cr. |
| MRK | 321 | Promotional Strategy | 3 cr. |
| ADM | 481 | Internship | 1 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| ADM | 490 | Senior Study in Advertising | 3 cr. |
| MRK | 433 | Marketing Strategies & Policies | 3 cr. |
| — | — | Free Electives | 4 cr. |
| — | — | Pool course | 3 cr. |
| — | — | GER | 3 cr. |

A. Minor in Advertising (18 Credits)

Formal Core Requirements:

| | | |
|---------|-----------------------------|-------|
| ADM 216 | Principles of Advertising | 3 cr. |
| ADM 341 | Media Planning and Analysis | 3 cr. |
| ADM 352 | Creativity and Copywriting | 3 cr. |
| ADM 453 | Global Advertising | 3 cr. |
| ADM 351 | E- Commerce | 3 cr. |

Students must choose 3 credits from the following pool:

| | | |
|---------|---------------------------------------|-------|
| COA 201 | Mass Media Essentials | 3 cr. |
| COA 223 | Speech Communication | 3 cr. |
| COA 252 | Public Relations | 3 cr. |
| COA 312 | TV Production Techniques | 3 cr. |
| COA 368 | International Communication | 3 cr. |
| COA 475 | Computer Graphics and Video Animation | 3 cr. |
| JOU 340 | PR Techniques | 3 cr. |

The Degree of Bachelor of Arts in Communication Arts - Journalism

This sequence prepares students to become reporters in the various print media. Students will also argument their journalistic skills with a variety of “Public Relations” courses that will broaden their communication skills and improve their career opportunities in different organizational and professional settings. Students will practice and refine their writing, reporting and other journalistic skills.

Graduation Requirements

Once admitted to the program, students are required to develop competence in both Arabic and English. Moreover, students who intend to major in journalism must take an Arabic test the results of which will determine the number of Arabic courses, the student may need to take prior to enrolling in major courses. They must also complete an “Internship” at one of the media outlets in the Lebanese market. Students pursuing this major must complete a total of 104 credit hours with a minimum cumulative GPA of 2.3 / 4.0 in their major requirements. These 104 credits are divided as follows:

Degree Requirements (104 credits)

General Education Requirements

27 cr.

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Core Requirements **24 cr.**
COA 201, COA 223, COA 252, COA 359, COA 450, PDP 201, STA 201,
ARB 212

Major Requirements **40 cr.**
COA 205, COA 350, COA 352, JOU 210, JOU 310, JOU 314, JOU 325, JOU
340, JOU 370, JOU 410, JOU 450, JOU 460, JOU 480, JOU 490, TRA 201.

Students must choose 9 credits from the following pool: 9 cr.
ADM 216, ADM 351, COA 240, COA 270, COA 311, COA 312, COA 360,
COA 365, COA 368, COA 369, COA 415, COA 499, POS 212.

Free Electives **4 cr.**

Bachelor of Art in Communication Arts - Journalism
Suggested Program (104 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| COA | 201 | Mass Media Essentials | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| PDP | 201 | Photography | 3 cr. |
| ARB | 212 | Advanced Arabic Grammar | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| COA | 223 | Speech Communication | 3 cr. |
| COA | 252 | Principles of Public Relations | 3 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| JOU | 210 | Mass Media Language | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|-------------|-------|
| — | — | Pool Course | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| COA | 359 | Media and Society | 3 cr. |
| COA | 350 | Current Issues | 3 cr. |
| JOU | 310 | Newswriting and Reporting I | 3 cr. |
| JOU | 325 | Photojournalism | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| COA | 352 | Mass Media Law (Arabic) | 3 cr. |
| JOU | 340 | PR Techniques | 3 cr. |
| JOU | 370 | Newspaper Production | 2 cr. |
| TRA | 201 | Trans. Theory and Methodology | 3 cr. |
| — | — | Free Elective | 4 cr. |

Summer Session II (7 Credits)

| | | | |
|-----|-----|----------------------|-------|
| COA | 205 | Archive Organization | 1 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (16 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| COA | 450 | Mass Communication Research | 3 cr. |
| JOU | 314 | Specialized Translation | 3 cr. |
| JOU | 410 | Newswriting and Reporting II | 3 cr. |
| JOU | 480 | Journalism Internship | 1 cr. |
| — | — | Pool Course | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|------------------------|-------|
| JOU | 490 | Senior Study | 3 cr. |
| JOU | 450 | Specialized Journalism | 3 cr. |
| JOU | 460 | Case Studies in PR | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Pool Course | 3 cr. |

B. Minor in Journalism (18 Credits)

Formal Core Requirements:

| | |
|-------------------------------------|-------|
| JOU 210 Mass Media Language | 3 cr. |
| JOU 310 Newswriting & Reporting I | 3 cr. |
| JOU 340 Public Relations Techniques | 3 cr. |
| JOU 450 Specialized Journalism | 3 cr. |

Students must choose 6 credits from the following pool:

| | |
|------------------------------------|-------|
| ADM 216 Principles of Advertising | 3 cr. |
| COA 201 Mass Media Essentials | 3 cr. |
| COA 223 Speech Communication | 3 cr. |
| COA 252 Public Relations | 3 cr. |
| COA 350 Current Issues | 3 cr. |
| COA 359 Mass Media & Society | 3 cr. |
| JOU 410 Newswriting & Reporting II | 3 cr. |
| JOU 460 Case Studies in PR | 3 cr. |

The Degree of Bachelor of Arts in Communication - Radio and Television

The Radio and Television program at NDU prepares students for opportunities in electronic media production, programming and "on-air" broadcasting. In addition to a variety of courses in social sciences, English and other "General Education Requirements" courses, the program stresses the skills that will help prepare Radio and Television students in their careers. Introductory and advanced instruction in audio and video techniques are supported by hands-on experiences in our well-equipped studio.

Graduation Requirements

Students pursuing this major must complete a total of 106 credit hours with a minimum cumulative GPA of 2.3 / 4.0 in their major requirements. The skills courses, such as studio workshop, lighting, editing, production techniques, scriptwriting, drama, progressively build upon one another.

The program culminates in a senior project that incorporates the skills acquired during the years spent at NDU. The 106 credits are divided as follows:

Degree Requirements (106 credits)

General Education Requirements **27 cr.**

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of cultural studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Core Requirements **24 cr.**
COA 201, COA 223, COA 252, COA 359, COA 450, PDP 201, STA 201,
ARB 212

Major Requirements **45 cr.**
COA 203, COA 225, COA 240, COA 270, COA 271, COA 275, COA 311,
COA 312, COA 313, COA 325, COA 330, COA 401, COA 411, COA 415,
COA 430, COA 475, COA 480, COA 490.

Students must choose 6 credits from the following pool: **6 cr.**
ADM 216, ADM 351, COA 350, COA 352, COA 360, COA 365, COA 368,
COA 369, COA 499, JOU 210, JOU 310, JOU 325, JOU 340, JOU 460, TRA
201

Free Electives **4 cr.**

Bachelor of Arts in Communication Arts - Radio Television
Suggested Program (106 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| COA | 201 | Mass Media Essentials | 3 cr. |
| COA | 223 | Speech Communication | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| COA | 252 | Principles of Public Relations | 3 cr. |
| COA | 225 | Lighting | 3 cr. |
| COA | 270 | Studio Workshop I | 1 cr. |
| COA | 240 | The Broadcast Industry | 3 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (8 Credits)

| | | | |
|-----|-----|-------------------|-------|
| PDP | 201 | Basic Photography | 3 cr. |
| COA | 275 | Editing Skills | 2 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| COA | 311 | Radio Programming | 3 cr. |
| COA | 312 | TV Production Techniques | 3 cr. |
| COA | 325 | Directing and Acting Skills | 3 cr. |
| COA | 359 | Mass Communications and Society | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| COA | 313 | Art of the Film | 3 cr. |
| COA | 330 | TV Documentary | 3 cr. |
| COA | 203 | Make-up & Colors | 1 cr. |
| COA | 271 | Studio Workshop II | 1 cr. |
| COA | 415 | Broadcast News Operations | 3 cr. |
| — | — | Pool Course | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ARB | 212 | Advanced Arabic Grammar | 3 cr. |
| STA | 201 | Statistics for Social Sciences | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| COA | 411 | Scriptwriting | 3 cr. |
| COA | 430 | TV Drama | 3 cr. |
| COA | 401 | Advanced Radio | 3 cr. |
| COA | 450 | Mass Communications Research | 3 cr. |
| — | — | Pool Course | 3 cr. |

Spring Semester III (14 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| COA | 490 | Senior Study | 3 cr. |
| COA | 475 | Computer Graphics and Video Animation | 3 cr. |
| COA | 480 | Communication Internship | 1 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 4 cr. |

C. Minor in Television (18 Credits)

Formal Core Requirements:

| | |
|-----------------------------------|-------|
| COA 270 Studio Workshop I | 1 cr. |
| COA 275 Editing Skills | 2 cr. |
| COA 312 TV Production Techniques | 3 cr. |
| COA 325 Directing & Acting Skills | 3 cr. |
| COA 411 Scriptwriting | 3 cr. |

Students must choose 6 credits from the following pool:

| | |
|---|-------|
| ADM 216 Principles of Advertising | 3 cr. |
| COA 201 Mass Media Essentials | 3 cr. |
| COA 225 Lighting | 3 cr. |
| COA 330 TV Documentary | 3 cr. |
| COA 365 Talk Shows | 3 cr. |
| COA 415 Broadcast News Operation | 3 cr. |
| COA 475 Computer Graphics and Animation | 3 cr. |

The Degree of Master of Arts in Media Studies

The department of Mass Communication offers the Master's of Arts degree in Media Studies with a choice of concentration in the areas of Advertising, Journalism/PR and Electronic Media. Specific requirements depend on the interest of the student and the recommendations of the advisor and the department.

The program provides students with conceptual and analytical tools and practical experience in order to prepare them to pursue careers in communication, to further academic enhancement at the doctoral level, and to help those already working in those fields upgrade their knowledge in their chosen area of study.

Admission Requirements:

The program admits students holding Bachelor degrees in any of the areas listed above as well as those holding degrees in other majors.

Students from non related majors must take and pass a number of preparatory courses (a maximum of three courses) which the department deems necessary to pursue a Master of Arts in Media Studies.

Candidates should have a GPA of 3.0. Applicants with a GPA (no lower than 2.7) may be admitted on a probationary basis. They must achieve a GPA of 3.0 in their first semester in order to continue in the program.

Candidates must also submit three letters of recommendation, an updated C.V., and a personal statement explaining their educational goals and reasons for selecting this area of study. Other university graduate admission requirements may apply as specified by this catalog.

Graduation Requirements:

All students must take a total of 15 credits in the general field of Mass Communication in addition to 15 credit hours in the concentration area. The remaining three credits will be selected from a pool of courses offered by the program.

Students may choose between writing a 6-credit thesis or taking two extra courses offered by the M.A. program which will bring the total to 39 hours required for graduation.

Students must maintain an overall GPA of 3.0/4.0 for the 39 credits required to graduate. Courses are divided into:

Degree Requirements (39 credits)

Plan One: Communication Major:

A- Thesis Option

Core Courses **15 cr.**
COA 610, COA 652, COA 680, COA 681, and JOU 631

Major Requirements for Advertising Emphasis

ADM 620, ADM 621, ADM 650, ADM 651, ADM 681. 15 cr
ADM 690 6 cr.
Free Electives 3 cr.

For Journalism Emphasis

JOU 610, JOU 620, JOU 621, JOU 630, JOU 650 15 cr.
JOU 690 Thesis 6 cr.
Free Electives 3 cr.

For Electronic Media Emphasis

COA 611, COA 620, COA 630, COA 650, COA 651 15 cr.
COA 690 Thesis 6 cr.
Free Electives 3 cr.

Note: The 6-hour thesis may be replaced with a major TV or video production for those who select Electronic Media as their area of emphasis. Arrangements will be made with student's advisor and the department.

B- Non-Thesis Option:

Students are required to take two extra courses offered by the M.A. program in lieu of the 6-credit Thesis and pass a written comprehensive examination.

Plan Two: for non-Communication Majors

Same description as above, but students will be required to take three additional prerequisite undergraduate courses from the following and score a minimum grade of B⁻:

ADM 216, ADM 341, ADM 352, COA 201, COA 252, COA 312, and JOU 310.

Courses will be selected upon consultation with the advisor and the department's chairperson. Students in this category also may choose either a Thesis or a non-Thesis option as outlined above.

Undergraduate Courses: Advertising

ADM 216 Principles of Advertising (3.0); 3 cr. The field of advertising and its relationship to marketing and mass media. Elements of successful ads. *Corequisite:* ENL 107.

ADM 341 Media Planning (3.0) 3 cr. Role of media in achieving marketing and advertising objectives. Examines channels of communication. *Prerequisite:* ADM 216.

ADM 351 E-Commerce (3.0) 3cr. The focus is on today's electronic market environment. Students are to develop proficiencies with the interactive business and communication

technologies and must hold, or have access to e-mail accounts. *Prerequisite:* CSC 201

ADM 352 Creativity and Copywriting (3.0); 3 cr. Theory and application of the creative side of advertising. *Prerequisites:* ADM 216. *Corequisite:* FDP 214.

ADM 453 Global Advertising (3.0); 3 cr. History, development and current status of international advertising. *Prerequisites:* ADM 341. *Corequisite:* ADM 352.

ADM 481 Internship in Advertising (1.0); 1 cr. Supervised work in the "real" world of

advertising and/or marketing. *Prerequisite:* ADM 453.

advertising campaign for a "real" client. Includes an "Exit" exam. *Prerequisite:* COA 450

ADM 490 Senior Study in Advertising (3.0); 3 cr. Involves the conceptualization of an

Undergraduate Courses: Communication

COA 201 Mass Media Essentials (3.0); 3 cr. Overview of various types of mass media. *Corequisite:* ENL 107.

COA 203 Make up and Color (1.0) 1 cr. The use of make up and colors in TV productions.

COA 205 Archive Organization (1.0); 1 cr. Teaches students the effective use of archive resources in a library setting.

COA 223 Speech Communication (3.0); 3 cr. Trains students in researching, organizing and delivering various types of speeches. *Prerequisites:* COA 201.

COA 240 The Broadcast Industry (3.0); 3 cr. History and development of the industry and its impact on society. *Prerequisite:* COA 201.

COA 225 Lighting (3.0); 3 cr. Lighting and its creative employment in studio work and television productions. *Prerequisite:* COA 270.

COA 252 Public Relations (3.0); 3 cr. History, principles and practices of public relations with emphasis on publicity, public opinion and crisis management. *Prerequisite:* COA 201.

COA 270 Studio Workshop I (0.2); 1 cr. Functions and operations of radio and TV equipment. Essential for subsequent R/TV courses. *Corequisite:* ENL 107.

COA 271 Studio Workshop II (0.2); 1 cr. Continuation of COA 270. *Prerequisite:* COA 270.

COA 275 Editing Skills (2.0); 2 cr. Provides students with the basic skills needed for completing their film projects. Proper use of editing equipment. *Prerequisite:* COA 270.

COA 311 Radio Programming (3.0); 3 cr. Practical experience in producing, editing and other aspects of radio programming. *Corequisite:* COA 270.

COA 312 TV Production Techniques (3.0); 3 cr. Practical studio management and creative use of technical facilities in videotaping and production. *Corequisite:* COA 270.

COA 313 Art of the Film (3.0) 3 cr. Critical examination of the art of the motion picture. Screening of different film genres and studying of cinematography techniques.

COA 325 Directing and Acting Skills (3.0); 3 cr. Teaches acting with focus on character analysis, studies of scripts and directing talent in front of or on camera. *Prerequisite:* COA 312.

COA 330 TV Documentary (3.0); 3 cr. Documentary language formats and visual styles. Production of documentaries of various lengths. *Prerequisite:* COA 312.

COA 350 Current Issues (3.0) 3 cr. Major political, cultural, economic, and social issues and how they are reported in the media. *Prerequisite:* COA 201.

COA 352 Media Law (3.0) 3 cr. Study of the laws and regulations that govern both print and broadcast media in Lebanon. In Arabic. *Prerequisite:* COA 201.

COA 359 Mass Media and Society (3.0); 3 cr. Interactive relationship between media and society. *Prerequisite:* COA 201

COA 360 Media Ethics (3.0); 3 cr. Analysis of ethical issues pertaining to the media: Dubious methods in news gathering, conflict of interest, invasion of privacy and stereotyping among others. *Prerequisite:* COA 201.

COA 365 Talk Shows (3.0); 3 cr. Preparing, hosting and executing a TV program that deals with various issues in front of a live audience. *Prerequisite:* COA 312.

COA 368 International Communication (3.0); 3 cr. Mass media systems of the world. Flow of information, and role of media in the development of the Third World. *Prerequisite:* COA 201.

COA 369 Selected Topics in Mass Communication (3.0); 3 cr. Special topics not covered in the curriculum: *Prerequisite:* COA 201.

COA 401 Advanced Radio Programming (3.0); 3 cr. Continuation of COA 311. *Prerequisite:* COA 311.

COA 411 Scriptwriting (3.0); 3 cr. Converting ideas to final script form; several scripts of various lengths are required. *Corequisite:* COA 325.

COA 415 Broadcast News operations (3.0); 3 cr. Gathering, writing, editing, selecting and presenting the news in a newsroom setting. *Prerequisites:* COA 311 and COA 312.

COA 430 TV Drama (3.0); 3 cr. Involves the conception of shooting, directing and editing of TV dramatic production. Technical means to execute scripts. *Prerequisites:* COA 325 and COA 411.

COA 450 Mass Communication Research (3.0); 3 cr. Research design, data collection analysis, and measurement of public opinion,

and hypothesis testing of media-related issues. *Prerequisites:* STA 201; Senior standing.

COA 475 Computer Graphics and Video Animation (3.0); 3 cr. Applying computer graphics in developing video animation projects. *Prerequisites:* CSC 201; Senior standing.

COA 480 Communication Internship; 1 cr. Practical training in a professional broadcast setting.

COA 490 Senior Study (3.0); 3 cr. A final project in the broadcast media. Also includes an “exit” exam in which students demonstrate knowledge of their field. *Prerequisite:* COA 450.

COA 499 Independent Study (3.0); 3 cr. Advanced topics in mass communication chosen to meet individual student needs and interests. Supervised by assigned instructors.

Undergraduate Courses: Journalism

JOU 210 Mass Media Language (3.0); 3 cr. Principles of effective writing with emphasis on grammar, structure, and style. *Corequisite:* ARB 212 or ARB 231.

JOU 310 News Writing and Reporting I (3.0); 3 cr. Fundamentals of effective writing for the mass media. Also reporting techniques and information gathering. *Prerequisites:* JOU 210 and COA 201.

JOU 314 Specialized Translation (3.0); 3 cr. Provides students with skills needed to handle English language copy. *Prerequisites:* TRA 201 and JOU 210.

JOU 325 Photojournalism (3.0); 3 cr. Role of the photographer as a communicator and a member of the editorial team. Photo assignments required. *Prerequisites:* PDP 201 and JOU 210

JOU 340 Public Relations Techniques (3.0); 3 cr. The use of different communication tools in reaching specific publics. *Prerequisite:* COA 252.

JOU 370 Newspaper Production (2.0); 2 cr. Students must produce a campus newspaper. *Prerequisite:* JOU 310.

JOU 410 Newswriting and Reporting II (3.0); 3 cr. Practical problems encountered in real situations in covering beats. Interviewing techniques, and writing headlines. *Prerequisite:* JOU 310.

JOU 450 Specialized Journalism (3.0); 3 cr. Different areas of journalism such as foreign affairs, sports, life style, environment, and others. In Arabic. *Prerequisite:* JOU 310.

JOU 460 Case Studies in Public Relations (3.0); 3 cr. Evaluation and analysis of PR campaigns in real-life situations. *Prerequisite:* COA 252.

JOU 480 Journalism Internship (1.0); 1 cr. Practical training in a professional print media outlet.

JOU 490 Senior Study (3.0); 3 cr. A major final project in print journalism that studies in depth an area in the field.

Graduate Courses: Media Studies

ADM 620 Advertising & Marketing Management (3.0); 3 cr. The course examines the general array of agency personnel and studies the functions of each department

including the duties and responsibilities of key decision-makers in the agency.

ADM 621 Seminar in Integrated Marketing Communication: (3.0); 3 cr. The course applies

the theories of integrated communication tools such as marketing, advertising, public relations, e-commerce and others. It also looks at IMC's usage, management, and limitations.
Prerequisite: ADM 620.

ADM 650 Advanced Media Planning (3.0); 3 cr. Discussion of up-to-date media planning theories and concepts and their implications in the modern media systems. Studies the effects of horizontal and vertical media planning.

ADM 651 Advanced Creative Strategy in Advertising (3.0); 3 cr. Social science findings as guides for effective creative process by devising advertising message content using various creative approaches. Advanced writing and production of advertising messages for various media. Use of consumer behavior concepts in shaping advertising messages and improving media selection.

ADM 660 Independent Study(3.0); 3 cr. Prerequisite: written proposal and approval of instructor. Topic takes into consideration the instructor's specialization and the student's interest. Requires completion of research paper.

ADM 681 Seminar in Advertising and Society(3.0); 3 cr. Role of advertising in cultural, economic and communication contexts. Actual campaigns and their implications in the modern world. Also, includes the studies of Linguistics and Semantics in advertising.
Corequisite: COA 680.

ADM 690 Thesis (6.0); 6cr. Specific research on a significant topic selected by the candidate upon consultation with advisor. *Prerequisites:* COA 652 and Passing a minimum of 21 credit hours.

COA 610 Theories of Mass Communication (3.0); 3 cr. Studies various theories that explain the origins, developments, uses, abuses and effects of communication messages and explains the relationship between theoretical concepts and their application. Areas of study include media and violence, agenda-setting theory, uses and gratifications approach, etc...

COA 611 Issues in Communication Technology (3.0); 3 cr. Study of new technology and its actual and potential repercussions on media messages, the communication process and on society at large. Issues include restructuring and redefining the mass media and the characteristics of the emerging technologies.

COA 620 Comparative Broadcasting (3.0); 3 cr. A study of global electronic media systems. A comprehensive examination of rules governing the regulations and flow of programming between nations. Also study of the new satellite and transmission systems.

COA 630 Broadcast Station Management (3.0); 3 cr. Study of the problems of management, programming, sales, promotion, and marketing. Exploration of issues such as decision-making, news evaluation, budgeting in both commercial and noncommercial broadcast media. *Prerequisite:* COA 611.

COA 631 Media and Politics: (3.0); 3 cr. The impact of mass media on the political process especially in democratic societies. The interplay of influence between the two. Role of media consultants is also examined. *Prerequisite:* COA 610.

COA 650 Advanced Video Production (3.0); 3 cr. Examination of aesthetic decisions and skills in the planning and production of television programs: initial research through writing, to final production. Students are expected to develop and execute several programs for television.

COA 651 Advanced Electronic Newsgathering and Reporting (3.0); 3 cr. Real life experiences in gathering, writing, editing, and presenting news for the electronic media. Also, website reporting and various sources of news and information will be examined.
Prerequisites: COA 610, COA 650.

COA 652 Advanced Research Methods in Mass Communication (3.0); 3 cr. Techniques for study of communication content and messages, audiences and effects. Emphasis on Research methods, and the data gathering, sampling and the application of those methods in Mass Communication and Advertising.
Prerequisite: COA 610.

COA 660 Independent Study (1.0 - 4.0); 1 cr.- 4 cr. Prerequisite: written proposal and approval of instructor and Guidance Committee. Topic takes into consideration the instructor's specialization and the student's interest. Requires completion of research paper.

COA 680 Seminar in Mass Communication Law and Ethics (3.0); 3 cr. Study of legal and ethical controls of media such as government's regulations of the media and other Lebanese "taboos." Codes of ethics and traditional societal

or self-imposed guidelines that govern the performance of the media will be addressed. Incorporated in this course is the Catholic church's stand on the legal and ethical functions of the mass media. *Corequisite*: COA 610.

COA 681 Seminar in Cross-Cultural Communication (3.0); 3 cr. The study of the impact of culture, norms, languages and values on the shaping and the perception of communication messages within and across national and international boundaries. Issues may include verbal and non-verbal communication, and others. *Prerequisite*: COA 610.

COA 682 Seminar on the Lebanese Media (3.0); 3 cr. An in-depth survey of the Lebanese media (both print and broadcast). Areas include history, economics, and trends. The course examines current figures and issues peculiar to the Lebanese media.

COA 690 Thesis (6.0); 6 cr. Specific research on a significant topic in the field selected by the candidate upon consultation with advisor. *Prerequisites*: COA 652 and passing a minimum of 21 credit hours.

JOU 610 Newsroom Management (3.0); 3 cr. Internal management of newspaper operation, status of personnel, effects of technological developments, news decision-making, defining objectivity and improving news coverage.

JOU 620 The Art of Interviewing (3.0); 3 cr. Techniques and tools of gathering information from News sources.

JOU 621 Editorial Operation (3.0); 3 cr. Discussion of decision-making process in the newsroom. Various elements influencing the day-to-day operation of the print media. Roles of owners, gatekeepers are examined. *Corequisite*: JOU 610.

JOU 630 PR Programs and Campaigns (3.0); 3 cr. Overall planning and operation of PR programs by various industries and institutions. Analysis and discussions of specific problems in real-life cases.

JOU 631 International Public Relations (3.0); 3 cr. Discussion of the role of public relations in the new age of global marketing and communication. Issues include global campaigns, international corporate PR and Cyberspace public Relations.

JOU 650 Advanced Reporting and Newswriting (3.0); 3 cr. In-depth Reporting: theory and practice. Investigative and interpretative reporting. Also, examines most recent means of gathering information and data needed to produce thorough, well-written journalistic work. *Corequisites*: JOU 620.

JOU 680 Seminar in Selected Topics (3.0); 3 cr. Discussion of various topics such as freedom of press, Media and gender, and other topics.

JOU 690 Thesis (6.0); 6 cr. Specific research on a significant topic selected by the candidate upon consultation with the advisor. *Prerequisites*: COA 652 and passing a minimum of 21 credit hours.

DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES (SBS)

Chairperson: *Dr. Mansour Eid*

Secretary: *Ms Christine Noufaily*

Visiting Emeritus

Akl, Said Poet and Philosopher

Professor

¹*Rihani, Ameen A., a.b.d.*, 1981, American University of Beirut, Ph.D., 1996, Lebanese University, Lebanon

Modern Literature, Bilingual Literature

Associate Professors

Alam, Edward, Ph.D., 1996, University of Utah, USA

Philosophy

Eid, Mansour, Doctorate, 1985, Université Saint-Joseph, Lebanon

Arabic Language and Literature

Salameh, Doumit, Ph. D., 1988, St. Louis University, USA

Philosophy

Assistant Professors

Fahed, Ziad, Ph.D., 2001, Université Catholique de Lyon, France.

Théologie Canonique

Karam, Clovis, Ph.D. ,1984, Université Catholique de Lyon, Lyon, France.

Scholastic Philosophy

Malak, Amal,

¹*Matar, Suhail*, C.A.P.E.S.,1969, Université Libanaise, Lebanon

Arabic Language and Literature

Yaacoub, Youssef, Ph.D., 1990, Loyola University of Chicago, USA

Philosophy of Education/Minor counseling psychology

Senior Lecturers

Abou-Jawdeh, Simon, C.E.P., Vienna, D.E.S., 1992, , Université Libanaise, Lebanon

Psychotherapy, Clinical Psychology

Lecturer

Wehbe, Boulos (Marwan), M.A., 1981, American University of Beirut, Lebanon.

Middle Eastern Studies

The Social and Behavioral Science (SBS) Department offers a BA and an MA in Arabic Language and Literature, and a BA in Psychology with three concentrations – clinical, educational, and industrial. In addition to these two majors, the SBS Department offers:

- A cluster of undergraduate level courses – otherwise known as General Education Requirement courses - which are necessary for a comprehensive university education. These courses cover – in an introductory and relatively advanced form, disciplines in social and behavioral sciences, the purpose of which is to develop student maturity.
- A six week Summer Arabic Program which is intended to help mostly foreign students who want to learn Arabic

¹ On tenure appointment

The Degree of Bachelor of Arts in Arabic Language and Literature

Advisor: *Eid, Mansour*, Ph.D.,

The Bachelor degree in Arabic Language and Literature covers the following areas: syntax, etymology, contemporary and classical literary works, comparative literature along with emphasis on Lebanese writers' contribution to Arab and world literature. Methods of criticism are also highlighted.

Admission Requirements

In addition to the University admission requirements, candidates must take the Arabic Entrance Test (AET).

Graduation Requirements

Students enrolled in the degree of Bachelor of Arts in Arabic Language and Literature must complete a total of 103 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the core and major requirements. These courses are divided into:

Degree Requirements (103 credits)

General Education Requirements

ARB 211 or ARB 221 or ARB 224 or ARB 231, CSC 201, ENL 213, ENL 230, HIT 211, ENS 201 or NTR 201, REG 212 or REG 213

21 cr.

Core Requirements

ARB 201, ARB 213, ARB 214, ARB 215, ARB 216, ARB 301, ARB 311, ARB 312, ARB 313, ARB 314, ARB 321, ARB 323, ARB 331, ARB 333

39 cr.

Major Requirements

ARB 317, ARB 318, ARB 332, ARB 334, ARB 335, ARB 336, ARB 415, ARB 416, ARB 421, ARB 422, ARB 423, ARB 424, ARB 425.

40 cr.

Free Elective

ENL 301, ARB 212

3 cr.

Bachelor of Arts in Arabic Language and Literature
Suggested program (103 credits)

Fall Semester I (14 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| ARB | 211 | Appreciation of Arabic Literature | 3 cr. |
| ARB | 201 | Introduction to Arabic Syntax | 3 cr. |
| ARB | 213 | Literary Genres | 2 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (14 Credits)

| | | | |
|-----|-----|--|-------|
| ARB | 214 | Rhetoric and Metrics | 3 cr. |
| ARB | 215 | Literary Schools | 2 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| ARB | 301 | Introduction to Comparative Literature | 3 cr. |
| ARB | 311 | Arabic Grammar and Dic. | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|------------------|-------|
| ARB | 216 | Research Methods | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| ARB | 312 | Arabic Philology | 3 cr. |
| ARB | 313 | Linguistics | 3 cr. |
| ARB | 314 | The Modern Movement in Lebanon | 3 cr. |
| ARB | 317 | Modern Arabic Literature in Lebanon | 3 cr. |
| — | — | Elective | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| ARB | 318 | Lebanese Lit. Overseas | 4 cr. |
| ARB | 321 | Ancient Western Literature | 2 cr. |
| ARB | 323 | Western Renaissance Literature | 3 cr. |
| ARB | 331 | Pre-Islamic & Islamic Literature | 3 cr. |
| ARB | 333 | Poetry in the Abbasid Era | 3 cr. |

Summer Session II (5 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| ARB | 332 | The Holy Koran & Literature | 2 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (16 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| ARB | 334 | Prose in the Abbasid Era | 3 cr. |
| ARB | 335 | Andalusian Literature | 3 cr. |
| ARB | 336 | Lit. of the Modern Ar. Renaissance | 4 cr. |
| ARB | 415 | Arabic Modernization Movement | 3 cr. |
| ARB | 416 | Pioneers of Arabic Lit. | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| ARB | 421 | English Lebanese Lit. | 3 cr. |
| ARB | 422 | French Lebanese Lit. | 3 cr. |
| ARB | 423 | The Evolution of the Critical Move. in Leb. | 3 cr. |
| ARB | 424 | Experimental Lebanese Lit. | 3 cr. |
| ARB | 425 | Colloquial Literature | 3 cr. |

The Degree of Master of Arts in Arabic Language and Literature

The Master of Arts in Arabic Language and Literature offers a large selection of courses designed to deepen the level already attained at the undergraduate level. Both ancient and modern prose and poetry are studied in depth.

Admission Requirements

In order to be admitted to the Master program, candidates must fulfill the following:

1. Hold a Bachelor degree in Arabic Language and Literature from a recognized institution of higher learning.
2. Comply with NDU rules and regulations for graduate work
3. Sit for the Arabic Entrance Test offered by NDU.
4. Provide three letters of recommendation.

Graduation Requirements

Students seeking the degree of Master of Arts in Arabic Language and Literature must meet the University graduation requirements and complete a total of 30 credits with a minimum overall average of 3.0/4.0. Courses are divided into:

Degree Requirements (30 credits)

Major Requirements

ARB 601, ARB 611, ARB 612, ARB 613, ARB 614, ARB 621, ARB 699

24 cr.

Free Elective

ARB 622, ARB 623, ARB 624, ARB 631, ARB 632, ARB 633, ARB 634, ARB 641

6 cr.

The Degree of Bachelor of Arts in Psychology

Advisor: *Yaacoub, Youssef*, Ph.D.,

The psychology program offered by the SBS Department at NDU provides students with three essential fields of concentration:

Clinical Psychology
Educational Psychology
Industrial Psychology

A. The psychology program at NDU is specifically developed to promote the ability to deliver service skills within the community. At the BA level, the student will not be qualified to function independently as a private psychologist; however, he/she will be able to cope with work in any community setting.

B. The program will train a student to be aware of problems that exist and of the possible approaches to resolve them. Using psychological assessment, strategies, methods of intervention, the student will work within the community, continuously evaluating the ways to create better adjustment within it in relation to psychological, physical, social, political and religious domains.

Admission Requirements:

For a student to be admitted to the program, a grade of "C" or above is required in the following courses: PSL 201, SOL 201, STA 201, ENL 213, ENL 223

Graduation Requirements:

In order to graduate, a student must meet the General Education Requirements, and successfully complete a total of 106 credits with a minimum GPA of 2.0/4.0, and a

minimum average of 2.3/4.0 in the major and concentration requirements. Electives may be chosen from other concentration courses within the major of Psychology or from the different majors offered by the University:

**Degree Requirements
(106 credits)**

General Education Requirements **27 cr.**

Communication Skills

ENL 213, ENL 230

Computer Skills

CSC 201

Cultural Studies

9 credits in: Arabic, Art, Cultural Sequence, Music, Philosophy, Religion, Western Literature, etc.

A religion course shall always be part of any 9 credits of Cultural Studies.

Social Science Studies

3 credits in: Anthropology, Economics, History, Sociology, Political Science, Psychology, etc.

Basic Science Studies

6 credits in: Archeology, Astronomy, Biology, Environmental Science, Geology, Health, Nutrition, etc.

Major Requirements **45 cr.**

PSL 201, SOL 201, MAT 202, STA 201, PSL 211, PSL 217, PSL 317, PSL 319, PSL 321, PSL 411, PSL 413, PSL 415, PSL 417, PSL 481, PSL 491.

Free Electives **4 cr.**

Concentration – Clinical **30 cr.**

PSL 310, PSL 315, PSL 213, PSL 230, PSL 382, PSL 484, PSL 215, PSL 345, PSL 320, PSL 323

Concentration – Industrial **30 cr.**

PSL 322, BAD 201, PSL 362, PSL 323, PSL 332, BAD 317, PSL 386, PSL 215, BAD 427, PSL 424

Concentration – Educational **30 cr.**

PSL 313, PSL 315, PSL 213, PSL 324, EDU 422, EDU 350, EDU 330 (EDU 331, EDU 332 or EDU 333), PSL 385, EDU 355, PSL 345

A student is expected to graduate with 106 credit hours divided over a minimum of three years of instruction. Minimum overall GPA is 2.0/4.0. Minimum average GPA is 2.3/4.0, in major psychology and concentration requirements.

Bachelor of Arts in Psychology, Clinical Psychology Concentration
Suggested Program (106 credits)

Fall Semester I (15 cr.)

| | | | |
|-----|-----|----------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| MAT | 202 | Mathematics for Arts | 3 cr. |
| CSC | 201 | Computers & their use | 3 cr. |
| SOL | 201 | Introduction to Sociology | 3 cr. |
| PSL | 201 | Introduction to Psychology | 3 cr. |

Spring Semester I (15 cr.)

| | | | |
|-----|-----|--------------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| STA | 201 | Stat. for Social Sciences Using SPSS | 3 cr. |
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| PSL | 217 | Psychology of Personality | 3 cr. |
| PSL | 413 | History and Systems of Psychology | 3 cr. |

Summer Semester I (6 cr.)

| | | | |
|---|---|-------------------------------|-------|
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 315 | Sensation and Perception | 3 cr. |
| PSL | 317 | Cognitive Psychology | 3 cr. |
| PSL | 319 | Abnormal Psychology | 3 cr. |
| PSL | 310 | Psychology of the Family | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|--------------------------------|-------|
| PSL | 213 | Psychology of Learning | 3 cr. |
| PSL | 321 | Experimental Psychology | 3 cr. |
| PSL | 230 | Theories of Psychotherapy | 3 cr. |
| PSL | 415 | Intelligence Testing | 3 cr. |
| — | — | General Education Requirements | |

Summer Semester II (9 cr.)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 382 | Practicum I: Clinical | 3 cr. |
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|---|-------|
| PSL | 411 | Stress: Causes, Consequences and Management | 3 cr. |
| PSL | 484 | Practicum II: Clinical | 3 cr. |
| PSL | 215 | Social Psychology | 3 cr. |
| PSL | 481 | Undergraduate Seminar in Psychology | 3 cr. |
| PSL | 323 | Deviance | 3 cr. |

Spring Semester III (16 cr.)

| | | | |
|-----|-----|------------------------------|-------|
| PSL | 417 | Personality Assessment | 3 cr. |
| PSL | 491 | Special Topics in Psychology | 3 cr. |
| PSL | 345 | Counseling Psychology | 3 cr. |
| PSL | 320 | Psychopathology | 3 cr. |
| — | — | Free Elective | 4 cr. |

Bachelor of Arts in Psychology - Educational Psychology Concentration
Suggested Program (106 credits)

Fall Semester I (15 cr.)

| | | | |
|-----|-----|-------------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| MAT | 202 | Mathematics for Arts | 3 cr. |
| CSC | 201 | Computers and their Use (GER) | 3 cr. |
| SOL | 201 | Intro. to Sociology | 3 cr. |
| PSL | 201 | Intro. to Psychology | 3 cr. |

Spring Semester I (15 cr.)

| | | | |
|-----|-----|-----------------------------------|-------|
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| STA | 201 | Stat. for Soc. Scs. Using SPSS | 3 cr. |
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| PSL | 217 | Psychology of Personality | 3 cr. |
| PSL | 413 | History and Systems of Psychology | 3 cr. |

Summer Semester I (6 cr.)

| | | | |
|---|---|-------------------------------|-------|
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|---------------------------|-------|
| PSL | 313 | Psychology of Adolescence | 3 cr. |
| PSL | 315 | Sensation and Perception | 3 cr. |
| PSL | 317 | Cognitive Psychology | 3 cr. |
| PSL | 213 | Psychology of Learning | 3 cr. |
| PSL | 324 | Educational Psychology | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|---|-------|
| PSL | 321 | Experimental Psychology | 3 cr. |
| PSL | 319 | Abnormal Psychology | 3 cr. |
| EDU | 422 | Test, Measurement and Evaluation | 3 cr. |
| EDU | 350 | Methods of Teaching: Elementary | 3 cr. |
| EDU | 330 | Curriculum Development and Evaluation: Elementary OR/ | 3 cr. |
| EDU | — | EDU 331, EDU 332, EDU 333 | 3 cr. |

Summer Semester II (9 cr.)

| | | | |
|---|---|-------------------------------|-------|
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|---|-------|
| PSL | 411 | Stress: Causes, Consequences and Management | 3 cr. |
| PSL | 385 | Practicum I: Educational | 3 cr. |
| PSL | 415 | Intelligence Testing | 3 cr. |
| PHL | 311 | Ethics and the Modern World (GER) | 3 cr. |
| PSL | 481 | Undergraduate Seminar in Psychology | 3 cr. |

Spring Semester III (16 cr.)

| | | | |
|-----|-----|--------------------------------|-------|
| PSL | 417 | Personality Assessment | 3 cr. |
| PSL | 491 | Special Topics in Psychology | 3 cr. |
| PSL | 345 | Counseling Psychology | 3 cr. |
| EDU | 355 | Education and the Lebanese Law | 3 cr. |
| — | — | Elective | 4 cr. |

Bachelor of Arts in Psychology - Industrial Psychology Concentration
Suggested Program (106 credits)

Fall Semester I (15 cr.)

| | | | |
|-----|-----|--------------------------|-------|
| ENL | 213 | Sophomore Rhetoric (GER) | 3 cr. |
| MAT | 202 | Mathematics for Arts. | 3 cr. |
| CSC | 201 | Computers and their Use | 3 cr. |
| SOL | 201 | Intro. to Sociology | 3 cr. |
| PSL | 201 | Intro. to Psychology | 3 cr. |

Spring Semester I (15 cr.)

| | | | |
|-----|-----|-----------------------------------|-------|
| ENL | 230 | English in the Workplace | 3 cr. |
| STA | 201 | Stat. for Soc. Scs. Using SPSS | 3 cr. |
| PSL | 211 | Psychology of the Young Child | 3 cr. |
| PSL | 217 | Psychology of Personality | 3 cr. |
| PSL | 413 | History and Systems of Psychology | 3 cr. |

Summer Semester I (6 cr.)

| | | | |
|---|---|-------------------------------|-------|
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Fall Semester II (15 cr.)

| | | | |
|-----|-----|----------------------------|-------|
| PSL | 317 | Cognitive Psychology | 3 cr. |
| PSL | 319 | Abnormal Psychology | 3 cr. |
| PSL | 322 | Industrial Psychology | 3 cr. |
| PSL | 362 | Psychology Work and Law | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |

Spring Semester II (15 cr.)

| | | | |
|-----|-----|---|-------|
| PSL | 321 | Experimental Psychology | 3 cr. |
| PSL | 323 | Deviance | 3 cr. |
| PSL | 332 | Personnel and Human Factors in the Work Community | 3 cr. |
| BAD | 317 | Organizational Behaviour | 3 cr. |
| — | — | GER | |

Summer Semester II (9 cr.)

| | | | |
|-----|-----|-------------------------------|-------|
| PSL | 386 | Practicum I: Industrial | 3 cr. |
| — | — | General Education Requirement | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Fall Semester III (15 cr.)

| | | | |
|-----|-----|---|-------|
| PSL | 411 | Stress: Causes, Consequences and Management | 3 cr. |
| PSL | 215 | Social Psychology | 3 cr. |
| PSL | 415 | Intelligence Testing | 3 cr. |
| PSL | 481 | Undergraduate Seminar in Psychology | 3 cr. |
| — | — | General Education Requirement | 3 cr. |

Spring Semester III (16 cr.)

| | | | |
|-----|-----|------------------------------|-------|
| PSL | 417 | Personality Assessment | 3 cr. |
| PSL | 491 | Special Topics in Psychology | 3 cr. |
| BAD | 427 | Human Resource Management | 3 cr. |
| PSL | 424 | Community Psychology | 3 cr. |
| — | — | Free Elective | 4 cr. |

Undergraduate Courses: Arabic Language and Literature

ARB 101 Arabic Essay Reading and Writing I (3.0); 3 cr. Concentrates on the essay, its development and its various types.

