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For more information, contact

Registrar's Office
P.O. Box 72 – Zouk Mikael
Tel. +961 (9) 208208 - 218956
Telefax. +961 (9) 218950 ext. 2512
E-mail: registrar@ndu.edu.lb

Admissions Office
P.O. Box 72 – Zouk Mikael
Tel. +961 (9) 208023
Telefax. +961 (9) 225164
E-mail: admission@ndu.edu.lb

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MESSAGE FROM THE PRESIDENT

Despite the many years I have spent in academia, reading through the *NDU Catalog* always fills me with pride and enthusiasm: The sheer range of courses available and the wealth of knowledge these courses offer across all disciplines is a wonderful reminder of what a world-class educational institution Notre Dame University-Louaize (NDU) has become.

NDU endeavors to provide pioneering degree programs that effectively meet shifting job market demands. As many of you are aware, NDU established the Department of Law at the Faculty of Law & Political Science (FLPS), and for the very first time in Lebanon, Law will be taught in English. In addition, NDU introduced five new Master's degrees in the following: Nutrition; Financial Risk Management; Actuarial Science; Biology; and Financial Mathematics. These measures, in line with our sustainability initiatives to move forward, are without a doubt the result of the tireless efforts of all those involved.

Last year, we were immersed in the process of extensive preparations with the New England Association for Schools and Colleges (NEASC) for institutional accreditation. I am delighted to inform you that through the dedicated efforts of so many individuals, we have received the status of "candidacy." The NEASC visiting team found NDU to be "genuinely committed, from the administration to the faculty, to developing effective assessment techniques guaranteeing continuous improvement in the academic life of the University." The NEASC Commission, however, expects more from an institution of our standing. As we embrace ourselves to higher standards, and, as we have greater potential for growth and improvement, we strive to achieve full NEASC accreditation in the near future.

The deepest meaning of our educational work is best described in the light of the charism of the Maronite Order of the Holy Virgin Mary (OMM). It can be seen in the way our founding fathers applied their vision to education. The foundation of our institution is our team of committed administrators, qualified faculty members, considerate staff members, and a diverse student body. In everything we do, we ensure that our Mission is deeply rooted in our Core Values of faith, excellence, scholarship, freedom, integrity, service, and diversity. Our challenge for the future is to build on this strong base to establish ourselves firmly among other leading universities.

It is with great confidence that I invite you to review this updated Catalog, filled with important information about our Faculties, programs, courses, services, and personnel. Please familiarize yourself with the contents of your University Catalog and refer to it when needed. This Catalog will help you embark, navigate, and manage your academic career more efficiently.

I am confident that your time spent at NDU will be productive and rewarding. We are an institution of great opportunity and transformation, committed to helping you attain personal growth and academic excellence.

I wish you a great educational journey

Fr. Walid Moussa, O.M.M.
President

UNIVERSITY DIRECTORY 2013- 2014

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Institute of Lebanese Thought (ILT)

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Ms. Pauline Nohra, *Coordinator, ILT*

Translation and Editing

Ms. Christine El-Rayess-Atallah, *Translation Officer*

Mr. Mario Najm, *English-Language Copyeditor*

Washington D.C. Office

Ms. Haley Kalil, *Coordinator*

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Community Service Office

Mr. Majed Bou-Hadir, *Community Service Officer*

Student Housing

Fr. George Nassif, *Director, Student Housing*

Mr. Paul Khoury, *Manager, Student Housing*

Ms. Carla El-Rajji-Spir, *Student Housing Coordinator*

Mr. Pierre Khallouf, *Front Desk Clerk, Student Housing*

Ms. Nisrine Souaid, *Front Desk Clerk, Student Housing*

Mr. Assaf Assaf, *Night Staff, Student Housing*

Mr. George Khachoyan, *Night Staff, Student Housing*

Mr. Tony Nakhle, *Front Desk Clerk, Student Housing*

Mr. Alain Sayah, *Front Desk Clerk, Student Housing*

Mr. Bachoura Bechara, *Front Desk Clerk, Student Housing*

Mr. Naja Abi-Nakhoul, *Front Desk Clerk, Student Housing*

Mr. Raymond Rajha, *Front Desk Clerk, Student Housing*

Mr. Karam Khalil, *Front Desk Clerk, Student Housing*

Pastoral Office

Fr. Fadi Bou Chebel, *University Chaplain General*

Fr. George Nassif, *University Chaplain*

Ms. Solange Helou, *Secretary*

The Library

Ms. Leslie Alter-Hage, *Director of the University Libraries*

Ms. Elite Feghali, *Administrative Assistant*

Ms. Itab Chebli, *Library Assistant*

Access Services Department

Ms. Dany Nasr, *Supervisor, Circulation*

Ms. Rita Mehanna, *Circulation Assistant*

Ms. Dalal Khalil Salameh, *Circulation Assistant*

Mr. Georges Mghayar, *Circulation Assistant*

Ms. Pina Ghossoub, *Evening Services Assistant*

Mr. Naji Tabet, *Evening Services Assistant*

Ms. Mireille Kassis-Jarjour, *ILL/DDS Specialist*

Acquisitions Department

Ms. Roula Awad-Harb, *Head*

Ms. Antoinette Kattoura, *Acquisitions Specialist*

Ms. Zeina Fahed, *Acquisitions Assistant*

Cataloging Department

Ms. Charla Chebl-Mhanna, *Head*

Ms. Christine Noujeim, *Cataloging Specialist*

Ms. Maya Tannous, *Cataloging Specialist*

Collection Development Department

Ms. Domingua Abboud, *Head*

Library Information Systems Department

Mr. Amine Moussa, *Head*

Mr. Maroun El-Rayess, *Information Systems Officer*

Physical Processing Department

Ms. Cecilia Doumit, *Physical Processing Officer*

Mr. Georges Andary, *Physical Processing Assistant*

e-Resources and Serials Department

Mr. Joseph Mhanna, *Head*

Mr. Georgio Semaan, *e-Resources and Serials Specialist*

Mariam and Youssef Library Security

Mr. Raymond Ghoussoub, *Security Guard*

Mr. Toni Wehbé, *Security Guard*

Mr. Assaad Jabbour, *Security Guard, Evening Services*

Division of Continuing Education

Dr. Roger Hajjar, *Director*

Mr. Wakim Wakim, *DCE Registrar & Student Affairs Officer*

Ms. Andrée Kahy, *Accountant*

Ms. Gisele Mrad-Ghanem, *Secretary*

School of Music

Fr. Khalil Rahme, *Director*

Mr. Fares El Badri, *Secretary*

University Choir

Fr. Khalil Rahme, *Director*

Mr. Fadi Khalil, *University Choir Assistant*

Office of Public Affairs and Communications

Mr. Suheil Matar, *Vice-President, Public Affairs and Communications*

Ms. Nada Saad-Saber, *Assistant Director*

Ms. Suzanne Saadeh, *Administrative Assistant*

Ms. Yolla Chalhoub, *Event Organizer*

Press Office

Ms. Tatiana Rouhana-Bou-Hadir, *Press Attaché*

Placement Office

Ms. Loyal Nehme Matar, *Placement Officer*

Internship Office

Ms. Rita Azar, *Internship Officer*

Museum***NDU Press***

Mr. George Mghames, *Director*

Ms. Lydia Zgheib-Chidiac, *Secretary*

Alumni Affairs Office

Director

Ms. Rose Mady, *Administrative Assistant*

Office of Administration

Fr. Ziad Antoun, *Vice President for Administration*

Ms. Viviane Tarabay Abi Nader, *Administrative Assistant*

Ms. Amale Hajj, *Administrative Archive*

Division of Computing Services and e-Learning Center

Dr. Fawzi Baroud, *Assistant VP for Information Technology*

IT Infrastructure, Security and Support

Mr. Nazih Khalil, *Director, IT Infrastructure, Security and Support*

Network and User Support Services

Mr. Ziad Azzi, *Head, Network and User Support Services*

Mr. Jimmy Antabi, *Network Services Specialist*

Mr. Peter Khallouf, *Computer Laboratory Assistant*

Mr. Elias Nemr-Khalaf, *Computer Laboratory Assistant*

Technical Support Services

Mr. Bachir Abou-Halloun, *Head, Technical Support Services*

Mr. Azar Bassil, *Help Desk Assistant*

Mr. Charbel Badr, *Help Desk Assistant*

Applications and Software Development

Mr. Joseph Abi Nassif, *Director, Applications and Software Development*

Mr. Dany Azzi, *Blackboard Administrator*

Programming and Development

Ms. Nathalie El-Kallassy Rechdan, *Head, Programming and Development*

Ms. Sylvana Youssef Ghosh, *Senior Systems Analyst*

Mr. Antoine Saber, *Senior Programmer*

Mr. Elias Dargham, *Programmer*

Ms. Grace Baroud-Khalil, *Web Coordinator*

Ms. Brigitta Kassis-Akiki, *Web Developer*

Ms. Sahar Nassar, *Web Designer*

Human Resources Office

Mr. Nabil Saber, *Manager*

Ms. Christine Abou-Khalil Gabriel, *Recruitment and PAS Officer*

Mr. Joseph Azzi, *NDU's Representative to the National Social Security Fund*

Ms. Rita Eid-Sawaya, *NDU's Representative to the Insurance Company*

Mr. Pierre Ghosn, *NDU's Representative to the Insurance Company*

Maintenance Office

Mr. Jad Maalouf, *Maintenance Engineer*

Mr. Gaby Saliba, *Maintenance Supervisor*

Mr. Rizkallah Daccache, *Warehouse Dispatcher*

Mr. Assaad Wehaibe, *Maintenance Worker*

Mr. Jean Eid, *Maintenance Worker*

Mr. Joseph Bou-Nassif, *Maintenance Worker*

Mr. Sleiman Merhij, *Maintenance Worker*

Mr. Micheal Tannous, *Maintenance Worker*

Mr. Charbel Sleiman, *Maintenance Worker*

Purchasing Office

Mr. Charbel Hajj, *Director of Purchasing*

Ms. Claire Hoballah, *Secretary*

Mr. Khattar Hajj, *Office Assistant*

Mr. Edward Nakhle, *Warehouse Controller*

Inventory Control Office

Mr. Charbel Abi-Nakhoul, *Inventory Control Officer*

Receiving Office

Mr. Charles Abi Nader, *Receiving Officer*

Mr. Joseph Mghames, *Stock Keeper*

Landscaping Office

Fr. Elie Sfeir, *Associate Director of Administration for Landscaping*

Mr. Nemer Ghanem, *Gardener*

Mr. Youssef Antoun, *Gardener*

Mr. Nabil Abi-Zeid, *Gardener*

Mr. Salim Ishak El-Saiid, *Gardener*

Mr. Romany Hanna, *Gardener*

Mr. Fadi Khairallah, *Gardener*

Campus Services Office

Mr. Sayed Ghossain, *Director of Campus Services*

Ms. Carol Habchi, *Campus Services Officer*

Mr. George Tahtah, *Campus Grounds Controller*

Classroom Services

Mr. Ghassan Khalil, *Classroom Services Coordinator*

Mr. Elie Yammine, *Services Worker*

Mail Office

Mr. Mansour Abi-Aoun, *Mail Clerk, Lead*

Mr. Bassam Merheb, *Mail Clerk*

Services Unit

Ms. Amal Ghsoub, *Services Worker*

Ms. Josephine Ghsoub, *Services Worker*

Ms. Fatima Arafat, *Services Worker*

Transportation Office

Ms. Viviane Tarabay Abi Nader, *Administrative Assistant*

Mr. Hanna Keraoun, *Driver*

Mr. Maroun Mhanna, *Driver*

Mr. Jack El Bayeh, *Driver*

Mr. Jean Zakhia, *Driver*

Mr. Samir Salameh, *Driver*

Mr. George Adem, *Driver*

Mr. Mikhael Antoun, *Driver*

Telephone Services

Ms. Mary Al-Achkar, *Information Desk*

Construction Office

Mr. Sami Zoghbi, *University Engineer*

Office of Finance

Fr. Bechara Khoury, *Vice President for Finance*

Mr. Maroun Moubarak, *Financial Analyst*

Ms. Danielle Abboud, *Administrative Assistant*

Sponsorship Office

Ms. Jocelyne Issa, *Sponsorship Coordinator*

Business Office

Mr. Elias Saadeh, *Director*

Ms. Marcelle Kosseify, *Assistant Director*

Ms. Rita El-Saliby, *Accountant*

Mr. Eddy Lteif, *Accounting Clerk*

Ms. Rola Ghorra, *Accounting Clerk*

Mr. Anthony Abou Zeid, *Accounting Clerk*

FACULTIES**Faculty of Architecture, Art and Design**

Dr. Jean-Pierre El-Asmar, *Dean*

Ms. Janane Younes, *Administrative Assistant*

Department of Architecture

Dr. Nicolas Gabriel, *Chairperson*

Ms. Diane Sarkis, *Secretary*

Department of Arts

Ms. Danielle Zaccour, *Coordinator*

Ms. Liliane Haddad, *Photography Lab. Assistant*

Department of Design

Mr. John Kortbawi, *Chairperson*
Ms. Adelle Dib, *Secretary*
Mr. Cliff Makhoul, *Studio Assistant*
Ms. Antoinette Wehaibe, *Technical Assistant*

Department of Music

Dr. Lola Beyrouthi, *Chairperson*
Ms. Adelle Dib, *Secretary*

Faculty of Business Administration and Economics

Dr. Elie Menassa, *Dean*
Ms. Ghada Cattan, *Administrative Assistant*

Graduate Business Program

Dr. Roy Khoueiry, *Assistant Dean*
Ms. Maya Rashed, *Administrative Assistant*

Department of Accounting, Finance and Economics

Dr. Mohamad Hamadeh, *Chairperson*
Ms. Kamale Moubarak, *Secretary*

Department of Management and Marketing

Ms. Joyce Menassa, *Chairperson*
Ms. Grace Kanaan, *Secretary*

Department of Hospitality and Tourism Management

Mr. Ghassan Beyrouthy, *Chairperson*
Ms. Dunia Akiki, *Secretary*

Printing Office

Ms. Rita Khalil, *Printing Operator*

Faculty of Engineering

Dr. Michel El-Hayek, *Dean*
Ms. Janette Elias, *Administrative Assistant*
Ms. Nancy Turc, *Academic Support Officer*

Department of Civil and Environmental Engineering

Dr. Jacques Harb, *Chairperson*
Ms. Loulou Saliba, *Secretary*

Department of Electrical and Computer and Communication Engineering

Dr. Semaan Georges, *Chairperson*
Ms. Manuella Angelini, *Secretary*

Department of Mechanical Engineering

Dr. Najib Metni, *Chairperson*
Ms. Ghada Khoury, *Secretary*

Engineering Laboratories

Mr. George Breidy, *Laboratory Supervisor*
Mr. Wissam Daou, *Senior Laboratory Instructor*
Ms. Aline Siranossian, *Senior Laboratory Assistant*
Ms. Nisrine El-Turkey, *Laboratory Instructor*
Mr. Wissam El-Beaino, *Laboratory Instructor*
Mr. Wissam Haddad, *Laboratory Instructor*
Ms. Yara Maalouf, *Laboratory Instructor*
Ms. Sylvie Melki, *Laboratory Instructor*
Ms. Claudette Hajj, *Laboratory Instructor*
Mr. Fady Awad, *Senior Laboratory Technician*
Mr. Elie Lahoud, *Laboratory Technician*

Faculty of Humanities

Dr. Mary-Angela Willis, *Dean*

Ms. Wassil Chemaly, *Administrative Assistant*

Department of English and Translation

Dr. George Abdelnour, *Chairperson*

Department of Humanities and Religious Studies

Dr. Doumit Salameh, *Chairperson*

Ms. Karen Dabaghi, *Secretary*

Department of Media Studies

Mr. Sam Lahoud, *Chairperson*

Ms. Alice Eid, *Secretary*

Department of Psychology, Education and Physical Education

Dr. Maha Mouchantaf, *Chairperson*

Ms. Fabienne Zarifeh, *Secretary*

Division of Audio Visual Arts

Mr. Nicolas Khabbaz, *Head*

Audio/Visual Academic Services Unit

Ms. Zoya Awky, *Academic Services Supervisor*

Mr. Naoum Abi-Adam, *Senior Production Coordinator*

Mr. Samer El-Achi, *Postproduction Coordination*

Ms. Najwa Mallah, *Graphics and Multimedia Coordinator*

Mr. Tony Abi-Adam, *Warehouse Dispatcher*

Audio/Visual Event Services Unit

Ms. Rania Saade-Zeidan, *Event Services Coordinator*

Mr. Charbel Tarabay, *Event Assistant Coordinator*

Mr. Abdo Bejjani, *Audio-Visual Technical Assistant*

Ms. Nathalie Nasr, *Photographer*

Mr. Melhem Bou-Chebl, *Audio-Visual Technical Assistant*

Mr. Milo Ghanem, *Theaters Technical Assistant*

Mr. Charbel Francis, *Theaters Technical Assistant*

Mr. Charbel Zgheib, *Theaters Operation Assistant*

Ms. Sanaa Youssef, *Venues Assistant*

Audio/Visual Cultural Activities Unit

Mr. George Tarabay, *Project Coordinator*

Ms. Rania El-Khoury, *Project Assistant*

Faculty of Law and Political Science

Dr. Maan Bou-Saber, *Dean*

Ms. Eliana Yazbeck Kosseify, *Administrative Assistant*

Departments of Law, Government and International Relations

Dr. Elie El-Hindy, *Chairperson*

Faculty of Natural and Applied Sciences

Dr. George M. Eid, *Dean*

Dr. Hikmat Farhat, *Assistant Dean*

Ms. Nelly Geara Nakad, *Administrative Assistant*

Department of Computer Science

Dr. Hoda Maalouf, *Chairperson*

Ms. Nicole Antoun, *Secretary*

Department of Mathematics and Statistics

Dr. Bassem Ghalayini, *Chairperson*

Ms. Sandra-Doris El-Khoury, *Secretary*
Department of Physics and Astronomy

Dr. Bassem Sabra, *Chairperson*

Ms. Samira Ziadeh-Hassoun, *Secretary*
Department of Sciences

Dr. Colette Kabrita Bou-Serhal, *Chairperson*

Ms. Samira Ziadeh-Hassoun, *Secretary*

Actuarial Science & Insurance Program

Ms. Claudia Freiji-Bou Nassif, *Academic Advisor*

Freshman Science Program

Dr. Elsa Sattout, *Academic Advisor*

Academic Assistants

Ms. Rita El-Hage El-Amm

Ms. Nada El-Ghossein-Maalouf

Ms. Catherine Zoghbi

Lab Assistant

Ms. Elizabeth Saliba-Tabet

Ms. Samar Merhi

Faculty of Nursing and Health Sciences

Dr. Antoine Farhat, *Dean*

Ms. Nathalie Fahed-Mozaya, *Administrative Assistant*

Department of Nursing and Health Sciences

Dr. Doris Jaalouk, *Chairperson*

NDU - North Lebanon Campus

Office of the Director

Fr. Samir Ghsoub, *Director*

Dr. Dorine Haddad, *Assistant Branch Director for Academic Affairs*

Fr. Joseph Khalil, *University Chaplain*

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

Ms. Nancy Rizk-Diab, *Administrative Assistant, Office of the Director*

Architecture, Art and Design

Mr. Joseph Chartouni, *Coordinator*

Ms. Nicole Ayoub-Al-Ojaimy, *Administrative Assistant*

Business Administration and Economics

Dr. Dorine Haddad, *Coordinator*

Ms. Elsy- Girgis Kfoury, *Administrative Assistant*

Engineering

Dr. Chady El Moucary, *Coordinator*

Ms. Rena Ayoub-Nicolas, *Administrative Assistant*

Engineering Laboratories

Mr. Walid Zakhem, *Laboratory Instructor, EE*

Ms. Sawsan Sleiman, *Laboratory Instructor, CE*

Humanities

Mr. Michael Hajj, *Coordinator*

Ms. Nicole Ayoub-Al-Ojaimy, *Administrative Assistant*

Natural and Applied Sciences

Mr. Bachir Maroun, *Coordinator*

Ms. Nibelle Skaff, *Laboratory Instructor, Physics*

Ms. Rana Naynou-Nabbout, *Science Laboratory Assistant*

Ms. Rena Ayoub-Nicolas, *Administrative Assistant*

Nursing & Health Sciences

Mr. Bachir Maroun, *Coordinator*

Ms. Rana Naynou-Nabbout, *Science Laboratory Assistant*

Ms. Rena Ayoub-Nicolas, *Administrative Assistant*

Office of University Services

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

Office of Finance

Mrs. Joelle Khlat-Kfoury, *Accountant, Business Office*

Office of the Registrar

Mr. Jean Malkoun, *Registrar's Officer*

Office of Admissions

Mr. Raymond Khoury, *Admissions Officer*

Ms. Coline Ayoub, *Admissions Assistant*

Student Affairs Office

Ms. Nada Moussallem, *Secretary*

The Library

Mrs. Carina Hawat Mansour, *Supervisor*

Ms. Suzanne Doumit-Saad, *Circulation Assistant*

Computer Center

Mr. Khalil Serhan, *Head*

Mr. Charbel Merheb, *Computer Lab. Assistant*

General Services

Mr. Tony Ayoub, *Driver*

Mr. Miled Daou, *Driver*

Mr. Chalita Harb, *Driver*

Mr. Pierre Khouwairy, *Driver*

Ms. Therese Assaf, *Services worker, Cafeteria*

Ms. Jacqueline Fayjaloun, *Services Worker, Cafeteria*

NDU - Shouf Campus

Office of the Director

Fr. François Akl, *Director*

Dr. Charbel Zgheib, *Assistant Branch Director for Academic Affairs*

Ms. Marie-Reine Bou Nassif Mina, *Administrative Assistant*

Architecture, Art and Design

Mr. Charbel Akl, *Acting Coordinator and Lab Instructor*

Ms. Mayssam Bou Hamdan, *Secretary*

Business Administration and Economics

Mr. George Ghaleb, *Coordinator*

Ms. Mayssam Bou Hamdan, *Secretary*

Engineering

Dr. Charbel Zgheib, *Coordinator and Assistant Director for Academic Affairs*

Mrs. Siham Antoun Chalhoub, *Secretary*

Humanities

Mr. Vatche Donerian, *Coordinator*

Ms. Mayssam Bou Hamdan, *Secretary*

Natural and Applied Sciences

Dr. Khalil Challita, *Coordinator*

Ms. Siham Antoun Chalhoub, *Secretary*

Ms. Rêve Berberi Richa, *FNAS/FNHS Lab Assistant*

Nursing and Health Sciences

Dr. Khalil Challita, *Coordinator*

Ms. Siham Antoun Chalhoub, *Secretary*

Ms. Rêve Berberi Richa, *FNAS/FNHS Lab Assistant*

Office of Admissions

Ms. Maya Abou Khzam, *Admissions Officer*

Ms. Marina Bou Karroum Beainy, *Secretary*

Office of the Registrar

Ms. Nancy Khoury Jurdy, *Assistant Registrar*

Ms. Marina Bou Karroum Beainy, *Secretary*

Student Affairs Office

Ms. Denise Nassif Saad, *SAO Officer*

Business Office

Mr. Elie Bou Abdo, *Accountant*

Library

Ms. Isabelle Bittar-Ghanem, *Library Supervisor*

Ms. Sahar Abboud Moussa, *Library Assistant*

Computer Center

Mr. Jean Hedary, *Technical Support Specialist*

Ms. Viviane Moussa, *Assistant in the Computer Center*

Office of Public Relations

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

Mr. Jack Bou Nassif, *Public Relations Officer*

Pastoral Work

Fr. Walid Nassif, *University Chaplain*

Telephone Services

Ms. Rona Bouez, *Information Desk*

Security Services

Mr. Kozhaya Richa, *Security Supervisor*

Mr. Antoine Lahoud, *Security Guard*

Mr. Abdo El Hayek, *Security Guard*

Mr. Fadi Antoun, *Security Guard*

Mr. George Habib, *Security Guard*

Mr. George Nader, *Security Guard*

Mr. Saïd Bou Nassif, *Security Guard*

Mr. Youssef Oudaimy, *Security Guard*

Cafeteria Services

Ms. Antoinette Jraidy, *Senior Cafeteria Worker*

Ms. Jihane Bou Abdo Mouawad, *Cafeteria Worker*

Ms. Daed Bou Nassif, *Cafeteria Worker*

Ms. Fadia Keyrouz Madi, *Cafeteria Worker*

Ms. Roula Khattar Antoun, *Cafeteria Worker*

General Services Office

Mr. Zahi Jadallah, *Assistant to the Director for General Services*

Ms. Jeanette Younes, *Secretary*

Mr. Toni Bou Abdo, *Maintenance Worker*

Mr. Abdo Mghames, *Gardener*

Mr. Dib Haddad, *Gardener*

Mr. Charbel Saadeh, *Driver*

Mr. Refaat Nasr, *Services Worker*

LIST OF FULL-TIME FACULTY MEMBERS 2013-2014

Professor Emeritus

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

Professors

Abouchedid, Kamal, Ph.D., 1997, *Education*, Manchester University, UK

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

Bou-Saber, Maan, Doctorat d'Etat, 2009, *Law*, Université de Paris-II, France

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

El-Hayek, Michel, Docteur Européen, 1997, *Sciences Appliquées*, Faculté Polytechnique de Mons, Belgium

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

Hamadeh, Mhamad, Ph.D., 1998, *Economics*, Syracuse University, USA

Harb, Jacques, Ph.D., 1996, *Civil Engineering*, Northeastern University, USA

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

Jahshan, Paul, Ph.D., 2000, *American Studies*, Nottingham University, UK

Kesrouani, Elias (Fr.), Diplôme de Docteur, 1989, *Musicoologie*, Sorbonne Paris IV, France

Kfoury, Carol, Doctorate 1^{ère} Catégorie, 1997, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon

Labaki, George, Doctorat d'Etat, 1984, *Law*, Université de Paris-I, Pantheon, Sorbonne, France

²**Nassar, Elias**, Ph.D., 1997, *Electrical Engineering*, The Ohio State University, USA

Naimy, Viviane, Doctorate, 2001, *Economics and Finance*, Université de Paris XI, France

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

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

Sabieh, Christine, Doctorate 1^{ère} Catégorie, 1998, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon

¹**Yachoui, Elie**, Doctorat d'Etat, 1982, *Economics*, Dauphine, France

Associate Professors

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

Asmar, Ghazi, Ph.D., 1998, *Mechanical and Aerospace Engineering*, University of Missouri, USA

Chakar, Elie, Doctorate, 1994, *Sciences et Techniques du Bâtiment*, Ecole Nationale des Ponts et Chaussées, France

Doumit, Jaqueline, Doctorate, 1996, *Biomedical Engineering*, Université de Saint-Etienne, France

El-Asmar, Jean-Pierre, Ph.D., 2008, *Sustainable Built Environment*, De Monfort University, UK

¹**El-Hage, Youssef Kamal**, Ph.D., 1990, *Physics*, Technische Universität München, Germany; M.A., 1985, *Philosophy*, Lebanese University, Lebanon

El-Khalidi, Khaldoun, Doctorate, 1996, *Computer Science*, Université de Franche-Comté, France

¹ Tenure Appointment

² Sabbatical Leave 2013-2014

Elmurr, Sami, Ph.D., 1986, *Electrical Engineering*, Mississippi State University, USA
El-Mou Cary, Chady, Doctorate, 2000, Lab De Génie Electrique de Paris (LGEP), France
Fahed, Ziad, Doctorate, 2001, *Théologie Canonique*, Université Catholique de Lyon, France
Fakih, Khalid, Ph.D., 1992, *Journalism*, University of Missouri, USA
Farhat, Antoine, Ph.D., 1999, *Nutrition*, McGill University, Canada
Farhat, Hikmat, Ph.D., 1998, *Chemical Physics*, McGill University, Canada
Francis, Francis, Ph.D., 2003, *Mechanical Engineering*, University of New South Wales, Australia
Ghalayini, Bassem, Ph.D., 1995, *Applied Mathematics*, University of California-Los Angeles, USA
Georges, Semaan, Ph.D., 2001, *Electrical Engineering*, Ecole de Technologie Supérieure, Canada
Haddad, John, Ph.D., 1992, *Statistics*, University of Waterloo, Canada
Haddad, Robert, Master of Fine Arts, 1980, University of Pennsylvania, 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
Hamad, Mustapha, Ph.D., 1995, *Electrical Engineering*, University of South Florida, USA
Hasham, Elham S., Ph.D. 2004, *Educational Leadership, Management and Administration*, Leicester University, United Kingdom
Jaoulouk, 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 (Circadian Rhythms, Neurobiology)*, Northeastern University, Boston, USA
Kassem, Abdallah, Ph.D., 2005, *Electrical Engineering*, Ecole Polytechnique de Montreal, Canada
Keirouz, Malhab, Ph.D., 1991, *Mathematics*, Purdue University, USA
Khair, Marie, Doctorate, 1996, *Computer Science*, Aristotle University of Thessaloniki, Greece
Khalaf-Keirouz, Leila, Doctorate, 1995, *Environmental Geology*, Westfälische Wilhelms-Universität, Germany
³**Khalil, Antoine**, M.B.A., 1981, *Finance*, Pace University, USA
Khoueiri, Roy, Doctorate, 2003, *Economics*, Université Paris 13, Paris Nord, France
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
Malek, Amal, Doctorate, 1^{ère} Catégorie, 2000, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon
³⁴**Matar, Suhail**, C.A.P.E.S., 1969, *Arabic Language and Literature*, Lebanese University, Lebanon
Matar-Haddad, Dorine, Ph.D., 2006, *Management*, University of Leicester, UK
Melki, Habib, Master of Architecture, 1985, Ball State University, USA
Menassa, Elie, D.B.A., 2003, *Accounting & Finance*, De Montfort University, UK
Mendalek, Nassar, Ph.D., 2003, *Electrical Engineering*, Ecole de Technologie Supérieure, Canada
Rached Ziad, Ph.D., 2002, *Mathematics*, Queen's University, Canada

³ Honorary Associate Professor

⁴ Tenure appointment

Sabra, Bassem, Ph.D., 2000, *Physics*, Ohio University, USA
Salameh, Doumit, Ph.D., 1988, *Philosophy*, St. Louis University, USA
Saleh, Ali, Ph.D., 2004, *Economics*, University of Wollongong, Australia
Salem, Naim, Ph.D., 1992, *International Studies*, University of South Carolina, USA
Saliba, Holem, Ph.D., 1997, *Mathematics*, Moscow State University, Russia
Samra, Sami, Doctorate 1^{ère} Catégorie, 1997, *Philosophie et Sciences Humaines*, Université du Saint-Esprit Kaslik, Lebanon
Sensenig-Dabbous, Eugene, Doktor Der Philosophie, 1985, *Political Science and German Literature*, Paris-Lodron-Universität, Salzburg, Austria
Willis, Mary-Angela, Ph.D., 2001, *Francophone Literature*, University of Alabama, USA
Yaacoub, Youssef, Ph.D., 1990, *Education*, Loyola University of Chicago, USA
Younes, Farid, Ph.D., 1997, *Aménagement*, Université de Montréal, Québec, Canada
Zgheib, Charbel, Doctorate, 2005, *Physics of Condensed Matter*, University of Montpellier II, France

Assistant Professors

Aad, Pauline, Ph.D., 2008, *Animal Breeding and Reproduction*, Oklahoma State University, USA
Abdallah, Salma, 2010, Doctorate, Arabic Language & Literature, Lebanese University, Lebanon
Abdelnour, George, Ph.D., 1997, *Spanish*, Yale University, USA
Akar, Bassel, Ph.D., 2009, *Education*, Institute of Education, University of London, UK
Akhras, Caroline, Ph.D., 2007, *Doctor of Education*, University of Leicester, UK
Al-Hindy, Elie, Ph.D., 2009, *Governmental & International Relations*, University of Sydney, Australia
Antaby, George (Fr.), Doctorate, 2008, *Philosophy*, University of Ottawa, Canada
Antoun, Ziad, (Fr.) Ph.D., 2010, *Education*, Eastern Michigan University, USA
Aoun, Antoine, Doctorate, 2010, *Nutrition*, Université de Rouen, France & MD, 2005, *Family Medicine*, USJ, Lebanon
Aoun, Rosy, Ph.D., 2010, *Computer Science and Networks*, Telecom Paris Tech, France
Atallah, Jad, Ph.D., 2008, *Electrical & Computer Systems*, Royal Institute of Technology, Sweden
Azouri, Pamela, MA, 2004, *Political Science*, Università Degli Studi Roma Tre, Italy
Azzi, Marwan, Ph.D., 2008, *Materials Engineering*, McGill University, Canada
Badr Layla, Doctor, 2010, *Natural Sciences, Chemistry*, Westfälische Wilhelms Universität, Germany
⁵**Barakat, Edgard**, M.B.A., 1981, *Marketing*, University of Dayton, USA
Baroud, Fawzi, Ph.D., 2011, *Educational Technology-eLearning*, Sheffield Hallam University, UK
Bassil, Charbel, Doctorate, 2010, *Economics*, Cergy Pontoise University, France
Bechara, André, Master of Arts in Design, 2007, Notre Dame University-Louaize, Lebanon.
Beyrouthy, Lola, Doctorate, 2002, *Music*, Université du Saint-Esprit Kaslik, Lebanon
Bitar, Nicolas, Ph.D., 2005, *International Finance and Economics*, University of Wisconsin-Milwaukee, USA
Bou-Jaoude-Khoury, Karen, DBA, 2012, *Architecture Project Management*, Grenoble Ecole de Management, France
Bou-Mosleh, Charbel, Ph.D., 2005, *Mechanical Engineering*, University of Colorado, USA

⁵ Honorary Assistant Professor

Bou-Sanayeh, Marwan, Dr.-Ing., 2008, *Electrical Engineering*, University of Duisburg-Essen, Germany

Bou-Zeid, Maria, Doctorate, 2010, *Media & Communications*, University Paris II, France

Chalhoub, Michel, Ph.D., 1995, *Civil/Structural Engineering*, University of California, USA

Challita, Khalil, Doctorate, 2005, *Computer Science*, Paul Sabatier University, France

Chibani, Wissam, Doctor of Education, 2011, Saint Louis University, Missouri, USA

Chidiac, May, Doctorate, 2008, *Information Sciences*, Université Pantheon, Assas, Paris II, France

Chikri, Roger, (Fr.) Doctor of Education, 2000, Wayne State University, Detroit, Michigan

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

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

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-Hage, Gabriel, Doctorate, 2011, *Civil Engineering*, INSA-Toulouse University, France

El-Hajj, Maya, Doctorate, 2009, *Science of Language: Translation*, Université du Saint-Esprit Kaslik, Lebanon

El-Hayek, Jessy, Ph.D., 2011, *Nutrition and Dietetics*, McGill University, Canada

El-Khoury, Akram (Fr.), Doctorate, 2006, *Canon Law*, Pontificia Universitas Lateranensis-Rome, Italy

El-Khoury, Diala, Doctorate, 2010, *Molecular Biology*, Paris VII University, France

⁶**El-Meouchy, Rita**, Ph.D., 2007, *Education of the English Language*, University Saint-Joseph, Lebanon

⁷**Frayha, Norma**, M.B.A., 1982, *Accounting*, American University of Beirut, Lebanon

Gabriel, Nicolas, Doctorate, 2011, *Urban Geography and Planning*, University Paul Valery, Montpellier III, France

Gebran, Marwan, Doctorate, 2007, *Astrophysics*, University of Montpellier II, France

Ghanem, Esther, Ph.D., 2010, *Cell Biology*, Jacobs University, Bremen, Germany

Ghanimeh, Sophia, Ph.D., 2012, *Environment & Water Resources Engineering*, American University of Beirut, Lebanon

Ghoussoub, Dany, Doctorate, 2007, *Public Law*, Université Jean Moulin Lyon 3, France

Ghosn-Chelala, Maria, Doctor of Education, 2011, Saint Louis University, Missouri, USA

Guldimann, Colette, Ph.D., 2004, *English*, University of London, UK.

Hage, Leslie, MS, 1996, *Library Science*, The University of Arizona, USA

Hage, Hicham F., Ph. D., 2010, *Computer Science*, University de Montreal, Canada

Hage, Re-mi, Doctorate, 2012, *Applied Math*, University de Nantes, France

Hamadi, Hassan, Ph.D., 2005, *Finance*, University of Surrey, UK

Harb Atef, Ph.D., 1996, *Economics-Operations Research*, Ecole Polytechnique de Montreal, Canada

Hassoun, George, Ph.D., 1996, *Electrical and Electronic Engineering*, University of Adelaide, Australia

Hawi, Nazir, Ed.D., 2008, *Education*, University of Leicester, England.

Hosry, Aline, Ph.D., 2011, *Commutative Algebra*, University of Missouri, USA

⁶ Leave of Absence 2013/2014

⁷ Honorary Assistant Professor

⁷**Hovivian, Hrair**, M.S., 1984, *Finance and Economics*, Beirut University College, Lebanon

Ibrahim, Elsy, Doctor of Engineering, 2010, *Civil Engineering*, Katholieke Universiteit Leuven, Belgium

Issa, Joseph, Ph.D., 2012, *Computer Engineering*, Santa Clara University, USA

Jawad, Dima, Ph.D., 2003, *Civil Engineering*, Rutgers University, USA

Jacobsen, Jaime-Lynn, MFA, 2008, *Science & Natural History Filmmaking*, Montana State University, USA

Kanbar, Nancy, Ph.D., 2006, *Environmental Science*, George Mason University, USA

⁸**Karam, Clovis**, Doctorate, 1984, *Scholastic Philosophy*, Université Catholique de Lyon, France

Karam, Savo, Doctorate, 2008, *English Language and Literature*, Lebanese University, Lebanon

Keyrouz, Fakherdine, Dr.-Ing, 2008, *Electrical Engineering*, Munich University of Technology, Germany

Khabbaz, Maurice, Ph.D., 2012, *Electrical Engineering*, Concordia University, Canada

⁹**Khoury, Mary**, M.A., 1995, *English Language and Literature*, Lebanese University, Lebanon

Khoury, Naji, Ph.D., 2005, *Civil Engineering*, University of Oklahoma, USA

Khoury, Rim, Ph.D., 2009, *International Finance*, Sogang University, South Korea

Kopaly, Toni, Doctorate, 2007, *Education*, Université du Saint-Esprit Kaslik, Lebanon

Kortbawi, John, Post-Graduate Diploma, 1977, *Advanced Typographic Design*, London College of Printing, UK

Kraidy, Ghassan, Doctorate, 2007, *Electronics et Communications de Telecom.*, Ecole Nationale Supérieure, France

Maalouf, Rita, Doctorate, 2006, *Chemistry*, Claude Bernard University, France

Malkoun, Joseph, Ph.D., 2012, *Mathematics*, State University of New York, USA

Matar-Bou Mosleh, Jocelyne, Ph.D., 2006, *Epidemiology & Biostatistics*, University of Pittsburgh, USA,

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

Metni, Najib, Docteur, 2006, *Automatique et Traitement du Signal et des Images*, Université de Nice-Sophia-Antipolis, France

Mouchantaf, Maha, Doctorate, 2009, *Educational Management*, University of Corsica, France

Nakad, Roger, Doctorate, 2011, *Mathematics*, University of Nantes, France

Nasr, Noel, Master of Fine Arts, 2011, *Photography*, University of Ulster, UK

Nehmé, Cyrine, Doctorate, 2005, *Astrophysics*, University Paris VII, France

Oueijan, Harvey, Doctor of Education, 2011, Saint Louis University, Missouri, USA

Rahme, Chady, Doctorate, 2011, *Philosophy/Epistemology*, Université du Saint-Esprit Kaslik, Lebanon

Rahmé, Kamil, Doctorate, 2008, *Sciences*, Université Paul Sabatier-Toulouse III, France

Rahmé, Pierre, Doctorate, 2008, *Mechanical Engineering*, Toulouse University, France

Saad, Charles, Ph.D., 1991, *Civil Engineering*, University of Kentucky, USA

Sabat, Rita, Ph.D., 2010, *International Relations*, Florida Intl. University, USA

Sabiini, Guitta, Doctorate, 2010, *Mathematics*, Université Paul Sabatier Toulouse II, France

⁸ Leave of absence 2013/2014

⁹ Honorary Assistant Professor

Salem, Talal, Doctorate, 2007, *Civil Engineering*, Institut National des Sciences Appliquées de Lyon, France

Samaha, Maya, Ph.D., 2009, *Computer Science*, Claude Bernard University, Lyon 1, France.

Sarkis, Walid, Doctorate, , 2009, *Clinical Psychology*, Lebanese University, Lebanon

Sattout, Elsa, Ph.D., 2005, *Agricultural Botany*, University of Reading, UK

Sleilati, Esther, D.B.A., 2011, *Marketing*, Grenoble Ecole de Management, Grenoble, France

Slim, Rayan, Doctorate, 2008, *Energy & Thermal Sciences*, Ecole des Mines de Paris, France

Tannous, Joseph, (Fr.), *Doctor of Education*, 2011, Saint Louis University, Missouri, USA

Tannous, Marie, Ph.D., 1998, *Clinical Chemistry*, University of Windsor, Canada

Tawk, Youssef, Ph.D., 2011, *Electrical Engineering*, University of New Mexico, USA

Thoumy, Mira, Doctorate,, 2013, *Operations Management*, HEC Montreal, Canada

Vanloan, Amira, *Doctor of Education*, 2013, Saint Louis University, Missouri, USA

Youssef-Abdel-Massih, Dalia, Doctorate, 2007, *Civil Engineering*, University of Nantes, France

Youssef, Lara, M.D., 2012, *Pathology Laboratory Medicine*, American University of Beirut, Lebanon

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

Zgheib, Hani, Doctorate, 2001, *Engineering: Living Environmental Studies*, Kyushu University, Japan

Zgheib, Youssef, Ph.D., 2002, *International Hospitality Management*, University of Strathclyde, Scotland, UK

Senior Lecturers

Abou-Jawdeh, Simon, D.E.S., 1992, *Clinical Psychology*, Lebanese University, Lebanon

Akkari, Juliet, M.A., 1971, *TEFL*, American University of Beirut, Lebanon

Assaf Carole, M.B.A., 1995, *Tourism and Marketing*, Notre Dame University-Louaize, Lebanon

Beyrouthy, Ghassan, Doctorate (abd), 2008, *Economics*, Université de Québec a Montréal, Canada

Freiji-Bou Nassif, Claudia, M.S., 1991, *Applied Statistics*, Ohio State University, USA; M.S., 1998, *Financial Economics*, University of London

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

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

Hajjar-Muçà, Theresa, M.P.H., 1994, *Biostatistics*, American University of Beirut, Lebanon

Karam, Salim, M.B.A., 1983, University of Detroit, USA

Menassa, Joyce, M.S., 1994, *Marketing*, Beirut University College, Lebanon

Nakhlé, Vivianne, M.S., 1993, *Business Administration*, Strayer College, Washington D.C.

Saad-Saber, Nada, *Doctor of Education*, 2013, Saint Louis University, Missouri, USA

Saade, Ban, M.S., 1978, *Mathematics*, American University of Beirut, Lebanon

Samrani, Diana, M.A., 1990, *Education*, Andrews University of Michigan, USA

Shaffu, Raja, M.B.A., 1970, *Finance*, American University of Beirut, Lebanon

Wehbe, Boulos (Fr.), M.A., 1981, *Middle Eastern Studies*, American University of Beirut, Lebanon

Zakhour, Kamal, M.B.A., 1982, *Marketing*, University of Pittsburgh, USA

Lecturers

- Abi-Adam, Naoum**, MFA, 2012, *Cinematography*, University St. Joseph, Lebanon
- Abi-Saleh, Richard**, Master, *Finance*, 2010, Université Paris 12, France
- Abou-Jaoude, Maya**, M.S., 1999, *Food Technology*, American University of Beirut, Lebanon
- Akl, Salim**, Diplome d'Etudes Supérieures en Architecture d'intérieur, 1990, Académie Libanaise des beaux Arts, Lebanon
- Bou Abdo, Jack**, M.E., 2012, *Networking Telecommunication*, Lebanese University, Lebanon
- Baroud, Dina**, M.A., 2007, *Landscape Urbanism*, Notre Dame University-Louaize, Lebanon
- Bassil, Janet**, M.B.A., 1996, *International Affairs and Diplomacy*, Notre Dame University-Louaize, Lebanon
- Bteich, Chadi**, Master of Architecture, *Landscape Urbanism*, 2007, Notre Dame University-Louaize, Lebanon.
- Chamoun, Claudine**, D.E.S., 1992, *Interior Design*, Lebanese University, Lebanon
- Chamoun, Marlyse**, M.A., 2012, *Design*, Notre Dame University-Louaize, Lebanon
- Chartouni, Joseph**, Master in Architecture, 2006, Harvard University, USA.
- Douaiher, Sandra**, M.A., 2008, *Applied Linguistics and TEFL*, Notre Dame University-Louaize, Lebanon
- El-Gerges, Najwa**, Master, 1991, *Public Health*, American University of Beirut, Lebanon
- Gharzouzi, George**, M.B.A., 1984, University of Tulsa, USA
- Jabbour, Layla**, D.E.S.S., 2003, *Restoration & Conservation of Monuments*, Lebanese University, Lebanon
- Kaassamany, Talie**, M.B.A., 2002, *Finance*, American University of Beirut, Lebanon
- Karam, Mirna**, M.A., 2005, *Applied Linguistics*, Notre Dame University-Louaize, Lebanon
- Kairouz, Kaissar**, M.A., 2006, *Physical Education*, University of Balamand, Lebanon
- Khabbaz, Nicolas**, M.A., 2009, *Media Studies: Electronic Media*, Notre Dame University-Louaize, Lebanon
- Khalil, Marina**, Diplome d'Etudes Supérieures Spécialisé, 2003, *Interior Design*, Université du Saint-Esprit Kaslik, Lebanon
- Lahoud, Sam**, M.A., 2010, *Media Studies: Journalism*, Notre Dame University-Louaize, Lebanon
- Mady, Christy**, M.A., 1999, *English Literature*, Notre Dame University-Louaize, Lebanon
- Majdalani, Roula**, Diplome D'Etudes Supérieures, 1985, *Plastic Arts*, ALBA, Lebanon
- Maroun, Bachir**, M.S., 2001, *Computer Science*, Notre Dame University-Louaize, Lebanon
- Mouawad, Paul**, M.A., 2006, Real Estate Development, Columbia University, USA
- Nassif, Nadim**, Intl. Master in Management, Law and Humanities of Sport, 2002, De Monfort University, Leicester, UK.
- Obeid, Cecile**, Master, 2011, *Human Nutrition*, St. Joseph University, Lebanon
- Sakr, Omar**, M.Sc., *Responsible Tourism Management*, 2011, Leeds Metropolitan University, UK
- Samra, Kristine**, Diplome D'Etudes Supérieures Spécialisé en Urbanisme, 2003, Lebanese University, Lebanon
- Sawma, Victor**, M.S., 2003, *Computer Science*, University of Ottawa, Canada
- Soghman-Kiwan, Jacqueline**, MA, 2007, *Graphic Design*, Savannah College of Art and Design, USA

Senior Lab/Lab Instructors

- Akl, Charbel**, Bachelor, 2005, *Architecture*, Notre Dame University-Louaize, Lebanon
- Bou-Dergham, Nadine**, MS, 2009, *Computer & Communication Engineering*, American University of Beirut, Lebanon
- Breidy, George**, M.B.A., 2004, Notre Dame University-Louaize, Lebanon
- El-Beaino, Wissam**, Master, 2012, *Electrical & Computer & Engg.*, The American University of Beirut, Lebanon
- El-Hage Al-Amm, Rita**, M.P.H., 1988, *Public Health*, American University of Beirut, Lebanon
- El-Ghoussein-Maalouf, Nada**, M.S., 1996, *Microbiology*, American University of Beirut, Lebanon
- El-Turky, Nisrine**, Bachelor, 2003, *Computer & Communication Engg.*, Notre Dame University-Louaize, Lebanon
- El-Zakhem, Walid**, M.S., 1992, *Electrical Engineering.*, Southern Illinois University, USA
- El-Zoghbi, Catherine**, D.E.A., 2003, *Material Physics*, Lebanese University, Lebanon
- Haddad, Wissam**, Bachelor, 2002, *Civil Engineering*, Lebanese American University, Lebanon
- Hajj, Claudette**, Bachelor, 2013, *Civil Engineering*, Notre Dame University-Louisze, Lebanon
- Lawoun, Dolcy**, Diplome de Maitrise, 1996, *Chemistry*, Lebanese University, and B.A., 2000, *Music-Piano*, The Academie Nationale Supérieure de Musique-Conservatoire, Lebanon
- Maalouf, Yara**, Bachelor, 2008, *Civil Engineering.*, 2008, Notre Dame University-Louaize, Lebanon
- Melki, Sylvie**, Bachelor, 2009, *Mechanical Engineering.*, Notre Dame University-Louaize, Lebanon
- Moussa, Layale**, Master 2, 2010, *Industrial Chemical Anlysis*, Lebanese University, Lebanon
- Siranossian, Aline**, Bachelor, 2002, *Electrical Engineering*, Notre Dame University-Louaize, Lebanon
- Skaff, Nibelle**, M.S., 2012, *Physics*, American University of Beirut, Lebanon
- Sleiman, Sawsan**, Diplome, 2009, *Civil Engineering*, Lebanese University, Lebanon

ACADEMIC CALENDAR 2013-2014

FALL SEMESTER 2013

Sep 16-20	M-F		Orientation Sessions for New Students
Sep. 23-25	M-W	8:00-12:30/ 1:30-4:00	Registration Period
Sep. 26	Th	7:30 a.m.	Classes begin
Sep. 26-Oct.4	Th-F		Application for Sibling Grant
Sep. 30	M	8:00-12:30/ 1:30-4:00	Late Registration (Classes are in session)
Oct. 1-2	T-W	8:00-12:30/ 1:30-4:00	Drop and Add (Classes are in session)
Oct. 9	W		Opening ceremony (Main Campus) for the academic year 2013-2014
Oct. 11	F		Opening ceremony (NLC) for the academic year 2013-2014
Oct. 25	F		Opening ceremony (Shouf Campus) for the academic year 2013-2014
*Oct. 15-17	T-Th		Al-Adha: Holiday
Nov. 1	F		All Saints' Day: Holiday
*Nov. 4	M		Hijra New Year: Holiday
*Nov. 13	W		Ashoura: Holiday
Nov. 22	F		Independence Day: Holiday
Nov. 29	F	4:00 p.m.	Deadline for Spring and Summer 2013 Incomplete grades
Dec. 2-13	M-F	8:00a.m. - 400p.m.	Advising & Preregistration period for Spring 2014
Dec. 23	M		Christmas Mass
Dec. 23	M	9:00 p.m.	Christmas vacation begins
Jan. 6	M		Epiphany and Armenian Christmas: Holiday
Jan. 6	M	9:00 p.m.	Christmas vacation ends
Jan. 7	T	7:30 a.m.	Classes resume
Jan. 7- 31	T-F		Application for Work Study Grant
Jan. 9-10	Th-F		Entrance Examinations for Spring Semester 2014
*Jan. 13	M		Prophet's Birthday: Holiday
Jan. 17	F		Saint Anthony's Day: Holiday
Jan. 30	Th		Thursday classes do not meet: Wednesday classes meet
Jan. 31	F		Deadline for officially withdrawing from a course
Feb. 4	T	4:00 p.m.	End of classes (Tuesday classes do not meet: Friday classes meet)
Feb. 5	W		Reading Day

Feb. 6-Feb. 15	Th-Sat		Final Examinations Period
Feb. 9	S		St. Maroun's Day: Holiday
Feb. 14	F		Reading Day

SPRING SEMESTER 2014

Feb. 13	Th		Orientation Sessions for New Students
Feb. 20-21	Th-F	8:00-12:30/ 1:30-4:00	Registration Period
Feb. 20- 28	Th-F		Application for Sibling Grant
Feb. 24	M	7:30 a.m.	Classes begin
Feb. 26	W	8:00-2:30/ 1:30-4:00	Late Registration (Classes are in session)
Feb. 27-28	Th-F	8:00-12:30/ 1:30-4:00	Drop and Add (Classes are in session)
Mar. 21	F		Open Doors - NLC
Mar. 25	T		Feast of the Annunciation: Holiday
Apr. 4	F		Open Doors Main Campus
Apr. 9	W		Open Doors - Shouf Campus
Apr. 16	W		Easter Mass
Apr. 16	W	9:00 p.m.	Western & Eastern Easter vacation begins
Apr. 22	T	9:00 p.m.	Western & Eastern Easter vacation ends
Apr. 23	W	7:30 a.m.	Classes resume
Apr. 23-June 12	W-Th		Application for Work Study Grant
Apr. 25	F	4:00 p.m.	Deadline for Fall Semester 2013 Incomplete grades
May 1	Th		Labor Day: Holiday
May 9	F		Founder's Day - Main Campus (Classes are not in session)
May 12-23	M - F		Advising & preregistration period for Summer and Fall 2014
May 16	F		Founder's Day - NLC (Classes are not in session)
May 23	F		Founder's Day - Shouf Campus (Classes are not in session)
June 11	W		Wednesday classes do not meet: Friday classes meet
June 12	Th	4:00 p.m.	Deadline for officially withdrawing from a course
June 16	M		Monday classes do not meet: Thursday classes meet
June 17	T	4:00 p.m.	End of classes
June 18	W		Reading Day
June 19-28	Th-Sat		Final Examinations Period
June 25	W		Reading Day

SUMMER SESSION 2014

July 3	Th	8:00a.m. - 2:00p.m.	Registration Period
July 3-4	Th-F		Entrance Examinations for Fall Semester 2014
July 4	F	7:30 a.m.	Classes begin
July 7	M	8:00a.m. - 2:00p.m.	Late Registration (Classes are in session)
July 8	T	8:00a.m. - 2:00p.m.	Drop and Add (Classes are in session)
July 11	F	7:15 p.m.	Commencement: Conferring of degrees
July 27-29	S-T		Al Fitr: Holiday
Aug. 14	Th	2:00 p.m.	Deadline for officially withdrawing from a course
Aug. 15	F		Assumption Day: Holiday
Aug. 19	T		End of Classes
Aug. 20	W		Reading Day
Aug. 19-20	T-W		Entrance Examinations for Fall Semester 2014
Aug. 21-22	Th-F		Final Examinations Period

* **Tentative dates**

UNIVERSITY PROFILE

LOCATION AND CLIMATE

Notre Dame University-Louaize (NDU) main campus is located in Zouk Mosbeh, a coastal area 15 km north of Beirut, Lebanon. Situated at an altitude of 100 m above sea level, the campus overlooks the beautiful bay of Jounieh. with an 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 Al Siman and Fakra winter touristic resorts 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 an average, there are 300 days of sunshine per year, a fact which allows for a variety of outdoor activities.

The NDU North Lebanon Campus (NLC) 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-to- 15 minute 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 50,000 square meters land donated by the village of Barsa. The first building constructed on the Barsa Campus, totaling 10,000 square meters of floor space, was completed in June 1999.

The NDU Shouf Campus (SC) 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 glory but to a standard that maintains its traditional and aesthetic appeal. (The campus is expected to accommodate over 3,000 students.). The visible benefits are evident everywhere. 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 blends 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.

IDENTITY, MISSION, VISION, AND VALUES

Identity

Notre Dame University-Louaize (NDU) is a private, Lebanese non-profit Catholic institution of higher education, which adopts the American system of education.

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 adopts 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.

Mission Statement

As a Catholic institution inspired by the cultural and spiritual heritage of the Maronite Order of the Holy Virgin Mary, Notre Dame University-Louaize (NDU) seeks to provide comprehensive quality education that fosters excellence in scholarship, lifelong learning, enlightened citizenship, human solidarity, moral integrity, and belief in God. In designing its curricula, NDU is committed to the philosophy and standards of the American model of liberal arts education. Conceiving itself as an authentic academic community, NDU promotes diversity, respect for human dignity and rights, and concern for the common good. Its profound aspiration is to prepare its students to be future leaders who can exercise reason upon knowledge and shape a world of truth, justice, love, and freedom.

Vision

NDU's vision is to:

Become the venue of choice as Lebanon's Catholic university, offering students access to the finest faculty and a comprehensive curriculum taught in the Maronite tradition.

Provide a highly personalized academic experience to graduate and undergraduate students.

Integrate a strong, interdisciplinary, liberal arts core with degree-granting programs that offer preparation for professional careers and graduate studies.