ARB 102 Arabic Essay Reading and Writing II (3.0); 3 cr. Continuation of ARB 101. *Prerequisite:* ARB 101.

ARB 111 Standard Arabic (3.0); 3 cr. Designed to help non-Arabic speaking students study Standard Arabic.

ARB 201 Introduction to Arabic Syntax (3.0); 3 cr. Addresses the rise of the schools of Arabic Syntax; morphological, and syntactic rules are studied in selected texts.

ARB 210 Literary Texts (3.0); 3 cr. Offers a study of literary texts from different ages, with emphasis on the cultural components of the Arabic text and its artistic and aesthetical elements.

ARB 211 Appreciation of Arabic Literature (3.0); 3 cr. Addresses essential characteristics of literature as well as literature themes, school, and genres. *Prerequisite:* Sophomore Standing.

ARB 212 Advanced Arabic Grammar (3.0); 3 cr. Designed to improve students' command of Arabic grammatical structures and its application in discourse. *Prerequisite:* Sophomore Standing.

ARB 213 Literary Genres (2.0); 2 cr. Offers a study of the aesthetical characteristics of poetry, epic, theater, essay, elocution, and narration.

ARB 214 Arabic Rhetoric and Prosody (3.0); 3 cr. Focuses on the rise of Arabic rhetoric and its development: Rhetoric, semantics, metaphor, prosody and rhyme. Stylistics and writing craft in all its forms are highlighted. *Prerequisite:* ARB 201

ARB 215 Literary Schools (2.0); 2 cr. A study of the classic, romantic, realist, symbolic, existentialist, naturalist, surrealist schools through selected texts. *Prerequisite:* ARB 211

ARB 216 Research Methods (3.0); 3 cr. A study of the scientific research methodology and its implementation in contemporary literary studies.

ARB 221 History of Civilizations and Religions (3.0); 3 cr. A comprehensive view of the history of civilizations, and the role of

religions in the development of thought and action, and its relation to arts in general, and literature, in particular.

ARB 224 Philosophy and Literature (3.0); 3 cr. A study of philosophical thought and its impact on literature.

ARB 231 Technical Arabic (3.0); 3 cr. Designed to train students in using proper Arabic linguistic tools pertaining to various technical, scientific and professional settings. *Prerequisite:* Sophomore Standing

ARB 301 Introduction to Comparative Literature (3.0); 3 cr. Offers a pragmatic introduction to comparative literature and its various schools and critical approaches through selected works.

ARB 311 Arabic Grammar and Dictionaries (3.0); 3 cr. This is an in-depth study of Arabic morphology and syntax, in conjunction with glossary building.

ARB 312 Arabic Philology (3.0); 3 cr. Consists of a study of the development of Arabic philology, and its characteristics. Phonetics, etymology, derivations, post classical arabization and borrowed words, dialectology, colloquial vs classical modern Arabic. Arabic writing and calligraphy are highlighted.

ARB 313 Linguistics (3.0); 3 cr. Offers a comprehensive approach to concepts of syntax, phraseology, styles, morphology, phonetics and phonology.

ARB 314 Linguistic Phenomenon in Lebanon (3.0); 3 cr. Explores the contribution of the Lebanese modern Arabic language. Trends in linguistic thought, semantics, morphology and syntax are studied.

ARB 317 Modern Arabic Literature in Lebanon (3.0); 3 cr. Cultural effects and literary evolution are studied through selected texts.

ARB 318 Lebanese Literature Overseas (4.0); 4 cr. Emigration and its effects on Lebanese literature in content and form are critically addressed. Selections pertaining to writers in the "Writer's League" and "Andalusian Union" are studied in depth.

ARB 321 Ancient Western Literature (2.0); 2 cr. This course offers studies on the

characteristics of ancient Western literature. The effects of Greek and Latin writings on world thought are highlighted.

ARB 323 Western Renaissance Literature (3.0); 3 cr. French, English, Italian, Russian, Spanish and German literary selections pertaining to the European Renaissance are studied.

ARB 331 Islamic and Pre-Islamic Literature (3.0); 3 cr. This course addresses studies on the Pre-Islamic period of Arabic literature and its characteristics through selected texts as well as the transformation in Arabic literature under the influence of Islam during the period of Rachidian successors and the Oummiads.

ARB 332 The Holy Qur'an and Literature (2.0); 2 cr. This course offers a study of the Qur'anic language and its effect on Arabic literature.

ARB 333 Poetry in the Abbasid Era (3.0); 3 cr. A study of the evolution of poetry in the Abbasid era through selected texts. The renovation trend and its reflection on literature are also addressed. The Sho'ubian movement, Sufism, and their effect on philosophical thought and translations, are highlighted.

ARB 334 Prose in the Abbasid Era (3.0); 3 cr. This course analyses the development of prose in the Abbasid Era through selected texts. The renovation trend and its reflection on literature are also addressed.

ARB 335 Andalusian Literature (3.0); 3 cr. This course consists of a study of the evolution of Andalusian Arabic literature, tradition, renovation and its large range of subjects in poetry and prose. The relation between East and

West through the Andalusian Artistic flora is also highlighted through selected texts.

ARB 336 Literature of Modern Arabic Renaissance (4.0); 4 cr. This course analyses the effects of Western thought on the Eastern Renaissance and its reflection on Arabic Literature. Also, the conflict between tradition and renovation is studied through selected texts.

ARB 415 The Arabic Modernization Movement (3.0); 3 cr. This course offers a study on the renovation in Arabic Poetry, in literature and criticism through selected texts.

ARB 416 Pioneers of Arabic Literature (3.0); 3 cr. This course consists of a study on the 20th century Arabic literature.

ARB 421 English Lebanese Literature (3.0); 3 cr. Selected Lebanese writings in English are addressed in this course.

ARB 422 French Lebanese Literature (3.0); 3 cr. Selected Lebanese writings in French are studied in this course.

ARB 423 The Evolution of the Critical Movement in Lebanon (3.0); 3 cr. This course offers a study of the Lebanese contribution to Arabic criticism, trends of criticism in Lebanon and their relation to Arabic criticism in the modern age, and on the role of journalism in literary criticism.

ARB 424 Experimental Lebanese Literature (3.0); 3 cr. The works of prominent Lebanese writers are studied in this course.

ARB 425 Colloquial Literature (3.0); 3 cr. This course focuses on the form and content of the spoken language through selections in fiction and poetry.

Undergraduate Courses: Human Thought

HUT 305 Human Thought to 1500 (3.0); 3 cr. Traces the development of human thought from the initial stage of thinking to the end of the 16th century. *Prerequisite:* ENL 107.

HUT 306 Human Thought from 1500 to the Present (3.0); 3 cr. Presents analyses of the issues/challenges which faced and are facing

man from the Reformation to the present
Prerequisite: ENL 107.

HUT 411 Aesthetics (3.0); 3 cr. Acquaints students with the art of detecting, producing and appreciating beauty in works of art.
Prerequisite: ENL 213.

Undergraduate Courses: Philosophy

PHL 101 Introduction to Philosophy (3.0); 3 cr. Covers the history of Arab philosophical thought through the study of the works of prominent philosophers.

PHL 211 Logic and the Scientific Method (3.0); 3 cr. Explores the methods of enquiry practiced by the natural, social, and behavioral sciences. *Prerequisite:* ENL 107.

PHL 311 Ethics and the Modern World (3.0); 3 cr. Offers a general analysis of fundamental schools and problems in ethics. Texts directly

related to the major religions are treated.
Prerequisite: ENL 213.

Undergraduate Courses: Psychology

PSL 101 Principles of Psychology (3.0); 3 cr. Introduces students to the basic concepts of psychology. Topics include learning, memory, motivation, habits.

PSL 201 Introduction to Psychology (3.0); 3 cr. Offers a critical survey of general topics, principles, and findings of modern psychology.
Prerequisite: ENL 107.

PSL 211 Psychology of the Young Child (3.0); 3 cr. Covers the study of the individual from conception through the school years. Emphasis is placed on the child between 3 and 5 years old.
Prerequisite: ENL 107.

PSL 213 Psychology of Learning (3.0); 3 cr. Introduces various principles and theories of Learning, memory and forgetting.
Prerequisite: PSL 201.

PSL 215 Social Psychology (3.0); 3 cr. Examines theories, research and implications that relate to social phenomena, such as attitudes, conformity and obedience, aggression, prosocial behavior, socialization, social perception, and group behavior.
Prerequisite: PSL 201.

PSL 217 Psychology of Personality (3.0); 3 cr. Examines personality theories, methods and applications to social and clinical concerns. Classic theories of personality are discussed including psychoanalytic, behavioral, trait, humanistic, cognitive and social roles are explored and evaluated.
Prerequisite: PSL 201.

PSL 230 Theories of Psychotherapy (3.0); 3 cr. Places an emphasis on understanding the theories and techniques of psychotherapy. Topics considered: individual, family, and group therapy.
Prerequisite: PSL 201

PSL 310 Psychology of the Family (3.0); 3 cr. Explores relations between the individual and the family within a community. Focus is placed on diverse family patterns due to social class, race, ethnic and gender within a historical and sociopolitical context. By examining epidemiological, cross cultural and clinical data, a student is introduced to intervention techniques to reduce malfunction and/or abusive situations.
Prerequisite: PSL 201.

PSL 313 Psychology of Adolescence (3.0); 3 cr. Introduces theories and research on social, cognitive, sexual and identity development in adolescence in order to promote a healthier adult. Implications within the community are focused on.
Prerequisite: PSL 201.

PSL 315 Sensation and Perception (3.0); 3 cr. examines basic data and theories concerning the sensory system. The focus is on understanding sensory and perceptual processes as they relate to higher cognitive functions.
Prerequisite: PSL 201.

PSL 317 Cognitive Psychology (3.0); 3 cr. Addresses with the theoretical and experimental foundations for current understanding of how humans acquire and use knowledge. Piaget, Bruner, Uygotsky theories of cognitive growth are studied. Topics discussed include the development of language, reasoning, problem solving, creativity, and intelligence.
Prerequisite: PSL 201.

PSL 319 Abnormal Psychology (3.0); 3 cr. Introduces abnormal behavior and disorders. Emphasis is placed on theories, etiology, classifications and treatment of abnormalities.
Prerequisites: PSL 201, PSL 217, PSL 317.

PSL 320 Psychopathology (3.0); 3 cr. Focuses on psychological and/or organic determinants of behavior disorders.
Prerequisite: PSL 319.

PSL 321 Experimental Psychology (3.0); 3 cr. Introduces the research process in psychology. Topics include methodology, data collection, descriptive statistics, analysis and report writing.
Prerequisites: STA 201, PSL 213 or PSL 317.

PSL 322 Industrial Psychology (3.0); 3 cr. Applies a socio-psychological approach to an individual in a work setting. Topics discussed include management in an organization to promote productivity, change, role definition, leadership qualities.
Prerequisites: PSL 201, SOL 201.

PSL 323 Deviance (3.0); 3 cr. Focuses on deviant behavior as a social process. Antecedents, determinants, social relations processes and consequences of deviant acts are emphasized. Topics include juvenile delinquency, homosexuality, homicide,

alcoholism, abuse, drugs, suicide, mental illness.
Prerequisites: PSL 201; SOL 201.

PSL 324 Educational Psychology (3.0); 3 cr. Introduces basic principles of psychology applied to the field of education. Topics include learning and instruction, motivation; classroom management; testing and evaluation.
Prerequisite: PSL 201.

PSL 332 Personnel and Human Factors in the Work Community (3.0); 3 cr. Addresses the human capabilities, needs and limitations within a system. Concentration on job analysis, satisfaction, testing, training, group dynamics, leadership and social influence, motivation, equipment design, consumer behavior is looked at to show effects on productivity and work quality within the community. *Prerequisite:* PSL 322.

PSL 345 Counseling Psychology (3.0); 3 cr. How to prevent psychological crisis is the main purpose of this course. Different practices of different schools of psychology are explored, e.g., behaviorism, psychoanalysis, phenomenology, the rational emotive therapy and other contemporary theories. *Prerequisites:* PSL 201, PSL 217.

PSL 362 Psychology Work and Law (3.0); 3 cr. This course provides an introduction to the application of psychological methodology and research on practical and applied problems. Areas concerned include marketing, advertising, management and law. The psychological human factors serve as the background to this course.
Prerequisite: PSL 201

PSL 382 Practicum I: Clinical (1.3); 3 cr. Provides a student with supervised work experience within his/her concentration. Specific duties during the internship will be determined by the department and the institution supervisor.
Prerequisite: Junior Senior standing.

PSL 385 Practicum I: Educational (1.3); 3 cr. Provides a student with supervised work experience within his/her concentration. Specific duties during the internship will be determined by the department and the institution supervisor.
Prerequisite: Junior, Senior standing.

PSL 386 Practicum I: Industrial (1.3); 3 cr. Provides a student with supervised work experience within his/her concentration. Specific duties during the internship will be determined by the department and the institution supervisor.
Prerequisite: Junior Senior standing.

PSL 411 Stress Causes, Consequences and Management (3.0); 3 cr. Gives a student an understanding of the meaning of stress; its definition, explanation, enabling him/her to introduce factors that may influence the individual or the situation. Possible outcomes, at the behavioral, cognitive and physical level, are studied to promote adaptive means of coping and stress management. *Prerequisite:* PSL 201.

PSL 413 History and Systems of Psychology (3.0); 3 cr. Surveys the major schools of psychology; introducing the psychologists and approaches within the field to give the student an understanding of how psychology as a science today was achieved. *Prerequisite:* PSL 201.

PSL 415 Intelligence Testing (3.0); 3 cr. Allows the student to gain knowledge of the skills needed in administering, scoring and interpreting intelligence tests. Test focus will be on the WAIS for adults; WAIS for children and the Stanford Binet. *Prerequisites:* STA 201; PSL 211, PSL 317.

PSL 417 Personality Assessment (3.0); 3 cr. Allows the students to gain knowledge of the skills needed to use the various instruments placed in assessing personality. Emphasis is on research and methodological steps in evaluating an individual's personality. *Prerequisites:* STA 201, PSL 217, PSL 319, PSL 415.

PSL 424 Community Psychology (3.0); 3 cr. concentrates on the interaction between individual and environment. Emphasis is placed on various models of intervention as they relate to both individual and community needs. Topics include poverty, prejudice, diversity, change, personal space, crowding, territoriality, social stress. *Prerequisites:* PSL 201, SOL 201, PSL 215, PSL 322.

PSL 481 Undergraduate Seminar in Psychology (3.0); 3 cr. focuses on selected topics in Psychology, varying from year to year depending on student, community and curriculum needs and on availability of professionals in relation to selected topics. *Prerequisites:* PSL 321; PSL 213; Senior standing.

PSL 484 Practicum II: Clinical (1.3); 3 cr. provides a student with supervised work experience within his/her concentration. Specific duties during the internship will be determined by the department and the institution supervisor.
Prerequisite: Junior or Senior standing.

PSL 491 Special Topics in Psychology (3.0); 3 cr. is designed to be given to a student either independently or in a group setting. Topical

reading and research is supervised by a faculty member. *Prerequisites:* STA 201; PSL 321; Senior standing.

Undergraduate Courses: Religion

REG 212 Religion and Social Issues (3.0); 3 cr. Designed to cover the three monotheistic religions, i.e. Judaism, Christianity and Islam. *Prerequisite:* ENL 107.

REG 213 Catholicism (3.0); 3 cr. This course offers studies on the Catholic doctrine regarding both faith and morals. *Prerequisite:* ENL 107.

REG 412 History of Religious Thought in the M.E. (3.0); 3 cr. This course offers studies on the major theological interpretations of the three monotheistic religions as presented by their major thinkers. *Prerequisite:* REG 212.

Undergraduate Courses: Sociology

SOL 201 Introduction to Sociology (3.0); 3 cr. Designed to introduce students to the basic principles that govern social relationships and scientific points of view. *Prerequisite:* ENL 107.

SOL 301 Introduction to Anthropology (3.0); 3 cr. Introduces fundamental concepts of anthropology. It discusses the nature of man, culture and society. *Prerequisite:* ENL 107.

SOL 312 Social Problems (3.0); 3 cr. Covers social problems in contemporary society with special reference to the Middle Eastern society. *Prerequisite:* SOL 201.

SOL 313 Family Violence and Child Abuse (3.0); 3 cr. Integrates current knowledge about family violence from the areas of psychology, sociology, social work, and law enforcement. *Prerequisite:* SOL 201.

Graduate Courses: Arabic Language and Literature

ARB 601 Bibliography and Methods of Research (3.0); 3 cr. Materials, tools and methods of research are studied in this course.

ARB 611 Analytical Study of Abbasid Prose (3.0); 3 cr. Designed to offer a study of Arabic prose in its first stages, from the Islamic Age to the end of the Abbacy Age, focusing on the stages of transformation and modernization.

ARB 612 Analytical Study of Modern Prose (3.0); 3 cr. Starting from the end of World War I, This course also focuses on the prose stations of transformation and modernization.

ARB 613 Parallelism in Ancient Arabic Poetry (3.0); 3 cr. Offers a comparative study of Ancient Arabic literature from the Pre-Islamic Age to the Abbasid Age, focusing on the interaction of the different trends of the most important poets and on the elements of imitation and renovation.

ARB 614 Analytical Study of Modern Poetry (3.0); 3 cr. Covers poetry starting from the end of World War I, focusing on the stages of transformation and modernization.

ARB 621 Study of a Contemporary Literary Work (3.0); 3 cr. A modern literary work

written by one of the 20th Century poets, authors, or novelists, is studied and analyzed on the basis of modern critical trends.

ARB 622 Trends of Ancient Arabic Criticism (3.0); 3 cr. Application of Arabic critical methods to ancient Arabic literature i.e., prose and poetry.

ARB 623 Parallelism between the Koufi and Basra Schools (3.0); 3 cr. It consist of a comparative study of Arabic grammar as presented by the Koufi and Basra schools.

ARB 624 Methods of Teaching Arabic (3.0); 3 cr. Covers the methods of teaching Arabic grammar, poetry, and prose, (text to the rule and vice versa).

ARB 631 Twentieth Century Prose (3.0); 3 cr. The works and characteristics of one prominent writer of the 20th century are studied in depth.

ARB 632 Renaissance Prose Writing (3.0); 3 cr. Studies and analyzes prose works starting from early Arabic Renaissance until the end of World War I, focusing on the transformation and renovation stages.

ARB 633 Prominent 20th Century Poet (3.0); 3 cr. Offers a study of the work and characteristics of a prominent 20th Century poet as well as his/her relation to renovation and modernization.

ARB 634 Transformation in Renaissance Age Poetry (3.0); 3 cr. Consist of analysis and study of pieces of poetry starting form the early Renaissance Age until the end of World War I, focusing on the transformation stages.

ARB 641 Arabic Dictionaries (3.0); 3 cr. Introduction to Arabic Lexicography. An in-depth study of one dictionary identifying its special characteristics and its relation to other dictionaries.

ARB 699 Thesis (6.0); 6 cr. Preparation of a thesis with the help of an advisor. The themes and conditions of the thesis are defined in accordance with the requirements set for the Master degree.

Summer Arabic Program (A Six Week Program)

sbs@ndu.edu.lb or summerarabic@ndu.edu.lb

Program Objective

Make the Arabic language (colloquial, formal, and written) accessible to students in the easiest and most efficient and beneficial way possible.

Program Overview

This six-week program engages students in the culture of contemporary Lebanon, one of the world's most dynamic countries. Participants study at the prestigious Notre Dame University, Lebanon, where the SAP program is set for teaching formal and colloquial Arabic at the preliminary, preparatory, intermediate, and advanced levels. Intensive personalized classroom instruction is supplemented by review sessions, individual tutorials, and daily practice with Lebanese conversation partners chosen mostly from NDU students and staff. Group excursions in Lebanon give students insight into Lebanese culture, society and lifestyle, and provide students with opportunities to use their language skills with native speakers.

Program Duration

6 weeks, classes beginning the first Monday of July.

N.B. Credits acquired in the SAP Sessions are transferable

Admission Requirements:

Anyone who is interested in the Program is kindly requested to submit the following documents:

- Application form (downloaded from website www.ndu.edu.lb under Summer Arabic Program – Faculty of Humanities
- Official transcript of grades (if applicable).
- Arabic language teacher's recommendation (if applicable).
- Writing sample from the most recent Arabic course (if applicable).
- Non-refundable application fee of US\$30 (check order made payable to Notre Dame University, Lebanon).
- Application Deadline is June 15.

Courses: Summer Arabic Program

The SAP is made up of 4 levels:

Level I (Preliminary Arabic):

ARB 100 Emphasis A - The Formal Language; 3 cr. The course introduces elementary vocabulary in standard Arabic and focuses on developing elementary skills

of listening, speaking, reading and writing simple sentences that are frequently used. Designed to initiate non-Arabic-speaking students to the study of standard Arabic, the course aims at enabling foreign students to use and properly pronounce simple Arabic words and to listen, speak, read and write simple sentences. This

course also offers a preliminary approach to Arabic grammar. *Prerequisite:* Beginners need not have any previous knowledge of Arabic.

ARB 104 Emphasis B - The Spoken (Colloquial) Language-The Lebanese Dialect; 3 cr. In this course the emphasis is placed on the elementary means of expression, the basics of pronunciation, and the knowledge of articulation. The course initiates speech and dialogue through audiovisual aids, periodic stays with families, programmed visits to industrial plants, shops, markets, cafes, sight-seeing in groups or individually. Developing elementary vocabulary, learning proper pronunciation, getting the feel of the language. *Prerequisite:* No previous knowledge of Arabic is required.

Level II (Preparatory):

ARB 203 Emphasis A - The Formal Language; 3 cr. The course introduces basic vocabulary and sentence structure in standard Arabic, and focuses on developing basic skills of listening, speaking, reading and writing simple sentences that are used frequently. Designed to help non-Arabic speaking students study standard Arabic, the course aims at enabling foreign students to use simple Arabic words and basic phrases, to listen, speak, use and compose sentence structures, and to acquire the basics of Arabic grammar. *Prerequisite:* ARB 100

ARB 202 Emphasis B - The Spoken (Colloquial) Language-The Lebanese Dialect; 3cr. In this course the emphasis is placed on the basic means of expression and the basics of pronunciation and articulation. It introduces the students to speech and dialogue and to the description of facts and recounting of events through audiovisual aids, periodic stays with families, programmed visits to industrial plants, shops, markets, cafes, and sight-seeing in groups or individually, etc. Developing a basic vocabulary, learning proper pronunciation, getting the feel of the language. *Prerequisite:* ARB 104

Level III (Intermediate):

ARB 205 Emphasis A - The Formal Language; 3 cr. This course is designed to improve student's writing and reading skills through the following approaches: in-depth

applied study of grammar and parsing (قواعد النحو والاعراب); familiarizing figures of speech and of style; develop advanced skills in pronunciation. The course aims at improving the student's linguistic competence in preparation for further Arabic studies. *Prerequisite:* ARB 203

ARB 204 Emphasis B - The Spoken (Colloquial) Language-The Lebanese Dialect; 3 cr. The course develops basic language skills used in day-to-day conversation. Exercises focus on structured practice in vocabulary, listening, and articulating. The content themes include: shopping, answering or making telephone calls, visiting a doctor, looking for a job, giving a present, attending wedding ceremonies, enjoying local cuisine, taking holidays, etc... Providing students with a rich package of selected vocabulary suitable for different occasions; helping students to adapt to the social setting proper to each occasion. *Prerequisite:* ARB 202

Level IV (Advanced Arabic):

ARB 225 Emphasis A: The Formal Language 3 cr. The course focuses on further language skills in simple modern written styles through reading and writing together with improving fluency in oral communication. It includes the study of Arabic prose and poetry texts. Oral presentations and written reports are required. The aim of this course is to improve students' ability to read, write, and understand correct, simple and practical modern Arabic. *Prerequisite:* The successful completion of Preparatory and Intermediate Arabic or their equivalent.

ARB 226 Emphasis B: The Spoken (Colloquial) Language-The Lebanese Dialect; 3 cr. In this course the student is supposed to practice holding conversations on common daily concerns. The content themes include: shopping, answering or making telephone calls, visiting a doctor, looking for a job, giving a present, learning adequate behavior at social occasions (etiquette for weddings, birthday parties, regular daily visits, enjoying local cuisine, taking holidays, etc.) The aim of this course is to give students the opportunity to develop their communication skills in the spoken language in order to achieve spontaneity in speech and a smooth social integration. *Prerequisite:* ARB 204

FACULTY OF NATURAL AND APPLIED SCIENCES (FNAS)

Dr. Youssef Kamal El-Hage, *Dean*

DEPARTMENT OF COMPUTER SCIENCE

Dr. Hikmat Farhat, *Chairperson*

DEPARTMENT OF MATHEMATICS AND STATISTICS

Dr. Elias Saleeby, *Chairperson*

Actuarial Science and Insurance Program

Mrs. Claudia Freiji Bou Nassif, *Academic Advisor*

DEPARTMENT OF SCIENCES

Dr. Tanos G. Hage, *Chairperson*

Freshman Science Program

Dr. Doris Jaalouk, *Academic Advisor*

FACULTY DIRECTORY

Office of the Dean

FN&AS Building, 3rd floor, Room S 303

Tel: 09–218950/51/52 (Extension 2109)

e-mail: fnas@ndu.edu.lb

Department of Mathematics & Statistics

FN&AS Building, 3rd floor, Room S 305

Tel: 09–218950/51/52 (Extension 2111)

e-mail: mathematics@ndu.edu.lb

Department of Computer Science

FN&AS Building, 3rd floor, Room S 312

Tel: 09–218950/51/52 (Extension 2115)

e-mail: cs@ndu.edu.lb

Department of Sciences

FN&AS Building, 3rd floor, Room S 306

Tel: 09–218950/51/52 (Extension 2113)

e-mail: sciences@ndu.edu.lb

Actuarial Science & Insurance Program

FN&AS Building, 2nd floor, Room S 214

Tel: 09–218950/51/52 (Extension 2093)

e-mail: cnassif@ndu.edu.lb

Freshman Science Program

FN&AS Building, 2nd floor, Room S 224

Tel: 09–218950/51/52 (Extension 2084)

e-mail: djaalouk@ndu.edu.lb

FACULTY OF NATURAL AND APPLIED SCIENCES

LIST OF FULL-TIME FACULTY MEMBERS

Professors

¹*Eid, George M.*, Ph.D., 1988, *Mathematics*, Polytechnic University, New York, USA

¹*Fares, Jean*, Ph.D., 1988, *Mathematics*, University of Wisconsin-Madison, USA

¹*Tarabay, Ajaj*, Ph.D., 1978, *Mathematics*, University of Utah, USA

Associate Professors

¹*El-Hage, Youssef Kamal*, Ph.D., 1990, *Physics*, Technische Universität München, Germany; M.A., 1985, *Philosophy*, Lebanese University, Lebanon

Khair, Marie, Doctorate, 1996, *Computer Science*, Aristotle University of Thessaloniki, Greece

Khalaf-Keirouz, Leila, Ph.D., 1995, *Environmental Geology*, Westfälische Wilhelms-Universität, Germany

Keirouz Malhab, Ph.D., 1991, *Mathematics*, Purdue University, USA

Saliba, Holem, Ph.D., 1997, *Mathematics*, Moscow State University, Russia

Assistant Professors

Dib, Robert, Doctorate, 1998, *Biochemistry*, Université de Nantes, France

El-Khalidi, Khaldoun, Doctorate, 1996, *Computer Science*, Université de Franche-Comté, France

Farhat, Antoine, Ph.D., 1999, *Nutrition*, McGill University, Canada

Farhat, Hikmat, Ph.D., 1998, *Computational Physics*, McGill University, Canada

Ghalayini, Bassem, Ph.D., 1995, *Applied Mathematics*, University of California-Los Angeles, USA

Hage, Tanos G., Ph.D., 1995, *Plant Biochemistry and Molecular Biology*, Pennsylvania State University, USA

Hajjar, Roger, Ph.D., 1997, *Physics and Astronomy*, Université de Montréal, Canada

Haroun, Michelyne, Doctorate, 2001, *Chemistry*, Université René Descartes – Paris V, France

Jaalouk, Doris, Ph.D., 1997, *Cell Biology*, Université de Sherbrooke, Canada

Jajou, Amer F., Ph.D., 1987, *Operations Research*, Univerzita Karlova, Czechoslovakia

Kabrita Bou Serhal, Colette, Ph.D., 1998, *Biology*, Northeastern University, Boston, USA

Maalouf, Hoda, Ph.D., 1998, *Communication Engineering*, Imperial College, University of London, England

Maalouf, Ramez, Ph.D., 1994, *Mathematics*, Imperial College, University of London, England

Missakian, Mario, Ph.D., 2003, *Information Systems*, California West University, USA

Saleeby, Elias, Ph.D., 1994, Ph.D. 1998, *Chemical Engineering; Mathematics*, University of Arkansas, USA

Noun, Ghada, Doctorate, 1998, *Immunology*, Université de Paris XI-Orsay, France

Rached Ziad, Ph.D., 2002, *Mathematics*, Queen's University, Canada

Rifi Omar, Doctorate, 2000, *Computer Science*, Université Paul Sabatier, France

Sabra, Bassem, Ph.D., 2000, *Physics*, Ohio University, USA

Tratrat, Christophe, Ph.D., 1999, *Chemistry*, Université de Paris V, France

Yahia, Najat, Ph.D., 1996, *Nutrition*, King's College-London, England

Senior Lecturers

Baroud, Fawzi, M.S., 1985, *Systems Management*, Florida Institute of Technology, USA

¹ On tenure appointment

Hawi, Nazir, M.S., 1991, *Business Management*, Lebanese American University, Lebanon
Saadeh, Ban, M.S., 1978, *Mathematics*, American University of Beirut, Lebanon

Lecturers

Abou-Jaoudeh, Joseph, M.S., 1985, *Computer Science*, Kent State University, USA
Bou Nassif, Claudia Freiji, M.S., 1991, *Applied Statistics*, Ohio State University, USA
Ghossoub El Aswad, Zeina, M.S., 1997, *Nutrition*, American University of Beirut, Lebanon
Hajjar-Muça, Theresa, M.P.H., 1994, *Biostatistics*, American University of Beirut, Lebanon

Instructor

Sawma, Victor, M.S., 2003, *Computer Science*, University of Ottawa, Canada

List of Academic Assistants

Maalouf, Nada, M.S., 1996, *Microbiology*, American University of Beirut, Lebanon
El-Hage, El-Amm, Rita, M.S., 1988, *Public Health*, American University of Beirut, Lebanon
Zoghbi, Catherine, DEA, 2003, *Physics*, Lebanese University, Lebanon

List of Supervisors and Lab Assistants

Typing and Keyboarding Lab

Hajj, Amal, Supervisor

Laboratory Assistant

Saliba Tabet, Elizabeth, B.S., 1999, *Biology*, Lebanese University, Lebanon

List of Staff Members

Abboud, Danielle, *Executive Secretarial Program*, 1997, American Universal College, Lebanon, *Administrative Assistant, Faculty of Natural and Applied Sciences*
Nakad, Nelly, *Certificate in Business Administration Computer*, 1997, American Language Center, Lebanon, *Secretary, Department of Mathematics and Statistics*
Sawaya, Rita, *Certificate in Secretarial Studies*, 1994, American Language Center, Lebanon, *Secretary, Department of Computer Science*
Youssef, Sana', *Printing Officer, Faculty of Natural and Applied Sciences*

FACULTY OF NATURAL AND APPLIED SCIENCES

Dean: *Dr. Youssef Kamal El-Hage*

Administrative Assistant: *Ms. Danielle Abboud*

AIMS

The FNAS provides students at the undergraduate and graduate levels with a modern and comprehensive education in all fields of natural and applied sciences, developing both their theoretical knowledge and technical competence within the comprehensive objective of helping them build a rich cultural identity, sound citizenship, irreproachable morality and firm faith in conformity with the University mission. Our full-time faculty members are predominantly Ph.D. holders who are engaged in research, teaching, curriculum development and academic administration. Curricula are constantly adjusted to meet acknowledged academic standards and to go along with new advances in didactics and research. The FNAS subscribes to a sizable number of scholarly journals to keep up with new scientific, technological, pedagogical and cultural developments. The science laboratories and computer center are endowed with modern equipment that is regularly upgraded.

Departments

The FNAS consists of the following departments:

- Department of Computer Science.
- Department of Mathematics and Statistics.
- Department of Sciences.

The Undergraduate Program

Each undergraduate program offered at the FNAS is composed of three components:

- General Education Requirements (GER)
- Core and Major Requirements.
- Free Elective Requirements.

Undergraduate Degrees

The **Department of Computer Science** offers undergraduate programs leading to the degrees of:

- Bachelor of Science (BS) in Business Computing (91 credits).
- BS in Computer Science (104 credits).
- BS in Computer Science (concentration: ¹CIS) (103 credits).
- BS in Computer Science (concentration: ²CGA) (108 credits).
- BS in Geographical Information Systems (91 credits).

The **Department of Mathematics and Statistics** offers undergraduate programs leading to the degrees of:

- BS in Actuarial Science and Insurance (112 credits).
- BS in Applied Statistics (91 credits).
- BS in Mathematics (103 credits).

The **Department of Sciences** offers undergraduate programs leading to the degrees of:

- BS in Biology (102 credits).
- BS in Biology (concentration: Biotechnology) (102 credits).

¹ Computer Information Systems

² Computer Graphics & Animation.

- BS in Biology (concentration: Environmental Biology) (102 credits).
- BS in Chemistry (concentration: Industrial) (98 credits)
- BS in Chemistry (concentration: Environmental) (98 credits).
- BS in Environmental Science (104 credits).
- BS in Medical Laboratory Technology (103 credits).
- BS in Nutrition and Dietetics (94 credits)
- BS in Physics (94 credits).

The Department of Sciences also offers a **Freshman Science** program. This program leads to a certificate that is equivalent to the official Lebanese Baccalaureate Part II (Scientific Strands).

Graduate Programs And Degrees

The FN&AS offers graduate programs in computer science and mathematics that lead to the degrees of

- Master of Science (MS) in Computer Science.
- MS in Computer Information Systems
- MS in Mathematics

This graduate program has two options: a “*course-work*” option and a “*thesis*” option.

In Short: All Fnas Programs Of Study

The following table encapsulates, in alphabetical order, all programs of study offered by the FNAS along with the corresponding total number of credits required:

| Programs of study | Degrees & Certificates | Credits |
|---------------------------------|------------------------|------------|
| Actuarial Science and Insurance | BS | 112 |
| Applied Statistics | BS | 91 |
| Biology (all concentrations) | BS | 102 |
| Business Computing | BS | 91 |
| Chemistry (all concentrations) | BS | 98 |
| Computer Science | BS | 104 |
| | MS | 30 |
| Computer Science (CIS) | BS | 103 |
| | MS | 30 |
| Computer Science (CGA) | BS | 108 |
| Environmental Science | BS | 104 |
| Freshman Science | Certificate | Min. of 30 |
| Geographic Information Systems | BS | 91 |
| Mathematics | BS | 103 |
| | MS | 33 |
| Medical Laboratory Technology | BS | 103 |
| Nutrition and Dietetics | BS | 94 |
| Physics | BS | 94 |

DEPARTMENT OF COMPUTER SCIENCE

Chairperson: *Dr. Hikmat Farhat*

Secretary: *Mrs. Rita Sawaya*

Associate Professors

Khair, Marie, Doctorate, 1996, Aristotle University of Thessaloniki, Greece
Databases, Computer Security, Medical Informatics

Assistant Professors

El-Khaldi, Khaldoun, Doctorate, 1996, Université de Franche-Comté, Besançon, France
Image Processing, OOP.

Farhat, Hikmat, Ph.D., 1998, Mc Gill University, Canada
Computer Networks, Information Security.

Maalouf, Hoda, Ph.D., 1998, Imperial College, University of London, England
Digital Communications, Computer Networks, Computer Architecture.

Missakian, Mario, Ph.D., 2003, California West University, USA
Database Management Systems, Software Engineering, Intelligent & Decision Support Systems.

Rifi Omar, Doctorate, 2000, Université Paul Sabatier, France
Artificial Intelligence.

Senior Lecturer

Hawi, Nazir, M.S., 1991, Lebanese American University, Lebanon
Business Management.

Lecturer

Abou-Jaoudeh, Joseph, M.S., 1985, Kent State University, USA
Computer Science.

Instructor

Sawma, Victor, M.S. 2003, University of Ottawa, Canada
Computer Science.

Programs of Study

The department of computer science offers both undergraduate and graduate programs leading to the degrees of:

- BS in Business Computing (91 Credits).
- BS in Computer Science (104 Credits).
- BS in Computer Science – (CIS) (103 Credits).
- BS in Computer Science – (CGA) (108 Credits).
- BS in Geographic Information Systems (91 Credits).
- MS in Computer Science (30 Credits).
- MS in Computer Science – (CIS) (30 Credits).

Our Undergraduate Program

Our undergraduate program is designed to prepare students for graduate studies in computer science, computer information systems (CIS), computer graphics & animation (CGA), business computing, geographic information systems, or for a professional career in computer-based environments.

The Degree of Bachelor of Science in Computer Science

Admission Requirements

For admission requirements to the degree of BS in Computer Science, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in computer science, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 104 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying their graduation.

Degree Requirements (104 credits)

| | # of credits |
|---|---------------|
| General Education Requirements | 27 cr. |
| Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| Computer Skills | 3 cr. |
| CSC 201 | |
| Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁷⁰ ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 28 cr. |
| CSC 200, CSC 212, CSC 213, CSC 222, CSC 313, MAT 211, MAT 213, MAT 215, MAT 224, MAT 315 | |
| Major Requirements | 46 cr. |
| CSC 311, CSC 312, CSC 316, CSC 323, CSC 325, CSC 387, CSC 415, CSC 425, CSC 426, CSC 431, CSC 475, CSC 490, MAT 235, MAT 325. | |
| One sequence from the following: | 6 cr. |
| Sequence a: CSC 422, CSC 432 | |
| Sequence b: CSC 423, CSC 463 | |
| Sequence c: OPR 318, MAT 339 | |
| Free Elective | 3 cr. |

⁷⁰ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

Bachelor of Science in Computer Science
Suggested Program (104 Credits)

Fall Semester I (13 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CSC | 200 | Keyboarding | 1 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| CSC | 212 | Program Design & Data Abstraction I | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----------|--------------------------------------|-------|
| CSC | 213 | Program Design & Data Abstraction II | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| ENL | 230 | English in the Work Place (GER) | 3 cr. |
| REG | 212 / 213 | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 211 | Discrete Mathematics | 3 cr. |
| CSC | 222 | Computer Organization and Assembly Language | 3 cr. |
| — | — | GER | 3cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----------|---------------------------------|-------|
| CSC | 313 | Data Structures Using C++ | 3 cr. |
| CSC | 312 | Computer Architecture | 3 cr. |
| MAT | 315 | Linear Algebra II | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| ARB | 211 / 231 | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| CSC | 323 | Objected Oriented Programming | 3 cr. |
| CSC | 325 | Analysis of Algorithms | 3 cr. |
| CSC | 316 | Computers Security and their data | 3 cr. |
| MAT | 325 | Elements of Probability | 3 cr. |
| CSC | 311 | Theory of Computation | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| CSC | 387 | Advanced Programming in Java | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|------------------|-----|---|-------|
| CSC | 415 | Introduction to Operating Systems | 3 cr. |
| CSC | 425 | Data Communications & Computer Networks | 3 cr. |
| CSC [†] | — | — | 3 cr. |
| CSC | 426 | Principles of Database Systems | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|------------------|-----|-----------------------------|-------|
| CSC [†] | — | — | 3 cr. |
| CSC | 431 | Compiler Design | 3 cr. |
| CSC | 490 | Senior Study | 3 cr. |
| CSC | 475 | Network programming Lab | 1 cr. |
| — | — | Free Elective ⁷¹ | 3 cr. |
| — | — | GER | 3 cr. |

⁷¹ CSC 220, CSC 320 cannot be taken as free elective.

One has to fulfill the dagger by completing one of the following sequence of courses: Sequence A: CSC 422, CSC 432, Sequence B: CSC 423, CSC 463 or Sequence C: OPR 318, MAT 339

The Degree of Bachelor of Science in Computer Science Concentration: Computer Information Systems (CIS)

Admission Requirements

For admission requirements to the degree of BS in Computer Science with a concentration in Computer Information Systems, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in Computer Science (CIS) (CIS), a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 103 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying their graduation.

Degree Requirements (103 credits)

| | # of credits |
|---|---------------------|
| General Education Requirements | 27 cr. |
| Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| Computer Skills | 3 cr. |
| CSC 201 | |
| Cultural Studies | 9 cr. |
| ARB 211 or ARB 231, REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁷² ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 32 cr. |
| CSC 200, CSC 212, CSC 213, CSC 222, CSC 313, MAT 211, MAT 213, MAT 215, MAT 224, MAT 315, STA 210. | |
| Major Requirements | 38 cr. |
| CSC 218, CSC 226, CSC 312, CSC 305, CSC 316, CSC 321, CSC 323, CSC 376, CSC 414, CSC 423, CSC 425, CSC 446, CSC 475, CSC 490, | |
| Technical Elective | 3 cr. |
| One course from the following: CSC 231, CSC 318, CSC 385, CSC 387. | |
| Free Elective | 3 cr. |

⁷² Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

Bachelor of Science in Computer Science Concentration: Computer Information Systems
Suggested Program (103 Credits)

Fall Semester I (13 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CSC | 200 | Keyboarding | 1 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| CSC | 212 | Program Design & Data Abstraction I | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| CSC | 213 | Program Design & Data Abstraction II | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-------|---|-------|
| CSC | 222 | Computer Organization & Assembly Language | 3 cr. |
| MAT | 211 | Discrete Mathematics | 3 cr. |
| REG | 212 / | (GER) | 3 cr. |
| | 213 | | |

Fall Semester II (16 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| CSC | 313 | Data Structures Using C++ | 3 cr. |
| CSC | 218 | Principles of Communications Systems | 3 cr. |
| CSC | 226 | Database Programming for Business | 3 cr. |
| CSC | 312 | Computer Architecture | 3 cr. |
| STA | 210 | Statistics for Business and Economics | 4 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| CSC | 305 | System Analysis and Design | 3 cr. |
| CSC | 321 | Advanced Software Packages | 3 cr. |
| MAT | 315 | Linear Algebra II | 3 cr. |
| CSC | 323 | Object Oriented Programming | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|-----|-------|-----|-------|
| — | — | GER | 3 cr. |
| ARB | 211 / | GER | 3 cr. |
| | 231 | | |

Fall Semester III (15 Credits)

| | | | |
|-------------------|-----|---|-------|
| CSC | 316 | Computer Security & their data | 3 cr. |
| CSC ⁷³ | — | Technical Elective | 3 cr. |
| CSC | 425 | Data Communications & Computer Networks | 3 cr. |
| CSC | 423 | Software Engineering | 3 cr. |
| CSC | 446 | Applied Database Systems | 3 cr. |

Spring Semester III (14 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| CSC | 414 | Applied Operating Systems | 3 cr. |
| CSC | 490 | Senior Study | 3 cr. |
| CSC | 475 | Network Programming Lab | 1 cr. |
| CSC | 376 | Applied Security Lab | 1 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

⁷³ Choose one of the following courses CSC 231, CSC 318, CSC 385, CSC 387

The Degree of Bachelor of Science in Business Computing

Admission Requirements

For admission requirements to the degree of BS in Business Computing with a concentration in Computer Information Systems, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in Business Computing, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 91 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying their graduation.

Degree Requirements (91 credits)

| | # of credits |
|---|---------------------|
| General Education Requirements | 27 cr. |
| Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| Computer Skills | 3 cr. |
| CSC 201 | |
| Cultural Studies | 9 cr. |
| ARB 211 or ARB 231, REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ECN 200 ⁷⁴ , ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 28 cr. |
| CSC 200, CSC 216, CSC 217, CSC 226, ACO 201, ECN 211, MAT 205, MAT 214, STA 206, STA 207 | |
| Major Requirements | 30 cr. |
| CSC 204, CSC 301, CSC 305, CSC 306, CSC 330, CSC 417, CSC 446, CSC 490, ACO 202, ECN 212. | |
| Technical Elective | 3 cr. |
| One course from the following: CSC 231, CSC 316, CSC 318, CSC 321, CSC 323, CSC 385. | |
| Free Elective | 3 cr. |

⁷⁴ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

**Bachelor of Science in Business Computing
Suggested Program (91 Credits)**

Fall Semester I (13 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| CSC | 200 | Keyboarding | 1 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| CSC | 204 | Programming Logic | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| CSC | 216 | Computer Programming I | 3 cr. |
| CSC | 226 | Database Programming for Business | 3 cr. |
| MAT | 205 | Math for Business and economics II | 3 cr. |
| STA | 206 | Applied Statistics for Business & Economics I | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |

Summer Semester I (6 Credits)

| | | | |
|-----|-------------|-----|-------|
| — | — | GER | 3 cr. |
| ARB | 211/ 231 | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| CSC | 217 | Computer Programming II | 3 cr. |
| CSC | 301 | Management Information Systems | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| STA | 207 | Applied Statistics for Business & Economics II | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| CSC | 306 | Web Design | 3 cr. |
| CSC | 305 | System Analysis and Design | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| MAT | 214 | Applied Linear Algebra | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-------------|-----------------------------------|-------|
| CSC | 330 | Commercial Software Development | 3 cr. |
| CSC | 417 | Advanced Programming Technologies | 3 cr. |
| CSC | — | Technical Elective ⁷⁵ | 3 cr. |
| ACO | 201 | Principles of Accounting I | 3 cr. |
| REG | 212/ 213 | GER | 3 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|----------------------------|-------|
| CSC | 446 | Applied Database Systems | 3 cr. |
| CSC | 490 | Senior Project | 3 cr. |
| ACO | 202 | Principle of Accounting II | 3 cr. |
| — | — | Free Elective | 3 cr. |

⁷⁵ Choose one course from the following: CSC 231, CSC 316, CSC 318, CSC 321, CSC 323, CSC 385.

The Degree of Bachelor of Science in Computer Science Concentration: Computer Graphics and Animation (CGA)

The B.S. in Computer Science (CGA) is the study of the technical foundations, design and development of Computer Graphics and Animation. This program prepares students for careers as graphics software developers and for graduate study in computer graphics.

Admission Requirements

For admission requirements to the degree of BS in Computer Science (CGA), refer to the section entitled "Undergraduate Admission" of this catalog.

Graduation Requirements

To receive the degree of BS in Computer Science (CGA), a student must fulfill all requirements of his/her degree program, complete all required courses, accumulate a total of 104 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of "P" assigned during the last semester to courses required for graduation will result in delaying their graduation.

Degree Requirements (108 Credits)

| | # of credits |
|--|---------------------|
| General Education Requirements | 27 cr. |
| Communications Skills | |
| ENL 213, ENL 230 | |
| Computer Skills | |
| CSC 201 | |
| Cultural Studies | |
| ARB 211 or ARB 231, REG 212 or REG 213 | |
| One course from the following: | |
| PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| Social Science Studies | |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201 MRK 201, HTM 201, BAD 201, ECN 211, ECN 212 | |
| Basic Science Studies | |
| ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, AST 201. | |
| Core Requirements | 33 cr. |
| CSC 212, CSC 220, CSC 435, MAT 211, MAT 213, MAT 215, MAT 315, MAT 225, FAP 211, ARP 213, ARP 223. | |
| Major Requirements | 45 cr. |
| CSC 231, CSC 277, CSC 278, CSC 320, CSC 343, CSC 375, CSC 412, CSC 422, CSC 423, CSC 430, CSC 433, CSC 443, CSC 490, MAT 312, MAT 340. | |
| Free Elective | 3 cr. |

Bachelor of Science in Computer Graphics and Animation
Suggested Program (108 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| FAP | 211 | Drawing I | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| CSC | 212 | Program Design & Data Abstraction I | 3 cr. |
| ARP | 213 | Basic Technical Skills | 3 cr. |
| ENL | 213 | Sophomore English Rethoric (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| ARP | 223 | Descriptive Geometry | 3 cr. |
| CSC | 220 | Programming in Java I | 3 cr. |
| CSC | 231 | Multimedia Applications | 3 cr. |
| MAT | 211 | Discrete Mathematics | 3 cr. |
| ENL | 230 | English in the Work Place (GER) | 3 cr. |

Summer Semester I (9 Credits)

| | | | |
|-----|-------------|------------------|-------|
| MAT | 213 | Calculus III | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| ARB | 211/ 231 | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 225 | Vector Calculus | 3 cr. |
| CSC | 277 | Software Packages for Computer Graphics I | 3 cr. |
| CSC | 320 | Programming in Java II | 3 cr. |
| MAT | 312 | Graph Theory | 3 cr. |
| MAT | 315 | Linear Algebra II | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| MAT | 340 | Game Theory | 3 cr. |
| CSC | 278 | Software Packages for Computer Graphics II | 3 cr. |
| CSC | 422 | Introduction to Image Processing | 3 cr. |
| CSC | 375 | Computer Modeling and Simulation | 3 cr. |
| CSC | 412 | Introduction to Computer Graphics | 3 cr. |

Summer Semester II (9 Credits)

| | | | |
|-----|-------------|--------------------------------|-------|
| — | — | GER | 3 cr. |
| CSC | 435 | Operating Systems and Networks | 3 cr. |
| REG | 212/ 213 | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| CSC | 343 | Character Animation | |
| CSC | 423 | Software Engineering | 3 cr. |
| CSC | 433 | Applied Artificial Intelligence | 3 cr. |
| CSC | 430 | Computer Graphics and Animation | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| CSC | 443 | Computer Games Design | 3 cr. |
| CSC | 490 | Senior Study | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Computer Science

CSC 200 Keyboarding (0.2); 1 cr. This course introduces the basic skills in operating an electronic keyboard and prepares students to proper typing procedures.

CSC 201 Computers and Their Use (3.0); 3 cr. This course introduces the difference and interface between hardware and software. It prepares the students, to use computers as a tool.

CSC 202 Computers for Visual Arts (3.0); 3 cr. This course introduces the basic concepts of computers and prepares visual arts students to the use of the state-of-the-art software packages for their projects.

CSC 204 Programming Logic (3.0); 3 cr. This is a language independent course that focuses on programming logic. Students learn to develop essential tools for problem solving such as hierarchy charts, pseudocode, and flowcharts. It places special emphasis on concepts such as visual, event-driven, and object-oriented programming. The course serves as a strong and thorough preparation for a sequence of up to date computer programming courses.

CSC 209 Introduction to Computers (3.0); 3 cr. An introduction to the history of computers and their use. Topics include hardware components, system software, interacting with the computer, data storage and retrieval, introduction to data communications and computer networks, the Internet, the use of computers in a variety of personal and professional context including word processing, spreadsheet analysis, database management, electronic presentation, and an introduction to computer programming using Pascal.

CSC 211 Fundamentals of Computing Using Pascal (4.0); 4 cr. The programming language PASCAL is used to provide the concepts of problem analysis and program design. Programming topics include control structures, I/O, arrays, functions and procedures.

CSC 212 Program Design and Data Abstraction I (3.0); 3 cr. This course is an introduction to computer programming using C++. Topics include problem solving using computers; structural programming; control structures; arrays; functions; pointers; recursion; data abstraction; classes; introduction to object-oriented programming paradigm.

CSC 213 Program Design and Data Abstraction II (3.0); 3 cr. This course is a continuation of CSC 212. Emphasis is placed on the object-oriented features of C++. Topics include classes; operator overloading; inheritance; virtual functions; polymorphism; stream I/O; templates; file processing.
Prerequisite: CSC 212.

CSC 214 Fundamentals of Computing For Engineers (3.0); 3 cr. The programming language FORTRAN is used to provide the concepts of problem analysis and program design. Programming topics include control structures, I/O, arrays, functions and procedures.

CSC 215 File Processing and Business Programming Using COBOL (3.0); 3 cr. Introduces concepts and techniques for the organization and manipulation of files through the study of the business oriented programming language COBOL. *Prerequisite:* CSC 201.

CSC 216 Computer Programming I (3.0); 3 cr. This course is an introduction to computer programming using Visual Basic. Topics include problem solving using computers, object-oriented, event-driven programming (OOED), form and control properties, variables, assignments statements, arithmetic, control structures, arrays, functions, subs, and modules.
Prerequisite: CSC 204 or CSC 212.

CSC 217 Computer Programming II (3.0); 3 cr. This course is a continuation of CSC 216. Topics include security and files in Visual Basic (VB), using VB to work with databases, using VB to create graphics, and creating objects in VB. *Prerequisite:* CSC 216.

CSC 218 Principles of Communication Systems (3.0); 3 cr. Spectral analysis, random variables and processes, introduction to queuing theory, analogue communication, digital communication, analogue to digital conversion, digital-modulation techniques, representation of noise, demodulation techniques, introduction to information theory. *Prerequisite:* CSC 212.

CSC 219 Digital Computer Fundamentals (3.0); 3 cr. Fundamentals of logic design, the design of switching circuits using small and medium scale integrated devices. Flip flops, counters, decoders, multiplexes, and registers.

CSC 220 Programming in Java I (3.0); 3 cr. Object-Oriented programming using Java.

Topics include: Objects, classes, Methods, Interface Access, Composition, Inheritance, Polymorphism, Interfaces & Inner Classes. Introduction to predefined Classes: Array List, Vector, String & String Buffer. Handling Errors with Exception, I/O system, Templates/Generics. *Prerequisite:* CSC 212

CSC 221 Introduction to Database Programming for Business (2.0); 2 cr. Analysis, design and implementation of computerized business projects using the FoxPro language. *Prerequisite:* CSC 201.

CSC 222 Computer Organization and Assembly Language (3.0); 3 cr. Machine level architecture, functional units, memory, debugging, input/output structures, storage systems, instruction sets, machine cycle, assemblers, macroassemblers and microprocessors.

CSC 226 Database Programming for Business (3.0); 3cr. This course covers the concept of database and database modeling using ER and EER. The procedure of transforming the conceptual model to logical model (relational) is introduced, the SQL language, the relational algebra and the database design. *Prerequisite:* CSC 201.

CSC 231 Multimedia Applications (3.0); 3 cr. An Introduction to the multimedia world and a preparation to some of the well known software packages. *Prerequisite:* CSC 212 or CSC 217.

CSC 270 Computer Aided Engineering Design (0.3); 1 cr. Introduction to computer aided drawing. Applications of existing CAD software to engineering problems.

CSC 271 Workshop in Desktop Publishing (0.3); 1 cr. Laboratory sessions to gain practical experience with typesetting, procedures in a multilingual environment which includes Arabic. *Prerequisite:* CSC 201.

CSC 272 Workshop in Computer Aided Engineering Design (1.4); 3cr. Aims at applying CAD concepts in developing engineering projects. *Prerequisites:* CSC 201 or CEN 170.

CSC 273 Workshop in Computer Aided Architectural Design (1.4); 3 cr. Aims at applying CAD concepts in developing architectural projects. *Prerequisite:* CSC 201 or RCT 102.

CSC 274 Software Packages for Architect I (2.0); 2 cr. Aims at using 3D Studio VIZ for creating complex 3D Models, Rendering and animation.

CSC 275 Software Packages for Architect II (2.0); 2 cr. The main purpose of this course is to communicate to students the ability of working on Photoshop as a final Rendering Software which follows AutoCAD and 3Dmax. Also, illustrator Software will be taught for creating professional looking graphics such as logos, working with creative type effects and photographs from line drawings.

CSC 277 Software Packages for Computer Graphics I (0.3); 3 cr. Introduction to 3-D studio program to students in computer graphics.

CSC 278 Software Packages for Computer Graphics II (0.3); 3 cr. This course covers the tools available in Alias/Wavefront's Maya software for the creation of 3D digital animation. *Prerequisite:* CSC 231.

CSC 300 Advanced Keyboarding(0.2); 1 cr. Continuation of CSC 200. *Prerequisite:* CSC 200.

CSC 301 Management Information Systems (3.0); 3cr. This course is an introduction to the fundamentals of information technologies and to the strategic opportunities and challenges presented by these technologies. The topics covered in this course are strategic uses of information systems, information technology in business: hardware, software, telecommunications. Data and knowledge management, artificial intelligence and expert systems. *Prerequisite:* CSC 216 or CSC 212.

CSC 305 System Analysis and Design (3.0); 3cr. Business systems as tools for solving information flow problems within the framework of a structured methodology. Case studies provide the students with practical applications. *Prerequisite:* CSC 221 or CSC 226.

CSC 306 Web Design (3.0); 3cr. This course teaches the design of Web sites through an advanced software package. The course takes the students stage-by-stage through the design of specific sites, ranging from personal sites to creating and managing a corporate intranet. Emphasis on advanced topics such as scripting, databases, and the design of site interaction. *Prerequisite:* CSC 217 or CSC 213.

CSC 311 Theory of Computation (3.0); 3 cr. Strings and languages, regular sets, finite automata, Kleene's theorem, languages and grammars, Chomsky classification, Turing machines, complexity. *Prerequisites:* CSC 313 and MAT 211.

CSC 312 Computer Architecture (3.0); 3 cr. Von Neumann architecture, machine instructions and formats, addressing techniques, microprogramming, fast arithmetic, advanced memory and I/O practices. *Prerequisite:* CSC 222 or EEN 220.

CSC 313 Data structures using C++ (3.0); 3cr. The course will introduce students to the use of Abstract Data type and Data Structures. Topics include: Linked Lists and Recursion, Stacks, queues and their applications, Trees, Balanced trees (AVL, Red-Black) and their implementations, Maps and Hashing, Priority Queues, Heaps, Huffman coding, Graphs vocabulary and implementation, Backtracking. *Prerequisite:* CSC 213.

CSC 314 Programming Languages (3.0); 3 cr. A comparative study of programming languages: syntax, semanticist and implementation. Students will also have to learn and gain working familiarity with the ANSI Standard C programming language. *Prerequisite:* CSC 212.

CSC 315 Computer Information Systems (3.0); 3 cr. Business systems as tools for solving information flow problems within the framework of a structured methodology. Case studies provide the students with practical applications. *Prerequisite:* CSC 221 or CSC 226.

CSC 316 Computers Security and Their Data (3.0); 3 cr. This course covers the main concepts of computer security specially, the ones concerned with the latest technology. Encryption (symmetric & asymmetric), and the most important protocols using encryption are introduced. Also, program security, viruses, operating system security, network security and firewalls are explained. *Prerequisite:* CSC 217 or CSC 313.

CSC 318 Geographic Information Systems (3.0); 3 cr. Principles techniques and applications of geographic information systems.

CSC 320 Programming in Java II (3.0); 3 cr. This course is the continuity of Java I. Topics include: Creating Windows & Applets, 2D and 3D painting, Run-Time Type Identification,

Multiple Threads, Introduction to Distributed Computing: JSP, JDBC, RMI. *Prerequisite:* CSC 220.

CSC 321 Advanced Software Packages (3.0); 3 cr. An in-depth practical experience with new generation software packages in the areas of office automation and management. *Prerequisite:* CSC 221 or CSC 226.

CSC 323 Object-Oriented Programming Using C++ (3.0); 3 cr. Abstract data types, classes, objects basic properties, inheritance, polymorphism and dynamic binding, multiple inheritance, object-oriented software engineering, modeling and prototyping. *Prerequisite:* CSC 313 or CSC 217.

CSC 325 Analysis of Algorithms (3.0); 3cr. An introduction to the analysis of the efficiency and accuracy of algorithms. Dynamic Programming. Greedy Algorithms. Graph Algorithms. Selected topics. *Prerequisite:* CSC 313.

CSC 343 Character Animation (0.3); 3 cr. This course introduces the professional tools required for building and animating 3D characters. *Prerequisite:* CSC 277 or CSC 278.

CSC 330 Commercial Software Development (3.0); 3cr. Topics include software design, development, testing, documentation, and maintenance. Also examines team work, scheduling, prime management, and project management topics. Students develop, test, and market a commercial piece of software in a team setting. *Prerequisite:* CSC 315.

CSC 371 Workshop in Advanced Programming (0.3); 1 cr. Language laboratory with projects requiring the proper choice of data structures, control structures, and tools of software based on solid theoretical computing concepts. Laboratory 2 hours per week, tutorial 1 hour per week.

CSC 372 Mathematical Software Packages (1.0); 1 cr. Introduction to computer programming and simulation using mathematical software packages such as Matlab, Maple, Mathematica.

CSC 375 Computer Modeling and Simulation (3.0); 3 cr. Introduction to basic concepts of simulation modeling: data acquisition, model construction and validation, experimentation, implementing the results. Discrete systems simulation using Matlab software. *Prerequisite:* CSC 313 or CSC 320.

CSC 376 Applied Security lab (1.2); 1 cr. This course applies the theoretical concepts of encryption by building or using some security packages. It studies and compares different security features of the current commercial anti-virus and anti-intrusion software, operating systems, database management systems, firewalls and risk analysis packages. *Prerequisite:* CSC 316

CSC 385 Internet Computing (3.0); 3 cr. The topics covered in the course include Introduction to Internet, WWW, XHTML, Javascript, MySQL, Apache, PHP, and XML. *Prerequisite:* CSC 213 or CSC 217 or CSC 220.

CSC 387 Advanced programming using Java (3.0); 3cr. From C++ to Java, interfaces, inner classes, I/O system, Templates/Generics. Creating Windows & Applets, 2D and 3D painting, Multiple Threads, Java Database Connectivity (JDBC), Java Networking: Client/Server Architecture, Servlet, Java Server Page (JSP). *Prerequisite:* CSC 313.

CSC 412 Introduction to Computer Graphics (3.0); 3 cr. Video basics, raster scan graphics, Bresenham algorithm, viewports, geometric forms and models, polygon filling and antialiasing, halftoning, convex boundaries, interior and exterior clipping, hidden lines and hidden surfaces. *Prerequisite:* CSC 313 or CSC 320.

CSC 414 Applied Operating Systems (3.0); 3 cr. Fundamental concepts that are applicable to a variety of operating systems. Detailed case studies of Unix, Linux and Windows NT systems. *Prerequisite:* CSC 312.

CSC 415 Introduction to Operating Systems (3.0); 3 cr. Topics include operating system concepts; system calls; interprocess communication; race condition; mutual exclusion with/without busy waiting; semaphores; monitors; the problem deadlock; process scheduling; memory management, file systems; security; I/O. *Prerequisites:* CSC 312.

CSC 416 Fundamentals of Data Retrieval (3.0); 3cr. Topics include information system types and related file structures, inverted files, text analysis and automatic indexing; database management systems and query languages, overview on natural language processing. *Prerequisite:* CSC 313.

CSC 417 Advanced Programming Technologies (0.3); 3 cr. This course covers

advanced programming topics using Visual Basic.NET. This includes databases, Web applications, XML, Web services, mobile applications. *Prerequisite:* CSC 213 or CSC 217.

CSC 422 Introduction to Image Processing (3.0); 3 cr. Image perception, sampling and quantization techniques, image transforms, image enhancement techniques like noise reduction, blurring, sharpening, edge detection, and contrast enhancing. *Prerequisite:* CSC 213 or CSC 220.

CSC 423 Software Engineering (3.0); 3 cr. Techniques of software development, testing, and management. *Prerequisite:* CSC 323 or CSC 320.

CSC 425 Data Communications and Computer Networks (3.0); 3 cr. Topics include data communications; transmission media; asynchronous/synchronous transmission; error control; data link control protocols; LAN types and protocols; high-speed LANs; MANs; bridges; WANs; packet/circuit switched data networks; internetworking; Internet IP. *Prerequisites:* CSC 218 or CSC 312.

CSC 426 Principles of Database Systems (3.0); 3 cr. The objective of this course is to introduce the fundamental concepts necessary for designing, using and implementing database systems. The course will study data modeling by understanding the concepts data schema, data representation, relations and attributes, normalization, data description language, data definition language and data manipulation languages. The course will also provide an introduction to the next generations systems and basically OODBS. Also the course will cover a number of issues that are important in the design of DBMS including recovery, consistency, security, integrity and query optimization. *Prerequisite:* CSC 313 or CSC 217.

CSC 430 Computer Graphics and Animation (3.0); 3 cr. Topics include: mathematical techniques for curve and surfaces; color systems; fractals hidden lines and hidden shad up; surface mapping and ray tracing; techniques of animation. *Prerequisite:* CSC 412 or its equivalence.

CSC 431 Compiler Design (3.0); 3 cr. Principles and practices in the design of programming language compilers. Topics: lexical analysis, parsing theory (LL, LR, and LALR parsing), symbol tables, type checking, common representations for arrays, runtime

conventions for procedure calls, storage allocation for variables, and generation of code. Students construct two compilers as the programming projects: the first is a simple predictive parser and the second is a rather large project using Lex and Yacc. *Prerequisites:* CSC 311.

CSC 432 Introduction to Artificial Intelligence (3.0); 3 cr. Basic concepts of artificial intelligence, predicate calculus, proof by refutation (Oring algorithm), natural language processing, game trees, heuristic, introduces two programming languages LISP and PROLOG. *Prerequisite:* CSC 313.

CSC 433 Applied Artificial Intelligence (3.0); 3 cr. The aim of this course is to introduce Game-related Artificial Intelligence fundamental concepts: Intelligent agents, Heuristic Search, Planning, Uncertainty and Decisions Making (Fuzzy Logic), Learning (Genetic Algorithms). *Prerequisites:* CSC 320 and MAT 340.

CSC 435 Operating Systems and Networks (3.0); 3 cr. This course provides an introduction to the concepts underlying operating systems and computer networks. Detailed studies of Unix, Linux, Windows NT, Ethernet and TCP/IP protocols. Senior Standing.

CSC 443 Computer Games Design (3.0); 3 cr. In this course, the student learns about the main components that are required to design a computer game. The work includes project design activities where the students will be expected to make use of existing programming tools. *Prerequisites:* CSC 343.

CSC 446 Applied Database Systems (3.0); 3 cr. This course is intended to be a practical study of the fundamentals of current database technologies and database management systems. Wide range of topics will be covered including uses of databases, database architecture, design, real world implementations, security and

integrity issues, performance and concurrency. *Prerequisite:* CSC 221 or CSC 226.

CSC 463 Advanced Software Development (3.0); 3 cr. This course addresses advanced topics in programming using the relatively new programming language C#.NET, a part of the .NET IDE envelope. The language is intriguing and is intended to programming, using an object-oriented approach, Internet applications with emphasis on Windows interfaced packaged software. It is an integration language that agrees well with almost any other application across the internet. *Prerequisite:* CSC 213.

CSC 475 Network Programming Lab (1.2); 1 cr. Applied networking and distributed computing in Java. Networking with sockets, TCP/IP, Multicast, HTTP, RMI, Finger, and ping clients and servers. Multiprotocol chat systems & whiteboards. *Prerequisite:* CSC 425.

CSC 476 Database Programming lab (1.2); 1 cr. This course applies the theoretical concepts of database design using a specific application on a commercial database management system. The general concepts of this DBMS including transaction handling, optimization, recovery, and security are checked and compared with other commercial DBMS. *Prerequisites:* CSC 426 or CSC 446.

CSC 480 Internship 1 cr. Assigned work at an industrial establishment. The grade will be based on employer's evaluation, written report and oral discussions. *Prerequisite:* Senior Standing.

CSC 485 Seminar (3.0); 3 cr. This course is designed to provide students an opportunity to study some topics in computer science that have not been included in the curriculum. *Prerequisite:* Senior Standing.

CSC 490 Senior Study 3 cr. Assigned project supervised by a faculty member. The grade will be based on project evaluation and individual oral presentation. *Prerequisite:* Senior Standing.

The Degree of Bachelor of Science in Geographic Information Systems

Admission Requirements

For admission requirements to the degree of BS in Geographic Information Systems, refer to the section entitled "Undergraduate Admission" of this catalog.

Graduation Requirements

To receive the degree of BS in Geographic Information Systems, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 92 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA

of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “F” assigned during the last semester to courses required for graduation will result in delaying their graduation.

**Degree Requirements
(91 credits)**

| | # of credits |
|---|---------------------|
| General Education Requirements | 27 cr. |
| Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| Computer Skills | 3 cr. |
| CSC 201 | |
| Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 and REG 212 or REG 213 | |
| One course from the following: | |
| PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306 | |
| Social Science Studies | 3 cr. |
| One course from the following: | |
| HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201 ECN 200 ⁷⁶ , ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| Basic Science Studies | 6 cr. |
| Two distinct courses from the following: | |
| ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201 | |
| Core Requirements | 31 cr. |
| CSC 204, CSC 216, CSC 217, CSC 226, CSC 273, CSC 306, CSC 417, CSC 435, MAT 215, STA 210 | |
| Major Requirements | 30 cr. |
| CEN 150, CEN 151, CSC 446, GIS 211, GIS 311, GIS 321, GIS 331, GIS 352, GIS 441, GIS 452, GIS 490 | |
| Free Elective | 3 cr. |

⁷⁶ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

**Bachelor of Science in Geographic Information Science
Suggested Program (91 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-------------------|-----|----------------------------------|-------|
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| CSC | 204 | Programming Logic | 3 cr. |
| GIS ⁷⁷ | 211 | Principles of GIS | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|---|-------|
| CSC | 216 | Computer Programming I | 3 cr. |
| GIS | 311 | Desktop GIS | 3 cr. |
| CSC | 226 | Introduction to Database Programming for Business | 3 cr. |
| STA | 210 | Statistics for Business and Economics | 4 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |

Summer Session (6 Credit)

| | | | |
|-----|------|-----|-------|
| ARB | 211/ | GER | 3 cr. |
| | 231 | | |
| REG | 212/ | GER | 3 cr. |
| | 213 | | |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| GIS | 321 | Spatial Analysis & Modeling | 3 cr. |
| CSC | 217 | Computer Programming II | 3 cr. |
| CSC | 273 | Workshop in Computer Aided Architectural Design | 3 cr. |
| CSC | 306 | Web Design | 3 cr. |
| CEN | 150 | Surveying | 2 cr. |

Spring Semester II (13 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| GIS | 331 | Implementations of GIS | 3 cr. |
| GIS | 441 | Cartography, Geodesy and GPS | 3 cr. |
| CEN | 151 | Field Surveying | 1 cr. |
| CSC | 417 | Advanced Programming Technologies | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| GIS | 352 | Theories of Remote Sensing | 3 cr. |
| CSC | 435 | Operating Systems & Networks | 3 cr. |
| CSC | 446 | Applied Database Systems | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| GIS | 452 | Advanced Remote Sensing | 3 cr. |
| GIS | 490 | GIS Senior Project | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

⁷⁷ GIS 211 or CSC 318 could be taken.

Undergraduate Courses: Geographic Information Systems

GIS 211 Principles of GIS (3.0); 3 cr. An introduction to Geographical Information System, data structure and information, topology, attributes and database organization, map basics and cartographic representations, and Remote Sensing & GPS.

GIS 311 Desktop GIS (3.0); 3 cr. Topics include spatial data entry, data format and structure, maps and raster image registration and rectification, data base design and management, spatial data analysis (vector representation), and handling all types of geographical data with Arc Info Workstation. *Prerequisite:* GIS 211 or CSC 318

GIS 321 Spatial analysis and Modeling (3.0); 3 cr. Introduction to spatial analysis, vector spatial analysis, network analysis, raster spatial data development, raster analysis, surface modeling, 3-D analysis. *Prerequisite:* GIS 311.

GIS 331 Implementations of GIS (3.0); 3 cr. This course focuses on applications in vector data analysis and manipulation, network analysis, spatial analysis, surface modeling, 3-D modeling, and field trips. *Prerequisite:* GIS 321.

GIS 341 Cartography and Automated Mapping (3.0); 3 cr. Elements of thematic cartography, cartographic theory, and cartographic projections. Properties of photogrammetric and remotely sensed images; photography, elements of map, photograph, and image interpretation.

GIS 351 Photogrammetry and Remote Sensing (3.0); 3 cr. the nature of remote sensing. Optical radiation models. Sensor models. Data models. Spectral and spatial transforms. Correction and calibration. Image registration and fusion. Introduction to photogrammetry. Basic elements and techniques of image interpretation. Various aerial camera systems and platforms. Films and filter

combination. Geometry and Aerial photography. Scale and area and height measurement. Stereoscopy. Flight planing and ground control of aerial photography. Orthophotography.

GIS 352 Theories of Remote Sensing (3.0); 3 cr. Concepts of Remote Sensing, physics of Remote Sensing, introduction to air photo interpretation, photogrammetry, Remote Sensing sensors and platforms, digital image processing, and overview of applications of remote Sensing.

GIS 411 Geodetic Science and Satellite Positioning (3.0); 3 cr. Description of the geodetic mode of the Earth. Relationship between terrestrial observations and grid coordinates. Use of satellites for navigation and positioning. History and review of satellite positioning systems. Measurement techniques using gps. Future trends in satellite positioning technology. *Prerequisite:* MAT 213.

GIS 441 Cartography, Geodesy and GPS (3.0); 3 cr. This course introduces the nature of cartography, basic geodesy, map projections, scaling, referencing and coordinate systems, cartographic perception and design. It also describes Global Positioning System (GPS), map data collection and design.

GIS 452 Advanced Remote Sensing (3.0); 3 cr. This course focuses on hands on applications of Remote Sensing data collection, data preparation and processing, image distortion, radiometric and geometric corrections, image enhancement and classification, image mosaicking, space triangulation, and digital representation of relief stereoscopy. *Prerequisite:* GIS 352.

GIS 490 Senior Project (3.0); 3 cr. Assigned project supervised by a faculty member. The grade will be based on project evaluation and individual oral presentation. *Prerequisite:* Senior Standing.

Our Graduate Program

Our graduate program in computer science is designed to prepare students to do research in advanced topics in computer science and to gain further practical skills and knowledge in the computer profession.

The Degree of Master of Science in Computer Science

Admission Requirements

In addition to the university graduate admission requirements, candidates are expected to have a sufficient background in computer science and mathematics. Those who do not meet these requirements may be given provisional admission pending satisfactory completion of some undergraduate courses. The credits earned for these courses will not be counted towards the 30 credits required for the degree of Master of Science (MS) in computer science.

Graduation Requirements

To satisfy the requirements for the degree of MS in Computer Science, the student must complete a total of 30 credits with an overall average of at least 3.0/4.0.

Degree Requirements (*Course-Work Option*) (30 Credits)

1- Complete the following courses

CSC 615, CSC 616, CS 621, CSC 622, CSC 625, CSC 626, CSC 632, CSC 670, MAT 661, MAT 662.

of credits
30 cr.

2- Pass two Comprehensive Written Examinations (CWE1 and CWE2) after having completed at least 18 credits with an overall average of 3.0/4.0

CWE1 is an exam in three courses to be chosen from the following: CSC 611, CSC 616, CSC 622, CSC 624 and CSC 626.

CWE2 is an exam in two courses to be chosen from the following: CSC 606, CSC 621, CSC 632 and CSC 636.

Those who fail any CWE are allowed to retake it only once thereafter, but not later than the end of the following academic year.

MS in Computer Science (*Course-Work Option*) Suggested Program (30 Credits)

Fall Semester (12 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| CSC | 615 | Advanced Computer Architecture | 3 cr. |
| CSC | 616 | Advanced Database Systems | 3 cr. |
| CSC | 625 | Advanced Operating systems | 3 cr. |
| MAT | 661 | Computational Mathematics I | 3 cr. |

Spring Semester (12 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CSC | 621 | Advanced Compiler Design | 3 cr. |
| CSC | 622 | Advanced Analysis of Algorithms | 3 cr. |
| CSC | 626 | Computer Communication and Networks | 3 cr. |
| MAT | 662 | Computational Mathematics II | 3 cr. |

Summer Session (6 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CSC | 632 | Artificial Intelligence | 3 cr. |
| CSC | 670 | Selected Topics in Computer Science | 3 cr. |

Degree Requirements (*Thesis Option*) (30 Credits)

| | # of credits |
|--|---------------------|
| 1- Complete the following courses | 24 cr. |
| CSC 615, CSC 616, CS 621, CSC 622, CSC 625, CSC 626, MAT 661, MAT 662. | |
| 2- Complete the following thesis courses | 6 cr. |
| CSC 691 Master Thesis in Computer Science Part I | 3 cr. |
| CSC 692 Master Thesis in Computer Science Part II | 3 cr. |

Master of Science in Computer Science (Thesis Option) Suggested Program (30 Credits)

| | | | |
|---------------------------------------|-----|--------------------------------------|-------|
| Fall Semester I (9 Credits) | | | |
| CSC | 615 | Advanced Computer Architecture | 3 cr. |
| CSC | 616 | Advanced Database Systems | 3 cr. |
| MAT | 661 | Computational Mathematics I | 3 cr. |
| Spring Semester I (9 Credits) | | | |
| CSC | 621 | Compiler Design | 3 cr. |
| CSC | 622 | Advanced Analysis of Algorithms | 3 cr. |
| MAT | 662 | Computational Mathematics II | 3 cr. |
| Fall Semester II (6 Credits) | | | |
| CSC | 625 | Advanced Operating systems | 3 cr. |
| CSC | 691 | Master Thesis in Computer Science I | 3 cr. |
| Spring Semester II (6 Credits) | | | |
| CSC | 692 | Master Thesis in Computer Science II | 3 cr. |
| CSC | 6xx | Elective | 3 cr. |

The Degree of Master of Science in Computer Science *Concentration: Computer Information Systems*

The purpose of the graduate program CS-CIS is to teach students how to combine general management knowledge with the latest software tools and techniques to create information systems which allow organizations to compete in on the global market place. Graduates will be prepared for careers in a variety of areas such as programming, system development, database administration, network development & support, and consulting.

Admission Requirements

In addition to the university graduate admission requirements, candidates are expected to have a sufficient background in computer science and mathematics. Those who do not meet these requirements may be given provisional admission pending satisfactory completion of a set of undergraduate courses. The credits earned for these courses will not be counted towards the 30 credits required for the degree of Master of Science in CS-CIS.

Graduation Requirements

To satisfy the requirements for the degree of Master of Science in CS-CIS, the student must complete a total of 30 credits with an overall average of at least 3.0/4.0.

**Degree Requirements of CS-CIS (Course-Work Option)
(30 Credits)**

**# of credits
30 cr.**

1- Complete the following courses

CSC 603, CSC 605, CS 606, CSC 616, CSC 626 or CSC 623, CSC 631, STA 614, PRM 603, CSC 6xx or ⁷⁸BAD 6xx

2- Pass two Comprehensive Written Examinations (CWE1 and CWE2) after having completed at least 18 credits with an overall average of 3.0/4.0

CWE1 is an exam in three courses to be chosen from the following: CSC 603, CSC 605, CSC 616, CSC 626 and CSC 647.

CWE2 is an exam in two courses to be chosen from the following: CSC 606, CSC 631, CSC 632 and CSC 636.

Those who fail any CWE are allowed to retake it only once thereafter, but not later than the end of the following academic year.

**MS in Computer Science-CIS (Course-Work Option)
Suggested Program (30 Credits)**

Fall Semester I (9 Credits)

| | | | |
|-----|-----|--|-------|
| CSC | 603 | Object-Oriented Applications | 3 cr. |
| STA | 614 | Advanced Statistical Methods for Business Decision Systems | 3 cr. |
| CSC | 631 | Multimedia Systems | 3 cr. |

Spring Semester I (9 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| PRM | 603 | Project Planning and Control | 3 cr. |
| CSC | 616 | Advanced Database Systems | 3 cr. |
| CSC | 626 | Computer Communication and Networks | 3 cr. |
| or | | | |
| CSC | 623 | Advanced Software Engineering | |

Fall Semester II (6 Credits)

| | | | |
|------------------|-----|----------------------------|-------|
| CSC | 605 | System Analysis and Design | 3 cr. |
| CSC | 6xx | Elective | 3 cr. |
| or | | | |
| ¹ BAD | 6xx | | |

Spring Semester II (6 Credits)

| | | | |
|------------------|-----|--------------------------------|-------|
| CSC | 606 | Operating Systems and Security | 3 cr. |
| CSC | 6xx | Elective | 3 cr. |
| or | | | |
| ¹ BAD | 6xx | | |

⁷⁸ Choose one of the following courses: BAD 630, BAD 634, PRM 605

**Degree Requirements of CS-CIS (Thesis Option)
(30 Credits)**

| | # of credits |
|---|---------------------|
| 1- Complete the following courses | 24 cr. |
| CSC 603, CSC 605, CSC 616, CSC 626 or CSC 623, CSC 631, STA 614, BAD 636, ⁷⁹ CSC 6xx, or ⁸⁰ BAD 6xx | |
| 2- Complete the following thesis courses | 6 cr. |
| CSC 691 Master Thesis in Computer Science Part I | 3 cr. |
| CSC 692 Master Thesis in Computer Science Part II | 3 cr. |

**Master of Science in Computer Science-CIS (Thesis Option)
Suggested Program (30 Credits)**

| | | | |
|---------------------------------------|-----|--|-------|
| Fall Semester I (9 Credits) | | | |
| CSC | 603 | Object-Oriented Applications | 3 cr. |
| STA | 614 | Advanced Statistical Methods for Business Decision Systems | 3 cr. |
| CSC | 631 | Multimedia Systems | 3 cr. |
| Spring Semester I (9 Credits) | | | |
| PRM | 603 | Project Planning and Control | 3 cr. |
| CSC | 616 | Advanced Database Systems | 3 cr. |
| CSC | 626 | Computer Communication and Networks | 3 cr. |
| or | | | |
| CSC | 623 | Advanced Software Engineering | 3 cr. |
| Fall Semester II (6 Credits) | | | |
| CSC | 605 | System Analysis and Design | 3 cr. |
| CSC | 691 | Master Thesis I | 3 cr. |
| Spring Semester II (6 Credits) | | | |
| CSC | 692 | Master Thesis II | 3 cr. |
| CSC | 6xx | Elective | 3 cr. |
| or | | | |
| ² BAD | 6xx | | |

Regulations concerning the “thesis courses” of the Master of Science in Computer Science or in CS-CIS

Master Thesis

Students may register for the thesis (CSC 691 & CSC 692) upon the completion of at least 18 credits with an overall average of at least 3.3/4.0 and after receiving the approval of both the department chairperson and the thesis advisor.

Duration of Work

The work for the thesis is expected to be completed within a period of two semesters. Otherwise, the student shall register for one credit every semester thereafter.

Jury for the Oral Defense

After receiving a written note of completion along with five bound copies of the master thesis from the master thesis advisor, the department chairperson shall appoint the jury for the oral defense and its chairperson, and shall distribute to each member one copy of the master thesis. The jury shall consist of the master thesis advisor and three full-time faculty members one of whom is from outside the department.

⁷⁹ Choose any CSC-600 level course not in the present list

⁸⁰ Choose one of the following courses: BAD 630, BAD 634, PRM 605

Schedule for the Oral Defense

The oral defense for the master thesis shall be scheduled by the jury chairperson one month from the date of the appointment of the jury at the latest.

Evaluation and Grade

Bound master thesis copies are required for the evaluation. The jury shall evaluate the work for the master thesis and assign the appropriate grade by a majority vote. In case of a tie, the committee chairperson shall have the casting vote.

Final Copy of the Master Thesis

The student shall submit seven bounded copies of the approved final copy of the master thesis to the jury chairperson who, in turn, shall distribute them to the Library, Faculty, Department, and to each member of the jury.

Graduate Courses: Computer Science

CSC 603 Objected-Oriented Applications (3.0); 3 cr. Emphasizes the use of Object-Oriented Architectures and Components in order to build business to business and business to client applications. The multi-tier architecture will be studied in depth through Enterprise Java Beans (EJB) specifications. The development environment is Jbuilder 4 of Borland.

CSC 605 System Analysis and Design (3.0); 3 cr. Emphasizes the design aspects of systems development, including logical and physical design, implementation, resting and operation. State-of the art system development process, methods and tools are presented.

CSC 606 Operating Systems and Security (3.0); 3 cr. This is a hands-on system vulnerabilities like stake and heapoverflows, return to libc attacks etc... Attack counter measures such as stack guard and address space randomization are discussed. The students are expected to write their own exploits in addition to applying known exploits in a controlled linux/x86 environment. Viruses and worms are covered along with defenses like disinfection, integrity checking and sandboxing.

CSC 611 Advanced Theory of Computation (3.0); 3 cr. Topics include: primitive recursive functions, Church thesis, recursive and recursively enumerable sets, time and space complexity measures, the classes P and NP-completeness, and hierarchy of complexity.

CSC 612 Advanced Computer Graphics (3.0); 3 cr. Topics include: mathematical techniques for curve and surfaces; color systems; fractals hidden lines and hidden shad up; surface mapping and ray tracing; techniques of animation.

CSC 613 Computer Vision and its Applications (3.0); 3 cr. Focuses on computer techniques for understanding and interpreting visual data, physics of vision, boundary detection of objects, region growing, analysis of texture and motion, and analysis on objects in scenes.

CSC 614 Modeling and Simulation in OOP (3.0); 3 cr. Encapsulation, use of inheritance (including multiple inheritance), collections and iterators, run-time typing identification, exception handling. Some aspects of distributed and parallel object-oriented systems.