Excel in selected highly specialized areas, including signature programs that enhance the university's reputation and serve as regional models for the delivery of educational development in Lebanon and the region.

Foresee the changing needs with time and develop programs and utilize technologies consistent with those needs.

Create and sustain a community in which all aspects of University life is a reflection of its values.

Values

As a Catholic university offering a higher education in the Maronite tradition, NDU is determined to practice those core values that respect humanity and the dignity of the individual. This helps students on their life path of learning, and allows them to discover their talents through cooperation while they look for truth, for individual empowerment, and for the enhancement of the world around them. Accordingly, they dedicate themselves to the following core values:

Faith – As a Catholic university, NDU highlights a strong belief in spiritual motivation and education as a vehicle for a better and more just society.

Excellence – In all activities of university life—teaching, scholarship, service, etc—NDU strives to be a center of quality education.

Scholarship – To seek the truth, with a sense of discovery, through informed and rigorous scholarship, will place NDU among the top-ranking regional universities.

Freedom – Of thought and expression; NDU commits itself to engage and enhance intellectual inquiry in the pursuit of truth by teaching students how to learn, how to think critically, how to conduct responsible research, and how to access and integrate information in preparation for career development and personal growth.

Integrity – Teaching, scholarship, and student service within the university community are characterized by intellectual honesty and a sense of personal morality.

Service – NDU is committed to serve not only its students, faculty and employees, but also society at large.

Diversity – Empathy, tolerance and respect for all people is essential to any university community. NDU encourages students to understand and appreciate the diversity of cultures, which exist locally, nationally, and internationally. It also seeks to promote diversity appreciation through an understanding of the impact human beings on their environment.

Learning for Life – In the tradition of a Catholic liberal arts education, NDU commits itself to lifelong learning, encourages personal responsibility, develops spiritual values, and affirms a philosophy of life which actively supports global economic equity, social justice, and human rights.

HISTORICAL OVERVIEW AND HERITAGE

Historical Overview

NDU was founded as a university in 1987 by the Maronite Order of the Holy Virgin Mary-NDU was first named Louaize Center for Higher Education (LCHE) in 1978 as a joint venture between Beirut University College (BUC), now the Lebanese American University (LAU), and the Maronite Order of the Holy Virgin Mary. The LCHE's first Director was Archbishop Bechara Rahi from 1978 to 1984. Then after, Abbot Antoine Sfeir was appointed as Director of the LCHE from 1984 to 1987.

In 1987, inspired by a deep apostolic concern and to address the needs of the community, the Order embarked on a new chapter in its history and founded an independent university. The legal journey of this project was the promulgation by the President of The Lebanese Republic issuing **decree number 4116** on August 14, 1987, granting the Order the right to operate an independent university. Thus, NDU was born. Today it is considered the only Maronite Catholic university which adopts the American education system, not only in Lebanon but also in the entire Middle East. Three years later, in June of 1991, university the awarded its first bachelor degree to seventy-two graduates.

Along the direction set by the Vatican II Council, the Order decided to call on prominent members of the Lebanese society to oversee the operations of the University. Consequently, a Board of Trustees was established to supervise the academic and administrative operations and to help in the planning and development of the University.

In 1990, NDU established an off-campus program in North Lebanon, which in 1999,

relocated to a new campus located in Barsa, Koura, now known as NLC. The campus lies on a 50,000 square meters donated by the village of Barsa. The first building of the Barsa Campus, totaling 10,000 square meters of floor space, was completed in June 1999.

In April 1994, NDU established the Faculty of Engineering and Architecture. The Lebanese Government issued decree 9278 on October 5, 1996 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. In Spring 2000, NDU established the Faculty of Architecture, Art and Design, and the Faculty of Political Science, Public Administration and Diplomacy. Accordingly, the Faculty of Engineering and Architecture was named the Faculty of Engineering. Furthermore, realizing on the need to serve the community, the Faculty of Nursing and Health Sciences was established in 2008.

After establishing itself as one of the leading universities in Lebanon, NDU's administration saw a need to expand in the Shouf region and neighboring communities, and thus established a new campus in Deir El-Kamar within the Shouf district. The proposal was approved by the Board of Trustees in its meeting of March 8, 2001. The Shouf Campus was officially inaugurated on October 26, 2001. The foundation stone for the new campus in Zouk Mosbeh was laid on November 19, 1994.

NDU's current real estate holdings amount to 121,750 square meters and will grow significantly in the future with the completion of new campus facilities. True to its commitment of carrying out its historic mission, NDU's community celebrated the University's 25th Anniversary in 2012. This anniversary provided a unique opportunity for NDU to reflect on its past and to look forward to the road ahead.

Heritage

The University's heritage and identity are traceable to strong roots in the Lebanese Synod that took place in the Monastery of Our Lady of Louaize in 1739, the motherhouse of the Maronite Order of the Holy Virgin Mary and the sponsoring society of NDU.

The Synod encouraged the mission of education within the Christian Maronite ethos that believed in Education for all. Accordingly, the Order began to spread education in Lebanon and established schools in many parts of the country.

Capitalizing on its being Catholic in spirit and Maronite in tradition and focusing on the Synod's mission and directives, NDU as such has always sought to play its appropriate role in the Middle East.

As a Catholic university, NDU promotes the dynamic discussion of religious ideas. This dialogue strives to include the myriad voices of the Catholic tradition, past and present, as well as the voices of faculty, staff, and students of all backgrounds. Such a Catholic undertaking helps the university community understand and celebrate the differences among the various voices, identify what they have in common, and engage them in dialogue with the Catholic tradition.

Also, as a Catholic university, NDU is inspired by the Christian message of the love of God and the love of neighbor. Its administrators, faculty, staff, and students dedicate themselves to the pursuit of academic excellence in an environment of respect, care,

dialogue, and justice. In addition, NDU is a community, which seeks to develop the love of truth and the desire to integrate and affirm the harmony between faith and reason. The university has synthesized the search for truth by offering curricula rooted in the arts and sciences guided by the university's spiritual and Catholic heritage. Students at NDU enjoy a transparent relationship and respect with their professors. It is this unique environment that helps professors draw out their students' potentials while respecting their talents.

Drawing on these traditions, NDU seeks to endorse a Catholic presence through its student services, campus ministry, course curriculum, and administration, and continues to dwell on how this Catholic heritage brings meaning to its faculty, staff, students, and the entire NDU family.

Directors of LCHE

Patriarch Bechara Rahi	1978-1984
Abbot Antoine Sfeir	1984-1987

Presidents of NDU

Abbot Boutros Tarabay	1987-1993
Bishop Francois Eid	1993-1999
Abbot Boutros Tarabay	1999-2005
Father Walid Moussa	2005 – present

CAMPUS MINISTRY

NDU believes that the spiritual dimension of human development should grow hand in hand with all other areas of interest in the university environment. NDU seeks to instill the rights and dignity of the human being, especially the poor and most vulnerable, in its university community. The university promotes religious awareness among students and faculty members alike.

The campus ministry is staffed by five full-time campus ministers who celebrate Mass and perform daily religious services at the university chapel during university operating hours. The ministry caters to the needs of the religious, personal, and moral concerns of NDU's community.

The Pastoral Work Group is actively engaged in promoting religious awareness. Throughout the year, it organizes several weekend spiritual retreats conducted by student leaders. It also invites lecturers to speak on spiritual issues, initiates gospel discussions, and organizes social activities.

PUBLIC AFFAIRS AND COMMUNICATION OFFICE

The Public Affairs and Communication Office at NDU believes that, in today's fast-changing world, maintaining a healthy relationship with stakeholders in addition to building networking will greatly benefit the university. Therefore, the main function of the Office is to improve communications channels and to institute new ways of setting up a two-way flow of information, developing and fostering mutually beneficial relationships between the University and its internal and external stakeholders.

Thus, on behalf of NDU, its campuses and centers and staff, the Public Affairs and Communication Office presents and communicates all programs and policies. It provides and develops communications strategies, offers consultation and university-wide event-planning services and works proactively with media outlets to tell the university ongoing story.

In order to establish, create, and maintain the positive public image of the institution on local, regional and international levels, the Public Affairs and Communication Office coordinates, organizes and hosts special cultural, academic and intellectual events and conferences during any given academic year. These activities aim to promote and stress the role of the university as a major contributor in building a cultured and knowledgeable community. Furthermore, the Office offers its expertise in assisting and contributing to almost all events held by different university departments.

The Office is also responsible for producing program brochures, material promoting special events (programs, leaflets, posters and invitations), and handbooks.

The Public Affairs and Communication Office has built strong contacts with members of the local media. The office aims to maintain strong relations with the community by regularly university news and announcements and upcoming events as well as writing and distributing press releases and statements for publication in various magazines and newspapers. Furthermore, the public relations office, in consultation with the President's office, engages in crisis management activities to address any false or misleading news published about NDU to safeguard the image of the university.

The Office is the link between the university and local government and legislators. It coordinates with the Ministry of Education and Higher Education in order to obtain decrees and advanced information of decisions.

The Office also represents the University by attending and participating in various exhibitions, fairs and conferences. It also represents the university at meetings of the League of Lebanese Universities and the Association of Arab Universities. In addition, it is also an active member of the Coordination Council for Catholic Universities in Lebanon (CCUCL) and the Association of Collegiate Registrars & Admissions Officers (Arab – ACRAO) for the universities of the Arab countries.

The Public Affairs and Communication Office works in collaboration with its two Offices in the North Campus and the Shouf Campus, coordinating all activities and social events that take place during the academic year.

The Office coordinates the activities of the following entities namely:

PRESS OFFICE

The purpose of the Press Office is to communicate NDU's achievements, activities, and progress. It ensures proper coverage of relevant university issues in the local press and

publishes notices of upcoming events. It also links the press to faculty experts who offer commentary and analysis on various issues, and assists in the production of a variety of publications including *NDU Spirit*. The Office's press attaché archives press clippings of articles published in the press and posts them on the NDU website.

PLACEMENT OFFICE

The Placement Office is an integral part of the Public Affairs and Communication Office. It is supervised by the Vice President for Public Affairs and Communication and entrusted to a Placement Officer.

This Office provides employment opportunities for NDU graduates by acting as a liaison between local and international companies, NDU graduates and Alumni. It also guides students in their search for jobs and schedules on-campus job interviews.

Moreover, it arranges human potential seminars for prospective employers and organizes an annual job fair.

INTERNSHIP OFFICE

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

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

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

MUSEUM

The Stone Wing Museum, inaugurated on March 9, 2005, is also supervised by the Vice President for Public Affairs and Communication.

The Stone Wing Museum includes three collections: the prehistoric stone tools collection (discovered in Kaoukaba by Laure and Frank Skeels in 1964), the minerals, rocks, precious and semi-precious stones collection, and the fossilized fish and plants collection.

The Museum is entrusted to the Curator whose duties encompass the preservation and conservation of the collections, archiving and cataloguing of new acquisitions, scheduling and coordinating visits, and keeping records of all visitors.

The Stone Wing Museum is free and open to the public. The Curator entrusted is always ready to receive and guide visitors (students from schools and universities, researchers, and interested national and international guests) to enrich them with information about the museum and its various and valuable collections.

EVENT ORGANIZING OFFICE

The Event Organizing Office is responsible for all events organized by the Office of Public Affairs and Communication such as exhibitions, fairs, festivals, conferences, fundraising, and social occasions.

The Office keeps the public and NDU internal and external stakeholders informed and updated about all scheduled events. It is also tasked with the preparation and issuance of invitations.

The Office acts as a liaison between people and various relevant departments and collaborates with them to ensure that everything is prepared and ready for the event. The Office also prepares all needed items, such as posters, flyers, nametags, materials, notebooks, packages, gift bags, registration lists and seating cards. Furthermore, it is tasked in arranging for hotel stay of delegates during international conferences and events.

The Office is in charge of the annual calendar of cultural events at NDU. It schedules and fixes dates to avoid overlapping and to ensure that every event is given the appropriate attention it deserves.

The event organizing office is always ready to assist and collaborate with any department or office at ndu and to share its expertise for the success of any event

NDU PRESS

NDU Press comprises the following units:

1. Translation Office.
2. Design Office.
3. Editing Office.

Three major steps have been taken by the 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 has been entered with a distribution agency in which all books published by NDU Press are distributed to major bookshops in Lebanon and overseas.

ALUMNI AFFAIRS OFFICE

Graduation from NDU is NOT the end of a 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 **Alumni Affairs Office** aims to:

- Serve the needs of Alumni, enduring and permanent constituencies of NDU;
- Foster a life-long relationship between the University and its Alumni;
- Build an information management system that updates and utilises "NDU Alumni" data;
- 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 promoting the strengths of NDU to the world at large through supporting the University's mission.

The Alumni Affairs Office serves as a focal point for all alumni activities and communications. It assists in planning or sponsoring alumni activities such as Campus Tour, Alumni E-newsletter, Alumni Annual Awards, Alumni programs, Class reunions,

Alumni Day, Alumni College, Alumni Gala Dinners, Regional visits, etc. The Office also maintains communication with all NDU Alumni through the Alumni webpage via NDU website which offers complete and timely information about NDU happenings and Alumni events, stories and programs.

Core Values: Partnership, Service, Innovation, Excellence

Motto: Building Bonds: *Get Connected / Stay Tuned*

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. Its aim is reuniting all NDU graduates under a common goal: Commitment, Unity and Prosperity to both NDU and the welfare of its graduates. Through its cooperation with NDU Alumni Affairs Office, the association seeks to provide alumni with a lasting bond to the University.

RESEARCH AND GRADUATE STUDIES

Research and Graduate Studies are managed by the Assistant Vice President for Research and Graduate Studies (AVPRGS), who is responsible for promoting and coordinating research by faculty members as well as by graduate and undergraduate students. Furthermore, the AVPRGS is tasked with overseeing the graduate programs at NDU, ensuring that they are up to the required standards.

In addition to chairing the University Research Committee (URC), the AVPRGS supervises the activities of the following research centers:

CENTER FOR APPLIED RESEARCH IN EDUCATION (CARE)

The Center was established on October 1, 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.

LEBANESE CENTER FOR SOCIETAL RESEARCH (LCSR)

The University established a center for research, studies, and documentation within 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 rights 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 the increase in 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 MARIAN STUDIES CENTER (MSC)

The Center 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 Marian Studies Center.

WATER, ENERGY AND ENVIRONMENT RESEARCH CENTER (WEERC)

The WEERC aims 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.

CENTER FOR DIGITIZATION AND PRESERVATION (CDP)

The Center aims to assist mainly scholars, clergy, and governments in the preserving, imaging, and distribution of ancient writings. It offers important services such as:

- The preservation of significant philosophical and theological manuscripts by photography and/or electronic scanning.
- The digitization and incorporation of selected manuscripts into searchable electronic databases at minimal cost.
- The translation and publication of selected ancient and medieval texts.
- The preservation and digitization of any material the University may deem appropriate.

OFFICE OF INSTITUTIONAL RESEARCH AND ASSESSMENT (OIRA)

The Office of Institutional Research and Assessment is responsible for institutional research. This type of research gathers accurate and timely information to support proper decision making and institutional effectiveness efforts, assessment, and analyses, which is a continuing process aimed at understanding and improving student learning.

OFFICE OF INTERNATIONAL RELATIONS

This Office initiates contacts and follow-up programs with overseas universities and development agencies related to higher education.

The purpose of these programs is to support cocurricular activities and collaborative projects that lead to innovative institutional partnerships and exchange plans of action.

The **Mission** of the International Relations Office at Notre Dame University-Louaize (NDU) is to contribute actively to the internationalization process of the University.

We will achieve this Mission by closely adhering to the University Identity, Mission, and Values, and by collaborating with our University leadership and community.

INTERNATIONAL MEMBERSHIPS

- International Association of Universities (IAU), France
- Association of Catholic Colleges and Universities (ACCU), USA
- Association of International Educators (NAFSA), USA
- American Council on Education (ACE), USA
- Comunita delle Universita Mediterranee (CUM), Italy
- Fédération Internationale des Universités Catholiques (FIUC), France
- Fédération des Universités Catholiques Européennes (FUCE), France
- Association of Arab Universities (AARU), Jordan
- Euromed Permanent University Forum (EPUF), Spain
- International Association of University Presidents (IAUP), Thailand
- Réseau Méditerranéen des Ecoles d'Ingénieurs (RMEI), Italy
- Phoenician International Research Center

MEMORANDA OF COOPERATION AND/OR UNDERSTANDING

Institut de Gestion Sociale Group for the American Business School – Paris, France (IGS – ABS Paris)

Assumption University in Bangkok, Thailand

Brigham Young University, Utah (Digitization of manuscripts)

Central Connecticut State University

Centre International d'Etude de Sport

Centro Libanès, Mexico City

College of Mount Saint Vincent – Riverdale, NY

Corvinus University of Budapest

El-Camino University

El-Colegio de Mexico, A.C.

ESC Bordeaux, France

Istituto Europeo di Design S.p.A, Italy

Italian Cultural Institute in Lebanon

John Paul II Catholic University of Lublin – Poland

Lebanese University
LIRA program (Ministry of Industry)
Lund University – Sweden
Madonna University
Madonna University (presidential scholarships for students of both institutions)
Mexican Lebanese Cultural Institute
Middlesex University, England
Núcleo de Estudos Libaneses (NEL) of Universidade Federal de Santa Maria/Brasil (UFSM)
Politecnico Di Milano
Politecnico di Torino
Salahaddin University – Hawler (SUH), Erbil, Kurdistan, Iraq
Salve Regina University, USA
Secretariat General of Catholic Schools in Egypt
St. Louis University, Missouri
Swiss Hotel Management School, Switzerland
TAFE Commission of New South Wales
Tatar State University of Humanities and Education
Ukrainian Catholic University
Ulm University, Faculty of Engineering, Germany
Universidad Iberoamericana Ciudad de Mexico
Universidad Libre, Columbia
Universidad Nacional Autonoma de Mexico
Universita degli Studi di Firenze, Facolta di Architettura, Italy
University of Alcalá, Spain
University of Applied Sciences Worms, Germany
University of Bahrain
University of Concordia, Canada
University of Cyprus
University of Dallas
University of Dayton, Ohio
University of Leicester
Université Catholique de Louvain
University of Malta
University of Michigan – Flint, Michigan, USA
University of Ottawa
University of Petra, Jordan
University of Poitiers, France
University of the Arts - Bremen, Germany
University of Western Sydney
Vaxjo University, Faculty of Engineering, Sweden
Wayne State University, College of Engineering, USA

ACADEMIC SUPPORT SERVICES

Academic Support Services are managed by the Assistant Vice-President for Academic Support (AVPAS), who, on behalf of the VPAA, supervises the following academic support offices and units: University Libraries, Students Affairs, Admissions, and Registrar.

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 to, 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

NDU Libraries Mission Statement

The NDU Libraries strive to provide quality services by acquiring, organizing, preserving, and providing access to a variety of information resources. The libraries, thereby, support the University's mission to foster excellence in scholarship and lifelong learning, and to educate students to be future leaders who can exercise reason based upon knowledge.

The NDU Libraries consist of the Mariam and Youssef (Main) Library at the Zouk Mosbeh Campus, the NLC Library at the Barsa Campus, the Shouf Library at the Deir El-Kamar Campus and the Division of Continuing Education (DCE) Library at the Old Zouk Mosbeh Campus. The NDU Libraries are also responsible for maintaining and developing the research collections of the Council for Research in Values and Philosophy (CRVP) Library, the Center for Applied Research in Education (CARE) Library, the Marian Studies Center (MSC) Library, and the Lebanese Emigration Research Center (LERC) Library.

Recognizing that the Library is central to fulfilling the mission of the University, the 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 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, an Information Commons with appropriate support and access to information and technology resources, and a classroom for Library instruction. The NLC Library, Shouf Library, and DCE 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 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>).

The 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 founding members of the Lebanese Academic Library Consortium (LALC) and the Lebanese Inter-library loan and Document delivery services Consortium (LIDS).

STUDENT AFFAIRS OFFICE (SAO)

The Student Affairs Office (SAO) 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. The SAO coordinates all other activities involving students on campus.

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

UNDERGRADUATE FINANCIAL AID

Objectives

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

The following is a brief description of the various financial aid programs 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.

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

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

Students eligible for a WSG 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 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 granted a 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 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 rules and regulations 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. Every semester, dates and deadlines for obtaining and submitting applications will be updated and posted on the NDU Website, and scheduled in the academic year calendar.

WSG applications must be submitted one semester in advance (for a Fall semester WSG, the application must be received by the Financial Aid Office during the previous Spring semester).

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 appropriate decision. For more information, consult the Financial Aid Officer.

Student Employment

Full-time students proving to have special skills which none of the WSG students possess may be employed for the duration of one semester upon the request of Faculty Deans for academic reasons. The Financial Aid Committee will determine the working hours and the hourly rate.

Grants

a. 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 determined by the Financial Aid Committee upon the recommendation by the Dean of Student Affairs Office.

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

- join a sports team at NDU;
- complete 12 credits at NDU (remedial credits are not included);
- be enrolled in 12 credits each semester, and in at least 9 credits during the last semester;
- maintain a minimum cumulative GPA of 2.00.

b. Sibling Grant Conditions

- If eligible, two siblings enrolled at the same time in the University will benefit from a 15% discount each; three or more siblings will be entitled to a 25% discount each;
- In case of financial need, eligible siblings will have the possibility to raise the percentage given to a maximum of 40% by applying to the WSG during the dates scheduled in the academic calendar;
- A 50% scholarship will limit the percentage of Sibling Grant to 10%, and a 75% scholarship will totally eliminate the Sibling Grant discount.

Eligibility

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.

Procedure

- The students must submit the Sibling Grant form and attach it to a copy of their Family Identity Card. The form is available at the Financial Aid Office during the first week of each semester;
- The siblings will benefit from the discount as long as they are eligible. They do not have to renew their application unless another sibling is enrolled for the first time with them.

Undergraduate Scholarship

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.

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).

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.

SOCIAL SECURITY OFFICE

Returning Students

Returning students under the age of 30 who are sophomores, juniors, seniors, graduate, and who

a. benefit from any of those governmental health plans:

- صندوق تغطية اوروبية موظفي الدولة
- صندوق تغطية عضدائي ضارة
- صندوق تغطية عضدائي طبي تغطية في جامعتنا الوطنية
- للبلديات
- للصندوق الوطني لعضدائي ا.ب.م.ا.ع.ي

must:

- fill out Form **B** (تصريح بشفادة)
- attach an original statement from the local office they (or their parents) belong to (فلادة) (من مركز القبة الوطني للوسمي)
- a photocopy of their Family Status Record (اخراج قيد عيالي) not older than one year

b. benefit from

لنظمة القوى الايضية اليميش, الامن اللخلي, الامن العام, امن الدولة, ولج مارك

must:

- fill the Form **B** (تصريح بشفادة)
- attach a photocopy of their benefit card; (صورة عن البطاقة للصحة المجددة)
- a photocopy of their Family Status Record (اخراج قيد عيالي) not older than one year

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

c. have stopped benefiting from a governmental health plan (mentioned above) while at NDU must:

- fill out Form **A₁** (تصريح عن طلاب جامعي) and Form **A₂** (تصريح بشفادة)
- attach a photocopy of the Family Status Record (اخراج قيد عيالي) not older than one year

d. do not benefit from any governmental health plan (mentioned above) while at NDU and are enrolled for the second or more consecutive year at NDU must:

- Verify their cleared status through the SIS program prior to payment at the Bank and the registration procedure accomplishment.

Filling out Form C (اعلام عن طلاب من اجل) is the responsibility of the Social Security Office – SAO.

Thus, students who are registered at the National Social Security Funds (NSSF) as NDU students and who did not report any change of status, are not required to pass by the SAO. Their coverage by NDU will be automatically renewed for a fee of LBP 202.500.-L.L. payable along with their tuition fee at the bank.

However, if any change of status takes place (new work, new National Social Security Funds coverage...) students are required to inform the SAO. Students who did not

complete this step are totally held responsible for any problem that might arise due to an incomplete NSSF file.

- Returning students who reach the age of 30 years old are exempted from presenting any official document and have to fill Form **B** (نصوص ربح منفادة)

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:

- a.** do not benefit from any governmental health plan
must:

- fill out Form **A1** (نصوص ربح عن طلاب جامعي) and Form **A2** (نصوص منفادة)
- attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year

- b.** benefit from any governmental health plan
must:

- fill out Form **B** (نصوص ربح منفادة)
- an original statement from the local office they (or their parents) belong to (فلاذة من (مركز التبعية الأوسمي), which certifies the benefit
- attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year

New students accepted as Intensive English or Freshman (Arts, Sciences) are not exempted from NSSF benefit obligations.

After fulfillment of any of these two levels' requirements (Intensive or Freshman) and before registration of their regular courses, students are requested to pass by the Social Security Office – SAO to present documents required for Clearance like any other regular NDU student.

New students accepted as Foreigners (non-Lebanese students) are exempted from NSSF benefit obligations but they are still entitled to clearance procedure (NR- non-Lebanese).

New students (transferred) who benefit from the NSSF through the former university for one or more consecutive years must submit their NSSF number and if not they must:

1. fill out the Form **C** (إعلام عن طلب مسجل)
2. attach Receipts (per Academic year) or Administrative Statement in Arabic from the former university
3. attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

New students (transferred) willing to register for the Spring Semester and having NSSF clearance as beneficiary from the previous university for the Fall Semester of the current Academic year must submit their NSSF number and if not they must:

1. fill out the Form **B** (نصوص ربح منفادة)
2. attach a Receipt or Administrative Statement in Arabic from the former university
3. attach a copy of their Family Status Record (إخراج قيد عائلي) not older than one year

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

On forms **A₁**, **A₂**, **B**, **C**, the statement, and the photocopy of the Family Status Record (إخراج قيد عائلي) students must write on the top:

1. I.D. number as it appears on the letter of acceptance
2. major
3. date of birth (D.O.B.) as it appears on the I.D. (لحمية)

The Social Security Fund covers 80% of the medication, radiology and 90% of the hospitalization. Besides, it is a Governmental requirement from every student.

The **governmental health plans** approved by the National Social Security Fund (NSSF) are limited to the following ONLY:

- صندوق تغطية طبية موفقي الدولة
 - تخفيضات لخدمة
 - اسبندة الامراض المزمنة
 - طبلي اتالصندوق الوطنيلضمان الاجتماعيل
 - الاماركة
 - لسلسل للعلل عسكريل
- الهادة من مركز للتبعلوالوسملي
وليس من مركز الامل
- Exception → صورة عن البطقة الاملجددة →

For more information please contact phone #: 09/208805 or ext.: 2114 or ssf@ndu.edu.lb

HEALTH SERVICES

NDU provides all its students with a variety of health services at the NDU Medical House located at the Student Affairs Office in collaboration with “Centre de Biologie Moleculaire et Polyvalente – BMP” in Adonis.

a. The following tests are mandatory for all new students before registration period:

- Blood cell count;
- Blood grouping;
- P.P.D.;
- Serology HIV;
- Hepatitis B;
- Hepatitis C;
- Chest X-ray.
- Turberculosis test.

All these tests will be administered at the NDU Medical House for a fee of LBP 205,000 to be paid in advance at Byblos Bank or Bank of Beirut. This fee will also allow students to benefit from other services provided at the Medical House. Any student who is readmitted at NDU after 2 semesters of absentia will have to undergo the same procedure again.

b. In addition to the chest X ray, the NDU Medical House offers radiology X-ray services for emergency fractures. Students pay 80% of the medical expenses upon receiving the services, which is equivalent to what they claim from the NSSF.

c. The “Centre de Biologie Moleculaire et Polyvalente – BMP” provides technicians to administer the various tests and examinations between 8:00 and 16:00 daily at the NDU Medical House.

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

The University physician is available daily (M-F) from 12:00 to 14:00 at the Medical House and is on call for any help and for free consultations 24/7 free of charge.

The University nurse is available on a daily basis from 8:00 to 16:00.

Serious cases are sent to the nearest hospital.

All students with medical ailments have to contact the NDU physician for validation within 48 hours of their sickness/injury. No medical excuses will be accepted at NDU unless validated by the NDU physician.

COUNSELING SERVICES

The well-being of individuals is not limited to physical health but includes physical, mental, and emotional health. At NDU, counselors are available to serve and help students. This service is rendered with care, respect, and confidentiality.

Assistance is available for a variety of concerns which include, but are not limited to, the following:

- overall stress and anxiety;
- crisis intervention for individuals facing traumatic stress;
- problems related to eating disorders;
- concerns related to addiction (drugs, alcohol, etc.);
- personal issues;
- relationship problems;
- chronic illness;
- sadness and depression;
- difficulty adjusting to new situations;
- grief and bereavement counseling.

Find out more about this service at the Medical House or by contacting ext: 2049 or 09/208809, or infirmary@ndu.edu.lb.

Insurance Policy

NDU students who have an accident when practicing any kind of activity inside or outside the University premises are insured for up to US\$1,000. Students should pass by the Medical House during regular working hours in order to fill out the appropriate form.

If the accident occurs outside working hours, students should go to the Medical House at a later date to complete the procedure.

This insurance service is in addition to the NSSF coverage. For more information please contact ext.: 2049 or 09/208809 or infirmary@ndu.edu.lb or pass by the Medical House.

STUDENT LIFE OFFICE

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 SAO will not issue any excuse without the approval of the NDU physician.

Dr. Elias Chemaly, M.D. (Tel. # 03.725559) is available from 11:00 until 13:00 hours at the Infirmary, SAO.

International Student Services

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

Lost and Found

The Lost and Found Office is 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 or call ext.: 2045. To claim an item, the person must clearly identify it. 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 HOUSING

The NDU Student Housing facility is an on-campus student service dormitory. Five-story housing facilities comprise 417 bedrooms as well as a kitchen and lounge in every building. The housing facility offers safe, well-maintained, and reasonably rated rooms for foreign students who are eligible to join NDU or those who live some distance away from NDU.

Mission Statement

The NDU Student Housing mission aims at providing and promoting a living environment that is conducive to learning and one that encourages students to use all the available housing resources needed to pursue their educational vocations at NDU whilst abiding by strict rules and regulations regarding academic life and values in an atmosphere of respect and integrity.

Reservations

Applications for on-campus housing are made through the Student Housing Office-SAO. Students and their parents/guardians are asked to pass by the Student Housing Office, to be informed about the rules and regulations and visit the housing facility. Dorms' charges appear on the statement of fees issued to the student by the Business Office.

ATHLETIC SERVICES

NDU's athletics programs are designed to offer students the opportunity to fully develop their physical potential and competitive spirit while engaging in a sports activity for fun and for health reasons.

NDU's Sports Office provides a wide range of sports activities including: 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 coaches and participate in local, regional, and overseas tournaments earning recognition for themselves and the University.

A multipurpose gym for fitness, martial arts, body building, and dancing is situated under the tennis courts.

For more information please contact ext.: 2563 or sportdep@ndu.edu.lb

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 University Bylaws and must have a full-time faculty member as an advisor. The Student Activities Office also assists students and clubs in organizing public events on Campus.

The following student clubs and societies are established at the beginning of every academic year to provide recreational and co-curricular activities:

Clubs and Societies

- Accounting
- Advertising
- Aie
- APSAS
- Architecture
- ASHRAE
- ASME
- Astronomy
- Chabab Loubnan
- Computer Science
- Debate
- Discovery
- Eureka
- FashionHospitality, Tourism and Events
- Human Rights
- IEEE
- International Relations
- Marketing
- Music
- Nutrition and Health
- Pastoral Work
- Physical EducationSalvare
- ScoutsSCE
- Skiing
- SocialUnesco
- Verdura

COMMUNITY SERVICE OFFICE (CSO)

The goal of the Community Service Office is to encourage students to get involved in volunteer work in order to benefit the community, mainly through its non-profit institutions.

The CSO aims to help the students in optimizing their potentials and instilling in them a spirit of responsibility and moral awareness. Through this, the students will be able to transmit their shared experience to their communities, families, and country.

STUDENT UNION (SU)

The Student Union is the elected body representing students. Its purpose is to speak on behalf of the students, defend their rights within the framework of the University Rules and Regulations in compliance with the SU Bylaws, and organize events that cater to the student body at large.

CAMPUS SERVICES

Identification Card (ID)

The NDU Smart ID card identifies the cardholder as a current member of the University community. It is required for all administrators, faculty, staff, and currently enrolled students at the University. It must be carried at all times. The ID card is the property of NDU; 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 and services throughout the campus such as parking, dormitories, Library, etc.

Lost or stolen cards must be reported immediately to ID Card Services, Office ext.: 2306.

Campus Parking

Parking permits are obtained from Parking Services Office at the beginning of every semester. Parking permits must be displayed correctly at all times (lower left side of the windshield). 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 impounded at the owner's expense. The University assumes no responsibility for damage or loss of private property. Students are required to abide by and respect the directions of the NDU security personnel. Ext.: 2306.

ADMISSIONS OFFICE

Statement of Purpose

NDU is a Lebanese non-profit Catholic institution of higher education that adopts the American system of a liberal arts education. NDU stresses the cultural and spiritual heritage of the Maronite Mariamite Order, a pioneer in education as a means of promoting human dignity since its foundation in 1695. The religious affiliation of the University does not entail any sectarian obligation: applicants are granted equal opportunity irrespective of, religion, gender, creed, disability, race, or national origin. By promoting its academic and administrative facets and by recruiting students from local, regional and international provenance, the Admissions Office aims at enhancing the universal image of NDU, an institution where all can explore the horizons of positive plurality within a rich human spectrum. At present, the seven Faculties at NDU are attracting students from across the world and are catering for the market demands of Lebanon and its surroundings.

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 fee of LBP 100,000 (non-refundable) to the Admissions Office. NDU entrance examination fees total LBP 150,000 (non-refundable).

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 school principal or from an appropriate university administrator;
- A photocopy of the Identity Card or Passport;
- Two recent passport-size photos;
- Certified copies of all official certificates or diploma; and
- Scores of exams taken outside NDU (TOEFL, SAT I and SAT II).

Freshman applicants must additionally submit:

- An official school document attesting that they have completed and passed their High School requirements;
- A written authorization from the Equivalence Committee;
- Scores of both SAT I & SAT II.

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 is a table of the deadlines for submitting applications and the exam dates.

Semester	Application Deadline	Examination Dates
Spring Semester, 2014	November 4 -November 29, 2013	January 9 & 10, 2014
*Fall Semester, 2014	February 3 - March 25, 2014	March 28, 2014
Fall Semester, 2014	May 2-May 30, 2014	July 3 & 4, 2014
Fall Semester, 2014	July 1 - July 31, 2014	August 19 & 20, 2014

* **Early Admissions**

Applicants may check their status on the website. This status, however, is not final until the applicant receives an official letter of admission from the Admissions Office along with all documents for registration. These include the orientation schedule, methods of payment from the Business Office as well as social security clearance and medical exams from the Student Affairs Office.

FRESHMAN ADMISSION REQUIREMENTS

Non-Lebanese students or students who have followed a high school program for at least three years may apply to the Freshman Class. They must 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 required minimum score for the combined SAT I & SAT II is 2600 for Freshman Arts and 2750 for Freshman Sciences.

In addition to the SAT I & SAT II, all applicants must satisfy an acknowledged level of English proficiency in order to be admitted. NDU recognizes one of the following instruments to measure this level: EET (English Entrance Test) administered by NDU, or TOEFL (Test of English as Foreign Language) administered by Amideast or the writing section of the SAT I.

Moreover, applicants to the Freshman Class must obtain a written authorization from the Equivalence Committee of the Lebanese Ministry of Education. This document 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, in order to be eligible for the Sophomore or First Year Class. The strand 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. Applicants must accumulate a certain score required by these Faculties in order to be admitted to their offered majors. This score is calculated by allocating 55% weight to the school grades (second and third secondary years) and 45% to SAT I (or NDU Entrance Test).

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, graded "C" or higher, and matching courses offered at NDU, are considered transferable.

Only courses completed at NDU will be computed in the student's GPA. Transfer students to the Faculty of Architecture, Arts and Design (excluding the B.A. in Graphic Design) and Faculty of Engineering must complete at least 45 credits at NDU with a cumulative GPA of 2.0/4.0 and meet all other graduation requirements in order to earn a degree from the University. Transfer students to all other faculties must complete at least 30 credits at NDU with a cumulative GPA of 2.0/4.0 and meet all other graduation requirements in order to earn a degree from the University.

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 of these conditions prior to registration.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

International applicants must complete an application form and submit it to the Admissions Office along with the appropriate documents. The form can be downloaded from NDU home page (www.ndu.edu.lb). International students must fulfill the 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 to the Admissions Office along with the appropriate documents. 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 equivalent. The Admissions Committee will study any other special case. Special status is granted for one academic semester. Thereafter, if a student petitions for a 'Regular Student Status', he or she must fulfill all admission requirements, including passing the required entrance exams, before the procedure of his or her admission to the 'Regular Student Status' can be started.

ADMISSION REQUIREMENTS FOR AUDITORS

Students applying as Auditors are not entitled to a degree, credit, or grades for the courses that they are attending. An application form must be completed and submitted to the Admissions Office along 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 must be university level students. If not, their files are considered on a case by case 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 are determined by the concerned Faculty. However, the 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 fulfill NDU admission requirements.

ADMISSION REQUIREMENTS FOR SUMMER ARABIC PROGRAM

Anyone who is interested in attending the Summer Arabic Program offered by NDU must submit an Undergraduate or Graduate Application Form along with the Application Form for the Summer Arabic Program. In addition, an official transcript of the most recent academic year is required. A questionnaire of purpose is required by the program and must be completed and submitted along with a recommendation from an Arabic-language instructor, where applicable. A writing sample from an Arabic course, test or homework is also required. The non-refundable application fee is US\$30 (check or money order made to Notre Dame University-Louaize).

ADMISSION REQUIREMENTS FOR UNIVERSITY EMPLOYEES

NDU employees who request admission to a program of study must meet the admission requirements of the respective Faculty. Employees are considered regular applicants and must abide by University policies and procedures. The Director of Admissions will issue a letter of admission to identify the academic status of the applicant.

ENGLISH PROFICIENCY REQUIREMENTS

All applicants must satisfy an acknowledged level of English proficiency in order to be admitted. NDU recognizes one of the following instruments to assess English proficiency:

- The English Entrance Test (EET) administered by NDU;
- The Test of English as Foreign Language **TOEFL** administered by Amideast;
- The Writing Section of SAT I.

A student has to pass the EET with a minimum score of 650 in order to be admitted without a remedial English requirement, and a minimum score of 350 in order to be admitted with a remedial English requirement. Following are the required remedial English courses along with their corresponding EET score ranges.

EET Score Ranges	Accepted/Rejected	Corresponding Remedials
650 and above	Accepted	No Remedials
600-649	Accepted	ENL 110 (3 credits)
500-599	Accepted	ENL 105 ¹⁰ (5credits)
350-499	Accepted	ENL 002 ¹¹ (12 credits)
0-349	Rejected	

A student must pass the TOEFL with a minimum score of 243 (computer-based), [590-593] (paper-based) or [96-97] (internet-based, or iB), in order to be admitted without remedial English courses, and a minimum score of 180 (computer-based), [507-510] (paper-based) or 64 (internet-based), in order to be admitted with remedial English courses (including intensive).

¹⁰ Any student enrolled in ENL 105 who scores a “B” or above will be automatically promoted to ENL 213.

¹¹ Students are permitted to take a remedial Math in addition to this course. Any student enrolled in ENL 002 who scores a “B” or above will be automatically promoted to ENL 110

Following are the required remedial English courses along with their corresponding internet-based TOEFL score ranges.

iB-TOEFL Ranges	Score	Accepted/Rejected	Corresponding Remedials
96-97		Accepted	No Remedials
((88-89)-(94-95))		Accepted	ENL 110 (3 credits)
(71-(86-87))		Accepted	ENL 105 (5 credits)
(64-(69-70))		Accepted	ENL 002 (12 credits)
Below 64		Rejected	

Following are the required remedial English courses along with their corresponding SAT Writing score ranges.

SAT Writing	Accepted/Rejected	Corresponding Remedials
480 and above	Accepted	No Remedials
(430-480)	Accepted	ENL 110 (3 credits)
(380-430)	Accepted	ENL 105 (5 credits)
(360- 380)	Accepted	ENL 002 (12 credits)
Below 360	Rejected	

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.

The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or the NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FAAD in order to admit students to its majors.

Students who are transferring from accredited departments of Architecture are eligible to be accepted to pursue their studies in Architecture if they fulfill all the conditions below:

- They were enrolled in an accredited Faculty/Department of Architecture,
- They have completed a minimum of 12 credits at their institution with a cumulative GPA of 2.3 and higher.
- They are eligible to continue their studies at their home institution. Students who are subject to disciplinary action will not be accepted as transfer students.
- Students should submit a statement certifying the number of years spent at their home institution.

Students who are transferring from non-architecture majors (Mathematics/Physics/Engineering) at accredited institutions are accepted provided that:

- They have completed a minimum of 12 credits of Mathematics/Physics/Engineering courses at the sophomore level or higher with a minimum grade of C⁺.
- They have a cumulative GPA of 2.3 or higher.
- Students from non-science/engineering majors are considered for acceptance on a case-by-case basis.

The admission application along with official transcripts, course description, syllabi for all courses and academic portfolio (hard copy, A3 format) should be submitted before July 1st for fall admission and December 1st for spring admission. Submission of any missing documents must be completed before July 15 for fall admission and January 15 for spring admission.

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.

The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FBAE in order to admit students to its majors.

Faculty of Engineering (FE)

Applicants must pass the Lebanese Baccalaureate Part II in the General Sciences strand or the Life Sciences strand, or its equivalent as identified by the Lebanese Ministry of Education.

The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FE in order to admit students to its majors. This composite score can be used for a maximum of one year.

Students who hold the Lebanese Baccalaureate II in the Sociology and Economics strand or the Literature and Humanities strand cannot be accepted directly as new students in the Faculty of Engineering. However, they can transfer to any Engineering major after having completed the following requirements in other majors at NDU: a minimum of 12 credits of Mathematics/Physics/Chemistry courses (minimum passing grade B) at the sophomore level or higher with a total GPA of 2.7 minimum in addition to all other University requirements for transfer between majors.

Students who are transferring from accredited faculties of Engineering are eligible to be accepted to pursue their studies in one of the majors in the Faculty of Engineering if they fulfill all the conditions below:

- They were enrolled in an accredited Faculty of Engineering,
- They have completed a minimum of 12 credits at their institution with a cumulative GPA of 2.7 and higher.
- They are eligible to continue their studies at their home institution. Students who are subject to disciplinary action will not be accepted as transfer students.
- Students should submit a statement certifying the number of years spent at their home institution.

Students who are transferring from non-engineering majors (scientific majors) at accredited institutions are accepted provided that:

- They have completed a minimum of 12 credits of Mathematics/Physics/Chemistry courses at the sophomore level or higher with a minimum grade of “B”.
- They have a cumulative GPA of 2.7 or higher.

The admission application along with official transcripts, course description and syllabi for all courses should be submitted before July 1st for fall admission and December 1st for spring admission. Submission of any missing documents must be completed before July 15 for fall admission and January 15 for spring admission.

Students accepted to NDU in non-engineering majors can use their composite score to gain admission to engineering majors up to one year from the date of the entrance exam given that they are on good academic standing as defined in the NDU catalog.

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.

The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FH in order to admit students to its majors.

Applicants for the degree of Arts in Arabic Language and Literature are also required to sit for an additional placement test in Arabic. Moreover, applicants to Translation and Interpretship 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, Environmental Sciences, Computer Science (M.I.S.) and Business Computing must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education. Applicants to the remaining majors offered by the FNAS must pass 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.

The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FNAS in order to admit students to its majors.

Faculty of Nursing and Health Sciences (FNHS)

Applicants to the FNHS must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education. The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FNHS in order to admit students to its majors.

Faculty of Law and Political Science (FLPS)

Applicants must pass the Lebanese Baccalaureate Part II (any strand) or its equivalent as identified by the Lebanese Ministry of Education. The selection depends on the following assessment model:

1. TOEFL, or Writing Section of SAT I, or EET (for NDU English proficiency requirements).
2. SAT I or NDU Entrance Test.
3. Secondary School Grades.

School grades (second and third secondary years) are weighted 55% and SAT I (or NDU Entrance Test) 45% for calculating the composite score required by the FLPS in order to admit students to its majors.

Remedial Math Courses

In some selected majors, a student may be required to take one remedial course in Mathematics (besides the English remedial course(s); see above) if, upon evaluating his/her application, he/she did not accumulate the minimum composite score required by the Faculty for admission to these majors.

The following are the selected majors along with their corresponding remedial Math courses and 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, Biology, Chemistry, Environmental Science, Information Technology, Management Information Systems, Computer Graphics and Animation, and Geographic Information Systems.	MAT 105	D
Natural and Applied Sciences	Other majors	MAT 112	D
Engineering	All majors	MAT 112	C
Business Administration And Economics	All majors	MAT 105	D
Architecture, Art and Design	Architecture	MAT 112	C
Faculty of Nursing and Health Sciences	Nutrition & Dietetics, Medical Lab Technology	MAT 105	D

GRADUATE ADMISSION

Statement of Purpose

Graduate Studies at NDU promote humanistic, ethical, and spiritual values in order to enhance intellectual inquiry and awareness of human integrity and solidarity. In addition, the graduate program seeks to develop the mental, physical and spiritual potential of its student body. NDU also seeks to enhance these values through liberal education and career preparation that caters to the 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 and follows the same deadlines as specified for undergraduate applicants.

Only complete files will be studied.

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 decision is taken. Applicants may check their admission status on the website. The status is not final until the applicant receives a letter of acceptance 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;
- Two letters of recommendation;
- The official GMAT/GRE examination score.

Applicants from NDU are not required to take the English Entrance Test. Applicants who must sit for the EET at NDU should 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) from universities 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;
- The official GMAT/GRE examination score.

English is the medium of instruction at NDU; applicants for graduate study should 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 must be 600 for the EET and 96-97 for the iBT.

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 undergraduate admission requirements. The minimum required cumulative GPA is 3.0 out of 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 as determined by determined by the Faculties concerned. In addition to meeting the minimum graduate admission requirements, 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 most 12 credit hours of preparatory courses in the areas of identified deficiencies, and earn a minimum grade of "B" 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 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 these courses will not be counted toward the graduation requirements for the relative graduate degree program.

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.

Non-degree 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 non-degree (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.

REGISTRAR'S OFFICE

The Registrar's Office is the unit in charge of the University's academic records. The Office is managed by the Registrar, who is entrusted with the confidentiality and integrity of students records. Being the guardian of the academic rules and regulations, the Registrar's Office provides students and academic units with all services related to these records.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

STUDENT CLASSES

Students attending NDU who are not yet considered as being at the university level 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, FNHS and FLPS 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

Full-time undergraduate degree students are those who register for at least 12 credits during the Fall or Spring semesters.

PART-TIME STUDENTS

Part-time undergraduate degree students are those who register for less than 12 credits during the Fall or Spring semesters. A part-time student does not qualify for financial assistance.

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

Only transfer applications for students at the Sophomore level or above are considered for acceptance. These students must have completed at least 12 credits with a cumulative GPA of 2.0/4.0 beyond their secondary school education. Courses on which students scored “C” and above will be counted towards their degree, provided they are equivalent in quality to the courses given at NDU. Nonetheless, only courses taken at NDU will be computed in the GPA.

Transfer students holding a B.A./B.S./B.B.A. from another institution of Higher Education recognized by the Lebanese Ministry of Education to the Faculties of the FNAS, FNHS, FBAE, FH or FLPS 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. At the same time, 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.

Freshman students are considered ineligible for transfer.

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 8:00 am.

ATTENDANCE POLICY

Students should attend all classes. A pattern of absences may affect a student’s grade substantially. The Class instructor, in full coordination with the Department Chair, is the direct authority responsible for the implementation of the Attendance Policy. The SAO only validates absences related to University events, travel, or medical excuses upon need and only when requested by the Department Chair. The student is responsible for the material presented during his/her absence. The maximum number of absences for classes that meet on MWF is six and for those that meet the TTH and in Summer is four, (or two hours per credit course). Any student whose absences exceed the maximum limits shall automatically be unofficially withdrawn from the course, unless he or she 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 LBP 200,000. 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 the case where 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 Department Chairperson concerned within 72 hours from the scheduled date of the final examination of that course. These papers must be kept at the department concerned for at least one semester along with a copy of the course syllabus, final examination, and its solution.

FINAL GRADES

A course's final grades should be submitted to the Office of the Registrar 72 hours after the scheduled date of the examination for that course. The instructor should submitted online the final grades to the Department Chairperson who will in turn submit them to the Dean of the respective faculty for final approval.

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 department concerned for at least one academic year, with a copy of it signed by both the Faculty Member concerned and his/her Department Chairperson shall be submitted to the Office of the Faculty Dean concerned.

TRANSCRIPTS

Upon request, students can obtain an official transcript or a student copy transcript from the Office of the Registrar within two working days. Transcripts cannot be issued to students who have a financial account pending with the University.

CHANGE OF GRADE

Once a student's grade for a course for which he/she is enrolled during a given semester or the summer session, is approved by the Faculty and processed by the Registrar's Office, it shall be final in the absence of justified circumstances such as evidence of human error in calculation, recording, visual oversight, or confusion in the names of students or course sections.

Under justifiable circumstances, to change a grade, the instructor of the course should fill in and sign a "Change-of-Grade Form", which can be obtained from the Registrar's Office. All supporting documents including the instructor's record book should be attached to the form. Once the new grade is approved by the department's Chairperson, it is forwarded to the Faculty Dean for final action and then resubmitted to the Registrar's Office

Only under **force majeure** would a student's case be considered beyond those five days. The student may petition for re-evaluation of his final grade in a particular course.

No case will be considered after a lapse of one semester.

CHANGE OF PROVISIONAL GRADE

Changes made to the provisional grade "I" and "PR" should be done within an allotted period otherwise the Registrar's Office will directly convert the grade to "F". The "I" grade must be changed by the end of the 8th week of the following semester and the "PR" grade must be changed by the end of the following semester.

GRADES FOR REPEATED COURSES

Students must repeat courses for which they got a grade of "F", "UW", or those courses for which they did not get the required passing grade set by the Department or Faculty concerned, in the case where these courses are required in the major. Students 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, will be computed into the GPA. The other grades are kept on the student's transcript. A course may be repeated only twice. A student who fails to pass a course for the third time will have to comply with the instructions of the Dean concerned. The letter "R" will be placed on the student's transcript next to the course being repeated.

GRADES UPON CHANGE OF MAJOR

1. Upon approval of change of major, all grades on transferable or non-transferable courses taken by a student in his/her old major/area of concentration remain part of his/her official transcripts. Unlike the transferable grades, the non-transferable ones are not computed in the student's GPA for the new major and are not counted toward the total number of credits required for graduation for the new major. A student cannot ask for a non-transferable course to be computed back in his/her GPA.
2. The students who benefited from the above rule (#1) cannot return to their old major, and cannot request to have their major changed again to any major which requires a non transferable course grade, which was deleted from his/her GPA.

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
A ⁺	Outstanding	4.0	97-100
A	Excellent	4.0	93 - 96
A ⁻	Very Good	3.7	89 - 92
B ⁺	Good	3.3	85 - 88
B	Good	3.0	80 - 84
B ⁻	Good	2.7	77 - 79
C ⁺	Satisfactory	2.3	73 - 76
C	Satisfactory	2.0	70 - 72
C ⁻	Passing	1.7	66 - 69
D ⁺	Passing	1.3	63 - 65
D	Lowest Passing	1.0	60 - 62
F	Failure	0.0	0 - 59
UW	Unofficial Withdrawal	0.0	

The grade “**UW**” 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 Registrar’s Office. This grade is computed as an “**F**” grade in the GPA.

W Official Withdrawal
The grade “**W**” indicates withdrawal without academic penalty. This grade is issued by the Registrar’s Office only to students submitting an official course withdrawal form by the scheduled deadline. The grade “**W**” is not computed in the student’s GPA and may not be changed to any other grade under any circumstances.

PR Progress, Re-enroll
The grade “**PR**” is a provisional grade, and hence it is not computed in the student’s GPA. 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 Registrar’s Office will automatically convert it to the grade of “**F**” and it will be computed in the student’s GPA.

U	Audit	The grade “ U ” 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 GPA. 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	Incomplete	The grade “ I ” is a provisional grade, and hence it is not computed in the student’s GPA. 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 8 th week of the following semester, the Registrar’s Office will automatically convert it to the grade of “ F ”, and will then be computed in the student’s GPA. 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 postponement of graduation.
P	Pass	“ P ” indicates a passing performance in a course taken in a Pass/No Pass. The credits if any will be added to the number of credits passed, but will not be included in the average. It has no quality points.
NP	No Pass	“ NP ” indicates a failing performance in courses taken on a Pass/No Pass basis. No credits will be added to the student’s record, nor will the average will be affected. It has no quality.

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	B ⁺	3	× 3.3 =	9.9
BAD 425	A	4	× 4 =	16
HUT 305	D	3	× 1 =	3
MAT 215	F	3	× 0 =	0
CSC 200	C ⁻	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 sophomore student is deemed 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

Academic Suspension

An undergraduate student 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 (ie Fall) or second (ie Spring) semester of the academic year, the student is granted one more semester for the removal of suspension.

Students placed on suspension may consider the following options:

1. The student may register, upon the written approval of his/her academic advisor, in a number of 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, towards the requirements of his/her degree at NDU. The grades and GPA for these courses, however, shall not be transferred.

OR

2. The student may petition to the Dean of his/her Faculty to reconsider the suspension decision. The Dean will, then, determine the final status of the student in the light of the GPA obtained:
 - 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.

Academic Dismissal

An undergraduate student is dismissed from the University if he/she fails to maintain good academic standing either during the semester immediately following reinstatement from academic suspension or after the student had been granted permission from the Faculty Dean to have the suspension removed but failed to do so.

If the student's semester GPA is at least 1.5/4.0, 1.7/4.0 or 2.0/4.0, and his cumulative GPA is still below 2.0/4.0, the student is granted another extra semester. If at the end of this semester the student still fails to be in good academic standing (cumulative GPA), he/she will be dismissed.

ACADEMIC RECOGNITION

There are two kinds of academic recognition:

1. Dean's Honor List:

Full time students who obtain a semester GPA of 3.20/4.00 or higher with no incomplete grades, during a given semester are placed on the Dean's List for that semester. These students are invited to attend the Dean's Luncheon held in their honor.

2. 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 appear on the student's transcript and degree. A transfer undergraduate student is only eligible for these distinctions if he/she has completed at least 60 credits at NDU.

ACADEMIC INTEGRITY

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 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

1. Within a Faculty

To be eligible for a change of major within the same faculty, the student must meet the requirements for admission to the new major. He/She must submit a petition for change of major provided by the Registrar's Office. The request for the student's admission is considered by the new department and by the dean concerned. After approval, the petition is sent to the Registrar's Office for implementation.

2. From a Faculty to a Faculty

A student moving into another Faculty within the University is considered as a new student by the new Faculty. The student is required to fill in a petition form for a change of major provided by the Registrar's Office and signed by the Business Office and by his/her advisor. The form is to be submitted to the Registrar's Office, which in turn will send the form to the University Admission Committee.

3. 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 petition for change of major 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:

1. Completing all required credits for the degree.
2. Fulfilling satisfactorily all course requirements for the degree as well as remedial/intensive courses given upon admission.
3. Fulfilling all other admission requirements.
4. Maintaining at least a 2.0/4.0 cumulative GPA for the degree.
5. Satisfying the residency requirements for the degree.
6. Maintaining the required minimum cumulative GPA for the major and core courses required for the degree, as specified by the concerned Department.
7. Maintaining good academic discipline.
8. Settling all accounts with the University.

These conditions must be met together 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 and 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 I 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 Registrar's Office 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 Registrar's Office 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 Fall, Spring, or Summer session.

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

- November 15 for the graduates of the Fall and Spring semesters;
- March 15 for the graduates of 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 the 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.

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 by submitting the online form.