CSC 615 Advanced Computer Architecture (3.0); 3 cr. Early systems, parallelism and parallel processing, vector processors, array processors, associative processors, VLIW architecture, memory and I/O subsystems, networking. Case Study: RISC architecture.

CSC 616 Advanced Database Systems (3.0); 3 cr. Topics include: Data modeling using ER model; relational model; relational algebra; SQL; functional dependencies and normalization; query processing and optimization; distributed database design procedure; distributed query optimization concurrency control; recovery; integrity and security; data warehouse and data mining.

CSC 621 Advanced Compiler Design (3.0); 3 cr. The course will cover some of the core-topics, already studied in CSC 431 (or in some equivalent course at another university), but with more details and rigor. Some of the topics are: lexical analysis, parsing theory (LL, LR, and LALR parsing), symbol tables, type checking, common representations for arrays, runtime conventions for procedure calls, storage

allocation for variables, generation of code, and code optimization.

CSC 622 Advanced Analysis of Algorithms (3.0); 3 cr. The course will cover some of the core-topics, already studied in CSC 325 (or in some equivalent course at another university), but with more details and rigor. In addition, we will present a selection of advanced topics, mainly the theory of NP-completeness and algorithms for parallel computers.

CSC 623 Advanced Software Engineering (3.0); 3 cr. Advanced Topics in software engineering are covered including: formal methods, cleanroom software engineering, component-based development, client/server software engineering, web engineering, reengineering, computer-aided software engineering.

CSC 625 Advanced Operating Systems (3.0); 3 cr. Special emphasis on distributed computing, and the services provided by distributed operating systems. Important topics include naming, security, remote procedure call, networks, concurrency, transactions, parallel computing, shared memory, message passing, and scale.

CSC 626 Computer Communications and Networks (3.0); 3 cr. Computer communications and layered network architecture; implementation and configuration of local Area Network (LANs), and Wide Area Network (WANs), TCP/IP, Internetworking and network management.

CSC 631 Multimedia Systems (3.0); 3 cr. This course provides the background needed for the design and development of computer-based systems that combine text, still images, sound, animation, and full motion video. The course will examine design methodologies used in

planning these systems, and authoring languages used to create such systems.

CSC 632 Artificial Intelligence (3.0); 3 cr. Principles of problem solving and planning and machine learning systems. Introduction to current State-of-the art expert systems and expert systems tools.

CSC 633 Digital Image Processing (3.0); 3 cr. Image perception, sampling, quantization techniques, transforms, enhancement techniques, like noise reduction, blurring, sharpening, edge detection, and contrast enhancing, image restoration and analysis.

CSC 645 Neural Networks for Computing (3.0); 3 cr. Introduction to neural networks algorithms, adaptive behavior, associative learning. Applications to cognitive information processing and control and signal processing.

CSC 670 Selected Topics in Computer Science (3.0); 3 cr. Topics of current interest in computer science.

CSC 685 Readings in Computer Science (3.0); 3 cr. Designed primarily for those students wishing to study a particular area in computer science under the supervision of a faculty member.

CSC 690 Master Thesis in Computer Science 6 cr. The research for the master thesis must show the student's proficiency in approved topics in computer science.

CSC 691 Master Thesis in Computer Science I 3 cr. The research for the master thesis must show the student's proficiency in approved topics in computer science.

CSC 692 Master Thesis in Computer Science II 3 cr. Continuation of CSC 691.

DEPARTMENT OF MATHEMATICS AND STATISTICS

Chairperson: *Dr. Elias G. Saleeby*

Secretary: *Mrs. Nelly Nakad*

Professor

¹**Fares, Jean**, Ph.D., 1988, University of Wisconsin-Madison, USA

Algebraic Topology, Nonlinear Programming

¹**Tarabay, Ajaj**, Ph.D., 1978, University of Utah, USA

Several Complex Variables, Group Theory

Associate Professors

Keirouz Malhab, Ph.D., 1991, Purdue University – USA

Differential Topology

Saliba, Holem, Ph.D., 1997, Moscow State University, Russia

Mathematical Logic, Algebra and the Theory of Numbers.

Assistant Professors

Ghalayini, Bassem, Ph.D., 1995, University of California, Los Angeles, USA

Differential Equations

Jajou, Amer F., Ph.D., 1987, Univerzita Karluva, Czechoslovakia

Operations Research, Numerical Analysis

Maalouf, Ramez, Ph.D., 1994, University of London, England

Complex Analysis, Fractal Geometry

Rached Ziad, Ph.D., 2002, Queen's University, Canada

Mathematics, Communications

Saleeby, Elias, Ph.D., 1994; Ph.D., 1998, University of Arkansas, USA

Function Theory and Differential Equations.

Senior Lecturer

Saadé, Ban, M.S., 1978, American University of Beirut, Lebanon,

Algebra

Lecturers

Bou Nassif, Claudia Freiji, M.S., 1991, Ohio State University, USA,

Applied Statistics, Actuarial Science and Insurance

Hajjar, Theresa, M.P.H., 1994, American University of Beirut, Lebanon

Biostatistics

Programs of Study

The department offers programs in applied statistics, actuarial science & insurance, and mathematics leading to the degrees of:

- BS in Actuarial Science and Insurance (112 Credits).
- BS in Applied Statistics (91 Credits).
- BS in Mathematics (103 Credits).
- MS in Mathematics (33 Credits)

Our Undergraduate Program

Our undergraduate program is designed to prepare students for graduate studies in Mathematics or for a professional career in education, insurance companies or organizations requiring competences in actuarial science and applied statistics.

The Degree of Bachelor of Science in Actuarial Science and Insurance

Academic Advisor: *Mrs. Claudia Freiji Bou Nassif*

Actuarial Science is a field concerned with the applications of mathematics and statistics to long-term financial problems. These problems are frequently associated with life assurance and pension provision. An actuary has to:

- Assess risks.
- Project mortality rates.
- Take account of economic factors.
- Determine levels of premiums on long-term contracts.
- Forecast short- and long-term benefits and contributions for environments such as social security, pension funds, insurance companies, and banks.

The BS degree in Actuarial Science and Insurance prepares students for careers as:

- Actuaries in the insurance and reinsurance industries.
- Actuary analysts of risk and uncertainty regarding potential financial losses.
- Actuarial calculators of unearned premium reserves.
- Underwriters in insurance companies and government agencies.
- Consultants in financial and investment corporations.

Students enrolled in the BS degree will also be prepared to take a series of examinations in actuarial science sponsored by international organizations.

Admission Requirements

For admission requirements to the degree of BS in Actuarial Science and Insurance, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in Actuarial Science and Insurance, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 112 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (112 credits)

| | # of credits |
|---|---------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| One course of the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, MRK 201, HTM 201, BAD 201 | |

| | |
|--|--------|
| e) Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 37 cr. |
| ACO 201, BAD 201, ECN 211, ECN 212, MAT 205, MAT 213, MAT 215, MAT 224, MAT 235, CSC 212, STA 210, STA 312 | |
| Major Requirements | 42 cr. |
| ACS 310, ACS 314, ACS 320, ACS 324, ACS 327, ACS 330, ACS 421, ACS 424, ACS 430, ACS 450, ACS 460, MAT 325, MAT 339, STA 315 | |
| Free Electives | 6 cr. |
| Choose two courses from the already non-chosen courses in sets (c), (d), and (e). Choosing courses from outside these sets requires the written approval of the FNAS Dean. | |

Bachelor of Science in Actuarial Science and Insurance
Suggested Program (112 Credits)

Fall Semester I (16 Credits)

| | | | |
|-----|--------------|-------------------------------------|-------|
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| STA | 210 | Statistics for Business & Economics | 4 cr. |
| ARB | 211 / 231 | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| CSC | 212 | Program Design and Data Abstraction I | 3 cr. |

Summer Session I (9 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 205 | Mathematics for Business and Economics II | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|--------------|---------------------------------|-------|
| ACS | 310 | General Insurance | 3 cr. |
| BAD | 201 | Fundamentals of Management | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| MAT | 325 | Elements of Probability | 3 cr. |
| REG | 212 / 213 | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| ACS | 314 | Life and Multi-life Contingencies | 3 cr. |
| ACS | 320 | Mathematics of Demography | 3 cr. |
| STA | 312 | Introductory Time Series Analysis | 3 cr. |
| STA | 315 | Mathematical Statistics | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|-----|-----|--------------------|-------|
| MAT | 339 | Numerical Analysis | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| ACS | 324 | Life Insurance | 3 cr. |
| ACS | 327 | Risk Theory | 3 cr. |
| ACS | 330 | Insurance Law and Regulations | 3 cr. |
| ACS | 430 | Actuarial Science Practicum | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (18 Credits)

| | | | |
|-----|-----|---|-------|
| ACS | 421 | Credibility Theory and Loss Distributions | 3 cr. |
| ACS | 424 | Pension Fund Mathematics | 3 cr. |
| ACS | 450 | Investment & Asset Management | 3 cr. |
| ACS | 460 | Topics in Life Insurance and Pensions | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Actuarial Science & Insurance

ACS 310 General Insurance (3.0); 3 cr. This is a general non mathematical introduction to the major functions of insurance companies starting from their “raison d’être” and ending with an explanation of the different coverage offered under Personal Insurance; Topics include: Types of Risk and Risk Management Methods; Objectives of Risk Management; Risk Pooling and Risk reduction through Pooling and Insurance Institutions; Cost of Risk Pooling (Insurer Insolvency, Insurer Operations and Reinsurance); Insurance Pricing (Determinants of Premium, Investment Income and Loadings); Experience Rating (Full and Partial Credibility); Estimation of outstanding claim provisions, delays in claim reporting and settlement; Chain Ladder method with and without inflation; Estimation of Incurred but not yet reported Claims (IBNR); Demand of Insurance by Individuals and by Businesses; Types of Personal Insurance (Automobile, Homeowners and life insurance and annuities) explaining for each the exposed to risk population, the pricing and underwriting cycle. *Prerequisite:* STA 210.

ACS 314 Life and Multi-life Contingencies (3.0); 3 cr. Introduces the basis of actuarial Mathematics. Topics include Risk Aversion and the different Utility functions; Survival distribution for future lifetime as well as curtate future lifetime random variable; Force of Mortality and its relation to the survival function; Life tables and their use in calculating probabilities of survival; Expectation of future lifetime (Complete and Curtate); Assumptions regarding Fractional ages; Special Laws of Mortality (Gompertz, Makeham, etc); Ultimate Life tables; Life Annuities (paid in advance, in arrears or Continuous) for a whole life, term or deferred period. Annuities with Level or Varying payments done annually or mthly are as well covered; Use of Commutation functions to calculate annuities. *Prerequisite:* MAT 325.

ACS 320 Mathematics of Demography (3.0); 3 cr. Measures and characteristics; of mortality; life tables; mortality projections; measures of morbidity. Adjusted average; difference equations and mathematical formula methods. *Prerequisite:* MAT 325.

ACS 324 Life Insurance (3.0); 3 cr. This course assesses the expected present value of an amount assured payable at the moment of death (Continuous) or at the end of the year of death

(discrete) for a Whole Life assurance, Term Assurance; Deferred Assurance and Endowment Assurance; Varying Benefit Assurance (Increasing/Decreasing); Relation between expected present value of a benefit paid at the moment of death and that payable at the end of the year of death; Commutation Functions related to Life Assurance; Net Premium Determination through the equation of Equivalence for fully continuous, discrete and mthly payments; Apportionable premiums; Accumulation type Benefits; Net Premium Reserves (fully continuous, Discrete and semi-continuous) Prospective and Retrospective Reserves; Reserves at fractional Durations; Differential Equations for fully Continuous Reserves; Reserves in terms of Commutation Functions. *Prerequisite:* ACS 314.

ACS 327 Risk Theory (3.0); 3 cr. Individual Risk model for the short term; Models for independent claim random variable and approximation for the distribution of the sum of multiple claims; Collective Risk Model for a Single Period; Compound Distributions and the evaluations of moments for the aggregate distribution; Collective Risk Model over an Extended Period; Surplus Process and Ruin; Claims Processes (Poisson and Compound Poisson Process); Adjustment Coefficient; Claim amount Distribution in Cases of Fire Insurance, Automobile Physical Damage Insurance, short term disability, Hospital Insurance,...etc; Stop-Loss Reinsurance Premium Determinants; Effect of Reinsurance on the Probability of Ruin. *Prerequisite:* MAT 325.

ACS 330 Insurance Law and Regulations (3.0); 3 cr. Elements of business law as it applies to insurance; government and social policy as it relates to general insurance; automobile insurance and assigned risk plans.

ACS 421 Credibility Theory and Loss Distributions (3.0); 3 cr. Estimation of future claims frequency, claim’s severity, pure premium as well as aggregate losses by associating credibility factor to previous experience; The Credibility factor is computed according to: Limited Fluctuation Credibility, Partial Credibility; Bühlmann and Bühlmann Straub Credibility. Bayesian approach to Credibility is discussed in general and through Conjugate Prior Distributions such as Poisson-Gamma, Normal-Normal, Binomial-Beta and

Exponential-Inverse Gamma mixed distributions. Non-parametric and Semi-parametric Methods in computing Credibility factor in the absence of fully defined distributions. *Prerequisite:* STA 315.

ACS 424 Pension Fund Mathematics (3.0); 3 cr. Multiple decrement models; Multiple and Associate single decrement tables, Net single Premium. Valuation theory for pension plans; Contributions, Age-service, Disability, and withdrawal benefits, Commutation functions. Theory of pension funding; Terminal funding, Individual and Aggregate cost methods. *Prerequisite:* ACS 314.

ACS 430 Actuarial Science Practicum (3.0); 3 cr. Introduces the Modeling cycle in solving business problems. Selection of the parametric models; Estimation of the associated parameters using Method of Moments, Maximum Likelihood Estimation, Percentile matching and Bayesian Estimation; Calibration and the evaluation of the suitability of the Model using Kolmogorov-Smirnov, Anderson-Darling, Chi-

Square goodness of fit and Likelihood Ratio tests. *Prerequisite:* STA 315.

ACS 450 Investment and Asset Management (3.0); 3 cr. Financial securities and markets, Efficient portfolios and efficient frontiers, The single index model, Utility analysis, The standard capital asset pricing model, Efficient markets, Interest rate theory, Options and Futures. *Prerequisite:* Senior Standing.

ACS 460 Topics in Life Insurance and Pension (3.0); 3 cr. The joint life and last-survivor status, insurance and annuity benefits, simple contingent functions, Insurance models including expenses, types of expenses, net premium and reserves. Occasionally: Elements of game theory, Minimax theorem, Nash equilibrium, Continuous games. *Prerequisites:* ACS 324, ACS 327 and ACS 424.

ACS 480 Internship 1 cr. Assigned work at an industrial establishment. The grade will be based on employer's evaluation, written report and oral discussions. *Prerequisite:* Senior Standing.

The Degree of Bachelor of Science in Applied Statistics

The degree of BS in Applied Statistics prepares students for careers as statistical analysts and consultants, biostatisticians, pollsters, general statisticians, or teachers in:

- Engineering and operations management companies.
- Hospitals, health centers, medical and applied science laboratories.
- Academic and educational institutions.
- Testing and measurement offices.
- Industrial psychology.
- Government agencies and ministries.

Admission Requirements

For admission requirements to the degree of BS in Applied Statistics, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in Applied Statistics, a student must fulfill all requirements of his/her degree program, complete all required courses, accumulate a total of 91 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the major and core requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (91 credits)

| | # of credits |
|--|---------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| One course from the following: | |
| PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, MRK 201, HTM 201, BAD 201 | |
| e) Basic Science Studies | 6 cr. |
| Two distinct courses from the following: | |
| ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 19 cr. |
| MAT 213, MAT 215, MAT 224, STA 210, ECN 211, ECN 212. | |
| Major Requirements | 39 cr. |
| MAT 315, MAT 325, MAT 330, STA 305, STA 312, STA 315, STA 325, | |

STA 354, STA 360, STA 415, STA 450, STA 490, ACS 320.

Free Electives

6 cr.

Choose two courses from the already non-chosen courses in sets **(c)**, **(d)**, and **(e)**. Choosing courses from outside these sets requires the written approval of the FNAS Dean.

Bachelor of Science in Applied Statistics
Suggested Program (91Credits)

Fall Semester I (16 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| ECN | 211 | Principles of Microeconomics | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| STA | 210 | Statistics for Business and Economics | 4 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| ECN | 212 | Principles of Macroeconomics | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-------|-------------------------|-------|
| MAT | 315 | Linear Algebra II | 3 cr. |
| MAT | 325 | Elements of Probability | 3 cr. |
| STA | 305 | Sampling Theory | 3 cr. |
| REG | 212 / | GER | 3 cr. |
| | 213 | | |
| ARB | 211 / | GER | 3 cr. |
| | 231 | | |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------------------|-------|
| STA | 312 | Introduction to Time Series Analysis | 3 cr. |
| STA | 315 | Mathematical Statistics | 3 cr. |
| ACS | 320 | Mathematics of Demography | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| STA | 325 | Design of Experiments | 3 cr. |
| STA | 330 | Probability Models | 3 cr. |
| STA | 354 | Applied Regression Analysis | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| STA | 360 | Applied Multivariate Statistical Analysis | 3 cr. |
| STA | 415 | Statistical Quality Control | 3 cr. |
| STA | 450 | Topics in Applied Statistics | 3 cr. |
| STA | 490 | Senior Project | 3 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Statistics

STA 201 Statistics for Social Sciences (3.0); 3 cr. Topics include: Frequency distribution; measures of central tendency; measures of dispersion; quartiles and percentiles, laws of probability, sampling distributions, estimation, testing hypothesis and chi-square distribution. A statistical software package will be used. *Prerequisite:* Sophomore Standing.

STA 203 Biostatistics (3.0); 3 cr. Fundamentals principles of statistics as they apply to biological problems, including statistical inference analysis of variance. Correlation regression. A software package will be used. *Prerequisite:* Sophomore Standing.

STA 204 Epidemiology for Nursing (3.0); 3 cr. Important epidemiological principles and methods. Causation and distribution of diseases. *Corequisite:* STA 203.

STA 206 Applied Statistics for Business and Economics I (3.0); 3 cr. Descriptive statistics; measures of central tendency and dispersion; introduction to probability; conditional probability; independence; random variables; discrete probability distributions. A statistical software package will be used. *Prerequisite:* Sophomore Standing.

STA 207 Applied Statistics for Business and Economics II (3.0); 3 cr. Sampling distributions; inferences about a population mean, proportion and variances; experimental design; analysis of variance and covariance; linear regression and correlation. A statistical software package will be used. *Prerequisite:* STA 206.

STA 209 Applied Statistics (3.0); 3 cr. Frequency distribution; measures of central tendency and dispersion; probability laws; random variables; sampling and estimations. A statistical software package will be used. *Prerequisite:* Sophomore Standing.

STA 210 Statistics for Business and Economics (4.0); 4 cr. Descriptive statistics; measures of central tendency and dispersion, probability laws; random variables, sampling distributions; estimation; hypothesis testing simple linear regression; analysis of variance and chi-square. A statistical software package will be used. *Prerequisite:* Sophomore Standing.

STA 303 Statistical Inference (3.0); 3 cr. Logic of statistical inference; sampling

distributions; point and interval estimations hypothesis testing; correlation; regression. *Prerequisite:* STA 210

STA 305 Sampling Theory (3.0); 3 cr. Topics include: selection of sampling unit; determination of sample size; random and stratified sampling; purposive selection; sub-sampling and sampling chesters; sampling from finite universe. *Prerequisite:* STA 210.

STA 312 Introductory Time Series Analysis (3.0); 3 cr. Introduces the basic concepts of regression analysis starting with two variable model then proceeds to three variable and multi-variable regression models. Thorough discussion of: The assumptions underlying linear regression models; Diagnostic tests, and correction methods for heteroscedasticity, multicollinearity and serial correlations. The second part of the course introduces deterministic and stochastic time series models and discusses: Basic smoothing and extrapolation techniques; Autocorrelation Function (ACF) and Partial Autocorrelation Function (PACF) for the different models; Stationarity, nonstationarity and Invertibility conditions; Model specification, Parameter estimation and forecasting for the different stationary time series models AR (p), MA (q), ARMA (p, q), and the homogenous non-stationary models of order d ARIMA. *Prerequisite:* STA 210.

STA 315 Mathematical Statistics (3.0); 3 cr. Sampling; estimation; hypothesis testing; t-distribution; chi-square distribution; F-distribution; linear regression and correlation. Analysis of variance and covariance; multiple regression. *Prerequisite:* MAT 325.

STA 325 Design of Experiments (3.0); 3 cr. Single-factor experiments, randomized blocks, Latin squares, factorial and fractional experiments, surface fitting design. *Prerequisite:* STA 210.

STA 354 Applied Regression Analysis (3.0); 3 cr. An applied introduction to Linear and Multiple Regression Models; Testing of Hypothesis in Multiple Regression; Multiple, Partial and Multiple Partial Correlation; Confounding and Interaction in Regression; Regression Diagnostics; Dummy Variables in Regression and selection of the Best Regression Equation. The course stresses the knowledge of how to develop a regression model and how to

interpret the output by statistical packages without resorting to rigorous mathematical development. *Prerequisite:* STA 315.

STA 360 Applied Multivariate Statistical Analysis (3 cr.); 3 cr. Multivariate analysis, matrix algebra and random vectors, random sampling, the multivariate normal distribution, inferences about multivariate means and linear models, comparisons of several multivariate means, and multivariate linear regression. *Prerequisite:* STA 315.

STA 415 Statistical Quality Control (3 cr.); 3cr. Methods and philosophy of statistical control; charts; for variables and for attributes,

cumulative and exponentially weighted moving average control charts. Other statistical process techniques, process capability analysis. *Prerequisite:* STA 315.

STA 450 Topics in Applied Statistics (3.0); 3 cr. Multivariate distributions; regression analysis; non-parametric statistics; sequential analysis; decision theory; *Prerequisite:* STA 303.

STA 490 Senior Project 3 cr. Assigned project supervised by a faculty member. The grade will be based on project evaluation and individual oral presentation. *Prerequisite:* Senior Standing.

Graduate Courses: Statistics

STA 500 Applied Statistics for Business and Economics (3.0); 3 cr. The course covers the following main topics: Introduction to Statistics and Probability, discrete and continuous random variables, sampling distribution, testing hypothesis and estimation, analysis of variance, simple and multiple regression, and time-series analysis. The course also applies these concepts and Techniques to actual real world business and economic situations.

STA 614 Advanced Statistical Methods for Business Decisions (3.0); 3 cr. This course develops an analytical approach to risk in management decisions. Topics include decision analysis; correlation and multiple regression; discriminant; judgment; canonical; cluster and factor analysis.

STA 631 Data Analysis (3.0); 3 cr. Non-standard analysis of statistical problems; design

diagnostics. Regression analysis; test of goodness of fit; ANOVA; observational; graphical and exploratory data analysis; nonparametric methods; a statistical software package will be used.

STA 653 Stochastic Processes (3.0); 3 cr. Random walk; recurrent events; discrete and continuous time; Markov chains; branching processes; Poisson processes; nonhomogeneous and compound Poisson processes; queuing theory and Brownian motion.

STA 654 Regression and Analysis of Variance (3.0); 3 cr. Linear and multiple regression; analysis of variance factorial designs; Latin squares; block and nested designs; applications and aims of time-series analysis; stationary and nonstationary time series.

The Degree of Bachelor of Science in Mathematics

The degree of BS in Mathematics prepares students for careers in:

- Academic and educational institutions.
- Engineering industry.
- Government laboratories.
- Business and management corporations.
- Research centers.
- Computer firms.

Admission Requirements

For admission requirements to the degree of BS in Mathematics, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in Mathematics, a student must fulfill all requirements of his/her degree program, complete all required courses, accumulate a total of 103 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (103 credits)

| | #of credits |
|---|--------------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231, REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁸¹ ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| e) Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 28 cr. |
| CSC 212, CSC 213, CSC 372, MAT 211, MAT 213, MAT 215, MAT 224, MAT 235, PHY 213, CHM 211. | |

⁸¹ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

Major Requirements**42 cr.**

MAT 305, MAT 312, MAT 315, MAT 325, MAT 333, MAT 335, MAT 339, MAT 411, MAT 412, MAT 413, MAT 421, MAT 423, CSC 313, STA 315.

Free Elective**3 cr.**

Choose one course from the already non-chosen courses in sets (c), (d), and (e). Choosing a course from outside these sets requires the written approval of the FNAS Dean.

Technical Elective**3 cr.**

Choose one from the following: MAT 400, MAT 430, OPR 318, OPR 319

**Bachelor of Science in Mathematics
Suggested Program (103 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| MAT | 211 | Discrete Mathematics | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CSC | 212 | Program Design and Data Abstraction | 3 cr. |
| MAT | 224 | Calculus VI | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| PHS | 213 | Modern Physics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |

Summer Session I (7 Credits)

| | | | |
|-----|-------|-------------------------|-------|
| CHM | 211 | Principles of Chemistry | 3 cr. |
| ARB | 211 / | GER | 3 cr. |
| | 231 | | |
| CSC | 372 | Mathematical Software | 1 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-------|--|-------|
| CSC | 213 | Program Design and Data Abstraction II | 3 cr. |
| MAT | 315 | Linear Algebra II | 3 cr. |
| MAT | 305 | Number Theory | 3 cr. |
| MAT | 325 | Elements of Probability | 3 cr. |
| REG | 212 / | GER | 3 cr. |
| | 213 | | |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| CSC | 313 | Data Structures in C++ | 3 cr. |
| MAT | 333 | Complex Variables | 3 cr. |
| MAT | 335 | Partial Differential Equations | 3 cr. |
| MAT | 339 | Numerical Analysis | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|-----|-----|--------------|-------|
| MAT | 312 | Graph Theory | 3 cr. |
| MAT | 412 | Topology I | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| MAT | 411 | Abstract Algebra I | 3 cr. |
| MAT | 413 | Advanced Calculus I | 3 cr. |
| STA | 315 | Mathematical Statistics | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|----------------------|-------|
| MAT | 421 | Abstract Algebra II | 3 cr. |
| MAT | 423 | Advanced Calculus II | 3 cr. |
| — | — | Technical Elective | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Mathematics

⁸²**MAT 001 Basic Mathematics (3.0); 3 cr.** Integers, fractions, ratios; rates, proportions, decimals, percents, sets, Cartesian product, real numbers, intervals, linear equations and inequalities, formulas, word problems, applications, geometry. *Prerequisite:* Placement.

¹**MAT 100 Pre-Calculus (3.0); 3 cr.** Integer exponents, scientific notation, measurements, polynomials equations, factoring, rational equations; complex numbers; quadratic equations and inequalities, roots and radicals, rational exponents; radical equations. *Prerequisite:* MAT 001 or Placement or Freshman Standing.

¹**MAT 105 Principles of Calculus (4.0); 4 cr.** Coordinates system; lines in the plane functions and graphs, linear, and polynomial functions, rational functions, limits; continuity; derivatives; differentiation; maxima and minima problems; antiderivatives and integrals. *Prerequisite:* MAT 100 or Placement, or Freshman Standing.

¹**MAT 111 Calculus and Analytic Geometry I (4.0); 4 cr.** Functions and graphs, Rate of change, graphing, limit and continuity. Derivatives; differentiation rules. Applications of derivatives; maximum, minimum, the mean value theorem, L'Hôpital's rule. *Prerequisite:* Placement or Freshman Standing.

¹**MAT 112 Calculus and Analytic Geometry II (4.0); 4 cr.** Integration; applications of definite integrals; areas, volumes, length, moments. Transcendental functions; Inverse functions and their derivatives, hyperbolic functions and their derivatives, Techniques of integration. *Prerequisite:* MAT 111 or Placement.

MAT 201 Fundamentals of Mathematics (3.0); 3 cr. Sets; the real number system; absolute value and its properties; exponents and radicals; polynomials, applied linear equations and inequalities; Cartesian product; coordinate axes; graphs, and functions. *Prerequisite:* Sophomore Standing or Placement.

MAT 202 Mathematics for Arts (3.0); 3 cr. Principles of coordinate geometry; symmetry of motion; rigid motions; reflections; rotations; translation; glide reflections; classifying

patterns; symmetry of scale and fractals. *Prerequisite:* Sophomore Standing.

MAT 204 Mathematics for Business and Economics I (3.0); 3 cr. This course is designed to introduce topics in calculus and matrix analysis with applications to business, management, economics and social science. *Prerequisite:* Sophomore Standing.

MAT 205 Mathematics for Business and Economics II (3.0); 3 cr. Sequences; arithmetic and geometric progression. Simple interest; compound interest. Continuous compounding; annuities; amortization and sinking funds. Bonds and stocks. Capital budgeting and depreciation. *Prerequisite:* Sophomore Standing.

MAT 211 Discrete Mathematics (3.0); 3 cr. Arithmetic in different bases; set theory; relations and functions; mathematical reasoning and induction; counting techniques; permutations and combinations; logic; Boolean algebra; and lattice theory. *Prerequisite:* Sophomore Standing.

MAT 213 Calculus III (3.0); 3 cr. Techniques of integration; improper integrals. infinite series; Taylor and Maclaurin series. polar coordinates; graphing and integration in polar coordinates, Vectors and Vectors-valued functions. *Prerequisite:* MAT 112 or Placement.

MAT 214 Applied Linear Algebra (3.0); 3 cr. An introduction to basic ideas and techniques of Linear Algebra for sophomore students. The course covers Linear systems Matrices, Determinants, Eigen values and Eigen vectors. Each of these topics is followed by one or more applications. *Prerequisite:* Sophomore Standing.

MAT 215 Linear Algebra I (3.0); 3 cr. Linear systems and matrices and their applications; determinants; vector spaces; change of basis; eigenvalues and eigenvectors; linear transformations and their algebraic properties. *Prerequisite:* Sophomore Standing.

MAT 224 Calculus IV (3.0); 3 cr. Analytic geometry in space; cylindrical and spherical coordinates. Vector-valued functions; space curve, curvature. Functions of two or more variables, partial derivatives, Lagrange multipliers, Taylor's formula. Multiple integrals; applications to masses and moments, and integration in vector fields. *Prerequisite:* MAT 213.

⁸² For the passing grade, refer to the paragraph *Remedial Courses* within the section *Admissions Office*.

MAT 225 Vector Calculus (3.0); 3 cr. This course introduces vectors in Cartesian and curvilinear coordinate systems, the graphs and gradient of a real valued function, paths are length and vector fields, geometry of maps, double and triple integrals, line and surface integrals, and projective geometry. *Prerequisite:* MAT 213.

MAT 235 Ordinary Differential Equations (3.0); 3 cr. First-order ordinary differential equations. Higher-order linear differential equations. Power series solution: ordinary and singular points. Laplace transform, convolution. Systems of linear differential equations. *Prerequisite:* MAT 213.

MAT 303 Mathematical Logic and Set Theory (3.0); 3 cr. Axiomatic theory of sets; the axiom of choice; propositional logic; quantification theory; formal construction of the sets \mathbb{N} ; \mathbb{Z} ; \mathbb{Q} ; \mathbb{R} ; and \mathbb{C} . Cardinal numbers and their arithmetic; ordinal numbers and transfinite induction. *Prerequisite:* MAT 211.

MAT 305 Number Theory (3.0); 3 cr. Foundations of arithmetic; properties of integers and prime numbers; unique factorization; congruence; Diophantine equations; theorems of Fermat; Euler; and Wilson; quadratic reciprocity. *Prerequisite:* MAT 211.

MAT 312 Graph Theory 3 cr. Basic concepts of graph theory, the use of paths and cycles in some applied algorithms such as the traveling salesman problem, the use of trees in computing and computer networks, planarity of graph and its use in coloring problem, the directed graph with applications on the marriage problem, the Latin squares and network flows. *Prerequisite:* MAT 211.

MAT 315 Linear Algebra II (3.0); 3 cr. The geometry of linear transformation, quadratic forms and conic sections; inner product spaces; orthogonality; orthogonal matrices; normed spaces; diagonalization; and orthogonal diagonalization. *Prerequisite:* MAT 215.

MAT 323 Vector and Tensor Analysis (3.0); 3 cr. Cartesian and curvilinear coordinate systems. Line integrals; Green's theorem; the divergence theorem; and Stock's theorem. Curl and divergence. Introduction to tensor analysis and its applications. *Prerequisite:* MAT 224.

MAT 324 Mathematics for Engineering (3.0); 3 cr. Line integrals; Green's theorem; divergence theorem; Cauchy – Riemann

equations; power and Laurent series; Residue theorem. *Prerequisite:* MAT 224.

MAT 325 Elements of Probability (3.0); 3 cr. Probability of events; axioms of probability; conditioning and independence; random variable and expectations; discrete and continuous distributions; moment generating functions; the Central Limit Theorem. *Corequisite:* MAT 224.

MAT 326 Probability & Statistics For Engineers (3.0); 3 cr. Concepts of probability, random variables, mathematical expectation, variance, confidence intervals. Estimation, testing of statistical hypotheses, regression and correlation, analysis of variance. *Corequisite:* MAT 224.

MAT 330 Probability Models (3.0); 3cr. Conditional probability and conditional expectation, discrete and continuous Markov chains, the Exponential distribution and Poisson process, queuing theory and reliability theory. *Prerequisite:* MAT 325.

MAT 333 Complex Variables (3.0); 3 cr. Analytic functions; derivatives; Cauchy-Reimann equations; complex integration; Cauchy integral theorem; power series; Laurent series; residue theorem; conformal mapping; Cauchy-Christoffel transformation. *Prerequisite:* MAT 224.

MAT 335 Partial Differential Equations (3.0); 3 cr. Linear partial differential equations. Separation of variables; closed form solutions; transform techniques; and numerical methods. Fourier series and Fourier transform, the Dirichlet and Neumann problems. *Prerequisite:* MAT 235, MAT 224.

MAT 339 Numerical Analysis (3.0); 3 cr. Error analysis; roots for non-linear equations; polynomial interpolation; approximation of functions by polynomials; numerical differentiation and integration. *Prerequisite:* MAT 224 . and a Computer Programming Language.

MAT 340 Game Theory (3.0); 3 cr. Introduces the basic concepts of game theory. Individual decision theory. Modeling games. Normal and extensive form games. Games with many strategies and repeated games. *Prerequisite:* MAT 211.

MAT 400 Modern Geometry (3.0); 3 cr. An axiomatic study of the foundations of Euclidean; non-Euclidean; affine; and projective geometry.

Transformation groups; convexity; and Minkowski spaces. *Prerequisite:* Senior Standing.

MAT 411 Abstract Algebra I (3.0); 3 cr. Groups; permutation groups; the Sylow theorems and their applications; rings; ideals; quotient rings; Euclidean rings; polynomial rings; modules. *Prerequisite:* Senior Standing.

MAT 412 Topology I (3.0); 3 cr. This course covers review of set theory and logic, metric spaces, topological spaces, connectedness and compactness. *Prerequisite:* Mat MAT 211 and Senior Standing.

MAT 413 Advanced Calculus I (3.0); 3 cr. The topological properties of the real number system; uniform continuity; Weierstrass approximation theorem; Riemann-Stieltjes integral; uniform convergence; improper integrals with a parameter; the Beta and Gamma functions. *Prerequisite:* MAT 412 and Senior Standing.

MAT 421 Abstract Algebra II (3.0); 3 cr. Field extension; automorphism of fields; separable and normal extensions; finite fields; Galois theory. *Prerequisite:* MAT 411.

MAT 423 Advanced Calculus II (3.0); 3 cr. Jacobian's of transformations; functional dependence; transformations of multiple integrals; extremal problems of functions of several variables; integrals over curves and surfaces; differential forms; independence of path; exact differential forms. *Prerequisite:* MAT 413.

MAT 430 Topology II (3.0); 3 cr. This course is a continuation of Topology I, it introduces countability and separation axioms, completely regular spaces, Complete metric spaces, the fundamental groups and covering spaces. *Prerequisite:* MAT 412.

MAT 450 Introduction to General Topology (3.0); 3 cr. Topological spaces; metric spaces; compactness and connectedness; continuity; product and quotient spaces; function spaces; separation and countability axioms; normal and completely regular spaces. *Prerequisite:* Senior Standing.

MAT 460 Selected Topics in Mathematics (3.0); 3 cr. Students study selected contemporary topics in Mathematics. *Prerequisite:* Specified when Offered.

Undergraduate Courses: Operations Research

OPR 318 Deterministic Operations Research (3.0); 3 cr. Linear programming; simplex algorithm; duality; allocation and transportation problems; network flows; integer programming. *Prerequisite:* MAT 215.

OPR 319 Stochastic Operations Research (3.0); 3 cr. Stochastic models; decision theory; sensitivity analysis; Monte Carlo methods; Markov process; queuing theory; inventory analysis; and reliability. *Prerequisite:* MAT 325 or STA 206 or STA 210.

Our Graduate Program

The purpose of the graduate program in Mathematics is to prepare students in a variety of areas such as teaching, assuming positions in the business market and in industry where quantitative methods are needed, and doing research on advanced topics.

The Degree of Master of Science in Mathematics

Admission Requirements

In addition to the university graduate admission requirements, candidates are expected to have a sufficient background in mathematics. Those who do not meet these requirements may be given provisional admission pending satisfactory completion of a set of undergraduate courses. The credits earned for these courses will not be counted towards the 33 credits required for the degree of Master of Science in Mathematics.

Graduation Requirements

To satisfy the requirements for the degree of Master of Science in Mathematics, the student must complete a total of 33 credits with an overall average of at least 3.0/4.0.

Degree Requirements (*Course-Work Option*) (33 credits)

- | | # of credits |
|---|---------------------|
| 1- Complete the following courses MAT 621, MAT 623, MAT 625, MAT 632, MAT 634, MAT 636, MAT 641, MAT 642, MAT 661, MAT 662. | 30 cr. |
| 2- Choose one 3-credit course from the following: MAT 6xx or STA 6xx | 3 cr. |
| 3- Pass three Comprehensive Written Examinations (CWE1, CWE2 and CWE3) after having completed at least 18 credits with an overall average of 3.0/4.0 CWE1 is an exam in MAT 621. CWE2 is an exam in MAT 632. CWE3 is an exam in a one-year-sequence of two graduate courses. The sequence is to be freely chosen by the student (e.g., MAT 625 and MAT 636 in topology) Those who fail any CWE are allowed to retake it only once thereafter, but not later than the end of the following academic year. | |

**MS in Mathematics (Course-Work Option)
Suggested Program (33 Credits)**

Fall Semester I (9 Credits)

| | | | |
|-----|-----|---------------------|-------|
| MAT | 621 | Advanced Algebra I | 3 cr. |
| MAT | 623 | Advanced Analysis I | 3 cr. |
| MAT | 625 | General Topology | 3 cr. |

Spring Semester I (9 Credits)

| | | | |
|-------------|-----|----------------------|-------|
| MAT | 632 | Advanced Algebra II | 3 cr. |
| MAT | 634 | Advanced Analysis II | 3 cr. |
| MAT/ STA | 6xx | Elective | 3 cr. |

Fall Semester II (9 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 636 | Algebraic Topology | 3 cr. |
| MAT | 641 | Theory of Ordinary Differential Equations I | 3 cr. |
| MAT | 661 | Computational Mathematics I | 3 cr. |

Spring Semester II (6 Credits)

| | | | |
|-----|-----|---|-------|
| MAT | 642 | Theory of Partial Differential Equations II | 3 cr. |
| MAT | 662 | Computational Mathematics II | 3 cr. |

**Degree Requirements (Thesis Option)
(33 Credits)**

- | | |
|--|---------------------|
| 1- Complete the following courses | # of credits |
| MAT 621, MAT 623, MAT 625, MAT 632, MAT 634, MAT 636, MAT 661, MAT 662. | 24 cr. |
| 2- Choose one 3-credit course from the following: | 3 cr. |
| MAT 6xx or STA 6xx | |
| 3- Complete the two “thesis courses” MAT 691 and MAT 692 | 6 cr. |

**Master of Science in Mathematics (Thesis Option)
Suggested Program (33 Credits)**

Fall Semester I (9 Credits)

| | | | |
|-----|-----|---------------------|-------|
| MAT | 621 | Advanced Algebra I | 3 cr. |
| MAT | 623 | Advanced Analysis I | 3 cr. |
| MAT | 625 | General Topology | 3 cr. |

Spring Semester I (9 Credits)

| | | | |
|-------------|-----|----------------------|-------|
| MAT | 632 | Advanced Algebra II | 3 cr. |
| MAT | 634 | Advanced Analysis II | 3 cr. |
| MAT/ STA | 6xx | Elective | 3 cr. |

Fall Semester II (9 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| MAT | 636 | Algebraic Topology | 3 cr. |
| MAT | 661 | Computational Mathematics I | 3 cr. |
| MAT | 691 | Master Thesis Part I | 3 cr. |

Spring Semester II (6 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| MAT | 662 | Computational Mathematics II | 3 cr. |
| MAT | 692 | Master Thesis Part II | 3 cr. |

Regulations concerning the “thesis courses” of the Master of Science in Mathematics

Master Thesis

Students may register for the thesis courses MAT 691 & MAT 692 upon the completion of at least 18 credits with an overall average of at least 3.3/4.0 and after receiving the approval of both the department chairperson and the thesis advisor.

Duration of Work

The work for the thesis is expected to be completed within a period of two semesters. Otherwise, the student shall register for one credit every semester thereafter.

Jury for the Oral Defense

After receiving a written note of completion along with five bound copies of the master thesis from the master thesis advisor, the department chairperson shall appoint the jury for the oral defense and its chairperson, and shall distribute to each member one copy of the master thesis. The jury shall consist of the master thesis advisor and three full-time faculty members one of whom is from outside the department.

Schedule for the Oral Defense

The oral defense for the master thesis shall be scheduled by the jury chairperson one month from the date of the appointment of the jury at the latest.

Evaluation and Grade

Bound master thesis copies are required for the evaluation. The jury shall evaluate the work for the master thesis and assign the appropriate grade by a majority vote. In case of a tie, the committee chairperson shall have the casting vote.

Final Copy of the Master Thesis

The student shall submit seven bound copies of the approved final copy of the master thesis to the jury chairperson who, in turn, shall distribute them to the Library, Faculty, Department, and to each member of the jury.

Graduate Courses: Mathematics

MAT 600 Graph Theory (3.0); 3 cr. Graphs; subgraphs; connectivity; trees; Hamilton graphs; matchings; coverings; coloring; Ramsey graph theory; connectedness in digraphs. Euler and Hamilton graphs; networks. *Prerequisite:* Graduate Standing.

MAT 601 Linear Programming (3.0); 3 cr. Formulations and algorithms of linear programming problems; convex sets; variants of the simplex algorithm; sparsity; duality and post-optimality analysis; decomposition of large-scale problems; and piece-wise linear programming. *Prerequisite:* Graduate Standing.

MAT 602 Nonlinear Programming (3.0); 3 cr. Classical methods in optimizing nonlinear problems; constraints and Lagrangian methods; duality and its interpretation; geometric; quadratic; convex; and dynamic programming; Kuhn-Tucker theory. *Prerequisite:* Graduate Standing.

MAT 621 Advanced Algebra I (3.0); 3 cr. Free Abelian groups; finitely generated Abelian groups; the action of a group on a set; the Sylow theorems; nilpotent and solvable groups. Rings and localization; polynomial rings and factorization. *Prerequisite:* Graduate Standing.

MAT 623 Advanced Analysis I (3.0); 3 cr. Measure spaces; Borel and Lebesgue measure; abstract integration and differentiation; integration on product spaces; functions of bounded variations; L spaces. *Prerequisite:* Graduate Standing.

MAT 625 General Topology (3.0); 3 cr. Topological spaces; the metric topology; connected spaces; compact spaces; Homotopy of paths; the Fundamental groups; Cospaces; essential and inessential maps. *Prerequisite:* Graduate Standing.

MAT 632 Advanced Algebra II (3.0); 3 cr. Projective and injective modules; tensor product. Field extensions; Galois theory; finite fields; separability; cyclic extension; radical extension. *Prerequisite:* MAT 621.

MAT 634 Advanced Analysis II (3.0); 3 cr. Power series representation; conformal mappings; zeros of holomorphic functions; analytic continuation; normal families; HP spaces. *Prerequisite:* MAT 623.

MAT 636 Algebraic Topology (3.0); 3 cr. Singular homology theory; attaching spaces with maps; the Eilenberg - Steenrod axioms; products; manifolds and Poincaré duality; fixed point theory. *Prerequisite:* MAT 625.

MAT 641 Theory of Ordinary Differential Equations (3.0); 3 cr. Existence and uniqueness theorem; two dimensional systems; the Poincaré - Bendixon theory; stability of linear and perturbed linear systems; two dimensional linear autonomous systems; the saddle point property; linear periodic systems. *Prerequisite:* Graduate Standing.

MAT 642 Theory of Partial Differential Equations (3.0); 3 cr. Partial differential equations. Cauchy-Kowalowski theorem; first order differential equations. System of differential equations in two variables; characteristics and classification; hyperbolic; parabolic and elliptic systems; wellposedness. *Prerequisite:* Graduate Standing.

MAT 661 Computational Mathematics I (3.0); 3 cr. Matrix norm; residual vector; condition number; perturbation analysis; operations count; sparse matrices; LU-decomposition diagonally dominant matrices; iterative techniques for linear systems; and eigenvalues and eigenvectors. *Prerequisite:* Graduate Standing.

MAT 662 Computational Mathematics II (3.0); 3 cr. QR-decomposition; over determined linear systems; least-square solutions; the generalized inverse A^+ ; positive-definite matrices; Cholesky's decomposition; the singular value decomposition; Given's and Householder's algorithms. *Prerequisite:* MAT 661.

MAT 663 Mathematical Techniques in Information Theory (3.0); 3 cr. Topics include algebraic codes; convolution codes and other encoding schemes; error-correcting codes; the concepts of entropy and mutual information as mathematical measures. *Prerequisite:* Graduate Standing.

MAT 691 Master Thesis in Mathematics I; 3 cr. The research for the master thesis must show the student's proficiency in approved topics in mathematics. *Prerequisite:* Advisor Consent.

MAT 692 Master Thesis in Mathematics II; 3 cr. Continuation of MAT 691. *Prerequisites:* MAT 691 and Advisor Consent.

DEPARTMENT OF SCIENCES

Chairperson: *Dr. Tanos G. Hage*

Secretary: *Miss Danielle Abboud (provisional)*

Associate Professors

El-Hage, Youssef Kamal, Ph.D., 1990; Technische Universität München, Germany
Nuclear Physics

M.A., 1985; Lebanese University, Lebanon

Philosophy

Khalaf-Keirouz, Layla, Ph.D., 1995, Westfälische Wilhelms-Universität, Germany

Environmental Geology

Assistant Professors

Dib, Robert, Doctorate, 1998, Université de Nantes, France

Biochemistry

Farhat, Antoine, Ph.D., 1999, McGill University, Canada

Nutrition

Hage, Tanos G., Ph.D., 1995, Pennsylvania State University, USA

Plant Biochemistry and Molecular Biology

Hajjar, Roger, Ph.D., 1997, Université de Montréal, Canada

Physics and Astronomy

Haroun, Michelyne, Ph.D., 2001, Université René Descartes – Paris V, France

Chemistry

Jaalouk, Doris, Ph.D., 1997, Université de Sherbrooke, Canada

Cell Biology

Kabrita Bou Serhal, Colette, Ph.D., 1998, Northeastern University, Boston, USA

Biology

Noun, Ghada, Doctorate, 1998, Université de Paris XI, Orsay, France

Immunology

Sabra, Bassem, Ph.D., 2000, Ohio University, USA

Physics

Trarat, Christopher, Ph.D., 1999, Université de Paris V, France

Organic Chemistry

Yahia, Najat, Ph.D., 1996, King's College, London, England

Nutrition

Lecturer

Ghossoub El Aswad, Zeina, M.S., 1997, American University of Beirut, Lebanon

Nutrition

Co-Academics

Maalouf, Nada, M.S., 1996, American University of Beirut, Lebanon

Biology

El-Hage, El-Amm, Rita, M.S., 1988, American University of Beirut, Lebanon

Public Health

Zoghbi, Catherine, DEA, 2003, Lebanese University, Lebanon

Physics

Laboratory Assistant

Saliba Tabet, Elizabeth, B.S., 1999, Lebanese University, Lebanon

Biology

Programs of Study

The department of sciences offers a Freshman Science program and an undergraduate program leading to the degrees of:

- BS in Biology (102 Credits) (3 concentrations)
- BS in Environmental Science (104 Credits)
- BS in Medical Laboratory Technology (103 Credits)
- BS in Physics (94 Credits)
- BS in Chemistry (98 Credits) (2 concentrations)
- BS in Nutrition and Dietetics (94 Credits)

The department of sciences also offers a variety of undergraduate service courses in astronomy, chemistry, geology, health and nutrition. These courses are meant to serve academic programs offered by other Faculties of the University.

Our Freshman Science Program

Academic Advisor: *Dr. Doris Jaalouk*

The **Freshman Science** program consists of a minimum of 30 credits. This program is equivalent to the official Lebanese Baccalaureate Part II (Scientific Strands). It normally requires a minimum period of 2 semesters. For more details on this program, refer to the subsection “*Freshman Program*” within the section “*GER, Freshman Program and Degrees*”.

Our Undergraduate Program

The Degree of Bachelor of Science in Biology

The biology program is designed to prepare students for a wide range of employment opportunities, including access to professional schools in medicine, veterinary science, dentistry, agriculture and education. It also provides solid background for those interested in careers related to environmental protection, wildlife management, biotechnology and genetic engineering. A BS degree in biology can also lead to post-graduate studies & research careers in universities, research institutes, hospitals & industrial or governmental laboratories.

Admission Requirements

For admission requirements to the degree of BS in biology, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in Biology, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 102 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements and clear all accounts with the university. Candidates for degrees are reminded that grades of “*F*” assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (102 credits)

| | # of credits |
|---|---------------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁸³ ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| e) Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 40 cr. |
| BIO 211, BIO 212, BIO 220, BIO 227, CHM 211, CHM 215, CHM 221, CHM 222, CHM 272, PHS 208, PHS 209, PHS 278, PHS 279, STA 203. | |
| Major Requirements | 29 cr. |
| BIO 324, BIO 335, BIO 485 | |
| Choose two biology courses 4 credits each. | |
| Choose four biology courses 3 credits each, excluding BIO 202 and BIO 203. | |
| Free Electives | 6 cr. |

⁸³ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

**Bachelor of Science in Biology
Suggested Program (102 Credits)**

Fall Semester I (16 Credits)

| | | | |
|-----|-----------|----------------------------------|-------|
| BIO | 211 | General Biology I | 4 cr. |
| CHM | 211 | Principles of Chemistry | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| ARB | 211 / 231 | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----------|--------------------------------|-------|
| BIO | 212 | General Biology II | 4 cr. |
| CHM | 221 | Organic Chemistry I | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| STA | 203 | Biostatistics | 3 cr. |
| REG | 212 / 213 | GER | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| BIO | 220 | Genetics | 3 cr. |
| CHM | 222 | Organic Chemistry II | 3 cr. |
| CHM | 272 | Organic Chemistry Laboratory | 2 cr. |
| PHS | 208 | Physics for Life Sciences I | 3 cr. |
| PHS | 278 | Physics for Life Sciences I Lab | 1 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (14 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| BIO | 227 | Introductory Biochemistry | 3 cr. |
| CHM | 215 | Quantitative Analysis | 4 cr. |
| PHS | 209 | Physics for Life Sciences II | 3 cr. |
| PHS | 279 | Physics for Life Sciences II Lab | 1 cr. |
| BIO | — | | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|---|---|---------------|-------|
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Option 1: No Concentration - General Biology

Fall Semester III (14 Credits)

| | | | |
|-----|-----|--------------|-------|
| BIO | 335 | Cell Biology | 4 cr. |
| BIO | — | | 3 cr. |
| BIO | — | | 4 cr. |
| BIO | — | | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|------------------|-------|
| BIO | 324 | Plant Physiology | 4 cr. |
| BIO | — | | 4 cr. |
| BIO | — | | 3 cr. |
| BIO | 485 | Seminar | 1 cr. |
| — | — | Free Elective | 3 cr. |

Option 2: Concentration – Biotechnology

Fall Semester III (14 Credits)

| | | | |
|-----|-----|---------------------|-------|
| BIO | 320 | Microbiology | 4 cr. |
| BIO | 334 | Molecular Biology | 3 cr. |
| BIO | 335 | Cell Biology | 4 cr. |
| BIO | 337 | Biochemical Methods | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---------------------|-------|
| BIO | 324 | Plant Physiology | 4 cr. |
| BIO | 336 | Basic Biotechnology | 3 cr. |
| BIO | 400 | Bioinformatics | 4 cr. |
| BIO | 485 | Seminar | 1 cr. |
| — | — | Free Elective | 3 cr. |

Option 3: Concentration - Environmental Biology**Fall Semester III (14 Credits)**

| | | | |
|-----|-----|-----------------------------|-------|
| BIO | 314 | Ecology | 3 cr. |
| BIO | 320 | Microbiology | 4 cr. |
| BIO | 335 | Cell Biology | 4 cr. |
| ENS | 451 | Environmental Biotechnology | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|----------------------|-------|
| BIO | 324 | Plant Physiology | 4 cr. |
| BIO | 325 | Marine Biology | 4 cr. |
| BIO | 424 | Conservation Biology | 3 cr. |
| BIO | 485 | Seminar | 1 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Biology

BIO 101 Introduction to Biology (3.0); 3 cr. An introduction to the fundamental principles of biology. Covers chemical basis of life, structure and function of cells and tissues, basic genetic concepts, as well as structure and function of human body systems. *Prerequisite:* Freshman Standing.

BIO 171 Introduction to Biology Laboratory (0.3); 1 cr. Laboratory course illustrating the concepts and theory taught in Introduction to Biology.

BIO 202 Mystery of life (3.0); 3 cr. “Big picture” of cosmic evolution: Formation of chemical elements, stars and planets, prebiotic evolution, origin and evolution of life on Earth. The way humans are affecting the course of evolution by altering the genetic makeup of organisms, as well as other aspects of applied biology.

BIO 203 Discover Biology (3.0); 3 cr. A general introductory course that covers the basic principles and concepts of Biology with current applications. Not open for Biology students.

BIO 204 General Biology for Nursing (3.0); 3 cr. Introduction to the general principles of Biology.

BIO 207 Introduction to Human Biochemistry (3.0); 3 cr. A course for students in nursing introducing the basic concepts of human biochemistry. It includes a review of the essentials of general and organic chemistry, a discussion of the main biochemical pathways in

the cell and the interrelation of metabolic pathways.

BIO 211 General Biology I (3.2); 4 cr. This course introduces major concepts of biology including the organization of life on all levels; metabolism and energy transactions involved in life processes; the transfer of information and the diversity and classification of organisms. *Prerequisite:* Sophomore Standing.

BIO 212 General Biology II (3.2); 4 cr. It covers the study of structure and life processes in plants and animals. *Prerequisite:* BIO 211.

BIO 214 Anatomy (3.0); 3 cr. General human anatomy, emphasizing human scales, proportions, articulation, and factors influencing movements. *Prerequisite:* BIO 204 or BIO 211.

BIO 215 Introductory Human physiology (3.0); 3 cr. A study of the fundamental principles and mechanisms that govern body functions in humans. *Prerequisite:* BIO 204 or BIO 211.

BIO 216 Microbiology and Immunology for Nursing (3.0); 3 cr. A study of the essentials of basic and clinical microbiology and immunology that includes immunology, bacteriology, virology, physiology and mycology. *Prerequisite:* BIO 207.

BIO 218 Histology (2.2); 3 cr. An introduction to the microscopic structure of tissues and organs, with particular emphasis on the interrelation between structure and function. *Prerequisite:* BIO 211.

BIO 220 Genetics (3.0); 3 cr. Mendelian genetics & extensions of Mendelian analysis; population & quantitative genetics; molecular genetics: DNA structure and replication, organization of DNA in chromosomes, gene & chromosomal mutations, gene expression and its regulation, recombinant DNA technology. *Prerequisite:* BIO 211.

BIO 222 Immunology (3.0); 3 cr. Detailed description of the components of the immune system: their development, differentiation & functioning during an immune response; immune response to pathogens, tumors & grafts; immunopathologies; basic immunological techniques. *Prerequisite:* BIO 211.

BIO 226 Evolution (3.0); 3 cr. Study of processes that bring about evolutionary changes in organisms, evolutionary trends, patterns of adaptations, and principal factors that influence the patterns of speciation. *Prerequisite:* BIO 220.

BIO 227 Introductory Biochemistry (3.0); 3 cr. An introduction to the structure-function relationships of biomolecules, enzymes, metabolic reactions & biochemical energetic of living cells. *Prerequisite:* BIO 211, *Prerequisite:* CHM 221 or *Corequisite:* CHM 213.

BIO 228 Parasitology (3.2); 3 cr. Provides a general overview on the classification, morphology, development & physiology of human and animal parasites. *Prerequisite:* BIO 212.

BIO 314 Ecology (3.0); 3cr. Principles of ecosystems; the interaction of organisms & their environment. Food web, energy flow & nutrient cycling in ecosystems. Factors which affect the distribution & abundance of species: Wildlife resources & extinction. *Prerequisite:* BIO 212, also listed as ENS 203

BIO 316 Economic Botany (3.0); 3cr. The course provides an introduction to the study of botany and the economic uses of plants in industry, production of food and medicine. *Prerequisite:* BIO 212.

BIO 320 Microbiology (3.2); 4 cr. Covers structures, isolation, classification and metabolic diversity of microorganisms. *Prerequisite:* BIO 220 or BIO 227.

BIO 322 Virology (3.0); 3 cr. Provides a general overview on the classification, biophysical & biochemical characteristics of

bacterial, plant and animal viruses. *Prerequisite:* BIO 212.

BIO 324 Plant Physiology (3.2); 4 cr. Basic principles of plant physiology; the physiological processes of green plants and the effect of the environment on these processes. *Prerequisites:* BIO 212, BIO 227.

BIO 325 Marine Biology (3.2); 4 cr. Covers biology of marine life, with emphasis on the roles that marine plants and animals assume in their environmental situations, & the structural and physiological adaptations necessary to fulfill those roles. *Prerequisite:* BIO 212.

BIO 332 Developmental Biology (3.2); 4 cr. The course sheds light on the major events and processes that accompany animal development—from the fusion of two cells to the creation of a more complex multicellular organism. The molecular mechanisms underlying such developmental processes are considered. The impacts of special environmental and pharmacological agents on animal development are also emphasized. *Prerequisite:* BIO 212.

BIO 334 Molecular Biology; (3.0) 3cr. Provides an understanding of the molecular basis of biological phenomena with emphasis on the fundamental processes common to all organisms: enzyme catalysis, DNA, RNA and protein synthesis, and mechanism of gene expression. Includes a description of common molecular biology techniques for gene study and manipulation. *Prerequisites:* BIO 220, BIO 227.

BIO 335 Cell Biology (3.2); 4 cr. Provides students with a basic understanding of the structure and function of the eukaryotic cell. *Prerequisite:* BIO 227.

BIO 336 Basic Biotechnology (3.0); 3 cr. Covers broadly the development of the field of biotechnology: methods and applications. Covers topics such as principles of recombinant DNA technology and its applications to studies of animals, plants, medicine, forensics and human genome project. *Prerequisite:* BIO 227.

BIO 337 Biochemical Methods; (3.0) 3 cr. Introduction to basic methods used in studies of enzymes, proteins, nucleic acids and their interactions. Different methods of extraction, purification, analysis and production of biomolecules are discussed in general but also by means of some precise examples. *Prerequisite:* BIO 227.

BIO 400 Bioinformatics (3.2); 4 cr. An introduction to computer analysis of macromolecular structure information. This course describes how to access, process and interpret structural information regarding biological macromolecules as a guide to experiments in Biology. *Prerequisites:* BIO 220, BIO 227, senior standing.

BIO 411 Plant Taxonomy (3.2); 4 cr. An introductory study of identification, naming and classification as well as the history of systematics and the role of evolution in systematics. Laboratory emphasis is on knowledge of the major families of vascular plants and on the collection and identification of local vascular plants. Of particular importance is gaining an understanding of the philosophical bases in taxonomy and the relevance of this field to other areas of biology. *Prerequisite:* BIO 212.

BIO 412 Plant Propagation (3.2); 4 cr. Principles, practices and techniques in sexual and asexual propagation of horticultural plants, in which seed technology, and seed propagation, rooting and propagation by cutting, grafting and budding systems, layering and propagation by specialized plant structures, biotechnology and tissue culture systems for micropropagation are discussed. *Prerequisites:* BIO 212.

BIO 413 Plant Tissue Culture and Biotechnology (3.2); 4 cr. Principles and techniques for the in vitro culture, propagation, and genetic manipulation of plant cells. *Prerequisites:* BIO 212.

BIO 414 Ornamental Plant Materials (3.0); 3 cr. Identification and description of ornamental plants suitable for Lebanon; discussion of cultural and aesthetic aspects of plants of value in ornamental plantings.

BIO 420 Neurobiology and Behavior (3.0); 3 cr. The course aims at highlighting the basic neural mechanisms which underlie all animal behavior, including the high cognitive processes such as learning and memory. The different types of neural circuits and nerve cell cross-talks in both invertebrates and vertebrates are considered. *Prerequisite:* BIO 212.

BIO 424 Conservation Biology (3.0); 3 cr. The application of biological principles to issues in the conservation biology will be examined within a context that integrates biology, land management, protection and development. *Prerequisite:* BIO 314. Also listed as ENS 424.

BIO 451 Environmental Biotechnology (3.0); 3 cr. The use of biotechnology as it relates to various environmental technologies: biodegradation, remediation, biodegradable materials, energy saving process and chemical production from renewable resources. *Prerequisites:* BIO 211, BIO 212. Also listed as ENS 451.

BIO 460 Selected Topics in Biology (3.0); 3 cr. Students study recent and current biological issues and topics. *Prerequisites:* Specified when offered.

BIO 485 Seminar; 1 cr. Students work on selected papers from recent biological journals. Under the supervision of an advisor. *Prerequisite:* Senior Standing.

BIO 495 Research in Biology; 1, 2 or 3 cr. An independent research project in an area of biology under the direction of a faculty mentor. *Prerequisite:* Senior standing and consent of the instructor.

The Degree of Bachelor of Science in Chemistry

The Department of Sciences offers an undergraduate program in chemistry with concentrations in industrial chemistry and environmental chemistry. Industrial chemists are involved in the process of design, production and analysis of a wide variety of chemicals and materials. Upon completion of the industrial chemistry degree, graduates can pursue a career in the chemical industries such as pharmaceutical, cosmetic, fibers, water treatment or food and beverages industries; or in related governmental or private organizations. Career options include process evaluation, quality control, supervision, pilot scale operations, management and sales. Graduates are also prepared to teach or follow graduate studies.

The Environmental Chemistry program enables students to acquire the scientific and technical skills to reveal and evaluate environmental concerns related to industrial pollution and to propose potential solutions. Graduates can pursue careers in education, governmental or nonprofit organizations. Career options include environmental education; environmental consulting; water, soil and air quality control and monitoring; pollution prevention and environmental toxicology. Graduates are well prepared to enter graduate schools.

Admission Requirements

For admission requirements to the degree of BS in Chemistry, refer to the section entitled "Undergraduate Admission" of this catalog.

Graduation Requirements

To receive the degree of BS in Chemistry, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 98 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements and clear all accounts with the university. Candidates for degrees are reminded that grades of "I" assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (98 credits)

Option 1: Concentration - Industrial Chemistry

| | # of credits |
|---|---------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁸⁴ ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201. | |

⁸⁴ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

e) Basic Science Studies 6 cr.
Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201.

Core Requirements 29 cr.
CHM 211, CHM 215, PHS 212, PHS 271, MAT 213, MAT 224, MAT 235, STA 203, ACO 201, BAD 201

Major Requirements 36 cr.
CHM 221, CHM 222, CHM 272, CHM 321, CHM 322, CHM 325, CHM 430, CHM 432, CHM 434, CHM 440, CHM 490

Free Electives 6 cr.

Option 2: Concentration - Environmental Chemistry

General Education Requirements # of credits

a) Communications Skills 27 cr.

ENL 213, ENL 230 6 cr.

b) Computer Skills 3 cr.
CSC 201

c) Cultural Studies 9 cr.

ARB 211 or ARB 231

REG 212 or REG 213

One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201.

d) Social Science Studies 3 cr.

One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁸⁵ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201

e) Basic Science Studies 6 cr.

Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201.

Core Requirements 29 cr.
CHM 211, CHM 215, PHS 212, PHS 271, MAT 213, MAT 224, MAT 235, STA 203, BIO 211, ENS 445

Major Requirements 36 cr.
CHM 221, CHM 222, CHM 272, CHM 321, CHM 322, CHM 325, CHM 431, CHM 433, CHM 435, CHM 440, CHM 490

Free Electives 6 cr.

⁸⁵ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

**Bachelor of Science in Chemistry
Suggested Program (98 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| CHM | 211 | Principles of Chemistry | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| STA | 203 | Biostatistics | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| CHM | 215 | Quantitative Analysis | 4 cr. |
| CHM | 221 | Organic Chemistry I | 3 cr. |
| MAT | 224 | Calculus VI | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (14 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| CHM | 222 | Organic Chemistry II | 3 cr. |
| CHM | 321 | Physical Chemistry I | 3 cr. |
| CHM | 272 | Organic Chemistry II Laboratory | 2 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| CHM | 322 | Physical Chemistry II | 4 cr. |
| CHM | 325 | Inorganic Chemistry | 4 cr. |
| PHY | 212 | Electricity & Magnetism | 3 cr. |
| PHY | 271 | Electricity & Magnetism Lab | 1 cr. |
| — | — | GER | 3 cr. |

Option 1: Concentration - Industrial Chemistry

Fall Semester III (17 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| BAD | 201 | Fundamentals of Management | 3 cr. |
| CHM | 430 | Polymer Chemistry | 4 cr. |
| CHM | 432 | Chemistry & Processing of Food | 3 cr. |
| CHM | 440 | Instrumental Analysis | 4 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|----------------------------|-------|
| ACO | 201 | Principles of Accounting I | 3 cr. |
| CHM | 434 | Materials Chemistry | 4 cr. |
| CHM | 490 | Chemistry Project | 2 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Option 2: Concentration - Environmental Chemistry

Fall Semester III (17 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| BIO | 211 | General Biology I | 4 cr. |
| CHM | 431 | Atmospheric Chemistry & Pollution | 3 cr. |
| CHM | 440 | Instrumental Analysis | 4 cr. |
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| CHM | 433 | Soil Chemistry & Pollution | 4 cr. |
| CHM | 435 | Aquatic Chemistry & Pollution | 4 cr. |
| CHM | 490 | Chemistry Project | 2 cr. |
| ENS | 445 | Environmental Law & Regulations | 2 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Chemistry

CHM 101 General Chemistry I (3.0), 3 cr. An introductory course about the atomic theory, chemical bonding and periodicity, stoichiometry; the state of matter, gases and solutions.

CHM 102 General Chemistry II (3.0); 3 cr. Cover chemical equilibrium, acids and bases, electrochemistry, an overview of the groups in the periodic table, and an introduction to organic chemistry and nuclear chemistry. *Prerequisite:* CHM 101.

CHM 103 Introductory Chemistry (3.0); 3 cr. Improves the students knowledge of the fundamental concepts in chemistry. The course brings about sharpening judgements on chemical questions and enhancing problem solving skills. The materials covered deal with stoichiometry, atomic structure, chemical periodicity and bonding, gases, thermochemistry, solutions, and chemical equilibria.

CHM 171 General Chemistry I Laboratory (0.3); 1 cr. Selected experiments in general chemistry I. *Corequisite:* CHM 101.

CHM 172 General Chemistry II Laboratory (0.3); 1 cr. Selected experiments in general chemistry II. *Corequisite:* CHM 102.

CHM 211 Principles of Chemistry (3.0); 3 cr. Deals with stoichiometry, gases, atomic structure, bonding, liquids, gaseous and solution equilibria. The course is designed for sciences and engineering students.

CHM 213 Basic Organic Chemistry (3.0) 3 cr. This course provides a brief overview to basic principles in Organic Chemistry including the nomenclature, structure, synthesis and reaction of the main function groups of organic compounds. *Prerequisite:* CHM 211.

CHM 215 Quantitative Analysis (3.2); 4 cr. This course deals with the theoretical and practical aspects of chemical analysis. It covers the principles of chemical equilibrium and its application on gravimetric and titrimetric methods of analysis in addition to the fundamental principles of spectroscopy. Statistical evaluation of the accuracy and precision of experimental data is discussed. *Prerequisite:* CHM 211.

CHM 221 Organic Chemistry I (3.0); 3 cr. Introduction to the basic principles and concepts

of organic chemistry with an emphasis on the relation between structure and properties, chemistry of hydrocarbons and stereochemistry. *Prerequisite:* CHM 211.

CHM 222 Organic Chemistry II (3.0); 3 cr. A study of substitution and elimination reactions and of the chemistry of aromatic compounds, alcohols, ethers, epoxides, aldehydes and ketones, carboxylic acids and derivatives, amines and carbohydrates. *Prerequisite:* CHM 221.

CHM 271 Principles of Chemistry Laboratory (0.2); 1 cr. Introduction to laboratory techniques, selected experiments in chemical analysis. *Corequisite:* CHM 211.

CHM 272 Organic Chemistry Laboratory (1.2); 2 cr. Selected experiments in organic chemistry. *Corequisite:* CHM 222.

CHM 273 Organic Chemistry Laboratory (0.2); 1 cr. Selected experiments in organic chemistry. *Corequisite:* CHM 213.

CHM 321 Physical Chemistry I (3.0); 3 cr. Covers the Law of thermodynamics; macroscopic behavior of gases and kinetic molecular theory; chemical equilibrium; phase equilibrium; properties of ideal and nonideal solutions; electrochemistry. *Prerequisite:* CHM 211.

CHM 322 Physical chemistry II (3.3); 4 cr. Covers chemical kinetics and mechanisms of catalysis; surface chemistry and photochemical kinetics; introduction to statistical mechanics; the development of the atomic theory; present state of quantum theory of atoms and molecules; spectroscopy. *Prerequisite:* CHM 321.

CHM 325 Inorganic Chemistry (3.3); 4 cr. Covers electronic structure and properties of atoms; structure and bonding of inorganic substances, the unit cell, VSEPR theory, bond energies; periodicity and correlation with the electronic structure, properties of the main-group elements and the d-transition metals; organometallic complexes and their applications in synthesis and catalysis. *Prerequisite:* CHM 211.

CHM 430 Polymer Chemistry (3.3); 4cr. Covers structure, characterization, synthesis and classification of polymers; mechanical properties; stability; and applications in

packaging, insulators and fibers etc.
Prerequisites: CHM 222 & CHM 322.

CHM 431 Atmospheric Chemistry & Pollution (3.0); 3 cr. Covers the chemical composition of the earth's atmosphere and the major factors that control its chemical composition. Emphasizes the effects of the biosphere and the changes induced by human activities. Topics such as climate change, ozone depletion, urban air pollution and acid rain will be developed. *Prerequisite:* CHM 322.

CHM 432 Chemistry & Processing of Food (3.0); 3 cr. Provides an overview of the chemical and physical properties of food components and additives. Covers the processing operations of important food classes (beverages, fruits and vegetables, dairy products); major chemical changes taking place during processing and storage of foods; and principal methods of analysis used in the food industry. *Prerequisite:* CHM 222.

CHM 433 Soil Chemistry & Pollution (3.3); 4 cr. Covers chemistry of inorganic and organic soil components with emphasis on environmental significance of soil solution-solid phase equilibrium, sorption phenomena, ion exchange processes, reaction kinetics, redox reactions, and acidity and salinity processes. Also covers soil pollution: sources, dispersion, and remediation methods. *Prerequisites:* CHM 215, CHM 222, BIO 211.

CHM 434 Materials Chemistry (3.3); 4cr. Application of the basic concepts of chemistry to

energy conversion (thermochemistry, nuclear chemistry), electrochemistry and materials (metals, ceramics, and polymers). *Prerequisite:* CHM 322.

CHM 435 Aquatic Chemistry & Pollution (3.3); 4 cr. Covers chemical, biological and toxicological properties of water and their effects on the biosphere. Substances that alter the natural water. Sources, reactions, transports and fates of organic, inorganic, and pathogenic pollutants in water. Analytical testing methods used to assess the toxicity impact of pollutants, and pollution remediation techniques. *Prerequisites:* CHM 215, CHM 222, BIO 211.

CHM 440 Instrumental Analysis (3.3); 4 cr. Covers theory, practice and applications of modern analytical instrumentation: different aspects of instrumental analysis in areas of separation sciences and spectroscopy. Introduces instrumental methods of analysis, including gas and liquid chromatography; atomic, ultraviolet/visible, infrared, and fluorescence spectroscopy; nuclear techniques; and electrochemical methods. The use and the interpretation of data from these instruments will be practiced in the laboratory. *Prerequisite:* CHM 215.

CHM 490 Chemistry Project; 1, 2 or 3 cr. Upon the consent of an advisor the student carries out a research project, gaining deeper skills in problem-solving, performing a literature review, experimental techniques, designing experiments, analyzing data and preparing a final report. *Prerequisite:* Senior standing.

The Degree of Bachelor of Science in Environmental Science

The recent environmental challenges on the local, regional and global levels are making environmental issues a major concern in our professional and social lives. Exponential population growth, industrialization and the tapping of energy resources are polluting our environments and depleting our resources. Environmental Science provides an understanding of ecological systems, of environmental components like air, water and soil, and of pollution sources and environmental degradation. Environmental scientists are equally prepared for problem solving, pollution prevention, environmental protection and conservation of natural resources.

Holders of a BS degree in environmental science will be ideally suited for careers in:

- *Public agencies*: Ministries of environment, water resources, electricity, oil and urban planning.
- *Industry*: Emission and waste monitoring, pollution clean-up.
- *Engineering*: Environmental impact assessment, remediation techniques.
- *Environmental and health agencies*: Performing laboratory analysis.
- *Teaching and research*.

Admission Requirements

For admission requirements to the degree of BS in environmental science, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in environmental science, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 104 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (104 Credits)

| | # of credits |
|---|---------------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁸⁶ ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |

⁸⁶ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

| | |
|---|---------------|
| e) Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 44 cr. |
| BIO 211, BIO 212, CSC 318, CHM 211, CHM 215, CHM 221, CHM 222, CHM 272, ENS 303, ENS 321, GEO 201, GEO 311, PHS 208, STA 203. | |
| Major Requirements | 27 cr. |
| ENS 322, ENS 323, ENS 430, ENS 450, ENS 471, ENS 490 and also three freely chosen Environmental Science courses 3 credits each. | |
| Free Electives | 6 cr. |

**Bachelor of Science in Environmental Science
Suggested Program (104 Credits)**

Fall Semester I (16 Credits)

| | | | |
|-----|-----------|---|-------|
| ENS | 201 | Introduction to Environmental Science (GER) | 3 cr. |
| CHM | 211 | Principles of Chemistry | 3 cr. |
| BIO | 211 | General Biology I | 4 cr. |
| ARB | 211 / 231 | GER | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| GEO | 201 | Physical Geology | 3 cr. |
| CHM | 221 | Organic Chemistry I | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| BIO | 212 | General Biology II | 4 cr. |
| ENL | 230 | English in the Work Place (GER) | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|-----|-----------|---------------|-------|
| REG | 212 / 213 | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester II (14 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| ENS | 303 | Ecology | 3 cr. |
| ENS | 321 | Soil Pollution | 3 cr. |
| CHM | 222 | Organic Chemistry II | 3 cr. |
| CHM | 272 | Organic Chemistry Laboratory | 2 cr. |
| PHS | 208 | Physics for Life Sciences I | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|-----------------------|-------|
| ENS | 322 | Water Pollution | 3 cr. |
| GEO | 311 | Hydrogeology | 3 cr. |
| CHM | 215 | Quantitative Analysis | 4 cr. |
| STA | 203 | Biostatistics | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (6 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-------------------|-----|----------------------------------|-------|
| CSC | 318 | Geographical Information Systems | 3 cr. |
| ENS | 323 | Air Pollution | 3 cr. |
| ENS | 430 | Solid Waste Management | 3 cr. |
| ⁸⁷ ENS | — | Free Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|------------------|-----|----------------------------------|-------|
| ENS | 450 | Environmental Impact Assessments | 3 cr. |
| ¹ ENS | — | Free Elective | 3 cr. |
| ¹ ENS | — | Free Elective | 3 cr. |
| ENS | 471 | Field and Laboratory Work | 3 cr. |
| ENS | 490 | Seminar or Senior Project | 2 cr. |

⁸⁷ Choose an environmental science course, 3 credits.

Undergraduate Courses: Environmental Science

ENS 201 Introduction to Environmental Science (3.0); 3 cr. Introduction to the basic environmental global problems facing the Earth with emphasis on pollution and the use of energy resources. *Prerequisite:* Sophomore Standing.

ENS 202 The Environment and Sustainable Development (3.0); 3 cr. Introduction to sustainable development: concepts, goals, ecological, economic and social aspects. Fundamental environmental issues in sustainable development: natural resources management, population, food production, energy. International organizations and efforts. Standards and policies. Emerging technological applications and their impact. Resolution of environmental conflicts.

ENS 205 Environment, Society and Ethics (3.0); 3 cr. Population dynamics and community organization. World's economic unbalance and consequent impacts on human health and quality of life. International Politics and the environment. Environmental Law. Ethics and sustainability.

ENS 206 Ecotourism (3.0); 3 cr. Principles, characteristics and organization. Sustainability based on environmental protection, conservation and beneficial community and social interests. International experience, domestic ecotourism: description and geography. Field trips to the major nature reserves and sites of natural beauty in Lebanon.

ENS 303 Ecology (3.0); 3 cr. Principles of ecosystems; the interaction of organisms & their environment. Food web, energy flow & nutrient cycling in ecosystems. Factors which affect the distribution & abundance of species: Wildlife resources & extinction. *Prerequisite:* BIO 212. Also listed as BIO 314

ENS 312 Environmental Health (3.0); 3 cr. Provides general understanding of how environmental factors are involved in the transmission of communicable diseases. Health hazards resulting from exposure to chemical and physical factors in the environment are emphasized as well.

ENS 321 Soil Pollution (3.0); 3 cr. Soil formation, soil chemistry. Soil erosion, weathering, salinity, soil rehabilitation. Soil contamination from environmental contaminants: Their fixation/ mobility.

Dispersion in the environment. Soil remediation methods.

ENS 322 Water Pollution (3.0); 3 cr. Natural water quality. Contaminant Hydrogeology: Chemical and physical contaminants. Marine Pollution. Problems arising from water treatment and resource use.

ENS 323 Air Pollution (3.0); 3 cr. Composition of the atmosphere. Climate and weather. Global atmospheric changes. Indoor and outdoor air pollution. Air pollution control processes, air pollutants dispersion modeling. *Prerequisite:* ENS 201.

ENS 332 Plants and Pollution (3.0); 3 cr. Biomes on Earth. Loss of biodiversity and desertification. Preventive measures. Forest resources and conservation. Interaction between plants and pollution, plant pollutant uptake and physiological responses. *Prerequisite:* BIO 212.

ENS 420 Energy Resources (3.0); 3 cr. Fossil fuels energy resources. Mineral resources. Alternative energy resources. Technological hazards and environmental impacts including political, economic and social consequences of their exploitation.

ENS 422 Pollution of Marine Environment, (3.0); 3 cr. Introduction to the marine ecosystems, sources and types of pollutants, environmental degradation and its impact. Marine pollution management. International legislation for the conservation of marine environment.

ENS 423 Water and Wastewater Quality and Treatment (3.0); 3 cr. Water and wastewater treatment processes. Consequent health impacts. Water and wastewater control techniques. Water protection.

ENS 424 Conservation Biology (3.0); 3 cr. The application of biological principles to issues in the conservation biology will be examined within a context that integrates biology, land management, protection and development. *Prerequisites:* ENS 203. Also listed as BIO 424.

ENS 425 Forest Resource Conservation (3.0); 3 cr. Ecological, social and economic principles applied in the management of forest and wildland resources, forests, range, water, fish and game. Evaluation of alternate management plans: introduction to integrative planning: The

interactions of water, wood, wildlife, range fisheries, and recreation resources. *Prerequisite:* BIO 212.

ENS 430 Solid Waste Management (3.0); 3 cr. Solid waste management and disposal. Treatment processes: Recycling, composting, landfilling. Introduction to hazardous/toxic waste.

ENS 431 Industrial Waste Management (3.0); 3 cr. Industrial waste: sources, types, quality, quantity and impact assessment. Treatment processes and detoxification. Disposal.

ENS 440 Environmental Natural Hazards (3.0); 3 cr. Seismic hazards; volcanoes; Atmospheric hazards; floods and Hydrologic hazards; landslides and rockfalls; design with nature; human interaction with the environment; risk maps; case studies.

ENS 441 Mitigation Measures and Policies (3.0); 3 cr. Rehabilitation concepts; mitigation procedures, design, and methodology; application to quarries, landfills, coastal erosion, landslides, floods.

ENS 445 Environmental Law & Regulations (2.0); 2 cr. Provides an overview of national and international environmental law and regulations, enforcement, and liability. Emphasizes practical working knowledge about the workings of environmental law, regulations, and the regulatory agencies. *Prerequisite:* Senior standing.

ENS 450 Environmental Impact Assessments (3.0); 3 cr. The assessment of a project environmental limitations, precautions,

mitigation, legal measures and the various methodologies of technical investigation, monitoring and assessment.

ENS 451 Environmental Biotechnology (3.0); 3 cr. The use of biotechnology as it relates to various environmental technologies: biodegradation, remediation, biodegradable materials, energy saving process and chemical production from renewable resources. *Prerequisites:* BIO 211, BIO 212. Also listed as BIO 451.

ENS 471 Field and Laboratory Work (1.2); 3 cr. Investigation of polluted sites and risk assessments. Environmental field work. Sampling methods. Laboratory analysis.

ENS 475 Selected Topics in Environmental Science (3.0); 3 cr. Students study recent and current environmental issues and topics. *Prerequisite:* Specified when offered.

ENS 485 Seminar; 2 cr. Students work on selected papers from recent biological, earth and environmental science journals. Under the supervision of an advisor. *Prerequisite:* Senior Standing.

ENS 490 Senior Project; 3 cr. After consultation with the Department, students run an environmental research project (case study) that will be presented as a seminar.

ENS 495 Research in Environmental Science; 1, 2 or 3 cr. An independent research project in an area of environmental science under the direction of a faculty mentor. *Prerequisite:* Senior standing and consent of the instructor.

The Degree of Bachelor of Science in Medical Laboratory Technology

Medical Laboratory Technology (MLT) is a clinically-oriented curriculum that combines academic and professional training. It is designed specifically to meet modern requirements for the profession of medical laboratory technology. MLT is an important contributor to the medical team involved in the diagnosis and treatment of diseases. Physicians rely heavily upon laboratory test results before making decisions. Thus, students will be trained to develop their ability to interpret generated laboratory results in order to provide reliable data for disease diagnosis. An MLT graduate may be employed as laboratory technician, researcher, assistant to a physician, or any other technical position in scientific, medical or pharmaceutical laboratories of hospitals and universities.

Admission Requirements

For admission requirements to the degree of BS in Medical Laboratory Technology, refer to the section entitled "Undergraduate Admission" of this catalog.

Graduation Requirements

To receive the degree of BS in Medical Laboratory Technology, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 103 credits (including clinical training), with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of "I" assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (103 Credits)

| | # of credits |
|---|---------------|
| General Education Requirements | 18 cr. |
| Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| Computer Skills | 3 cr. |
| CSC 201 | |
| Cultural Studies | 6 cr. |
| ARB 211 or ARB 231 | |
| REG 212 or REG 213 | |
| Basic Science Studies | 3 cr. |
| One course from the following: ENS 201, HEA 201, BIO 203, AST 201, NTR 201. | |
| Core Requirements | 28 cr. |
| BIO 211, BIO 215, BIO 227, CHM 211, CHM 215, CHM 221, CHM 222, CHM 272, STA 203. | |
| Major Requirements | 51 cr. |
| BIO 222, MLT 312, MLT 313, MLT 315, MLT 317, MLT 323, MLT 324, MLT 326, MLT 328, MLT 330, MLT 340, MLT 401, MLT 402, MLT 410, MLT 420, MLT 430, MLT 440, MLT 450, MLT 460, MLT 470. | |
| Free Electives | 6 cr. |

**Bachelor of Science in Medical Laboratory Technology
Suggested Program (103 Credits)**

Fall Semester I (16 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| BIO | 211 | General Biology I | 4 cr. |
| CHM | 211 | Principles of Chemistry | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|-------------------------------|-------|
| BIO | 215 | Introductory Human Physiology | 3 cr. |
| CHM | 215 | Quantitative Analysis | 4 cr. |
| CHM | 221 | Organic Chemistry I | 3 cr. |
| STA | 203 | Biostatistics | 3 cr. |
| BIO | 222 | Immunology | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|-----|-------|--------------------------------|-------|
| ARB | 211 / | GER | 3 cr. |
| | 231 | | |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |

Fall Semester II (16 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| CHM | 222 | Organic Chemistry II | 3 cr. |
| CHM | 272 | Organic Chemistry Laboratory | 2 cr. |
| MLT | 312 | Clinical Chemistry I | 3 cr. |
| MLT | 313 | Clinical Bacteriology I | 3 cr. |
| MLT | 315 | Clinical Parasitology I | 2 cr. |
| MLT | 317 | Clinical Pathology I | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|---|-------|
| BIO | 227 | Biochemistry | 3 cr. |
| MLT | 323 | Clinical Chemistry II | 3 cr. |
| MLT | 324 | Clinical Bacteriology II | 3 cr. |
| MLT | 326 | Clinical Parasitology II | 2 cr. |
| MLT | 328 | Clinical Pathology II | 3 cr. |
| MLT | 330 | Clinical Histopathology and Cytology Techniques | 2 cr. |

Summer Session II (6 Credits)

| | | | |
|-----|-------|---------------|-------|
| REG | 212 / | GER | 3 cr. |
| | 213 | | |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| MLT | 340 | Serology | 2 cr. |
| MLT | 401 | Selected Topics in Laboratory Medicine I | 1 cr. |
| MLT | 410 | Training in Clinical Chemistry | 4 cr. |
| MLT | 420 | Training in Clinical Hematology | 4 cr. |
| MLT | 430 | Training in Clinical Bacteriology | 4 cr. |

Spring Semester III (12 Credits)

| | | | |
|-----|-----|--|-------|
| MLT | 402 | Selected Topics in Laboratory Medicine II | 1 cr. |
| — | — | GER (Basic Sciences) | 3 cr. |
| MLT | 440 | Training in Clinical Parasitology & Urinalysis | 2 cr. |
| MLT | 450 | Training in Serology | 2 cr. |
| MLT | 460 | Training in Blood Banking | 2 cr. |
| MLT | 470 | Training in Phlebotomy, Cytogenetics & Histological Techniques | 2 cr. |

Undergraduate Courses: Medical Laboratory Technology

MLT 311 Clinical Chemistry I (2.0); 2 cr. Concepts of clinical chemistry, mechanisms of diseases and the correlation of laboratory data with those diseases. Clinical interpretation of normal and abnormal values. *Prerequisite:* CHM 211.