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 Architecture

ARP	-	Architecture
MAP	-	Masters of Architecture

Department of Design

IDP	-	Interior Design
GDP	-	Graphic Design
FTP	-	Fashion Design
PDP	-	Photography
MAD	-	Design

Department of Music

MUA	-	Arab Musicology
MUE	-	Music Education
MUJ	-	Jazz Music
MUM	-	Musimedialogy
MUS	-	Musicology

Fine Arts Programs

FAC	-	Arts and Crafts
FAP	-	Studio Arts
FDP	-	Studio Arts

Faculty of Business Administration and Economics

Department of Accounting, Finance and Economic

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

Department of Management and Marketing

BAD	-	Business Administration
HCM	-	Health Care Management
MRK	-	Marketing
MGT	-	Human Resource Management
POM	-	Project and Operations Management

Department of Hospitality and Tourism Management

FBM	-	Food and Beverage Management
TTM	-	Hotel Management and Tourism
HSM	-	Hotel Management and Tourism
HVM	-	Hospitality Events Management

Graduate Division

FIN	-	Finance
QMT	-	Quantitive Methods
BUS	-	Business
HRM	-	Human Resources

MGT	-	Management
MRK	-	Marketing
ECN	-	Economics
ACO	-	Accounting
FRM	-	Financial Risk Management

Faculty of Engineering

ENG - Engineering

Department of Civil and Environmental 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 and Translation

ARB	-	Arabic
CHI	-	Chinese
ENL	-	English
FRC	-	French
GEM	-	German
INT	-	Interpretation
ITL	-	Italian
LIR	-	Literature
LTN	-	Latin
SPA	-	Spanish
SYR	-	Syriac
TRA	-	Translation

Department of Media Studies

ADM	-	Advertising
COA	-	Communication
JOU	-	Journalism

Department of Humanities and Religious Studies

HUT	-	Human Thought
PHL	-	Philosophy
REG	-	Religion
SOL	-	Sociology

Department of Psychology, Education, and Physical Education

EDU	-	Education
PES	-	Physical Education
PSLP	-	Psychology

Faculty of Natural and Applied Sciences

Department of Computer Science

CSC	-	Computer Science
GIS	-	Geographic Information Systems
MIS	-	Management Information Systems

Department of Mathematics and Statistics

ACS	-	Actuarial Science & Insurance
FMA	-	Financial Mathematics
MAT	-	Mathematics
STA	-	Statistics

Department of Physics and Astronomy

AST	-	Astronomy
PHS	-	Physics

Department of Sciences

BIO	-	Biology
CHM	-	Chemistry
ENS	-	Environmental Science
GEO	-	Geology

Faculty of Nursing and Health Sciences

NHS	-	Nursing and Health Sciences
NUR	-	Nursing
HEA	-	Health
MLT	-	Medical Laboratory Technology
NTR	-	Nutrition and Dietetics

Faculty of Law and Political Science**Department of Law**

LAW	-	Law
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Department of Law, Government and International Relations

IAF	-	International Affairs and Diplomacy
INL	-	International Law
PAD	-	Public Administration
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	FNAS, FNHS, 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.

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:

1. Advise his/her advisees to observe the basis of admissions as set in his/her letter of acceptance.
2. Make himself/herself available to his/her advisees during office hours, and when necessary by appointment, throughout the academic year.
3. Assist his/her advisees to properly fulfill all requirements of the degree enrolled in.
4. Study and update the files of his/her advisees throughout his/her residency at NDU.
5. Make his/her advisees aware of and familiar with the University academic rules, regulations and policies.
6. 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 offices concerned. Otherwise, he/she cannot proceed any further toward his/her registration.

Registration

The registration date for undergraduate students is assigned by the Registrar's Office. To register, a student should:

1. Receive tuition statement from the Business Office.
2. Pay the appropriate tuition and fees to the allotted bank(s).
3. Prepare his/ her course schedule.
4. Register for courses; off campus (internet) or on campus (intranet): Advisor or Division of Computing Services.

New students should register at the Advisor's Office.

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 third day of classes in either the Fall semester or the Spring semester or the second 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:
 - The course is not offered at NDU during the semester in which the student is expected to graduate;
 - The course in which the student intends to cross-register is equivalent to his/her required course at NDU;
 - The course does not conflict with his/her course schedule at NDU;
 - The student has the Cross-Registration and Registration Forms signed by his/her Department Chairperson, and Academic Advisor as well as the Registrar's Office and the Business Office;
 - The student returns the appropriate Cross-Registration form(s) to NDU Registrar's Office after officially registering at the other institution;
 - The student has to submit an official transcript of records for his/her cross-registered course to the Registrar's Office 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 Registrar's Office, and should also ask the student to immediately proceed to the Registrar's Office for a settlement.

CHANGES IN REGISTRATION

Changes in registration become effective and official on the date the approved completed form is submitted to the Registrar's Office, 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 wave 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

1. In accordance with the University Refund Policy, students may officially withdraw from courses without academic penalty by the late registration day. In this case no grades will be inscribed on their record. They may also withdraw any time prior to the 14th week of the Fall or Spring semesters and before the 28th day of the Summer session. Then a grade of "W" will be inscribed on their records.
2. Withdrawal after the deadline will result in an "F" or "UW" on the dropped course. No withdrawal is allowed beyond this period unless the student petitions to the Dean concerned, due to urgent reasons. Once the petition is approved, the Registrar will then be instructed by the VP for Academic Affairs to assign the grade "W" on the dropped course(s).

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 inform the Registrar's Office for reinstatement. Those students on probation who have been approved for leave of absence will remain on probation upon reinstatement.

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, student on good academic standing can take up to 19 credits per semester provided that this number of credits does not contradict any residency requirements. Student with a cumulative GPA of 3.50 and above, may petition to register for one additional three credits course over and above the regular load. This additional load, may be approved provided the residency requirements are 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 Faculty concerned.

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

NDU 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)	LBP	495,000
Tuition /Credit Hour (All Others)	LBP	425,000
Tuition/Intensive English	LBP	4,100,000
Tuition /Credit Hour (Auditing)	LBP	75% of credit tuition

Fees

Admission Application	LBP	100,000
Entrance Examination	LBP.	75,000 per exam
Late Registration	LBP	100,000
Petition	LBP	5,000
Change of Major	LBP	100,000
Make-up Final Examination Fee/Incomplete	LBP	200,000
Transcript (Official Copy)	LBP	15,000
Transcript (Student Copy)	LBP	5,000
Library Fee/Book /Day (Late Returns)	LBP	5000
Graduation	LBP	75,000
Medical Insurance	LBP	50,000
Academic Fees	LBP	175,000
Smart ID Card (when applicable)	LBP	30,000
NSSF Fees (when applicable)	LBP	202,500

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:

- 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.

Financial Support for Re-enrolled courses

Students who re-enroll for any reason in any course shall not benefit from any financial support for the enrolled courses.

UNDERGRADUATE ACADEMIC MINORS

RATIONALE

The objective of establishing undergraduate academic minors, hereinafter called minors, at NDU is to offer a wide, versatile, and creative spectrum of basic knowledge for students in areas other their major programs of study, an objective that is in line with the American liberal arts model of higher education. Additionally, establishing minor enhances the attractiveness of the departments and Faculties in terms of allowing them to offer relatively quick training or specialization programs to intrested students.

The establishment of undergraduate academic minors is a matter that is totally internal to the University and is outside the scope of governmental licensing and recognition.

The following rules and regulations do not allow students to enroll in the University for the sole purpose of pursuing minor studies.

GENERAL RULES AND REGULATIONS FOR MINORS AT NDU

Number of Credits for Minors

A Minor shall consist of 15cr to 18cr. A Minor may not include more than two courses (6 credits) which are counted in the student's "Major Requirements" category .

Eligibility for Minors

Only enrolled students at NDU and in junior standing and above can declare minors.

Declaring Minors

A student wishing to declare a minor should do so through an appropriate request form submitted to the department or Faculty concerned offering the minor. Approval by the latter is required prior to registration.

Contract Sheets and Advisors for Minors

Each minor shall have a separate contract sheet specified and supplied by the department or Faculty offering the minor. Students declaring a minor have to follow the corresponding contract sheet with the assistance of an academic advisor, preferably the same person advising the student in his/her major. The student and his advisor are recommended to closely communicate with an advisor from the chosen minor. All academic advisors in the University should be aware of the different minors offered across the University so that they can assist their advisees towards a specific minor.

Pursuing More than One Minor

Students are allowed to satisfy the requirements for a maximum of two minors, provided that they do not pursue more than one minor at a time. Accordingly, declaring an additional minor is conditional to either the successful satisfaction of the requirements of an already declared minor or to the official withdrawal from a current minor.

Withdrawing from Minors

A student is allowed to officially withdraw from a declared minor no more than twice.

Students on Probation

Students on probation cannot declare minors.

Passing Grades and GPAs for Minors

The passing grade for a minor shall be specified by the department or Faculty offering the minor, provided that the acceptable overall GPA for any successfully completed minor is not below 2.

Overall GPA

A student, with or without a declared minor, shall have one and only one overall GPA including every course taken. A separately calculated GPA for the minor shall be considered by the Registrar for the sole aim of judging the successful fulfillment of the requirements for that minor.

Minor Courses and Graduate Studies

If any, a student applying for graduate studies is allowed to use earned minor credits as remedial credits upon the approval of the concerned faculty.

Graduation and Minors

A registered student pursuing a major degree with a declared minor is allowed to graduate when the requirements of both the major degree and the minor are satisfied.

Recognition of Minors by the University

The University shall recognize only a *completed* minor, and solely by a specific acknowledgement of the completion of a minor on the student's transcript of records and, upon though student's request, by an official statement from the Registrar. The University does not issue any diploma or certificate recognizing the completion of a minor.

Additional Requirements

Within the previously mentioned rules that give the general guidelines for all minors, departments and Faculties have the right to state additional requirements for their minors as they deem necessary.

ACADEMIC RULES AND REGULATIONS (GRADUATE)

CROSS-REGISTRATION

Students enrolled at NDU 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 university concerned to confirm the above-mentioned conditions.

Students enrolled at other recognized institutions of higher education may take courses at NDU.

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 Faculty concerned 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.

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 remedial, 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".

Remedial 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 remedial 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 after completing 12 credits in the graduate program, if they:

1. Fail any course in the graduate program.
2. Do not maintain a cumulative average of "B".

A graduate student on probation should register for a minimum of 6 credits the following semester.

The student is dismissed from the graduate program if:

1. The probation status is not removed within a period of two consecutive semesters.
2. The department or program, and irrespective of the grades obtained, deems student's work as 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 department concerned 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 Department concerned 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 Registrar's Office 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 and 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'S 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's 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.

Residency 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 Registrar's Office will automatically convert it to the grade of "F". Degree candidates should be aware that an "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 "W" 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 "W" is not counted in the GPA and may not be changed to any other grade under any circumstances.

UW The "UW" 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 Registrar's Office. This grade is counted as an "F" in the GPA.

U Students have the option of auditing courses instead of receiving credits and grades for them. A "U" 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 5:30 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 GPA.

Failure to obtain a GPA of 3.0/4.0 for the first twelve credit hours will result in notification of probationary status. Any student who did not remove his/her probation in two semesters will be suspended from the University.

A graduate student will also be suspended if he/she obtains two "Fs".

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 Registrar’s Office. 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 by submitting the online form.

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.

GRADUATE RESEARCH ASSISTANTSHIP POLICY

Preamble

In accordance with the mission, vision, core values, and strategic goals of NDU, the present *Student Research Assistantship Policy* is set to provide NDU students at the graduate level with research opportunities that help them develop critical thinking, scholarly competence, cultural maturity, and professional experience.

Definition of a Student Research Assistantship Appointment

A Student Research Assistantship Appointment (SRAA) is a research assignment compensated in the form of remuneration and/or tuition waiver and granted to a graduate student for his/her contribution to research activities related to his/her academic specialty and/or professional development.

Types of SRAA

Students who qualify for a SRAA are of two types:

1. **Research Assistant:** A Research Assistant is a student who is assigned research work under the supervision of a full-time faculty member from a University Faculty.
2. **Research Affiliate:** A Research Affiliate is a student who is assigned research work in one of the University research centers, University libraries, or University technical units.

Duration of a SRAA

- During the Fall or Spring semester, a SRAA is granted for the duration of the semester and is renewable upon need and as long as the eligibility requirements are met;
- During the summer term, a SRAA is granted for the duration of the term and is renewable upon need and as long as the eligibility requirements are met;
- A summer SRAA may exceed the duration of the summer session upon approval by the concerned Faculty Dean of a written request with justification from the research supervising body, taking into consideration the student's academic progress and the anticipated completion date of his/her degree.

Eligibility Requirements

The eligibility requirements for a SRAA are the following:

- The applicant is a graduate student with a minimum GPA of 3.2 after completing 6 credits; or with a GPA of 3.5 when admitted to the Graduate Program. Exceptions to this requirement must be approved by the candidate's Department Chairperson and Faculty Dean;
- In the semester/term during which the SRAA is to be effective, the applicant must be enrolled for at least six (6) credit hours and at most nine (9) credit hours during the Fall and Spring semesters, and for at least three (3) credits during the summer term. Exceptions to this requirement must be approved by the applicant's Faculty Dean upon a written request with justification from the research supervising body, taking into consideration the applicant's academic progress and the anticipated completion date of his/her degree;
- The research in which the applicant is involved must be relevant to his/her academic program.

Research Workload

- The workload for a student receiving a SRAA may vary in duration and scope depending on the requirements of the research project. A SRAA, however, shall not exceed 20 hours per week;
- The workload for a student who holds an outside employment, or who benefits from another kind of assistantship, for instance teaching assistantship, shall have a restricted research workload commensurate with his/her other obligations.

Appointment Procedure

- Upon announcement of SRAA availability, applications shall be submitted to the corresponding Faculty Dean by students qualifying as research students, and to the corresponding Director of a Research Center, the Director of the University Libraries, or the head officer of a technical unit, by students qualifying as research affiliates;
- Applications shall be evaluated by the body concerned supervising the research project;
- All applicants, whether appointed or not, shall be notified of the final decision;
- A SRAA form shall be prepared for the selected research student by the supervising research body. The SRAA shall detail the nature and purpose of the research project, its expected duration, the type of the appointment, the workload of the research student, and the amount of his/her remuneration. The SRAA form shall be completed prior to the effective date of appointment and submitted to the concerned Dean for final approval;
- Upon approval, the Dean shall offer to the student, on behalf of the University, a SRAA per official letter for final signature;

- The appointment procedure is completed when the SRAA is signed by the student and ratified by the signature of the President on behalf of the University.

Reconsideration of a SRAA

- A SRAA may be unilaterally revoked at any time by the supervising research body for a compelling cause, such as the unsatisfactory performance by the student of assigned duties, insubordination, poor academic performance, felony, or for any other cause of similar magnitude;
- If the supervising research body cancels a proposed research project for any reason before the end of its stated duration, the student shall receive full compensation as agreed upon in the SRAA;
- If the research student willingly terminates a SRAA, or if she/he is dismissed for cause before the end of its stated duration, the assistantship shall be cancelled automatically;
- If the research project is completed before the end of the stated duration, the remuneration shall end on the date of completion.

Compensation for a SRAA

- The compensation formalities are processed through the Dean concerned and the Director of Finance for students qualifying as Research Assistants, and through the Vice-President for Sponsored Research & Development and the Director of Finance for students qualifying as Research Affiliates;
- The remuneration of research students is made on a credit-cost basis;
- The compensation for a SRAA may range between 20% and 60% of the cost of the credits;
- The compensation for a SRAA in the form of remuneration shall usually be paid in four equal installments during the Fall and Spring semesters, and in two installments during the summer term;
- The compensation for a SRAA in the form of tuition waiver shall be deducted from the student's tuition.

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 nine credits per semester. Students registered for less than nine 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

NDU 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 per Credit Hour	LBP	600,000
Tuition/Credit Hour (Remedial)	LBP	530,000
Auditing per Credit Hour per Semester	LBP	75% of credit tuition

Fees

Admission Application	LBP	200,000
Entrance Examination (when applicable)	LBP	75,000
Late Registration	LBP	100,000
Petition	LBP	5,000
Change of Major	LBP	100,000
Make-up Final Examination Fee/Incomplete	LBP	200,000
Transcript (Official Copy)	LBP	15,000
Transcript (Student Copy)	LBP	5,000
Library Fee/Book /Day (Late Returns)	LBP	5,000
Graduation	LBP	75,000
Medical Insurance	LBP	50,000
Academic Fees	LBP	175,000
Smart ID Card (when applicable)	LBP	30,000
NSSF Fees (when applicable)	LBP	202,500

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 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 fees will be made according to the following schedule of withdrawals:

- 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.

FINANCIAL SUPPORT FOR RE-ENROLLED COURSES

Students who re-enroll, for any reason, in any course, shall not benefit from any financial support for the-enrolled courses .

GER, FRESHMAN PROGRAM AND DEGREES

GENERAL EDUCATION REQUIREMENTS (GER)

A set of 27–33 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:

- A. Communication Skills in English and Arabic** **9 cr.**
- English (6 cr.)
 - ENL 213: Sophomore English Rhetoric
 - And**
 - ENL 223: Communication Arts
 - Or**
 - ENL 230: English in the Workplace
 - Arabic (3 cr.) One course from:
 - ARB 211: Appreciation for Arabic Literature
 - ARB 212: Advanced Arabic Grammar
 - ARB 224: Arabic Literature and Human Thought
 - ARB 231: Technical Arabic
 - ARB 317: Themes of Modern Arabic Literature in Lebanon (20th century)
- B. Philosophy and Religion** **6 cr.**
- Religion (3 cr.)
 - REG 213: Catholicism
 - REG 212: Religion and Social Issues
 - REG 314: Marriage and Family in the Catholic Church
 - REG 313: The Maronites: Faith and Cultural Heritage
 - Philosophy + Ethics
 - PHL 211: Logic and the Scientific Method
 - PHL 311: Ethics and the Modern World
 - POS 345: Ethics and Leadership
 - ENS 205: Environment, Society and Ethics
- C. Cultural Studies and Social Sciences** **6 cr.**
- Cultural Studies
 - HUT 305: Human Thought to 1500
 - HUT 306: Human Thought from 1500 to the Present
 - MUS 210: Music Appreciation
 - FAP 215: Art and Culture
 - ARP 215: Cultural Themes in Lebanese Ach.
 - COA 359: Media and Society
 - COA 315: World Cinema Survey
 - LIR 214: Introduction to Literary Genres
 - NTR 215: Foods and Nutrition of World Cultures
 - Social Sciences
 - PSL 201: Introduction to Psychology
 - SOL 201: Introduction to Sociology
 - SOL 301: Introduction to Anthropology
 - BAD 201: Fundamentals of Management
 - ECN 200: Survey of Economics
 - ECN 211: Principles of Micro Economics

ECN 212: Principles of Macro Economics

D. Citizenship

6 cr.

Two courses from the following pool:

HIT 211: History of Lebanon and the Middle East

POS 201: Introduction to Political Science

POS 210: Government and Politics in Lebanon

POS 240: Law and Society

POS 319: Democracy and Human Rights

POS 337: Dialogue of Civilizations

IAF 301: Modern Political Ideologies

E. Science and Technology

6 cr.

Mathematics/Statistics/Computer Science (3 cr.)

CSC 201: Computer and Their Use

MAT 201: Fundamentals of Mathematics

MAT 202: Mathematics for Arts

MAT 204: Mathematics for Business & Eco. I

MAT 211: Discrete Mathematics

STA 202: Statistics for Humanities

STA 210: Statistics for Business & Eco.

Natural Sciences (3 cr.)

PHS 211: Principles of Physics

PHS 207: Development of Science and Technology

AST 201: Discovering Astronomy

CHM 211: Principles of Chemistry

ENS 201: Introduction to Environmental Science

ENS 202: Environment and Sustainable Development

ENS 206: Ecotourism

BIO 202: Mystery of Life

BIO 203: Discover Biology

HEA 201: Health Awareness

NTR 201: Basic Human Nutrition

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 **9cr.**
(a minimum of 3crs. in each area)
 - Natural Sciences and Mathematics **6cr.**
(a minimum of 3 crs. in Natural Sciences)
3. Freshman students cannot be considered sophomore students unless they have completed 30 crs. of Freshman courses successfully.
4. 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.
5. Freshman students cannot register in sophomore courses without having this prior authorization.
6. According to the regulations of the Lebanese Ministry of Education the above mentioned areas include the following subjects:
 - Humanities: Languages, Literature, Philosophy, History;
 - Social Sciences: Psychology, Sociology, Anthropology, Economics, Geography, Business Administration, Management, Political Studies;
 - Natural Sciences: Biology, Chemistry, Physics, Geology, Astronomy, Nutrition;
 - Mathematics;
 - Computer Science;
 - Arts: Art-Music-Drama (not to exceed 3 credits).

DEGREES OFFERED

Faculty of Architecture, Art and 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 Design.....	102 credits
Bachelor of Arts in Photography	102 credits
Bachelor of Arts in Decorative Arts & Crafts.....	102 credits
Bachelor of Arts in Music and Musicology - <i>Musicology</i>	99 credits
Bachelor of Arts in Music and Musicology - <i>Music Education</i>	99 credits
Bachelor of Arts in Music and Musicology - <i>Musimediology</i>	99 credits
Bachelor of Arts in Music and Musicology - <i>Arabic Musicology</i>	99 credits
Bachelor of Arts in Music and Musicology - <i>Jazz Music</i>	99 credits
Master of Arts in Design.....	36 credits
Master of Arts in Music	36 credits

Faculty of Business Administration and Economics (FBAE)

Bachelor of Business Administration - <i>Accounting</i>	106 credits
Bachelor of Business Administration - <i>Banking & Finance</i>	106 credits
Bachelor of Business Administration - <i>Economics</i>	106 credits
Bachelor of Business Administration - <i>Int'l Business Management</i>	107 credits
Bachelor of Business Administration - <i>Marketing</i>	106 credits
Bachelor of Business Administration.....	106 credits

With the following emphasis:

<i>Distribution and Logistics Management</i>	106 credits
<i>Financial Engineering</i>	106 credits
<i>Health Care Management</i>	106 credits
<i>Human Resources Management</i>	106 credits
<i>Management</i>	106 credits

Bachelor of Hotel Management and Tourism.....	103 credits
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With the following emphasis:

<i>Food & Beverage</i>	104 credits
<i>Hospitality Management</i>	103 credits
<i>Travel & Tourism Management</i>	103 credits
<i>Hospitality Event Management</i>	103 credits

Master of Business Administration (M.B.A.)	39 credits
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With the following emphasis:

<i>Finance</i>	39 credits
<i>Human Resources</i>	39 credits

Master of Science in Financial Risk Management.....	30 credits
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Faculty of Engineering (FE)

Bachelor of Engineering in Civil Engineering	150 credits
Bachelor of Engineering in Computer and Communication Engineering	150 credits
Bachelor of Engineering in Electrical Engineering	150 credits
Bachelor of Engineering in Mechanical Engineering	150 credits

Faculty of Humanities (FH)

Bachelor of Arts in Education.....	105 credits
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With the following emphasis:

<i>Early Childhood</i>	105 credits
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<i>Learning Disabilities</i>	105 credits
<i>Education of the Gifted</i>	105 credits
Bachelor of Arts in Education- <i>Basic Education</i> ..	99credits+ TD=120credits
Bachelor of Arts in Communication Arts	
With the following emphasis:	
<i>Radio/TV</i>	103 credits
<i>Journalism & Electronic Media</i>	102 credits
Bachelor of Arts in Advertising & Marketing	102 credits
Bachelor of Arts in Psychology	
With the following emphasis:	
<i>Clinical</i>	97 credits
<i>Educational</i>	97 credits
<i>Industrial</i>	97 credits
Bachelor of Arts in English Language	102 credits
Bachelor of Arts in Translation & Interpretation	108 credits
With the following emphasis:	
<i>Translation</i>	108 credits
<i>Interpretation</i>	108 credits
Bachelor of Arts in Physical Education & Sport ..	99 credits+ TD=120 credits
Teaching Certificate	18 credits
Teaching Diploma in Arabic Language and Literature	18 credits
Teaching Diploma in Basic Education	21 credits
Teaching Diploma in Biology	21 credits
Teaching Diploma in Chemistry	21 credits
Teaching Diploma in Computer Science	21 credits
Teaching Diploma in English Language	18 credits
Teaching Diploma in Mathematics	21 credits
Teaching Diploma in Physics	21 credits
Teaching Diploma in Physical Education	21 credits
Teaching Certificate in Arabic Language and Literature	18 credits
Master of Arts in English Language & Literature	36 credits
With the following emphasis:	
<i>Applied Linguistics and TEFL</i>	36 credits
<i>Literature</i>	36 credits
Master of Arts in Translation	36 credits
Master of Arts in Media Studies	39 credits
With the following emphasis:	
<i>Advertising</i>	39 credits
<i>Electronic Journalism & Public Relations</i>	39 credits
<i>Television Management and Production</i>	39 credits
Master of Arts in Education	36 credits
Master of Arts in Psychology – <i>Educational Psychology</i>	36 credits
Faculty of Natural and Applied Sciences (FNAS)	
Bachelor of Science in Computer Science	94 credits
Bachelor of Science in Computer Science - <i>Information Technology</i>	94 credits
Bachelor of Science in Computer Science- <i>Computer Graphics and Animation</i>	94 credits
Bachelor of Science in Actuarial Science	94 credits
Bachelor of Science in Mathematics	94 credits
Bachelor of Science in Biology	92 credits
Bachelor of Science in Environmental Science	92 credits

Bachelor of Science in Chemistry.....	92 credits
Bachelor of Science in Business Computing	94 credits
Bachelor of Science in Business Computing- <i>Management Information Systems</i>	94 credits
Bachelor of Science in Geographic Information Systems	91 credits
Bachelor of Science in Physics	95 credits
Master of Science in Biology.....	36 credits
Master of Science in Computer Science	30 credits
Master of Science in Mathematics	33 credits
Master of Science in Financial Mathematics	33 credits
Master of Science in Astrophysics.....	36 credits
Master of Science in Actuarial Science	30 credits

Faculty of Nursing and Health Sciences (FNHS)

Bachelor of Science in Medical Laboratory Technology	103 credits
Bachelor in Nursing	105 credits
Bachelor of Science in Nutrition and Dietetics	95 credits
Master of Science in Human Nutrition	35 credits

Faculty of Law & Political Science (FLPS)

Bachelor of Law.....	120 credits
Bachelor of Arts in Political Science	105 credits
With the following emphasis:	
<i>NGOs</i>	105 credits
Bachelor of Arts in Political Science - <i>American Studies</i>	105 credits
Bachelor of Arts in Political Science - <i>Euro-Mediterranean Studies</i>	105 credits
Bachelor of Arts in International Affairs & Diplomacy	105 credits
Bachelor of Arts in Public Administration	105 credits
Master of Arts in Political Science	36 credits
With the following emphasis:	
<i>NGOs</i>	36 credits
<i>Human Rights</i>	36 credits
Master of Arts in International Affairs & Diplomacy	36 credits
With the following emphasis:	
<i>International Law</i>	36 credits
Master of Arts in Public Administration	36 credits

AMERICAN FRIENDS OF NDU (AFNDU)

The development responsibilities are to maintain strong relations with the NDU-USA Organization, established in February 2001 with three Chapters: Washington D.C., Detroit, and Connecticut.

The objectives of the *American Friends Association* are to:

- Establish a strong cultural link with graduates, friends, former students, faculty, and staff of NDU residing in the USA.
- Build relationships with the American/Lebanese communities.
- Establish exchange programs with American universities and other institutions of higher education.
- Seek the cooperation of public libraries, university libraries. and university press offices for exchanges of publications with NDU.
- Create direct relations with American publishers especially for textbook orders and library references.
- Provide financial assistance.

WASHINGTON, D.C., OFFICE

The University's Office in the USA was founded in 2003 and is located in Washington, D.C. Its role has been outlined as follows:

- To promote the educational values and goals of NDU.
- To assist the AFNDU with its activities.
- To liaise with alumni, friends, former faculty and staff of NDU.
- To help recruit faculty members.
- To help children of Lebanese-American and friends of NDU-Lebanon residing in the USA to visit the NDU campus.
- To help develop cooperative relationships with American institutions of higher education.
- To assist NDU libraries develop.
- To provide administrative services, in coordination with the concerned offices at NDU, to NDU graduates residing in the USA.

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

Graphic Design and Fashion Design students have access to the up-dated Mac Computer Laboratory and the latest softwares to facilitate their performance.

Photography Laboratory

The Photography Laboratory is a place where Architecture, Design, and Art students, as well as other disciplines at NDU, learn how to capture still images, develop, print, and experiment with the techniques of digital and analog photography. The studios are professionally designed and equipped with the latest technology and darkrooms for experimented analog prints to provide hands-on learning experience and optimal working conditions under the supervision of qualified instructors.

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, etc), and clay enamels powder glazing. The Ceramic Atelier has a terrace, overlooking pine trees.

Metal and Wood Workshop

The Metal and Wood Workshop has the necessary tools that will help Architecture, Interior Design, Graphic Design, and Fashion Design students in the creative process of their works. Its main purpose is to create a tangible approach to the methodologies of teaching between the theoretical and applied.

Smart Rooms

Within FAAD premises, 23 classrooms are equipped with Active Boards Touch, and another 12 have LCD projectors.

Architecture Computer Workshop

Two Computer Workshops has been set up for the Architecture and Interior Design students; located within the Architecture studios. Both workshop are equipped with facilities, including 15 computers, an LCD projector and related projection screen. Each computer contains the latest versions of graphic software, in addition to Ecotect.

Design Computer Workshop

Two fully equipped computer workshops has been developed in proximity to the studios for Graphic Design and Fashion design students.

Both equipped with room facilities, including 19 G4 Mackintosh computers. Each computer contains the latest versions of graphic software.

Fashion Design Studio

The Fashion Design facilities consists of three studios, one studio with mannequins and large patternmaking tables, adjacent is a sewing studio with professional steam iron and sewing machines. Furthermore, a Mackintosh computer workshop is set-up to ensure a professional studio setting of digital illustration and pattermaking skills and hands-on execution. Students also have access to a catwalk installation and will produce fashion shows of their creations.

WRITING CENTER

The Writing Center is a resource at the disposal of both undergraduate and graduate students to help them develop their writing skills. The Center exists to provide opportunities for students who feel that their written work for their University courses could be improved by offering one-on-one or small group tutoring in a positive atmosphere. Personnel at the Center believe that all students have the potential to acquire sufficient skills to function in an English-language environment. It is located in HA 114.

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.

The Department of Civil and Environmental Engineering offers seven laboratory courses to cover the main topics in the fields of concrete and pavement design, environmental engineering, mechanics of materials, soil mechanics, hydraulics, field surveying, and engineering graphics.

The lab equipment is continuously upgraded and updated to ensure that our students are exposed to the most recent and advanced systems. The department also secures highly accurate and professional testing facilities such as spectrophotometry, strain gauging, triaxial testing, open and closed channel flow measurements, and total station application. Most of the lab facilities are connected to a data acquisition system. In addition, field equipment are available for in-situ testing, such as soil investigation, groundwater and surface water testing, and concrete quality control. Professional commercial testing as well as community services are also performed on a regular basis in the above areas.

The Electrical and Computer and Communication Engineering Department has several laboratories, which support teaching in the areas of communication systems, electronic circuit design, including microprocessors and programmable logic controllers, instrumentation, electric machines, power electronics, control systems, and digital signal processing. The laboratories are also used by students for executing their engineering project designs. The equipment is regularly updated to ensure that students are exposed to the best possible laboratory experience.

State-of-the-art laboratory equipments are being used in the Mechanical Engineering Department for training purposes. The list includes: Large wind tunnel for aerodynamics testing, energy testing (solar systems, combustion, etc.), turbomachines testing (centrifugal pumps, fans, Pelton wheel, Francis turbine, etc.), air-conditioning testing (heating, cooling, refrigeration, etc.), Mechanical vibration testing and mechanical components and systems. A full workshop made of a set of machine-tools, including a CNC machine is used for student training and regular machining needs.

SCIENCE LABORATORIES

Biology Lab

The Biology Laboratory is equipped with many facilities, which support teaching and research across the biology curriculum. Disciplines supported include:

- Microbiology: Culture and analysis of viral, bacterial and parasitic species;

- Molecular biology: DNA purification, analysis, and manipulation, with preliminary PCR facilities for DNA amplification. Other available equipment such as an electroporator, promote research studies that require electrotransformation or transfection of cells;
- Cell culture : Preparation, culture and cryopreservation of animal cells;
- Plant biology: Plant cell culture and analysis;
- Histology : Histological assessment and histopathological examination of tissue samples.

Available equipment include microscopes (including a laser scanning microscope) and photomicrographic systems, biological safety cabinets, incubators, liquid nitrogen containers, diurnal growth chamber, autoclave, centrifuges, ovens, microtome, paraffin histoembedder, electrophoresis and blotting apparatus, thermal cycler (RT-PCR), chromatography systems, in addition to an animal house, green house, and herbarium facilities.

Chemistry Lab

The Chemistry Laboratory provides a wide variety of facilities to support chemistry students and faculty members' research and teaching. Students are introduced to the fundamental quantitative, organic, and food analysis experimental methods through experiments in:

- Chromatographic analysis of alcohol content in beverages;
- Determination of nutrients, vitamins, and minerals in foods;
- Properties of enzymes;
- Browning reactions in foods;
- Spectrophotometric determination of analytes in different sample types;
- Water analysis;
- Precipitation and complexation titrations.

In addition, an analytical unit houses a number of modern equipment such as UHPLC, GC/GCMS, FTIR, AA, etc., gas chromatograph, UV-visible spectrophotometers, digestion-distillation unit for nitrogen determination, solvent extraction apparatus, digital densimeter, electronic refractometer, *pH* meters, ion-selective electrodes, etc.

Geology Lab

Geology Laboratory courses are held in the Sciences Lab building and are supported by a varied collection of rock-forming minerals, including silicates, carbonates, sulfates, fluorides, and oxides, as well as a core collection of igneous, sedimentary, and metamorphic rocks. Additional teaching support of sample specimens is provided by the Stone Wing Museum, which houses a rich collection of minerals and archaeological items from Lebanon.

Physics Lab

The Physics Laboratory at NDU is a state-of-the-art teaching laboratory, offering computer controlled data acquisition and analysis as well as interesting experiments covering a wide range of topics in physics. Experimental work goes hand in hand with the theoretical physics courses at NDU. The physics lab is well equipped to allow students perform experiments that will help them understand the physical phenomena covered in the classroom. In many cases, the experiments follow closely the lecture courses leading to a better understanding of the physics.

Moussa and Farid Raphael Observatory

NDU has an on-campus observatory that contains a 60cm telescope equipped with a set of research-grade equipment consisting of CCD cameras, filters, and spectrograph. It is the most well-equipped observatory in the Arab countries and its telescope is the largest in the Arab Middle East. The observatory is made possible by a generous donation from His Excellency Ambassador Gilbert Chaghoury.

Meteorological Station

The Department of Sciences houses a meteorological station that provides climatic data for the Keserwan area. This station is supported by the L.A.R.I. society.

Tutoring Center

The tutoring center helps the students in remedial, freshman, and sophomore in math, biology, physics and computer science.

DIVISION OF COMPUTING SERVICES

Vision

The Division of Computing Services is committed to the strategic use of the information technology for the continual improvement of the operation of NDU.

Goals

We strive to support the essential educational, research, and administrative goals of NDU through the development and delivery of computing and communication services to the University's faculty, students, and staff.

Goal for Faculty

Provide stronger links with faculty members in order to promote and facilitate their use of technology to support teaching and learning.

Goal for Students

Ensure that students have the necessary skills to take advantage of NDU's technological environment.

Goal for Staff

Provide staff members with the necessary technological tools that are current and reliable, so they can serve the NDU community effectively.

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.

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 800 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.

DIVISION OF AUDIO VISUAL ARTS

The Division of Audio Visual Arts at NDU is a department that handles all academic and technical audio-video matters related to students majoring in communication arts, advertising, and music in order for them to execute their projects assisted by their academic instructors and professionals in the field.

The facilities include:

- Radio/TV Studio
- Acting Studio
- Computer/Music Lab
- Theater
- Issam Fares Conference Hall
- Pierre Abou Khater Auditorium
- Friends Hall
- Exhibition Hall
- Exam Halls
- NDU Choir Recording Unit.

All facilities are “high-tech” and fully equipped, and are at the service of students, staff, and faculty members.

Besides handling all student-related matters, this department is responsible for all the activities that take place at NDU: conferences, lectures, exhibitions, and public and special events. All activities are taped and archived.

Smart Rooms

The DAVA has four Smart Rooms that are fully equipped with computer hardware and software, LCD projector, DVD and VHS players, and surround sound systems for film screenings.

DVD Library

The DVD Library includes more than 1,500 DVDs (films, documentaries, series, and others). All members of the NDU community may check out these films.

DIVISION OF CONTINUING EDUCATION

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

The courses given by the DCE are administered in the afternoon, each for a period of six weeks.

The following are the various programs offered by the DCE:

Business Certificates

Business Management

Business Marketing

Business Accounting

Banking & Finance

Human Resources Management

Entrepreneurship

Computer Certificates

Computer Applications & Office System

Computer Engineering & Architectural Production

Desktop Publishing

Website Design

Multimedia Production

TV-Production & Motion Graphics

English Language

Proficiency in English

English for Bankers

English for Business

Spoken English

Public Speaking

Other Programs

Certification Programs

CMA: Certified Management Accountant

CPA: Certified Public Accountant

CFA: Chartered Financial Accountant

Executive Training Program

LMI: Leadership Management International

AIF: Applied Investment Finance

Arts and Crafts

Drawing and Painting

Lace Embroidery

Cooking and Decoration

Ceramics

University Preparatory Programs

SAT I; SAT II; TOEFL; EET; GMAT

FACULTY OF
ARCHITECTURE
ART & DESIGN



FACULTY DIRECTORY

Office of the Dean

El Asmar, Jean-Pierre, Ph.D.
FAAD Building, 2nd Floor, Room FA 2021
Tel: 09-218950/1/2 (Extension 5000), Direct line: 09-208608
E-mail: jasmar@ndu.edu.lb

Younes, Janane, Administrative Assistant
FAAD Building, 2nd Floor, Room FA 2020
Tel: 09-218950/1/2 (Extension 5001), Direct line: 09-208601
E-mail: faad@ndu.edu.lb
jyounes@ndu.edu.lb

Department of Architecture

Gabriel, Nicolas, Doctorate, Chairperson
FAAD Building, 2nd Floor, Room FA 2025
Tel: 09-218950/1/2 (Extension 5015), Direct line: 09- 208616
E-mail: ngabriel@ndu.edu.lb

Sarkis, Diane, Secretary
FAAD Building, 2nd Floor, Room FA 2029
Tel: 09-218950/1/2 (Extension 5036), Direct line : 09-208603
E-mail: architecture@ndu.edu.lb
dsarkis@ndu.edu.lb

Architecture Program Advisors

Melki, Habib, M. Arch.
FAAD Building, 2nd floor, Room FA 2030
Tel: 09-218950/1/2 (Extension 5017), Direct line: 09-208600
E-mail: hmelki@ndu.edu.lb

Younes, Farid, Ph.D.
FAAD Building, Room FA 2035
Tel: 09-218950/1/2 (Extension 5020), Direct line: 09-208617
E-mail: fyounes@ndu.edu.lb

El-Hage, Gabriel, Doctorate
FAAD Building, Room FA 2044
Tel: 09-218950/1/2 (Extension 5025), Direct line: 09-208611
E-mail: gelhage@ndu.edu.lb

Zgheib, Hani, Doctorate
FAAD Building, Room FA 2005
Tel: 09-218950/1/2 (Extension 5002), Direct line: 09-208627
E-mail: hzgheib@ndu.edu.lb

Baroud, Dina. M.Arch
FAAD Building, Room FA 2012
Tel: 09-218950/1/2 (Extension 5009), Direct line: 09-208623
E-mail: dbaroud@ndu.edu.lb

Bou Jaoudeh Khoury, Karen, Doctorate.
FAAD Building, Room FA 2009
Tel: 09-218950/1/2 (Extension 5006), Direct line: 09-208119
E-mail: kaboujaoudeh@ndu.edu.lb

Bteich, Chady, M.Arch.
FAAD Building, Room FA 2003
Tel: 09-218950/1/2 (Extension 5007), Direct line: 09-208620
E-mail: cbteich@ndu.edu.lb

Chartouni, Joseph, M. Arch.
FAAD Building, Room FA 1009
Tel: 09-218950/1/2 (Extension 5008)
E-mail: jchartouni@ndu.edu.lb

Jabbour, Layla, DESS.
FAAD Building, Room FA 2007
Tel: 09-218950/1/2 (Extension 5004), Direct line: 09-208623
E-mail: ljabbour@ndu.edu.lb

Mouawad, Paul, M.S.
FAAD Building, FA 2006
Tel: 09-218950 (Extension 5003)
E-mail: paul.mouawad@ndu.edu.lb

Samra, Kristine, DESS.
FAAD Building, FA 2008
Tel: 09-218950 (Extension 5018)
E-mail: ksamra@ndu.edu.lb

Department of Design

Kortbawi, John, Post Graduate Diploma, Chairperson
FAAD Building, 2nd Floor, Room FA 2026
Tel: 09-218950/1/2 (Extension 5010), Direct line: 09-208614
E-mail: jkortbawi@ndu.edu.lb

Dib, Adelle, Secretary
FAAD Building, 2nd Floor, Room FA 2028
Tel: 09-218950/1/2 (Extension 5037), Direct line: 09-208605
E-mail: design@ndu.edu.lb

adib@ndu.edu.lb

Interior Design Program Advisors

Haddad, Robert, MFA
FAAD Building, FA 2033
Tel: 09-218950/1/2 (Extension 5005), Direct line: 09-208613
E-mail: rhaddad@ndu.edu.lb

Bechara, André, M.A.
FAAD Building, Room FA 2036
Tel: 09-218950/1/2 (Extension 5021), Direct line: 09-208609
E-mail: abechara@ndu.edu.lb

Akl, Salim, DES
FAAD Building, Room FA 2064
Tel: 09-218950/1/2 (Extension 5034)

E-mail: sakl@ndu.edu.lb

Chamoun, Marlyse, M.A.

FAAD Building, Room FA 2040

Tel: 09-218950/1/2 (Extension 5032), Direct line: 09-208625

E-mail: mchamoun@ndu.edu.lb

Khalil, Marina, DES

FAAD Building, Room FA 2063

Tel: 09-218950/1/2 (Extension 5033)

E-mail: mkhalil@ndu.edu.lb

Graphic Design Program Advisors

Daghfal, Graziella, M.A.

FAAD Building, Room FA 2045

Tel: 09-218950/1/2 (Extension 5027), Direct line: 09-208610

E-mail: daghfal@ndu.edu.lb

Matta, Nadim, M.A.

FAAD Building, Room FA 2047

Tel: 09-218950/1/2 (Extension 5030), Direct line: 09-208618

E-mail: nmatta@ndu.edu.lb

Selwood-Choueiri, Linda, MS

FAAD Building, Room FA 2046

Tel: 09-218950/1/2 (Extension 5026), Direct line: 09-208606

E-mail: lchoueiri@ndu.edu.lb

Zaccour, Danielle, DES

FAAD Building, Room FA 2023

Tel: 09-218950/1/2 (Extension 5013), Direct line: 09-208619

E-mail: dzaccour@ndu.edu.lb

Nasr, Noel, MFA

FAAD Building, Room FA 2038

Tel: 09-218950/1/2 (Extension 5023), Direct line: 09-208604

E-mail: nnasr@ndu.edu.lb

Soghman, Jacqueline, MFA

FAAD Building, Room FA 2039

Tel: 09-218950/1/2 (Extension 5024), Direct line: 09-208626

E-mail: jkiwan@ndu.edu.lb

Fashion Design Program Advisor

Selwood-Choueiri, Linda MS

FAAD Building, Room FA 2046

Tel: 09-218950/1/2 (Extension 5026), Direct line: 09-208606

E-mail: lchoueiri@ndu.edu.lb

Staff Assistants

Haddad, Liliane, Photography Lab Assistant.

Wheibe, Antoinette, Fashion Lab Assistant.

Makhoul, Cliff, Studio Assistant, Design Department

Department of Music

Beyrouthi, Lola, Doctorate, Chairperson
FAAD Building, 2nd Floor, Room FA 2024
Tel: 09-218950/1/2 (Extension 5022), Direct line : 09-208624
E-mail: lbeyrouthi@ndu.edu.lb

Dib, Adelle, Secretary
FAAD Building, 2nd Floor, Room FA 2028
Tel: 09-218950/1/2 (Extension. 5037), Direct line: 09-208605
E-mail: music@ndu.edu.lb
adib@ndu.edu.lb

Music Program Advisor

Kesrouani, Elias (Fr.), Doctorate
FAAD Building, 2nd Floor, Room FA 1009
Tel: 09-218950/1/2 (Extension 5014), Direct line:.09-208615
E-mail: ekesrouani@ndu.edu.lb

Department of Arts

Coordinator and Program Advisor

Zaccour, Danielle
FAAD Building, 2nd Floor, Room FA 2023
Tel: 09-218-950/1/2 (Extension 5013), Direct line: 09-208619
E-mail: dzaccour@ndu.edu.lb

FACULTY OF ARCHITECTURE, ART AND DESIGN (FAAD)

Professor:	Kesrouani, Elias (Fr.)
Associate Professors:	El Asmar, Jean-Pierre; Haddad, Robert; Melki, Habib; Younes, Farid
Assistant Professors:	Beyrouti, Lola; Bechara, André ; Bou Jaoudeh Khoury, Karen, Daghfal, Graziella; Kortbawi, John; El-Hage, Gabriel; Gabriel, Nicolas; Khoury, Karen; Matta, Nadim; Nasr, Noel; Selwood-Choueiri, Linda; Zaccour, Danielle ; Zgheib, Hani
Lecturers:	Akl, Salim ; Baroud, Dina; Bteich, Chadi; Chamoun, Marlyse; Chamoun, Claudine; Chartouni, Joseph; Jabbour, Layla; Khalil, Marina; Majdalani, Roula; Mouawad, Paul; Samra, Kristine; Soghman, Jacqueline
Lab Instructors:	Akl, Charbel; Lawoun, Dolcy

FACULTY OF ARCHITECTURE, ART AND DESIGN (FAAD)

OBJECTIVES

On completion of their studies, the students are expected to:

- Be articulate, informed graduates who have knowledge and understanding of the arts and design in general and their chosen discipline in particular;
- Demonstrate the ability to think creatively, to conceptualize, plan and apply an inventive approach in resolving formal and technical issues;
- Have acquired a knowledge and understanding of materials, processes and technologies through involvement in theory and practice;
- Have developed the critical skills necessary to analyze and understand the cultural and social context of arts and design practice and an appreciation of cultural diversity;
- Demonstrate interpersonal skills and the ability to work independently or collaboratively within a group;
- Be able to effectively communicate ideas, information and argument in written, oral and visual forms;
- Have an awareness of the needs of the profession, the community and the economy and be responsive to a wide range of social and economic needs;
- Have an understanding of professional responsibility and accountability;
- Have acquired the specialist knowledge to enable effective contribution to commerce, industry or research;
- Maintain a commitment to continuing professional development and lifelong learning.

MISSION, VISION, AND VALUES

Mission

The Faculty of Architecture, Arts, and Design (FAAD) strives at promoting an academic milieu, for students from Lebanon and abroad, where design, arts, and architecture are the vectors of NDU's values. The range of programs offered by the various departments of FAAD is devised to foster an environment of intellectual inquisitiveness. Based on the American Liberal Arts system, FAAD will prepare its offspring (Musicians, Interior Designers, Graphic Designers, Fine Artists, Photographers, Fashion Designers, and Architects) to be the standard-bearers of NDU's moral, social, and academic values.

Vision

The Faculty will strive to be the leading provider of professional programs in Arts and Design, and will deliver outstanding education/training programs and provide opportunities to develop high levels of creative ambitions and technical skills to enable students to play a dynamic role in continuing development. Students will learn to challenge conventional wisdom from an informed and constructive position and be encouraged to engage in self-directed approaches to the acquisition of knowledge and understanding. Supporting faculty members' involvement in research, professional practice, development of teaching and learning methodology are a must in order to establish a more scholarly and professional environment.

Values

Educating our students to build their future does not solely rely on us providing them with the technical tools and learning material to pursue a career; on the contrary, we pride

ourselves in providing guidance to help individuals discover their own vision and thus become both professional and responsible.

On-campus interaction between NDU - FAAD faculty, staff, and students, is characterized by a mutual respect for long-held traditions as well as openness and acceptance of positive change and constructive criticism. One of our main values, is to foster a culturally diverse environment where everyone is treated according to their human values, regardless of religion, race, belief, or gender.

We encourage our students' active involvement in environmental educational and social issues and support them in their quest to make a genuine and lasting difference in their surroundings.

Our faith is part of our identity; this is why we rely on open communication and full cooperation to insure that every one's views and beliefs are respected at NDU in general and FAAD specifically. In order to maintain a healthy yet exciting learning environment while shaping principled individuals, we cherish these values as part of our educational identity and thus promote:

- Tolerance of all human beings regardless of background;
- Cooperation between all members of NDU to ensure personal and professional growth;
- Communication of views and beliefs within a positive and responsive environment;
- Diversity and cultural exchange devoid of prejudice and judgment.

FACULTY PROFILE

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, national and international demand, and to secure 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, promoting ingenuity, adaptability, and mobility;
- To enable students at all levels to deal flexibly with varied problems and tasks and technologies.

ACADEMIC 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 Arts

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:
- Masters of Architecture in Environmental & Urban Planning (36 credits)

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

- B.A. in Graphic Design (102 credits)
- B.A. in Interior Design (136 credits)
- B.A. in Fashion Design (102 credits)
- B.A. in Photography (102 credits)

And a graduate program leading to the degree of:

- Master of Arts in Design (36 credits)

And Minors in the following fields:

- Minor in Graphic Design (18 credits)
- Minor in Photography (18 credits)

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

- B.A. in Music and Musicology - Musicology (99 credits)
- B.A. in Music and Musicology – Music Education (99 credits)
- B.A. in Music and Musicology – Musimedialogy (99 credits)
- B.A. in Music and Musicology – Arabic Musicology (99 credits)
- B.A. in Music and Musicology – Jazz Music (99 credits)

And a graduate program leading to the degree of:

- Master of Arts in Music (36 credits)
- And a minor in Jazz (15 credits)

The Department of Arts offers an undergraduate program leading to the degree of

- B.A. in Decorative Arts and Crafts (102 credits)

POLICIES AND PROCEDURES

Admission Requirements:

In addition to the University admission requirements, prospective candidates must complete any remedial course(s) the first year of enrollment. Students who fail to meet these requirements will not be allowed to proceed to their bachelor degree in the Faculty of Architecture, Art and Design.

General Education Requirements Courses (GER)

The GER are distributed as follows:

Communication Skills in English: ENL 213 & ENL 223 or ENL 230

Communication Skills in Arabic: One course from ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

Religion: One course from REG 212, REG 213, REG 314, REG 313, REG 215.

Philosophy: One course from PHL 211, PHL 311, POS 345, ENS 205.

Cultural Studies: Two courses from HUT 305, HUT 306, PSL 201, SOL 201, SOL 301, SOL 313, MUS 210, FAP 215, BAD 201, ECN 200, ARP 215, COA 359, COA 315, NTR 215, ECN 211, ECN 212.

Citizenship: One course from HIT 211, IAF 301, POS 201, POS 210, POS 240, POS 319, POS 337.

Science and Technology: One course from AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, MAT 204, MAT 211, MIS 201, NTR 201, PHS 211, STA 202, STA 210, PHS 207.

CSC 201, CSC 202, MAT 201, and MAT 202 courses should not be taken by Architecture students

DEPARTMENT OF ARCHITECTURE

Associate Professor:	El-Asmar, Jean-Pierre; Melki, Habib; Younes, Farid
Assistant Professor:	Bou Jaoudeh Khoury, Karen; El-Hage, Gabriel; Gabriel, Nicolas (Chair); Zgheib, Hani
Lecturers:	Baroud, Dina; Bteich, Chady, Chartouni, Joseph; Jabbour, Layla; Mouawad, Paul; Samra, Kristine
Lab Instructor:	Akl, Charbel

The Degree of Bachelor of Architecture

Program Description

The BArch (Bachelor of 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.

Graduation Requirements

To obtain the degree of bachelor of architecture, a student must complete a total of 182 credits with an overall GPA of at least 2.0/4.0 and a minimum cumulative GPA of 2.3/4.0 in the Core and Major requirements. In addition, all major courses must be successfully completed with a minimum grade of "C-". In addition, all Architectural Design courses (ARP 311, 322, 433, 444, 555, 556, 590, 591, and 593) must be successfully completed with a minimum grade of "C+".

Prior to enrolling into the ARP 590-Senior Study courses, student will have to fulfil the following requirements:

A minimum of 21 credits of their GERs must be completed prior to taking ARP 590.

Prerequisites: ARP 438, ARP 552, ARP 556, ARP 557, ARP 562

Sudents must have a minimum of 2.3 (C+) GPA in their cumulative major courses.

Courses CSC 201, MAT 201 and MAT 202 are not allowed for Architecture students.

These 182 credits are divided into:

Degree Requirements (182 credits)

General Education Requirements	27 cr.
Core Requirements FAP 211.	3 cr.
Major Requirements ARP 221, ARP 222, ARP 223, ARP 224, ARP 225, ARP 226, ARP 233, ARP 301, ARP 311, ARP 313, ARP 316, ARP 317, ARP 322, ARP 324, ARP 325, ARP 327, ARP 328, ARP 424, ARP 425, ARP 433, ARP 434, ARP 435, ARP 438, ARP 444,	146 cr.

ARP 446, ARP 551, ARP 552, ARP 553, ARP 554, ARP 555, ARP 556, ARP 557,
ARP 561, ARP 562, ARP 563, ARP 568, ARP 590, ARP 591, ARP 593

Choose one course from the following Electives I: ARP 564, ARP 565, ARP
566, ARP 567, ARP 568, ARP 569.

Choose two course from the following Electives II: ARP 422, ARP 423, ARP
439, ARP 581, ARP 582, ARP 583, ARP 584, ARP 585, ARP 586.

Free Electives

6 cr.

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 215 Cultural Themes in Lebanese Architecture (3.0); 3 cr. Initiation to the Lebanese Art and Architecture pointing toward the conceptual determinants and constants omnipresent in the Lebanese Culture. A historical overview showing the morphological development through time.

ARP 221 Architectural Sketching and Rendering (2.2); 3 cr. The aim is to develop abilities in observation of the physical environment in a methodical and analytical manner. The skills are to be obtained through free-hand sketching and sketch-measuring using different media. *Prerequisite:* FAP 211, ARP 226.

ARP 222 Principles of Architectural Design (2.2); 3 cr. It is a continuation of GDP 212 with an emphasis on applying three dimensional design principles on architectural settings. The dynamics of motion, light, form, and space are also explored via readings and workshops. Another major topic of this course is the Spatial Analysis of natural and man-made environment and their graphical representation through Bubble diagrams, Site and Area analysis, photography, etc. *Prerequisite:* ARP 226, ARP 223.

ARP 223 Descriptive Geometry (2.2); 3 cr. Study of geometric projections in space. Emphasis on volumetric development, shade and shadow construction. *Prerequisite:* MAT 112, PHS 101 (if required).

ARP 224 Applied Architectural Design I (1.4); 3 cr. The application of computer aided design (CAD) concepts in developing and communicating architectural ideas and projects. *Prerequisite:* ARP 311, and if required MAT 112, MAT 213, PHS 101, ENL 105, ENL 110.

ARP 225 Statics for Architecture (3.0); 3 cr. Study of forces, moments and couples; free body diagrams; shear and bending moment diagram; centroids; moments of inertia; problems involving beams, trusses, and frames. *Prerequisite:* MAT 112, MAT 213, PHS 101, ENL 105, ENL 110 (if required).

ARP 226 Technical Drawing I (2.2); 3 cr. The course is a studio based course. It aims at the development of students' graphic communication skills. Students will learn 2D as

well as 3D techniques of drafting to describe objects of the man made and natural environment. The focus will be on survey of architecture, drafting to scale and rendering techniques, as well as professional sheet layout. *Prerequisites:* MAT 112, PHS 101 (if required).

ARP 233 3D Architectural Survey (1.2); 2 cr. The objective of this course is to help students understand deeply and experiment why and 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 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 226.

ARP 311 Architectural Design I (3.4); 6 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. *Prerequisites:* ARP 221, ARP 222, ARP 301, and if required, MAT 112, MAT 213, PHS 101, ENL 105, ENL 110.

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. *Corequisite:* ENL 213. *Prerequisite:* MAT 112, MAT 213, PHS 101, ENL 105, ENL 110 (if required).

ARP 316 Strength of Materials (3.0); 3 cr. Study of materials' allowable constants; normal stresses due to axial loads and bending

moments; shear stresses due to torque and shear; combined stresses; buckling of columns; discussion on real life examples. *Prerequisite:* ARP 225, and if required, MAT 112, MAT 213, PHS 101, ENL 105, ENL 110.