MLT 312 Clinical Chemistry I (3.0); 3 cr. Concepts of clinical chemistry, mechanisms of diseases and the correlation of laboratory data with those diseases. Clinical interpretation of normal and abnormal values. *Prerequisite:* CHM 211.

MLT 313 Clinical Bacteriology I (3.0); 3 cr. Fundamental aspects of basic and clinical bacteriology. The course consists of lectures and demonstrations in general bacteriology. *Prerequisite:* BIO 211.

MLT 315 Clinical Parasitology I (2.0); 2 cr. An introductory course on the theory and laboratory techniques used in the diagnosis of parasitic infections of humans. *Prerequisite:* BIO 211.

MLT 317 Clinical Pathology I (3.0); 3 cr. The course consists of lectures and demonstrations in hematology, serology and blood banking.

MLT 322 Clinical Chemistry II (2.0); 2 cr. Continuation of MLT 311. *Prerequisite:* MLT 311.

MLT 323 Clinical Chemistry II (3.0); 3 cr. Continuation of MLT 312. *Prerequisite:* MLT 312.

MLT 324 Clinical Bacteriology II (2.2); 3 cr. Deals with practical experiments in clinical bacteriology which include preparation of smears and culture media, identification tests, for different types of bacteria encountered in clinical microbiology. *Prerequisite:* MLT 313.

MLT 326 Clinical Parasitology II (1.2); 2 cr. Continuation of MLT 315, deals with basic clinical parasitology. Lectures and demonstrations in laboratory techniques that are used in the diagnosis of parasitic infections of humans. *Prerequisite:* MLT 315.

MLT 328 Clinical Pathology II (3.0); 3 cr. Continuation of MLT 317.

MLT 330 Clinical Histopathology and Cytology Techniques (2.0); 2 cr. Series of lectures in cell biology and normal histology of various human tissues. Lectures on techniques of tissue handling, preparation and staining of specimens and smear of cytological material.

MLT 340 Serology (2.0); 2 cr. Basic aspects of clinical serology which involves the study of mechanisms, different formats, interfering factors, application and interpretation of commonly used serological tests.

MLT 401 Selected Topics in Laboratory Medicine I; 1 cr. Lectures on recent advances or special topics in the various disciplines of laboratory medicine.

MLT 402 Selected Topics in Laboratory Medicine II; 1 cr. Continuation of MLT 401.

MLT 410 Practical Training in Clinical Chemistry; 4 cr. 5-weeks practical training in clinical chemistry.

MLT 420 Practical Training in Clinical Hematology 4 cr. 5-weeks practical training in clinical hematology.

MLT 430 Practical Training in Clinical Bacteriology; 4 cr. 5-weeks practical training in clinical bacteriology.

MLT 440 Practical Training in Clinical Parasitology and Urinalysis; 2 cr. 4-weeks practical training in clinical parasitology and urinalysis.

MLT 450 Practical Training in Serology; 2 cr. 4-weeks practical training in serology.

MLT 460 Practical Training in Blood Banking; 2 cr. 4-weeks practical training in blood banking.

MLT 470 Practical Training in Phlebotomy, Cytogenetics & Histological Techniques; 2 cr. 4-weeks practical training in phlebotomy, cytogenetics & histological techniques.

The Degree of Bachelor of Science in Nutrition and Dietetics

Nutrition and Dietetics is an interdisciplinary field that focuses on the principles of human nutrition and foods. Nutrition is the study of food intake influence on health and well-being. It covers specific nutrients' requirements in the diet, their physiological functions in the body and the consequences of nutrients deficiency. It requires an understanding of the composition of food and factors that determine food choice and availability. The study of nutrition also explores the role of diet in the causation of diseases of multi-factorial origin, such as heart disease, diabetes and cancer. The importance of nutrition in preventing diseases has now become well recognized in both developing and developed countries. Dietetics is becoming increasingly important in health promotion and wellness of people throughout the life cycle, from infancy to old age, and in the care of people who are ill. Rapid advances in medicine increase the dietitian's role as a member of the health care team.

Various career opportunities are available to the nutritionist and registered dietitian. Clinical nutritionists and dietitians work closely with other health professionals in hospitals, nursing homes, out-patient clinics, public health agencies and food service/or food processing industries. Administrative dietitians direct the planning, purchasing, production and service of meals in medical centers, restaurants and schools. Holders of graduate degrees in nutrition and dietetics may teach in universities or do research in the field. Experienced registered dietitians may become consultants and go into private practice.

Admission Requirements

For admission requirements to the degree of BS in Nutrition or BS in Nutrition and Dietetics, refer to the section entitled "Undergraduate Admission" of this catalog.

Graduation Requirements

To receive the degree of BS in Nutrition and Dietetics a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 94 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of "I" assigned during the last semester to courses required for graduation will result in delaying of graduation.

Dietetics Internship

Graduates wishing to qualify as professional dietitians must complete a dietetics internship by spending a minimum of six months in a hospital. Although it is the responsibility of the graduate to make all arrangements for the dietetics internship with a hospital, the University may provide orientation and assistance in identifying internship opportunities. The certificate or attestation that a graduate has completed the required training period will be granted by the hospital.

**Degree Requirements
(94 credits)**

| | Number | of |
|--|----------------|-----------|
| | credits | |
| General Education Requirements | 18 cr. | |
| Communications Skills | 6 cr. | |
| ENL 213, ENL 230 | | |
| Computer Skills | 3 cr. | |
| CSC 201 | | |
| Cultural Studies | 6 cr. | |
| ARB 211 or ARB 231 | | |
| REG 212 or REG 213 | | |
| Basic Science Studies | 3 cr. | |
| One course from the following: ENS 201, HEA 201, BIO 203, AST 201. | | |
| Core Requirements | 40 cr. | |
| BIO 211, BIO 215, BIO 227, BIO 320, CHM 211, CHM 213, CHM 215, CHM 273, BAD 201, FBM 313, PSL 201, SOL 201, STA 203 | | |
| Major Requirements | 30 cr. | |
| NTR 201, NTR 320, NTR 325, NTR 330, NTR 425, NTR 430, NTR 435, NTR 440, NTR 445, NTR 450, NTR 495 | | |
| Free Electives | 6 cr. | |

**Bachelor of Science in Nutrition and Dietetics
Suggested Program (94 Credits)**

Fall Semester I (16 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| BIO | 211 | General Biology I | 4 cr. |
| CHM | 211 | Principles of Chemistry | 3 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| NTR | 201 | Basic Human Nutrition | 3 cr. |
| PSL | 201 | Introduction to Psychology | 3 cr. |

Spring Semester I (14 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| BIO | 227 | Introductory Biochemistry | 3 cr. |
| CHM | 213 | Basic Organic Chemistry | 3 cr. |
| CHM | 215 | Quantitative Analysis | 4 cr. |
| CHM | 273 | Organic Chemistry Lab. | 1 cr. |
| ENL | 230 | English in the Work Place (GER) | 3 cr. |

Fall Semester II (16 Credits)

| | | | |
|-----|-----|------------------------------------|----------------|
| CSC | 201 | Computers and their Use (GER) | 3 cr. |
| HTM | 313 | Food Production | 3 cr. |
| NTR | 320 | Food Chemistry | 2 cr. |
| NTR | 325 | Food Analysis | 2 cr. |
| SOL | 201 | Introduction to Sociology (GER) | 3 cr. 3 cr. |
| — | — | | |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------------|----------------|
| BAD | 201 | Fundamentals of Management | 3 cr. |
| BIO | 215 | Introductory Human Physiology | 3 cr. |
| NTR | 330 | Community Nutrition | 3 cr. |
| STA | 203 | Biostatistics (GER) | 3 cr. 3 cr. |
| — | — | | |

Fall Semester III (16 Credits)

| | | | |
|-----|-----|---|----------------|
| BIO | 320 | Microbiology | 4 cr. |
| NTR | 425 | Food Processing | 3 cr. |
| NTR | 430 | Advanced Human Nutrition | 3 cr. |
| NTR | 445 | Introduction to Dietetics Profession (GER) | 3 cr. 3 cr. |
| — | — | | |

Spring Semester III (17 Credits)

| | | | |
|-----|-----|---|-------|
| NTR | 435 | Nutrition in the Life Cycle | 3 cr. |
| NTR | 440 | Therapeutic Nutrition | 4 cr. |
| NTR | 450 | Dietetics: Counseling and Communication | 2 cr. |
| NTR | 495 | Project in Nutrition | 2 cr. |
| — | — | Free Elective | 6 cr. |

Undergraduate Courses: Nutrition and Dietetics

NTR 201 Basic Human Nutrition (3.0); 3 cr. An introduction to the study of carbohydrates, fats, proteins, vitamins and minerals and their effects on health. An overview of the processes of digestion, absorption and their metabolism. *Prerequisite:* Sophomore Standing and ENL 109.

NTR 212 Food Sanitation and Safety (3.0); 3 cr. Food microbiology and food hygiene; causes of food poisoning and food-borne infections; prevention and safety. *Prerequisite:* NTR 201.

NTR 320 Food Chemistry (2.0); 2 cr. Covers chemical composition, physical and sensory properties of foods. Focuses on the structural considerations of food components (water in foods, lipids, carbohydrates & proteins), chemicals in foods, browning reactions and flavor of foods. *Prerequisite:* BIO 227.

NTR 325 Food Analysis (1.2); 2 cr. Introduces the laboratory methods for chemical analysis of nutrients and chemicals in food products. *Prerequisite:* CHM 215. *Corequisite:* NTR 320.

NTR 330 Community Nutrition (3.0); 3 cr. Focuses on community nutrition education programs in schools, health centers, government institutions, and mass media. Emphasis on current research in assessing community nutrition program needs as well as program implementation. *Prerequisite:* NTR 201.

NTR 425 Food Processing (2.2); 3 cr. Covers the changes in basic constituents of foods (carbohydrates, lipids, proteins, vitamins, minerals, food enzymes, and water) resulting from processing and preparation. Focuses on the principles of food spoilage and food preservation, and the different laboratory methods of food processing. *Corequisite:* BIO 320.

NTR 430 Advanced Human Nutrition (3.0); 3 cr. Covers human physiological needs for energy requirements; body needs from food groups such as carbohydrates, proteins and fats; control of nutrient metabolism; and methods of the nutritional assessment. *Prerequisite:* NTR 201.

NTR 435 Nutrition in the Life Cycle (3.0); 3 cr. Covers the basic nutritional needs of people throughout their life cycle (infancy, childhood, adolescence, adulthood and elderly people) and the special nutritional requirements during pregnancy and lactation. *Prerequisite:* NTR 430

NTR 440 Therapeutic Nutrition (3.2); 4 cr. Covers the nutritional needs of individuals throughout their life cycle and in various diseases. Provides the students with an understanding of how nutritional status is assessed in relation to health and disease at the individual and community levels by covering case studies reports and study modules. *Prerequisite:* NTR 430.

NTR 445 Introduction to Dietetics Profession (3.0); 3 cr. Reviews basic skills needed by the dietician including nutritional care, ethics, role and responsibilities in various employment settings. *Prerequisite:* Senior standing.

NTR 450 Dietetics Counseling and Communication (2.0); 2 cr. Application of the principles of dietetics in a hospital setting. Focuses on the techniques in collection and interpretation of dietary intake. Emphasis on the team concept of patient care and strategies for promoting change in nutritional education. *Corequisite:* NTR 445.

NTR 451 Advanced Nutrition I (3.0); 3 cr. Covers carbohydrates, proteins, lipids, fiber and other nutrients, and examines their body metabolism. *Prerequisite:* Senior standing and NTR 430.

NTR 452 Advanced Nutrition II (3.0); 3 cr. Covers the nutritional, biochemical and physiological aspects of vitamins and minerals in human body. *Prerequisite:* NTR 451.

NTR 455 Diet Therapy in Inborn Errors of Metabolism (3.0); 3 cr. The course deals with congenital defects that require special diet manipulations and possible nutrition support. *Prerequisite:* NTR 440.

NTR 495 Project in Nutrition; 2 cr. Emphasizes current research in nutrition and dietetics. *Prerequisite:* Senior standing and consent of instructor.

The Degree of Bachelor of Science in Physics

Physics is the discovery the inner fundamental unity of the natural world, from the whole universe to the insides of the smallest nucleus. It is the science that studies the basic laws of nature that produce the wealth of phenomena observed in everyday life.

Holders of a BS in physics can pursue a career in teaching or follow graduate studies. Other options include, among others, working in hospitals as medical physicists or in industry for running quality control labs or devising numerical simulations.

Admission Requirements

For admission requirements to the degree of BS in physics, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of BS in physics, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 94 credits with an overall grade point average (GPA) of at least 2.0/4.0 and a minimum GPA of 2.0/4.0 in both the core and major requirements, and clear all accounts with the university. Candidates for degrees are reminded that grades of “I” assigned during the last semester to courses required for graduation will result in delaying of graduation.

Degree Requirements (94 credits)

| | # of credits |
|---|---------------|
| General Education Requirements | 27 cr. |
| a) Communications Skills | 6 cr. |
| ENL 213, ENL 230 | |
| b) Computer Skills | 3 cr. |
| CSC 201 | |
| c) Cultural Studies | 9 cr. |
| ARB 211 or ARB 231, REG 212 or REG 213 | |
| One course from the following: PHL 211, LIR 211, LIR 212, LIR 213, HUT 305, HUT 306, FAP 200, FAP 201, FAP 202, FAP 203, FAP 204, FAP 205, FAP 206, FAP 214, PDP 201. | |
| d) Social Science Studies | 3 cr. |
| One course from the following: HIT 201, HIT 211, PSL 201, PSL 211, SOL 201, POS 201, ⁸⁸ ECN 200, ECN 211, ECN 212, MRK 201, HTM 201, BAD 201 | |
| e) Basic Science Studies | 6 cr. |
| Two distinct courses from the following: ENS 201, ENS 202, ENS 206, NTR 201, HEA 201, BIO 202, BIO 203, AST 201. | |
| Core Requirements | 30 cr. |
| MAT 213, MAT 215, MAT 224, MAT 235, PHS 205, PHS 212, PHS 213, PHS 271, PHS 272, AST 210, CSC 212 or CSC 214. | |

⁸⁸ Students cannot receive credits for both ECN 200 and ECN 211 or ECN 212.

Major Requirements

31 cr.

PHS 346, PHS 350, PHS 303, PHS 375, PHS 415, PHS 417, PHS 435,
Choose three from the following: PHS 301, PHS 315, PHS 403, PHS 405
EEN 210, EEN 211, MEN 320, MEN 321, MEN 550.

Free Electives

6 cr.

**Bachelor of Science in Physics
Suggested Program (94 Credits)**

Fall Semester I (16 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| CSC | 201 | Computers and Their Use (GER) | 3 cr. |
| MAT | 213 | Calculus III | 3 cr. |
| MAT | 215 | Linear Algebra I | 3 cr. |
| PHS | 205 | Thermodynamics and Waves | 4 cr. |
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|--|-------|
| AST | 210 | Introduction to Astronomy & Astrophysics | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| MAT | 224 | Calculus IV | 3 cr. |
| MAT | 235 | Ordinary Differential Equations | 3 cr. |
| PHS | 212 | Electricity and Magnetism | 3 cr. |
| PHS | 271 | Electricity and Magnetism Laboratory | 1 cr. |

Fall Semester II (16 Credits)

| | | | |
|-----|-----|---|-------|
| CSC | 210 | Fundamentals of Computing for Engineers | 3 cr. |
| PHS | 213 | Modern Physics | 3 cr. |
| PHS | 272 | Modern Physics Laboratory | 1 cr. |
| PHS | 346 | Mathematical Methods for Physics I | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| PHS | 303 | Analytical Mechanics | 3 cr. |
| PHS | 350 | Mathematical Methods for Physics II | 3 cr. |
| PHS | — | — | 3 cr. |
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| PHS | 375 | Experimental Physics | 3 cr. |
| PHS | 415 | Thermal and Statistical Physics | 3 cr. |
| PHS | — | — | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|-----|-----|------------------------|-------|
| PHS | 417 | Electromagnetic Theory | 4 cr. |
| PHS | 435 | Quantum Mechanics | 3 cr. |
| PHS | — | — | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Undergraduate Courses: Physics

PHS 101 General Physics I (3.0); 3 cr. A basic course covering: vectors, Newton's laws of motion, particle kinematics and dynamics, work, energy, linear and angular momentum, rotational motion, rigid body, equilibrium and Statistics. *Prerequisite:* Freshman Standing.

PHS 102 General Physics II (3.0); 3 cr. A basic course covering electric fields and electrical potential; DC-circuits; magnetic fields; capacitance and inductance; AC-circuits and electromagnetic waves. *Prerequisite:* Freshman Standing.

PHS 171 General Physics I Laboratory (0.3); 1 cr. Laboratory course illustrating the principles and experiments taught in General Physics I. *Corequisite:* PHS 101.

PHS 172 General Physics II Laboratory (0.3); 1 cr. Laboratory course illustrating the principles and experiments taught in General Physics II. *Corequisite:* PHS 102.

PHS 201 Waves and Heats (2.0); 2 cr. Wave motion; sound wave; superposition and standing waves; temperature and ideal gases; heat and first and second laws of thermodynamics. Nature of light; interference of light waves; diffraction and polarization. *Prerequisite:* Sophomore Standing.

PHS 203 General Physics III (3.0); 3 cr. A course covering waves and corpuscles, sound, acoustics, reflection and refraction of light; interference and diffraction; polarization, spectrometry, and laser optics. *Prerequisite:* Sophomore Standing.

PHS 204 Applied Mechanics (4.0); 4 cr. Newton's laws and applications. Conservation of energy and linear momentum, collision. Rotational kinematics and dynamics, angular momentum and its conservation. Equilibrium. Oscillations. Universal gravitation. *Prerequisite:* Sophomore Standing.

PHS 205 Thermodynamics and Waves (4.0); 4 cr. An introduction to thermodynamics and the physics of waves: it covers concepts of temperature and heat, the laws of thermodynamics, heat engine and refrigerators, entropy; the kinetic theory of gases. Added to these, it covers the basic concepts of waves: harmonic waves, energy, superposition principle, reflection of waves, standing waves, with applications to mechanical waves (sound,

surface waves...) and light. *Prerequisite:* Sophomore standing.

PHS 207 Development of Science and Technology (3.0); 3 cr. The principal periods in the development of the scientific thought. The contribution of individuals like Aristotle, Ptolemy, Copernicus, Galileo, Newton, Darwin, Mendel, and Einstein. *Prerequisite:* Sophomore Standing.

PHS 208 Physics for Life Sciences I (3.0); 3 cr. This course covers mechanics, relativity, hydrostatics, hydrodynamics, thermodynamics, and the physics of waves, with special emphasis on biological applications. *Prerequisite:* Sophomore Standing.

PHS 209 Physics for Life Sciences II (3.0); 3 cr. This course covers electricity and magnetism, modern physics: early quantum theory with emphasis on atomic and molecular applications, spectroscopy, nuclear physics, statistical mechanics, with special emphasis on biological and medical applications. *Prerequisite:* Sophomore Standing.

PHS 211 Principles of Physics (3.0); 3 cr. Topics are selected from the fields of mechanics, thermodynamics, acoustics, optics, electricity and magnetism, and modern physics. *Prerequisite:* Sophomore Standing.

PHS 212 Electricity and Magnetism (3.0); 3 cr. Electrostatics: field, potential and dielectric. DC circuits and laws. Magnetic field, Ampere's and Faraday's laws, induction. AC circuits. Qualitative discussion of Maxwell's equations. *Corequisite:* MAT 224.

PHS 213 Modern Physics (3.0); 3 cr. Special Relativity. Quantization of electricity, charge, and light, blackbody radiation. particle-wave duality. Bohr model of Hydrogen. Schrodinger wave equation and application to one dimensional problems. Three-dimensional solution of the Hydrogen atom. Angular momentum and spin. *Corequisite:* MAT 235.

PHS 271 Electricity and Magnetism Laboratory (0.2); 1 cr. Selected experiments in electricity and magnetism. Emphasis is placed on statistical treatment of data and error estimation. *Corequisite:* PHS 212.

PHS 272 Modern Physics Laboratory (0.2); 1cr. Selected experiments in modern physics.

Emphasis is placed on statistical treatment of data and error estimation. *Corequisite*: PHS 213.

PHS 278 Physics for Life Sciences I Lab (0.2); 1 cr. Lab to accompany PHS 208. Experiments are performed in Mechanics, Hydrodynamics, Heat transfer and Waves. *Corequisite*: PHS 208.

PHY 279 Physics for Life Sciences II Lab (0.2) 1 cr. Lab to accompany PHS 209. Experiments in Electricity and Magnetism: Hall Effect, Circuits, Helmholtz Coil, and Modern Physics: Blackbody Radiation, Spectroscopy... *Corequisite*: PHS 209.

PHS 301 Optics (2.2); 3 cr. Topics covered: wave optics and properties of light including interference, Fraunhofer and Fresnel diffraction, polarization and double refraction. Introduction to lasers and holography. *Prerequisite*: PHS 201.

PHS 303 Analytical Mechanics (3.0); 3 cr. Particle kinematics and dynamics, central force problem, motion in non-inertial frames of reference, kinematics and dynamics of rigid bodies, Lagrangian mechanics, small oscillations, and relativistic momentum and energy. *Corequisite*: PHS 350.

PHS 315 Nuclear Physics (3.0); 3 cr. General nuclear properties, radioactivity, nucleon-nucleon interaction, scattering, nuclear models, and nuclear reactions. *Prerequisite*: PHS 213.

PHS 346 Mathematical Methods for Physics I (3.1); 3 cr. The first of two courses covering mathematical tools relevant to the solution of physical problems. Topics include diagonalization of matrices, transformation of coordinates, Jacobian, functions of complex variables, gradient, curl, divergence, and elements of vector analysis. Both courses include a weekly lab session on a mathematical software package. *Prerequisites*: MAT 215, MAT 224.

PHS 350 Mathematical Methods for Physics II (3.1); 3 cr. Second of the series of two courses in mathematical tools of physics. Topics include partial differential equations, Fourier series and transforms, special functions,

orthogonal functions, Greene's functions, integral equations. *Prerequisites*: MAT 215, MAT 224, MAT 235, PHS 346

PHS 375 Experimental Physics (0.6); 3 cr. Experiments in atomic and molecular physics, optics, and mechanical vibrations. Students have to perform open-ended experiments, and use computers for data analysis. *Prerequisites*: PHS 271 and PHS 272.

PHS 403 Elementary Particle Physics (3.0); 3 cr. Survey of elementary particles: leptons, hadrons, and quarks. Invariance principles and conservation laws. Detectors and accelerators. Phenomenological study of interactions. *Prerequisites*: PHS 213, PHS 435.

PHS 405 Solid State Physics (3.0); 3 cr. Topics include crystal structure, the band theory, the free-electron and Fermi-Dirac theory, and the physical properties of semiconductors and metals. *Prerequisites*: EEN 210, EEN 211 and PHS 213.

PHS 415 Thermal and Statistical Physics (3.0); 3 cr. Topics include: entropy and probability, energy and temperature, the three laws of thermodynamics, Maxwell-Boltzmann, Bose-Einstein and Fermi-Dirac statistics, equation of state for simple systems, and elementary theory of phase transitions. *Prerequisites*: PHS 213 and PHS 350.

PHS 417 Electromagnetic Theory (3.0); 3 cr. Maxwell equations with applications to physical problems. Topics include: electrostatics, magnetostatics, Laplace and Poisson equations, dielectric and magnetic materials, electromagnetic waves and radiation, and special theory of relativity. *Prerequisites*: PHS 212, PHS 350.

PHS 435 Quantum Mechanics (4.0) 4 cr. "Modern" quantum Mechanics. Hilbert space, operators, eigenvalues and eigenfunctions. Matrix formulation of quantum mechanics. Time-independent and time dependent perturbation theories. Scattering theory and interaction of radiation with matter. *Prerequisites*: PHS 213, PHS 303, PHS 350.

Undergraduate Courses Astronomy

AST 201 Discovering Astronomy (3.0) 3 cr. A non-calculus based introduction to astronomy. It explores the wonders of the universe using observations from space and from the ground. It covers the solar system, stars and their evolution (black holes, white dwarfs...), galaxies and

cosmology (the Big-Bang...). The course will include an observing night to discover the night sky, readings, and some elementary observations. Not open to physics students

AST 210 Introduction to Astronomy and Astrophysics (3.0) 3 cr. An introductory course in astronomy & astrophysics from a contemporary point of view: it covers the solar system, stars and stellar evolution (red giants, black holes, pulsars), galaxies, and elements of

cosmology (big bang, evolution of the universe) using ground based and space based data and observation. The course will include observational projects and a group observing night to familiarize students with the night sky.

Undergraduate Courses: Geology

GEO 201 Physical Geology (3.0); 3 cr. Basic principles of structural and depositional geologic processes. Structure of the Earth. Minerals, rocks and soils. Minerals and Rocks identification. Geological maps interpretation.
Prerequisite: Sophomore Standing.

GEO 202 Geology for Architects (2.0) 2 cr. Minerals and Rocks, Earthquakes, Interpreting and Reading Topographical and Geological Maps, Geology of Lebanon, Laboratory Application and Field Trips.

GEO 311 Hydrogeology (3.0); 3 cr. Hydrologic cycle; meteorology; groundwater resources and

uses; groundwater movement, natural and artificial discharge. Groundwater erosion and deposition. Lebanon's water resources.

GEO 312 Engineering Geology: 3 cr. Weather and soil-forming Processes: Application of engineering geology in foundations design; properties of rock substance and rock mass; Tunnels; Mass-Wasting Process; Ground Water in Engineering Geology; Fluvial Processes; Dams; Land subsidence; coastal engineering geology; Earthquakes; Case Studies.
Prerequisite: GEO 201.

Undergraduate Courses: Health

HEA 201 Health Awareness (3.0); 3 cr. Comprehensive prevention-oriented approach to personal health topics: stress management, mental health, physical fitness, nutrition and weight control, human sexuality, communicable and chronic diseases, addictive substances and personal safety.

HEA 203 Health Assessment (2.0); 2 cr. Lectures in the assessment of health throughout the life span, where students learn to identify normal and abnormal situations.

FACULTY OF NURSING (FN)

Fr. Boutros Tarabay, *Acting Dean*

FACULTY DIRECTORY

Office of the Acting Dean

Administration Building, 3rd Floor

Tel: 09-218-950/51/52 Extension 2510

E-mail: btarabay@ndu.edu.lb

FACULTY OF NURSING

Acting Dean: *Fr. Boutros Tarabay*

The Degree of Bachelor of Science in Nursing

The objective of this program is to prepare professional nurses able to assess, diagnose, and treat actual or potential health problems. Graduates should also be able to educate individuals, groups and communities in health and health-related issues.

Admission Requirements

For admission requirements to the degree of BS in Nursing refer to the section entitled "Undergraduate Admission" of this catalog.

Graduation Requirements

To receive the degree of BS in Nursing, a student must fulfill all requirements of his/her degree program, complete all required courses, accumulate a total of 112 credits with a minimum overall grade point average (GPA) of at least 2.0/4.0, and a minimum GPA of 2.3/4.0 in core and major courses.

Degree Requirements (112 Credits)

| | Number Credits (cr.) | of |
|---|-------------------------|----|
| General Education Requirements | 18 cr. | |
| a) Communications Skills ENL 213, ENL 230 | 6 cr. | |
| b) Computer Skills CSC 201 | 3 cr. | |
| c) Cultural Studies REG 212 or REG 213 ARB 211 or ARB 231 | 6 cr. | |
| d) Social Science Studies SOL 201 | 3 cr. | |
| Core Requirements | 26 cr. | |
| BIO 207, STA 204, BIO 214, BIO 215, BIO 216, HEA 203, PSL 201, EDU 213, and STA 203. | | |
| Major Requirements | 65 cr. | |
| NRS 201, NRS 202, NRS 311, NRS 321, NRS 323, NRS 325, NRS 327, NRS 340, NRS 371, NRS 373, NRS 375, NRS 377, NRS 421, NRS 423, NRS 425, NRS 427, NRS 430, NRS 471, NRS 473, NRS 475, NRS 477 and NRS 480. | | |

**Bachelor of Science in Nursing
Suggested Program (112 Credits)**

Fall Semester I (16 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| ENL | 213 | Sophomore English Rhetoric (GER) | 3 cr. |
| BIO | 207 | Introduction to Human Biochemistry | 3 cr. |
| STA | 204 | Epidemiology for Nursing | 3 cr. |
| STA | 203 | Biostatistics | 3 cr. |
| BIO | 214 | Introductory Human Anatomy | 3 cr. |
| NRS | 201 | Introduction to Nursing Theory | 3 cr. |

Spring Semester I (16 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| BIO | 215 | Introductory Human Physiology | 3 cr. |
| BIO | 216 | Microbiology & Immunology for Nursing | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| CSC | 201 | Computers and their Use (GER) | 3 cr. |
| NRS | 202 | Introduction to Nursing Practice | 3 cr. |

Summer Session I (8 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| PSL | 201 | Introduction to Psychology | 3 cr. |
| SOL | 201 | Introduction to Sociology (GER) | 3 cr. |
| HEA | 203 | Health Assessment | 2 cr. |

Fall Semester II (16 Credits)

| | | | |
|-----|-----|---|-------|
| NRS | 311 | Pharmacology for Nursing | 3 cr. |
| NRS | 321 | Nursing Care of the Childbearing Family: Theory | 3 cr. |
| NRS | 323 | Nursing Care for Adults I: Theory | 4 cr. |
| NRS | 371 | Internship: Nursing Care of the Childbearing Family | 3 cr. |
| NRS | 373 | Internship: Nursing Care for Adults I | 3 cr. |

Spring Semester II (16 Credits)

| | | | |
|-----|-----|--|-------|
| NRS | 325 | Nursing Care of Children: Theory | 3 cr. |
| NRS | 327 | Nursing Care for Adults II: Theory | 4 cr. |
| NRS | 375 | Internship: Nursing Care of Children | 3 cr. |
| NRS | 377 | Internship: Nursing Care for Adults II | 3 cr. |
| EDU | 213 | Human Growth and Development | 3 cr. |

Summer Session II (8 Credits)

| | | | |
|-----|-----------|---------------------|-------|
| REG | 212 / 213 | GER | 3 cr. |
| NRS | 340 | Nursing Informatics | 3 cr. |
| NRS | 480 | Nursing Research | 2 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----------|-----------------------------------|-------|
| NRS | 421 | Critical Care Nursing | 3 cr. |
| NRS | 423 | Psychiatric Nursing | 3 cr. |
| NRS | 471 | Internship: Critical Care Nursing | 3 cr. |
| NRS | 473 | Internship: Psychiatric Nursing | 3 cr. |
| ARB | 211 / 231 | GER | 3 cr. |

Spring Semester III (16 Credits)

| | | | |
|-----|-----|--|-------|
| NRS | 425 | Community Health Nursing | 3 cr. |
| NRS | 427 | Professional Nursing (Leadership & Management) | 3 cr. |
| NRS | 430 | Bioethics in Nursing | 1 cr. |
| NRS | 475 | Internship: Community Health Nursing | 3 cr. |
| NRS | 477 | Internship: Professional Nursing | 3 cr. |

Undergraduate Courses: Nursing

NRS 201 Introduction to Nursing Theory (3.0); 3 cr. History of the nursing profession. Fundamental and disciplinary concepts of the nursing profession. Ethical principles and moral issues related to health care delivery.

NRS 202 Introduction to Nursing Practice (3.0); 3 cr. Basic nursing practice issues. Skills practice: safety, hygiene, infection control, communication, etc. Prerequisite: NRS 201.

NRS 311 Pharmacology for Nursing (3.0); 3 cr. Basic science course designed to introduce nursing students to the chemical and pharmacological effects of drugs, in addition to their therapeutic usefulness and adverse reactions. Prerequisite: BIO 207.

NRS 320 Gerontological Nursing (3.0); 3 cr. Examines the process of ageing and the health care needs of ageing people. Prerequisite: Junior Standing.

NRS 321 Nursing Care of the Childbearing Family: Theory (3.0); 3 cr. Focuses on the care of the obstetrical patient in the prenatal, intra and postpartum periods with an over view of gynecological care. Prerequisite: NRS 201.

NRS 323 Nursing Care of Adults I: Theory (4.0); 4 cr. Focuses on the pathophysiological changes that occur in disease and on the application of scientific principles in the care of adult medical – surgical patients. Emphasis is placed on dysfunctions in the endocrine, neurological, urinary, gastroenterological and hepatic systems in addition to discussion of metabolic, rheumatologic and infectious diseases. The course includes a special section on geriatric care. Prerequisite: NRS 201.

NRS 325 Nursing Care of Children: Theory (3.0); 3 cr. Focuses on the in-patient and out-patient care of the pediatric patient from infancy to adolescence. Prerequisite: NRS 201.

NRS 327 Nursing Care of Adults II: Theory (4.0); 4 cr. A continuation of Nursing Care of Adults I based on the outline offered in part I. Prerequisite: NRS 323.

NRS 340 Nursing Informatics (3.0); 3 cr. Discusses the history and development of informatics concepts and the management of health care informatics.

NRS 373 Internship: Nursing Care for Adults I; 3 cr. Application of nursing care to a wide variety of disorders during hospitalization and after the return of the patient to the community. Students will prepare, implement and evaluate nursing care of an adult, under proper supervision. Corequisite: NRS 323.

NRS 371 Internship: Nursing Care for Childbearing Family; 3 cr. Family-oriented maternity care before, during and after the hospitalization. Corequisite: NRS 321.

NRS 375 Internship: Nursing Care for Children; 3 cr. Application of nursing care for children in the general unit of a hospital or in the critical care department of the outpatient department. Corequisite: NRS 325

NRS 377 Internship: Nursing Care for Adults II; 3 cr. Practical applications of the principles of the course “Nursing Care for Adults II”. Corequisite: NRS 327.

NRS 421 Critical Care Nursing (3.0); 3 cr. Advanced nursing skill for critical psychophysiological disorders. Prerequisite: NRS 327.

NRS 423 Psychiatric Nursing (3.0); 3 cr. Mental illness of the individuals during the life cycle. Nursing for patients with psychiatric problems. Prerequisite: NRS 327.

NRS 425 Community Health Nursing (3.0); 3 cr. Nursing care outside the hospital according to the needs of the individuals. Prerequisite: NRS 327.

NRS 427 Professional Nursing (Leadership & Management) (3.0); 3 cr. Concepts of decision-making, delegating authority, problem solving, communication and evaluation, in the nursing profession. Prerequisite: NRS 201.

NRS 430 Bioethics in Nursing (1.0); 1 cr. Introduces the students to the basic principles of bioethics in the nursing profession.

NRS 471 Internship: Critical Care Nursing; 3 cr. Application of the principles of the course NRS 421. Role of the critical care nurse in the multidisciplinary health team. Corequisite: NRS 421.

NRS 473 Internship: Psychiatric Nursing; 3 cr. Application of psychiatric nursing principles of the course NRS 423. Corequisite: NRS 423.

NRS 475 Internship: Community Health Nursing; 3 cr. Application of nursing care to patients outside the hospital, according to the principles of the course NRS 425. *Corequisite:* NRS 425.

NRS 477 Internship: Professional Nursing; 3 cr. Application of the concepts of the course

NRS 427 in the administration and management branch of the nursing profession. *Corequisite:* NRS 427.

NRS 480 Nursing Research (3.0); 3 cr. Methods and principles of research applied to the nursing profession. *Prerequisite:* ENL 230.

* At the end of each internship, a detailed report certified by the internship authority must be provided by each student.

**FACULTY OF
POLITICAL SCIENCE,
PUBLIC ADMINISTRATION
AND DIPLOMACY (FPSPAD)**

Dr. Chahine Ghais, *Dean*

FACULTY DIRECTORY

Office of the Dean

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Department of International Affairs and Diplomacy

Department of Public Administration

Department of Political Science

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FACULTY OF POLITICAL SCIENCE, PUBLIC ADMINISTRATION AND DIPLOMACY

LIST OF FULL-TIME FACULTY MEMBERS

Professors

Keyrouz, Akl, Ph.D., 1969 *Political Science*, University of Utah, USA

⁸⁹*Nehme, Michel*, Ph.D., 1983, *Political Science*, Rutgers University, New Jersey, USA

Associate Professors

Ghais, Chahine, Ph.D., 1998, *Political Science*, University of Missouri-St. Louis, USA

Haddad, Simon, Doctorate, 1999, *Sciences Politiques*, IEP, Paris

Labaki, George, Doctorate, 1984, *Law*, Université de Paris-I, Pantheon, Sorbonne, France.

Salem, Naim, Ph.D., 1992, *International Studies*, University of South Carolina, USA

Assistant Professors

Sensenig-Dabbous, Eugene, Doktor Der Philosophie, 1985, *Political Science and German Literature*, Paris-Lodron-Universität, Salzburg, Austria

List of Staff Members

Basbous, Nayla Bassil, B.A., 1990, *Communication Arts*, BUC-LCHE, Lebanon

⁸⁹ Tenure

FACULTY OF POLITICAL SCIENCE, PUBLIC ADMINISTRATION AND DIPLOMACY

Dean: *Dr. Chahine Ghais*

Administrative Assistant: *Mrs. Nayla Basbous*

Degrees Offered

The Faculty of Political Science, Public Administration and Diplomacy consists of three Departments:

Department of International Affairs and Diplomacy

Department of Political Science

Department of Public Administration

The Faculty of Political Science, Public Administration and Diplomacy offers programs leading to the degrees of:

Bachelor of Arts in International Affairs and Diplomacy

Master of Arts in International Affairs and Diplomacy

Master of Arts in International Law

Bachelor of Arts in Political Science

Bachelor of Arts in Political Science – American Studies Concentration

Bachelor of Arts in Political Science – Euro-Mediterranean Studies Concentration

Bachelor of Arts in Political Science – NGOs Concentration

Master of Arts in Political Science – NGOs Concentration

Master of Arts in Political Science

Master of Arts in Comparative Law

Bachelor of Arts in Public Administration

Bachelor of Arts in Criminal Justice

Master of Arts in Public Administration

Bachelor of Arts Degrees

Admission Requirements:

Compliance with the general rules and regulations applied by NDU in the general Catalogue.

Graduation Requirements:

Students seeking the degree of Bachelor of Arts in the Faculty of PSPAD must complete a total of 105 credits with an overall average of at least 2.0/4.0 and a minimum average of 2.3/4.0 in the major requirements.

Master's Degrees

Program Guidelines

The M.A. degrees in the Faculty of Political Science, Public Administration and Diplomacy, require each 36 credit hours, including a thesis. Courses are offered primarily in the late afternoon to allow students to pursue part-time employment or internship, if they so choose. The graduate programs require usually a minimum of four semesters of study depending on the full-time or part-time status of the student.

Objectives

The main objectives are to train students for government and public service as well as for employment in business and non-profit sectors that employ graduates to lead their organizations and international operations.

The programs are intended to prepare and train in theory and practice students for careers in research, national and foreign diplomatic service, contemporary political and economic issues, public service, international and regional organizations, multi-national corporations, financial institutions, media enterprises and the like.

Admission Requirements

In addition to the University graduate admission requirements, applicants should have a B.A. in Political Science, or Public Administration, or International Affairs and Diplomacy, International Law, or other related fields.

Successful passing of the EET Entrance Exam with a minimum score of 650 is required (p. 46 general catalogue), students' undergraduate GPA of 3.0 minimum, work experience, letters of recommendation, motivation for a career and leadership are all taken into consideration. The Faculty may require the GRE exam for non-NDU students, and the following prerequisite courses may be required of non-major applicants.

For M.A. in Political Science:

IAF 211, POS 201, POS 210 or equivalent by petition.

For M.A. in Public Administration:

PAD 201, POS 201, POS 210 or equivalent by petition.

For M.A. in International Affairs and Diplomacy :

IAF 211, IAF 321, POS 201 or equivalent by petition.

For M.A. in International Law:

IAF 211, IAF 401, POS 442

Graduation Requirements:

Students seeking the degree of M.A. in the Faculty of PSPAD must meet the University graduation requirements and complete one of the following two options with a G.P.A. of at least 3.0/4.0:

36 credits of course work in addition to a comprehensive written and oral examination; or

2. successful completion of 30 credits course work and six credits thesis.

DEPARTMENT OF INTERNATIONAL AFFAIRS AND DIPLOMACY

The Department of International Affairs and Diplomacy offers three programs leading to the degrees of Bachelor of Arts and Master of Arts in International Affairs and Diplomacy and International Law.

The Degree of Bachelor of Arts in International Affairs and Diplomacy

The program of International Affairs and Diplomacy is designed to provide students with broad knowledge in the field. Graduates are prepared to work in several career areas. These include the Lebanese Government, notably the Ministry of Foreign Affairs; international and regional organizations such as the United Nations and its various agencies, multinational corporations, banking institutions, educational institutions, and, among others, media enterprises and the like.

Degree Requirements (105 credits)

| | |
|--|----------------|
| General Education Requirements | 27 cr. |
| ARB 211 or ARB 231, CSC 201, ENL 213, ENL 230, ENS 201, NTR 201, HIT 211, POS 201, REG 212 or REG 213. | |
| Major Requirements | 45 cr. |
| IAF 211, IAF 231, IAF 301, IAF 321, IAF 322, IAF 401, IAF 402, IAF 407, IAF 409, IAF 490, PAD 201, POS 210, POS 350, POS 353, POS 382 | |
| Electives in PSPAD (27 crs.), 3 of which should be taken in Economics. | 27 cr. |
| From: ECN 200, ECN 211, ECN 212, PAD 322 or equivalent. P.S: Students may choose to take 18 credits of those electives as a minor in other majors within the PSPAD Faculty. | |
| Free Electives | 6 cr. |
| Minor in IAF (for non-IAF Majors only) | 18 crs. |
| Required: IAF 211, IAF 231, IAF 321 9 credits Electives from IAF courses | |

Bachelor of Arts in International Affairs and Diplomacy
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| IAF | 211 | Intro. To International Relations | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| POS | 201 | Intro. to Pol. Science | 3 cr. |
| CSC | 201 | Computer & Its Use | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| PAD | 201 | Intro. To Public Admin. | 3 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| IAF | 231 | World Political Geography | 3 cr. |
| ECN | 212 | Macro – economics | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|-----|-----|-----------------|-------|
| — | — | GER | 3 cr. |
| POS | 240 | Law and Society | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| IAF | 301 | Modern Political Ideologies | 3 cr. |
| PAD | 241 | Administrative Law | 3 cr. |
| POS | 210 | Government and Inst. of Lebanon | 3 cr. |
| IAF | 321 | Diplomacy: Theory and Practice | 3 cr. |
| POS | 350 | Comp. Gov. & Politics | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| POS | 442 | Lebanese Const. Law | 3 cr. |
| POS | 353 | Governments of the Middle East | 3 cr. |
| IAF | 322 | Lebanese Diplomacy | 3 cr. |
| — | — | Major Elective | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | Major Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--|-------|
| POS | 382 | Research Methods | 3 cr. |
| IAF | 401 | Public International Law | 3 cr. |
| IAF | 407 | International & Regional Organizations | 3 cr. |
| IAF | 402 | Human Rights in Intl. Pol. | 3 cr. |
| POS | 345 | Ethics & Leadership | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---|-------|
| IAF | 409 | Foreign Pol. Making of the M. P. | 3 cr. |
| IAF | 403 | Arab Israeli-Conflict | 3 cr. |
| IAF | 471 | Modern Europe | 3 cr. |
| POS | 479 | Govt. & Politics of the US | 3 cr. |
| IAF | 490 | Special Topics in International Affairs | 3 cr. |

Undergraduate Courses: International Affairs and Diplomacy

IAF 211 Introduction to International Relations (3.0); 3 cr. An examination of the nature and evolution of the major concepts that shape international relations: the balance of power, the role of states in the international system, international law, and the elements of foreign policy. *Prerequisite:* ENL 107

IAF 231 World Political Geography (3.0); 3 cr. A general survey of states in the world that focuses on politically relevant geographic information: location, size, population, principal cities, major resources.

IAF 301 Modern Political Ideologies (3.0); 3 cr. An introduction to the most influential political ideas in the modern world since the mid-nineteenth century. The focus is on the ideologies that have been influential and effective in the international system. *Prerequisite:* ENL 107

IAF 321 Diplomacy: Theory and Practice (3.0); 3 cr. An examination of the principles and practice of diplomacy, international relations, and an analysis of the structures, functions, and procedures of diplomatic and consular services, including diplomatic privileges, immunities, and recruitment of diplomatic and consular personnel. *Prerequisite:* IAF 211 or consent of instructor.

IAF 322 Lebanese Diplomacy (3.0); 3 cr. Covers the legal and practical evolution of the Lebanese diplomatic corps and focuses on the framework within which Lebanese diplomacy operates, the direction(s) which it generally takes regionally and internationally, and the approaches and strategies followed. (Arabic/English).

IAF 401 Public International Law (3.0); 3 cr. A study of the sources of Public International Law and its application in interstate relations.

IAF 402 Human Rights in International Politics (3.0); 3 cr. This course covers the conceptual bases of the fundamental rights of the human being. It focuses on international principles, conventions, and treaties signed by governments on the question of human rights at the international, regional and national levels, and the ways and means through which violations of human rights may be documented and countered.

IAF 407 International and Regional Organizations (3.0); 3 cr. An examination of the structures, functions, and agencies of the United Nations and other regional international organizations, and their role in the international system. *Prerequisite:* IAF 211 or consent of instructor.

IAF 409 Foreign Policy Making of the Major Powers (3.0); 3 cr. An analysis of the making and objectives of the foreign policy of the major states in the international system in the context of globalization, the new world order, European integration, and other regional factors. *Prerequisite:* IAF 211 or consent of instructor.

IAF 453 Euro-Mediterranean Partnership (3.0); 3 cr. A study of the historical and Evolving relationships between Europe and the Middle East, and the factors of trade, resources, security, and geo-strategic consideration which influence these relationships.

IAF 471 Modern Europe and the European Union (3.0); 3 cr. A study of the European Union and its economic, political, social, financial, and legal institutions. Attention is given to the impact of the European integration process in Europe and beyond. *Prerequisite:* IAF 211 or consent of instructor.

IAF 490 Senior Study (3.0); 3 cr. Special topics in International Affairs and Diplomacy.

The Degree of Master of Arts in International Affairs & Diplomacy

The program is designed to provide students with indepth knowledge in international affairs and diplomacy, national foreign service, and contemporary political and economic issues. It offers a variety of courses in international relations, comparative government, international organizations, international law, and draws on some courses in economics and business.

Admission Requirements

Refer to the University graduate admission policy.

Graduation Requirements

Students seeking the degree of M.A. in International Affairs and Diplomacy must meet the University graduation requirements and complete one of the following two options with a G.P.A. of at least 3.0/4.0:

1. 36 credits of course work in addition to a comprehensive written and oral examination;
or
2. successful completion of 30 credits course work and six credits thesis.

Degree Requirements (36 credits)

Core Requirements

IAF 601, PAD 604, POS 681

9 cr.

Major-related Electives

Choose 5 courses from

IAF 602, IAF 604, IAF 605, IAF 609, IAF 615, IAF 621, IAF 631, IAF 632,
IAF 633, IAF 641, IAF 645, IAF 651, POS 611, POS 661

15 cr.

Free Electives

6 or 12
cr.

Option I: Thesis (IAF 699) in addition to 30 cr. Of course work

Option II: Successful completion of 36 credits of course work culminating in comprehensive written and oral exams.

Graduate Courses: International Affairs and Diplomacy

IAF 601 International Relations; Theory and Practice (3.0); 3 cr. The seminar surveys major theories of international relations and evaluates their utility for understanding international politics. It emphasizes: (1) The broad trends and theoretical frameworks which shape relations among states, both at the international and regional levels; (2) The implications of the power factors on the external and domestic policies of states; and (3) The factors leading to international cooperation and confrontation and their implications.

IAF 602 Economics of International Politics (3.0); 3 cr. The course investigates the relationship between economic and political processes in the international system, and the institutions involved in conducting these processes. Major theoretical understandings of international political economy are examined along with specific issues in the field. These issues include: International trade, trade and developing nations, transnational corporations, multinational investment, and the World Trade Organization.

IAF 604 Human Rights in International Politics (3.0); 3 cr. This seminar focuses on the role played by the UN and other intergovernmental organizations in protecting, promoting, and advancing these rights. Special emphasis is placed on problems of human rights violations worldwide, on international conventions, and the role of human rights organizations internationally.

IAF 605 International Organizations and Specialized Agencies (3.0); 3 cr. This seminar focuses on the role played by the UN and other intergovernmental organizations in international affairs. Special emphasis is placed on the operations of the specialized agencies (IMF, World Bank), the determinants of their policies, and the impact of these policies internationally.

IAF 609 Ethnic Conflict and Conflict Resolution (3.0); 3 cr. The seminar focuses on the theories and methods of conflict resolution, the relevant literature in the field, and the importance of conflict resolution mechanisms and modalities in international politics. These theories and modalities are applied to various intra- and interstate conflicts in the international

system, some of which are focused upon as case studies in the seminar.

IAF 615 Statesmanship and Diplomacy (3.0); 3 cr. Deals with the role of leaders and diplomats in protecting and promoting countries' interests and in influencing international politics, and addresses the factors that may guide or constrain statesmen in conducting foreign policy.

IAF 621 Contemporary International Issues (3.0); 3 cr. Provides an overview of the contemporary issues in international affairs that have political, strategic, and socio-economic significance in interstate relations. These issues range from ideological conflicts to technology and politics, warfare and politics, violence and terrorism, and nuclear proliferation.

IAF 623 The European Integration: Its impact (3.0); 3 cr. Analysis of the institutional structures of the European Union. Emphasis is on the economic and political effects of the integration process on Europe and beyond.

IAF 631 U.S. Foreign Policy Making (3.0); 3 cr. The seminar explores the United States' foreign policy-making from an institutional perspective. It focuses on Congress, the Presidency, and the relevant executive agencies. Attention is given to U.S. policy toward the Middle East.

IAF 632 Diplomacy (3.0); 3 cr. The focus in this seminar is on the role of diplomacy in interstate relations and how diplomacy can facilitate interaction among governments and nations and help to achieve national goals. It emphasizes the basics of diplomatic negotiations and bargaining along with the etiquettes of diplomatic and political relations.

IAF 633 Comparative Foreign Policy (3.0); 3 cr. The focus in this course is on how foreign policy is made in the context of a state's declared objectives. A primary attention is directed to the foreign policy-making of the major states in the international system and the various processes used to accomplish political goals. Ideologies, national interest, and the type of political system are focused upon insofar as they shape a state's foreign policy direction.

IAF 641 Public International Law (3.0); 3 cr. A graduate seminar that deals with the sources and development of international law, with a special attention given to current trends and problems. A critical evaluation of contemporary problems of world legal order is provided, covering issues related to global resources regimes, war, social and economic and trade laws.

IAF 645 Political Risk Analysis (3.0); 3 cr. This course aims at investigating current international events and highlighting their potential negative impacts in the political, economic, social, and business arenas. Students will be given case studies in the detection and analysis of risk indicators and their probable consequences.

IAF 649 International Energy and Environmental Issues (3.0); 3 cr. A study of energy questions globally from the perspectives of economic developmental needs, on the one hand, and environmental considerations and concerns, on the other. The seminar surveys the evolution of energy usage internationally and assesses the use of different sources of energy over time, the efficiency of these various sources, and their effects on development, the environment, and human society.

IAF 651 Comparative Economic Systems (3.0); 3 cr. A study of the major economic

systems around the world in their theories as well as practices. Emphasis is on comparing and contrasting the tenets of these systems, how they are applied, and their advantages and shortcomings.

IAF 657 Politics of International Economic Relations (3.0); 3 cr. Theories of international interdependence, dependence, and integration; politics of decision making on protectionism and international finance; role of multinational corporations in world political economy; North-South debate; economic issues and national security.

IAF 660 Special Topics in International Affairs (3.0); 3 cr. The seminar deals with current issues in international affairs that have political, strategic, or economic significance at the global or regional levels. The questions to be studied in this seminar are based on current international developments and are chosen according to the specialty of the professor directing the course.

IAF 699 Thesis; 6 cr. The thesis involves the application of research methods to a significant topic of current relevance to the spheres of international affairs and diplomacy. The project involves the incorporation of the student's hypotheses, methods of testing, test results and conclusion in a sound, written report available to later researchers.

The Degree of Master of Arts in International Law

Objectives:

In an increasingly interactive world influenced by state and non-state actors in which governments, peoples, and large varieties of organizations and multinational corporations interact on a daily basis through an enormity of contracts, regulations, laws and procedures, it has become required that higher educational institutions stress in their academic curricula the importance of International Law. This specialty helps students understand the basic different legal systems applied in international relations.

Admission Requirements:

Compliance with the general rules and regulations applied by NDU in the general Catalogue.

Graduation Requirements

Successful completion of 36 semester credits with an overall GPA of at least 3.0/4.0.

Degree Requirements (36 credits)

Core Requirements

IAF 601, PAD 604, POS 681

9 cr.

Major-related Electives: choose 5 courses

Choose any 5 INL courses from those listed in the catalog.

CPL 611 is considered a major related elective.

15 cr.

Free Electives

Option I: Thesis (INL 699) in addition to 30 credits of course work.

Option II: Successful completion of 36 credits of course work culminating in comprehensive written and oral exams.

6 or 12 cr.

Graduate Courses: International Law

INL 620 International and Comparative Patent Law (3.0); 3 cr. A study of patent reform issues including domestic patent reform legislation and ongoing harmonization treaty discussions under WIPO; review of selected topics with comparative study from the viewpoint of Japan, the United States, and Europe.

INL 622 International Environmental Law (3.0); 3 cr. Studies of the treaty negotiation process, role of international institutions in developing and implementing environmental agreements, relationship between environmental law and international issues, developing countries' perspectives on environmental law. Issues covered include climate change, export of hazardous waste, deforestation and biodiversity, Antarctica, and environmental concerns in war, human rights, and development financing.

INL 624 International Business Transactions (3.0); 3 cr. U.S. law and practice relating to characteristic forms of international transactions, including the transnational sale of goods (the law governing the documentary sale, various forms of letters of credit, commercial terms and insurance); the export of technology through franchising, distributorship, and licensing contracts; and the export of capital through the establishment, operation, and withdrawal of foreign direct investment. The impact of relevant international organizations and/or emerging substantive international commercial law (e.g., the United Nations convention on Contracts for the International Sale of Goods). Specialized problems in the negotiation and structure of international transactions.

INL 626 International Trade Law (3.0); 3 cr. Study of domestic and international laws and institutions governing foreign trade. Legal aspects of U.S. participation in the World Trade Organization, NAFTA, and other international forums, laws regulating customs and tariffs, most-favored nation treatment, subsidies, dumping, unfair trade practices, and disruptive imports under the escape clause. Specialized problems in regulating exports under the Export Administration Act, boycotts, corrupt practices, and restrictive business practices may be covered.

INL 628 International Litigation (3.0); 3 cr. Study of the history, forms, progress, problems,

and future of interstate, third party dispute resolution. Examination of basic issues and principles of public international litigation and arbitration between governments and between a government and a private entity. Investigation of the guiding principles and essential elements of conducting litigation in the arena of public international law and with state parties through in-depth examination of leading cases before the International Court of Justice. Problems of mixed and interstate arbitration, both ad hoc and institutional.

INL 630 Immigration Law (3.0); 3 cr. Theory and application of the Immigration and Nationality Act and 8 Code of Federal Regulations. Examination of practice before the Executive Office of Immigration Review, Immigration and Naturalization Service, Department of State and Department of Labor. Removal, political asylum, adjustment of status, naturalization, and other issues. Focus on family-and employment-based immigration practice. Examination of the procedural aspects of obtaining lawful permanent resident status in the U.S. through the family and/or employment preferences categories, as well as the process for obtaining non-immigrant admission.

INL 632 Refugee and Asylum Law Seminar (3.0); 3 cr. Selected topics from the areas of international law pertaining to the protection of refugees and domestic law of political asylum.

INL 634 International Banking (3.0); 3 cr. Study of the legal aspects of international banking and finance, including international laws and regulations concerning the structure and transactions of international banks and institutions. Topics include the institutional, legal and regulatory framework for international commercial banking and development finance; the emerging rules regarding international trade in financial services; international supervision of banking activities and regulation of banking transactions; contractual instruments for international financial transactions; and international debt and development crisis.

INL 636 Foreign Direct Investment (3.0); 3 cr. An examination of the legal, business and financial problems involved in investing across national borders. Focuses on the strategies and techniques for structuring such investments and on the framework of regulation that affects them.

The analysis includes US regulation of foreign investors, different types of foreign regulation of US investments, and international controls on domestic regulation of foreign investment through treaties and conventions. Model international transactions and sample documents are used to illustrate basic issues.

INL 638 International Law of Human Rights (3.0); 3 cr. An overview of international and regional human rights instruments and institutions, focusing on the manner in which the U.N., Middle Eastern, European, Inter-American, African and Asian human rights systems seek to protect individual and group rights. Examination of the problems these systems have encountered in discharging their mandate and exploration of ways to strengthen international and regional governmental and non-governmental efforts in the human rights field.

INL 640 Air and Space Law (3.0); 3 cr. Study of the development of international law related to the use of air space and outer space; analysis of air and space treaties in force; the role of various inter-governmental and non-governmental international organizations; consideration of special problems such as liability resulting from space activities, space technology, reusing of earth resources, arms control, and pollution and contamination of outer space.

INL 642 Law of the Sea (3.0); 3 cr. International law related to the use of ocean space. Development of international law concerning internal waters, territorial sea, contiguous zone, high seas, continental shelf-fisheries, exclusive economic zone, maritime boundaries, marine environment, marine scientific research, deep seabed and settlement of disputes. Current legal and policy issues associated with these areas.

INL 644 International Law of Territory (3.0); 3 cr. Basic principles of the international law of territory, including the definition of territory, the forms it may take, its relationship to states and other subjects of international law, how territory is acquired, how it is lost and how it is transferred, how it is delimited and demarcated,

how the title to territory is affected by historical and demographic factors, and traditional and contemporary principles and mechanisms for resolution of territorial disputes. Consideration of the modification of these principles since World War II and their possible application to several intense post-Cold War territorial disputes.

INL 646 Law of War (3.0); 3 cr. Examines the origins of the law of war, the 1949 Geneva Conventions for the Protection of War Victims, the Geneva Protocols of 1977, the 1980 Geneva Conventional Weapons Convention, other treaties and customary international law relating to means and methods of warfare, the role of the International Committee of the Red Cross, war crimes and enforcement mechanisms, and current problems in the regulation of hostilities.

INL 648 International Criminal Law (3.0); 3 cr. Study of selected issues attending the application of criminal law across international boundaries. Topics may include war crimes, terrorism, narcotics trafficking, money laundering, business fraud, extradition, and the recognition of foreign penal judgments.

INL 650 International Arbitration (3.0); 3 cr. Survey of arbitration and related mechanisms of dispute resolution in the international legal system that arise out of commercial, financial, and governmental transactions. Analysis of the arbitration agreement, the process of arbitration, and the enforcement of arbitrate awards as well as the common principles governing the disposition of claims. Review of the various arbitrate tribunals and their rules.

INL 652 International Negotiations (3.0); 3 cr. The art and science of international negotiations from a practitioner's perspective: analysis of the roles of the legislative and executive branches; examination of the inter- and intra-agency processes, including pre-, during, and post-negotiation, impact of external influences; and arms control negotiations, and practical exercises in negotiations.

INL 699 Thesis; 6 cr. The thesis involves The application of research methods to a significant Topic of current relevance to the spheres of international law.

DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science offers two programs: leading to the degrees of Bachelor of Arts and Master of Arts.

The Degree of Bachelor of Arts in Political Science

The program is designed to provide students with full awareness of the discipline of Political Science. The major program will equip students with deep knowledge, and will afford them a smooth and solid transition into the graduate studies as well as professional preparation in areas which include: Public sector, foreign service, international and regional organizations, multi-national corporations, banking institutions, media and other enterprises.

Degree Requirements (105 credits)

General Education Requirements 27 cr

CSC 201, ENL 213, ENL 230, HIT 211, POS 201
ARB 211 or ARB 231, REG 212 or REG 213, ENS 201, NTR 201.

Major Requirements 45 cr.

IAF 211, IAF 301, IAF 401, IAF 407, IAF 409, PAD 201, PAD 241, PAD 302,
POS 210, POS 345, POS 350, POS 353, POS 382, POS 442, POS 490.

Electives in PSPAD (27 crs.) 3 of which should be in Economics. 27 cr.

From: ECN 200, ECN 211, ECN 212, PAD 322 or equivalent
P.S.: Students may choose to take 18 credits of those electives as a minor in other majors within the PSPAD Faculty.

Free Electives 6 cr.

Minor in Pol.Sc. (for non-Pol. Science Majors only) 18 cr.

Required: POS 210, POS 350, IAF 211,
9 credits of Electives from POS courses

**Bachelor of Arts in Political Science
Suggested Program (105 Credits)**

Fall Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| POS | 201 | Intro. to Pol. Science | 3 cr. |
| IAF | 211 | Intro. To Intl. Relations | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| CSC | 201 | Computer & its Use | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| PAD | 201 | Intro. To Public Admin. | 3 cr. |
| POS | 240 | Law & Society | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| HIT | 211 | Hist. of Leb. & M.E. | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| PAD | 241 | Admin. Law | 3 cr. |
| IAF | 301 | Modern Pol. Ideologies | 3 cr. |
| POS | 350 | Comp. Government & Pol. | 3 cr. |
| POS | 210 | Gov. & Inst. Of Lebanon | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|-----------------------------|-------|
| POS | 331 | Judicial Politics | 3 cr. |
| PAD | 302 | Elements of Pub. Policy | 3 cr. |
| POS | 442 | Lebanese Const. Law | 3 cr. |
| POS | 353 | Gov. & Politics of the M.E. | 3 cr. |
| — | — | Major elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| POS | 345 | Ethics & Leadership | 3 cr. |
| POS | 317 | Pol. Parties, Pub. Op. Pressure Gr. | 3 cr. |
| IAF | 402 | Human Rights in Intl. Pol. | 3 cr. |
| IAF | 407 | Intl. & Regional Org. | 3 cr. |
| — | — | Major Elective | 3 cr. |

Spring Semester III (18 Credits)

| | | | |
|-----|-----|---|-------|
| POS | 421 | Environmental Pol. | 3 cr. |
| POS | 479 | Gov. & Pol. Of US | 3 cr. |
| IAF | 401 | Public Intl. Law | 3 cr. |
| POS | 409 | Foreign Pol. Making of the Major Powers | 3 cr. |
| POS | 490 | Special Topics in Pol. Science | 3 cr. |

The Degree of Bachelor of Arts in Political Science – American Studies Concentration

The program introduces students to the field of Political Science in general, and concentrates on American Studies. In addition to the general Political Science courses, students take courses which include: American History, American Constitutional Law, Government and Politics of the US, American Political Parties and Pressure Groups, and American culture. The major program will equip students with professional preparation in the respective areas to include: Public sector, foreign service, international and regional organizations, multi-national corporations, banking institutions, media and other enterprises.

Degree Requirements (105 credits)

General University Requirements **27 cr**
CSC 201, ENL 213, ENL 230, HIT 211, POS 201, ARB 211 or ARB 231, REG 212 or REG 213, ENS 201, NTR 201.

Major Requirements **45 cr.**
IAF 211, IAF 301, IAF 401, IAF 407, IAF 409, PAD 201, PAD 241, PAD 302, POS 210, POS 345, POS 350, POS 353, POS 382, POS 442, POS 490.

Electives in PSPAD (27 crs.) 3 of which should be taken in Economics. **27 cr.**
From: ECN 200, ECN 211, ECN 212, PAD 322 or equivalent
and 15 crs. in AMS courses and POS 479
P.S. Students may choose to take 18 credits of those electives as a minor in other majors within the PSPAD Faculty.

Free Electives **6 cr.**

Minor in American Studies **18 cr.**
AMS 305, AMS 316, AMS 408, AMS 481, AMS 483, POS 479

Bachelor of Arts in Political Science - American Studies Concentration
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| POS | 201 | Intro. to Pol. Science | 3 cr. |
| IAF | 211 | Intro. To Intl. Relations | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| CSC | 201 | Computer & its Use | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| PAD | 201 | Intro. To Public Admin. | 3 cr. |
| POS | 240 | Law & Society | 3 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| HIT | 211 | Hist. of Leb. & M.E. | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|---------------|-------|
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|-------------------------|-------|
| AMS | 316 | American History | 3 cr. |
| IAF | 301 | Modern Pol. Ideologies | 3 cr. |
| POS | 350 | Comp. Government & Pol. | 3 cr. |
| POS | 210 | Gov. & Inst. Of Lebanon | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| POS | 331 | Judicial Politics | 3 cr. |
| PAD | 302 | Elements of Pub. Policy | 3 cr. |
| AMS | 481 | American Const. Law | 3 cr. |
| IAF | 321 | Diplomacy: Theory & Practice | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | Major Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| POS | 345 | Ethics & Leadership | 3 cr. |
| POS | 317 | Pol. Parties, Pub. Op. Pressure Gr. | 3 cr. |
| IAF | 402 | Human Rights in Intl. Pol. | 3 cr. |
| IAF | 407 | Intl. & Regional Org. | 3 cr. |
| AMS | 408 | American Foreign Policy | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| POS | 421 | Environmental Pol. | 3 cr. |
| POS | 479 | Gov. & Pol. Of US | 3 cr. |
| IAF | 401 | Public Intl. Law | 3 cr. |
| POS | 490 | Special Topics in Pol. Science | 3 cr. |
| — | — | Major Elective | 3 cr. |

The Degree of Bachelor of Arts in Political Science – Euro-Mediterranean Studies Concentration

The program is designed to provide students with in-depth awareness of the discipline of Political Science in general and concentrates on Euro-Mediterranean studies. In addition to the general Political Science courses, students take courses which include Modern European Thought, European Politics, European Civic Politics, special topics, Politics and Culture of Russia and Eastern Europe.

Degree Requirements (105 credits)

General University Requirements **27 cr**

CSC 201, ENL 213, ENL 230, HIT 211, POS 201, ARB 211 or ARB 231, REG 212 or REG 213, ENS 201, NTR 201.

Major Requirements **45 cr.**

IAF 211, IAF 301, IAF 401, IAF 407, IAF 409, PAD 201, PAD 241, PAD 302, POS 210, POS 345, POS 350, POS 353, POS 382, POS 442, POS 490.

Electives in PSPAD (27 cr.) 3 of which should be taken in Economics **27 cr.**

From: ECN 200, ECN 211, ECN 212, PAD 322 or equivalent and 15 crs. in EMS courses and IAF 471

P.S: Students may choose to take 18 credits of those electives as a minor in other majors within the PSPAD Faculty.

Free Electives **6 cr.**

Minor in PSPAD **18 cr.**

EMS 303, EMS 371, EMS 391, EMS 483, EMS 490, IAF 471

Bachelor of Arts in Political Science - Euro-Mediterranean Studies Concentration
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| POS | 201 | Intro. to Pol. Science | 3 cr. |
| IAF | 211 | Intro. To Intl. Relations | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| CSC | 201 | Computer & its Use | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| PAD | 201 | Intro. To Public Admin. | 3 cr. |
| POS | 240 | Law & Society | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| HIT | 211 | Hist. of Leb. & M.E. | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|---------------|-------|
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| EMS | 303 | Modern European Thoughts | 3 cr. |
| IAF | 301 | Modern Pol. Ideologies | 3 cr. |
| POS | 350 | Comp. Government & Pol. | 3 cr. |
| POS | 210 | Gov. & Inst. Of Lebanon | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|------------------------------|-------|
| POS | 331 | Judicial Politics | 3 cr. |
| EMS | 391 | European Politics | 3 cr. |
| EMS | 371 | European Civic Politics | 3 cr. |
| IAF | 321 | Diplomacy: Theory & Practice | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | Major Elective | 3 cr. |
| — | — | Major Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| POS | 345 | Ethics & Leadership | 3 cr. |
| IAF | 453 | Euro-Mediterranean Partnership | 3 cr. |
| IAF | 402 | Human Rights in Intl. Pol. | 3 cr. |
| IAF | 407 | Intl. & Regional Org. | 3 cr. |
| AMS | 408 | American Foreign Policy | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| POS | 421 | Environmental Pol. | 3 cr. |
| IAF | 471 | Modern Europe | 3 cr. |
| IAF | 401 | Public Intl. Law | 3 cr. |
| — | — | Major Elective | 3 cr. |
| POS | 490 | Special Topics in European Studies | 3 cr. |

The Degree of Bachelor of Arts in Political Science – NGOs Concentration

Non-governmental organizations (NGOs) play an important role in creating an open and viable democratic society. This rapidly expanding sector faces the challenges posed by the transition economy and society, and Lebanese and Middle East NGO managers point out the lack of managerial skills as their main problem in coping with these realities. The results of surveys of the NGO sector in this region confirmed that there is a great interest in conceptual knowledge on NGO management as a science and profession. Existing short-term training programs and seminars, proposed mostly by the NGOs themselves, can provide the participants with operational skills, but fundamental practical and theoretical knowledge is needed.

We see the Degree Program of training in NGO management and civil society to be a most adequate option for developing a stratum of professional managers in this sector in Lebanon and the Arab World. The Program allows to match basic management education with NGO management and civil society specialized knowledge and skills. The Program will be realized through BA and MA degrees in the Semester format, built up of 1575 and 540 academic hours respectively of in-class work in total. Special courses have been designed for the Program and a resource library is built up for the use of students and teachers.

This program is designed to provide students with broad knowledge in the field of International and Civil Society Organizations and specifically NGOs and NPOs. Acquaintance of the Third Sector, Development Cooperation, Civil Society Organizations, government institutions, multi-lateral and bilateral back-donors, networking with multinational corporations, and, among others, media enterprises and the like, will be part of the curricula at large. Graduates will be prepared to work in several career areas, specifically in independent international, regional and local organizations and those that operate under the umbrella of the United Nations and its various agencies, as well as other major development actors in the MENA-region and Arab World and beyond.

Admission Requirements

Applicants must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education. They are required to sit for an English Entrance Test (EET) or Test of English as a Foreign Language (TOEFL).

Graduation Requirements

You will need to complete:

- a. 27 credits of General Education Requirements; as the name indicates, those credits consist of 9 courses introducing basic knowledge of English and Arabic proficiency, political science, history, general science and humanities.
- b. 48 credits of Major Requirements; 16 courses will bring you to the world of NGOs, Civil Society and Development, and more specifically into the role of the NGOs in Lebanon and the MENA region, their concerns and the management of NGOs, in addition to elementary knowledge of international relations and organizations, public administration and public policy.
- c. 24 elective credits; 8 courses of which five will be in the NGO field and 3 courses chosen from the wide range of courses offered in the Faculty of PSPAD.
- d. 6 free elective credits; 2 courses selected from the whole university course offering.

Bachelor of Arts in Political Science - NGO Concentration
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|----------------------------------|-------|
| NGO | 201 | Intro. To NGOs and Civil Society | 3 cr. |
| ENL | 222 | Sophomore Rhetoric | 3 cr. |
| NGO | 202 | Intro. to Development Theory | 3 cr. |
| CSC | 201 | Computer & Its Use | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---|-------|
| NGO | 203 | Intro. To NGO Management | 3 cr. |
| ENL | 235 | Technical English | 3 cr. |
| NGO | 204 | Civil Society in the MENA-region & Arab World | 3 cr. |
| ECN | 212 | Macro – economics | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|-----|-----|---|-------|
| — | — | GER | 3 cr. |
| IAF | 211 | Introduction to International Relations | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|---|-------|
| NGO | 301 | Intro. To Organization Development | 3 cr. |
| PAD | 201 | Introduction to Public Administration | 3 cr. |
| IAF | 407 | International and Regional Organization | 3 cr. |
| NGO | 302 | Human Resource Management | 3 cr. |
| POS | 350 | Comp. Gov. & Politics | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| POS | 442 | Lebanese Const. Law | 3 cr. |
| POS | 353 | Governments of the Middle East | 3 cr. |
| NGO | 303 | Financial Management | 3 cr. |
| — | — | Major Elective | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | Major Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|----------------------------|-------|
| POS | 382 | Research Methods | 3 cr. |
| NGO | 401 | Civil Society and Advocacy | 3 cr. |
| NGO | 402 | Humanitarian Assistance | 3 cr. |
| NGO | 403 | Social Policy | 3 cr. |
| POS | 345 | Ethics & Leadership | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|-----------------------------------|-------|
| NGO | 404 | International Cooperation | 3 cr. |
| NGO | 490 | Special Topics | 3 cr. |
| NGO | 405 | Management of Social Institutions | 3 cr. |
| POS | 421 | Environmental Pol. | 3 cr. |
| NGO | 406 | Corporate Social Responsibility | 3 cr. |

Undergraduate Courses: American Studies Courses

AMS 305 Cultural Pluralism in America (3.0); 3 cr. Survey of the development of American Society focusing on the role of Afro Americans, concepts of cultural pluralism, racism and inter-group relations explored within a comparative historical framework.

AMS 316 American History (3.0); 3 cr. Studies the various stages in the American history, colonial England, Independence, Confederacy and Federacy, the Civil War, WWI, the New Deal, WWII and after.

AMS 408 American Foreign Policy (3.0); 3 cr. The process of formulating US foreign policy,

with emphasis on the Department of State and the Foreign Services. Analyzes the major problems of American policy in action.

AMS 481 American Constitutional Law (3.0); 3 cr. The development of constitutional doctrine concerning public power that has resulted from US supreme court cases and decisions.

AMS 483 Social Welfare in America (3.0); 3 cr. Advanced survey of social services, public policies, and the profession of social work. Issues include dependency, deviancy, crime, social security, public health, social reforms, public and voluntary institutions.

Undergraduate Courses: Euro-Mediterranean Courses

EMS 303 Modern European Thought (3.0); 3 cr. Overview of the history of ideas in Europe beginning with the Renaissance and covering the liberal age, authoritarian ideologies, and contemporary liberal democracy.

EMS 371 European Civic Politics (3.0); 3 cr. Focuses on the role of civic society in influencing governmental institutions and shaping the political, economic, and social settings. Particular attention is given to parties and citizens' groups.

EMS 391 European Politics (3.0); 3 cr. A survey of the new Europe, from Dublin to

Moscow, in relation to its political history and future prospects. Geography, economic issues, and military matters are stressed along with the European cultural and sub-cultural identities.

EMS 483 Politics and Culture of Russia and Eastern European Countries (3.0); 3 cr. The ideology, political and social structures, of Russia are examined in the context of imperial expansion, the Communist Revolution, and the subsequent collapse of communism and the break-up of the Soviet Union.

EMS 490 Senior Study: Special Topics in Euro-Mediterranean Studies (3.0); 3 cr.

Undergraduate Courses: History

HIT 101 Contemporary History of Lebanon (3.0); 3 cr. Covers Lebanon's contemporary history. Political, economic and social developments are stressed.

HIT 201 History of Lebanon (3.0); 3 cr. Covers the history of Mount Lebanon and its

neighboring area, from the Arab conquest until independence. *Prerequisite:* ENL 105.

HIT 211 History of Lebanon and the Middle East (3.0); 3 cr. Deals with the Middle East since the beginning of the Ottoman domination till the present. *Prerequisite:* ENL 107.

Undergraduate Courses: NGOs

NGO 201 Introduction to NGOs and Civil Society (3.0); 3 cr. An introduction to NGOs and Civil Society Organizations, their scope, size, structure and funding base. A special emphasis on their contribution to poverty alleviation/reduction, sustainable societies and the progress of social welfare. *Prerequisite:* ENL 107

NGO 202 Introduction to Development Theory (3.0); 3 cr. An introduction to key

concepts and current paradigms related to development, poverty alleviation/reduction, international cooperation and relief.

NGO 203 Introduction to NGO Management (3.0); 3 cr. An overview of the main areas related to NGO Management such as the context in which the Third Sector is operating, the organizational set-up of NGOs, the relations and the programs, projects and other related activities. The main focus will be on

development management. *Prerequisite:* ENL 107

NGO 204 Civil Society in the MENA-region (3.0); 3 cr. An analysis of the interaction and networking that take place between NGOs, the State and Non-formal Social Actors in the Middle East, North Africa-region (MENA). A special focus on the typologies of CSO active in the region and the examination of current data from the Arab World.

NGO 205 Legal Framework of NGOs (3.0); 3 cr. This course will study the laws applied to NGOs, the procedure of their legal registration, restrictions in their activities, in Lebanon and other MENA-countries, and will also compare these laws with the legal framework of NGOs in Western countries.

NGO 301 Introduction to Organization Development (3.0); 3 cr. An examination of current models for organizational assessment and change related to Civil Society Organizations and how different OD-interventions and tools can be applied within the Third Sector. *Prerequisite:* IAF 211 or consent of instructor.

NGO 302 NGOs and Human Resource Management (3.0); 3 cr. An examination of how NGOs are managing their human resources with a special focus on how to build teams with a participatory approach. The course will treat how to do the human resource planning and implementation, which includes recruitment, management and motivation of the personnel. *Prerequisite:* IAF 211 or consent of instructor.

NGO 303 Financial Management for NGOs (3.0); 3 cr. An introduction to financial management in non-profit organisations introducing the four areas of financial management which includes financial planning, the financial control systems, the monitoring and reporting and the accounting records. In addition, an overview of the basic elements, the preparation for the external audit of the accounts. *Prerequisite:* IAF 211 or consent of instructor.

NGO 304 Project Management for NGOs (3.0); 3 cr. An introduction to how NGOs prepare, design, fund, manage, implement, monitor and report projects mainly in the development sector. Project-tools on Project Cycle Management (PCM) as well as the Logical Framework Approach (LFA) will be introduced.

NGO 305 Civil Society & Globalization (3.0); 3 cr. A study which enables the understanding, analysis and interpretation of the key concepts of globalization and the related current external factors and challenges affecting Civil Society and NGOs.

NGO 306 NGOs and Development (3.0); 3 cr. A study of the changing role of NGOs in the development process. A special emphasis on how the focus have changed from short-term relief & welfare to a more sustainable and community based approach.

NGO 307 Religion and Development (3.0); 3 cr. An exploration of the social and developmental roles of Religion in the Middle East and the challenges, opportunities and threats Islamic and Christian Faith Based Organizations are facing in the current context.

NGO 401 Civil Society and Advocacy (3.0); 3 cr. An introduction to main concepts, definitions and challenges to advocacy in the Third Sector. This course covers how NGOs are building up their advocacy strategies, what kind of tools that are being applied and how the main stakeholders will be involved in the process.

NGO 402 Disaster Response & Humanitarian Assistance (3.0); 3 cr. An introduction to the Humanitarian Charter and Minimum Standards in Disaster Response. These standards cover areas in water supply, nutrition, food aid, shelter & site planning and health services and have been adopted by all major agencies involved in Humanitarian Assistance.

NGO 403 Social Policy (3.0); 3 cr. An overview on how social policy is being shaped and elaborated in Welfare States and countries with emerging Civil Societies in the MENA-region. A special emphasis on networking between the State and NGOs on how to assure basic social rights.

NGO 404 International Development Cooperation (3.0); 3 cr. An overview of the strategic framework involving Multilateral and Bilateral agencies, International and Local NGOs and their partnerships, alliances and relations in the MENA-context. The course will also treat the current and past paradigms in Development Cooperation.

NGO 405 Management of Social Institutions (3.0); 3 cr. This course will outline the basic theoretical framework, as well as the administrative principles and strategic

framework, on how to manage Non-Profit organizations in charge of different kinds of institutions active in sectors like education, health care and social affairs.

NGO 406 Gender & Development (3.0); 3 cr. This course will treat gender inequality and its correlation with poverty which results in acute failure of human capabilities. The women's empowerment deficit in the Arab World will be examined and analysed through the Arab Human Development Reports as well as the strategies to overcome the current obstacles.

NGO 407 NGOs and Sustainable Environment (3.0); 3 cr. This course will examine the concept of sustainable development since the World Commission on Environment and Development in 1987 and the process initiated by the UNCED Conference in Rio 1992. Main areas that will be analyzed are issues related to human needs and the main environmental factors to take into consideration in the development process.

NGO 408 Social Responsibility and the Private Sector (3.0); 3 cr. This course will study how the Private Sector and Corporations interact with other Civil Society Actors in integrating social and environmental concerns in their operations and activities. Related concepts on Corporate Accountability, Governance & Citizenship as well as Social Responsibility & Ethical Investments, will be examined.

NGO 409 Social Marketing (3.0); 3 cr. This course will introduce the basic principles of social marketing, explaining how techniques like advertising, branding, segmentation and the marketing mix can be used to tackle important social and health problems. It will outline the relevant theories underpinning social marketing, explain the range of techniques marketer's use and show how these can be applied to specific public health challenges. It will also assess criticisms of social marketing and the ethical issues the discipline has to confront.

NGO 410 Volunteer Management in NGOs (3.0); 3 cr. Volunteers are the heart of many NGOs and, like employees, need recruitment, reward, incentives, contracts, termination and committees. This course will study the good practices and ethical issues around management of volunteers in NGOs and community work.
Prerequisite: NGO 302

NGO 490 Special Topics (3.0); 3 cr. Special topics in NGO Management.

NGO 491 (1.0); 1 cr. Internship in an NGO, UN agency or social institution.

NGO 492 (2.0); 2 cr. Internship in an NGO, UN agency or social institution.

NGO 493 (3.0); 3 cr. Internship in an NGO, UN agency or social institution

Undergraduate Courses: Political Science

POS 101 Principles of Politics & Government (3.0); 3 cr. Introduces the basic political philosophies and governmental processes, and the relationships between rights, liberties, and responsibilities of individuals and governments.

POS 201 Introduction to Political Science (3.0); 3 cr. Covers the basic concepts in political science. *Prerequisite:* ENL 107.

POS 210 Governments and Institutions of Lebanon (3.0); 3 cr. An introduction to the various characteristics that have shaped the Lebanese political system. An introduction to the processes of parliamentary, executive, administrative, and judiciary government is provided.

POS 212 Political History of the Near East Until World War I (3.0); 3 cr. A survey of political history and culture of the Mediterranean civilizations.

POS 240 Law and Society (3.0); 3 cr. Nature, purposes and sanctions of law sources of law private and public law. Common and civil law, courts and administration of justice. This course is a prerequisite to all law courses. *Prerequisite:* ENL 107.

POS 317 Political Parties, Public Opinion, Pressure Groups (3.0); 3 cr. Analysis of pressure politics and political behavior. Impact of parties and pressure group on the governmental efficiency and the public good. Evaluation of public opinions impact on governmental decisions.

POS 321 State and Local Government (3.0); 3 cr. Places subnational politics in its social, ideological, and federal setting. Concern is with both formal structure and political process. Focus on the individual's role.

POS 323 Minority Politics (3.0); 3 cr. An examination of the social, cultural and economic factors which affect the political choices of minorities. Analysis of minorities political rights and actions.

POS 331 Judicial Politics (3.0); 3 cr. Examination of the principal actors in the legal system: police, lawyers, judges, and citizens. About half of the course is devoted to the study of judicial behavior in the courts and political and personal influences on judicial behavior.

POS 335 Classical Political Thought and Ideologies (3.0); 3 cr. Introduction to the origin and development of inquiry about human life and political association with particular reference to ancient and medieval philosophies.

POS 345 Ethics and Leadership (3.0); 3 cr. An examination of the nature of the relation between authority and moral duty in light of the long tradition of civil and religious statutes.