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. *Corequisite:* ENL 213 and *Prerequisite:* ARP 226, and if required MAT 112, MAT 213, PHS 101, ENL 105, ENL 110.

ARP 322 Architectural Design II (3.4); 6 cr. This course is a continuation of Architectural Design I, with an emphasis on the basics of designing conventional small-scale architectural projects. Four projects, each in two phases, shall be more of residential, public, and administrative nature. *Prerequisite:* ARP 233, 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 325 Applied Architectural Design II (1.4) 3 cr. The application of 3D studio VIZ creating complex 3D representations, rendering and animation. *Prerequisite:* ARP224.

ARP 327 Structural Analysis (3.0); 3 cr. Analysis of structurally determinate and indeterminate structures; moving load structures, and approximate methods; modeling and analysis of structures; deflection of beams; discussion on real life examples. *Prerequisite:* ARP 316.

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

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 424 Bio-climatic Architecture (2.2); 3 cr. Understanding of environmental aspects in Architectural Design and the focus on energy efficiency from the concept to the detailing stages concluded with market investigations that permit the evaluation and use of local materials. *Prerequisite:* ARP 322, ARP 328, ARP 433.

ARP 425 Architectural Practice (1.2); 2 cr. A supervised internship and lectures dealing with: business correspondence, building up the corporate image of the firm, dealing with tender bids and offers, duties, responsibilities, and fees of the different phases of a project. *Prerequisites:* ARP 328, ARP 552.

ARP 433 Architectural Design III (3.6); 6 cr. This course is a continuation of Architectural Design II introducing a design methodology that tackles contextual design, uses critical analysis and synthesis tools. The design application to deal with topography, applicable buildings laws, structural solutions and optimal parking designs. Proposed projects to be of an office, public service and mixed use typology with a focus on the later on residential architecture with a retail podium. Tools learned in previous courses to be applied along contextual, applicable laws and social factors. *Prerequisite:* ARP 224, ARP 313, ARP 322, ARP 328.

ARP 434 Electrical and Mechanical Systems (2.2); 3 cr. Preliminary analysis, estimation, and design consideration, of building electrical and mechanical systems, to assist students in the execution project. Electricity and lighting; water distribution; drainage; heating; ventilating; and air-conditioning (HVAC) are the systems included in this course. *Prerequisite:* ARP 328.

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 438 Reinforced Concrete Design (3.0); 3 cr. Behavior of reinforced concrete; ultimate strength design method; studying the concrete structural elements; design of beams for flexure and shear, one-way and introduction to two-way slabs, footings, and short columns. Analysis methods of concrete frames. Application design

project of a multi-storey building. *Prerequisite:* 327.

ARP 444 Architectural Design IV (3.6); 6 cr. This course is a continuation of the precedent Architectural Design courses, with an emphasis on the implementation of the Lebanese building codes and regulations on complex architectural settings in urban contexts. Three projects, each in two phases, shall be more of residential, public, and administrative nature. The latter will be the outcome of applying the building rules and regulations while dealing with the imperatives of the immediate urban surrounding. *Prerequisite:* ARP 224, 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. *Prerequisite:* ARP 224, ARP 328, ARP 433.

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. *Prerequisite:* ARP 551

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. *Prerequisite:* ARP 439.

ARP 555 Architectural Design V (3.6); 6 cr. This course is a continuation of Architectural Design IV, having greater emphasis on complex aspects of the built environment, mainly tackling

larger scale projects with a considerable impact on their urban environment. Stress is given to the process, starting with site analysis leading to conceptual approach, followed by programming and massing, ending with architectural design implementation, while managing both cohesion and heterogeneity within an existing urban setting. *Prerequisite:* ARP 444, ARP 551.

ARP 556 Architectural Design VI (3.6); 6 cr. This course is a continuation of Architectural Design V having a further focus on the built environment. Analysis and synthesis of an urban area selected for its problematic issues. The course encourages students to develop urban modeling techniques/approaches and to understand the existing relationship between architectural and urban scales and spaces. Proposed projects and related programs will result from analysis/synthesis. Standards, new technologies, environmental, and social factors learned in previous courses are applied. *Corequisite:* ARP 552, *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). *Prerequisite:* ARP 311.

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 226, ARP 435.

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 226, 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. *Prerequisite:* ARP 226.

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 226, ARP 435.

ARP 568 Social Architecture (3.0); 3 cr. The course aims at initiating 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. *Prerequisite:* 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 552.

ARP 571 Seminar III (3.0); 3 cr. Lectures and conferences held by visiting instructors. *Prerequisite:* ARP 433.

ARP 572 Seminar IV (3.0); 3 cr. Lectures and conferences held by visiting instructors. *Prerequisite:* ARP 433.

ARP 581 Seminar I (2.0); 2 cr. Lectures and conferences held by visiting instructors. *Prerequisite:* ARP 433

ARP 582 Seminar II (2.0); 2 cr. Lectures and conferences held by visiting instructors. *Prerequisite:* ARP 433

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. *Prerequisite:* ARP 433

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. *Prerequisite:* ARP 433

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. *Prerequisite:* ARP 433

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 *Prerequisite:* ARP 433.

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. *Prerequisites:* ARP 552, ARP 556, ARP 557, ARP 438, ARP 562.

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 Masters of Architecture in Environmental and Urban Planning

“Transforming place qualities and enlarging the capacity to achieve such a transformation demands the active work of many people.” (Healey, 2012:215)

Program Description

This program builds on the inter-disciplinary approaches of urban planning, landscape, ecology, environment and urban design, and integrates their concepts, and methodologies within a trans-disciplinary learning environment manifested in the large case study and program thesis. The inter-disciplinary approach seeks to achieve a more comprehensive learning environment through the combination of knowledge and methods acquired in the various fields covered in the program. This approach stands in contrast to a multi-disciplinary one that provides multiple views based on the various disciplines, while the output remains limited, and separate to each individual discipline. Therefore, a trans-disciplinary approach overcomes disciplinary barriers and seeks the complete merging and generation of an innovative body of knowledgebase within new holistic thinking.

The program offers professional development and increased competence based on innovation, and experimentation that are anchored in a solid, and broad knowledgebase. With this profile, program participants would be able to identify and respond to urban issues as well as manage, and intervene to improve the quality of the urban and natural environments; all while engaging and communicating with stakeholders with various concerns and interests. Therefore, the program serves professionals who want to continue their postgraduate studies or those who want to further specialize in their vocation.

Participants of this program will:

- Understand and respond to complex factors affecting the urban environment;
- Implement the necessary tools for critical trans-disciplinary analysis while addressing urban issues and working for governmental bodies, local authorities, the private sector (including real estate developers), consultancies, or other organizations;
- Have the tools to collaborate with actors of different backgrounds on urban planning projects.

This program is an amalgam of theoretical and practical courses, and aims to develop the following skills for the program participants:

- The ability to provide a realistic, and comprehensive overview of urban issues;
- The ability to develop urban strategies responding to a wide range of contemporary urban issues;
- The opportunities for applying their knowledge and skills in a trans-disciplinary approach prior to the completion of the program, which are similar to real life cases.

Structure

Based on the above scope and objectives of this two year masters program, the structure comprises three main parts: a multi-disciplinary platform, specialization in the core disciplines of the program, and a practical application of what has been learned in a trans-disciplinary approach.

Platform courses prepare program participants of different backgrounds and levels of expertise with the necessary understanding of main principles and key issues in the core disciplines. Specialized courses further develop the understanding of the multiple facets of

planning and the interrelations among them (from the theoretical, methodological, and operational aspects). The practical application in its trans-disciplinary approach is divided into group work with the large case study, and individual work resulting in the masters thesis. This third part would allow participants to master and apply the knowledgebase acquired in the previous program parts. This structure is further clarified in the presented program.

Admission Requirements

In addition to the university admission requirements for graduate students (refer to: <http://www.ndu.edu.lb/admissions/requirements.htm#gradadm>), the candidate must submit a letter of intent (in which the candidate's background, reasons for selecting this program, future utilization of this degree and other expectations are clearly stated), and schedule an interview with the faculty graduate committee.

Moreover, 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 NDU (as per the NDU catalog), and MAP course requirements.

In order to be accepted into the program, students must take nine (9) credits per semester as full-time candidates. Part-time candidates would be accepted on a case-by-case basis.

The program targets fresh graduates, and professionals with undergraduate degrees in Architecture, Landscape Architecture, and Civil Engineering. Graduates and professionals from other degrees will be accepted on a case-by-case basis.

Graduation Requirements

Students seeking the degree of Masters of Architecture in Environmental and Urban Planning must meet the university graduation requirements and complete the 36 credits with a cumulative average of at least 3.0/4.0.

Core Courses (30 cr.)

MAP 610, MAP 611, MAP 612, MAP 613, MAP 620, MAP 621, MAP 622, MAP 623, MAP 624, MAP 660, MAP 661, MAP 690.

Elective Courses (6 cr.)

MAP 650, MAP 651, MAP 652, MAP 653, MAP 654, MAP 655.

Graduate Courses: Degree of Masters of Architecture in Environmental and Urban Planning

MAP 610 Research Methodology (2.2); 3 cr. This course offers guidance to research methodologies that are required in the development of masters' level projects. The course is designed with the purpose of guiding students in the formulation of their research, developing their research design, and practicing the application of the introduced research methods.

MAP 611 Urban Economics and Real Estate Development (2.1); 2 cr. This course combines two closely related fields: urban economics and real estate. Urban economics explores the economics of cities. It introduces space and geography into economic analysis. While economics answers the questions of what, how and for whom to produce, urban economics adds the "where" to produce and "where" to locate. So, location theory is at the heart of urban economics. Special attention will be given to the effect of central and local government policies on real estate market, development and investment.

MAP 612 Overview on Urban Design and Planning (2.1); 2 cr. This course is meant to introduce students to the various local, regional, and international approaches to urban design and planning. Supported with specialized literature, the students will be exposed to case studies in Lebanon, the Arab region, Europe, and the USA. From the conventional planning methods to the multidisciplinary approaches, the course is thought of as part of a wider framework, which fosters critical thinking and innovation in the fields of urban design and planning.

MAP 613 Basic Environmental Concepts Related to Urban Design and Planning (2.1); 2 cr. The course highlights human dependence on environmental resources and ecosystem services, impacts of anthropogenic factors on living resources and the interactions, and linkages between the natural and built environments. It introduces students to the various principles of environmental concepts and their implications in urban design and planning, such as biodiversity in cities. This foundation course initiates students to account for environmental aspects in their profession while developing and analyzing ventures on

urban planning and design. It infuses the importance of estimating the values of environmental services as well as biodiversity in the built environment especially in the cities.

MAP 620 GIS and Remote Sensing (2.2); 3 cr. This course provides an introduction to Geographic Information System (GIS) and Remote Sensing (RS) techniques and their application in urban planning. It emphasizes the spatial interactions between humans and the biophysical environment through providing students an understanding of GIS and RS fundamentals.

MAP 621 Urban Planning Law (2.1); 2 cr. This course is based on Law 69 of 9/9/1983. It focuses on the urban planning tools in Lebanon and their classification, and guiding principles. The three main categories include planning tools, operational tools, and real estate tools. Part of this course discusses the comparison of the Lebanese case with that in France in order to better understand the Lebanese planning system in relation to other systems.

MAP 622 Transportation Planning (2.1); 2 cr. This course is an introduction to the concepts and issues in transportation planning. The course also includes land use and transportation interaction, transportation finance, environmental and planning regulations in the transportation sector, introduction to transportation economics and congestion pricing, and the impact of new technology on transportation systems. The above topics will be presented with special attention to practices in Lebanon and the region. Real case studies will be used for illustrations.

MAP 623 Policies in Urbanism (2.1); 2 cr. This course is an overview on urban policies on the global and local levels. It focuses on particular urban challenges that cities face worldwide including rapid urbanization, the consumption of resources, climate change, and public health among other issues. The course provides a critical understanding of these challenges in relation to urban planning in the international and local contexts. The course examines related debates surrounding these challenges regarding various political, cultural, socio-economic, and physical urban contexts.

MAP 624 Thesis Research Proposal (0.1); 0 cr. This research proposal presents the research to be conducted as part of the program's master thesis. It includes a clear outline of the research with a title, contribution to the field of research, aim and objectives, methodologies, anticipated empirical work, and references. The proposal is subject to approval by the MAP Program Committee. *Prerequisites:* MAP 610.

MAP 650 Special Elective related to landscape, ecology and environment I (2.1); 2 cr. The course presents environmental and ecological concepts in the landscape context. It addresses the links between landscape ecology and natural resource management in the context of various landscape types, a diverse set of resources and a wide range of management issues. It presents recent advances, innovative applications as well as key research problems from different parts of the world. The course will reshape the environmental and ecological concepts in the context of the specificity of the Mediterranean region and the transformation in the landscapes through centuries of human interventions. The course develops an understanding of the cultural landscapes and the inter-linkages between the physical, biological and social environment in the various landscape types. It strengthens the capacities of the students to build up a holistic view on the importance of the environment, ecological systems and landscapes at larger scales. *Prerequisites:* MAP 610, MAP 613.

MAP 651 Special Elective related to landscape, ecology and environment II (EIA) (2.1); 2 cr. This course builds on MAP613 in relation to Environmental Impact Assessment. The communion between landscape and ecology is analyzed through spatial patterns and processes. It covers issues of characterizing landscape spatial pattern, its origin, its importance, and evolution through time. A global approach to the Environmental Impact Assessment analysis based on the guidelines established by the World Bank for the funding of projects is covered as a result. *Prerequisites:* MAP 610, MAP 613.

MAP 652 Special Elective related to urban planning I (transportation: non-motorised mobility) (2.1); 2 cr. This course develops concepts of non-motorized mobility and transport. Topics include non-motorized mobility types and vehicles, in addition to the gained benefits and role in providing livable

cities. Furthermore, the course develops the process of planning and designing of non-motorized transport including standards, regulations, evaluation, and monitoring. Standards and regulations for designing for pedestrians, cyclists, physically disabled, and elderly people are covered in depth. *Prerequisites:* MAP 610, MAP 612, MAP 622.

MAP 653 Special Elective related to urban planning II (commercial and public spaces) (2.1); 2 cr. This course provides a critical understanding of the nature and state of public spaces as seen from various perspectives. It is based on debates related to the philosophical, social, economic, environmental, urban design, and urban planning aspects of public spaces. This course enables students to broaden their understanding of public spaces, and their significant role in the urban context. *Prerequisites:* MAP 610, MAP 612, MAP 621.

MAP 654 Special Elective related to urban design I (regeneration) (2.1); 2 cr. The course focuses on urban regeneration as a type of urban development and planning concerned with ameliorating areas of urban decline, primarily in post-industrial contexts of economic restructuring but also in post-conflict situations. Covering place-based as well as people-based interventions, the course illustrates the necessity for and challenges of cross-sectorally integrated and participatory approaches for moving towards sustainable development. Negotiating the tension between economic competitiveness and social cohesion in local contexts is a key theme. *Prerequisites:* MAP 610, MAP 612, MAP 623.

MAP 655 Special Elective related to urban design II (waterfronts) (2.1); 2 cr. This course provides students with an overview of current discussions and debates on Waterfronts, a phenomenon which has been taking place over the past three decades and has come even to be identified as a new city 'structure' or 'urban element'. The topic of Waterfronts is broadly related to topics like City-Port, new Waterfronts in historic cities, public spaces and accessibility, city image, cultural identity and other topics depending on the specificity of each case. The aim of this course is to reach a comprehensive theoretical understanding of Waterfront issues as a tool for future urban planners and designers. *Prerequisites:* MAP 610, MAP 612, MAP 623.

MAP 660 Large Case Study – Part I (1.3); 3 cr. The large case study follows a trans-disciplinary approach manifested in the merging of knowledge from the various disciplines that are the program components, and using the tools and skills acquired in these disciplines. The course is a live project selected on a yearly basis, in which students conduct a diagnosis of the main problems, followed by a synthesis that would be the basis for continuing the second part of the course in the fourth and final semester. *Prerequisites:* MAP 620, MAP 624.

MAP 661 Large Case Study – Part II (1.3); 3 cr. This course is the continuation of MAP 636. The course is a live project selected on a yearly

basis, and in this part students would use the synthesis from the first part to enable them in negotiating planning decisions with stakeholders, and establishing buy-in on their recommendations and proposals. *Prerequisites:* MAP 660.

MAP 690 Thesis (4.4); 6 cr. The thesis is the culmination of the work conducted through the four semesters of this masters program. It is based on one of the three main program topics, which is selected by the student. The thesis is defended in the presence of internal and external examiners. *Prerequisites:* MAP 624.

DEPARTMENT OF DESIGN

Associate Professor:	Haddad, Robert
Assistant Professors:	Bechara, André ; Daghfal, Graziella; Kortbawi, John (Chair); Matta, Nadim; Nasr, Noel; Selwood-Choueiri, Linda; Zaccour, Danielle
Lecturers:	Akl, Salim; Chamoun, Marlyse ; Chamoun, Claudine ; Khalil, Marina ; Majdalani, Roula; Soghman, Jacqueline

Goals

The Department of Design provides an undergraduate degree which stresses the educational needs of a professional designer in a comprehensive and flexible manner.

The Department of Design actively contributes to the University as well as to local, national, and international industries through its scholarly and creative activities, educational programs, and service efforts.

The B.A. programs offered by the Department of Design will enable students to:

- Communicate as professional designers with clients, audience and industries, utilizing various forms of messages while maintaining personal and professional integrity;
- Critically assess designs through research and reflection while respecting both moral and ethical issues in cultural and social contexts of local, regional or global environments;
- Embrace the dynamic design process that reflects creativity in producing innovative and effective solutions;
- Understand and respond to a client's needs by following a design process which analyzes a problem, proposes a hypothesis and synthesizes relevant findings before designing possible solutions;
- Demonstrate flexibility while applying various theories from historical movements or schools of thought to support the generation of conceptual and contextual solutions.

Degrees

The Department of Design is currently offering four undergraduate degrees:

- Bachelor of Arts in Graphic Design
- Bachelor of Arts in Interior Design
- Bachelor of Arts in Fashion Design
- Bachelor of Arts in Photography

The Department of Design offers a graduate degree:

- Master of Arts in Design

And Minors in:

- Photography
- Graphic Design

The Degree of Bachelor of Arts in Graphic Design

Program Description

Graphic Design is a creative and analytical process that integrates design and technology to communicate ideas and information from a client to an audience. The primary goal of the Graphic Design curriculum is to educate students to become innovators and leaders in print and screen related areas of professional practice.

Furthermore, the Graphic Design program encourages exploration through problem solving methodologies, innovative investigations, and creative research in all forms of communication. The program is dedicated to excellence in teaching, academic and creative research and professional practice.

The B.A. program aims to educate graphic designers through focusing on creative and intellectual thinking, awareness of individual, social and cultural issues in a global context, the integration of new technology and the concern for ethical implications and the natural environment.

The Bachelor of Arts Degree in Graphic Design is a 3-year full-time program of 102 credits. The students will choose from three concentration areas: Typographic Design, Multimedia Design, or Information Design.

Graduation Requirements

To receive the degree of Bachelor of Arts in Graphic Design, a student must complete a total of 102 credits with an overall GPA of at least 2.0/4.0 and a minimum cumulative GPA of 2.3/4.0 in all Core and Major Courses. All major 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):	30 cr.
Core Requirements FAP 211, GDP 212, FAP 221.	9 cr.
Major Requirements GDP 217, GDP 222, GDP 223, GDP 227, GDP 315, GDP 321, GDP 322, GDP 323, GDP 317, GDP 324, GDP 412, GDP 413, GDP 415, GDP 423, GDP 361 GDP 362, GDP 463, GDP 464, GDP 465.	57 cr.
Free Electives	6 cr.

Minor in Graphic Design (18 credits)

The focus is on Typography in Graphic Design, students will develop a critical eye, and demonstrate proficiency in applying “*type*” to express clear and legible communication for different media. Students are qualified to manage a design project, and prepare and supervise for final production hereby enabling them to have additional work possibilities.

The Minor can be taken by all except Graphic Design students; the only prerequisite is prior knowledge of Photoshop .

The courses are carefully chosen from the major to order for the students to arrive at a sufficient level of skills that allow them to actually produce design projects in print; therefore there are no electives.

In order to challenge the students, two courses with strong conceptual and creative process’ are included: GDP 321 Visual Communication and GDP 415 Branding for Graphic Design.

Career Opportunities

Students can work in the fields of Advertising Agencies, Design Studios, and Production Houses, as Visual Communicators.

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. The students are encouraged to be creative and develop individual style.

GDP 217 Conceptual Communication in Digital Media (2.2); 3 cr. Students will learn the process of generating creative ideas, and apply principles of design to conceptual communication. In parallel, students are introduced to the fundamental tools to produce vector and raster-based graphics through the use of latest software for graphic production. Projects and assignments will focus on the exploration of concepts, and implementation through digital media. *Corequisite:* GDP 212.

GDP 222 Design Principles II (2.2); 3 cr. Relations between 3-D structure and space are explored analytically and synthetically. Students will investigate a given subject; learn to follow a problem-solving process in order to reach a functional and defendable design solution. *Prerequisite:* GDP 212.

GDP 223 Fundamentals of Typography (2.2); 3 cr. Students will learn how to classify type according to its history and development, type measurements, series of exercises exploring: space, hierarchy, order, kerning, tracking, type size and weight. Furthermore, the students will explore the use of type and space together with the development of grids through the application of design to a variety of formats. *Prerequisite:* GDP 217 or FDP 214.

GDP 227 Digital Media I (2.2); 3 cr. This course is designed to help graphic designers master professional studio techniques including photo-montage, photo retouching and special photographic effects. It also covers the fundamental software tools and techniques to produce publications and prepare the end product for printing process. *Prerequisite:* GDP 217 or FDP 214.

GDP 315 Color & Illustration for Graphic Designers (2.2); 3 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 and pastels. *Prerequisite:* GDP 222 and GDP 227.

GDP 317 Digital Media II (2.2); 3 cr. This course concentrates on training design students to produce graphic solutions for online environment. Terminology, theory, structure, html basics and appropriate software tools for web design will be covered enabling the students to design Websites. Students will also be exposed to understand the process of conveying a message in motion and it interacts within the website. *Prerequisite:* GDP 227.

GDP 321 Visual Communication (2.2); 3 cr. Students will learn how to approach conceptual problem solving through the use of visual rhetoric and the science of semiotics. The course will also focus on signs and symbols, ideograms, sequential design, publication, and information design whilst taking into consideration the potential audience. *Prerequisites:* GDP 223, GDP 227

GDP 322 Applied Typographic Design (2.2); 3 cr. Students will explore projects of greater complexity; learn how to analyze substantial data, appreciate the design functions of relating ideas and develop logical structural systems to organize information for legible and clear communication. Students will be able to transform manuscripts into printed publications i.e. book design, newspaper, magazine, and instruction manual. They will have to follow a design process to assess typographical text application, expression, hierarchy, sequential design, layout and page systems including production. *Prerequisite:* GDP 223, GDP 227.

GDP 323 History of Graphic Design & Contemporary Issues (3.0); 3 cr. The course exposes the students to the genesis and development of graphic design in the 20th century. The students investigate the theory and practice of graphic design under the two main philosophies of the 20th century: modernism and postmodernism. The course aims to develop the student's ability to comprehend theoretically and visually the graphic design movements and pioneers as a source of inspiration and reference for their conceptual and innovative process.

GDP 324 Photography for Graphic Designers I (2.2); 3 cr. Students will be exposed to critical thinking and will learn the history of

photography including the different photography movements. Students will learn the principles and use of black and white photography, and its application in documentary photography and Photojournalism. The student will learn the concept of photo editing as it applies to printed matters. *Prerequisite:* GDP 227.

GDP 361 Type Design and Experimental Typography (2.2); 3 cr. Students will learn the principles of designing fonts ready for print and screen. They transfer the manually developed typeface into true type font using professional software. Furthermore, this course will provide the opportunity to experiment with type and research various methods and techniques to serve a pragmatic purpose to express ideas using type. The students will also learn how to develop a visual identity system and how to combine type with signs and symbols. *Prerequisite:* GDP 317, GDP 322.

GDP 362 Interactive Design and Motion Graphics (2.2); 3 cr. The course introduces the student to website history and digital interface, website structures and grids, website management and design principles using type, image, color scheme, hierarchy, sequential design, visual identity, animation and sound. Furthermore, Students will create visual projects for screen and TV through the understanding and application of type and image. They will learn how to plan movie concept through sketching and storyboarding and will gain knowledge on how to develop graphic sound tracks to be synchronized with motions. They will also learn the principles of generating short movies and the techniques of editing them. Through assigned projects, students are responsible to follow a design process in order to deliver a specific message using motion graphics. *Prerequisite:* GDP 317, GDP 322.

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, to prepare 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. *Prerequisite:* GDP 322.

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. *Prerequisites:* GDP 321, GDP 322.

GDP 415 Branding for Design (2.2); 3 cr. Students will create the visual corporate identities of products, build the brand marketing strategy, analyze and define the unique selling proposal, and communicate its value. The student s will learn how to make professional presentations including documentation of the process. *Prerequisties:* GDP 321, GDP 322.

GDP 423 Professional Practice & Portfolio Preparation (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, and official contracts. During the semester, students will have to cover hours for the internship. This course also assists students in the development of their professional visual identity and portfolio. *Prerequisite:* GDP 413.

GDP 463 Environmental Graphics and Arabic Type Design (2.2); 3 cr. This course will introduce the students to the history of Arabic typography. Students will learn to identify the different Arabic type styles and their classifications, as well as applying a creative design process to produce Arabic typeface. Students are also introduced to ways of analyzing and creating meaning in graphic and typographic design solutions for indoor and outdoor environment. In the context of theory and practice, the students will develop way-finding systems, semiotics, and information presentation for the public. They will become aware of issues pertaining to the identification, categorization and structure of raw and complex information from different fields. *Prerequisite:* GDP 361.

GDP 464 3D in Motion (2.2); 3 cr. Students will learn how to communicate effectively using type, image and sound progressively with more and more complex needs for motion graphics. Students will know how to inform while underpinning the media constraints. In parallel, they will learn how to create interface design and promotional broadcasting graphic movies using different software platforms and advanced tools tracking 2D and 3D animations. Furthermore, the students are introduced to the

principles of 3D animation; learn how to sketch, illustrate and design characters as well as developing contemporary design solutions with new approaches of type, image, and characters for screen using appropriate tools and techniques to develop 3D motion graphics for multimedia. Students will investigate and formulate their senior project proposal. *Prerequisite:* GDP 362.

GDP 465 Senior Studio (2.2); 3 cr. Students will research, develop and design their

individual senior project under instructor guidance. Articles, discussions, seminars and lectures will take place during class sessions in support of the development of the senior projects. The senior project and related process will be presented in front of a professional jury. The senior project proposal can take the form of a screen and / or print based solution. *Prerequisite:* GDP 463, GDP 464.

The Degree of Bachelor of Arts in Interior Design

Program Description

Our Interior Design program consists of a sequential undergraduate design studios that form the core of the professional interior design major. Basic architectural and design principles of form-making are the initial focus that soon shift to issues of people and space.

The program helps students develop critical thinking, creative design and evaluation of how interior design meets the needs of people, which is the essence of their professional curriculum. Within the instructional settings of the upper design studios, students learn about the dynamic interactions between people and space in the commercial, institutional, hospitality, healthcare and retail facilities. Graduates develop competency in specific interior design subject areas as they learn how to creatively make the world a better place for people. The program provides opportunities for the students to achieve excellence in the design of interior environments also to engage in research and develop a specialization in a related field and possible topics for advanced studies in furniture design, environmental design, historic preservation, visualization and interior applications for computers, design research and theory as well as design education.

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 GPA of 2.3/4.0 in all Core and Major Courses. All major 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	30 cr.
Core Requirements FAP 211, GDP 212.	6 cr.
Major Requirements IDP 210, IDP 211, IDP 212, IDP 214, IDP 215, IDP 222, IDP 223, IDP 224, IDP 225, IDP 226, IDP 227, IDP 311, IDP 312, IDP 313, IDP 314, IDP 321, IDP 322, IDP 323, IDP 324, IDP 326, IDP 327, IDP 328, IDP 411, IDP 412, IDP 413, IDP 421, IDP 422, IDP 423, IDP 424.	94 cr.
Free Electives	6 cr.

Undergraduate Courses: Interior Design

IDP 210 Basic Skills for Interior Design (2.2); 3 cr. This course helps the student develop the necessary skills and techniques required to communicate visually his interior design ideas effectively and professionally. This course will give the student the ability to draw and sketch, assess, evaluate and understand existing structures, also learn to survey sites and collect data and take them to the drawing board. Topics include: Design briefs and specifications; comprehensive drawing files: presentation techniques, layouts and renderings; technical drawing files: Scaled drawing, plans, elevations, sections, etc.

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 modern civilization.

IDP 212 Fundamentals of Interior I (2.2); 3 cr. Essentials of planning an interior architectural environment in relationship with spatial organization. *Prerequisite:* IDP 215.

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. *Corequisite:* IDP 212.

IDP 215 Descriptive Geometry for Int. Design. (2.2); 3 cr. Study of the different interrelated geometric fields and three dimensional forms in the interior environment. Emphasis on the formation of volumetric development, light sources, shades, shadows and their constructions. *Prerequisite:* IDP 210.

IDP 222 Fundamentals of Interior II (2.2); 3 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 (2.2); 3 cr. This is an intense studio course developing free hand drawing skills, scaled perspective appropriate for the presentation of interior design projects. This course also develops a wide range of rendering skills and techniques applicable in traditional and computer media. *Prerequisite:* FAP 211.

IDP 224 Colors in Interiors (2.2); 3 cr. This course will teach the student to achieve the right choices of colors in different interior spaces and environments, and they will also learn to

develop the opulent designer's eye when required to balance color schemes and combinations. Topics included: Color theories, color psychology, color science, color characteristics and notation. *Corequisite:* IDP 226.

IDP 225 Materials and Finishes (1.4); 3 cr. This course offers an introduction to construction detailing for interiors, focusing on architectural millwork. *Corequisite:* IDP 222.

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. *Prerequisite:* IDP 222.

IDP 227 Human Factors for Int. Des. (2.2); 3 cr. This course investigates human factors as an essential ingredient in the design process. Physical and psychological human factors will be examined in an attempt to better understand The spatial relationship between humans and their environment. Topics include: Proximics, cognitive mapping, imageability, human sensory and ergonomics. *Corequisite:* IDP 222.

IDP 311 History of Modern Contemporary Interiors (3.0); 3 cr. This course is an overview of the 20th century art, culture, interior and furniture. *Prerequisite:* IDP 211.

IDP 312 Interior Design Project I (2.2); 3 cr. This course covers the creative triggering of the design problem solving process through schematics. It also investigates human factors as an essential ingredient in the design process. *Prerequisite:* IDP 222.

IDP 313 Applied Interior Design I (2.2); 3 cr. This course explores the pragmatics of computer hardware and software as integral tools to contemporary design. *Prerequisite:* IDP 210.

IDP 314 Interior Detailing and Construction I (2.2); 3 cr. The course 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 studies the presentation of information in the designed environment. *Prerequisite:* 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. This course develops a more professional and creative approach to design while broadening the student's technical base. *Prerequisite:* IDP 313.

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.

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. *Prerequisite:* IDP 322.

IDP 327 Furniture Design (2.2); 3 cr. This course exposes the student to the design industry starting from the drawing board and ending with a full scale furniture model. The student will learn to implement the step by step hands on model making of furniture pieces that he created, the student will be using the ergonomic knowledge that he learned in the human factors course. Topics included: Ergonomic design for the global industry. Designing for the Industry. Model making, Specimen building and mass production. *Prerequisite:* IDP 227.

IDP 328 Lighting Design in Interiors (2.2); 3 cr. This course takes a practical approach to lighting, and the student will learn about the different types of lighting such as ambient, task and decorative. The student will also learn the fundamentals of lighting design in relation to residential and contract interiors. The subjects tackled in this course will give the student enough knowledge to incorporate lighting in the total interior design scheme. Topics covered: Natural, artificial lighting, quality of light. Technicalities: Switches and

wiring. Finally, electrical plans and specifications. *Corequisite:* IDP 322.

IDP 411 Quantity Surveying for Interior Designers (2.2); 3 cr. Emphasis on the principals of construction. *Corequisite:* IDP 412.

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 322.

IDP 413 Applied Interior Design III (2.2); 3 cr. This course shows students how to create computer animation and 3-rendered materials within an interior space. *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.

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) (2.2); 3 cr. This course provides a structured opportunity to study and integrate all components of architectural technology into a comprehensive whole. *Corequisite:* IDP 412.

IDP 424 Interior Design Management (3.0); 3 cr. This course exposes the student to the main management principles in interior design with the understanding that this profession is an integral part of the the construction industry. The student will learn the different management techniques and skills that an interior designer needs to practice in his business formation starting with maning his office ending up with a contract and passing by all the processes that require a business like attitude. Finally, the student will learn the design-built team working approach. *Corequisite:* IDP 422.

The Degree of Bachelor of Arts in Fashion Design

Program Description

Lebanon has already established itself in the international fashion design industry and as a result there is a potential for a prosperous local market in need of competent fashion designers. The graduates will be able to produce traditional as well as innovative and contemporary design concepts suitable for the national, regional and international market. The program combines advanced design concepts supported by current technology in order to produce creative and original, individual prototypes for haute couture or industrial production.

Career Opportunities

Fashion Design graduates will be ready to work in the fashion industry as creators of new collections, textile designs, managers, journalists, patternmakers, and in various fields of fashion commerce.

Graduation Requirements

To receive the degree of Bachelor of Arts in Fashion Design, a student must complete a total of 102 credits with an overall GPA of at least 2.0/4.0 and a minimum cumulative GPA of 2.3/4.0 in all Core and Major Courses. All major 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):	30 cr.
Core Requirements FAP 211.	3 cr.
Major Requirements FTP 212, FTP 214, FTP 222, FTP 224, FTP 226, FTP 228, FTP 229, FTP 314, FTP 315, FTP 319, FTP 325, FTP 326, FTP 328, FTP 329, FTP 415, FTP 418, FTP 419, FTP 423, FTP 425, FTP 428, FTP 438.	63 cr.
Free Electives	6 cr.

Undergraduate Courses: Fashion Design

FTP 212 Fashion Illustration I (2.2); 3cr. Students will learn to develop and illustrate fashion figures and garment details through analysis of the fashion canon, the figure research and the study of lines and proportions; resulting in fashion design sketches and illustrations. The emphasis is on the ability to express ideas visually and in a personal style. *Corequisite:* FAP 211.

FTP 214 Textile Technology (2.2); 3 cr. This course is an overview of the textiles in fashion design including printing techniques. Advanced surface treatments are investigated. Students are encouraged to experiment and apply original designs as inspiration for creation of textiles.

FTP 222 Fashion Illustration II (2.2); 3 cr. The students will explore the different techniques for illustrating fashion, analyzing the structural rhythm and movements of various poses, by combining media and advanced rendering techniques; including software used in the fashion industry; leading to new fashion design creations. *Prerequisite:* FTP 212.

FTP 224 History of Fashion Design (3.0); 3cr. This course traces the history of fashion tradition from antiquity until 1890, including the ancient civilizations of Egypt, Mesopotamia, Greece, Rome, and continuing with the Renaissance, the French Revolution until the Art Nouveau Period.

FTP 226 Digital Fashion Design (2.2); 3cr. The student is introduced to digital technologies such as Adobe Photoshop and Illustrator, through applications in design principles; illustration, and presentation techniques as well as fashion idea development, from the basis of this course including web & computer portfolio

FTP 228 Patternmaking I (2.2); 3 cr. Students will study the use of the pattern for various sectors while developing basic concepts as well as original designs according to professional standard through hands-on practice. *Prerequisite:* FTP 229.

FTP 229 Fashion Design I (2.2); 3 cr. The students will learn to develop design fashions, in parallel they will sketch figures and garment details through analysis of photographs and research, resulting in fashion design sketches. The ability to design through creative exploration is an integrated part of the course. Techniques for rendering the characteristics of

various fabric textures, weights and patterns will be explored. *Prerequisite:* FTP 212.

FTP 314 Contemporary Issues of Fashion Design (3.0); 3 cr. The students will investigate the relationship between fashion design and the contemporary issues of the 20th and 21st century, beginning with the Art Nouveau period, the 'between the two Wars' period, the New York era, innovations of the 20th century to end with the contemporary era. *Prerequisite:* ENL 213.

FTP 315 Fashion Studio I (1.4); 3 cr. Students work on creating their own concepts for designs and finished garments, strengthening their understanding of cutting, construction and tailoring techniques. *Prerequisites:* FTP 222, GDP 222

FTP 319 Fashion Design II (2.2); 3 cr. The students will continue to develop creative concepts in fashion design illustrations and presentation boards through exposure to softwares used in the fashion industry. This process is explored both manually and digitally. *Prerequisite:* FTP 229.

FTP 326 Fashion Trends and New Concepts (2.2); 3 cr. Students will explore the concepts and trends that add glamour to fashion design, through various resources, such as the "Tendance" of the professional forecasting services. Students will focus on the details such as accessories in new dimensions and materials; thus enhancing their creative potential. *Prerequisite:* FTP 314.

FTP 325 Fashion Studio II (1.4); 3 cr. Students will develop skills and techniques necessary to produce garments of various sectors, including professional processes and assembly procedures. *Prerequisite:* FTP 315.

FTP 328 Patternmaking II (2.2); 3 cr. The students will learn to create advanced patterns using computer and appropriate software as a tool for production, in order to efficiently reflect and execute their creative and original ideas. *Prerequisite:* FTP 318. *Corequisite:* FTP 325.

FTP 329 Fashion Design III (2.2); 3 cr. Creative thinking in both process and product will encourage the students to create trade sketches and storyboards of their fashion designs. The aim is to develop cohesiveness in a collection based on individual concepts with

diverse applications, and to present the designs in fashion portfolios. *Prerequisite:* FTP 319. *Corequisite:* FTP 325.

FTP 415 Fashion Studio III (1.4); 3 cr. The students will continue to employ industrial standards for tailoring garments, including advanced construction processes and assembly procedures to ensure a high quality garment. *Prerequisite:* FTP 325.

FTP 418 Patternmaking III (2.2); 3 cr. The students master the translation of any volume or idea regardless of material or purpose. Students will further construct, in tandem manually and digitally, advanced patternmaking for final execution. *Prerequisites:* FTP 328, FTP 315.

FTP 419 Fashion Design IV (2.2); 3 cr. Creative and advanced design methodology will ensure unique and professional development of a collection with personal style and effective communication of sketches, fashion design, storyboards and portfolios for their senior collection. *Prerequisite:* FTP 329.

FTP 423 Professional Practice & Marketing (2.2); 3 cr. The students will be exposed to the professional aspects of Fashion Design: Management of inventory, decision making, planning, licensing, plus strategies to enhance market strength. The process of learning

happens through daily journaling, written reports and a presentation of their internship experience. It is the student's responsibility to find an internship and to notify the instructor for approval. Furthermore, the students will design, prepare and present a professional portfolio of their individual collections including the senior project. *Prerequisites:* FTP 415, FTP 419.

FTP 425 Fashion Studio IV (1.4); 3 cr. Students will apply professional standards to the execution of their senior collection and its process will be presented in front of a jury in order to develop high quality prototypes. *Prerequisite:* FTP 415.

FTP 428 Patternmaking IV (2.2); 3 cr. The concepts developed through design and research will inform the patternmaking for a collection as their senior project resulting in professional execution. *Prerequisite:* FTP 418, FTP 415.

FTP 438 Senior Collection (2.2); 3cr. This course supports the culmination of knowledge and skills and students are encouraged and expected to further develop different methodologies for creating patterns and executions for their Final Collection, including various levels of "Finishing Effects" within the fashion industry; Haute Couture, New Designs and Ready to Wear. Special attention is given to the various "drapery" techniques.

The Degree of Bachelor of Arts in Photography

Program Description

Photography is by far the most used medium amongst all the creative disciplines. From fine arts, design, multimedia, artistically, and commercially, the photograph has proven its strength and ability in delivering various sustainable messages in an innovative and challenging process.

The design department understands photography as a multidisciplinary medium devoted to research and experimentation. The photography program encourages the exploration and development of the individual style in a project based system where initiative, research, and analytical thinking underlie each task.

The B.A. in photography offers the students the opportunity to learn photography combined with animation, multimedia, video and other related fields. Students are invited to combine traditional and contemporary methods to create photography, including still and moving images as well as image and text.

Graduates will develop a strong learning while tackling all the areas of the photographic industry enabling them to pursue a promising career in their chosen field of interest.

Career Opportunities

Students graduating in Photography will have the opportunity to work as freelancers, covering the creative and artistic needs of the market such as advertising, editorial, fashion and documentary. They can also work as creative directors, image consultants, and photojournalists. In parallel to their commercial work, graduates will be capable of setting up their own exhibitions and publishing their work.

Degree Requirements (102 credits)

General Education Requirements (GER):	30 cr.
Core Requirements FAP 211, GDP 212, GDP 222.	9 cr.
Major Requirements PDP 216, PDP 221, PDP 223, PDP 227, PDP 311, PDP 312, PDP 313, PDP 317, PDP 321, PDP 323, PDP 327, PDP 411, PDP 412, PDP 413, PDP 414, PDP 415, PDP 421, PDP 422, PDP 423.	57 cr.
Free Electives	6 cr.

Minor in Photography (18 credits)

This Minor is ideal for students who believe in the alchemy of the still image and its creative and inspiring process. Out of all the visual communication media, photography stands out for its power in freezing time and capturing the essence of the real. Used in every discipline, it manages to travel through the eye to reach the mind and engrave its codes in the heart. New digital technologies and traditional techniques are merged here to offer pioneering creative methods in this challenging field.

Students who choose this Minor will acquire solid analytical, intellectual and technical skills necessary for the development of a consistent photographic body of work .

It is the hope that such a Minor can enrich the lives of the students by introducing a creative medium and sufficient skill to produce work.

Career Opportunities

Students can work as freelancers responding to the creative and artistic needs of the market such as advertising, editorials, fashion, and documentaries.

Undergraduate Courses: Photography

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 216 Introductory Photography (2.2); 3 cr. Students will develop a strong basis for the creation of the image while exploring digital and analog techniques that will enable them to express their own ideas visually. They will explore several photographic topics and represent them through various concepts and techniques.

PDP 221 Portraiture (2.2); 3 cr. Students will develop individual ideas through an understanding of the photographic portrait, including past and present representation of the self and the other. An interpretation of the facial representations and body language is expressed through analog and digital techniques. *Prerequisite:* PDP 216.

PDP 223 History of photography (2.2); 3 cr. This course gives an overview of the history of photography starting from the pioneers' era in the beginning of the 19th century until mid of the 20th century. It will cover the influence of science and technology in the creation of the image, as well as the challenge between painters and photographers. *Prerequisite:* PDP 216.

PDP 227 Grain to Pixel (2.2); 3 cr. Students will learn how to handle and manipulate digital images for diverse outcomes. They will be introduced to professional software for image retouching, montages, collage and special effects. *Prerequisite:* PDP 216.

PDP 311 Branding in Photography (2.2); 3 cr. Students learn to analyze a brand and target a given audience. They will be exposed to the process of how to deconstruct the commercial image, through the development of a brief; research, concept to image creation. Through photography students will learn to communicate successfully the image identity of a brand. *Prerequisite:* PDP 227.

PDP 312 Glamour and Fashion (2.2); 3 cr. Creativity and originality in the production of the fashion image and the ability to transmit the stylistic concept is an integrated part of this course. Students will learn to manage the team necessary for glamour shooting, whether in the studio, outdoors or during catwalk. *Prerequisite:* PDP 227.

PDP 313 Contemporary Photography (2.2); 3 cr. This course will cover photography from the beginning of the 20th century until present day. It will introduce critical and cultural theories pertaining to the contemporary image, including multimedia and the digital era. *Prerequisite:* PDP 223.

PDP 317 Line to Pixel (2.2); 3 cr. Students will master the manipulation of digital images in a variety of media. They will be introduced to different software in relation to design and publications, enabling the students to produce professional printed matter. *Prerequisite:* PDP 227.

PDP 321 Photojournalism and Documentary (2.2); 3 cr. Students will be aware of the responsibility and integrity of the photographer in capturing the moment and producing striking photographs. They will analyze the photograph in relation to various media while addressing ethical and social issues objectively and grasp a deeper insight of the ambiguity of the message. *Prerequisite:* PDP 312.

PDP 322 Photography and Culture (2.2) 3 cr. Students will investigate the way images are read, used and understood in different cultures in an international scope. They will research, identify and define the different obstacles that may limit or transform the meaning of a photograph in a global context.

PDP 323 Time and Space (2.2); 3 cr. Students will analyze the cultural meaning of a certain space or place and the signs held within its image. The architectural elements and methods for visual investigation will be explored through the quality and quantity of light in conveying different moods. *Prerequisite:* PDP 312.

PDP 327 Web Image (3.0); 3 cr. Students will learn the structure of websites, for clients and for self promotion, that reflect the genre of their work while understanding and analyzing creative website used by professional photographers. *Prerequisite:* PDP 317.

PDP 411 Image and Type (2.2); 3 cr. Students will understand and analyze different typefaces and the relation between a specific image and expressive typefaces, as well as the different messages that type and image can convey. They will experiment with their own photographs and

produce design solutions for various publications. *Prerequisites:* PDP 321, PDP 327.

PDP 412 Experimental photography (2.2); 3 cr. This course will offer a survey of the contemporary experimental photography, emphasizing past and present methods. Students will create original and unique images through exploration and application of alternative techniques. *Prerequisite:* PDP 321.

PDP 413 Senior project I (2.2); 3 cr. Students will investigate and formulate their senior project proposal. They will determine subject matter and concepts, after researching and analyzing the disciplines in which their own practice is located. Dissertations will be submitted and approved by a jury of academics and professionals. *Prerequisites:* PDP 321.

PDP 414 Movie production (2.2); 3 cr. This course aims to acquaint the student with multi-camera usage in a studio setting and on location, combining photography and moving image towards movie production. The common language of the contemporary moving and still image is explored through the concept of storyboarding, directing and digital editing techniques. *Prerequisite:* PDP 327.

PDP 415 Photography and Animation (2.2); 3cr. Students will experiment different processes and techniques to produce an animation, including stop-motion using related software. Students will develop concepts and ideas through sketching and storyboarding enabling

them to produce animation and synchronized sound tracks. *Prerequisite:* PDP 313.

PDP 416 Photo and printing techniques (2.2); 3cr. This course combines darkroom and digital techniques. Aesthetic and conceptual problems will be addressed through assignments and critiques. Emphasis is on individual directions and approaches. It includes image combination, processing and printing techniques. *Prerequisites:* PDP 325.

PDP 421 Promotion and Publication (2.2); 3cr. Students will be exposed to the process of promoting their own work, through exhibitions, installations, and publications, locally and internationally. They will be responsible to manage and organize professionally all the preparation needed for a successful promotion. *Prerequisite:* PDP 413.

PDP 422 Professional practice and portfolio (2.2); 3cr. This course aims to acquaint the student to develop their professional portfolio for self promotion. In parallel students will be exposed to the legal issues related to the copyright of the image and the way to protect their rights as professional photographers. *Prerequisite:* PDP 413.

PDP 423 Senior Project II (2.2); 3cr. Students will develop their set objectives and produce their senior project in photography under instructor guidance. Articles, discussions, seminars, lectures and fieldtrips will take place supporting of the development of the senior projects. The senior project and related process will be presented in front of a professional jury. *Prerequisite:* PDP 415, PDP 413.

The Degree of Master of Arts in Design

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 to 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 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 students are 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 M.A. 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 Graduate Committee. A transferred course must be passed at the grade of 80 according to the NDU grading 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)

Major Courses

36 cr.

MAD 615, MAD 616, MAD 617, MAD 625, MAD 626, MAD 627, MAD 635, MAD 636, MAD 645.

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 is a platform for experimentation and exploration of concepts from the seminars. It focuses on the role of design objects as cultural artifacts and their reflection of social diversity on both designers and audience. It 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 provides further guidance during the development of the thesis. The final outcome answers the research study develop in thesis I. *Prerequisite*: MAD 635.

DEPARTMENT OF MUSIC

Professor:	Kesrouani, Elias (Fr.)
Assistant Professor:	Beyrouti, Lola (Chair)
Lab Instructor:	Lawoun, Dolcy

The Degree of Bachelor of Arts in Music and Musicology

Program Description

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

Prior to admission, applicants will be subject to a practical evaluation, which covers instrument, voice, and musical background.

Graduation Requirements

To receive the degree of Bachelor of Arts in Music, a student must complete a total of 99 credits with a minimum cumulative GPA of 2.3/4.0 in all Core and Major Courses. Any major course with a grade of less than "C" must be repeated. The 99 credits necessary for graduation are divided as follows:

Degree Requirements (99 credits)

General Education Requirements	30 cr.
Major Requirements MUA 222, MUS 211, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343, MUS 352, MUS 353, MUS 382, MUS 441, MUS 451, MUS 452, MUS 453, MUS 462, MUS 463.	39 cr.
Concentration MUM 354, MUS 214, MUS 244, MUS 384, MUS 444, MUS 454, MUS 455, MUS 475.	24 cr.
Free Electives	6 cr.

The Degree of Bachelor of Arts in Music and Musicology–Music Education

A concentration in music education provides students with qualifications to serve in educational settings.

Degree Requirements (99 credits)

General Education Requirements **30 cr.**

Major Requirements **39 cr.**

MUA 222, MUS 211, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343, MUS 352, MUS 353, MUS 382, MUS 441, MUS 451, MUS 452, MUS 453, MUS 462, MUS 463.

Concentration **24 cr.**

EDU 313, EDU 355, MUE 335, MUE 446, MUE 476, STA 201, MUE 479, MUE 474.

Free Electives **6 cr.**

The Degree of Bachelor of Arts in Music–Musimedialogy

An avant-garde perspective combining music to all fields of media needed for music. Students will master the art of relaying music information via radio, TV, journalism, and the telecommunication systems.

Degree Requirements (99 credits)

General Education Requirements **30 cr.**

Major Requirements **39 cr.**

MUS 211, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343, MUS 352, MUS 353, MUS 382, MUS 441, MUS 451, MUS 452, MUS 453, MUS 454, MUS 462, MUS 463.

Concentration **24 cr.**

JOU 310, MUM 350, MUM 437, MUM 448, MUM 457, MUM 474, MUM 245, MUS 444.

Free Electives **6 cr.**

The Degree of Bachelor of Arts in Music and Musicology–Arabic Musicology

بكالوريوس وسفني لموسيقى وللعلوم لموسيقى كالعربية- علوم لموسيقى للعربية بحد أقصى للدراسة العربية

A concentration in the different schools of Arabic Music, from Al-Kindi and Al-Farabi to the modern era. Students will be proficient in at least one oriental instrument.

Degree Requirements (99 credits)

General Education Requirements **30 cr.**

Major Requirements **39 cr.**

MUA 222, MUA 254, MUS 211, MUS 221, MUS 222, MUS 223, MUS 228, MUS 229, MUS 232, MUS 233, MUS 243, MUS 244, MUS 331, MUS 341, MUS 342, MUS 343, MUS 352, MUS 353, MUS 382, MUS 441, MUS 451, MUS 452, MUS 453, MUS 462, MUS 463

Concentration **24 cr.**

MUA 227, MUA 234, MUA 324, MUA 332, MUA 334, MUA 343, MUA 344, MUA 353, MUA 363, MUA 424, MUA 463, MUA 477

Free Electives **6 cr.**

The Degree of Bachelor of Arts in Music and Musicology–Jazz Music

Jazz music was the musical phenomenon that combined American, African, and Indian music and heritage. Developed in the American Continent, it spread around the world. It became evident that such a rich form of music was able to touch a great number of music lovers and scholars at an international level. It is a musical art with its own language, rhythms, harmony, which excelled in its creative improvisation. Our students will become knowledgeable with the masters of such art including composers, performers, and schools.

Degree Requirements (99 credits)

General Education Requirements **30 cr.**

Major Requirements **39 cr.**

MUA 222, MUS 211, MUS 221, MUS 222, MUS 223, MUS 224, MUS 232, MUS 233, MUS 234, MUS 243, MUS 324, MUS 331, MUS 334, MUS 341, MUS 342, MUS 343, MUS 352, MUS 353, MUS 382, MUS 441, MUS 451, MUS 452, MUS 453, MUS 462, MUS 463.

Concentration **24 cr.**

MUJ 342, MUJ 352, MUJ 311, MUJ 322, MUJ 411, MUJ 422, MUJ 324, MUJ 325, MUJ 434, MUJ 435, MUJ 474, MUJ 475, MUJ 345, MUJ 485, MUJ 486, MUJ 494, MUJ 495.

Free Electives **6 cr.**

Minor in Jazz (15 credits)

Selection and preparation of courses for the Minor in Jazz Music at the Department of Musicology at NDU is based on the observation that the contemporary application of jazz music seems more attractive to the younger generations. The number of students inquiring about jazz music exceeds the number of students inquiring about other minors in Music. This minor will educate students about the background theory and the applied instrumental needed to qualify for job opportunities in entertainment, teaching, festivals, directing, etc.

NDU will be the first university offering this Minor in Jazz Music and creating opportunities for students to add to their education an added knowledge in the subject and in accordance with the mission of the University and its commitment to the philosophy and standards of the American model of liberal arts education.

Our goal is to attract students from other Faculties to learn jazz music language and appreciate the cultural richness of this field. Theory and application will be combined to provide the knowledge and creativity in becoming aware of this music.

Proposal: The NDU minor in Jazz Music comprises **15 credits**. The candidate could be an amateur musician practicing a musical instrument. occasionally Students with a good academic standing of a GPA of 2.0/4 or above may enroll in this minor. They can count only 6 credits that they have taken from the list of the Jazz Music minor requirements while pursuing another major.

The Courses required for a Minor in Jazz

MUS 222	Theory of Music I	1 cr.
MUJ 311	Jazz Sight Singing, Ear Training and Rhythmic Analysis I	1 cr.
MUJ 324	History and Analysis of Jazz Music I	2 cr.
MUJ 342	Jazz Theory I	2 cr.
MUJ 474	Jazz Ensemble I	1 cr.
MUJ 485	Jazz Arranging I	2 cr.

Pool 1: Two courses from the following

MUJ 352	Jazz Theory II (theory)	2 cr.
MUJ 355	American Ethnic Music (theory)	2 cr.
MUJ 464	Gospel Chorus (practice)	2 cr.
MUJ 486	Jazz Arranging II (practice)	2 cr.

Pool 2: Two courses from the following

MUS 232	Theory of Music II (theory)	1 cr.
MUJ 322	Jazz Sight Singing, Ear Training and R. A. II (practice)	1 cr.
MUJ475	Jazz Ensemble II (practice)	1 cr.
		15 cr.

Undergraduate Courses: Musicology

MUS 201 Music Archeology (3.0); 3 cr. The course offers clear understanding of the musical role in forming religious rituals, cultural development, ethno-sociological beliefs and behavior, art and civilizations. It played a central role in shaping most forms of artistic creation.

MUS 210 Music Appreciation (3.0); 3cr. A brief survey of the music history in various cultures and ages aiming at introducing students to knowing and appreciating the art of music in its different forms, and instruments. The course relies heavily on listening to music through visual aids relaying the sound to the instrument.

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 228 History and Analysis of Western Music A: Medieval – Baroque - Classical Period (3.0); 3 cr. Survey of composers, pieces, languages and styles of Medieval, Baroque and Classical periods. The instructor focuses on explaining the basic concept of the Medieval, Baroque and Classical philosophies relating the art of music to other fine arts of the same period. The process of music languages teaching focuses on reading the scores, playing it on instruments and listening to it recorded.

MUS 229 History and Analysis of Western Music B: Romantic – Post Romantic – 20th Century and Contemporary Music (3.0); 3 cr. Survey of composers, pieces, languages and

styles of Romantic, Post Romantic and 20th century periods. The instructor focuses on explaining the basic concept of the Romantic, Post Romantic and 20th century philosophies relating the art of music to other fine arts of the same period. The process of music languages teaching focuses on reading the scores, playing it on instruments and listening to it recorded.

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); 1 cr. 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 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 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 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 352.

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 475 Acoustics of Music (3.0); 3 cr. Principles of sounds. Science of sound and the process of hearing. The study of hall acoustics.