POS 350 Comparative Governments and Politics (3.0); 3 cr. A study of the basic approaches to comparative politics. Constitutional comparisons among the political systems of the United States, Great Britain, France, China, and Japan are highlighted.

POS 353 Governments of the Middle East (3.0); 3 cr. A comparative study of the governmental systems and political processes of Middle Eastern countries.

POS 382 Empirical Research Methods (3.0); 3 cr. An exposition of the scientific methods for conducting research, collecting and analyzing data, formulating hypotheses and propositions, and developing well-organized reports.
Prerequisite: ENL 213

POS 403 Arab-Israeli Conflict (3.0); 3 cr. A study of the Arab-Israeli conflict and its effects on the legal, economic, and political patterns of the region and the international community.

POS 421 Environmental Politics (3.0); 3 cr. Political, legal, and economic forces in environmental law and policy. Special emphasis

on air and water pollution and on threat to public and agricultural land. Environmental groups and their opponents.

POS 442 Constitutional Law (3.0); 3 cr. A study of the precepts and provisions of the Lebanese constitution and its contributions to policy, governance, and democracy.

POS 473 Government and Politics of Latin America (3.0); 3 cr. A study of the political systems of major Latin American countries in terms of their ideological, economic, social, and cultural variables.

POS 475 Government and Politics of South East Asia (3.0); 3 cr. A study of the political systems of major countries in South East Asia in terms of their ideological, economic, social, and cultural variables.

POS 477 Government and Politics of Africa (3.0); 3 cr. A study of the political systems of major African countries in terms of their ideological, economic, social, and cultural variables.

POS 479 Government and Politics of the United States (3.0); 3 cr. A study of the constitution of the American government and the determinants of the political process.

POS 480 Internship 1 cr. or POS 481 Internship 2 cr. or POS 482 Internship 3 cr. A supervised on-the-job working experience in International Affairs, Public Administration or Political Science. The internship will be done in cooperation with recognized international and national institutions and organizations from the public and private sector. Interns will have the opportunity to develop new skills by working under the direction and supervision of an experienced practitioner and acquire new skills. A minimum of 120 hours of internship is required. A detailed report is to be submitted as a record of the work accomplished. *Prerequisite:* Senior standing.

POS 490 Senior Study - Special Topics in Political Science (3.0);3 cr.

The Degree of Master of Arts in Political Science

The department of Political Science offers graduate work leading to the Master of Art in Political Science. This Master's program is aimed at those students planning or embarking upon a career in public service and in related fields.

Admission Requirement

In addition to the University graduate admission requirements, applicants should have a B.A. in Political Science, Public Administration, International Affairs and Diplomacy, International Law, or other related fields.

Successful passing of the EET Entrance Exam with a minimum score of 650 is required. Students' undergraduate GPA of 3.0 minimum, work experience, letters of recommendation, motivation for a career and leadership are all taken into consideration. The Faculty may require the GRE exam for non-NDU students, and the following prerequisite courses may be required of non-major applicants: IAF 211, POS 201, POS 210, or equivalent by petition.

Graduation Requirements:

Students seeking the degree of M.A. in the Faculty of PSPAD must meet the University graduation requirements and complete one of the following two options with a G.P.A. of at least 3.0/4.0:

1. 36 credits of course work in addition to a comprehensive written and oral examination; or
2. successful completion of 30 credits course work and six credits thesis.

Degree Requirements (36 credits)

Core Requirements

IAF 601, PAD 604, POS 681

9 cr.

Major Electives

IAF 604, IAF 605, IAF 615, IAF 633, IAF 641, IAF 645, PAD 618, PAD 627, PAD 652, PAD 654, POS 611, POS 619, POS 651, POS 659

15 cr.

Free Electives

Option I: Thesis 6 cr. (POS 699) in addition to 30 cr. of course work.

6 or 12 cr.

Option II: Successful completion of 36 credits of course work culminating in comprehensive written and oral exams.

The Degree of Master of Arts in Political Science – NGOs Concentration

This program is designed to provide students with in-depth knowledge in the field of International and Civil Society Organizations and specifically NGOs and NPOs. The Master's program is aimed at those students planning or embarking upon a career in independent international, regional and local organizations and those that operate under the umbrella of the United Nations and its various agencies, as well as other major development actors in the MENA-region and Arab World and beyond.

Admission Requirements

To be eligible for admission to a graduate program, an applicant must hold a Bachelor degree or its equivalent from an accredited institution of higher education preceded by a secondary school certificate recognized by the Lebanese Ministry of Education as equivalent to the Lebanese Baccalaureate Part II. The minimum GPA must be 3.0/4.0.

Individual Faculties retain the right to request further requirements for admission to graduate programs such as the Graduate management Admission Test (GMAT) and the Graduate Record Examination (GRE). Other requirements may include recommendations from employer(s), auditions interviews, and samples of the student's work or personal statements. These other admission requirements will be stated in the letters of conditional admission authorized by the concerned Faculty.

For further details, applicants are requested to refer to the University catalog or enquire at the Admissions Office.

Graduation Requirements

In addition to the University graduate admission requirements, applicants should have a BA in Political Science – NGOs Concentration, Political Science, International Relations, Public Administration or any other BA or BS degree related to the scope and purpose of a NGOs vocation.

Degree Requirements (36 credits)

Core Requirements

These are 3 courses that introduce you to the basic theories and practices of international organizations and specialized agencies, public administration and scientific methods for conducting research in all later courses.

9 cr.

Major Electives

five courses of your choice from the NGO program will give you advanced knowledge and varied aspects of Civil Society and development, introduce you to tools for project, human resources and financial management, strategic planning, fundraising, monitoring and evaluation, as well as advocacy and social marketing, to mention only some of the topics.

15 cr.

Free Electives

Option I: you complete 6 elective credits and take the thesis course of 6 credits to conduct and write a research on a significant topic related to the area of your specialization

6 or 12 cr.

Option II: you complete 12 elective credits and sit for comprehensive written and oral exams.

Graduate Courses: NGOs

NGO 601 Development Theory and Practice. (3.0); 3 cr. This course deals with topics and issues related to the current development challenges in the MENA-region in the context of the global order. Case studies of NGOs that are active in different areas will be selected as well as different examples of sustainable projects and programs.

NGO 602 Changing Role of Civil Society Organizations in the MENA-region (3.0); 3 cr. The focus of this course is on the changing role of Civil Society Organizations in the MENA-region based on existing and emerging NGO-networks. The concept of Civil Society is being examined and challenged.

NGO 603 NGO Management (3.0); 3 cr. A comprehensive overview on issues like good governance and accountability, empowerment, partnership, measuring performance & results as well as the contexts in which NGOs are operating. Issues like advocacy and service-delivery will be examined as well as the existing paradigms in development management.

NGO 604 Organization Development (3.0); 3 cr. This course will examine existing theoretical models around Organization Behavior in the Civil Society Sector. Organizational Assessment & Change, OD-interventions, Organizational Culture, Leadership, and principles and practices for Organizational Learning are other main components of the course.

NGO 605 Civil Society, NGOs, Networking and Advocacy (3.0); 3 cr. An examination of how NGOs are networking and campaigning for human rights and core social issues with the State, the public opinion, the private sector and decision-makers on different levels.

NGO 606 Civil Society, Welfare State and Social Policy (3.0); 3 cr. This course will critically analyze how social policy is being shaped and social services delivered by State, Private and NGO Actors in changing political and social contexts both globally and in the MENA-region.

NGO 607 Civil Society & Globalization (3.0); 3 cr. This course will critically study globalization, its causes and effects on emerging Civil Societies and NGOs.

NGO 608 Guiding Values & Principles in Civil Society (3.0); 3 cr. A critical examination

of the values, definitions and concepts and historical background to Civil Society in the West and how it's being applied in the Development sector.

NGO 609 NGOs and Human Resource Management (3.0); 3 cr. A comprehensive study on HRM within the framework of Civil Society. Emphasis on Best Operating Practices (BOP), benchmarking, teamwork, staff empowerment, self-appraisal, incentives & recognitions, purposeful internal and external communication.

NGO 610 Financial Management for NGOs (3.0); 3 cr. This course will treat financial management in non-profit organizations with case studies on how to prepare financial reports and the accounting systems in accordance with Generally Accepted Accounting Principles.

NGO 611 Advanced Course in Project Management for NGOs (3.0); 3 cr. A comprehensive view with case studies on how NGOs prepare, design, fund, manage, implement, monitor and report projects mainly in the development sector.

NGO 612 Project Cycle Management & Log-Frame Approach (PCM & LFA) (3.0); 3 cr. This course will critically examine how NGOs are using PCM and LFA in development and humanitarian assistance projects. The principles of PCM and LFA will be introduced as well as key aspects like the intervention logic, how to define objectively measurable and verifiable indicators, assumptions and risks. *Prerequisite:* NGO 611

NGO 613 Monitoring and Evaluation (3.0); 3 cr. A comprehensive overview how development projects are being monitored and evaluated by the main stakeholders. Other central topics include quantitative and qualitative methods on how to collect, store and analyze data and information as well as how do design the M/E-process as an integral part of the project management system. *Prerequisite:* NGO 611

NGO 614 Impact Assessment for Development (3.0); 3 cr. An overview of how performance, the outcomes and impact can be measured in the development sector and what kind of indicators are being used.

NGO 615 Strategic Planning for NGOs (3.0); 3 cr. This course will treat how NGOs can become more proactive, efficient, focused and committed in their service delivery. The main focus will be to assess current strengths, weaknesses, opportunities and threats and elaborate a strategic framework with the vision & mission statements, guiding values & principles and appropriate plans, programs and projects.

NGO 616 The Participatory Approach in Development Cooperation (3.0); 3 cr. This course will treat different kinds of participatory concepts and tools, such as Participatory Rural Appraisal (PRA), Participatory Learning & Action (PLA), Rapid Rural Appraisal (RRA) and how they are being applied in development cooperation as a mean to empower the poor and marginalized.

NGO 617 Participatory Poverty Assessment (PPA) (3.0); 3 cr. This course will critically examine how to conduct a Participatory Poverty Assessment with existing tools for analysis and change. Cases studies from mainly the Arab World will be used and examples of different studies of poverty assessment will be analyzed and compared. *Prerequisite:* NGO 616

NGO 618 Advanced course in Management of Social Institutions (3.0); 3 cr. This course will examine how to handle financial and human resources within the framework of social institutions in sectors like education, health care and social affairs. This course will build on the subjects, concepts and theoretical models analyzed in NGO 405.

NGO 619 Advanced Course in NGOs and Development (3.0); 3 cr. A comprehensive analysis with case studies on NGOs in the development process. Current practices on social services delivery will be critically examined as well as the right-based approach, in contrast to more traditional welfare and charity-oriented concepts.

NGO 620 Rural Development (3.0); 3 cr. A comprehensive analysis of rural development in order to make long-term improvements in rural living conditions with case studies on food security, safety and quality production of food products, access to markets, sustainable development, environmental concerns, the community based approach and current challenges and opportunities.

NGO 621 Advanced course on Gender & Development (3.0); 3 cr. This course will examine and analyze gender inequality and its correlation with poverty which results in acute failure of human capabilities. The capability approach with its systematization and theoritization, based on current case studies, is also a central part of the course.

NGO 622 NGOs and Micro-Credits (3.0); 3 cr. This course will treat the different kinds of micro credits schemes and income-generation activities that NGOs are involved in with different stake-holders. Special cases studies from the MENA-region will be analyzed and examined.

NGO 623 Advanced Course on Religion and Development (3.0); 3 cr. This course will analyze the social and developmental roles of secular and religious NGOs in the Middle East and beyond. The main focus will be on the praxis and the action carried out by Faith Based organizations and Religious Charities.

NGO 624 Islamic Charities and Faith Based Organizations in the MENA-perspective (3.0); 3 cr. This course will analyze the growing importance of Islamic charities as a global phenomenon in social service delivery and as emerging NGOs in the development sector in the MENA-region and beyond.

NGO 625 Christian Charities and Faith Based Organizations in the MENA-perspective (3.0); 3 cr. This course will analyze the way Christian Charities and NGOs are operating in the development sector and the challenges they are facing in the MENA-region and beyond and how they are organized.

NGO 626 Disaster Response & Emergency Preparedness (3.0); 3 cr. This course will study several cases of relief operations regarding man-made and humanitarian disasters utilizing the Humanitarian Charter and Minimum Standards in Disaster Response.

NGO 627 Corporate Social Responsibility in the MENA-region (CSR) (3.0); 3 cr. This course will analyze current models of CSR and how the principles can be applied in the Arab World and beyond. Some real life examples will be studied. Related concepts on Corporate Accountability, Governance & Citizenship as well as Social Responsibility & Ethical Investments, will be examined.

NGO 628 Social Marketing for Advocacy and Campaigning (3.0); 3 cr. This course will analyze how Civil Society Organizations are using social marketing techniques like advertising, branding, and segmentation in advocacy and campaigns. The course will build on the issues presented in NGO 409.

NGO 629 Fundraising Strategies and Proposal Writing for NGOs (3.0); 3 cr. This course will examine how NGOs can look for and approach potential donors and specifically how to prepare a written project proposal with all its components. *Prerequisite:* NGO 611

NGO 630 Managing Diversity in NGOs (3.0); 3 cr. An examination on the impact of confessional and cultural differences among staff and partners of NGOs, both local and

international, including different perceptions of leadership, delegation of tasks and responsibilities, and how to overcome and learn from the differences and develop a well-functioning and efficient work team.

NGO 690 Special Topics (3.0); 3 cr. Special topics in NGO Management.

NGO 691 (1.0); 1 cr. Internship in an NGO, UN agency or social institution.

NGO 692 (2.0); 2 cr. Internship in an NGO, UN agency or social institution.

NGO 693 (3.0); 3 cr. Internship in an NGO, UN agency or social institution.

Graduate Courses: Political Science

POS 611 The Middle East in International Politics (3.0); 3 cr. The seminar examines the place of the Middle Eastern countries in the world system and the roles played by outside powers in the Middle East.

POS 619 Political Communication (3.0); 3 cr. Diffusion of persuasive political communications through standard and created media. Examination of campaign techniques (i.e., research on issues and themes, electorate polling, thematic media approaches, campaign strategies) in management and administration.

POS 625 Policy Analysis and Choice (3.0); 3 cr. Survey of techniques for systematic analysis and evaluation of policy questions and programs, formulation of policy alternatives, cost-benefit analysis, and application of statistical computer models.

POS 651 Contemporary Middle East Governments and Political Processes (3.0); 3 cr. A comparative study of the governmental systems and political processes of the contemporary Middle Eastern countries and their role in world affairs. Topics include elites and political systems, democratization vs. fundamentalization, internal and external conflicts and their impact on nation-building, and constitutional law in the Arab states.

POS 659 Comparative Defense and Intelligence Studies (3.0); 3 cr. An evaluation of national defense policies of the major powers

and the strategic roles of key regions in the international military balance. Emphasis is directed to the study of major intelligence agencies and the role of intelligence in general (military, industrial, etc.) in national security.

POS 661 The European Integration (3.0); 3 cr. Topics covered include an exploration of the economic, political, social, demographic, constitutional, and legal patterns of the European integration process. The course traces the development of the European Union and evaluates its impact on member states, their economies, collective security, and international trade. A particular attention is given to the European Union's interaction with the other two major economic powers: The United States and Japan.

POS 681 Research Methods (3.0); 3 cr. The course introduces students to the scientific methods for conducting research, collecting data, analyzing these data, formulating hypotheses and propositions, and developing these propositions into coherent, well-organized reports.

POS 699 Thesis in Political Science (6.0); 6 cr. The thesis involves the application of research methods to a significant topic of current relevance to the spheres of Political Science. It requires the incorporation of the student's hypotheses, methods of testing, test results and conclusion in a sound report available to later researchers.

The Degree of Master of Arts in Comparative Law

In the present world referred to as the “Global Village”, and in view of the international global system controlled to a great extent by non-governmental, multi-national corporations; where governments, peoples, businesses and others do interact on a daily basis through an enormity of contracts, regulations, laws and procedures, it has become necessary to stress in academic curricula the importance of Comparative Law. This specialty would help students of law understand the basic different legal systems applied in the world.

Admission Requirement

In addition to the University graduate admission requirements, applicants should have a B.A. in Political Science, or Public Administration, International Affairs and Diplomacy, International Law, or other related fields.

Successful passing of the EET Entrance Exam with a minimum score of 650 is required. Students’ undergraduate GPA of 3.0 minimum, work experience, letters of recommendation, motivation for a career and leadership are all taken into consideration. The Faculty may require the GRE exam for non-NDU students, and the following prerequisite courses may be required of non-major applicants: POS 201, IAF 401, POS 442.

Graduation Requirements:

Students seeking the degree of M.A. in the Faculty of PSPAD must meet the University graduation requirements and complete one of the following two options with a G.P.A. of at least 3.0/4.0:

1. 36 credits of course work in addition to a comprehensive written and oral examination;
or
2. successful completion of 30 credits course work and six credits thesis.

Degree Requirements (36 credits)

Core Requirements

CPL 603, CPL 605, CPL 625.

9 cr.

Major-related Electives: choose 5 courses

CPL 607, CPL 611, CPL 615, CPL 627, CPL 629, CPL 633, CPL 635, CPL 637, CPL 639, CPL 645, CPL 661, CPL 681, CPL 689, CPL 691

15 cr.

Free Electives

6 or 12 cr.

Option I: thesis 6 cr. (CPL 699) in addition to 30 cr. Of course work.

Option II

Successful completion of 36 credits of course work culminating in comprehensive written and oral exams.

Graduate Courses: Comparative Law

CPL 603 Comparative Concepts and Issues of Justice (3.0); 3 cr. Issues relating to justice policies, perspectives, techniques, roles, institutional arrangements, management, issues of research and innovative patterns to prevent crises and delinquency

CPL 605 Current Issues in Human Rights and Global Justice (3.0); 3 cr. The first part of this course focuses on the dramatic changes in the creation and enforcement of international human rights law that have taken place since World War II. Notwithstanding serious challenges from a variety of sources, no government in the world publicly dissents from the acceptance of support for human rights. Students will examine the existing international human rights regime and explore the impact of the UN charter, the Universal Declaration, and various multilateral and regional human rights treaties and regimes on the behavior of nations today. Using cases from the M.E., Europe, US and international courts, the course will focus on ethical issues in human rights. Topics will include political repression, informed consent, and human rights. Law can be used to promote human rights

CPL 607 Comparative Law of Lawyering and the Legal Profession (3.0); 3 cr. Lawyers often suppose that the entire law of professional responsibility is contained in the profession's codes. However, "other" law (criminal law, tort law, procedural law, securities law, etc) plays an equally and sometimes more important role in regulating a lawyer's conduct. This three-credit course will focus on an examination of the ways in which ethics' codes and "other" laws work together to shape a lawyer's course of action in different contexts (business transactions, civil litigation, government representation criminal defense.) In addition, students will explore the contours of the profession.

CPL 611 Comparative Constitutional Law (3.0); 3 cr. The aim of this seminar is to develop an understanding of major international constitutional traditions. Students will focus in significant part upon the French, German and other constitutions, using the American Constitution as a comparative background. The course will cover both the citizens rights provisions and basic structures of government.

CPL 615 Comparative Administrative Law (3.0); 3 cr. Law governing the organization, powers, contracts procedures of the executive and administrative establishments.

CPL 625 Elements of World Law (3.0); 3 cr. This course will outline what law is and how it works among nations and explore the workings of leading international organizations. It examines practical and normative issues in international security, human rights, diplomacy, international finance, and international commerce. Students will be invited to explore a juridical landscape that is peculiarly different from the one they have grown accustomed to. The course will contrast the methods, the sources, and the institutions of the international legal system with the methods, the sources, and the institutions of major world legal systems making

CPL 627 Employment and Labor Law (3.0); 3 cr. This course examines the legal framework governing the relationship between employers and workers. It explores common and Roman laws principles, questions of occupational safety and health; employment discrimination of various sorts, and private sector unionization and collective bargaining. There will be discussion of the employees' selection of unions as collective bargaining representatives collective bargaining and regulation of the bargaining process, use of economic weapons such as strikes and boycotts, and the enforcement of collective bargaining agreements. A recurrent question is the choice of various "models" of employment relationships: freedom of contract, information and incentives, unionization, and direct regulation.

CPL 629 Comparative Substantive Criminal Law (3.0); 3 cr. Criminal liability, crimes against persons' property and society. Government sanctions of individual conduct as formulated by courts and legislation.

CPL 633 Comparative Juvenile Justice System (3.0); 3 cr. This seminar will consider how our legal systems should respond to crimes committed by minors. In particular, students will consider the appropriateness of treating minors differently from adults in the process of preventing, adjudicating, and imposing consequences for criminal behavior. Readings

on adolescent development and urban sociology will help discussions.

CPL 635 Comparative Media Law (3.0); 3 cr. This course will survey legal issues involving the traditional mass media primarily newspapers, broadcasting, and cable. Some emphasis on structural regulations will be applied.

CPL 637 Electronic Commerce Law (3.0); 3 cr. The seminar will focus on both the technology involved in electronics, commerce and the law surrounding the emerging field. This course begins with an overview of the history and infrastructure of the Internet, providing students with a working knowledge of the terminology and technology they will likely encounter working in this legal field. Additional background discussion will involve the concept of regulation of the Internet, global vs. national perspectives on the law of the Internet, and conceptions of sovereignty. Topics may include electronic contracts, digital signatures, cybnatories, the application of traditional UCC doctrines such as the mailbox rule and the statute of frauds to in e-commerce.

CPL 639 Comparative Insurance Law and Policy (3.0); 3 cr. This course will examine legal issues relating to first-party and third-party insurance, as well as limited aspects of domestic insurance regulation. Topics will include the special principles of construction applicable to insurance policies, particular problems arising under life and health policies

CPL 641 Comparative Business Law (3.0); 3 cr. Legal and ethical aspects of agency, partnership corporations, bankruptcy, antitrust, securities and other regulations and institutions.

CPL 643 Comparative Religious Law (3.0); 3 cr. An in-depth study of the relationship between religion and the law. The study focuses on Islamic, Christian and Jewish laws.

CPL 645 Comparative Commercial Arbitration: Domestic and International (3.0); 3 cr. Arbitration is a widespread and fast-growing method for resolving commercial disputes. This class examines the legal regime that governs commercial arbitration in both the domestic and international realms. The class

begins with a brief overview of the legal regime governing purely domestic arbitration, and then explores the different (but related) legal regimes that govern international commercial arbitration. Students will look at domestic and foreign statutes, national and international cases, treaties, and several arbitrate institutions.

CPL 661 Globalization and Sovereignty in International Intellectual Property Law (3.0); 3 cr. This course focuses upon the creation, negotiation, and implementation of multinational treaties and organizations aimed at correcting the economic inefficiencies of the international intellectual property laws. Through a rigorous reading of basic legal texts, scholarly comment, and various international working papers, students in this seminar will examine the possible barriers to harmonization efforts

CPL 681 Comparative Family Law (3.0); 3 cr. This course examines the law's regulation of the creation and dissolution of family relationships, and the legal rights and responsibilities that family members have in the context of their family status. These issues will be examined in both modern and historical contexts, with particular emphasis on marital relations. Topics to be covered include: polygamy, marriage and parenthood interracial marriage and adoption, same-sex marriage and parenthood, surrogate motherhood, the economic consequences of divorce, the dissolution of non-marital relationships, and the termination of parental rights.

CPL 689 Comparative Environmental Law (3.0); 3 cr. This course is designed to provide a broad overview of major national and international legislations with the environment, including a clean air, clean water and endangered species. Issues of institutional competence and legitimacy, such as the allocation of authority between international, national governments.

CPL 691 Case Studies: Criminal Law II (3.0); 3 cr. Studies important cases in criminal law and provides comparison for such cases in Roman and Common law.

CPL 699 Thesis in Comparative Law. (6.0); 6 cr.

DEPARTMENT OF PUBLIC ADMINISTRATION

The Department of Public Administration offers three programs leading to the degrees of Bachelor of Arts in Public Administration and in Criminal Justice, and Master of Arts in Public Administration.

Degree of Bachelor of Arts in Public Administration

The program is designed to equip students with comprehensive awareness of the discipline of Public Administration. The major courses will provide students with in-depth knowledge of the field, and will afford them a smooth and solid transition into the graduate studies as well as professional preparation in the following areas: public sector in various ministries of government, budgeting and the budget process, foreign service, international and regional organizations, multi-national corporations, banking institutions, and other enterprises.

Degree Requirements (105 credits)

General Education Requirements 27 cr.

CSC 201, ENL 213, ENL 230, ARB 211 or ARB 231, HIT 211, ENS 201 or NTR 201, REG 212 or REG 213, POS 201.

Major Requirements 45 cr.

IAF 401, PAD 201, PAD 241, PAD 302, PAD 312, PAD 332, PAD 421, PAD 422, PAD 461, PAD 462, PAD 490, POS 210, POS 345, POS 382, POS 442.

Electives in PSPAD (27 cr.), 3 of which should be taken in Economics. 27 cr.

From: ECN 200, ECN 211, ECN 212, PAD 322 or equivalent

P.S: Students may choose to take 18 credits of those electives as a minor in other majors within the PSPAD Faculty.

Free Electives 6 cr.

Minor in PAD (for non-PAD Majors) 18 cr.

Required: PAD 201, PAD 302, PAD 332
9 credits of electives from PAD courses

Bachelor of Arts in Public Administration
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| POS | 201 | Intro. To Pol. Science | 3 cr. |
| IAF | 211 | Intro. To Intl. Relations | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| CSC | 201 | Computer & its Use | 3 cr. |
| POS | 210 | Gov. & Inst. Of Leb. | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| PAD | 201 | Intro. To Public Admin. | 3 cr. |
| POS | 240 | Law & Society | 3 cr. |
| HIT | 211 | Hist. Of Leb. & M.E. | 3 cr. |
| ECN | 212 | Principles of Macro - Economics | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|---------------|-------|
| — | — | GER | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--------------------------|-------|
| PAD | 241 | Admin. Law | 3 cr. |
| POS | 301 | Modern Pol. Ideologies | 3 cr. |
| POS | 350 | Comp. Governments & Pol. | 3 cr. |
| ENL | 230 | English in the Workplace | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| POS | 442 | Leb. Constitutional Law | 3 cr. |
| PAD | 302 | Elements of Pub. Policy | 3 cr. |
| POS | 353 | Gov. of the M.E. | 3 cr. |
| PAD | 332 | Admin. Beh. & Org. Theory | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | Major Elective | 3 cr. |
| — | — | Major Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |

Fall Semester III (15 credits)

| | | | |
|-----|-----|-----------------------|-------|
| POS | 345 | Ethics & Leadership | 3 cr. |
| IAF | 407 | Intl. & Regional Org. | 3 cr. |
| PAD | 312 | Regulatory Politics | 3 cr. |
| PAD | 322 | Intl. Pol. Economy | 3 cr. |
| — | — | Major Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|---------------------------------|-------|
| PAD | 321 | State & Local Gov. | 3 cr. |
| PAD | 421 | Fiscal & Budgetary Pol. Of Leb. | 3 cr. |
| PAD | 422 | Pol. Admin. Dev. | 3 cr. |
| PAD | 462 | Public Management | 3 cr. |
| PAD | 490 | Special Topics in P.A. | 3 cr. |
| — | — | Free Elective | 3 cr. |

Undergraduate Courses: Public Administration

PAD 201 Introduction to Public Administration (3.0); 3 cr. Role of the Administration in the Political process with an examination of the basic concepts of Bureaucracy. This course is a prerequisite to all PAD courses. *Prerequisite or Corequisite:* ENL 107.

PAD 241 Administrative Law (3.0); 3 cr. (Arabic/English) Studies law governing the organization, powers and contracts procedures of the executive and administrative establishments.

PAD 302 Elements of Public Policy (3.0); 3 cr. Studies consumer protection, natural resources, environmental protection in relation to science and technology.

PAD 312 Regulatory Politics (3.0); 3 cr. Studies the development and implementation of governmental policies regulating business activities, consumer and labor.

PAD 322 International Political Economy (3.0); 3 cr. Studies the contemporary issues in international political economy approaches, global welfare, international debts, equality, ecology.

PAD 332 Administration Behavior and Organization Theory (3.0); 3 cr. Examines the consideration of theories seeking to explain administrative behavior, evidence for and against those theories as applied to governments.

PAD 421 Fiscal and Budgetary Policy of Lebanon (3.0); 3 cr. A study of the budgetary process from a legal and economic perspective. Topics include, among others, the public debt, taxation, and financial policy.

PAD 422 Political Administration Development (3.0); 3 cr. Illustrates topics such as: Politics of social changes, comparative urbanization, political administrative development caused by various legal, social, religious and political factors.

PAD 435 Regional & Urban Planning (3.0); 3 cr. Examination of the theory, objectives, and methods of the planning process stressing economic distribution and ideological differences. *Optional:* case study.

PAD 461 Comparative Public Administration (3.0); 3 cr. Comparative public administration and theory. Bureaucracies and their input on the political development process.

PAD 462 Public Management (3.0); 3 cr. Analysis of advanced public management techniques. Problems of implementing techniques: Case study and research.

PAD 490 Senior Study - Special Topics in Public Administration (3.0); 3 cr. Special topics in Public Administration.

The Degree of Bachelor of Arts in Criminal Justice

Criminal Justice Program (CJS)

The program of Criminal Justice studies the interrelatedness of law enforcement, court services, correction, juvenile justice and private security within the criminal justice continuum.

Objectives

In its institutional thrust as an academic center of higher education, Notre Dame University, Louaize opted to join the on-going dialogue on man as a socio-political constituent. More than ever before, the World's progress is influenced by the protection and enhancement of human rights and security within the confines of a democratic political system based on equality and justice.

The program is designed to provide students with knowledge and awareness of the legal system in relation to police training, law enforcement, court services, correction institutions, criminal rehabilitation, crime prevention and general security of the citizen.

The program will equip students with broad knowledge and afford them a smooth and solid professional preparation in the areas of social security, and legal services.

**Degree Requirements
(105 credits)**

General University Requirements **27 cr.**
CSC 201, ENL 213, ENL 230, POS 201, ARB 212 or 231, REG 212 or 213,
ENS 201, NTR 201, HIT 211

Core Requirements **30 cr.**
CJS 200, CJS 201, CJS 222, CJS 250, CJS 315, SOL 313, POS 442, POS 240,
CJS 411, CJS 420

Major Requirements **30 cr.**
CJS 211, CJS 311, CJS 321, CJS 322, CJS 430, CJS 433, CJS 441, CJS 461,
CJS 487, CJS 490.

Major Electives: **12 cr.**
Choose 4 courses from: PAD 201, PAD 241, PAD 322, CJS 455, SOL 312,
PSL 201, IAF 402, POS 323, POS 240, POS 382, POS 421.

Free Electives **6 cr.**

Bachelor of Arts in Criminal Justice
Suggested Program (105 Credits)

Fall Semester I (15 Credits)

| | | | |
|-----|-----|---------------------------|-------|
| POS | 201 | Intro. to Pol. Science | 3 cr. |
| CJS | 200 | Hist. of Criminal Justice | 3 cr. |
| ENL | 213 | Sophomore Rhetoric | 3 cr. |
| CSC | 201 | Computer & its Use | 3 cr. |
| — | — | GER | 3 cr. |

Spring Semester I (15 Credits)

| | | | |
|-----|-----|--------------------------------|-------|
| CJS | 201 | Survey of Criminal Justice | 3 cr. |
| POS | 240 | Law & Society | 3 cr. |
| ENL | 230 | English in the Workplace (GER) | 3 cr. |
| CJS | 222 | Crime & Justice in Leb. | 3 cr. |
| — | — | Major Elective | 3 cr. |

Summer Session I (6 Credits)

| | | | |
|---|---|-----|-------|
| — | — | GER | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester II (15 Credits)

| | | | |
|-----|-----|--|-------|
| CJS | 211 | Crime & Justice in America | 3 cr. |
| CJS | 250 | Introd. To Private Security | 3 cr. |
| CJS | 311 | Pol. Violence: Strategy, Tac. & Prescription | 3 cr. |
| CJS | 315 | The Correctional Community | 3 cr. |
| SOL | 313 | Family Violence & Child Abuse | 3 cr. |

Spring Semester II (15 Credits)

| | | | |
|-----|-----|---------------------------------------|-------|
| CJS | 321 | Peace Officers Standards & Trg.: Adm. | 3 cr. |
| POS | 442 | Lebanese Const. Law | 3 cr. |
| CJS | 322 | Peace Officers Trg.: Statues | 3 cr. |
| CJS | 430 | Lebanese Criminal Law | 3 cr. |
| — | — | GER | 3 cr. |

Summer Session II (9 Credits)

| | | | |
|---|---|----------------|-------|
| — | — | Major Elective | 3 cr. |
| — | — | Free Elective | 3 cr. |
| — | — | GER | 3 cr. |

Fall Semester III (15 Credits)

| | | | |
|-----|-----|-------------------------------------|-------|
| CJS | 411 | Org. & Adm. In Criminal Justice | 3 cr. |
| CJS | 420 | Critical Issues in Law Enforcement | 3 cr. |
| CJS | 433 | Ethical Studies in Criminal Justice | 3 cr. |
| CJS | 441 | Probation & Parole | 3 cr. |
| — | — | Free Elective | 3 cr. |

Spring Semester III (15 Credits)

| | | | |
|-----|-----|------------------------------------|-------|
| CJS | 461 | Juvenile Justice Processes | 3 cr. |
| CJS | 487 | Research in Criminal Justice | 3 cr. |
| CJS | 490 | Special Topics in Criminal Justice | 3 cr. |
| — | — | Major Elective | 3 cr. |
| — | — | Major Elective | 3 cr. |

Undergraduate Courses: Criminal Justice

CJS 200 History of Criminal Justice (3.0); 3 cr. An introduction to the historical development of the Roman and Anglo-American criminal justice systems from their inception to the present time.

CJS 201 Survey of Criminal Justice (3.0); 3 cr. Overview concerning an understanding of the purpose of law enforcement, courts, penal institutions, probation, parole, and the role of the police officer in contemporary society.

CJS 211 Crime and Justice in America (MGM) (3.0); 3 cr. An overview of the components, structure, and functioning of the criminal justice system in America, including crime victims, law enforcement, courts, corrections, probation, parole, community corrections and juvenile justice

CJS 222 Crime and Justice in Lebanon (3.0); 3 cr. An overview of the components, structure, and functioning of the criminal justice system in Lebanon, including crime victims, law enforcement, courts, corrections, probation, parole, community corrections and juvenile justice. The majority of course time will document the failures of the system to provide equal justice to all people, especially women, children and people of culturally diverse backgrounds.

CJS 250 Introduction to Private Security (3.0); 3 cr. Introduces students to the principles of private security. Includes threat assessment, risk prevention, protection of assets, security systems, and a consideration of the issues, standards and goals of private security.

CJS 311 Political Violence: Strategy, Tactics and Prescriptions (3.0); 3cr. Examines the practice of political violence: the strategy and tactics adopted by those who engage in violence as well as those who eschew violence.

CJS 315 The Correctional Community (3.0); 3 cr. Critical examination of historical development and theories in the functions of correctional development, theories and institutions of punishment and social control. Analysis of contemporary issues: (1) the social systems of prisoners and guards; (2) institutional administration and legal issues in management; policy and strategies of intervention; (3) decision-making in sentencing and parole; and (4) treatment and custodial philosophies and

programs. Emphasis will be on a systemic evaluation of research literature.

CJS 321 Peace Officers Standards and Training: Administration (3.0); 3cr. Study of principles of law enforcement, career influences, stress/crisis intervention, crime prevention, community relations, court testimony, law enforcement communications, and cultural awareness.

CJS 322 Peace Officers Standards and Training: Status (3.0); 3 cr. Study of Lebanese Status relating Lebanon Criminal Code, law enforcement procedures relating to search, arrest, confessions, identification, and evidence, and of Lebanese Status relating to juvenile justice.

CJS 411 Organization and Administration in Criminal Justice (3.0); 3 cr. An overview of the principles of organization and administration in criminal justice. Emphasis is placed on current theories of organization as they relate to the needs of the criminal justice process.

CJS 420 Critical Issues in Law Enforcement (3.0); 3 cr. An overview of the broad spectrum of critical issues facing contemporary law enforcement officials in a free society. Areas relating to ethnic, tribal and confessional tension, civil disobedience, police conduct, unionization, civil disturbances and professionalism within law enforcement are discussed.

CJS 430 Criminal Law (3.0); 3 cr. Principles of criminal Liability, defenses criminal prosecution, elements of major crimes.
Prerequisite: CJS 222

CJS 431 Criminal Procedures (3.0); 3 cr. Development of the law of criminal procedures from arrest through post-trial proceedings.
Prerequisite: CJS 222

CJS 433 Ethical Studies in Criminal Justice (3.0); 3 cr. Development of ethical decisions relating to criminal justice issues.

CJS 441 Probation and Parole (3.0); 3 cr. Examines probation and parole as organizations, sentencing dispositions, and medicures of rehabilitation. The student conducts simulated interviews, pre-sentence investigations and prepares recommendations to the court.
Prerequisite: CJS 222

CJS 455 Private Security and the Criminal Justice Community (3.0); 3 cr. The powers and authority of private security personnel. Stresses requirements and restrictions on private security. Includes criminal and civil liabilities faced by private security personnel. *Prerequisite:* CJS 250

CJS 461 Juvenile Justice Processes (3.0);3 cr. Focuses on the development of justice for youth; the current conflicts within the system; its weaknesses and strengths. Primary emphasis will be on Lebanon's procedure.

CJS 487 Research in Criminal Justice (3.0); 3 cr. An introduction to the theoretical and

practical consideration of research in criminal justice. Examination of research designs, conceptualization and operationalization of research methods: qualitative and empirical methods of inquiry; analytical techniques, data collection and processing; interpretation of criminal justice research findings.

CJS 490 Seminar in Criminal Justice (3.0); 3 cr. Devoted to an exploration and analysis of special issues in the field of corrections, law enforcement, and the general areas of the administration of justice: includes detailed examinations of vital issues and emerging trends which promise to affect the future.

The Degree of Master of Arts in Public Administration

The department of Public Administration offers graduate work leading to the Master of Arts in Public Administration. This Master's program is aimed at those students planning or embarking upon a career in public service.

Admission Requirements

In addition to the University graduate admission requirements, applicants should have a B.A. in Political Science, Public Administration, International Affairs and Diplomacy, International Law, or other related fields.

Successful passing of the EET Entrance Exam with a minimum score of 650 is required. Students' undergraduate GPA of 3.0 minimum, work experience, letters of recommendation, motivation for a career and leadership are all taken into consideration. The Faculty may require the GRE exam for non-NDU students, and the following prerequisite courses may be required of non-major applicants: PAD 201, POS 201, POS 210, or equivalent by petition

Graduation Requirements:

Students seeking the degree of M.A. in the Faculty of PSPAD must meet the University graduation requirements and complete one of the following two options with a G.P.A. of at least 3.0/4.0:

1. 36 credits of course work in addition to a comprehensive written and oral examination; or
2. successful completion of 30 credits course work and six credits thesis.

Degree Requirements (36 credits)

Core Requirements

IAF 601, PAD 604, POS 681.

9 cr.

Major Electives:

IAF 641, IAF 645, INL 626, INL 636, PAD 602, PAD 612, PAD 618, PAD 620, PAD 622, PAD 627, PAD 629, PAD 632, PAD 652, PAD 654, POS 619, POS 625, POS 661

15 cr.

Free Electives:

6 or
12 cr.

Option I: Thesis 6 cr. (PAD 699) in addition to 30 cr. Of course work.

Option II: Successful completion of 36 credits of course work culminating in a comprehensive written and oral exam.

Graduate Courses: Public Administration

PAD 602 Theories of Organization and the Public Sector (3.0); 3 cr. Examination of theoretical frameworks for studying public and private bureaucracies, with emphasis on ideologies, values, behavioral patterns and concepts of organization.

PAD 604 Public Administration (3.0); 3 cr. Theory and practice of program evaluation and evaluative research. Exploration of scope and limitations of current practice in evaluation, considering economic, political, social and administrative.

PAD 612 Comparative Development and Administration (3.0); 3 cr. Analysis of bureaucratic structures and function in Lebanon; industrialized and less developed countries, primarily at national level.

PAD 618 Public Budgeting (3.0); 3 cr. Theory and techniques of budgeting in governmental fiscal relations and the political processes that relate to decision making within the governmental organization.

PAD 620 Ethics and Public Values (3.0); 3 cr. Ethical obligations of the public administrator. Whether membership in a large governmental bureaucracy vitiates individual moral responsibility. To whom or what the public administrator has moral obligations : Elected officials, the law, hierarchical superiors, professional standards, agency ethos, regime values, universal moral standards.

PAD 622 Special Topics in Development and Planning (3.0); 3 cr. This seminar is organized around topics related to current research in the field of economic development and planning.

PAD 627 Political Development and Social Change (3.0); 3 cr. It examines social change in the light of the political structures governing a state. The focus is on various developmental models used to affect or explain social change

and on the social environment that may either propel or constrain change.

PAD 629 Public Sector Labor Relations (3.0); 3 cr. Nature of labor relations processes and practices at all levels. Attention to the political variables that distinguish public sector from private sector labor relations.

PAD 632 Administrative Law (3.0); 3 cr. The law governing public administration. Attention to legal reasoning, liability, due process, informality, and public access. The apparatus of administration.

PAD 642 The Political Economy of Public Policy (3.0); 3 cr. Nature and functions of public management and problems of choice within the constraints of law, politics, and resource scarcity. Concepts of public interest and public goods; problems related to revenue and taxation. Basic economic and mathematical tools as appropriate.

PAD 652 Organization Leadership (3.0); 3 cr. This course provides an in-depth examination of the leadership function within the work organization. Essential skills of effective leaders are diagnosed with respect to : Goal setting, written and oral presentation, behavioral flexibility. The behavioral dimension and impact of various skills are emphasized to explain the necessary leadership role of both technical and non-technical personnel in the work organization.

PAD 653 Comparative Public Policy (3.0); 3 cr. Comparative analysis of policy formation; process of social and economic policy decision making in selected industrial societies; interaction of institutions, ideas, and power in decisions concerning social welfare, economic planning, and related policy areas.

PAD 654 Bureaucracy and Public Management (3.0); 3 cr. Familiarity with the Lebanese government. Nature of bureaucracy in

modern government with emphasis on Lebanon. Explanation of why government agencies behave as they do. Focus on real and imagined problems with bureaucratic rule, evaluation of commonly proposed solutions for these problems. Example from schools, armies, welfare bureaus, regulatory agencies and intelligence service among others.

PAD 699 Thesis or Project, in Public Administration (6.0); 6 cr. The thesis involves the application of research methods to a significant topic of current relevance to the spheres of Public Administration. The project involves the incorporation of the student's hypotheses, methods of testing, test results and conclusion in a sound, written report available to later researchers.

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Special thanks for

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