Undergraduate Courses: Music Education

MUE 335 Music Education (3.0); 3 cr. A survey of the various musical education methods, such as the Orff, Dalcroze, Kodaly, Suzuki, and other methods.

MUE 446 Teaching Music at the Elementary Level (3.0); 3 cr. Writing lesson plans appropriate to the elementary level and applying them. Learning teaching methods suitable for the age group (6-11).

MUE 474 Child Theater Music (3.0); 3 cr. This course is divided into two parts: one theoretical and the other practical. This course requires music majoring students to study and apply the learned material to create and develop

theatrical events for children in neighbouring schools.

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 479 Lebanese Folk Educational Music (3.0); 3 cr. This course centers upon a variety of music folk education covering a wide span beginning with the childhood to adulthood. Special emphasis will be on exploring the local folk musical trends and traditions which would drive the educator to focus on local modalities: rhythms and forms.

Undergraduate Courses: Musimedialogy

MUM 347 Computer and Music (3.0); 3 cr. Introduction to different musical notation and MIDI programs.

MUM 350 Audio-Video Music Workshop (3.0); 3cr. The art of using Audio-Video equipment within the context of musical software for composition such as “Nuendo, VSTs” and other listening and working tools. This course adds an extra dimension to this Audio-Video art, serving as well as composing and producing an audio work, conceiving and realizing music for video in its broadest meaning, from advertising music to purely music composing. Students will be exposed to new tools, ways and skills of composing during the course.

MUM 354 Organology of music (3.0); 3 cr. Music Prototype Instruments manufacture and evolution through history: Strings, winds..., ear, and vocal cords.

MUM 437 Music 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. Music Managements studys the procedures and techniques applied to administer

and manage areas in the musical industry such as choirs, classes, concerts, production, festivals, musical events, management of talented artists through the public marketing of the final production.

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. Students are required to maintain 2 free hours, one before and the other after the lecturing time of the course.

MUM 474 Music Law (3.0); 3cr. The course focuses on the national, regional and international laws protecting the rights of composition, production, distribution, and marketing locally and internationally. Students will be acquainted with the various international organizations protecting intellectual property such as SACEM, WTO and others.

Undergraduate Courses: Arabic Musicology

MUA 218 Arabic Prosody (2.0); 2 cr. (نظم)
وزان الشعر العربي والعربية ايقاعها الموسيقية ولشعر (العروض)

MUA 222 Arabic Music Theory I (3.0); 3 cr.
(Theory, Maqamat, rhythms and forms).

MUA 227 Arabic Music Theory II (3.0); 3 cr.
تحليل معقّد للنظريات الموسيقية العربية: النظريات السميكية
العربية، اللحقات المرلقة والإيقاعات المرلقة.
Prerequisite: MUA 222

MUA 228 History and Analysis of Western Music A (3.0); 3 cr. The course is a condensation of two courses MUS 224 and MUS 234.

MUA 229 History and Analysis of Western Music B (3.0); 3 cr. The course is a condensation of two courses MUS 324 and MUS 334.

MUA 234 History and Analysis of Arabic Music II (2.0); 2 cr. Al-Kindy - Andalusian music

MUA 254 History of Arabic music I. (3.0); 3 cr. 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 (2.0); 2cr.
تحليل مفصّل موسيقى كلانيلية وابتخارج للنظريات الموسيقية
العربية: اللحقات المرلقة والإيقاعات المرلقة في ما

MUA 334 History and Analysis of Arabic Music IV (2.0); 2 cr. Ibn Sina, Al-Ikhawan Al-Safa, Ibn Rushd.

MUA 343 Oriental Sight Singing 1 (1.0); 1 cr. صوفي شرقى 1

MUA 353 Oriental Sight Singing 2 (1.0); 1 cr. صوفي شرقى 2. *Prerequisite:* MUA 343.

MUA 363 Oriental Sight Singing & Ear Training 3 (1.0); 1cr. صوفي شرقى 3 *Prerequisite:* MUA 353.

MUA 374 Arabic Instrumental Ensemble (2.0); 2cr. This course offers the student the possibility to apply within an ensemble the Arabic Music Instrument he plays or the Arabic Chanting he studied, not withstanding that the difference between playing instrument and singing alone would not provide the student the

same knowledge and experience compared to the same application in a group.

MUA 424 History and Analysis of Arabic Music V (2.0); 2cr. 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. (صوفي شرقى 4) *Prerequisite:* MUA 363.

MUA 477 Andalousian Music (3.0); 3 cr. الوزن للشعرى للوشحات الأندلسية وله يلقى للبتحة عنه)
فهي الأندلسية ؛ ومهيزات هذه وله يلقى من حيث النغم
لشركل واليقاع عزيلق لها من الأليس لى لامغرب العربيتم
(...لى لطي وجرر).

Undergraduate Courses: Jazz Music

MUJ 311 Jazz Sight Singing, Ear Training and Rhythmic Analysis I (1.0); 1cr. The course deals with the basic sight singing so that students would begin to grasp the specificities of elementary level of Jazz melody and rhythm. Practicing by voice and instrument are an integral part of this course.

MUJ 322 Jazz Sight Singing, Ear Training and Rhythmic Analysis II (1.0); 1cr. The course provides students with an intermediate level of learning the specificities of Jazz melody and rhythm based mainly on major and minor. *Prerequisite:* MUJ 311

MUJ 324 History and Analysis of Jazz Music I, (2.0); 2cr. The course provides an historical and analytical overview of the Jazz roots and development. It focuses on the works of the master Jazz composers, starting with Oliver till Hawkins.

MUJ 325 History and Analysis of Jazz Music II, (2.0); 2cr. The course provides an advanced analysis of the works and performance of the Jazz master composers and performers during the thirties.

MUJ 342 Jazz Theory I, (1.0); 1 cr. Theory of Jazz Music is divided into two credit courses to be taught in the span of two academic semesters: MUJ 342 and MUJ 352. This course provides in addition to the classical theory of music, the specific foundations of Jazz Theory and harmony. MUJ 342 begins with basic Jazz

Theory, the Major Scale and the II-V-I Progression, Chord, Major Scale Harmony, Melodic Minor Scale Harmony, Diminished Scale Harmony, Whole Tone Scale Harmony, to how to practice Scales and Slash Chords. The course will be taken in conjunction with other four semesters courses dealing with Sight Singing and Ear Training.

MUJ 345 Afro-Cuban Music & Percussion (2.0); 2cr. The course explores from a historical perspective the various styles of Afro-Cuban Music and Percussion along its dual relationship to the Jazz language. The percussion instruments are all studied and explored in group setting. Afro-Cuban religious ceremonial rhythms, in addition to drum set applications, are also covered. The course also focuses in depth upon the analysis and knowledge of the inner workings of clove and basic techniques on the major battery of Afro-Cuban percussion (congas, bongo, timbales) in addition to minor battery (maracas, guiro, shakers, cowbells, etc.).

MUJ 352 Jazz Theory II, (2.0); 2 cr. In continuity with Jazz Theory I, this course includes improvisation from Scales to Music, the Bebop Scales, playing "Outside", Pentatonic Scales, the Blues, "Rhythm" changes, melodic construction, choir voicing and voice leading. The course aims at exposing students to other important and related topics to include basic music analysis, the blues, standard Jazz forms

and typical chord substitutions. *Prerequisite:* MUJ 342.

MUJ 355 American Ethnic Music (2.0); 2 cr. American Ethnic Music role is considered as the basis (raw material) for creation and development of the Jazz music in addition to contributions offered by African and Asian ethnic music. This American music culture has been a faithful mirror of the pluralistic ethnic American socio-cultural composition.

MUJ 356 African & Far-East Ethnic Music (2.0); 2 cr. The course studies in depth the basic connecting relations between the African music: melody, modalities and rhythms recognized as the inspirational source of jazz, developed by the Afro-American symbiosis of the people and cultures. The same applies to the Far- Eastern cultural contributions

MUJ 411 Jazz Sight Singing, Ear Training and Rhythmic Analysis III (1.0); 1cr. The course offers the students a higher level of learning the sight singing and ear training of Jazz music applied to accidental and ethnic modalities that Jazz had developed. *Prerequisite:* MUJ 322.

MUJ 422 Jazz Sight Singing, Ear Training and Rhythmic Analysis IV (1.0); 1cr. This is an advanced level in learning sight singing and ear training of Jazz music. It focuses on reaching and analyzing complex melodies and rhythms. *Prerequisite:* MUJ 411.

MUJ 434 History and Analysis of Jazz Music III, (2.0); 2cr. The course focuses on the development of the Jazz music during the fifties and sixties with special emphasis on the works of the masters of this period.

MUJ 435 History and Analysis of Jazz Music IV, (2.0); 2cr. Students will be exposed to the evolution of the Jazz language, styles and forms as presently performed.

MUJ 464 Gospel Chorus (2.0); 2cr. The course is designed for all students interested in singing gospel music: styles, ranging from traditional to

contemporary schools. A special emphasis will be on phrasing, stamina and singing techniques.

MUJ 474 Jazz Ensemble I (1.0); 1 cr. The course offers the students the opportunity to prepare him/herself, accompanied by the instructor, to master, and qualify as a competent member of the Jazz ensemble. The course encompasses the elementary forms of the big band.

MUJ 475 Jazz Ensemble II (1.0); 1 cr. This course is an advanced level of Jazz ensemble. The main objective centers upon giving the student the necessary experience from playing in a band and spending longer time into applying the practical side of learning. It develops sight reading skills and creativity in the student so that he/she might be able to perform arrangements and compositions as well as playing in bands. (Students who register for this course should understand that each teaching hour tends from two to three hours in practice).

MUJ 485 Jazz Arranging I (2.0); 2cr. The course provides the student with the basic techniques and methods to arrange existing Jazz melodies for small groups.

MUJ 486 Jazz Arranging II (2.0); 2cr. In this advanced level the student will master the techniques regarding voicing, instrument sonorities, capabilities and other extended forms. It focuses on large group. *Prerequisite:* MUJ 485.

MUJ 494 Advanced Re-harmonization I (1.0); 1cr. This course provides the students with an overview of the variety of techniques for re-harmonization. *Prerequisite:* Theory of Music II or equivalent.

MUJ 495 Advanced Re-harmonization II (1.0); 1cr. The course will focus in-depth on materials stressing the pedal point and the creation of chromatic voicing to enable students develop a personalized relationship with the harmony. *Prerequisite:* MUJ 494.

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 GPA 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.

- Research methodology.
- Academic study. All students are required to take courses in Musical Thought, languages and aesthetics.
- Dissertation. Here students embark on a programme of independent study, supervised by a dissertation advisor.

Degree Requirements (36 Credits)

36 cr.

Major Courses

MUS 615, MUS 616, MUS 617, MUS 625, MUS 626, MUS 627, MUS 636, MUS 637, MUS 638, MUS 639, MUS 699.

Graduate Courses: Music

MUS 615 Methodology of Research (3.0); 3cr. The students learn the art of writing the M.A. thesis. In this course, students will use a variety of methods, skills, and sources, including, but not limited to, qualitative and quantitative 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. A Student may choose a free subject related to his/her one musical interest that he/she 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 students 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 ARTS

Coordinator:

Ms. Danielle Zaccour

The Degree of Bachelor of Arts in Decorative Arts and Crafts

Program Description

The Bachelor of Arts in Decorative Arts and Crafts is a degree program for students planning to become professional artists. The program is designed to provide the essential skills in: Ceramics, Jewellery/Metalsmithing, Wood/Wood Furniture and Textiles/Fiber Arts.

Students will acquire a thorough understanding of materials, techniques inspired from traditional methods and new technologies including computer applications. They will work with 2D and 3D applications with an emphasis on creative approaches to design, craftsmanship and personal interpretation.

The program aims at developing the aesthetic and practical aspects in the creation of functional or one of kind collections and artworks.

- Ceramic courses will lead the students to a professional creative career exposing him/her to the rich heritage of all basic handbuilding techniques complimented with the contemporary innovative processes backed up with the possible industrial equipments needed in the field. Students will execute projects reflecting their evolving aesthetic values and the ability to build an individual identity reflecting their environment and its actual needs.
- Metalsmithing and Jewellery courses focus on building a wide and rich knowledge of the basic techniques and processes of metalsmithing and jewellery making, encouraging students to use effectively their learnt skills while evolving their own identity in expressing their conceptual thinking and gaining aesthetic criteria to evaluate art piece in relation to its human context.
- Fiber Courses Arts will cover surface design, loom and non-loom constructions for the creation of fabrics and art objects. In surface design, students will learn processes such as silk-screen printing, resist dying, block-printing and design technologies for imagery and repeat patterns. Practices on the loom will allow students to learn drafting methods, weave structures, tapestry techniques, dyed and painted warps, and the interaction of color, fiber and texture. Experiences in non-loom methods will cover basketry, knotting, feltmaking, hand-made paper and others.
- Wood & Furniture are courses that familiarizes students to the use of both machine and hand tools as well as working towards obtaining expertise in joinery and shaping different sorts of wood. Although the primary focus is on woodworking and furniture design, but students will be exposed to many diverse ideas and techniques that encourage new concepts, examine and solve manifold conventions and finally encourage investigation of recycled and other sustainable materials that could be embraced with wood.

Graduates may design for industry, while others start their own business or build an exhibition portfolio as a Fine Artists.

Admission Requirements

In addition to the University admission requirements, prospective candidates must complete any remedial English course(s) the first year of enrollement. Students who fail to meet the above requirements will not be allowed to proceed to the degree courses in Decorative Arts and Crafts and other majors in the Art Department of the Faculty of Architecture, Art & Design.

Graduation Requirements

To receive the degree of Bachelor of Arts in Decorative Arts and Crafts, a student must complete a total of 102 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 all Core and Major Courses. All major courses with a grade of less than C- must be repeated. The 102 credits necessary for graduation are divided as follows:

**Degree Requirements: Decorative Arts and Crafts
(102 credits)**

General Education Requirements (GER):	30 cr.
Core Requirements FAP 211, GDP 212, FAP 221	9 cr.
Major Requirements FAC 215, FAC 222, FAC 223, FAC 331, FAC 332, FAC 333, FAC 334, FAC 325, FAC 341, FAC 342, FAC 343, FAC 344, FAC 323, FAC 431, FAC 432, FAC 433, FAC 434, FAC 445, FAC 446	57 cr.
Free Electives	6 cr.

Undergraduate Courses: Decorative Arts and Crafts

FAC 213 History of Decorative Arts and Craft (3.0); 3 cr. This course examines major achievements from prehistoric period to the beginning of the 20th century, with a focus on 17th through early 20th centuries European and American decorative arts. The course covers ceramics, fiber arts, metalsmithing, jewellery, wood and furniture. Emphasis is placed on how craft objects reflect the culture, the societies and the times in which they were created. Required: students should have passed all remedial English courses to enroll in this course.

FAC 222 Conceptual Visual Thinking: Art and Craft (2.2); 3 cr. This course uses design elements and principles for the creation of 3-D objects. The application of material and processes are drawn from the fiber arts, metals, wood, clay and mixed media. Forming techniques may use methods such as basketry, felting, paper or clay casting, wood carving, wiring, and deconstruction of found material. *Prerequisites:* GDP 212 and FAC 213.

FAC 223 Applied Modelling and Rendering I (2.2); 3 cr. Computer modeling and rendering have become an essential procedure for artists and designers who seek for accuracy and presentation for the main goal to concretize their ideas with the utmost accuracy and realism. The course covers the basic concepts of 2D and 3D modeling and rendering: modeling, lighting, texture mapping and rendering are introduced in a production setting. *Corequisite:* FAC 222.

FAC 325 Contextual Studies in Modern and Contemporary Crafts (3.0); 3 cr. This course will introduce students to Contemporary Craft theory and practice. Students will become familiar with the recent history of contemporary Craft movements, practitioners and their motivation. The role of craft as an expressive Art form will be explored as well as its role in industrial Design. They will learn about the complex debates surrounding contemporary Craft's "raison d'etre" and become aware of the varying points of view attributed to the leading authors of this field. *Prerequisite:* FAC 222.

FAC 331 Pottery & Ceramics (2.2); 3 cr. Pottery and Ceramics will concentrate on basic hand building techniques: such as mixing and de-airing, pinching, coiling, slab building, wheel throwing. The student will be introduced to glazing and kiln firing.

FAC 332 Application in Fibers (2.2); 3 cr. An overview of fabric construction processes emphasizing structure and applications in fiber arts including loom or non-loom weaving, basketry, felting, knotting, and papermaking. Procedures for warping, drafting pattern, texture and color problems are considered.

FAC 333 Metalsmithing (2.2); 3 cr. This course will cover the basic hand made techniques in metalsmithing enabling the student to acquire the needed skills in jewelry making. It includes metal folding, forming, metal wire techniques, soldering and assembling.

FAC 334 Wood (2.2); 3 cr. Introduces the students to various wood finishes used in Decorative Arts and Crafts. Students are expected to explore the different kinds of wood and its characteristics. Creative projects will be tackled during the semester exploring unlimited possibilities with wood.

FAC 341 Glazing and Surface Effects (2.2); 3 cr. Once the student potter has developed a thorough understanding of the capacity of clay as a medium of creation based on basic hand-building techniques and has been introduced briefly to glazing in the previous FAC 331 "Pottery & Ceramic" course; now the student is in a position to indulge deeply in enlarging his spectrum of glazing and surface effects which will fuse in harmony with form and function. *Prerequisite:* FAC 331.

FAC 342 Surface Design (2.2); 3cr. This course considers all aspects of surface design covering styles, the use of imagery, repeats, printing, dying, fiber properties and fabric finishes. *Prerequisite:* FAC 332.

FAC 343 Jewelry (2.2); 3cr. Having completed FAC 333 'Metalsmithing' course and apprenticeship, the student should be qualified to step

ahead in jewelry designing and making. This course focuses exclusively on designing–making a skillfully crafted conceptual piece of jewelry and miniature scaled sculptures. It is based on creating silver and copper jewelry with enamel finishing and patination techniques. *Prerequisite:* FAC 333.

FAC 344 Wood and Furniture (2.2); 3 cr. The course will investigate physical and psychological human factors to better understand the relation between humans and their furniture. Stress will be mainly on the use of wood to create contemporary furniture responding to ‘day to day’ needs. Reading, research, and workshops are held to investigate the characteristics of wood, way and means of construction. *Prerequisite:* FAC 334.

FAC 345 Applied Modelling and Rendering II (2.2); 3 cr. This course builds upon skills introduced in FAC 223 “Applied Modeling & rendering I” course. Being familiar with main modeling and rendering tools of 3D software, students will develop their 3D modeling and rendering skills, mastering the software modeling tools through more complex geometry, advanced rendering techniques, and animation. *Prerequisite:* FAC 223.

FAC 431 Architectural Ceramics (2.2); 3 cr. Students will learn to design and execute architectural ceramic projects in response to their own creative ideas and concepts with a deep understanding and great consideration of historical and contemporary architectural ceramics in different cultures and civilizations. Focus will be on developing basic forming techniques in particular, slab-building, glaze , surface texturing techniques and others, encouraging students to research and go beyond the traditional boundaries. The main goal of this course is to create and make architectural ceramic projects reflecting all learnt skills into an innovative conceptual context which will perfectly fit in the surrounding environment. *Prerequisites:* FAC 331 and FAC 341.

FAC 432 Concepts in Contemporary Fibers (2.2); 3 cr. This course is designed to allow students to pursue in more depth the ideas and techniques introduced in FAC 332 “Application in fibers” and FAC 342 “Surface Design”.

Students investigate contemporary uses of weaving, printing, knitting, or any improvised construction techniques. Using both handlooms and doobby looms, students may explore more possibilities in weaving. Material quality, color, and potential end use will be part of the criteria for analyzing work. Students' work can range from installations to two-dimensional pieces.

Prerequisites: FAC 332 and FAC 342.

FAC 433 Contemporary Jewelry (2.2); 3 cr. This course focuses on designers-makers who will create both the concept and the perfectly crafted piece of jewelry. It includes researching and working with a very wide range of materials, organic and synthetic, and demonstrates both that craftsmanship is paramount and that contemporary jewelry is accessible to all, creating a self-expressive piece which will become the precious antique of the future. *Prerequisites:* FAC 333 and FAC 343.

FAC 434 Special Topic: Wood and other Material (2.2); 3 cr. This is a conceptual and technical course in which the senior student associates different disciplines to develop and execute in a high level of proficiency a prototype production using wood as the main element. Students will progressively develop analytical problem solving and explore the different possibilities of productive implementation. *Prerequisites:* FAC 334 and FAC 344.

FAC 445 Senior Studio Craft (2.2); 3 cr. This course is designed for students to prepare a substantial body of work culminating in a senior exhibition. The course emphasizes the students’ independent work and will help them integrate the learning acquired throughout the curriculum. The course consists of intense research developing the project under the supervision of the instructor who will act as a mentor and will assist the student in developing his/her personal direction. *Prerequisites:* FAC 431, FAC 432, FAC 433 and FAC 434.

FAC 446 Craft and Entrepreneurship (3.0); 3 cr. This course is designed to guide students through the process of developing their arts and crafts related ventures, from concept initiation to branding scenario identification. The study involves thorough concept development, market research and feasibility studies for the venture’s business plan. *Corequisite:* FAC 445.

Undergraduate Courses: Fine 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 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 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); 3 cr. The course focuses on how artworks reflect the culture, the

societies, and the times. Students will learn to see, analyze, and understand the works of art in relation to the relevant context. This course will be organized thematically and will explore modern issues from historical, cultural and social perspectives.

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.

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.

FACULTY OF
BUSINESS
ADMINISTRATION
& ECONOMICS



The Faculty of Business Administration and Economics is a member of AACSB International The Association to Advance Collegiate Schools of Business.
www.aacsb.edu/about.

FACULTY DIRECTORY

Office of the Dean

Menassa, Elie, D.B.A.
Green Building, 2nd Floor, Room B 330
Tel: 09-218950/1/2 (Extension 2488), Direct line: 09-208300
E-mail: emenassa@ndu.edu.lb

Cattan, Ghada, Administrative Assistant
Green Building, 2nd Floor, Room B 334
Tel: 09-218950/1/2 (Extension 2492), Direct line: 09-208301
E-mail: gcattan@ndu.edu.lb

Khoueiri, Roy, Doctorat, Assistant Dean
Green Building, 2nd Floor, Room B 352
Tel: 09-218950/1/2 (Extension 2228), Direct line: 09-208330
E-mail: khoueiri@ndu.edu.lb

Rashed, Maya, Administrative Assistant
Green Building, 2nd Floor, Room B 351
Tel: 09-218950/1/2 (Extension 2466), Direct line: 09-208331
E-mail: mrashed@ndu.edu.lb

Department of Accounting, Finance and Economics

Hamadeh, Mohamad, Ph.D, Chairperson
Green Building, 2nd Floor, Room B 336
Tel: 09-218950/1/2 (Extension 2489), Direct line: 09-208305
E-mail: mhamade@ndu.edu.lb

Moubarak, Kamale, Secretary
Green Building, 2nd Floor, Room B 337
Tel: 09-218950/1/2 (Extension 2493), Direct line: 09-208306
E-mail: kmoubarak@ndu.edu.lb

Department of Management and Marketing

Menassa, Joyce, M.S., Chairperson
Green Building, 2nd Floor, Room B 347
Tel: 09-218950/1/2 (Extension 2434), Direct line: 09-208316
E-mail: jmenassa@ndu.edu.lb

Kanaan, Grace, Secretary
Green Building, 2nd Floor, Room B 339
Tel: 09-218950/1/2 (Extension 2491), Direct line: 09-208307
E-mail: gkanaan@ndu.edu.lb

Department of Hotel Management and Tourism

Beyrouthy, Ghassan, M.B.A., Chairperson
Green Building, 2nd Floor, Room B 341
Tel: 09-218950/1/2 (Extension 2517), Direct line: 09-208303
E-mail: gbeyrouthy@ndu.edu.lb

Akiki, Dunia, Secretary
Green Building, 2nd Floor, Room B 340
Tel: 09-218950/1/2 (Extension 2484), Direct line: 09-208304
E-mail: dakiki@ndu.edu.lb

Academic Advisors

Student Advisors of the Graduate Programs:

MBA (emphasis in Finance):
Hamadi, Hassan, Ph.D.

MBA (emphasis in Human Resources Management and MS in Financial Risk Management):
Naimy, Viviane, Ph.D.

General MBA:
Zgheib, Youssef, Ph.D.

Student Advisors of the Department of Accounting, Finance and Economics:

Accounting:
Frayha, Norma, M.B.A.

Banking and Finance:
Bassil, Charbel, Ph.D., Bitar Nicholas, Ph.D., Hobeika Louis, Ph.D., Hovivian, Hrair, M.S.,
Khalil, Antoine, M.B.A., Shaffu, Raja, M.B.A.

Economics:
Kanbar, Nancy, Ph.D.

Financial Engineering:
Abi Saleh, Richard, Master

Student Advisors of the Department of Management and Marketing:

Business Management: Akhras Caroline, Doctorate in Education, Harb Atef, Ph.D.

International Business Management: Barakat Edgard, M.B.A., Karam Salim, M.B.A.

Marketing: Menassa Joyce, MS, Zakhour Kamal, M.B.A.

Human Resource Management: Sleilati Esther, Doctorate of Business Administration

Distribution and Logistic Management: Barakat Edgard, MBA

Health Care Management: Harb Atef, Ph.D

Student Advisors of the Department of Hotel Management and Tourism:

Assaf Carole, M.B.A., Beyrouthy Ghassan, M.B.A., Sakr Omar, M.B.A., Zgheib Youssef, Ph.D.

FACULTY PROFILE

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.

MISSION, VISION, AND VALUES

Mission

Consistent with the University mission, the Faculty of Business Administration and Economics at NDU strives for excellence in teaching, research, and community involvement. We instill in our students the necessary knowledge, skills, and moral values to become ethical and socially responsible professionals within the framework of a liberal arts system of higher education. The Faculty collaborates with local, regional, and international stakeholders for mutually beneficial exchange of knowledge and expertise. We also promote fair advancement opportunities for faculty and staff, and we endeavor to provide our students with a stimulating educational environment.

Vision

To be identified as a premier business school to work and study at, offering life-transforming experiences that are directly relevant to the local and regional market place.

Values

Consistent with those of the University, the FBAE is inspired by the following values:

- Openness and faith;
- Performance and accountability;
- Freedom and enquiry;
- Empowerment and engagement;
- Life-transforming experiences.

ACADEMIC DEPARTMENTS AND DEGREE PROGRAMS

The Faculty of Business Administration and Economics has a graduate division and three undergraduate departments, offering a Master of Business Administration, a Master of Science in Financial Risk Management, a Bachelor of Business Administration, and a Bachelor of Hotel Management and Tourism.

GRADUATE DIVISION

The Graduate Division offers:

1. a program leading to the degree of Master of Business Administration.
2. a program leading to the degree of Master of Science in Financial Risk Management.

1. Master of Business Administration Program

The MBA program provides students, who have distinct academic ability, with advanced business and management skills. It also targets practicing managers who aim to develop their capabilities and access to higher positions in their chosen careers.

Although the program is designed as a terminal degree program, graduates are well prepared to pursue higher degrees in business and economics.

Mission

Consistent with the Faculty mission, the M.B.A. program at NDU aims at providing aspiring candidates, of various professional and educational backgrounds, with a set of theoretical knowledge and technical skills allowing them to make informed business decisions in a socially responsible manner. The program equips them with the competencies necessary to advance in their careers or pursue further education, as well as being active players in local, regional, and international markets.

Admission Procedures and Requirements

In addition to the general university requirements, applicants to the MBA program should submit the following documents:

- The application form;
- Two recent photographs;
- Official transcripts from the university of origin and the overall GPA;
- The official GMAT or GRE score;
- Two recommendation letters (at least one from a former professor);
- The CV showing work experience (if any);
- Employment Letters specifying present position and years of service;
- An interview with the division personnel.

Applicants from institutions where English is not the language of instruction, a minimum score of 600 in the English Entrance Test is required.

Eligibility for Admission

A composite score, consisting of weighted criteria, will be used to determine the eligibility of graduate applicants. Applicants to the M.B.A. program could be:

- Admitted
- Admitted on probation; Applicants may be required to take up to three credits of foundation courses

A minimum grade of “**B**” should be scored in each foundation course. The grades of these courses are not included in the GPA. Moreover, students admitted on probation should obtain a minimum cumulative GPA of 3.0/4.0 upon completing 12 credits of graduate courses, otherwise he/she will be dismissed from the program.

Graduation Requirements

Students seeking the degree of Master of Business Administration must complete a total of 39 credits on full-time or part-time basis with an overall average of at least 3.0/4.0.

2. Master of Science in Financial Risk Management Program

The Master of Science is a specialized degree. It aims at providing students with a specialization in the field of Financial Risk Management. With adequate effort, our graduates will be well prepared to sit for the Financial Risk Manager (FRM®) professional certificate and to pursue education in doctoral programs.

The MS FRM is designed to attract:

- Financiers, bankers, investors, auditors and other finance/ accounting/insurance professionals, preparing themselves for the next stage in their careers.
- Fresh business and economics graduates preparing themselves to jump-start a career in financial risk management.
- Professionals and business or economics graduates aspiring to pursue doctoral studies in financial risk management or any other subject allied to finance.
- Professionals and graduates of other scientific disciplines, in particular, engineering and hard sciences, contemplating a move into the world of finance and risk management.

Mission

The MS in Financial Risk Management (denoted MS FRM) at Notre Dame University aims at providing aspiring candidates with a set of professional and technical skills allowing them to identify and manage various types of financial risk and solidly advance in their chosen pathway, whether that is further academic or professional studies, or employment.

Admission Procedures and Requirements

The requirements for entry into the MS FRM program are:

- BUSINESS AND ECONOMICS GRADUATES
 - An application form duly completed;
 - Two recommendation letters, one of which is from a university professor;
 - A cumulative average of 80% or 3.0/4.0.
- OTHER SCIENTIFIC DISCIPLINES GRADUATES
 - Same admissions requirements as indicated above in addition to up to 18 credits of relevant undergraduate Business courses.

Applicants from institutions where English is not the language of instruction, a minimum score of 600 in the English Entrance Test is required.

Credit Transfer

Up to 6 relevant master's level credits can be transferred from other relevant master's programs. Relevant programs include (list not exhaustive):

- MS, MA, MPhil or MRes programs in Business/Management;
- MS, MA, MPhil or MRes programs in Economics or Financial Economics;
- MBA (with or without concentration).

Graduation Requirements

Students seeking the degree of MS FRM must complete a total of 30 credits on full-time or part-time basis with an overall average of at least 3.0/4.0.

The below items are applicable to both programs:

Time schedule

All the graduate courses are offered starting 5:30 p.m.

Registration Procedure

For registration procedure to the graduate program, see corresponding pages in this catalog.

Course Load

The maximum course load is 12 credits per semester.

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 or research project. However, it is the student's ultimate responsibility to ensure that all graduation requirements are met.

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.

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 them.

Repeating Graduate Courses

A graduate course may be repeated only once. In the calculation of the student's cumulative GPA, only the last 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 within two consecutive semesters after being placed on probation;
- Getting two "F"s or three grades below "B";
- Failing the research project or the thesis defense twice.

UNDERGRADUATE DEGREES

Bachelor of Business Administration

The Department of Accounting, Finance and Economics and the Department of Management and Marketing offer programs leading to the degrees of Bachelor of Business Administration

Mission of the Department of Accounting, Finance and Economics, and the Department of Management and Marketing

Consistent with the Faculty mission, the Bachelor degree of Business Administration in all of its related tracks adopts an inter-disciplinary perspective to prepare students for real world challenges at the national and international levels. Through dynamic and continuous improvement of curricula, the program aims to prepare students for different career opportunities and further academic studies and professional certifications. Moreover, our graduates will be endowed with high ethical standards to act in a socially responsible manner.

General Education Requirements

The general education requirements apply to all undergraduate programs.

The following list shows the General Education Requirements (GER) for all students in the Faculty of Business Administration and Economics entering Fall 2008 and thereafter.

- I. Communication Skills 9 cr.**
English (6 cr.)
ENL 213: Sophomore English Rhetoric
And
ENL 223: Communication Arts
Or
ENL 230: English in the workplace
Arabic (3 cr.)
ARB 211: Appreciation for Arabic Literature
ARB 212: Advanced Arabic Grammar
ARB 224 Arabic Literature and Human Thought
ARB 231: Technical Arabic
ARB 317 Themes of Modern Arabic Literature in Lebanon (20th century)
- II. Philosophy and Religion 6 cr.**
Religion (3 cr.)
REG 212: Religion and Social Issues
REG 213: Catholicism
REG 215: World Religions
REG 313: The Maronites: Faith and Cultural Heritage
REG 314: Marriage and Family in the Catholic Church
Philosophy + Ethics (3 cr.)
ENS 205: Environment, Society and Ethics
PHL 211: Logic and the Scientific Method
PHL 311: Ethics and the Modern World
POS 345: Ethics and Leadership
- III. Cultural Studies and Social Sciences 6 cr.**
A – Cultural Studies (3cr.)
HUT 305: Human Thought to 1500

HUT 306: Human Thought from 1500 to the present
MUS 210: Music Appreciation
FAP 215: Art and Culture
COA 359: Media and Society
COA 315: World Cinema Survey
NTR 215: Foods and Nutrition of World Cultures
ARP 215: Cultural Themes in Lebanese Architectural

B – Social Sciences (3cr.)

PSL 201: Intro to Psychology
SOL 201: Intro to Sociology
SOL 301: Introduction to Anthropology
SOL 313: Family Violence and Child Abuse
*BAD 201: Fundamentals of Management
ECN 200: Survey of Economics
ECN 211: Principles of Microeconomics
ECN 212: Principles of Macroeconomics

IV. Citizenship

3 cr.

Choose one course (3 cr) of the following:

HIT 211: History of Lebanon & the Middle East
POS 201: Introduction to Political Science
POS 210: Government and Politics in Lebanon
POS 240: Law and Society
IAF 301: Modern Political Ideologies
COA 350: Current Issues
POS 319: Democracy and Human Rights
POS 337: Dialogue of Civilizations

V. Science and Technology

6 cr.

Choose one course of the following

Mathematics/ Statistics/Computer Science (3cr.)

CSC 201: Computer and their use
CSC 202: Computers for Visual Arts
MAT 201: Fundamentals of Mathematics
MAT 204: Mathematics for Business and Economics I
MIS 201: Introduction to Management Information Systems

Natural Sciences (3cr.)

PHS 211: Principles of Physics
PHS 207: Development of Science and Technology
AST 201: Discovering Astronomy
CHM 211: Principles of Chemistry
ENS 201: Introduction to Environmental Science
ENS 202: Environment and Sustainable Development
ENS 206: Ecotourism
GIS 211: Principles of Geographic Information Systems
BIO 201: Your Body in Action
BIO 202: Mystery of Life
BIO 203: Discover Biology
HEA 201: Health Awareness

* Not for Business students

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:

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 ¹	Principles of Accounting I
ACO 202 ¹	Principles of Accounting II
ACO 311	Managerial Accounting (not required for majors in the Marketing & Mgt)
BAD 201	Fundamentals of Management
BAD 311	Business Law (not required for Financial Engineering Emphasis)
BAD 323	Software Tools for Bus. Application
BAD 453	e-Business
BAF 311 ¹	Principles of Financial Management I
ECN 211 ¹	Principles of Microeconomics
ECN 212 ¹	Principles of Macroeconomics
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 205	Math for Business and Economics II

ACO 201, ACO 202, ECN 211, ECN 212 and BAF 311 require a minimum passing grade of 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.

Free Electives

Business students except students following Healthcare Management and Financial Engineering emphasis must choose six to seven credits offered by any Faculty.

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 120 to

¹ Minimum passing grade is "C"

150 hours (depending on the concentration). 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

The Department of Hotel Management and Tourism offers a program leading to the degree of Bachelor of Hotel Management and Tourism.

Mission

Consistent with the Faculty mission, the Bachelor Program in Hospitality and Tourism Management at NDU contributes to the development of the Lebanese tourism industry and provides local, regional, and international markets with high caliber professionals of different areas of expertise. The Program aspires to embed in students an entrepreneurial spirit, sustainability principles as well as ethical and multicultural values.

Major Requirements

All candidates for the Bachelor of Hotel Management and Tourism degree have to complete 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.

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.

Electives

In addition to the major requirements, candidates need to fulfill 3 credits as free electives according to their personal interests.

Admission Procedures and Requirements

For admission procedures and requirements to the undergraduate degree programs offered by the Faculty of Business Administration and Economics, refer to the Admissions Office, Undergraduate Admission section of the 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.

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

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 PROGRAMS

Assistant Dean: Khoueiri, Roy

The Degree of Master of Business Administration (M.B.A.)

A student, guided by his advisor, can opt for an emphasis area by selecting specific *Professional Enhancement Courses* in *Finance* or *Human Resources Management* or he/she can choose these courses from the different areas of emphasis (as *Elective courses*) and opt for a *General MBA*.

The Structure

The MBA Program consists of 39 credits of courses; it comprises:

- Two Foundation (Pre-MBA/preparatory) courses: a total of 3 non-earned credits
- The foundation courses aim at equipping applicants from a non-business/economics background with a minimum level of knowledge pertaining to business studies. Moreover, students can concurrently register a non-related graduate course to Accounting or Finance. In this case, the maximum number of credits cannot exceed 6 cr. inclusive of the foundation course(s). These courses are:

ACO 501	Fundamentals of Financial Accounting	1 cr.
FIN 501	Fundamentals of Finance	2 cr.

Seven Major Core Courses: 21 credits

There are seven major core courses that equip students with a solid base in the MBA program. These courses are:

ACO 620	Accounting for Managerial Decision Making	3 cr.
ECN 620	Economics for Business Decision-Making	3 cr.
FIN 620	Corporate Finance and Investment Decisions	3 cr.
MGT 620	Modern Corporate Management	3 cr.
MGT 630	Operations and Supply Chain Management	3 cr.
MGT 640	Corporate Strategic Planning	3 cr.
MRK 620	Marketing Management	3 cr.

Two Support Core Courses: 6 credits

The two support core courses are designed to equip students with numeracy and applied research skills. These courses are:

QMT 665	Quantitative Methods for Business;	3 cr.
BUS 668	Research Methodology for Business;	3 cr.

One Graduate Research Report: Graduate Thesis (6 credits) or Graduate Applied Project (3 credits).

MBA candidates will either complete 12 taught courses (36 credits) in addition to a Graduate Applied Project that is equivalent to 3 credits, or complete 11 courses (33 credits) plus an MBA Thesis (6 credits). The students should check with the Graduate Division for the required steps to be followed.

BUS 680	Graduate Applied Project	3 cr.
BUS 690	Thesis	6 cr.

- Two Professional Enhancement Courses (Emphasis): 6 credits (with a Graduate Thesis) – or
- Three Professional Enhancement Courses (Emphasis): 9 credits (with a Graduate Applied Project) – or
- Three Elective Courses: 9 credits (with a Graduate Applied Project for students opting for a general degree in Business Administration (General MBA) with no emphasis).
- Two or three courses falling in one emphasis (Finance or Human Resources Management) or in different areas should be selected from the Professional Enhancement/Elective courses depending on whether the option chosen from the Graduate Research Report is a Thesis or a Graduate Applied Project, respectively. The professional enhancement/ elective courses are:

FIN 625	Commercial Bank Financial Management	3 cr.
FIN 627	Derivatives	3 cr.
FIN 629	Investment	3 cr.
HRM 625	Human Resources Development	3 cr.
HRM 627	Employee Resourcing	3 cr.
HRM 629	Performance and Compensation Management	3 cr.
MGT 625	International Business Management	3 cr.
MGT 627	Organizational Behavior and Change Management	3 cr.
MGT 629	Entrepreneurship and Small Business Management	3 cr.
MRK 625	Service Management and Marketing	3 cr.

Foundation Courses

ACO 501 Fundamentals of Financial Accounting (1.0); 1 cr. This course covers areas in financial accounting and aims at providing students with the basic accounting fundamentals enabling them to understand financial statements that are of concern to managers. Topics in accounting include but not limited to the accounting equation, the balance sheet, the income statement, and the statement of cash flow.

FIN 501 Fundamentals of Finance (2.0); 2 cr. This course covers areas in managerial finance and aims at providing students with the basic finance fundamentals enabling them to deal with issues in finance that are of concern to managers. Topics in finance cover the time value of money, risk and return, and securities valuation.

Major Core Courses

ACO 620 Accounting for Managerial Decision Making (3.0); 3 cr. Business decisions are mostly based on accounting records and success is usually measured in financial terms. This course is directly concerned with those managerial aspects related to the use of accounting information to make sound and informed short-term and long-term calculated decisions. Topics include categorizing relevant costs, costing systems, and cost-volume-profit relationship. Special attention is also drawn to profit planning and budgetary control, pricing products and services, and measuring and managing customer relationships and life cycle costs. This course will also develop graduate students' ability to analyze the published statements of corporations. *Prerequisite:* ACO 501 or Equivalent.

ECN 620 Economics for Business Decision-Making (3.0); 3 cr. Economics deals with real world issues and microeconomic analysis is the heart of economics and the key to its application in the world of business. From this perspective, this course introduces MBA students to the application of economic models and economic reasoning to making managerial decisions in both the private and public sectors. Topics include but not limited to optimization techniques, market structures, and pricing models. Demand Estimation and Forecasting (Exponential Smoothing, Time Series Decomposition, Regression Models) Production and Technology (Production Functions, Three Important Measures of production, Three Stages of Production, Optimal Combination of Inputs, Isoquant/Isocost, Returns to Scale, Cobb-

Douglas Production Functions) Cost Analysis for Business Decisions: Explicit and Implicit Costs, Opportunity Cost, Relevant Costs for Business Decisions, Costs Result from Production, Short-Run Production and Costs, Short-Run Costs Per Unit of Output, Costs in the Long-Run, Economies / Diseconomies of Scale, Break-Even Analysis Market Structure and Pricing: Perfect / Imperfect Competition Models. The Economies of Investment and Finance: Risk / Uncertainty, Probability Concepts and the Expected Value, Measurement of Risk, Risk Aversion and Risk Preference, Risk and Capital Budgeting: Risk-Adjusted Discount Rate and Certainty Equivalent Factors, Decision Trees, Game Theory and Decisions Under Uncertainty Further Analysis of Pricing Decisions.

FIN 620 Corporate Finance and Investment Decisions (3.0); 3cr. This course takes a practical look at the cores of corporate financial management and investment decisions. It treats the principal topics and issues that are of concern to financial managers of modern organizations. These include but not limited to capital budgeting, capital structure, financing instruments, and derivatives. *Prerequisites:* FIN 501 or Equivalent.

MGT 620 Modern Corporate Management (3.0); 3 cr. This course aims to provide MBA candidates with a broad theoretical and practical understanding of some key concepts in modern corporate management. To achieve this aim, it looks at these concepts from three separate but interrelated lenses: organizational theory, organizational behavior, and human resource management. Topics include but not limited to

organizational structure design, organizational change and development, leadership in organizations, motivation, recruitment and selection, and training and development.

MGT 630 Operations and Supply Chain Management (3.0); 3 cr. Operations management is critical to ensure a smooth running of the supply chain and to deliver value to customers and the business as a whole within its overall strategy. This course examines the different frameworks for designing, diagnosing and improving operations and thereby, contributing in creating and sustaining a competitive edge in the workplace. Topics include but not limited to operations design, capacity planning and control, scheduling, supply chain logistics, and quality control and continuous improvement. *Prerequisites:* MGT 620.

MGT 640 Corporate Strategic Planning (3.0); 3 cr. This is a capstone course integrating the various concepts and skills taught in the other business courses. It focuses on strategic planning and business policy formulation and implementation. Strategic Planning is viewed as the process by which an organization maintains

its competitiveness within its work environment by determining its present business position, where it wants to go, and how it wishes to get there. This is done by identifying business resources and competitive capabilities, and directs these resources towards gaining sustainable competitive advantages. The course treats also modern strategic perspectives such as global strategic planning, corporate governance and sustainable strategies, strategic games and business thinking. *Prerequisites:* FIN 620, MGT 620 and MRK 620.

MRK 620 Marketing Management (3.0); 3 cr. This course aims to develop the MBA candidates' critical understanding of the marketing function and its contribution to the success of an organization. It discusses and applies ideas in the areas of marketing planning, market research, consumer behavior and strategic marketing. Topics include but not limited to environment scanning and marketing planning, consumer and business purchasing processes, target markets and promotion, competitive intelligence and managerial decision making.

Support Core Courses

QMT 665 Quantitative Methods for Business (3.0); 3 cr. This course is a survey of multivariate data analysis techniques as applied to business problems. It aims at equipping MBA candidates with the necessary knowledge and skills to analyze complex data for sound decision-making. Topics include but not limited to statistical inferential methods, time series and forecasting techniques. The focus is on application rather than theoretical derivation.

BUS 668 Research Methodology for Business (3.0); 3 cr. This course views research as a strategic activity that occurs within the context of limited resources and within a framework of

ethical, legal, and social constraints. It is at a graduate level in the theory and practice of social science research as applied to business problems. The focus is on available research strategies and methods and their application to the development of a formal research design leading to successful implementation of research projects. MBA candidates will also be introduced to the conventions of reporting research and receive guidance in relation to the structure and format of their graduate reports and theses. *Prerequisites:* FIN 620, MGT 620, MRK 620 and QMT 665 (prerequisite / co-requisite).

Graduate Research Report

BUS 680 Graduate Applied Project (3.0); 3 cr. A Graduate Applied Report yields a written report culminating from the systematic study of a significant problem in the field of business. It

identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the

data and offers conclusions, identifies limitations and suggest recommendations. This can be a group effort of a maximum of 2 students per group. Any full-time/part-time faculty member at the FBAE may serve as a supervisor subject to Dean's approval. Students produce a structured report based on a research proposal that was submitted earlier to the Graduate Division within four weeks from the time of registration. *Prerequisites:* QMT 665 and BUS 668.

BUS 690 Thesis (6.0); 6 cr. An MBA Thesis is a significant contribution to knowledge which

shows a critical appreciation of existing knowledge in the field. The work must be communicated coherently in a thesis presented in a critical, literary and orderly way, and must show evidence of adequate analysis and discussion of results. This is an individual work. Only full-time faculty members can act as supervisors. Students produce a structured report based on a research proposal that was submitted earlier to the Graduate Division within four weeks from the time of registration. *Prerequisites:* QMT 665 and BUS 668.

Professional Enhancement/Elective Courses

FIN 625 Commercial Bank Financial Management (3.0); 3 cr. The objective of this course is to equip students with theoretical principles and technical tools that allow them to: Understand sources and uses of bank funds and the risk of banking.

Manipulate economic models of bank performance and valuation.

Operate the bank's Asset-Liability Management and interest rate risk. Study the capital and dividend management.

Understand the traditional approach to business lending and in order to use modern methods for analyzing and managing credit.

Assess the liquidity risk and apply liquidity management.

Analyze the operational risk, securitization, and derivatives activities within banks. *Prerequisite:* FIN 620.

FIN 627 Derivatives (3.0); 3 cr. This course focuses on options and futures derivatives, and risk management at an advanced level. It presents a detailed but flexible coverage of options, futures, forwards, swaps (including interest rate, currency, and equity swaps), and risk management — as well as a solid introduction to pricing, trading, and strategies — and offers a strong blend of institution material, theory, and practical applications. *Prerequisite:* FIN 620.

FIN 629 Investment (3.0); 3 cr. The focus of this course is on financial theory and empirical evidence for making investment decisions. Topics include: portfolio theory, equilibrium

models of security prices (including the capital asset pricing model and the arbitrage pricing theory); the empirical behavior of security prices; market efficiency; performance evaluation; and behavioral finance. *Prerequisite:* FIN 620.

HRM 625 Human Resources Development (3.0); 3 cr. This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. The course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of change interventions, including training and staff development; succession planning and performance management; factors that affect HRD; and the trends in HRD, such as human performance technology and the work out process model. *Prerequisite:* MGT 620.

HRM 627 Employee Resourcing (3.0); 3 cr. The course is concerned with the range of methods and approaches used by employers in resourcing their organizations in such a way as to enable them to meet their key goals. It involves staffing (recruitment, selection, retention and dismissal), performance (appraisal and management of performance), administration (policy development, procedural development, documentation) and change management. *Prerequisite:* MGT 620.

HRM 629 Performance and Compensation Management (3.0); 3 cr. This course familiarizes students with the concepts of compensation management within the wider context of human resource management. It provides students with an understanding of the reward management process which includes pay survey, job evaluation, and the design of pay structure. Students will acquire basic data management techniques and recognize what are the factors that determine the pay levels and benefits of employees in the job market. Students will be aware of the problems related to performance management system and be able to give suggestions for improvement. The concept of equal opportunity in compensation and performance management will be emphasized throughout the course. *Prerequisite:* MGT 620.

MGT 625 International Business Management (3.0); 3 cr. The course aims at providing students with an operational perspective of the global business environment. While opening up horizons, emphasis will be on providing incentives and pre-requisites for effective, executive strategies to go international. The course ultimately explores the strategic context and operational determinants for cross-border commerce and the role of location, international competition, comparative macroeconomics, multinational corporate organizations, multiculturalism, cross-national alliances, and international mergers and acquisitions. *Prerequisite:* MGT 620 and MRK 620.

MGT 627 Organizational Behavior and Change Management (3.0); 3 cr. Organizational behavior – OB - investigates the impact individuals, groups and structure have on behavior and performance within organizations. Responding timely and effectively to dynamic environmental demands requires a good operational understanding of individual and group dynamics, values, needs and attitudes, perceptions and motivations, power politics and conflicts at work. OB is concerned with what people do in organizations and how that behavior affects performance. *Prerequisite:* MGT 620.

MGT 629 Entrepreneurship and Small Business Management (3.0); 3 cr. This course examines the peculiar attitude, skills and behavior needed for successful launching of new ventures and managing of small businesses, the backbone of modern economies. Aimed for those with a desire to become entrepreneurs, work in start-ups, or develop careers in consultancy, venture capitals and investment banking, the course studies the best practices that foster innovation and new business development in independent or corporate settings. Referring extensively to business case examples and the experience of creative guest speakers, students will conduct analyses of new venture ideas and comprehensive transformation business plans. *Prerequisites:* MGT 620 and MGT 640.

The Degree of Master of Science in Financial Risk Management (MS FRM)

The MS program is predominantly composed of structured learning opportunities (taught elements) and discipline-related research components.

The Structure

The MS program consists of a total of 30 Credits of courses; it comprises:

Major Core Courses

There are a total of 6 major core courses that equip students with a solid base in the MS program. These courses are:

FRM 610	Derivatives	3 cr.
FRM 620	Advanced Investment	3 cr.
FRM 630	Economics of Financial Markets	3 cr.
FRM 640	Operational and Liquidity Risk Management	3 cr.
FRM 650	Credit Risk Management	3 cr.
FRM 660	Advanced Value Risk Management	3 cr.

Core Support Courses

The two support courses aim at:

- Increasing the MS candidates' awareness of the main theories in the disciplines of Finance and Financial Risk Management.
- Equipping the MS candidates with the latest statistical and financial econometrics techniques.
- Providing the relevant training in finance research design, thus allowing them to write robust research proposals and conduct research at the forefront of the discipline.
- These courses are:

FRM 665	Quantitative Methods for Finance	3 cr.
FRM 680	Finance Research Methods	3 cr.

Research Project

The final phase of the MS program consists of writing a structured Master's research thesis in the areas of finance, financial risk management, operational risk management, or allied disciplines (financial economics, econometrics, internal controls, etc.) based on an approved research proposal. Rules governing the procedures and the management of the MS Thesis are provided by the Graduate Division..

FRM 690	MS Thesis	6 cr.
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Major Core Courses

FRM 610 Derivatives (3.0); 3 cr. This course focuses on options and 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.

FRM 620 Advanced Investment (3.0); 3 cr. This course is designed to acquaint the student with the concepts of portfolio theory, portfolio management process, investment strategies and analysis with applications to the markets for equities and fixed income securities. The course discusses principles for valuing and managing financial assets such as bonds and stocks. It covers establishment of appropriate investment objectives, development and construction of portfolio strategies, estimation of risk-return tradeoffs, and evaluation of investment performance and risks. In addition, it focuses on institutional investors such as mutual funds and hedge funds, and also includes coverage of international investing.

FRM 630 Economics of Financial Markets (3.0); 3 cr. The Economics of Financial Markets aims to help student understand the role that financial markets play in the business environment. It also provides an understanding of the underlying institutions that either help financial markets work well or that interfere with the efficient performance of these markets. This course develops a series of applications of principles from finance and economics that explore the connection between financial markets and economy. In addition, it focuses on

many public policy issues and examines how the most important players in financial markets, central banks, operate and how monetary policy is conducted in addition to possible reforms of international financial system.

FRM 640 Operational and Liquidity Risk Management (3.0); 3 cr. This course explores two major areas in risk management: operational and liquidity risks. It covers the used techniques to estimate and calculate the risks and the risk VaR with application on real case studies. The Basel II&III frameworks are explored. Also, the dimension of leverage is analyzed and the hedge funds description together with their related risks measures are considered.

FRM 650 Credit Risk Management (3.0); 3 cr. This course introduces the structuring and the securitization processes and provides the students with the ability to analyze credit risks and credit derivatives. Topics include pricing and hedging counterparty risks, cash collateralized debt obligations, default risks and portfolio effects.

FRM 660 Advanced Value Risk Management (3.0); 3 cr. This course examines modern techniques for managing financial risks. It covers the different measurement approaches commonly used in several arenas including investing, hedging and trading. GARCH models are explored together with the EWMA for the volatility estimation and prediction. Copulas, VAR and stress testing are also studied for the optimization of strategies. *Pre-Requisite:* 18 Credits.

Core Support Courses

FRM 665 Quantitative Methods for Finance (3.0); 3 cr. This course presents a review of the mathematical models necessary to conduct research in finance and financial risk management and to use a variety of quantitative methods to analyze data and make decisions. It starts with an appraisal of some relevant mathematical and statistical concepts including probability (discrete, continuous, marginal, conditional, joint, etc.) and probability distribution (Normal, Binomial, Poisson and

exponential). Sampling and sampling distributions, confidence interval estimation, and Hypothesis testing will be covered and applied on real finance cases. Then, regression analysis and statistical inferences together with the time series and forecasting analyses will be conducted. The ultimate objective of the course is to lead students to describe large complex data sets, run regression analyses, make quantitative forecasts, create optimization models, and run simulations.

FRM 680 Finance Research Methods (3.0); 3 cr. This course is at a graduate level in the theory and practice of social science research applied to Finance and Financial Risk Management problems. It covers the following three interrelated areas: (1) research design and data collection, (2) assumptions for discipline-based

multivariate data analysis, and (3) contemporary finance theory, thus providing the relevant training allowing students to write robust research proposals and conduct research at the forefront of the disciplines of Finance and other allied subjects.

Research Project

FRM 690 MS Thesis (6.0); 6 cr. The MS Thesis is a scholarly research study of Finance topic preferably related to Financial and/or Operational Risk Management, that is grounded in relevant theories and which uses advanced quantitative/qualitative data analysis techniques. Based on a research proposal approved by the Thesis Committee, the MS Thesis culminates in

a report of a minimum of 15,000 words. Graduating students should satisfactorily defend the research design and findings before a grade could be assigned. Although not a requirement for graduation, students are expected to submit their work for publication in refereed conference proceedings and/or esteemed journals.

Pre-requisites: FRM 665 and FRM 680.

DEPARTMENT OF ACCOUNTING, FINANCE AND ECONOMICS

Professors :	Hamadeh, Mohamad (Chair); Hobeika, Louis; Naimy, Viviane; Yachoui, Elie
Associate Professors:	Hamadi, Hassan; Khalil, Antoine; Khoueiri, Roy; Menassa, Elie; Saleh, Ali
Assistant Professors:	Bassil, Charbel; Bitar, Nicolas; El Khoury, Rim Frayha, Norma; Hovivian, Hrair; Kanbar, Nancy
Senior Lecturer:	Shaffu, Raja
Lecturer:	Abi Saleh, Richard; Gharzouzi, George; Kaassamany, Talih

Designing a professional B.B.A. program at the Department of Finance, Accounting, Finance and Economics (DAFE)

It is somewhat difficult to suggest a typical three-and-a-half-year 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 B.B.A. 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 their courses in advance 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.

General Description

A degree in Bachelor of Business Administration in the Department of Accounting, Finance and 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 and 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.

Service Learning and Internships

Faculty members at the Department of Accounting, Finance and 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

30 cr.

Required Common Core Courses

48 cr.

ACO 201¹, ACO 202¹, ACO 311, BAD 201, BAD 311, BAD 323, BAD 453, BAF 311¹, ECN 211¹, ECN 212¹, ECN 333, MRK 201, MAT 205, STA 206, STA 207.

¹ Passing grade is "C"

The Degree of Bachelor of Business Administration – Banking and Finance

The major in Banking and 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.)

Banking and 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 (C.F.A.) examination and the Certified Financial Planner (C.F.P.) 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 **30 cr.**

Required Common Core Courses **45 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's 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.

Minor in Finance (15 credits)

A Minor in Finance will provide students with a broad understanding of the principles and practices needed to make financial decisions in corporations. The student who graduates with a minor in Finance will be able to:

- Master the current methods for analyzing, interpreting, and reporting financial information;
- Estimate short-and-long terms financing needs;
- Prepare and analyze capital budgeting projects;
- Describe the different dimensions of international finance and trade;
- Think critically, analyze information, and solve problems related to complex financial crises;
- Use computers and financial software for financial analysis and presentation.

Students are required to use the following table:

Course #	Description	Credits	Prerequisite
ACO 201	Principles of Accounting I	3	—
BAF 311	Principles of Financial Management I	3	ACO 202, STA 206 or MAT 325 or MAT 326
BAF 312	Principles of Financial Management II	3	BAF 311
	CHOOSE TWO OF THE FOLLOWING		—
BAF 321	Fundamentals of Investments	3	BAF 312 (corequisite)
BAF 315	Financial Institutions & Markets	3	BAF 311
BAF 352	Commercial & Investment Banking	3	BAF 312, BAF 315
BAF 421	Advanced Investment Finance	3	BAF 321
BAF 433	International Business Finance	3	BAF 311, ECN 212
BAF 438	Credit Analysis & Commercial Lending	3	BAF 315 and BAF 321
BAF 450	Futures & Options	3	BAF 321
BAF 452	Financial Modeling	3	BAF 321
BAF 485	Advanced Corporate Finance	3	Senior Standing
Total		15 cr.	

Undergraduate Courses: Banking and 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 or MAT 325 or MAT 326.

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 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. *Corequisites:* BAF 312.

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 315 & BAF 321.

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. Explores 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:* 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 (B.B.A.)

Financial Engineering Emphasis

Disclaimer: Emphasis area appears on student transcript of record but not on student diploma.

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 **30 cr.**

Common Requirements **42 cr.**

ACO 201, ACO 202, ACO 311, BAD 201, BAD 323, BAD 453, BAF 311, ECN 211, ECN 212, ECN 333, MRK 201, 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.

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:* Senior Standing.

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:* BAF 450.

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.

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:* 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 (C.P.A.) Certified Management Accountant (C.M.A.) and Certified International Audit (C.I.A.) 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 **30 cr.**

Required Common Courses **45 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.

Minor in Accounting (15 credits)

A Minor in Accounting will provide students with a broad understanding of the examination, organization, management, design and communication, accurate recording and reporting procedures of Financial and Business transactions. The student who graduate with a Minor in Accounting will be able to:

- Demonstrate a basic comprehension of Accounting principles, concepts and technical skills;
- Demonstrate through the evaluation and communication of financial information, the skills to provide information to internal and external users for decision making;
- Show ability to analyze, compare, and evaluate information to provide analysis for short and long term planning;
- Demonstrate knowledge of professional standards of ethics necessary for decision making;
- Use computers and financial software for financial analysis and presentation.

Students are required to use the following table:

Course #	Description	Credits	Prerequisite
ACO 201	Principles of Accounting I	3	
ACO 202	Principles of Accounting II	3	ACO 201
	CHOOSE THREE OF THE FOLLOWING		
ACO 311	Managerial Accounting	3	ACO 202
ACO 313	Intermediate Accounting I	3	ACO 202
ACO 314	Intermediate Accounting II	3	
ACO 321	Cost Accounting	3	ACO 311
ACO 323	Accounting Information Systems	3	ACO 202
ACO 350	Corporate Financial Reporting	3	BAF 311
ACO 411	Taxation	3	Senior Standing
ACO413	Auditing I	3	ACO 202
ACO 421	Advanced Accounting	3	Senior Standing
Total		15 cr	

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.

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.

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 202.

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 **30 cr.**

Required Common Courses **45 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.

Minor in Economics (15 credits)

A Minor in Economics is to provide students with the analytical tools which will enable them to apply economic reasoning to problem solving in business, economic and political issues.

A Minor in Economics is an excellent choice for business, political science, public administration, and diplomacy majors.

A student who graduates with a minor in economics should be able to:

- Understand the decision making mechanisms of households and firms;
- Understand and analyze economic data;
- Use computers and statistical packages to manipulate, read and interpret data;
- Evaluate the role of the government in the economy.

Students are required to use the following table:

Course #	Description	Credits	Prerequisite
ECN 211	Principles of Microeconomics	3	—
ECN 212	Principles of Macroeconomics	3	—
ECN 431	International Economics	3	ECN 211, ECN 212
	CHOOSE TWO OF THE FOLLOWING		
ECN 321	Intermediate Microeconomic Analysis	3	ECN 211, ECN 212
ECN 323	Intermediate Macroeconomic Analysis	3	ECN 211, ECN 212
ECN 313	Introduction to Econometrics	3	ECN 211, ECN 212, STA 207
ECN 325	Labor Economics	3	ECN 211, ECN 212
ECN 327	History of Economic Thought	3	ECN 211, ECN 212
ECN 333	Managerial Economics	3	ECN 211, STA 207
ECN 432	Urban Economics	3	Senior Standing
ECN 434	Environmental natural Resource Economics	3	ECN 211
ECN 435	Monetary Theory and Policy	3	ECN 211, ECN 212
ECN 436	Public Finance and Fiscal Policy	3	ECN 321 or ECN 333
ECN 437	Contemporary Economic Systems	3	ECN 211, ECN 212
ECN 439	Economics of Developing Co	3	ECN 211, ECN 212
Total		15 cr	

Undergraduate Courses: Economics

ECN 101 Fundamentals of Economics (3.0); 3cr. This course is designed for students with no economics/business background. It attempts to equip aspiring students with the basics of micro and macroeconomics thus allowing them to successfully embark on business or economics majors. Topics include but not limited to supply and demand, elasticity, national income accounts and business cycles.

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 DAFE and DMM 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 DAFE and DMM 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.

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. *Prerequisites:* ECN 211.

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 or ECN 333

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.

DEPARTMENT OF MANAGEMENT AND MARKETING

Associate Professors:	Hasham, Elham; Matar–Haddad, Dorine
Assistant Professors:	Akhras, Caroline; Barakat, Edgard; Harb, Atef Sleilati, Esther; Thoumy, Mira
Senior Lecturers:	Ghaleb, George; Karam, Salim; Menassa, Joyce (Chair); Nakhlé, Vivianne; Saad-Saber, Nada; Zakhour, Kamal

The Degree of Bachelor of Business Administration (B.B.A.)

Management Emphasis

Disclaimer: Emphasis area appears on student transcript of record but not on student diploma.

The B.B.A.-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	30 cr.
Required Common Courses ACO 201 ¹ , ACO 202 ¹ , BAD 201, BAD 311, BAD 323, BAD 433, BAD 453, BAF311 ¹ , ECN 211 ¹ , ECN 212 ¹ , ECN 333, MRK 201, STA 206, STA 207, MAT 205.	45 cr.
Required Major Courses 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.	25 cr.
Free Electives	6 cr.

¹ Minimum passing grade is “C”

Minor in Management (15 credits)

In response to great demand from our student body, the Department of Management and Marketing has designed a minor in Management. This minor is intended to enhance our students' area of expertise, through acquiring knowledge of management theory and its application, which will allow them to be successful members in the global environment. The world in which we live is marked by rapid change where both managers and employees need to handle change as well as manage the day-to-day functions in the market-driven economy.

For those students who come from a business background, this minor will enhance their scope and depth in the managerial area. For those who come from another background, a minor in Management will expose them to the key managerial functions of planning, organizing, leading, and controlling, and, in doing so, will increase their level of efficiency and effectiveness in the work context.

Students are required to use the following table:

Course#	Description	Credits	Prerequisite
BAD 201	Fundamentals of Management	3	None
BAD 317	Organizational Behavior	3	BAD 201
BAD 429	Operations Management	3	Senior Standing
	CHOOSE TWO OF THE FOLLOWING		
BAD 321	Managing a small Business	3	Junior Standing
BAD 421	International Business Management	3	Senior Standing
BAD 423	Business Research	3	Senior Standing
BAD 433	Business Policy & Strategic Management	3	Senior Standing
BAD 453	e-Business	3	Senior Standing
MGT 402	Business Negotiations	3	Junior Standing
MGT 411	Leadership, Quality, and Performance	3	Senior Standing
Total		15 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. *Prerequisite:* Junior Standing.

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:* Junior Standing

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 practises 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 (1.0); 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.

BAD 482 Management 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.

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 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 B.B.A.-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	30 cr.
Required Common Courses ACO 201 ¹ , 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 205.	45 cr.
Required Major Courses 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.	25 cr.
Free Electives	7 cr.

¹ Minimum passing grade is "C"

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, social marketing, and international marketing.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration in Marketing 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	30 cr.
Required Common Courses ACO 201 ¹ , 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 205.	45 cr.
Required Major Courses 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.	25 cr.
Free Electives	6 cr.

¹ Minimum passing grade is “C”

Minor in Marketing Management (15 credits)

The Marketing Management minor was developed to allow students to broaden their intellectual base and increase their employment opportunities. Many university graduates obtain entry-level jobs, which not only allow them to apply the knowledge obtained in their major field, but also require an understanding of marketing principles and practices as a prerequisite for success.

Students will be able to successfully confront problems in areas of marketing management, marketing research, purchasing management, market analysis, product management, retailing sales promotions and international marketing.

Students are required to use the following table:

Course #	Description	Credits	Prerequisite
MRK 201	Fundamentals of Marketing	3	None
MRK 311	Consumer Behavior	3	MRK 201
MRK423	International Marketing	3	MRK 201
	CHOOSE TWO OF THE FOLLOWING		
MRK 205	Principles of Channel Management	3	MRK 201
MRK 313	Salesmanship	3	MRK 311
MRK 321	Promotional Strategy	3	MRK 311
MRK 325	Services Marketing	3	MRK 311
MRK421	Sales Management	3	Senior Standing
MRK 431	Marketing Research	3	MRK 201, STA 207
ECN 212	Principles of Macroeconomics	3	None
MRK 425	Business to Business Marketing	3	MRK 423
Total		15 cr.	

The Degree of Bachelor of Business Administration (B.B.A.)

Distribution and Logistics Management Emphasis

Disclaimer: Emphasis area appears on student transcript of record but not on student diploma.

This emphasis is designed to offer knowledge in the field of supply chain management and to build candidates' capacities, in all of its major components namely: packaging, warehousing, procurement, transportation, inventory, and physical distribution management.

The distribution and logistics management activities are carried out by manufacturers, wholesalers, retailers, public warehouse firms, freight forwarders as well as public and private transportation firms with heavy dependence on innovative technological breakthroughs in this field. Globalization, the increasing demand for the movement of goods across the world, and the applied knowledge required by the candidates will be the focal learning points for the candidates.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration in Distribution and Logistics Management 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	30 cr.
Required Common Courses ACO 201 ¹ , ACO 202 ¹ , BAD 201, BAD 311, BAD 317, BAD 323, BAD 433, BAD 453, BAF 311 ¹ , ECN 211 ¹ , ECN 212 ¹ , MRK 201, STA 206, STA 207, MAT 205.	45 cr.
Required Major Courses MRK 205, MRK 215, MRK 335, MRK 345, MRK 422, MRK 431, MRK 482.	19 cr.
Plus <u>three</u> additional courses from the following MRK 311, MRK 315, MRK 323, MRK 372, MRK 404, MRK 421, MRK 423, MRK 425.	9 cr.
One Free Elective	3 cr.

¹ Minimum passing grade is "C"

Minor in Distribution and Logistics Management (15 credits)

The Distribution and Logistics minor provides graduates with added knowledge in the areas of transportation, logistics, inventory management, as well as other aspects of Distribution and Logistics. Such knowledge, once applied, will enhance students' effectiveness and efficiency in the workplace .

Distribution management activities are carried out by manufacturers, wholesalers, retailers, public warehouse firms, freight forwarders, and public and private transportation firms. Careers in distribution management provide an individual with the potential for rapid advancement within a firm.

Students are required to use the following table:

Course #	Description	Credits	Prerequisite
MRK 201	Fundamentals of Marketing	3	
MRK 205	Principles of Channel Distribution	3	MRK 201
MRK 335	Materials & Warehouse Management	3	MRK 205
	CHOOSE TWO OF THE FOLLOWING		
MRK 215	Fundamentals of Purchasing	3	MRK 201
MRK 315	Import-Export Management	3	BAD 315, MRK 311
MRK 323	Retail Management	3	MRK 205, MRK 311
MRK 422	Packaging, Warehousing & Inventory Control	3	MRK 335
MRK 345	Logistics & Supply Chain Management	3	MRK 205
MRK 404	Transportation Management	3	MRK 345
MRK 425	Business to Business Marketing	3	MRK 423
Total		15 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 201.

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:* 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 201.

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:* 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; Junior Standing.

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 201; Senior Standing.

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 (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 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 Emphasis

Disclaimer: Emphasis area appears on student transcript of record but not on student diploma.

Today, corporations consider human resources management as a strategic partner in order to help them achieve a competitive advantage. The Human Resources Management emphasis stresses on both strategic and operational aspects through theories, policies and practices of human resources management in a firm. Topics learned cover employee staffing as well as recruitment and selection, training and development, performance appraisal and compensation and benefits administration, job analysis and design as well as labor-management relations.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration in Human Resources Management 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 **30 cr.**

Required Common Courses **45 cr.**

ACO 201¹, 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 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 337, MGT 402, MGT 411, MGT 475, BAD 429, BAD 431.

Free Electives **6 cr.**

¹ Minimum passing grade is "C"

Minor in Human Resources Management (15 credits)

Human Resources play a key role in private and public-sector organizations. The minor in Human Resources Management is designed to provide students with the required skills to deal with the human aspect of organizations including appraisal systems, team management, communications, dispute resolution, and human resource planning..

Students are required to use the following table:

Course No.	Description	Credits	Prerequisite
MGT 201	Principles of Human Resources Management	3	None
MGT 210	Organizational Staffing	3	MGT 201
MGT 325	Compensation and Reward Systems	3	Junior Standing
	CHOOSE TWO OF THE FOLLOWING		
MGT 402	Business Negotiations	3	Senior Standing
MGT 312	Training and Career Development	3	Junior Standing
MGT 337	Recruitment and Selection	3	MGT 210
MGT 411	Leadership, Quality and Performance	3	Senior Standing
BAD 317	Organizational Behavior	3	BAD 201
MGT 453	Global Human Resources Management	3	Senior Standing
Total		15 cr.	

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 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 201; Junior Standing.

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 201; Junior Standing.

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 402 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:* Senior Standing

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 Emphasis

Disclaimer: Emphasis area appears on student transcript of record but not on student diploma.

The health care industry size is growing worldwide driven by increasing consumerism and health needs, advancing technologies, changing regulations, aging population as well as an enhanced awareness towards a healthier lifestyle.

In addition to providing effective care, today's health care organizations urgently need to be managed in terms of organizational issues, human resources and cost control. The program provides students with business management skills and knowledge of healthcare delivery system needed to work in this growing field.

Graduation Requirements

Students seeking the degree of Bachelor of Business Administration in Health Care Management 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 **30 cr.**

Required Common Courses **48 cr.**

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.

Required Major Courses **28 cr.**

HCM 301, HCM 302, HCM 401, HCM 402, HCM 403, HCM 404, HCM 405, HCM 406, HCM 407, HCM 408.

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 health care 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 health care 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:* 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 health care 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 health care 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 provides a description of the legal framework in which Health Care Services operate. The course focuses on the national legislation at the level of the Ministry of Health, the National Social Security Fund (NSSF) and the Ministry of Labor to focus on citizens' rights, patients' rights and the duties, responsibilities and obligations of health care professionals, complemented with an overview of the laws surrounding the activities of private health care insurance providers. Professional orders will also be covered to complete the review at the local level. Moe globally, the

course will investigate the statutes of the United Nations World Health Organization and its relationship with national Health Care Services entities. Ethical issues will be discussed to emphasize the particular nature of Health Care provision.

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 (1.0); 1 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

Assistant Professor:	Zgheib, Yussef
Senior Lecturer:	Assaf, Carole; Beyrouthy, Ghassan (Chair)
Lecturer:	Sakr, Omar

The Degree of Bachelor of Hotel Management and Tourism (BHMT)

Disclaimer: Emphasis area appears on student transcript of record but not on student diploma.

Mission

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 four concentrations: Hospitality Management, Food & Beverage Management, Travel and Tourism Management, as well as Hospitality Events Management.

The various concentrations provide a sound foundation in hotel, restaurant management, tourism administration and events management 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, and seek knowledge adapted to their professional career orientations and specializations.

Consistent with its pioneering drive, and addressing market needs, in 2010 the Department of Hospitality and Tourism Management (DHTM), launched the first Hospitality Events Management program in Lebanon and the region. Moreover, in 2011 the Department of Hospitality and Tourism concluded a Memorandum of Understanding (MOU) with the American Hospitality Academy (AHA), a leading institution in hospitality education and training in the US and worldwide. Based on this MOU, NDU's Hospitality students will be entitled to professional training in the US as well as AHA certificates and accreditation.

Graduation Requirements

Students seeking the degree of Bachelor of Hotel Management and Tourism must complete a total of 103 credits (104 credits for the Food and Beverage concentration) 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 103 credits are divided into:

Degree Requirements (103/104 credits)

General Education Requirements **27 cr.**

Major Requirements **54cr.**

TTM 201, TTM 204, HSM 205, HSM 211, HSM 224, HSM 22v, TTM 237, HSM 281, HSM 311, FBM 313, HSM 314, FBM 31v, HSM 319, FBM 324, TTM 326, FBM 351, HSM 411, HSM 451, HSM 459.

Concentration Requirements **19 /20cr.**

Hospitality Management Emphasis (19cr)

Food and Beverage Management Emphasi (20cr)Travel and Tourism Management Emphasis (19cr)

Hospitality Events Management Emphasis (19cr)

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 four concentration schemes. These options allow graduates to enhance their expert knowledge in one of the four most englobing fields of hospitality and tourism; thus, differentiating themselves from their peers and improving their potential for professional success.

Hospitality Management Emphasis (19 cr.)

Major Requirements **10 cr.**

FBM 381 or TTM 382, HSM 432, HSM 437, HSM 460.

A choice of 3 courses from the following **9cr.**

FBM 332, FBM 424, FBM 444, TTM 342, FBM 343, TTM 344, TTM 346, TTM 445, HSM 447, HSM 485, STA 206, ECN 211, COA 252, BAF 312, NTR 313, GEM 202 or ITL 202 or SPA 202, HVM 201, HVM 420, HVM 422, HVM 311, HVM 301.

Food and Beverage Management Emphasis (20 cr.)

Major Requirements **11 cr.**

FBM 332, FBM 381, FBM 41ε, FBM 424.

A choice of 3 courses from the following **9 cr.**

FBM 343, HSM 432, HSM 437, , FBM 444, , HSM 447, FBM 464, HSM 485, STA 206, ECN 211, BAF 312, NTR ੨੧੨, GEM 202 or ITL 202 or SPA 202, HVM 201, HVM 301, HVM 311HVM 420, HVM 422.

Travel and Tourism Management Emphasis (19 cr.)**Major Requirements****10 cr.**

TTM 342, TTM 345, TTM 382, TTM 445.

A choice of 3 courses from the following**9 cr.**

FBM 343, TTM 344, TTM 346, HSM 432, HSM 437, FBM 444, HSM 447, TTM 462, HSM 485, STA 206, ECN 211, BAF 312, GEM 202 or ITL 202 or SPA 202, HVM 201, HVM 301; HVM 420, HVM 422, HVM 311.

Hospitality Events Management Emphasis (19 cr.)**Major requirements:****5 courses will be required as major core courses:**

1. HVM 201 (3 cr.): Introduction to the International Events Industry
2. HVM 301 (3 cr.): Events Management Operations and Logistics
3. HVM 311 (3cr.): Events Sponsorship, Fundraising and Partnership
4. HVM 431 (3 cr.): Event Management Project
5. HVM 382 (1cr.): Internship

Major Electives**6 cr.****A choice of two courses from the following:**

HVM 401, HVM 414, HVM 416, HVM 420, HVM 422, HVM 425, HVM 430, HSM 437, FBM 332, HSM 432, FBM 444, FBM 343, HSM 460, HSM 485, TTM 345, GEM 201 or ITL 202 or SPA 202, STA 206, NTR 313, TTM 342.

Minor in Hospitality Services Management (18 credits)

This minor introduces the student to the hospitality branch of the tourism industry, i.e. the world of hotels, clubs, casinos, service institutions, and all other accommodation facilities.

Students are required to use the following table:

Course #	Description	Credits
TTM 201	Introduction to Tourism & Hospitality Management	3
HSM 224	Front Office Operations & Management	3
HSM 227	Housekeeping Operations & Management	2
HSM 319	Information Technology in the Hospitality Industry	3
HSM 281	Internship I: Rooms Division Operations	1
	CHOOSE TWO OF THE FOLLOWING	
HSM 205	Principles of Hospitality Financial Accounting	3
HSM 211	Hospitality & Tourism Law	3
HSM 311	Hospitality Managerial Accounting	3
HSM 314	Human Resources Mgt in the Hospitality Industry	3
HSM 334	Resort & Receptions Management	3
HSM 411	Hospitality Managerial Finance	3
HSM 432	Hospitality Property Management	3
TTM 237	Hospitality and Tourism Marketing	3
HSM 437	Hospitality Sales & Promotional Techniques	3
HSM 447	Advanced Hospitality & Tourism Marketing	3
HSM 449	Meetings, Conventions, Exhibitions & Events Mgt	3
HSM 450	Hospitality Project Planning & Facilities Design	3
HSM 451	Hospitality Management	3
HSM 459	Hospitality & Tourism Strategic Management	3
Total		18 cr.

Minor in Food and Beverage Management (20 credits)

This minor is designated to students who intend to be involved in the food & beverage, restaurant, or catering business. The scope of this minor is to provide students with a broad and professional understanding of the world of restaurants, pubs, catering companies, and the like.

Students are required to use the following table:

Course #	Description	Credits
FBM 313	Food Production	3
FBM 316	Food Production Lab	3
FBM 324	Restaurant Operations & Floor Management	3
FBM 351	Food, Beverage & Labor Cost Control	3
FBM 381	Internship II: Food & Beverage Operations	1
	CHOOSE TWO OF THE FOLLOWING	
FBM 332	Catering, Functions & Banqueting Management	3
FBM 335	Institutional & Contract Foodservice Management	3
FBM 343	Purchasing for Hospitality Operations	3
FBM 349	International Cuisine	3
FBM 413	Advanced Food Production	4
FBM 424	Restaurant Development & Management	3
FBM 444	Alcoholic Beverages Appreciation	3
FBM 446	Bartending & Beverage Operations Management	3
FBM 464	Special Topics in Food & Beverages	3
HSM 449	Meetings, Conventions, Exhibitions & Events Mgt	3
Total		19/20cr.

Minor in Travel and Tourism (16 credits)

This minor is intended to introduce the student to the world of Travel and Tourism through travel agencies, airports, tour operators, tourist destinations, and, among others, sustainable tourism.

Students are required to use the following table:

Course #	Description	Credits
TTM 201	Introduction to Tourism & Hospitality Management	3
TTM 326	Domestic Travel & Tourism Development	3
TTM 342	Travel Agency & Tour Management	3
TTM 382	Internship III: Travel Agency & Tour Operations	1
	CHOOSE TWO OF THE FOLLOWING	
TTM 204	Economics of Tourism	3
TTM 237	Hospitality & Tourism Marketing	3
TTM 341	International Air Law	3
TTM 344	International Travel & Tourism	3
TTM 345	Airline Passenger Services	3
TTM 346	Automated Travel System	3
TTM 440	Tourism & Multicultural Management	3
TTM 445	Sustainable Tourism	3
TTM 454	Strategic Airline Business Operations	3
TTM 462	Special Topics in Travel & Tourism	3
Total		16 cr.

Minor in Events Management (16 credits)

The Minor in Events Management offers a solid introduction and understanding of the events management industry. It allows students enrolled in other undergraduate programs at NDU to broaden their educational experiences by developing the knowledge and skills to plan and execute a wide range of social, cultural, educational, business, entertainment, and fundraising events within a local, regional, and international context.

Course #	Description	Credits	Pre/Co-requisite
HVM 201	Introduction to the International Events Industry	3	—
HVM 301	Events Management Operations and Logistics.	3	—
HVM 311	Events Sponsorship, Fundraising and Partnership.	3	—
HVM 382	Internship	1	
	CHOOSE TWO OF THE FOLLOWING		
FBM 381	Internship II: Food & Beverage Operations	3	
	CHOOSE TWO OF THE FOLLOWING		
HVM 401	Contemporary Issues and Best Practices in Events Management	3	
HVM 414	Events Production and Technical issues	3	
HVM 416	Risk and Safety in Events Management	3	
HVM 420	Protocol and Etiquette in Events Management	3	
HVM 422	M.I.C.E (meetings, incentives, conferences, & exhibitions) MGT	3	
HVM 425	Casino and Entertainment Management	3	
HVM 430	Recreational, Leisure and Sports Events Management	3	
HVM 431	Event Management Project	3	
Total		16cr.	

Undergraduate Courses: Hotel Management and Tourism

TTM 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 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 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 Hospitality and Tourism Law (3.0); 3 cr. A study of the legal responsibilities affecting the operations of the hospitality and tourism 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 Front Office Operations and Management (3.0); 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 227 Housekeeping Operations and Management (0.4); 2 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 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 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. *Prerequisites:* HSM 224, HSM 226.

HSM 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 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.

HSM 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 316 Food Production Lab (0.6); 3 cr. Practical implementation of the culinary concepts and techniques taught in Food Production (FBM 313). *Corequisite:* FBM 313 for HTM students only.

HSM 319 Information Technology in the Hospitality Industry (3.0); 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 Restaurant Operations and Floor Management (3.0); 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.

TTM 326 Domestic Travel and Tourism Development (2.2); 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. *Junior Standing*

FBM 332 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. *Corequisite:* FBM 313.

TTM 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. *Junior Standing*

FBM 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. *Corequisite:* FBM 313.

TTM 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 traveler 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. *Junior Standing*

TTM 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 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:* FBM 313.

FBM 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 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 342.

HSM 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.

FBM 414 Advanced Food Production (2.4); 4 cr. The course aims to examine the 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 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. Field 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.

FBM 444 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 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.

HSM 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 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.

HSM 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 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 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-making 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 and 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 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.

HVM 201 Introduction to the International Events Industry (3.0); 3 cr. This course is the initiation of the international events industry. The students throughout this course will gain understanding of the scope and purposes of the wide variety of events. The different components, timeline, and major integral parts that constitute an event will be emphasized. Appropriate skills and knowledge will be developed in order to adequately perform and assume responsibility of the management of an event. Practical exposure to case studies, field visits, and guest speakers will be part of this course.

HVM 301 Events Management Operations and Logistics (3.0); 3 cr. This course is comprehensive that examines the details of event planning, management, and operations. The students go through the nuts and bolts of events operations in terms of timeline, logistics, budget control, resources, stakeholders, laws, and regulations methodologies in order to organize successful fly plan and management events. *Prerequisite:* HVM 201.

HVM 311 Event Sponsorship, Fundraising and Partnership (3.0); 3 cr. This course develops the students' research planning skills, to develop effective financial plans and feasibility studies, as well as to identify source and secure fund raising, sponsorship, and partnership opportunities. Applied case studies that investigate the above issues in the private, public, and non-profit sectors will be used intensively. *Prerequisite:* HVM 201.

HVM 431 Events Management Project (3.0); 3 cr. In this course, experiential learning opportunity will be given to the students to apply theoretical, knowledgeable, and practical skills acquired in class to organize and manage public events (from pre-planning concept phase, to executive and post-evaluation phases). *Prerequisite:* HVM 301.

HVM 382 Internship 1 cr. A supervised on-the-job work experience in the events industry, particularly MICE, arranged with a Department-approved cooperating institution. This field experience—of no less than 500 hours—emphasizes operational involvement in the planning and execution of events. Students must follow the course's pre-set guidelines. *Corequisite:* HEM 414.

HVM 401 Contemporary Issues and Best Practices in Events Management (3.0); 3 cr. This course is a highly interactive course that is destined to identify major trends, contemporary issues, and best practices in the events management industry. Through intensive use of case studies drawn from real life events. Students will have the opportunity to discuss and conduct post-event evaluations to identify success and failure factors, winning strategies, and potential challenges will be outlined. Thus, students will learn to develop alternative planning scenarios. *Prerequisite:* HVM 201.

HVM 414 Events Production and Technical Issues (3.0); 3 cr. This course conveys advanced knowledge of key production and technical issues, including: design, layout, printed material, power, lights, sound, audiovisual, information technology, special effect, music, colors, decoration, and costumers. As an event manager, the student will combine the theoretical and practical applications in the above-mentioned setups to employ methods that are effective and cost-efficient. *Prerequisite:* HVM 301.

HVM 416 Risks and Safety in Events Management (3.0); 3 cr. A framework of contingency procedures will be elaborated to respond to possible safety and security risks that can hinder an event execution. Legal, logistics, financial, risk assessment, and operational safeguards to ensure protection against failures, losses, damage, and injury will be emphasized. *Prerequisite:* HVM 201.

HVM 420 Protocol and Etiquette in Events Management (3.0); 3 cr. This course outlines the importance of protocol and etiquette in events management. The student will enhance his/her manners and *savoir vivre* skills in conducting events and business transactions. Areas that will be emphasized include: the knowledge of agenda and time management, verbal and written communication, guest management, media management, dress codes, postures and gestures, and table manners. The outcome of the course is a student that carefully and professionally deals with both: known situations and difficult or unfamiliar situations to avoid any social “faux pas” that could ruin a perfectly good business deal. *Prerequisite:* HVM 201.

HVM 422 M.I.C.E (meetings, incentives, conferences, and exhibition) Management (3.0); 3 cr. This course serves as an overview of the Size and scope of the MICE industry. Upon completion, Students will acquire specialized managerial skills required to package, plan, execute, and evaluate these product segments. The management of such events incorporate the determination of the purpose, the message, the budget, the selection of site, the negotiation of contracts, the prospection for attendees, the setting of dates and timelines, the management of exhibit spaces, the lodging services, the procurement of food and beverages, the telecommunications and audio-visual requirements, the transportation, the recruitment of labor and material, the measures of safety and security, the assessment of the event’s success, and all other related necessities. *Prerequisite:* HVM 201.

HVM 425 Casino and Entertainment Management (3.0); 3 cr. A specialized course that provides a blend of technical, operational, and managerial knowledge that pertains to the gaming and entertainment businesses. The content emphasizes ethical and regulatory issues, technological and operational expertise, site and property management, security and surveillance systems, financial and marketing management, behavior-metrics, and the relationship of the casino and entertainment industries to the overall tourism and socio-cultural environments. *Prerequisite:* HVM 201.

HVM 430 Recreational, Leisure and Sports Events Management (3.0); 3 cr. This course covers the guidelines and principles of managing, executing, and evaluating recreational leisure and sport events. Students will broadly consider the different forms that these events can take; with a focus on the ones that are most popular. On top of the standard planning, logistics, funding, operations, design, maintenance, risk and safety tasks; Students will also learn to manage the interaction of the different stakeholders involved from a psychological and sociological perspectives. Patterns of behavior, control techniques, safety and environmental concerns, and demographic characteristics will be examined. *Prerequisite:* HVM 201.

FACULTY OF ENGINEERING



FACULTY DIRECTORY

Office of the Dean

Engineering Building, 3rd floor, Room E 311
Tel: 09-218-950/51/52 (Extension 2028), Direct line: 09-208401
E-mail: feng@ndu.edu.lb

Dr. Michel El-Hayek, Dean (E 311)
Ms. Jeanette Elias, Administrative Assistant (E 310)
Dr. Naji Khoury, ABET Coordinator (HA 377)
Ms. Nancy Turc, ABET Academic Support Officer (HA 368)
Dr. Chady El-Moucary, FE Coordinator, NLC (NLC-F 11)
Dr. Charbel Zgheib, FE Coordinator, SC (SC-CA 112)

Department of Civil and Environmental Engineering

Engineering Building, 3rd floor, Room E 308
Tel: 09-218-950/51/52 (Extension 2029), Direct line: 09-208402
E-mail: jharb@ndu.edu.lb

Dr. Jacques Harb, Chairperson (E 308)
Ms. Loulou Saliba, Secretary (E 307)

Advisors: Elie Chakar (E 212), Michel Chalhoub, Sophia Ghanimeh (HA 367), Jacques Harb (E 308), Dima Jawad (E 218), Naji Khoury (HA 377), Charles Saad (E223), Alain Matta (E 223), Talal Salem (E 216)

Advisors NLC: Dalia Youssef-Abdel Massih (NLC-F 12), Elsy Ibrahim (HA 373)

Laboratory Instructors: Wissam Haddad (Lab 306), Claudette Hajj, Yara Maalouf (Lab 422), Sawsan Sleiman

Laboratory Staff: Elie Lahoud (Lab 305)

Department of Electrical & Computer and Communication Engineering

Engineering Building, 3rd floor, Room E 302
Tel: 09-218-950/51/52 (Extension 2174), Direct line: 09-208405
E-mail: sgeorges@ndu.edu.lb

Dr. Semaan Georges, Chairperson (E 302)
Mrs. Jacqueline Hobaiter, Secretary (E 303)

Advisors: Jad Atallah (E 215), Marwan Bou Sanayeh (E 211), Sami Elmurr (S 332), Semaan Georges (E 302), Mustapha Hamad (E 217), George Hassoun (E 209), Joseph Issa, Abdallah Kassem (E 204), Fakhreddine Keyrouz (E 372), Ghassan Kraidy (HA 376), Nassar Mendalek (S 331), Elias Nassar (HA 369)

Advisor NLC: Maurice Khabbaz , Chady El-Moucary (NLC-F 11)

Advisor SC: Maurice Khabbaz, Charbel Zgheib (SC-CA 112)

Laboratory Instructors: Nadine Bou Dargham (SC-CC 214), Georges Breidy (E 210), Wissam El-Beiano (Lab 423), Nisrine El-Turey (E 214), Aline Siranossian (E 213), Walid Zakhem (NLC- F 10)

Department of Mechanical Engineering

Engineering Building, 3rd floor, Room E 306
Tel: 09-218-950/51/52 (Extension 2232), Direct line: 09-208407
E-mail: me@ndu.edu.lb

Dr. Najib Metni, *Chairperson* (E 306)

Mrs. Ghada Khoury, *Secretary* (E 305)

Advisors: Ghazi Asmar (E 306), Marwan Azzi (HA 370), Charbel Bou Mosleh (E 224), Francis Francis (E 208), Najib Metni (E 206), Pierre Rahme, Rayan Slim (E 205)

Advisor NLC: Francis Francis (NLC-F 8)

Laboratory Instructors: Wissam Daou (Lab 371), Sylvie Melki (Lab 421).

Laboratory Staff: Fady Awad (Lab 377)

FACULTY OF ENGINEERING

FACULTY PROFILE

The programs in civil, computer and communication, electrical and mechanical engineering prepare students to enter professional practice immediately 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-directed and life-long 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 curriculum.

The states-of-the-art and extensive laboratories of the Faculty of Engineering are made available to 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 laboratory course content, relevance to the curriculum, project supervision, and the development and update of facilities. 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 testing to the construction industry as well as advanced and unique experimental research.

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 students with national and international exposure. The list includes the ASHRAE, ASME, EWB, IEEE, and SCE, and is growing as more and more students are moving from local scale to regional and international exposure.

MISSION, VISION, AND VALUES

Mission

The Faculty of Engineering at NDU endeavors to graduate engineers who understand the ethical, social, economic, and environmental contexts of their profession at the local, regional, and international levels, and who apply their knowledge with sound judgment and responsibility in order to develop ways to utilize the materials and forces of nature in a sustainable manner for the benefit of mankind. The Faculty of Engineering is committed to the education of the whole person according to the University's model of liberal arts education and through its applied curricula, quality research, and extra-curricular activities. Students are encouraged to pursue lives of global citizenship, community service, life-long learning, and exemplary leadership. In keeping with the University mission, the Faculty of Engineering aims to graduate students who are rooted in their faith of God.

Vision

To be recognized as a regional center of excellence for engineering education where highly qualified faculty and outstanding students pursue knowledge in a context of ethical and social values. This distinguished education will enable students to contribute in a socially responsible manner to the development of Lebanon and the region.

Values

Excellence in education and scholarship: Highly qualified faculty educate students through theory and hands-on instruction using the latest available technologies. High quality research addresses problems of relevance to the community and enhances classroom instruction.

Life-long learning: Our students will be equipped with the tools and skills that enable them to keep up to date in their field.

Service: Our students will be encouraged to use their knowledge for the service of the community through engineering projects and extra-curricular activities.

Faith and integrity: In keeping with the tradition of the Maronite Mariamite Order, we aim to graduate students that are rooted in their faith in God. This faith expresses itself in respect for God's creation and integrity in their daily professional and social interactions.

ACADEMIC DEPARTMENTS AND DEGREE PROGRAMS

The Faculty of Engineering consists of the following departments:

- Department of Civil and Environmental Engineering
- Department of Electrical & Computer and Communication Engineering
- Department of Mechanical Engineering

and offers degree 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.

The Department of Civil and Environmental Engineering offers a minor in Engineering Management which is opened to all Engineering students.

POLICIES AND PROCEDURES

Admission Requirements

Admission to the Engineering programs is governed by the University admission requirements as outlined in the general section of the University Catalog.

The Faculty of Engineering at NDU accepts transfer students from Sciences, Architecture, and Engineering majors at accredited universities provided they have completed a minimum of 12 credits at their institution with a cumulative GPA of 2.3. For students from European-system universities, they need to have successfully completed a minimum of one academic year and are eligible to continue their studies at their home institution.

For students from Sciences and Architecture majors, the following additional requirement applies:

They have completed a minimum of 12 credits of Mathematics/Physics/Chemistry courses at the sophomore level or higher with a minimum total GPA of 2.5 in these 12 credits.

Transfer students can receive credit for NDU courses listed under the General Education Requirements (GER), Core Requirements, and Free Elective categories of the NDU contract sheet. In order to ensure that the student has achieved the needed outcomes and objectives specified by the concerned Department, the Faculty of Engineering reserves the right not to give transfer credit for courses listed under the Major Requirements category even if the student has taken similar courses at his or her institution. For students transferring from Science majors, no courses listed under major requirements or technical electives can be transferred.

For a list of required documents and the relevant dates and deadlines, students planning to transfer to the Faculty of Engineering need to check with the NDU Admissions Office.

Residency Requirements

Full-time students entering the Engineering programs of first year standing must complete the listed program within eight years of the date of enrollment in the corresponding program.

A transfer candidate with a Bachelor of Engineering degree from an accredited institution is required to successfully complete a minimum of 45 credits of upper-division course work including a graduation project. A transfer student without a Bachelor of Engineering degree is required to successfully complete a minimum of 60 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 17 credits per semester, nor more than 9 credits in a summer session unless otherwise specified in their suggested program. Restrictions may be imposed on students whose overall GPA is less than 2.3/4.0. Upon the approval of the advisor, a student whose overall GPA is no less than 3.2/4.0 may be permitted to carry a maximum load of 18 credits per semester.

Students in their last semester may petition to take up to 20 credits given they have a cumulative GPA of 3.5 and above and they satisfy the minimum residency requirement for their major. Students with a cumulative GPA less than 3.5 may petition to take up to 19 credits maximum in their last semester provided they satisfy all other requirements.

Graduation Requirements

To receive a degree of Bachelor of Engineering offered by the Faculty of Engineering, a student must complete a total of 150 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 and technical electives. In addition all major requirements and technical elective courses must be successfully completed with a minimum grade of "C-".

GENERAL EDUCATION REQUIREMENTS

All engineering degree programs share a common General Education Requirement (GER), made of 27 credits distributed as follows:

Communications Skills 9 cr.

A: English (6 cr.)

ENL 213: *Sophomore English Rhetoric*

One course from:

ENL 223: Communication Arts

ENL 230: English in the Workplace

B: Arabic (3 cr.)

One course from:

ARB 211: Appreciation of Arabic Literature

ARB 212: Advanced Arabic Grammar

ARB 224: Arabic Literature and Human Thought

ARB 231: Technical Arabic

ARB 317: Themes of Modern Arabic Literature in Lebanon (20th Century)

Philosophy and Religion 6 cr.

A: Religion (3 cr.)

One course from:

REG 212: Religion and Social Issues

REG 213: Catholicism

REG 215: World Religions

REG 313: The Maronites: Faith and Cultural Heritage

REG 314: Marriage and Family in the Catholic Church

B: Philosophy (3cr.)

One course from:

ENG 310: Ethics in Engineering

ENS 205: Environment, Society and Ethics

PHL 311: Ethics and the Modern World

POS 345: Ethics and Leadership

Cultural Studies and Social Sciences 6 cr.

A: Culture (3 cr.)

One course from:

ARP 215: Cultural Themes in Lebanese Architecture

COA 359: Media and Society

COA 315: World Cinema Survey

FAP 215: Art & Culture

HUT 305: Human Thought to 1500

HUT 306: Human Thought from 1500 to the Present

LIR 214: Introduction to Literary Genres

MUS 210: Music Appreciation

NTR 215: Foods and Nutrition of World Cultures

PSL 201: Introduction to Psychology

SOL 201: Introduction to Sociology

SOL 301: Introduction to Anthropology

SOL 313: Family Violence and Child Abuse

B:Business/Economics (3 cr.)

One course from:

- BAD 201: Fundamentals of Management
- ECN 200: Survey of Economics
- ECN 211: Principles of Microeconomics
- ECN 212: Principles of Macroeconomics
- ENG 210: Introduction to Engineering Economy

Citizenship:

3 cr.

One course from:

- HIT 211: History of Lebanon and the Middle East
- IAF 301: Modern Political Ideologies
- POS 201: Introduction to Political Science
- POS 210: Government and Politics of Lebanon
- POS 240: Law and Society
- POS 319: Democracy and Human Rights
- POS 337: Dialogue Among Civilizations

Science and Technology:

3 cr.

One course from:

- AST 201: Discovering Astronomy
- BIO 201: Your Body in Action
- BIO 202: Mystery of Life
- BIO 203: Discover Biology
- HEA 201: Health Awareness
- HEA 204: Contemporary Health Issues
- ENS 201: Introduction to Environmental Science
- ENS 202: The Environment and Sustainable Development
- ENS 206: Ecotourism
- GIS 211: Principles of Geographic Information Systems
- NTR 201: Basic Human Nutrition
- PHS 207: Development of Science and Technology

Common Engineering Courses

The Faculty of Engineering offers general courses of interest to all degree programs:

ENG 201 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 202 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. *Co-requisite:* MAT 215.

ENG 210: Introduction to 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. *Prerequisite:* ENG 201.

ENG 310: Ethics in Engineering (3.0); 3 cr. Ethical issues in the practice of engineering: corporate responsibility; personal rights; honesty, ethical aspects of safety, risk and liability and conflicts of interest; environmental issues and sustainability; codes of ethics; emphasis on developing the capacity for independent ethical analysis of real cases.

Minor in Engineering Management

Rationale

Management of Engineering projects has gained significant importance in a competitive global market. The Undergraduate Minor in Engineering Management aims at assisting engineering students to enhance their engineering skills by acquiring managerial skills. Through a selectivity of courses, the students will be able to learn the business aspect of Engineering projects.

Objective and Outcome

The Objective of this minor is to provide engineering students with better exposure to project management methods, planning, engineering economy, and leadership. It offers students the necessary tools for managing technical projects in an interdisciplinary environment. This minor is intended to prepare engineering students in any engineering discipline to acquire specific useful management skills and to be able to use technology more appropriately. It strives to graduate engineers who understand the market and financial investments of engineering projects.

Eligibility

The Minor in Engineering Management program is opened to NDU undergraduate engineering students:

1. In their second or third year of studies.
2. Who are in a good academic standing (GPA>2.0).
3. Who have applied and been admitted into the program.

Curriculum

The Minor in Engineering Management requires at least six courses (18 credits) chosen as follows:

A- Required Courses (12 credits)

ACO 201 Principles of Accounting I
BAD 201 Fundamentals of Management
CEN 393 Project Management
One course from:
CEN 392 Engineering Economy
ENG 210 Introduction to Engineering Economy

B- Elective Courses (6 credits)

Choose 2 courses from the following pool:
BAD 317 Organizational Behavior
BAD 429 Operations Management
BAD 425 Quantitative Techniques for Management
CEN 471 Civil Engineering Laws and Ethics
CEN 493 Construction Planning
ECN 200 Survey of Economics
MAT 339 Numerical Analysis
MGT 201 Principle of Human Resources
MGT 411 Leadership Quality & Performance
MRK 201 Fundamentals of Marketing

A minimum grade of “C-” is required in each course of the minor. The cumulative GPA should be a minimum of 2.0.

Application Procedure

An Application Form is available in the Department of Civil and Environmental Engineering. Students must submit a petition through their advisor and attach the application form. All application forms must be received by **July 10** for **Fall** enrollment and **January 10** for **Spring** enrollment. Late or incomplete application forms will not be considered.

Withdrawal Procedure

Withdrawal from the Minor in Engineering Management must be done by filing a petition through the advisor.

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

Professor:	Harb, Jacques (Chair)
Associate Professor:	Chakar, Elie
Assistant Professors:	Chalhoub, Michel; Ghanimeh, Sophia; Ibrahim, Elsy (NLC); Jawad, Dima; Khoury, Naji; Saad, Charles; Salem, Talal; Youssef-Abdel-Massih, Dalia

Mission of the Department

The mission of the Department of Civil and Environmental Engineering (DCEE) is aligned with the mission of NDU. In addition, the DCEE seeks to graduate civil engineers who use their knowledge and ability to design and construct sustainable civil engineering systems, which serve the needs of society and adhere to professional ethical standards. Graduates will understand and be able to apply current knowledge of engineering, environmental and legal issues to advance sustainable engineering practices. The curriculum includes an introduction to practical aspects of engineering such as successful management and business practices and public policy. Students and graduates are prepared to successfully compete for regional and international grants and positions. The DCEE alumni will promote the values learned from the University, faculty and department both locally and regionally. The DCEE faculty will increase their research activities in order to provide an ongoing atmosphere of excellence.

Degree Requirements

The Department of Civil and Environmental Engineering offers one program leading to the degree of Bachelor of Engineering in Civil Engineering. The course requirements of the degree involve a total of 150 credits divided into the following pools:

General Education Requirements **27 cr.**

Core Requirements **47 cr.**
CHM 211, CHM 271, CSC 212, EEN 205, ENG 201, ENG 202, MAT 213, MAT 215, MAT 224, MAT 235, MAT 326, MAT 339, MEN 201, MEN 215, PHS 206, PHS 275, GEO 201.

Major Requirements **58 cr.**
CEN 202, CEN 203, CEN 250, CEN 251, CEN 270, CEN 204, CEN 210, CEN 311, CEN 220, CEN 325, CEN 221, CEN 271, CEN 330, CEN 343, CEN 443, CEN 360, CEN 361, CEN 392, CEN 462, CEN 463, CEN 465, CEN 430, CEN 431, CEN 440, CEN 598, CEN 599.

Approved Professional Training **1 cr.**
CEN 489.

Technical Electives **12 cr.**
Choose any four courses from the following pool: CEN 393, CEN 407, CEN 510, CEN 520, CEN 521, CEN 522, CEN 530, CEN 531, CEN 523, CEN 524, CEN 541, CEN 450, CEN 543, CEN 544, CEN 560, CEN 461, CEN 370, CEN 471, CEN 580, CEN 581, CEN 493, CEN 594, MEN 400.

Or you may choose to follow a concentration on one of the tracks below:

Track A: Structural and Material Engineering

CEN 407, CEN 510, CEN 520, CEN 521, CEN 522, CEN 523, CEN 524, CEN 541, CEN 580, CEN 581, CEN 392, CEN 493, CEN 594, MEN 400.

Track B: GeoEnvironmental Engineering

CEN 392, CEN 393, CEN 530, CEN 531, CEN 560, CEN 461, CEN 580, CEN 581, CEN 493, CEN 594.

Track C: Transportation and Planning Engineering

CEN 392, CEN 393, CEN 450, CEN 543, CEN 544, CEN 493, CEN 594.

Track D: Construction Management

CEN 370, CEN 392, CEN 393, CEN 471, CEN 493, CEN 594.

Choose any four courses from the following pool: CEN 393, CEN 407, CEN 510, CEN 520, CEN 521, CEN 522, CEN 530, CEN 531, CEN 523, CEN 524, CEN 541, CEN 450, CEN 543, CEN 544, CEN 560, CEN 461, CEN 370, CEN 471, CEN 580, CEN 581, CEN 493, CEN 594, MEN 400.

Free Electives**5 cr.**

Include any course offered of particular interest, of sophomore level (200 level) or above.

Undergraduate Courses: Civil Engineering

CEN 201 Engineering Mechanics (3.0); 3 cr. 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 202 Statics (3.0); 3 cr. Forces, moments and couples; free body diagrams; problems involving beams, trusses, and various engineering applications. *Corequisite:* ENG 201.

CEN 203 Mechanics of Materials (3.0); 3 cr. 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 202.

CEN 204 Mechanics of Materials Laboratory (0.2); 1 cr. 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 203.

CEN 210 Structures I (3.0); 3 cr. Structural forms; analysis of structurally determinate structures; moving loads, influence lines; introduction to indeterminate structures. Collapse and analysis. *Prerequisite:* CEN 203.

CEN 220 Soil Mechanics (3.0); 3 cr. Stress-strain relations and properties of soil, seepage

and flow nets. Bearing capacity of soils, footings on sand and clay. *Prerequisite:* CEN 203.

CEN 221 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 250 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 251 Field Surveying (0.2); 1 cr. Field plane surveying; topographic mapping; location survey and route surveying. *Corequisite:* CEN 250.

CEN 270 Engineering Graphics (0.2); 1 cr. Drawing of three-dimensional objects, orthographic, sectional, pictorial view. Developed surfaces and intersections.

CEN 271 Civil Engineering CAD (0.2); 1 cr. This is an introductory course lab on CAD tools to be used by engineers and architects. CAD systems are interface soft wares. The CAD systems shall be used in conjunction with civil engineering basic drafting tools to form visualizations in 2D and 3D engineering entities. It constitutes the basic knowledge in AutoCAD, TransCAD, and other CAD software systems. *Corequisite:* CEN 270.

CEN 311 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 325 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 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.

CEN 343 Transportation Engineering I (3.0); 3 cr. Transportation in society, and mobility; people and goods. Introduction to operating principles and procedures for transportation systems. Level-Of-Service, vehicle flow and capacity. Traffic analyses and control. Transportation Planning; Travel Demand Forecasts; demand-supply relationships; modeling. Project. *Prerequisite:* Third Year Standing. *Corequisite:* MAT 326.

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 370 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 392 Engineering Economy (3.0); 3 cr. Engineering economic analysis for project and design evaluation, decision making including replacement and retention, budget limitation, breakeven and sensitivity analysis. Case studies in the design/system analysis process, time value of money and economic evaluation of alternatives, risk analysis, and the effects of

depreciation and taxes.. *Prerequisite:* ENG 201, Junior Standing.

CEN 393 Project Management (3.0); 3 cr. Fundamentals of Project Management, engineering organization, planning, budgeting, scheduling and cost controls, bidding process, tender documents and contracts. Examples will be given in all fields of Engineering. *Prerequisite:* Junior Standing.

CEN 407 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 210.

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 330.

CEN 431 Concrete and Pavement Design Laboratory (0.2); 1 cr. Experiments dealing with concrete and asphalt properties, proportioning, design and analysis. *Prerequisite:* CEN 330. *Corequisite:* CEN 443.

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 443 Transportation Engineering II (3.0); 3 cr. The geometric design of highways, drainage, roadbed, environmental concerns, cost. Highway interchanges concepts. Roadbed construction; pavement design, construction, and management. Intermodal stations, airports design concepts. Project. *Prerequisite:* CEN 343.

CEN 450 Advanced Surveying (3.0); 3 cr. Subdivision theory, usage of total station in field surveying. *Prerequisites:* CEN 250, CEN 251.

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 462, or instructor's approval.

CEN 462 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 463 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 465 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 462.

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 489 Approved Professional Training (0.0); 1 cr. Department approved summer training practice in Civil Engineering. A report is required. *Prerequisites:* Senior Standing, Third year standing, CEN 325, CEN 330, CEN 392.

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 495 Engineering Project (3.0); 3 cr. Individual supervised work in one of the main field of Civil Engineering. *Prerequisites:* CEN 491, ENL 230.

CEN 510 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 407.

CEN 520 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 311.

CEN 521 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:* Senior Standing.

CEN 522 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. *Prerequisite:* CEN 430.

CEN 523 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 524 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. *Prerequisites:* CEN 430 or instructor's approval.

CEN 530 Slope Stability (3.0); 3 cr. Slope stability analysis methods. Use of software packages. *Prerequisite:* CEN 325.

CEN 531 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 325.

CEN 541 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 543 Transportation Engineering III (3.0); 3 cr. One, two, or three topics in Transportation Engineering shall be offered. The course shall be concerned with the process of analyses and design of the topic concerned. Topics like airports; ports and harbours; railways and railway stations; traffic; supply-demand modelling; others. Projects. Topics shall be specified when the course is offered.

Prerequisite: Fourth Year Standing
Co-requisite: CEN 443.

CEN 544 Designs of Highway Bridges and Interchanges (3.0); 3 cr. Geometric design of highway interchanges and analyses and design of simple highway bridges. Project. *Prerequisites:* Fourth Year Standing, Instructor approval.

CEN 560 Air pollution Engineering (3.0); 3 cr. Characterization of sources, emissions, transport, transformation, effects, and control of air pollutants. *Prerequisites:* CEN 462, or instructor's approval.

CEN 580 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 203 or MEN 202.

CEN 581 Finite Element Methods II (3.0); 3 cr. Solution of advanced three-dimensional

stress problems in engineering. *Prerequisite:* CEN 580.

CEN 594 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.

CEN 598 Engineering Design I (1.0); 1 cr. The objective of this course is to develop a project proposal that includes the following items: Choice of project topic, literature survey, market analysis, feasibility study, project timeline, list of materials and cost, engineering ethics issues, social and environmental impact, etc. *Prerequisites:* ENL 230 Department approval.

CEN 599 Engineering Design II (2.0); 2 cr. Implementation of the engineering design project that was proposed in CEN 598. Includes report, final presentation. *Prerequisite:* CEN 598.

DEPARTMENT OF ELECTRICAL AND COMPUTER AND COMMUNICATION ENGINEERING

Professor:	Nassar, Elias
Associate Professors:	El-Mou Cary, Chady (NLC); El-murr, Sami; Georges, Semaan (Chair); Hamad, Mustapha; Kassem, Abdallah; Mendalek, Nassar; Zgheib, Charbel (SC).
Assistant Professors:	Atallah, Jad; Bou Sanayeh, Marwan; Hassoun George; Keyrouz, Fakheredine; Kraidy, Ghassan; Tawk, Youssef; Issa, Joseph.

Mission of the Department

The mission of the Electrical and Computer and Communication Engineering Department is to provide students with excellent undergraduate engineering education following a liberal arts model of education whilst promoting ethical and spiritual values. The department is dedicated to endow students with quality knowledge, technical skills, and values that prepare them to excel as engineers and leaders in their profession and to be committed to life-long learning and good citizenship at the local, regional, and international levels.

Degree Requirements

The Department of Electrical & Computer and Communication Engineering offers two programs leading to the degrees of Bachelor of Engineering in Electrical Engineering and Bachelor of Engineering in Computer and Communication Engineering. The course requirements of each degree involve a total of 150 credits divided into the following pools:

Bachelor of Engineering in Computer and Communication Engineering

General Education Requirements **27 cr.**

Core Requirements **41 cr.**

CEN 201, ENG 201, ENG 202, MAT 211, MAT 213, MAT 215, MAT 224, MAT 235, MAT 326, MAT 339, CHM 211, CHM 271, PHS 212, PHS 213, PHS 271.

Major Requirements **59 cr.**

CSC 212, CSC 213, CSC 312, CSC 414/415, CSC 425, EEN 201, EEN 202, EEN 203, EEN 220, EEN 221, EEN 310, EEN 311, EEN 312, EEN 322, EEN 324, EEN 325, EEN 330, EEN 331, EEN 340, EEN 344, EEN 443, EEN 489, EEN 598, EEN 599.

Technical Electives **20 cr.**

Students should complete 20 credits of approved technical electives in EEN and CSC courses including two elective laboratories.

Year 3 Technical Electives (2 CSC courses): CSC 301, CSC 311, CSC 313, CSC 316, CSC 323, CSC 385, CSC 387.

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): 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 426, EEN 430, EEN 431, EEN 432, EEN 433, EEN 436, EEN 473, EEN 480, EEN 523, EEN 545, EEN 546, EEN 547, EEN 548, EEN 583, EEN 585.
Technical Elective Lab. 1 courses: EEN 328, EEN 363, EEN 365.
Technical Elective Lab. 2 courses: EEN 439, EEN 444, EEN 481.

Free Elective

3 cr.

This elective is chosen by the students according to their interests in broadening their knowledge. It can be any course offered by the University provided that it is of Sophomore level (200 level) or above.

Bachelor of Engineering in Electrical Engineering

General Education Requirements

27 cr.

Core Requirements

44 cr.

CEN 201, ENG 201, ENG 202, MEN 210, MAT 211, MAT 213, MAT 215, MAT 224, MAT 235, MAT 326, MAT 339, CHM 211, CHM 271, PHS 212, PHS 213, PHS 271.

Major Requirements

53 cr.

CSC 212, CSC 213, CSC 312, EEN 201, EEN 202, EEN 203, EEN 220, EEN 221, EEN 310, EEN 311, EEN 312, EEN 324, EEN 330, EEN 331, EEN 340, EEN 350, EEN 352, EEN 360, EEN 416, EEN 489, EEN 598, EEN 599.

Technical Electives

23 cr.

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. The EEN/CSC course can be substituted by CEN 270, MEN 270, and MEN 370 or a course from the Technical Elective Labs 1 and 2.

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 426, EEN 455, EEN 523.

One course from the Electromagnetics pool: EEN 430, EEN 431, EEN 432, EEN 433, EEN 435, EEN 436, EEN 527, EEN 534.

Two courses from the Power and Control pool: EEN 353, EEN 452, EEN 553, EEN 357, EEN 451, EEN 453, 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 545, EEN 546, EEN 548.

(Signal Processing Pool): EEN 473, EEN 480, EEN 583, EEN 585.

(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.

Free Elective

3 cr.

This elective is chosen by the students according to their interests in broadening their knowledge. It can be any course offered by the University provided that it is of Sophomore level (200 level) or above.

Undergraduate Courses: Electrical Engineering & Computer and Communication Engineering

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. *Prerequisite:* ENG 201. *Corequisite:* MAT 213.

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. *Corequisite:* MAT 235. *Prerequisites:* EEN 201, ENG 202.

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, operational amplifiers. *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:* MAT 235.

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. *Corequisite:* EEN 206

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:* MAT 211.

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. *Prerequisite:* EEN 220.

EEN 310 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. *Prerequisite:* EEN 202.

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 310.

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, operational amplifiers applications, simple amplifiers, filters, and oscillators. *Prerequisites:* EEN 203. *Corequisite:* EEN 311.

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. *Prerequisites:* EEN 310, CSC 312.

EEN 325 Microprocessor Laboratory (0.2); 1 cr. Experiments and design project related to the course EEN 324. *Prerequisite:* EEN 221. *Corequisite:* EEN 324.

EEN 327 Advanced Logic 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 324.

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 221. *Corequisite:* EEN 327.

EEN 330 Electromagnetics I (3.0); 3 cr. Sinusoidal steady state and transient analysis of transmission lines. 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:* PHS 212, EEN 202, MAT 235.

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. 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 235.

EEN 344 Communication Systems I (3.0); 3 cr. Mathematical analysis and signal processing used in basic communication systems. Spectral analysis. Signal transmission. Amplitude and angle modulations. Frequency-division multiplexing. FM stereo. Pulse modulation. Time-division multiplexing. Impulse radio. Baseband data transmission. Equalization. Digital band-pass modulation techniques. OFDM. Spread-spectrum techniques. Applications to digital voice, digital television and data communications. *Prerequisite:* EEN 340.

EEN 350 Fundamentals of Electric Machines (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 Fundamental of Electric Machines Laboratory (0.2); 1 cr. Experiments with single phase and three-phase transformers. DC and AC machines. *Prerequisite:* EEN 350.

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:* EEN 324.

EEN 370 Practical Training (0.0); 6 cr. Department approved practice in industry in one of the areas of Electrical, Computer and Communication Engineering. A report is required. (Only open to students admitted before Fall 2008). *Prerequisite:* Department approval.

EEN 371 Practical Training (0.0); 3 cr. Department approved practice in industry in one of the areas of Electrical, Computer and Communication Engineering. A report is required. *Prerequisite:* Department approval.

EEN 416 Principles of Semiconductor Devices (3.0); 3 cr. Fundamentals of the physical properties of semiconductors. Doping. Fermi-Dirac statistics. Generation-recombination properties of excess carriers in semiconductors. Optical absorption and luminescence. Carrier drift and diffusion. Properties of the p-n junction under forward and reverse bias. Characteristics of semiconductor devices, and advanced device issues relevant to state-of-the-art integrated-circuit technologies. *Prerequisites:* PHS 213, EEN 331.

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 426 Biomedical Engineering (3.0); 3 cr. Design consideration for clinical and health care devices. Design of biomedical devices. Involves analog, digital and microprocessor / microcontroller based designs. Design of monitoring devices. *Prerequisites:* EEN 311, 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 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 311, EEN 331.

EEN 436 Fiber Optics (3.0); 3 cr. Ray optics and wave optics. Design optimization of fibers for optical data transmission. Fiber fabrication. Signal degradation in optical fibers. Fiber connections and diagnostics. *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. Random signals and noise. Noise in analog communications. Noise in digital communications. Error detection and correction. System and noise calculations. Electrical noise. Noise figure. Cascade connection of two-port networks. Free-space link calculations. Terrestrial mobile radio. Spread-spectrum techniques, CDMA. Turbo codes and Trellis

Coded Modulation (TCM). *Prerequisites:* EEN 344, MAT 326.

EEN 444 Communication Systems Laboratory (0.2); 1 cr. Introduction to Amplitude Modulation. Fault detection in DSB and SSB systems, FM modulators and 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 452 Fundamentals of Power Engineering (3.0); 3 cr. Power system components. Basic principles of electrical power systems. Generator and transformer models, steady-state characteristics and the per-unit system. Overhead transmission line parameters, capacitance and inductance. Transmission line model, performance and line compensation. Power flow analysis. *Prerequisite:* EEN 350.

EEN 453 Electric Drives (3.0); 3 cr. Introduction to elements of drive systems, characterization of mechanical loads, requirements of electric drive systems, dc drives with various power electronics based conversion sources, dynamic equations and closed loop control of dc drives, induction motor drives, ac controller, slip-energy recovery, volts/Hz control, synchronous motor drives, permanent magnet motors, reluctance motors. *Prerequisites:* EEN 210, EEN 350.

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 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 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. Fundamental concepts of discrete-time signals and systems. Digital signal processing of discrete signals. Sampling theory and reconstruction. Discrete Fourier transforms and analysis of digital filters in the frequency domain. Z-transforms, causality and stability. State-space equations. Design and analysis of FIR and IIR digital filters. Windowing. Bilinear transformation. Filter structures. *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 489 Approved Professional Training (0.0); 1 cr. Department approved practice in industry in one of the areas of Electrical, Computer and Communication Engineering. A report is required. *Prerequisite:* Department approval.

EEN 534 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 546 Algebraic Coding and Information Theory (3.0); 3 cr. Information theory and its relation to statistics. Kolmogorov complexity, entropy and inference. Shannon theory of communication. Source coding for noisy channels. Capacity theorems for multiple user channels. *Prerequisite:* EEN 443.

EEN 548 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 553 Power System Analysis (3.0); 3 cr. Optimal dispatch of generation. Synchronous machine transient analysis. Balanced and unbalanced short-circuits, balanced three-phase fault and systematic fault analysis. Symmetrical components and unbalanced faults. Transient stability and numerical solution of the swing equation. Power system control. *Prerequisite:* EEN 452.

EEN 598 Engineering Design I (1.0); 1 cr. The objective of this course is to develop a project proposal that includes the following items: Choice of project topic, literature survey, market analysis, feasibility study, project timeline, list of materials and cost, engineering ethics issues, social and environmental impact, etc. *Prerequisites:* ENL 230 Department approval.

EEN 599 Engineering Design II (2.0); 2 cr. Implementation of the engineering design project that was proposed in EEN 598. Includes report, final presentation. *Prerequisite:* EEN 598.

DEPARTMENT OF MECHANICAL ENGINEERING

Professor:	El-Hayek, Michel
Associate Professors:	Asmar, Ghazi (Chair); Francis, Francis.
Assistant Professors:	Azzi, Marwan; Bou-Mosleh, Charbel; Metni, Najib, Slim, Rayan.

Mission of the Department

The Mechanical Engineering Program strives to graduate mechanical 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 program prepares students to either immediately enter professional practice upon graduation or to pursue graduate studies, without neglecting the requirements for a fruitful life by emphasizing the University's model of liberal arts education. The curriculum of the program shares three basic tenants: scientific and technological excellence, balance between theory and practice, and a commitment to self-maintained, and enduring personal and professional development. The results are mechanical engineers naturally inclined to life-long learning and problem solvers ready to deal with any technological challenge at local, regional, and/or international scales.

Degree Requirements

The Department of Mechanical Engineering offers one program leading to the degree of Bachelor of Engineering in Mechanical Engineering. The course requirements of the degree involve a total of 150 credits divided into the following pools:

General Education Requirements **27 cr.**

Core Requirements **42 cr.**

CHM 211, CHM 271, PHS 203, PHS 212, PHS 273, EEN 205, EEN 206, EEN 207, ENG 201, ENG 202, CSC 212, MAT 215, MAT 235, MAT 326, MAT 335, MAT 339.

Major Requirements **64 cr.**

CEN 202, CEN 204, CEN 270, MAT 213, MAT 224, MEN 200, MEN 201, MEN 202, MEN 210, MEN 211, MEN 270, MEN 302, MEN 310, MEN 320, MEN 321, MEN 330, MEN 340, MEN 370, MEN 376, MEN 401, MEN 430, MEN 435, MEN 437, MEN 471, MEN 489, MEN 598, MEN 599.

Major Electives **12 cr.**

Choose any four courses from the following pool: MEN 400, MEN 410, MEN 439, MEN 503, MEN 507, MEN 510, MEN 511, MEN 512, MEN 515, MEN 516, MEN 517, MEN 518, MEN 520, MEN 521, MEN 523, MEN 525, MEN 526, MEN 530, MEN 534, MEN 540, MEN 541, MEN 544, MEN 550, MEN 580, MEN 581.

Laboratory Electives **2 cr.**

Choose any two courses from the following pool: MEN 571, MEN 573, MEN 576, MEN 578.

Free Electives

3 cr.

Choose any course of sophomore level or higher offered by the University.

Undergraduate Courses: Mechanical Engineering

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 201 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 202.

MEN 202 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 202.

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. *Prerequisite:* PHS 203 or CEN 201

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 215 Introduction to Thermal-Fluid Sciences (3.0); 3 cr. Fundamentals of thermal sciences including thermodynamics, fluid flow and heat transfer for non-ME students: Properties of Pure Substances, Energy & Power, First Law of Thermodynamics, Systems/Control

Volumes, Fluid Statics, Bernoulli Equation, Momentum Equation, Introduction to Conduction, Convection and Radiation Heat Transfer. *Prerequisite:* MAT 235.

MEN 270 Computer-Aided Design (0.2); 1 cr. Application of existing CAD software to engineering problems: Basic concepts of engineering graphics in a computerized environment; Representation of engineering objects; 2D/3D representations, CAD Standards. *Prerequisite:* CEN 270.

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 202, 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. Introduction to thermal radiation. *Prerequisite:* MEN 211. *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 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 201, MEN 202, 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 370.

MEN 370 Graphics for Mechanical Engineers (0.2); 1 cr. Application of the basic concepts of engineering graphics to the representation of mechanical components: shafts, bearings, fasteners, keys, springs, gears, cams, etc.; Assembly drawings; Dimensioning and tolerancing; Standards. CAD tools are to be used throughout the course for representation purposes. *Prerequisite:* MEN 270.

MEN 376 Thermo/Fluid Laboratory (0.2); 1 cr. Experiments related to fundamentals of fluid and thermal sciences. Topics include fluid properties, flow regimes, flow measurement, energy and power, heat transfer modes, pressure and temperature measurement, data acquisition. *Prerequisite:* MEN 210. *Corequisite:* MEN 320.

MEN 380 Practical Training in Mechanical Engineering (0.0); 3 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. Interfacing of mechanical and electrical systems; Analysis of smart systems: sensors and transducers, electronics and logics, microprocessors and programmable logic controllers, data acquisition, and actuators; Integration of these components to create a complete functional mechatronics system. *Prerequisites:* ENG 202, 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 201, MEN 370.

MEN 431 Mechanical Engineering Laboratory (0.2); 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 376.

MEN 435 Automated Controls (3.0); 3 cr. Feedback analysis and control of linear systems, with emphasis on linear system dynamics, time and frequency response, stability analysis, classical control theory, and controller design for Mechanical Engineering applications. *Prerequisites:* MEN 201, 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.

MEN 471 Manufacturing Technology Laboratory (0.2); 1 cr. Experiments related to fundamentals of manufacturing processes. Topics include properties of materials,

metrology, foundry processes, cold and hot working of metals, machining processes and machines tools, welding and joining processes, heat treating techniques. *Prerequisite:* MEN 340.

MEN 489 Approved Professional Training (0.0); 1 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:* Department Approval.

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 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. Fundamentals of energy conversion: thermal powerplants, nuclear and fossil fuels, etc.; Energy resources; Energy conservation and recovery; Energy Storage; Pollution and environmental issues. *Prerequisite:* MEN 310.

MEN 511 Heat Exchangers (3.0); 3 cr. Fundamentals of heat exchangers design: Types and selection of heat exchangers, Thermal design of heat exchangers; Mechanical design of heat exchangers. *Prerequisites:* MEN 302, MEN 310.

MEN 512 Industrial Refrigeration (3.0); 3 cr. Fundamentals of refrigeration systems; Refrigeration cycles; Design and selection of components; Cold storage facilities. *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 516 Piping Networks (3.0); 3 cr. Design of piping networks with emphasis on water

distribution systems in buildings: plumbing systems, fire-fighting systems, hot and cold water distribution; Codes and standards. *Prerequisite:* MEN 321.

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 518 Renewable Energy Systems (3.0); 3 cr. Renewable energy resources and systems: Solar energy, wind energy, geothermal energy, biomass, etc. Applications in buildings and power generation. *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 523 Applied Aerodynamics (3.0); 3 cr. Fundamental concepts of aerodynamics and their application to the design of airplanes, automobiles and racing cars. Steady/unsteady, incompressible/compressible, inviscid/viscous fluid flows over airplane wings, airplanes and automotive bodies. *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 526 Fundamentals of Gas Turbines (3.0); 3 cr. Types of gas turbines; Design and selection of components: Compressors, Combustion Chambers, Turbines, Diffusers/Nozzles; Systems for stationary, automotive and aircraft applications. *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 541 Automotive Mechatronics (3.0); 3 cr. Fundamentals of automotive mechatronics; Overview of sensors and actuators used in motor vehicles; Communication protocols and control systems. *Prerequisite:* MEN 401.

MEN 544 Computer-Aided Manufacturing (3.0); 3 cr. Fundamentals of industrial automation; numerical control (NC) systems; part programming; robotics in manufacturing; materials handling and automated storage systems; group technology; automated identification and inspection systems; flexible manufacturing systems. *Prerequisites:* MEN 340, MEN 370.

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 571 Design and Machinery Laboratory (0.2); 1 cr. Applications of mechanical design techniques to complex systems. Topics include

mechanisms – linkages, springs, gears and gear trains, bearings, etc... - assembly processes, geometric dimensioning and tolerancing, mechanical vibrations, balancing of machineries. *Prerequisites:* MEN 330, MEN 430, MEN 471.

MEN 573 Mechatronics and Control Laboratory (0.2); 1 cr. Applications of control theory to mechanical systems and evaluation of their performance. Topics include feedback systems, PLC control systems, mechatronics systems, etc. *Prerequisites:* MEN 401, MEN 435, EEN 207.

MEN 576 Applied Fluid Mechanics Laboratory (0.2); 1 cr. Applications of thermo-fluid theories to the design and evaluation of turbomachinery. Topics include pumps and pumping stations, hydraulic turbines, fans and compressors, drag and lift experiments using wind tunnels. *Prerequisites:* MEN 321, MEN 376.

MEN 578 Applied Energy Laboratory (0.2); 1 cr. Experiments dealing with energy related technology. Topics include heating, ventilating, air-conditioning, refrigeration, combustion techniques, energy conversion, renewable energy – solar, wind, etc... *Prerequisites:* MEN 310, MEN 376.

MEN 580 Finite Elements Methods (3.0); 3 cr. The concepts and fundamentals of the finite element method with applications to problems in solid mechanics, fluid mechanics, and heat transfer. *Prerequisites:* MEN 302, MEN 310.

MEN 581 Special Topics in Mechanical Engineering (3.0); 3 cr. Material includes coverage of recent developments in mechanical engineering that are needed to update students on the latest technologies. Department determines topics to be covered and *prerequisites* when offered.

MEN 598 Engineering Design I (1.0); 1 cr. Development of a project proposal that includes the following items: Choice of project topic, literature survey, market analysis, feasibility study, project timeline, list of materials and cost, engineering ethics issues, social and environmental impact, etc. *Prerequisites:* ENL 230, Department approval.

MEN 599 Engineering Design II (2.0); 2 cr. Implementation of the engineering design project that was proposed in MEN 598. Includes report, final presentation. *Prerequisite:* MEN 598.

FACULTY OF HUMANITIES



FACULTY DIRECTORY

Office of the Dean

Dr. Mary-Angela Willis, Dean
Pink Building, 3rd floor, HA 342
Tel: 09-218950/1/2 (Extension 2433), Direct line: 09-208500
E-mail: mwillis@ndu.edu.lb

Ms. Wassil Chemaly, Administrative Assistant
Pink Building, 3rd floor, HA 344
Tel: 09-218950/1/2 (Extension 2423), Direct line: 09- 208501
E-mail: fhum@ndu.edu.lb
wchemaly@ndu.edu.lb

Department of English and Translation

Dr. George Abdelnour, Chair
Pink Building, 3rd floor, HA 338
Tel: 09-218950/1/2 (Extension 2572), Direct line: 09-208544
E-mail: det@ndu.edu.lb
gabdelnour@ndu.edu.lb

Undergraduate/ Graduate English Advisor
Dr. Mary-Angela Willis
Pink Building, 3rd floor, HA 342
Tel: 09-218950/1/2 (Extension 2433), Direct line: 09- 208500
E-mail: mwillis@ndu.edu.lb

Undergraduate/ Graduate Translation Advisor
Dr. Maya El-Hajj
Pink Building, 2nd floor, HA 230
Tel: 09-218950/1/2 (Extension 2163), Direct line: 09- 208539
E-mail: melhajj@ndu.edu.lb

Department of Psychology, Education and Physical Education

Dr. Maha Mouchantaf, Chair
Pink Building, 3rd floor, HA 326
Tel: 09-218950/1/2 (Extension 2537), Direct line: 09-208535
E-mail: mmouchantaf@ndu.edu.lb

Ms. Fabienne Zarifeh, Secretary
Pink Building, 3rd floor, HA 352
Tel: 09-218950/1/2 (Extension 2426), Direct line: 09-208509
E-mail: dped@ndu.edu.lb
fzarifeh@ndu.edu.lb

Undergraduate Education/Teaching Diploma/Teaching Certificate Advisor
Dr. Toni Kopaly
Pink Building, 3rd floor, HA 328
Tel: 09-218950/1/2 (Extension. 2514), Direct line: 09- 208507
E-mail: tkopaly@ndu.edu.lb

Graduate Education Advisor

Dr. Christine Sabieh

Pink Building, 2nd floor, HA 245

Tel: 09-218950/1/2 (Extension 2409), Direct line: 09- 208510

E-mail: csabieh@ndu.edu.lb

Doctorate of Education Advisor

Dr. Carol Kfour

Pink Building, 2nd floor, HA 260

Tel: 09-218950/1/2 (Extension 2709), Direct line: 09- 208548

E-mail: ckfour@ndu.edu.lb

Physical Education Advisor

Mr. Nadim Nassif

Pink Building, 3rd floor, HA 351

Tel: 09-218950/1/2 (Extension 2443), Direct line: 09- 208533

Email: nnassif@ndu.edu.lb

Psychology Advisor

Dr. Joseph Yaacoub

Pink Building, 2nd floor, HA 240

Tel: 09-218950/1/2 (Extension 2414), Direct line: 09- 208526

E-mail: jyacoub@ndu.edu.lb

Department of Media Studies

Mr. Sam Lahoud, Chair

Pink Building, 3rd floor, HA 341

Tel: 09-218950/1/2 (Extension 2389), Direct line: 09- 208550

E-mail: slahoud@ndu.edu.lb

Ms. Alice Eid, Secretary

Pink Building, 3rd floor, HA 354

Tel: 09-218950/1/2 (Extension 2427), Direct line: 09- 208503

Email: mediastudies@ndu.edu.lb

aeid@ndu.edu.lb

Graduate Media Studies Advisor (I-Z)

Dr. Joseph Ajami

Pink Building, 2nd floor, HA 258

Tel: 09-218950/1/2 (Extension 2404), Direct line: 09- 208538

E-mail: jajami@ndu.edu.lb

Journalism and Graduate Media Studies Advisor (A-H)

Mr. Sam Lahoud

Pink Building, 3rd floor, HA 341

Tel: 09-218950/1/2 (Extension 2389), Direct line: 09- 208550

E-mail: slahoud@ndu.edu.lb

Advertising & Marketing Advisor (A-B)

Dr. Maria Abou Zeid

Yellow Building, 2nd floor, HB 218

Tel: 09-218950/1/2 (Extension 2040), Direct line: 09- 208521

E-mail: mbouzeid@ndu.edu.lb

Advertising & Marketing Advisor (C-H)

Ms. Christy Mady

Green Building, 2nd floor, B 291

Tel: 09-218950/1/2 (Extension 2588), Direct line: 09- 208547

E-mail: cmady@ndu.edu.lb

Advertising & Marketing Advisor (I-O)

Ms. Zoya Awki

Studio, ST 127

Tel: 09-218950/1/2 (Extension 2385), Direct line: 09- 208553

E-mail: zawky@ndu.edu.lb

Advertising & Marketing Advisor (P-Z)

Dr. Khalid El- Fakih

Yellow Building, 2nd floor, HB 217

Tel: 09-218950/1/2 (Extension 2048), Direct line: 09- 208520

E-mail: kfakih@ndu.edu.lb

Radio and Television Advisor (A-E)

Mr. Nicolas Khabbaz

Studio, ST 108

Tel: 09-218950/1/2 (Extension 2417), Direct line: 09- 208559

E-mail: nkhabbaz@ndu.edu.lb

Radio and Television Advisor (F-J)

Mr. Naoum Abi Adam

Studio, ST 114

Tel: 09-218950/1/2 (Extension 2383), Direct line: 09- 208558

E-mail: nabiadam@ndu.edu.lb

Radio and Television Advisor (K-P)

Mr. Samer Al-Achy

Studio, ST 104

Tel: 09-218950/1/2 (Extension 2395), Direct line: 09- 208561

E-mail: sachy@ndu.edu.lb

Radio and Television Advisor (Q-Z):

Ms. Najwa Mallah

Studio, ST 105

Tel: 09-218950/1/2 (Extension 2219), Direct line: 09- 208560

E-mail: nmallah@ndu.edu.lb

Department of Humanities and Religious Studies

Dr. Doumit Salameh, Chair

Pink Building, 3rd floor, HA 341

Tel: 09-218950/1/2 (Extension 2429), Direct line: 09- 208504

E-mail: dsalameh@ndu.edu.lb

Ms. Karen Dabaghy, Secretary

Pink Building, 3rd floor, HA 353

Tel: 09-218950/1/2 (Extension 2430), Direct line: 09- 208505

E-mail: hrst@ndu.edu.lb

kdabaghy@ndu.edu.lb

Freshman Arts Advisors:

Freshman Arts Advisor (A-G)

Dr. Harvey Oueijan

Pink Building, 2nd floor, HA 256

Tel: 09-218950/1/2 (Extension 2415), Direct line: 09- 208540

E-mail: houeijan@ndu.edu.lb

Freshman Arts Advisor (H-O)

Dr. Wessam Chibani

Pink Building, 2nd floor, HA 231

Tel: 09-218950/1/2 (Extension 2400), Direct line: 09- 208519

E-mail: wchibani@ndu.edu.lb

Freshman Arts Advisor (P-Z)

Dr. Maria Ghosn-Chlela

Pink Building, 2nd floor, HA 257

Tel: 09-218950/1/2 (Extension 2502), Direct line: 09- 208543

E-mail: mchlela@ndu.edu.lb

FACULTY OF HUMANITIES

FACULTY PROFILE

The Faculty of Humanities plays two roles in the academic life of the University. The first is to offer degree-granting programs on both the undergraduate and graduate levels, the second is to provide a large array of general education requirements, foreign language courses, and special programs designed for students at the various stages of their academic careers.

MISSION, VISION AND VALUES

Mission

The mission of the Faculty of Humanities is to provide opportunities for NDU students to develop their intellectual and interpersonal capacities to their full potential. The faculty also aims to encourage students to appreciate their culture and to work for justice and peace in their world. With a liberal arts education as the foundation of our programs, our mission is to equip students with a well-rounded knowledge-base enabling them to think critically and independently, to reflect on timeless issues, and to shape progress. The Faculty also aims to train students in professional career-based degrees.

Vision

During the upcoming five years, the faculty will strive to become a university of choice for undergraduate studies in Education, English, Physical Education, Psychology, Arabic, Translation, Advertising and Marketing, and Mass Communication. To attain this goal, the curriculum will be reviewed and updated with special emphasis given to the inclusion of courses which offer students exposure to the career they have chosen. In addition, efforts will be made to promote interdisciplinary studies as well as a greater emphasis on research both for students and faculty members. In line with JPPI's *Ex Corde Ecclesiae*, "research activities will study serious contemporary problems in areas such as the dignity of human life, the promotion of justice for all, the quality of personal and family life, the protection of nature, and the search for peace and political stability...." (*Article 32*). Graduate programs will continue to be expanded to welcome adult learners who wish to further their specialization. The Faculty of Humanities is also in the process of developing Ph.D. programs which will cater to graduate students in the region.

Values

As an integral part of a Catholic university which embraces the Maronite tradition of faith in the role of education to empower its members, the Faculty of Humanities places special emphasis on the following in all of its courses and activities:

- Academic integrity
- Academic excellence
- Personal ethics
- Belief in one's own worth
- Responsibility of the individual towards one's family and community
- Respect for tradition
- Becoming independent, critical thinkers
- Serving others

- Compassion
- Developing the ability to work in a team atmosphere for the good of the entire group
- Cross-cultural understanding
- Social consciousness
- Encouraging dialogue between faith and reason (Ex Corde Ecclesiae # 15).

ACADEMIC DEPARTMENTS AND DEGREE PROGRAMS

The Department of English and Translation:

- B.A. English
- B.A. Translation and Interpretation
- M.A. English
- M.A. Translation
- Minor in Arabic
- Minor in English
- Minor in Translation
- Summer Arabic Program

The Department of Psychology, Education and Physical Education:

- B.A. Psychology- Clinical Psychology Emphasis
- B.A. Psychology- Educational Psychology Emphasis
- B.A. Psychology- Industrial Psychology Emphasis
- B.A. Education
- B.A. Physical Education and Sport
- M. A. Psychology- Educational Psychology Emphasis
- M. A. Education
- Teaching Diploma
- Teaching Certificate
- Minor in Psychology
- Minor in Physical Education

The Department of Media Studies:

- B.A. Advertising and Marketing
- B.A. Communication Arts – Journalism and Electronic Media Emphasis
- B.A. Communication Arts – Radio and Television Emphasis
- M. A. Media Studies - Advertising Emphasis
- M. A. Media Studies - Television Management and Production Emphasis
- M. A. Media Studies - Electronic Journalism and Public Relations Emphasis
- Minor in Advertising and Marketing
- Minor in Radio and Television
- Minor in Journalism

The Department of Humanities and Religious Studies

GENERAL EDUCATION REQUIREMENTS (33 crs.)

Students (I.D.'s 2008 and on) whose majors fall under the Faculty of Humanities must fulfill the General Education Requirements as outlined below. Refer to the degree program requirements in the appropriate department for more specific details.

I. Communication Skills 9 cr.

English (6 cr.)

ENL 213: Sophomore English Rhetoric

And

ENL 223: Communication Arts

Or

ENL 230: English in the Workplace

Arabic (3 cr.) One course from:

ARB 211: Appreciation for Arabic Literature

ARB 212: Advanced Arabic Grammar

ARB 224: Arabic Literature and Human Thought

ARB 231: Technical Arabic

ARB 317: Themes of Modern Arabic Literature in Lebanon (20th century)

II. Philosophy and Religion 6 cr.

Religion (3 cr.)

REG 213: Catholicism

REG 212: Religion and Social Issues

REG 215: World Religions

REG 314: Marriage and Family in the Catholic Church

REG 313: The Maronites: Faith and Cultural Heritage

Philosophy and Ethics (3 cr.)

PHL 211: Logic and the Scientific Method

PHL 311: Ethics and the Modern World

POS 345: Ethics and Leadership

ENS 205: Environment, Society, and Ethics

COA 360: Media Ethics

III. Cultural Studies and Social Sciences 6 cr.

Cultural Studies (3 cr.)

HUT 305: Human Thought to 1500

HUT 306: Human Thought from 1500 to the Present

LIR 214: Introduction to Literary Genres

MUS 210: Music Appreciation

FAP 215: Art and Culture

ARP 215: Cultural Themes in Lebanese Arch

COA 359: Media and Society

COA 315: World Cinema Survey

NTR 215: Foods and Nutrition of World Cultures

Social Sciences (3 cr.)

PSL 201: Introduction to Psychology

SOL 201: Introduction to Sociology
SOL 301: Introduction to Anthropology
SOL 313: Family Violence and Child Abuse
BAD 201: Fundamentals of Management
ECN 200: Survey of Economics
ECN 211: Principles of Micro Economics
ECN 212: Principles of Macro Economics

IV. Citizenship

6 cr.

Two courses from the following pool:
POS 201: Introduction to Political Science
HIT 211: History of Lebanon and the Middle East
POS 210: Government and Politics in Lebanon
POS 212: Political History of the Near East until WWI
POS 240: Law and Society
IAF 301: Modern Political Ideologies
COA 350: Current Issues

V. Science and Technology

6 cr.

Mathematics/Statistics/Computer Science (3 cr.)

CSC 201: Computers and their Use
CSC 202: Computers for Visual Arts
CSC 203: Introduction to Programming
MAT 201: Fundamentals of Mathematics
MAT 202: Mathematics for Arts
MAT 204: Mathematics for Business and Economics
MAT 211: Discrete Mathematics
MIS 201: Introduction to Management Information Systems
STA 201: Statistics for Social Sciences
STA 202: Statistics for Humanities
STA 206: Applied Statistics for Business and Economics I

Natural Sciences (3 cr.)

PHS 211: Principles of Physics
PHS 207: Development of Science and Technology
AST 201: Discovering Astronomy
AST 210: Introduction to Astronomy and Astrophysics
BIO 201: Your Body in Action
CHM 211: Principles of Chemistry
ENS 201: Introduction to Environmental Science
ENS 202: Environment and Sustainable Development
ENS 205: Environment, Society, and Ethics
ENS 206: Ecotourism
GIS 211: Principles of Geographic Information Systems
GEO 202: Geology for Architects
BIO 202: Mystery of Life
BIO 203: Discover Biology
HEA 201: Health Awareness
HEA 204: Contemporary Health Issues
NTR 201: Basic Human Nutrition

DEPARTMENT OF ENGLISH AND TRANSLATION

Professors:	Eid, Assaad; Jahshan, Paul; Oueijan, Naji; Rihani, Ameen
Associate Professors	Matar, Suhail; Willis, Mary-Angela
Assistant Professors	Abdallah, Salma; Abdelnour, George; El-Hajj, Maya; Guldemann, Colette; Karam, Savo; Khoury, Mary
Senior Lecturers	Akkari, Juliet; Hajj, Micheal
Lecturers	Douaiher, Sandra; Karam, Mirna

Intensive English Program

Students who score less than 400 on the NDU EET are offered the opportunity to take a one-semester 12-credit Intensive English course. Students may also take one Math remedial course simultaneously. The passing grade in Intensive English is “C” (70). A student who scores a “B” or above is placed automatically in ENL 110. Students may repeat this course only once.

Intensive English is divided into two components:

- Grammar and Writing (6cr.)
- Reading and Oral (6cr.)

In addition to the traditional class setting, students are encouraged to participate in the University’s academic life by sitting in on regular University classes, and will have access to the Mariam and Youssef Library and the Writing Center.

Communication Skills Courses

The placement of students in Communication Skills Courses is based upon their EET scores (see Undergraduate Admission).

- ENL 105 - College English I (5 non-credit carrying; passing grade is “C”
Note: Students who score “B” or above will be placed in ENL 213)
- ENL 110 - College English II (3 non-credit carrying; passing grade is “C”)
- ENL 213 - Sophomore English Rhetoric (3cr.)
- ENL 223 - Communication Arts (3cr.)
- ENL 230 - English in the Workplace (3cr.)

Languages

The Department offers courses in the following languages:
Chinese, French, German, Italian, Latin, Spanish, Syriac

The Degree of Bachelor of Arts in English

The B.A. in English:

- helps students obtain that mastery of the English language which is now necessary in most non-teaching careers;
- provides the necessary background required by those who intend to engage in teaching English language and/or literature; and
- prepares students to pursue graduate studies in language and/or literature.

Graduation Requirements

Students majoring in English must 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 ENL 213 and ENL 223.

Degree Requirements (102 credits)

General Education Requirements

33 cr.

English students may not take LIR 214 to satisfy the GER requirement.

Core Requirements

48 cr.

ENL 301, ENL 311, ENL 312, ENL 313, ENL 314, ENL 316, ENL 415, ENL 416, LIR 214, LIR 215, LIR 216, LIR 217, LIR 305, LIR 306, LIR 315, LIR 316.

Major Requirements from the following pool

15 cr.

ENL 315, ENL 317, ENL 321, ENL 322, ENL 324, ENL 411, ENL 412, ENL 413, ENL 414, ENL 417, ENL 421, ENL 430, LIR 323, LIR 324, LIR 325, LIR 411, LIR 412, LIR 421, LIR 422, LIR 423, LIR 424, LIR 425, LIR 426, LIR 427, LIR 428, LIR 430.

Free Electives

6 cr.

Minor in English (18 credits)

Students minoring in English must successfully complete a total of 18 credits with a minimum average of 2.0/4.0 in the minor courses. A minimum of “C” is required in ENL 213.

Option I: Language (18 cr.)

ENL 301

9 credits at the 300-level

6 credits at the 400-level

Option II: Literature (18 cr.)

LIR 214

3 credits at the 200-level

12 credits at the 300 and 400-levels

Undergraduate Courses: English

ENL 002 Intensive English II (12.0); 0 cr. Designed to improve the students' level of English and to prepare for University. Emphasis on reading, writing, speaking and grammar. Students who score a "B" or above may register for ENL 110. Passing Grade is "C".

ENL 105 College English I (5.0); 5 cr. This course places emphasis on listening, speaking, reading, and writing skills that will enable students to succeed in other courses offered at NDU. The passing grade for this course (non-credit carrying) is C. Students who earn a "B" or above may register directly in ENL 213.

ENL 110 College English II (3.0); 3 cr. This course bridges the gaps for those students who need to reinforce the basic skills taught in ENL 105 in order to succeed in sophomore-level university courses. Emphasis is on consolidating research techniques and further development of academic reading and writing skills. The passing grade for this course (non-credit carrying) is "C". *Corequisite:* ENL 105 or Placement.

ENL 111 Public Speaking (3.0); 3 cr. Introduces Freshman students to the art of public speaking and communication in the English language. Emphasizes personal experience, informative and persuasive speaking. The course also aims to prepare for a successful transition into academic life. For Freshman students.

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. *Prerequisite:* ENL 105 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 and 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 316 Fundamentals of Discourse Analysis (3.0); 3 cr. Aims at introducing students to the different structural and communicative levels of discourse: textual organization (reference, cohesion, coherence, etc.), shared beliefs (presupposition, implicature, given-new information structure, etc.) and conversational analysis (turn-taking, interruptions, etc.). *Prerequisite:* ENL 301.

ENL 317 Language Acquisition Theories (3.0); 3 cr. Studies the process by which language develops in humans. Theories concerning first language acquisition as well as second language acquisition are discussed.

ENL 321 Semiotics (3.0); 3 cr. A study of the various patterns of bodily activities, and/or gestures which different English speaking communities systematically use in order to communicate.

ENL 322 Language and Culture (3.0); 3 cr. A study of cultural matter i.e. customs, traditions, ways of thinking, taboos, etc. which influence 'meaning' in language use.

ENL 324 Creative Writing (3.0); 3 cr. A course in creative writing through practical experiment, discussion, and stylistic study of models. Students will practice various writing genres. *Corequisite:* ENL 213

ENL 411 History of the English Language (3.0); 3 cr. A study of the major phonological, syntactic and lexical developments since 9th century. *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.

ENL 417 Introduction to Critical Linguistics (3.0); 3 cr. Looks at language from a functional systemic perspective. It utilizes linguistic techniques (tense, reference, deixis, transitivity, voice, theta roles, modality, etc.) in order to uncover implicit ideologies inherent in texts. Texts covered include scientific, religious, literary, political, and advertising texts. *Prerequisite:* ENL 301

ENL 421 Varieties of English (3.0); 3 cr. A systematic analysis of the major features/characteristics of the different 'styles' of English, i.e. commercial, scientific, legal, etc.

ENL 430 Special Topics in Linguistics (3.0); 3 cr. Investigation of special topics of current interest in Linguistics. May be repeated for credit with change of topic. *Prerequisite:* ENL 301.

Undergraduate Courses: Languages

CHI 201 Basic Chinese (3.0); 3 cr. This course introduces students to basic Chinese conversation. Students practice everyday situations and learn how to read elementary Chinese. At the end of the course students will be able to give oral summaries.

CHI 202 Intermediate Chinese (3.0); 3 cr. This course is a continuation of Chinese 201. Emphasis is on improving conversational Chinese in addition to reading and writing.

FRC 105 Freshman French I (3.0); 3 cr. This course introduces the student to basic spoken and written French. Students will practice conversation on subjects of a daily nature. They will read and write on an elementary level. This course is designed for students who have no previous knowledge of the French language. For beginners only.

FRC 110 Freshman French II (3.0); 3 cr. This is an intermediate-level course in which students will improve their ability to hold conversations in French. They will read and write on an intermediate level; they will write paragraphs; summarizing and paraphrasing will also be practiced. Pre-requisite: placement test.**FRC 222 Sophomore French I (3.0); 3 cr.** Emphasizes writing critical analysis, and argumentation.

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. Emphasizes fluency in French. Students will present both extemporaneous and prepared speeches.

FRC 231 French for Business (3.0); 3 cr. This course aims to prepare students with a French education to work in a career setting which uses the French language as its language of correspondence and negotiation. Students will

practice both oral skills of business presentations and the written skills of report writing, resumé preparation, external and internal business correspondence. An aptitude test is obligatory before the "drop and add period."

GEM 201 German I (3.0); 3 cr. Practice in basic spoken German.

GEM 202 German II (3.0); 3 cr. Continuation of GEM 201. Emphasis on writing and reading.

ITL 101 Introduction to Italian (3.0); 3 cr. This course introduces the students to basic spoken and written Italian. Students will practice conversation on subjects of daily interest. They will read and write at the elementary level. For freshman students only.

ITL 201 Italian I (3.0); 3 cr. Practice in basic spoken Italian.

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 101 Introduction to Spanish (3.0); 3 cr. This course introduces Freshman students to the Spanish language and civilization. Students will practice speaking, reading, and writing. Emphasis will be developing the ability to communicate with Spanish-speaker. For Freshman students.

SPA 201 Spanish I (3.0); 3 cr. Practice in basic spoken Spanish.

SPA 202 Spanish II (3.0); 3 cr. Continuation of SPA 201. Emphasis on writing and reading.

SYR 201 Syriac I (3.0); 3 cr. This course introduces students to the Syriac Language.

Undergraduate Courses: Literature

LIR 101 Introduction to Literature in English (3.0); 3 cr. This introductory course is aimed at providing freshman students with an opportunity to appreciate literature and improve their English communication skills. Students will study significant literary genres, including fiction, poetry, and drama. Material covered will be representative of pre-Modern, Modern and Post-Modern literature originally written in English, and will include Women's, Children's, and Minority literature. For Freshman students.

LIR 214 Introduction to Literary Genres (3.0); 3 cr. Studies the essential features of poetry, fiction, and drama. Selections include representative texts by British, Irish, and American literary figures. *Corequisite:* ENL 213.

LIR 215 Introduction to Literary Criticism (3.0); 3 cr. Presents the basic principles of literary criticism from its beginnings with Plato to the end of the 19th century. *Corequisite:* ENL 213

LIR 216 English Literature to the End of the 19th Century (3.0); 3 cr. Surveys the literary currents and movements of poetry and prose, excluding fiction and drama, from the Anglo-Saxon period to the end of the 19th century. *Corequisite:* ENL 213

LIR 217 American Literature to the End of the 19th Century (3.0); 3 cr. Studies major American authors and movements from the Colonial period to the end of the 19th century. *Corequisite:* ENL 213

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.

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.

LIR 315 Modern and Contemporary Novel (3.0); 3 cr. Presents the major works of British and American novelists of the 20th century. Contemporary authors are emphasized.

LIR 316 Lebanese Writers (3.0); 3 cr. Studies major Lebanese writers and their impact on both the East and the West with emphasis on Lebanese immigrant literature.

LIR 323 Orientalism and Post-Colonial Studies (3.0); 3 cr. Defines Orientalism and Post-Colonialism, and traces their germination and development.

LIR 324 Modern and Contemporary Poetry (3.0); 3 cr. Presents the major works of British and American poets of the 20th and 21st centuries. Contemporary authors are emphasized.

LIR 325 Science Fiction (3.0); 3cr. Envisioning the advances of science through the exercise of creative imagination, this course on science fiction traces the evolution of its dominant themes, metaphors, and techniques, and its cultural significance. Material covered includes written text, film, and digital representations.

LIR 411 Shakespeare (3.0); 3 cr. Studies the major dramatic works of Shakespeare and his contemporaries.

LIR 412 Modern and Contemporary Drama (3.0); 3 cr. Presents the major works of British and American playwrights of the 20th and 21st centuries. Contemporary authors are emphasized. *Prerequisites:* LIR 214 and LIR 215.

LIR 421 Modern and Contemporary Critical Theory (3.0); 3 cr. Presents the major developments of modern and contemporary critical theory from its beginnings with Formalism, passing by New Criticism and Structuralism, to the latest developments in Post-Structuralist theory. Latest trends are stressed. *Prerequisites:* LIR 214 and LIR 215.

LIR 422 Urban Studies [“The City as Literary Artefact”] (3.0); 3 cr. Studies the representation of the city as literary artefact based on literary and critical theory paradigms. *Corequisite:* LIR 421

LIR 423 Film and Media Studies (3.0); 3 cr. Presents the juncture between literary theory and the latest developments in film and media studies. *Prerequisites:* LIR 214 and LIR 215

LIR 424 Gender Studies (3.0); 3 cr. Traces themes of gender in literature through the prism of a critical theory that addresses the feminine and masculine.

LIR 425 Women Writers (3.0); 3 cr. Studies the ways female writers have contributed to, challenged, and reshaped the literary tradition. Traces women writers' choice of themes and genres, the relationship between expectations for women writers and readers and what women wrote, and the changing social role of the woman author writing for herself and for others across several centuries of cultural change.

LIR 426 World Literature (3.0); 3 cr. This course is a critical study of world masterpieces in translation.

LIR 427 Marketing Literature: The Best-Seller (3.0); 3 cr. Literature as marketed through various institutions such as book prizes,

media advertising, reviews, and the role of critical assessment in the formation of canons and counter-canons are explored in connection with the phenomenon of the best-seller. Questions such as how and why best-sellers are produced, and how they influence and shape the existing narrative discourse are raised.

LIR 428 Travel Literature (3.0); 3 cr. This course explores the germination and development of travel writing and its influence on cross-cultural awareness; representations of discourse, landscape, and ethnicity; and movements across cultural landscapes through narratives embodied in novels, explorer journals, travelogues, and others.

LIR 430 Special Topics in Literature (3.0); 3 cr. Explores particular authors, topics, themes in depth. May be repeated for credit with change of topic. *Prerequisites:* LIR 214 and LIR 215.

The Degree of Bachelor of Arts in Translation and Interpretation

The purpose of the B.A. in Translation and Interpretation 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 technology; and
- Developing intellectual and cultural formation.

Students may choose to emphasize either Translation or Interpretation. 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 Interpretation must successfully complete a total of 108 credits with a minimum gradepoint average of 2.0/4.0 and a minimum average of 2.0/4.0 in the major requirements including the emphasis area.

Degree Requirements (108 credits)

General Education Requirements	33 cr.
Core Requirements ENL 314, TRA 201, TRA 211, TRA 212, TRA 301, TRA 302, TRA 311, TRA 312, TRA 331, TRA 401, TRA 402, TRA 403, TRA 413, TRA 421, TRA 422, INT 431, INT 432, ARB 302.	55 cr.
Translation Emphasis Requirements TRA 431, TRA 432, TRA 440, TRA 480.	13 cr.
Interpretation Emphasis Requirements INT 434, INT 437, INT 438, INT 439, INT 440, INT 480.	16 cr.
Electives Translation Emphasis	7 cr.
Interpretation Emphasis	4 cr.

Minor in Translation (16 credits)

Students minoring in Translation must successfully complete a total of 16 credits with a minimum average of 2.0/4.0 in the minor courses. Students in this minor would choose between two language options: Arabic/English or Arabic/French. Students must earn a “B” or higher in the Arabic and French Assessment Exams and in ENL 213.

Option I: Arabic/English (16 cr.)

TRA 201 Translation Theory and Methodology (3 cr.)

TRA 211 Translation of English Contemporary Texts (3 cr.)

TRA 301 Translation of English Documents (4 cr.)

TRA 331 Mechanical Translation (3 cr.)

TRA 401 Translation of English Business Texts (3 cr.)

Option II: Arabic/French (16 cr.)

TRA 201 Translation Theory and Methodology (3 cr.)

TRA 212 Translation of French Contemporary Texts (3 cr.)

TRA 302 Translation of French Documents (4 cr.)

TRA 331 Mechanical Translation (3 cr.)

TRA 402 Translation of French Business Texts (3 cr.)

Undergraduate Courses: Interpretation

INT 431 Interpreting: English- French-Arabic I (3.0); 3 cr. Aims to help students develop competence in consecutive interpretation needed at international conferences. Students learn the principles of consecutive interpretation and practice the basic skills. General themes are covered. Accuracy is emphasized.

INT 432 Interpreting: English- French-Arabic II (3.0); 3 cr. Aims to help students develop competence in consecutive interpretation needed at international conferences. Students practice the basic skills. Themes related to the United Nations are covered. Accuracy is emphasized.

INT 433 Interpreting: French-English I (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international conferences. Students practice the basic skills needed for competence. Correct language is emphasized. General themes are covered.

INT 434 Interpreting: English-Arabic II (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international conferences. Students practice on specialized texts in economic, political science, and humanities.

INT 435 Interpreting: French-Arabic II (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international congresses. Students practice on technical texts.

INT 436 Interpreting: French-English II (3.0); 3 cr. Aims to help students develop

competence in simultaneous interpretation needed at international conferences. Students practice on technical texts.

INT 437 Interpreting: Arabic-English I (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international conferences. Correct language is emphasized. General themes are covered. Accuracy is emphasized. Students spend time both in class and in the booth.

INT 438 Interpreting: Arabic-English II (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international conferences. Students practice on specialized tests in economics, political science, humanities. Students spend time both in class and in the booth.

INT 439 Interpreting: English-Arabic III (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international conferences. Technical texts are covered. Students spend time both in class and in the booth.

INT 440 Interpreting: Arabic-English III (3.0); 3 cr. Aims to help students develop competence in simultaneous interpretation needed at international conferences. Technical texts are covered. Students spend time both in class and in the booth. *Prerequisite:* INT 438.

INT 480 Interpreter Internship;(1.0); 1 cr. Practical training in a professional setting at conferences using simultaneous interpretation supervised by the instructor. *Prerequisite:* INT 433.

Undergraduate Courses: Translation

TRA 201 Translation Theory and Methodology (3.0); 3 cr. Provides students with a firm foundation of both translation and methodology. Students will study the major contributors to translation theory and will practice translation using the various methodologies.

TRA 211 Translation of English Contemporary Texts (3.0); 3 cr. Familiarizes students with different genres and contemporary literature English/Arabic. Students will be required to begin to develop a personal lexicon.

TRA 212 Translation of French Contemporary Texts (3.0); 3 cr. Familiarizes students with different genres and features of contemporary literature. Students will be required to begin develop a personal lexicon. French/Arabic.

TRA 301 Translation of English Documents (3.2); 4 cr. Develops competence in translating official, legal, and judicial English/Arabic texts. Emphasis is on United Nations documents. Basic research and translation of data will be covered. Students will be exposed to UN agencies; guest speakers and field trips will be required.

TRA 302 Translation of French Documents (3.2); 4 cr. Trains students in translating official, legal, and judicial French/Arabic texts. United Nations documents area emphasized. Students will be exposed to UN agencies; guest speakers and field trips will be required.

TRA 311 Translation of English Legal Documents (4.0); 4 cr. Trains students in interpreting and translating English and Arabic texts which cover diverse areas of law. English/American legal system will be studied. Students will carry out basic comparative research on both systems.

TRA 312 Translation of French Legal Documents (4.0); 4 cr. Trains students in interpreting and translating French and Arabic texts which cover diverse areas of law. Students will carry out basic comparative research on French and Lebanese systems of law.

TRA 331 Mechanical Translation and Interpretation (3.0); 3 cr. Use of modern equipment in the field of translation and interpretation.

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 business, economics, accounting, banking.

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 business, economics, accounting, banking.

TRA 403 Translation Practicum (3.0); 3 cr. Offers intensive practice in translating contemporary English into French and vice versa.

TRA 413 Translation of English and French Films (2.0); 2cr. Focuses on the translation of the literature and language (English, French and Arabic) of motion pictures and television. Students will learn the software required for subtitling. Field visits to television stations will be organized.

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.

TRA 431 Translation of Cultural Texts I (4.0); 4 cr. Focuses on intensive practice in translating Arabic cultural texts (historical, religious, philosophical, political, and contemporary) into English and vice versa.

TRA 432 Translation of Cultural Texts II (4.0); 4 cr. Focuses on intensive practice in translating Arabic cultural texts (historical, religious, philosophical, political and contemporary) into French and vice versa.

TRA 440 Translation of Scientific and Medical Texts (4.0); 4 cr. Trains students in translating English French and Arabic texts which cover diverse areas of Science and Medicine.

TRA 480 Translation Internship (1.0); 1 cr. Practical training in a professional setting supervised by the instructor.

Minor in Arabic Language and Literature (15 credits)

In order to complete a minor in Arabic Language and Literature, the student must take the two courses following below:

ARB 212 Applied Arabic Grammar

ARB 231 Technical Arabic

Two from the following pool:

ARB 211 Appreciation of Arabic Literature

ARB 224 Arabic Literature & Human Thought

ARB 317 Themes of Modern Arabic Literature in Lebanon (20th Century)

ARB 333 Modernism in Abbasid Poetry

One of the following courses:

ARB 302 Practice in Uses of Arabic

ARB 423 The Evolution of the Critical Movement in Lebanon

ARB 415 The Arabic Modernization Movement

Total number of credits = 15 credits

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. For Freshman students.

ARB 102 Arabic Essay Reading and Writing II (3.0); 3 cr. Continuation of ARB 101. *Prerequisite:* ARB 101 or placement. For Freshman students.

ARB 211 Appreciation of Arabic Literature (3.0); 3 cr. Addresses essential characteristics of literature as well as literature themes, schools, and genres. *Prerequisite:* Sophomore Standing.

ARB 212 Advanced Arabic Grammar (3.0); 3 cr. Designed to improve students' command of Arabic grammatical structures and their application in discourse. *Prerequisite:* Sophomore Standing.

ARB 224 Arabic Literature and Human Thought (3.0); 3 cr. This course focuses on the relationship between philosophical thought of selected Arab and Lebanese writers and the philosophical concepts in Arabic literature from "al Jahiliyah" until the present. Students will analyse and discuss the various philosophical views and theories in the passages studied.

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 302 Practice in Uses of Arabic (3.0); 3 cr. This course focuses on the use of the Arabic language. It provides insight into the connections and relations between various forms of specialized knowledge, and the full range of expressions which the Arabic language permits. Course includes Advertising, Journalism, Radio/TV language varieties.

ARB 317 Themes of Modern Arabic Literature in Lebanon (20th Century) (3.0); 3 cr. This course focuses on cultural effects and literary evolution through selected texts.

ARB 333 Modernism in Abbasid Poetry (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 415 The Arabic Modernization Movement (3.0); 3 cr. Studies on the development of Arabic poetry in literature and criticism through selected texts.

ARB 423 The Evolution of the Critical Movement in Lebanon (3.0); 3 cr. A study of the Lebanese contribution to Arabic criticism, trends of criticism in Lebanon in relation to Arabic criticism in the modern age, and the role of journalism in literary criticism.

The Degree of Master of Arts in English - Literature Emphasis

The M.A. in English Language and Literature, Literature Emphasis is intended to further 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 to pursue further graduate studies.

Graduation Requirements

To satisfy the requirements for the Master of Arts in English Language and Literature Emphasis, the student must complete 36 credits with an overall average of 3.0/4.0 including submitting and defending a thesis. 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 proof of proficiency certificate from an acknowledged institute of education

Degree Requirements (36 credits)

Major Requirements

15 cr.

ENL 601, LIR 605, LIR 662, LIR 699.

Electives

21 cr.

Students may select electives from the following:

LIR 604, LIR 606, LIR 607, LIR 608, LIR 609, LIR 610, LIR 612, LIR 613, LIR 615, LIR 616, LIR 617, LIR 618, LIR 619, LIR 620, LIR 626, LIR 627, LIR 628, LIR 629, LIR 630, LIR 634, LIR 635, LIR 636, LIR 637, LIR 640, LIR 682.

Graduate Courses: English Language and Literature - Literature Emphasis

LIR 604 Literature and War in the 20th and 21st Centuries (3.0); 3 cr. This course will explore contemporary literature that responds to and depicts war and violence including the World Wars, the Vietnam War, the Lebanese Civil War, the Palestinian/Israeli crisis and the Iraq War among others. The objective of this course is to explore the modalities of war and violence in a range of forms and contexts and the role they play in the construction/reconstruction of subjectivities and narratives. Writers will include Kurt Vonnegut, Virginia Woolf, Tim O'Brien, Ghada Al-Samman, Nuha Al-Radi, René Girard, Elaine Scarry and others.

LIR 605 Critical/Literary Theory (3.0); 3 cr. A major course which lays the ground for advanced interpretative studies and skills, Critical/Literary Theory addresses contemporary critical issues dealing with the ways in which literary texts are read in the context of an increasingly rich and complex multi-cultural and multi-disciplinary world.

LIR 608 Feminist Literary Criticism (3.0); 3 cr. This course will examine the ways in which developments in feminist criticism reflect trends in mainstream contemporary literature and culture. Topics studied may include Feminism and Colonialism, Feminism and Psychoanalysis, French Feminism, Marxist Feminism, and Eco-Feminism and writers will include Hélène Cixous, Julia Kristeva, Judith Butler, Luce Irigaray, Donna Haraway, Caroline Marchant, and Simone de Beauvoir.

LIR 609 Postmodernism and Beyond: The Rise and Fall of Theory (3.0); 3 cr. Postmodernism has been hailed as one of the most significant transformations in the interpretative history of humanity, and a body of principles and practices, known as "Theory," has stormed academia since the last quarter of the twentieth century. The most notable theoreticians of this peculiar interest have been centered mainly in Europe but also in the United States. Yet, at the beginning of the third millennium, voices have been raised against what is perceived as the hegemony of "theory," and attempts are being made, on the one hand, to break the dictatorship of postmodernist thought and, on the other hand, to delineate the features of the new age. Theorists include J. Hillis Miller,

Terry Eagleton, Fredric Jameson, Umberto Eco, and others.

LIR 610 Postcolonial Discontents (3.0); 3 cr. "What is English about English literature?" writes Salman Rushdie, effectively giving voice to a primary theme and preoccupation of postcolonial literary theory. In this course we will read both postcolonial theory and postcolonial literatures, so as to gain some appreciation of these forms of writing and critical inquiry. Novels include Malouf's *An Imaginary Life*, Harris' *Palace of the Peacock*, Rhys' *Wide Sargasso Sea*, Conrad's *Lord Jim*, Morrison's *Beloved*.

LIR 613 Advanced Shakespearean Studies (3.0); 3 cr. This advanced course deals with the latest trends in Shakespearean studies and criticism, such as playwriting, theater, and performance.

LIR 616 Romantic Narrative Poetry: A Seminar (3.0); 3 cr. The course studies the Romantics' long narrative poetic works. It explores romantic narrative poetry as a reflection of the romantics' concern in the hero as a person of magnitude facing the mystifying and incomprehensible or as a common person living the tragic events of everyday life. The course pays particular attention to long narrative poetry as a replacement for the epic. Texts include: Wordsworth's *The Prelude*, *The Ruined Cottage*, and *Michael*, Coleridge's *Christabel* and *The Rime of the Ancient Mariner*, Byron's *Don Juan* and *Childe Harold's Pilgrimage*, Shelley's *Alastor* and *Epipsychidion*, and Keats's *Endymion*, *Isabella*, and *Hyperion*.

LIR 617 Identity Through Writing: Women Writers of the Arab World (3.0); 3 cr. This course will examine how Arab women have articulated and expressed their subjectivity, responded to cultural, social, political and familial demands and created a literary and feminist aesthetic. Authors include Naomi Shihab Nye, Ahdaf Soueif, Evelyne Accad, Etel Adnan, Margot Badran, Fadia Faqir, and Diana Abu-Jaber.

LIR 618 Representations of the City in 20th-Century American Fiction (3.0); 3 cr. The city has been, since Theodore Dreiser's *Sister Carrie*, one of the important loci of American fiction. As the city landscape developed, the

relationship between city-dwellers and their urban practices has evolved and produced a narrative which attempts to fictionalize the experience of living and moving in the city, as well as inscribing the self in the frame of the emerging polis. Authors include Thomas Pynchon, Paul Auster, Don DeLillo, Steven Millhauser, E.L. Doctorow, and others.

LIR 619 Seductive Identifications (3.0); 3 cr. Multicultural or ethnic minority literature has come to be recognized as an important aspect of the cultural landscapes of Australia, Canada, and the United States. In this course we will read both creative and critical literatures in English that define specific sites of multicultural engagement. Readings include Castro's *Birds of Passage*, Haikal's *Seducing Mr Maclean*, Kureishi's *The Buddha of Suburbia*, and the poetry of Antigone Kefala.

LIR 620 Lord Byron and the Orient: A Seminar (3.0); 3 cr. The course is an in-depth study of the Oriental peoples, cultures, traditions, sites, climates, themes, and colorings of Lord Byron's Eastern Tales: *The Bride of Abydos*, *The Giaour*, *The Corsair*, and *Siege of Corinth*. Short selections of other major works like *Lara*, *Childe Harold's Pilgrimage*, and *Don Juan*, which allude to the Orient, will be studied as well. Students will investigate Byron's Oriental scholarship and his authenticity in representing the various elements of the East.

LIR 626 Visual Storytelling(3.0); 3 cr. An unexplored literary genre, the graphic novel provides a unique interplay of words and images whereby the narrative is relayed through words accompanied by illustrative art. The course will examine the link between visuality and narrativity and will focus on meaning, agency, representation, semiotics, and myth. Students will study the evolution of the genre, its structure, language and impact on today's readers. Authors might include the Pulitzer-Prize winner Art Spiegelman, Raymond Briggs, R. Crumb, Marjane Satrapi, Paul Auster, Jean Baudrillard, Walter Benjamin, and Roland Barthes.

LIR 627 Re-Creations of the Industrialized Past and Visions of the Virtual Future: The Influence of Steampunk and Cyberpunk (3.0); 3 cr. The last two decades of the twentieth century have been marked by unprecedented advances in science, and fiction has been quick to incorporate the findings of what is called the

"New Technologies" into its narrative representations of the nature of reality, society, and the individual. Recreated memories of an advanced past and visions of a dystopian future, and imagined virtual worlds challenging our notions of what reality is, have been the centerpiece of the two new genres of steampunk and cyberpunk. The works of Bruce Bethke, William Gibson, Bruce Sterling, Pat Cadigan, Neal Stephenson, Jeff Noon, Greg Bear, and others are included.

LIR 629 Ameen Rihani and Kahlil Gibran: A Seminar (3.0); 3 cr. The course studies the English works of the Lebanese-American writers Ameen Rihani and Kahlil Gibran. Emphasis will be on *The Book of Khalid* and *The Prophet* and their enormous influence on building bridges between the East and the West. Those and other works like Rihani's essays and Gibran's prophetic narratives, which have become so well known and studied in the curricula of world universities, will be studied as advancing East-West cross-cultural integration.

LIR 630 Contemporary Voices in Exile (3.0); 3 cr. What is the relationship between exile and literary creativity? Does exile contribute to creative freedom or entrap the writer in nostalgia? Why do some writers choose to write in the language of their adopted country? The condition of exile has produced a distinctive literary voice where the dilemmas of language, identity, politics and diaspora are examined. This course will examine the effects of such dilemmas on writers living and writing in exile. Authors may include Amine Maalouf, Hanif Kureishi, Andrea Levy, Miroslav Jancic, Samuel Beckett, Salman Rushdie, Etel Adnan, Vladimir Nabokov and Chinua Achebe.

LIR 635 Out-Posting Empire (3.0); 3 cr. The works of Edward Said, Homi Bhabha and Gayatri Spivak among others, study postcolonial criticism of imperial culture. In this course we will trace the trajectory of their works. Some of the themes covered are: critique of textualism, engagement with the work of Foucault, and intellectual vocation.

LIR 636 Western Images of the East (3.0); 3 cr. This course studies the major Western figures, literary ones, artists, travelers, scientists, explorers, and so on, who projected the image of the East in their literary and scholarly works and in their travelogues and documents. Students study particularly, but not exclusively, Orientalists like Sir William Jones, Simon

Ockley, Sir Henry Hollad, Lady Mary Wortley Montagu, Sir Richard Burton, Godfrey Higgins, John Lewis Burckhardt, Eugene Delacroix, and others.

LIR 637 From Modernism to Postmodernism: Readings in 20th Century British and American Fiction (3.0); 3 cr. This course explores the ways in which British and American fiction have developed between the first and second halves of the twentieth century. The passage from modernism to postmodernism has been most obvious in literary discourse and the study of British and American narratives in these two periods will help not only understand this epochal shift in consciousness but will also place these narratives in their social and cultural frame. Authors include Anthony Burgess, John

Fowles, Kurt Vonnegut, Norman Mailer, Thomas Pynchon, and others.

LIR 640 Selected Topics and/or Figures (3.0); 3 cr. This course aims at accommodating the students' particular research interests.

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.

LIR 699 Thesis (6.0); 6 cr. The research for the master thesis must show the student's proficiency in approved topics in literature.

The Degree of Master of Arts in English - Applied Linguistics and TEFL Emphasis

The M.A. in English Language and Literature, Applied Linguistics and TEFL emphasis 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 further graduate studies and make a significant contribution to 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 English Language and Literature, Applied Linguistics and TEFL emphasis, the student must complete a total of 36 credits with an overall average of 3.0/4.0 including submitting and defending a thesis.

Major Requirements

These consist of the following: ENL 601, ENL 602, ENL 612, ENL 613, ENL 623, ENL 631, ENL 699.

24 cr.

Electives

Students may select electives from the following: ENL 611, ENL 621, ENL 622, ENL 624, ENL 632, ENL 633, ENL 641, EDU 681, EDU 682, EDU 683, EDU 684.

12 cr.

Graduate Courses: English Language and Literature Applied Linguistics and TEFL Emphasis

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. Analyzes 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 (6.0); 6 cr. Research for the master's thesis must show the student's proficiency in approved topics in applied linguistics.

The Degree of Master of Arts in Translation and Interpretation

The M.A. in Translation aims at further equipping the students with increased competence and expertise in the areas of translation and interpretation. It also prepares graduate students for further academic studies at the doctoral level.

The program serves the needs and the career goals of those already working in the field who may want to upgrade their knowledge in these areas.

Admission Requirements

M.A. candidates must pass a written language proficiency test in French and Arabic. A grade of 70 or above is required in both exams. In addition, an interview in English, French, and Arabic is required. If only a small deficiency in one of the three languages is detected, remedial courses will be required during the first semester. A “**B**” grade must be obtained in the remedial courses.

Graduation Requirements

To satisfy the requirements for a Master of Arts in Translation/Interpretation, the student must complete 36 credits inclusive of thesis for the Translation emphasis with an over-all average of 3.0/4.0.

Degree Requirements (36 credits)

Translation Emphasis

Major Requirements

TRA 610, TRA 620 or TRA 621, TRA 622, TRA 630, TRA 690, ENL 601.

Plus

8 credits from the following pool: TRA 631, TRA 632, TRA 633, TRA 634, TRA 635, TRA 636, TRA 637, TRA 638, TRA 639.

24 cr.

Electives

Choose 2 from the following: ENL 611, LIR 605, LIR 662, IAF 641, IAF 621, IAF 605, INT 610, or any two 600 level Courses.

6 cr.

Thesis

TRA 699 Thesis

6 cr.

Interpretation Emphasis

Major Requirements

Complete the following required courses: TRA 610, TRA 620, TRA 621, TRA 622, TRA 630, INT 610, INT 620, INT 621, INT 622.

30 cr.

Electives

Choose 2 of the following: ENL 611, LIR 601, LIR 662, or any two 600 level BAD, COA or IAF courses.

6 cr.

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 ARB/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. It also a very useful resource to develop the practical writing skills to a very advanced level. This course builds upon the skills acquired in "English Writing Skills" to further develop students' critical thinking and academic writing competencies. The course devotes a good part of the semester to the skills of writing summaries, critiques, and syntheses; paraphrasing and using quotations. It then leads students through the process of writing a research paper.

TRA 620 Linguistics for Translation Students (3.0); 3 cr. This course familiarizes students with the problems of linguistic specificity and translation. 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. This translation-oriented contrastive grammatical and stylistic analysis of Arabic, French, English is extensively exemplified by expressions, phrases and whole texts combining descriptions with methodological guidelines for translation.

TRA 622 Terminology ARB/ENL /FRC(3.0); 3 cr. History of Terminology. The

terminologist's task. Terminology's research methods. Use of documentation.

Practical work in term research and subject field research. Intensive workshop approach treating both English, French and Arabic texts.

TRA 630 Computer Assisted Translation(3.0); 3 cr. Computer aids for translation, desktop publishing, terminology management. Machine and machine-assisted translation. This course introduces students to Computer Assisted Translation (CAT) (highlighting its success and failure in comparison to human translation. In a first part, the course trains the students in the practical use of the computer assisted translation focusing on the problems, difficulties, advantages and shortcomings of this type of activity. In a second part, students are introduced to the latest translation software* and how to use them. The advantages as well as the limitations of such programmes are discussed with a special reference to the translation of scientific and literary texts.

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 previously translated. We focus on how we read and understand literature; how reading and writing literature influence identity, meaning and value; and how to develop strategies for reading, discussing, and writing about literary works in order to translate literary work properly.

TRA 632 Advanced Translation of Literature ARB/FRC (3.0); 3 cr. Study and analysis of translated works. Translation into Arabic of a work which was not previously translated. We focus on how we read and understand literature; how reading and writing literature influence identity, meaning and value; and how to develop strategies for reading, discussing, and writing about literary works in order to translate literary work properly.

TRA 633 Advanced Legal Translation ARB/ENL (2.0); 2 cr. Translation of highly specialized legal texts. Students gain an introduction to the theory and practice of Legal Translation, including the legal knowledge needed to make well-founded choices while translating. Furthermore, they are aware of the

challenges involved in this particular area of specialist translation. Finally, students improve their translation skills and are able to use appropriate terminology to discuss problems they encounter.

TRA 634 Advanced Legal Translation ARB/FRC (2.0); 2 cr. Translation of highly specialized legal texts. Students gain an introduction to the theory and practice of Legal Translation, including the legal knowledge needed to make well-founded choices while translating. Furthermore, they are aware of the challenges involved in this particular area of specialist translation. Finally, students improve their translation skills and are able to use.

TRA 635 Advanced Business & Economic Texts ARB/ENL (2.0); 2 cr. Translation of highly specialized business, economic, and administrative texts. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts.

TRA 636 Advanced Business & Economic Texts ARB/FRC (2.0); 2 cr. Translation of highly specialized business, economic, and administrative texts. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts.

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. Practice in translation in such areas as medical, pharmaceutical, communications, and science textbooks. Development of specialized glossaries in English, French & Arabic.

TRA 638 Advanced Translation of Media ARB/ENL (2.0); 2 cr. Translation of various genres of media. This course introduces students to the linguistic varieties used in various media. It aims to develop a reasonable command of the language of media. It also offers students the opportunity to develop an understanding of cultural differences between English and Arabic and how to tackle them when translating. Translation strategies and media skills are given a reasonable emphasis.

TRA 639 Advanced Translation of Media ARB/FRC (2.0); 2 cr. Translation of various genres of media. Translation of various genres of media. This course introduces students to the linguistic varieties used in various media. It aims to develop a reasonable command of the language of media. It also offers students the opportunity to develop an understanding of cultural differences between English and Arabic and how to tackle them when translating. Translation strategies and media skills are given a reasonable emphasis.

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, mainly, in a business firm, social service agency, or government office. Weekly discussions of specific texts and problems arising from the field work experience. Supplementary written and laboratory assignments.

TRA 699 Thesis (6.0); 6 cr. Research for the master's thesis must show the student's proficiency in approved topics in translation science.

Summer Arabic Program

sbs@ndu.edu.lb or summerarabic@ndu.edu.lb

Program Objective

Making the Arabic language (colloquial, formal, and written) accessible to students in the most efficient and beneficial way possible.

Program Overview

This program engages students in the culture of contemporary Lebanon, one of the world's most dynamic countries. Participants study at NDU, 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

5 weeks: Classes begin the first week 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-Louaize, Lebanon);
- Application Deadline is June 15th.

Courses: Summer Arabic Program (SAP)

The SAP is made up of 4 levels:

Level I (Preliminary Arabic):

ARB 100 Emphasis A: The Formal Language; 3 cr. 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. Beginners need not have any previous knowledge of Arabic.

ARB 104 Emphasis B: The Spoken (Colloquial) Language-The Lebanese Dialect; 3 cr. 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, and sight-seeing in groups or individually. Developing elementary vocabulary, learning proper pronunciation, getting the feel of the language. No previous knowledge of Arabic is required.

Level II (Preparatory):

ARB 203 Emphasis A: The Formal Language; 3 cr. This 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 or equivalent.

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 or equivalent.

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); familiarity with figures speech and of style; development of advanced skills in pronunciation. The course aims at improving the student's linguistic competence in preparation for further Arabic studies. *Prerequisite:* ARB 203 or equivalent.

ARB 204 Emphasis B: The Spoken (Colloquial) Language-The Lebanese Dialect; 3 cr. This 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... Provides students with a rich package of selected vocabulary suitable for different occasions, helps students to adapt to social settings appropriate for different occasions. *Prerequisite:* ARB 202 or equivalent.

Level IV (Advanced Arabic):

ARB 225 Emphasis A: The Formal Language 3 cr. This 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 equivalents.

ARB 226 Emphasis B: The Spoken (Colloquial) Language-The Lebanese Dialect; 3 cr. In this course the student will 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.

DEPARTMENT OF PSYCHOLOGY, EDUCATION, AND PHYSICAL EDUCATION

Professors:	Abou-Chedid, Kamal; Kfourri, Carol; Sabieh, Christine
Associate Professors:	Malek, Amal; Samra, Sami; Yaacoub, Youssef
Assistant Professors:	Akar, Bassel; Antoun, Ziad, (Fr.); Chibani, Wissam; Chikri, Roger, (Fr.); El-Meouchy, Rita; Ghosn-Chelala, Maria; Hage, Leslie; Oueijjan, Harvey; Kopaly, Toni; Mouchantaf, Maha (Chair); Sarkis, Walid; Tannous, Joseph, (Fr.); Van Loan, Amira
Senior Lecturers:	Abou-Jawdeh, Simon; Samrani, Diana
Lecturers:	Bassil, Janet; Keyrouz, Kaissar; Nassif, Nadim

Teaching Diploma

The purpose of the Teaching Diploma program is to prepare school teachers.

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 B.A./B.S. degree in the following: English, Mathematics, Life Science, Physical Education, Chemistry, Physics, and Information Technology. All candidates must pass the 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 B.A./B.S. degree.

Graduation Requirements

In order to obtain the Teaching Diploma, students must successfully pass 21 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

And in 5 of the following courses:

EDU 343 Classroom Management

EDU 330 or 331 or 332 or 333 Curriculum Development and Evaluation

EDU 350 or 351 or 352 or 353 or 354 or 355 or 356 or 357 Methods of Teaching

EDU 430 or 431 or 432 or 433 or 434 or 438 Tests, Measurement and Evaluation

EDU 460 or 461 or 462 or 463 or 464 or 465 or 466 or 468 Teaching Practicum I

EDU 470 or 471 or 472 or 473 or 474 or 475 or 476 or 477 or 478 Teaching Practicum II

In addition, depending on their original Bachelor's degree, English, Mathematics, Life Science, Physical Education, Chemistry, Physics, and Information Technology students must select an additional set of 3 courses suited to their discipline. NDU students may elect to begin their Teaching Diploma parallel to their degree program.

Teaching Diploma in Arabic Language and Literature

The purpose of the Teaching Diploma program is to prepare school teachers.

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 Arabic. 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 B.A. degree in Arabic or hold a recognized B.A. 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 B.A. degree in Arabic.

Graduation Requirements

In order to obtain the Teaching Diploma, students must successfully pass 21 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)

Teaching Certificate

The Teaching Certificate program is designed to help school teachers conduct their classes scientifically. The candidate is not required to hold a university degree to join. This program will cater to elementary school teachers who are already teaching in a school but do not hold a university degree.

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 by passing the EET with a minimum score of 500. The candidate must also sit for an oral interview before he/she can be admitted to the program.

Academic Requirements

In order to obtain the Teaching Certificate, a candidate must successfully complete 18 credits with a GPA of 2.0/4.0 or above in 6 of 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 Elementary Teaching Practicum I -
EDU 470 Elementary Teaching Practicum II

Teaching Certificate in Arabic Language and Literature

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 elementary school teachers who are already teaching in a school but do not hold a university degree.

Admission Requirements

To qualify for admission, a candidate must hold a Lebanese Baccalaureate II or its equivalent. The candidate must prove Arabic language proficiency. The candidate must also sit for 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 Psychology

Advisor: Yaacoub, Youssef, Ph.D.

The psychology program offered by the SBS Department at NDU provides students with three essential fields of emphasis :

Clinical Psychology

- Educational Psychology
- Industrial Psychology

The psychology program at NDU is specifically developed to promote the ability to deliver service skills within the community. At the B.A. level, students will not be qualified to function independently as practicing psychologists; however, they will be able to cope with work in a community setting.

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, and methods of intervention, the student will work within the community, continuously evaluating the ways to a 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, STA 202, ENL 213, ENL 223.

Graduation Requirements

In order to graduate, a student must meet the General Education Requirements, and successfully complete a total of 97 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 (97 credits)

General Education Requirements

30 cr.

1. Psychology students must take 30 credits of GERs.
2. Psychology students will be required to take only 3 credits from the Cultural and Social Sciences category other than PSL 201.
3. Psychology students must take STA 202 to fulfill the 3-credit requirement in Science and Technology.

Major Requirements

36 cr.

PSL 201, MAT 202, PSL 211, PSL 217, PSL 317, PSL 319, PSL 321, PSL 411, PSL 413, PSL 415, PSL 417, PSL 481.

Free Electives

1 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

PSL 322, BAD 201, PSL 362, PSL 323, PSL 332, BAD 317, PSL 386, PSL 215, BAD 427, PSL 424.

30 cr.

Concentration – Educational

PSL 313, PSL 315, PSL 213, PSL 324, EDU 422, EDU 350, EDU 330 (EDU 331, EDU 332 or EDU 333), PSL 385, EDU 362, PSL 345.

30 cr.

Minor in Psychology (18 cr.)

A minor in psychology is merited upon successful completion of 18 credit hours in psychology. The passing grade per course is “C”.

Students majoring in a bachelor degree and who have already passed Psychology 201 with a “C” are required to take 15 credits of Psychology from the courses listed below.

The program of the minor in Psychology consists of the six courses below:

- PSL 201 Introduction to Psychology
- PSL 211 Psychology of the Young Child
- PSL 217 Personality Psychology
- PSL 319 Abnormal Psychology
- PSL 345 Counseling Psychology
- PSL 481 Undergraduate Seminar in Psychology

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, and habits. For Freshman students.

PSL 201 Introduction to Psychology (3.0); 3 cr. Offers a critical survey of general topics, principles, and findings of modern psychology.

PSL 211 Psychology of the Young Child (3.0); 3 cr. Covers the study of the individual from conception through the early school years. Emphasis is placed on the child between 3 and 5 years old.

PSL 213 Psychology of Learning (3.0); 3 cr. Introduces various principles and theories of learning and memory. *Prerequisite:* PSL 201.

PSL 215 Social Psychology (3.0); 3 cr. Explores the perceptions and attributions of social influences e.g., prejudice, love, aggression, attitude, etc. The construction of the Self in a social context is emphasized. *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 will involve 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, ethnicity, 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 a major focus. *Prerequisite:* PSL 201.

PSL 315 Sensation and Perception (3.0); 3 cr. Examines the basic knowledge and theories concerning the central nervous system, mainly the brain, its functions and disorders and relates them to the higher cognitive functions of the human being. The brain's functions are linked to psychological disorders and pharmacology. *Prerequisite:* PSL 201, PSL 217.

PSL 317 Cognitive Psychology (3.0); 3 cr. Addresses the current theoretical and experimental foundations concerning how humans acquire and use knowledge. Piaget, Bruner, and 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 factors behind abnormal behavior and resulting disorders. Emphasis is on theories, etiology, classifications and various modalities of treatments. *Prerequisites:* PSL 201, PSL 217.

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, and leadership qualities. *Prerequisites:* PSL 201.

PSL 323 Deviance (3.0); 3 cr. Focuses on the psychopathological behavior in its social context. Questions about normality and abnormality studied. Topics include juvenile delinquency, rape, substance abuse, psychopaths, sociopaths, sexual pathologies such as all the paraphilias (fetichism, exhibitionism...). Forensic psychology and criminal profiling are also tackled. *Prerequisite:* PSL 201, PSL 217.

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, and 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 and its effect on productivity and work quality within the community are examined. *Prerequisite:* PSL 322.

PSL 345 Counseling Psychology (3.0); 3 cr. Prevention of psychological crisis is the focus of the course. Practices of the various schools of psychology are explored such as behaviorism, psychoanalysis, phenomenology, rational emotive therapy, Existentialism and other contemporary theories. *Prerequisites:* PSL 217.

PSL 362 Psychology of 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. Psychological human factors serve as 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. Introduces the concept of stress in a bio-psycho-social approach. The

impact of stress on the immune system are also covered including the psycho-neuro-immunology, stress outcomes, and coping. . *Prerequisite:* PSL 201.

PSL 413 History and Systems of Psychology (3.0); 3 cr. Surveys the major schools of psychology; introducing the major psychologists and approaches within the field to give students an understanding of how psychology developed into a science. *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 WAIS for adults, WAIS for children, and the Stanford Binet. *Prerequisites:* STA 202, 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 in assessing personality. Emphasis is on research and methodological steps in evaluating an individual's personality. *Prerequisites:* STA 202, PSL 217, PSL 319.

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, and social stress. *Prerequisites:* PSL 215, PSL 322.

PSL 481 Undergraduate Seminar in Psychology (3.0); 3 cr. This course 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. Senior Standing.

PSL 484 Practicum II: Clinical (1.3); 3 cr. Provides students with supervised work experience within their 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. This course is designed to be given to a student either independently or in a group setting. Topic reading and research is supervised by a faculty member. *Prerequisites:* STA 202, PSL 321, senior standing.

The Degree of Bachelor of Arts in Education

The purpose of the B.A. Education comes in line with the University's commitment to serve the community around it, and within the national strategy of educational reform.

Students majoring in Education may choose one of the following options: Early Childhood, Learning Disabilities, or Education of the Gifted.

Graduation Requirements

Students must 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.

Degree Requirements (105 credits)

General Education Requirements

33 cr.

Education students must take STA 202 to fulfill the 3-credit requirement in Science and Technology.

Core Requirements

24 cr.

PSL 211, ENL 311, SOL 313, EDU 201, EDU 213, EDU 313, EDU 343, EDU 360

Major Requirements

42 cr.

Option I – Early Childhood

EDU 311, EDU 332, EDU 344, EDU 355, EDU 411, EDU 413, EDU 465, EDU 475.

Students must choose an additional 18 credits as described below:

Group I: EDU 301 or EDU 321 (3 credits)

Group II: EDU 361, EDU 362, EDU 402, EDU 420, EDU 421, EDU 422, EDU 430, EDU 450 (12 credits)

Group III: EDU 401 or SOL 312 (3 credits)

Option II – Learning Disabilities

EDU 311, EDU 324, EDU 344, EDU 357, EDU 422, EDU 430, EDU 460, EDU 470

Students must choose an additional 18 credits as described below:

Group I: EDU 302 or EDU 325 (3 credits)

Group II: EDU 342 (3 credits)

Group III: EDU 362, EDU 402, EDU 412, EDU 413, EDU 420, EDU 421, EDU 451 (9 credits)

Group IV: EDU 401 OR SOL 312 (3 credits)

Option III – Education of the Gifted

EDU 322, EDU 323, EDU 341, EDU 344, EDU 361, EDU 430, EDU 460, EDU 470

Students must choose an additional 18 credits as described below:

Group I: EDU 330 or EDU 331 (3 credits)

Group II: EDU 301, EDU 311, EDU 321, EDU 324, EDU 402, EDU 413, EDU 420, EDU 421, EDU 422 (12 credits)

Group III: EDU 401 or EDU 412 (3 credits)

Free Electives

6 cr.

The Degree of Bachelor of Arts in Education – Basic Education with Teaching Diploma

The B.A. in Education - Basic Education focuses on preparing school teachers for Grade 1 to 9 to confront the issues of basic education. The official decree for this degree recognizes two separate degrees: a B.A. - Basic Education (99 credits) and a Teaching Diploma (21 credits).

Option I: For students who plan on a teaching career in Education - Basic Education (120 credits)

Graduation Requirements (120 credits)

Students must complete a total of 120 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.

General Education Requirements **33 cr.**

Core Requirements **54 cr.**

EDU 201, EDU 213, EDU 301, EDU 303, EDU 311, EDU 313, EDU 340, EDU 343, EDU 350, EDU 360, EDU 361, EDU 362, EDU 401, EDU 420, EDU 430, EDU 460, EDU 470, ENL 311

Major Requirements **18 cr.**

EDU 330

Track 1 (*English and Social Studies*): EDU 351, EDU 354, EDU 431, EDU 434, EDU 480, EDU 481, EDU 484

Track 2 (*Mathematics and Sciences*): EDU 352, EDU 353, EDU 432, EDU 433, EDU 480, EDU 482, EDU 483

Major Electives **9 cr.**

Three courses from a pool: EDU 321, EDU 322, EDU 342, EDU 344, EDU 412, EDU 413, EDU 422, ENL 322, MUE 335, MUE 446

Free Electives **6 cr.**

Option II: For students who wish to acquire a B.A. in Education - Basic Education without a Teaching Diploma (99 credits)

Graduation Requirements (99 credits)

Students must complete a total of 99 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.

General Education Requirements **33 cr.**

Core Requirements **33 cr.**

EDU 201, EDU 301, EDU 303, EDU 311, EDU 313, EDU 340, EDU 342, EDU 343, EDU 350, EDU 361, EDU 362, EDU 430

Major Requirements **18 cr.**

EDU 330.

Track 1 (English and Social Studies): EDU 351, EDU 354, EDU 431, EDU 434, EDU 480, EDU 481, EDU 484.

Track 2 (Mathematics and Sciences): EDU 352, EDU 353, EDU 432, EDU 433, EDU 480, EDU 482, EDU 483.

Major Electives

9 cr.

Three courses from a pool: EDU 321, EDU 322, EDU 344, EDU 412, EDU 422, ENL 322

6 cr.

Free Electives

6 cr.

Option III: For students who have obtained the 99-credit B.A. in Education - Basic Education and wish to acquire a Teaching Diploma (21 credits)

Courses

21 cr.

EDU 213, EDU 311, EDU 360, EDU 401, EDU 420, EDU 460, EDU 470.

Undergraduate courses: Education

EDU 101 Education for life (3.0); 3 cr. As an introductory course in education, students will discuss and write about aims of education, curriculum development, learning and teaching, and assessment. Topics will also consider cultural, historical, and philosophical dimensions. Activities aim to promote critical thinking, reflection, and dialogue. For Freshman students only.

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.

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 on education. *Corequisite:* EDU 201.

EDU 203 Lebanese Arabic Sign Language I (3.0); 3 cr. Introduces the student to basic Lebanese Arabic sign language communication. The history of sign language will be covered as well as the important aspects of hearing impaired culture. Students will learn basic sign vocabulary, finger spelling, and numbers. Fluency in spoken Arabic language is required.

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 Disabled (3.0); 3 cr. Involves the diagnosis, classification, learning potential, and general characteristics of the disabled child. *Corequisite:* EDU 201.

EDU 303 Introduction to the Education of Students with Learning Disabilities (3.0); 3 cr. This course introduces the student to the indicators of learning disabilities and the means of diagnosing children with learning disabilities. Methods of teaching students with learning disabilities will be practiced. Strategies to include students with disabilities in mainstream elementary classrooms will also be examined. Observation of inclusive classrooms will be required. *Co-requisite:* EDU 201

EDU 311 Children's 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 (3.0); 3 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 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 disabled 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 340 Teaching Reading Skills (3.0); 3 cr. This course focuses on the current philosophies and teaching approaches used to teach reading in the elementary school. Phonemic awareness, phonics instruction, vocabulary development, fluency and comprehension will be emphasized as they are considered critical elements in the development of literacy. Students will also explore the methods of teaching reading of English to students from a bi-lingual or tri-lingual background. Co-requisite EDU 201.

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 disabled, 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

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 358 Education for Peace (3.0); 3 cr. The main focus of the course will be a study of the educator's responsibility in educating for peace and in appropriately integrating peace components into Lebanese schools' curricula. Students will identify the premises and components into Lebanese schools' curricula. Students will identify the premises and challenges of peace education programs, especially within the Lebanese culture.

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 on 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 disabled.

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 on 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 on the teaching of Arabic.

The Degree of Bachelor of Arts in Physical Education and Sport

The B.A. in Physical Education and Sport is designed to meet the needs of those who plan on pursuing careers as teachers, coaches, or trainers. Students majoring in Physical Education and Sport must also study for their Teaching Diploma (TD) in Physical Education. The B.A. in Physical Education will increase students' theoretical knowledge, develop students' practical skills in various sports activities, including sports required in international baccalaureate programs, instill a commitment to health and fitness, and prepare students to practice their skills and compete in the job market.

- Students must either pass PES 321 before taking major elective courses or register concurrently in PES 321 and other major elective courses;
- Courses are part lecture and part activity.

Graduation Requirements

To graduate, students must successfully complete a total of 120 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.

Degree Requirements

(120 credits: Major courses 99 cr. & - TD 21 cr.)

General Education Requirements: **30 cr.**

Core Requirements **33 cr.**

PES 204, PES 205, PES 250, PES 301, PES 321, PES 354, PES 358, PES 420, PES 421, PES 422, PES 426, PES 462, PES 492.

Major Electives **32 cr.**

- 6 courses from the following pool: PES 326, PES 327, PES 328, PES 329, PES 330, PES 331, PES 332, PES 347.
- 10 courses from the following pool: PES 322, PES 333, PES 334, PES 335, PES 336, PES 337, PES 338, PES 339, PES 340, PES 341, PES 342.

Free Electives **4 cr.**

Teaching Diploma **21 cr.**

Minor in Physical Education and Sport (15 credits)

The minor in Physical Education and Sport offers students a basic understanding of major concepts in PES through classroom and field courses. PES is a domain which brings together sport science courses as well as courses whose objective it is to encourage physical fitness and wellness in others.

Curriculum Requirements

Students enrolled in the Physical Education minor must complete **15 credits** of PES courses as follows:

PES 204 Foundations of Physical Education (3.0); 3 cr.

PES 321 Physical Exercise (2.0); 2 cr.

One 3-credit course

PES 301 Anatomical Kinesiology (3.0); 3 cr.

OR

PES 358 Physiology of Exercise (3.0); 3 cr.

One 3-credit course

PES 421 Coaching (3.0); 3cr.

OR

PES 422 Biomechanics (3.0); 3 cr.

One individual sports course from the following pool of courses (2.0); 2 cr.

PES 333 Swimming I; PES 322 Dancing; PES 335 Track and Field I; PES 336 Track and Field II; PES 337 Track and Field III; PES 329 Tennis; PES 330 Badminton; PES 331 Table Tennis;

PES 332 Weight-lifting; PES 338 Combat Sports I; PES 339 Combat Sports II; PES 340 Gymnastics I.

One team sports course from the following pool of courses (2.0); 2 cr.

PES 326 Basketball; PES 327 Volleyball; PES 328 Football; PES 347 Handball.

Undergraduate Courses: Physical Education and Sport

PES 204 Foundations of Physical Education (3.0); 3 cr. This course examines the historical, philosophical, and sociological foundations of sport and serves as an introduction to the physical education, exercise and sport-related fields. The course will also incorporate contemporary trends and issues. This course should be taken during the first academic year.

PES 205 Physical Therapy & Athletic Injuries (3.0); 3 cr. The student will learn a wide variety of rehabilitation and physical therapy techniques in relation to injuries associated with sports activities, their prevention and care. The material will also cover basic first aid and CPR.

PES 250 Motor Development & Motor Learning (3.0); 3 cr. This course explores specific principles of learning and the control of movement and motor skills. Students will also study the neurophysiological activation of muscles, reflexes, etc. during movement.

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 (2.0); 2 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 326 Basketball (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching basketball, the rules, and refereeing. *Prerequisite:* PES 321

PES 327 Volleyball (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching volleyball, the rules, and refereeing. *Prerequisite:* PES 321

PES 328 Football (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching football, the rules, and refereeing. *Prerequisite:* PES 321

PES 329 Tennis (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching tennis, the rules, and refereeing. *Prerequisite:* PES 321

PES 330 Badminton (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching badminton, the rules, and refereeing. *Prerequisite:* PES 321

PES 331 Table Tennis (2.0); 2cr. This course is designed primarily for physical education

majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching table tennis, the rules, and refereeing. *Prerequisite:* PES 321

PES 332 Weight-Lifting (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching weight-lifting and the rules. *Prerequisite:* PES 321

PES 333 Swimming I (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching the different strokes (freestyle, backstroke, crawl), the rules, and refereeing. *Prerequisite:* PES 321

PES 334 Swimming II (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching the different strokes (breaststroke, butterfly), the rules, and refereeing. *Prerequisites:* PES 321, PES 333

PES 335 Track and Field I (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching running (sprint, 100m, 200m, endurance, etc.), the rules, and refereeing. *Prerequisite:* PES 321

PES 336 Track and Field II (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching jumping (long jump, high jump, etc.), the rules, and refereeing. *Prerequisite:* PES 321

PES 337 Track and Field III (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching throwing (discus, shot-put, javelin, etc.), the rules, and refereeing. *Prerequisite:* PES 321

PES 338 Combat Sports I (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching combat sports (Striking: Tae-Kwon-Do, Karate, etc.), the rules, and refereeing. *Prerequisite:* PES 321

PES 339 Combat Sports II (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching combat sports (Grappling: Wrestling, Judo, etc.), the rules, and refereeing. *Prerequisite:* PES 321

PES 340 Gymnastics I (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching gymnastics (floor techniques), the rules, and refereeing. *Prerequisite:* PES 321

PES 341 Gymnastics II (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching gymnastics (apparatus techniques), the rules, and refereeing. *Prerequisites:* PES 321, PES 340

PES 342 Winter Sports (2.0); 2cr. Emphasis is placed on the development of fundamental skills and acquisition of techniques of teaching skiing and snowboarding. This is an accelerated course that will take place during the winter season over the course of a specific number of trips to ski resorts for intensive practical sessions. Priority is given to Physical Education majors. *Prerequisite:* PES 321

PES 343 Pilates and Yoga (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of the fundamental skills of Pilates and Yoga and the techniques of teaching them. Pilates will focus on increasing breathing capacity and improving postural alignment through simultaneous stretching and strengthening movements. Hatha Yoga is a vigorous cardiovascular workout which increases strength, flexibility, balance, conditioning, and endurance.

PES 344 Cardio Fitness and Toning (2.0); 2cr. This course is designed primarily for physical education majors. Emphasis is placed on the development of fundamental skills in cardiovascular workouts and acquisition of techniques of teaching. The course combines aerobic activities with muscle toning strength movements. Instruction will include the safe and effective use of fitness apparatus including, bench step, physio balls, resistance bands and hand weights.

PES 345 Chess (1.0); 1 cr. This course is designed to help students engage in cognitive processing mechanisms, and accordingly develop competence in the logical thinking needed to play chess.

PES 346 Lifeguard Training (2.0); 2 cr. This course introduces and develops skills and knowledge necessary to prepare individuals for lifeguard responsibilities. It teaches students to prevent, recognize, and respond to aquatic-related emergencies. Teaching methodology includes lectures, demonstrations, and instructional video with hands-on training and practice. Pre-requisite: Students must pass a swimming test.

PES 347 Handball (2.0); 2 cr. This course will provide the basic skills of team handball including fundamental strategies and rules. The course is also designed to provide physical education students with teaching skills and methods necessary for the instruction of handball. For Physical Education majors. *Prerequisite:* PES 321

PES 348 Basic Life Support and First Aid (2.0); 2 cr. This course trains students in Basic Life Support skills and first aid care according to International Red Cross standards. It combines lectures and demonstrations with hands-on training and practice. Focus will be on bone fractures, joint dislocations, ligament sprains, muscle strain, major wounds, burns, basic airway management, bleeding control, and spinal dislocation.

PES 354 Athletic Fitness Training (3.0): 3 cr. This comprehensive course is designed to provide the student with the knowledge and skills needed to develop fitness programs for competitive athletes in different sports. The course focuses on advanced topics in training the aerobic and anaerobic systems, developing strength and power, planning and periodization, in addition to topics in sports nutrition and exercise physiology.

PES 355 Methods in PE (3.0); 3 cr. Planning, strategies, techniques, and methods of teaching PE.

PES 358 Physiology of Exercise (3.0); 3 cr. Physiological changes that occur as a result of exercise and work.

PES 420 Theory of Fitness Coaching (3.0): 3 cr. This course incorporates the basic components of fitness and wellness in order to better understand human health and well-being. Students will learn to design, implement and evaluate personal fitness and wellness programs. Topics covered will include incorporating exercise into every lifestyle including youth, the elderly, expecting mothers. In addition, nutrition, weight management and stress management will be studied. The latest fitness and wellness research will also be analyzed and interpreted. *Prerequisite:* PES 358

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 424 Therapeutic Use of Exercise (3.0); 3 cr. How to use exercise in physical therapy.

PES 426 Adapted Physical Fitness (3.0): 3 cr. Designed to promote knowledge and understanding of the needs and abilities of the special student in addition to the procedures and responsibilities of physical education for the special student. Emphasis will be placed on the development of methods to competently modify physical activities to suit students with various individual needs. *Corequisite:* PES 358.

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 462 Teaching Practicum Secondary (1.2); 3 cr. Application of Physical education and sport methods in secondary schools. Aims at preparing candidates to address the requirements, needs, and issues in the physical education of secondary school pupils. The course will provide hands-on experience, observed and evaluated by the course instructor. *Prerequisite:* PES 461

PES 492 Internship (1.0): 1 cr. Supervised, practical experience in teaching physical education activities or with approved professionals in select athletic training settings. Student must submit final report. *Prerequisite:* Senior standing and department chair approval.

The Degree of Master of Arts in Psychology - Educational Psychology

Mission Statement

The M.A. program in Psychology at NDU offered by the Department of Social and Behavioral Sciences in the Faculty of Humanities is designed to offer students with a theoretical and practical understanding of the principles of psychology within the framework of the area of concentration. Consequently, it trains the students to perform psychological services so as to function competently in a variety of applied settings such as to work in community health units, healthcare organizations, hospitals, schools, universities, industries, medical systems, counseling centers, governmental agencies, and military services.

- Master's degree in Educational Psychology: A program that focuses on the application of psychology to the study of the behavior of individuals in the roles of teacher and learner, the nature and effects of learning environments, and the psychological effects of methods, resources, organization and non-school experience on the educational process. It includes instruction in learning theory, human growth and development, research methods, and psychological evaluation;
- Students accepted in the program must fulfill the 36 credit-hours required or the 30 credit-hours course work in addition to a 6 credit-hours thesis. The GPA must not be less than a "B" grade or 3.00/4.00. Students, in case of failure in one of the courses, are given one chance to repeat the course work. A second failure will result in the expulsion of the student from the program. Following registration a three years time limit is given to the students to complete his/her degree. Students are not allowed to repeat more than two courses.

Admission Requirements

The minimum requirements for admission to the M.A. program in Educational Psychology are:

1. A Bachelor's degree in psychology or its equivalent from an accredited university; a Bachelor degree in any other major will be evaluated separately.
2. A cumulative undergraduate GPA of a minimum GPA 2.75, provided students satisfy the general admission requirements for graduate studies at NDU.
3. A personal statement of background, goals and values
4. Three professional recommendations from instructors of the student's B.A. program.
5. A personal interview at the discretion of the department.

Transfer

Credits from accredited universities can be transferable according to the following conditions:

- Acceptance by the Admission Office at NDU;.
- Any course with a grade below 80, i.e. "B" is not transferable. This is in line with the NDU grading policy.
- Only nine credit-hours are granted to the new student provided that the transferable course/s is/are transferred from an accredited university and correspond/s to the NDU course requirements.

Degree Requirements (36 credits)

Core Courses PSL 601, PSL 602, PSL 609.	9 cr.
Track Option PSL 699 OR PSL 692 and PSL 695.	6 cr.
Major Courses PSL 610, PSL 622, PSL 631, PSL 642, PSL 662, PSL 682.	18 cr.
Elective	3 cr.

Graduate Courses: Psychology

PSL 601 Professional Counseling Skills (3.0); 3cr, The course provides practical experience in developing basic clinical skills, such as effective inquiry, empathic listening, helping responses, and interpretation. Emphasis on matching therapist style with client characteristics; students are trained to work with clients of diverse backgrounds and in different settings.

PSL 602 Assessment & Psychometric Methods (3.0); 3cr, The course reviews the fundamentals of testing and assessment skills in administering and interpreting standardized tests in the areas of personality assessment and intelligence testing. Special emphasis will be on Rorschach, TAT, MMPI, WAIS-III, WISC-III and Kauffman ABC.

PSL 609 Research Method and Designs (3.0); 3cr, With the goal of gaining competence in critical evaluation of published research; this course will provide training in the application of research techniques to problems in psychology and human services. Quantitative and Qualitative research design, conducting, reporting and analyzing assessment and program evaluation.

PSL 610 Developmental Psychology (3.0); 3cr, The course studies the human lifespan development; a foundation for understanding principles and concepts of physical, cognitive, personality, emotional and social development from conception through death. It also introduces developmental disabilities.

PSL 622 Theory of Learning and Cognitive Processes (3.0); 3cr, The course explores theoretical areas of learning and cognition,

Decision Making: focuses on direct and indirect approaches to interact and help students, teachers and families to reduce behavioral and academic problems. Assists students with developmental disabilities. *Contemporary Educational Problems and Motivation*. *Developing Human Potentials*: techniques that emphasize human relation skills, self-image, values, and stress management.

including cognitive psychology, memory, information processing, attention, problem solving, learning strategies and reinforcing as well as the design of classroom learning situation.

PSL 631 Psychoeducational Assessment (3.0); 3cr, The course focuses on administrating, scoring and interpreting standardized instruments and tests to assess cognitive abilities, learning behaviors, emotional disturbances, social maladaptive and sensory motor functioning of school- age children with emphasis on psychoeducational diagnosis.

PSL 642 Practicum I (3.0); 3cr Educational Psychology (to be approved by the advisor).

PSL 662 Consultation, Intervention and Prevention (3.0); 3cr, The course builds a framework for educational psychologists to address the concepts, processes and issues related to the practice of school-based consultation as an intervention technique of educational psychologists.

PSL 682 Seminar in Educational Psychology (3.0); 3cr, This course is a forum for student to put together knowledge and ideas across the subdisciplines of psychology and an impetus for expansion of thinking. It includes but not limited to: *Socio-developmental*: issues relating to education, topics include; role theory, attitude theory formation and change, transitions from home to school, Elementary/Secondary, High School/University to work. *Instructional Psychology*: it includes designing, implementing and evaluating learning strategies and programs from preschool to high school. *Instructional*

PSL 692 Practicum II (3.0); 3cr. Educational Psychology (to be approved by the advisor).

PSL 695 Practicum III (3.0); 3cr. Educational Psychology (to be approved by the advisor).

PSL 699 Thesis (6.0); 6cr. to be approved by the advisor.

The Degree of Master of Arts in Education

The degree of Master of Arts in Education is offered to promote educational professionalism and to enhance the University's role in the field of education. 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 offering 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 36 credits with an overall average of 3.0/4.0, inclusive of a thesis.

Degree Requirements (36 credits)

Major Requirements

Complete the following required courses:
EDU 610, EDU 611, EDU 622, EDU 699.

15 cr.

Electives

Four out of the following courses
EDU 612, EDU 613, EDU 614, EDU 621, EDU 623, EDU 624.

12 cr.

Concentration Areas:

9 cr.

1. Special Education: The Special Education concentration prepares educators to work with students with special needs. The program emphasizes interaction between students, teacher, and school administrations.

- Three from the following courses: EDU 641, EDU 642, EDU 643, EDU 644.

2. School Management and Educational Leadership: Educators who wish to pursue a career in school administration will be exposed to best practice in policy making, leadership skills, law, and methodology.

- Three from the following courses: EDU 651, EDU 652, EDU 653, EDU 654.

3. Educational Technology: Educators interested in applying modern technology to the classroom will benefit from this concentration. Courses focus on practical application of technology to enhance student learning.

- Three from the following courses: EDU 661, EDU 662, EDU 663, EDU 664.

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 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 (6.0); 6cr. This course researches an issue directly related to the field of concentration with a fieldwork study.

DEPARTMENT OF MEDIA STUDIES

Associate Professors:	Ajami, Joseph; Fakh, Khalid
Assistant Professors:	Bou Zeid, Maria ; Chidiac, May; Donerian, Vatche, ;Jacobsen, Jaime-Lynn
Lecturers:	Khabbaz, Nicolas; Lahoud, Sam (Chair); Mady, Christy

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, promotional strategy, and other pertinent courses.

Graduation Requirements

Students pursuing this major must complete a total of 102 credit hours with a minimum cumulative GPA of 2.3/4.0 in their core and major courses. These 102 credits are divided as follows:

Degree Requirements (102 credits)

General Education Requirements

33 cr.

1. COA courses listed in the Cultural Studies and Social Sciences category do not satisfy GER requirements for Mass Communication students. These courses must only be taken as core or major courses.
2. Mass Communication students may satisfy their Philosophy requirement by taking COA 360 Media Ethics.
3. Mass Communication students may satisfy 3 credits of their Citizenship requirements by taking COA 350 Current Issues.
4. Mass Communication students must take STA 202 to fulfill the 3 of the 6-credits requirement in Science and Technology.

Core Requirements

19 cr.

ADM 466, COA 201, COA 230, COA 252, COA 359, COA 362, PDP 201.

Major Requirements

40 cr.

ADM 216, ADM 341, ADM 352, ADM 453, ADM 481, ADM 490, COA 270, COA 275, COA 316, COA 475, FDP 201, FDP 214, MRK 201, MRK 311, MRK 321.

Students must choose 6 credits from the following pool:

6 cr.

ADM 351, ADM 450, ADM 468, ADM 469, BAD 201, COA 223, COA 311, COA 315, COA 350, COA 352, COA 360, COA 365, COA 367, COA 368, COA 499, JOU 210, JOU 310, JOU 323 JOU 340, JOU 341, JOU 450 , JOU 460, JOU 461, JOU 465, MRK 313, MRK 433, STA 206.

Free Electives

4 cr.

Minor in Advertising and Marketing (18 credits)

The NDU Minor in Advertising and Marketing is comprised of 18 credits. Any student may elect to do a Minor in this area provided that he/she is in good academic standing that is if he or she has a GPA of 2.0/4 and above. A student can only count up to six credits which he/she may have taken from the list of the required courses for this “Minor” prior to electing a “Minor” in Advertising and Marketing. Minors must be declared at least one year before expected graduation date.

Courses required:

ADM 216 Principles of Advertising	(3 cr.)
ADM 341 Media Planning and Analysis	(3 cr.)
ADM 352 Creativity and Copywriting	(3 cr.)
FDP 214 Basic Design for Advertising	(3 cr.)

And

MRK 311 Consumer Behavior	(3 cr.)
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Or

MRK 321 Promotional Strategy	(3 cr.)
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And

ADM 351 E-Commerce	(3 cr.)
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Or

ADM 453 Global Advertising	(3 cr.)
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Undergraduate Courses: Advertising

ADM 216 Principles of Advertising (3.0); 3 cr. This course introduces the first year advertising student to the field of advertising and its relationship to marketing and mass media. Basic theories of advertising are studied. Elements of successful ads are also analyzed. Local, regional and world advertising agency structures are examined. *Corequisite:* ENL 105.

ADM 341 Media Planning (3.0) 3 cr. Role of media in achieving marketing and advertising objectives. Examines channels of communication. Students study the process of planning an advertising campaign. A complete campaign including budget, personnel and strategies is required for the course. *Prerequisite:* ADM 216.

ADM 351 E-Commerce (3.0) 3cr. The focus of this course is on today's electronic market environment. Students are to develop proficiencies in interactive business and communication technologies and must have access to an e-mail account.

ADM 352 Creativity and Copywriting (3.0); 3 cr. The course studies theory and application of the creative side of advertising. Students practice the various principles through designing and executing print, electronic and outdoor advertising. In class peer evaluation and analysis of ads is carried out. *Prerequisite:* ADM 216.;*Corequisite:* FDP 214.

ADM 450 Consumer Activation Programs (3.0) 3 cr. This course describes new and innovative ways of advertising to the consumer. Terms like shopper marketing, brand activation, advergames, and branded content are becoming an essential part of the programs advertisers are creating for consumers in order to activate marketing communication in alternative media

forms different from regular TV, radio, or press. *Prerequisite:* ADM 352

ADM 453 Global Advertising (3.0); 3 cr. This course analyzes the history, development and current status of international advertising based on the cultural, economic, political and linguistic characteristics of the countries studied. Students are required to develop an innovative project with an international dimension. Importance of diversity to global advertising is stressed. *Prerequisite:* ADM 341; *Corequisite:* ADM 352; COA 362.

ADM 466 Seminar Series in Advertising (1.0) 1 cr. Consisting of series of lectures, seminars, and workshops on topics related to Advertising and Marketing organized by the department. Pass or Fail grade only. *Prerequisite:* Junior standing

ADM 468 Selected Topics in Advertising 1 (3.0) 3 cr. Variable topics in Advertising and Marketing not covered in specific courses in the curriculum. *Prerequisite:* COA 201, ADM 216, MRK 201.

ADM 469 Selected Topics in Advertising 2 (3.0) 3 cr. Individual study topics in Advertising and Marketing to be proposed by students or instructors or suggested by the department. *Prerequisite:* COA 201, ADM 216, MRK 201.

ADM 481 Internship in Advertising (1.0); 1 cr. Supervised work in the "real" world of advertising and/or marketing. *Corequisite:* ADM 453.

ADM 490 Senior Study in Advertising (3.0); 3 cr. Involves the conceptualization of an advertising campaign for a "real" client. Includes an exit exam. *Prerequisite:* COA 362; *Corequisite:* ADM 453; senior standing and a grade of "C" or above is required.

The Degree of Bachelor of Arts in Communication Arts

Journalism and Electronic Media Emphasis

This sequence prepares students to become reporters in various print and electronic media. Students will also augment 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. Each student admitted to the B.A program in Communications Arts/ Journalism sequence as of Fall 2012 must follow the new contract sheet, which appears in this catalogue.

Graduation Requirements

Once admitted to the program, students are required to develop competence in both Arabic and English. 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 102 credit hours with a minimum cumulative GPA of 2.3 / 4.0 in their major requirements. These 102 credits are divided as follows:

Degree Requirements (102 credits)

General Education Requirements:

33 cr.

1. COA courses listed in the Cultural Studies and Social Sciences category do not satisfy GER requirements for Mass Communication students. These courses must only be taken as core or major courses.
2. Mass Communication students may satisfy their Philosophy requirement by taking COA 360 Media Ethics.
3. Mass Communication students may satisfy 3 credits of their Citizenship requirements by taking COA 350 Current Issues.
4. Mass Communication students must take STA 202 to fulfill the 3 of 6-credits requirement in Science and Technology.

Core Requirements:

19 cr.

COA 201; COA 230; COA 252; COA 359; COA 362; JOU 466; PDP 201.

Major Requirements:

35 cr.

ARB 302 ; COA 270; COA 275; COA 415; COA 425; JOU 210; JOU 310; JOU 323; JOU 350; JOU 370; JOU 371; JOU 450; JOU 480; JOU 490.

Students must select 9 credits from the following pool:

9 cr.

ADM 216; ADM 341; ADM 352 ; BAD 201 ; COA 223 ; COA 311 ; COA 315; COA 316; COA 350; COA 352; COA 360 ; COA 365 ; COA 366 ; COA 367 ; COA 368 ; IAF 322 ; IAF 331 ; IAF 402; JOU 333 ; JOU 340; JOU 341; JOU 369; JOU 451; JOU 452; JOU 453; JOU 454; JOU 455; JOU 456; JOU 460; JOU 461; JOU 465; PDP 321; POS 320.

Free Electives:

6 cr.

Minor in Journalism (18 cr.)

The NDU Minor in Journalism is comprised of 18 credits. Any student may elect to do a Minor in this area provided that he/she is in good academic standing that is if he or she has a GPA of 2.0/4 and above. A student can only count up to six credits which he/she may have taken from the list of the required courses for this “Minor” prior to electing a “Minor” in Journalism. Minors must be declared at least one year before expected graduation date.

Required courses:

JOU 210	Mass Media Language	3 cr.
JOU 310	News Writing and Reporting	3 cr.
JOU 323	Web journalism	3 cr.
JOU 371	The Newsroom	3 cr.

Choose 6 credits from the following:

COA 360	Media Ethics	3 cr.
COA 365	Talk Shows	3 cr.
COA 366	Diction and Presentation	3 cr.
JOU 333	News Analysis and Editorial Writing	3 cr.
JOU 350	Investigative Journalism	3 cr.
JOU 450	Specialized Journalism	3 cr.
JOU 451	Specialized Journalism in Fashion and life style	3 cr.
JOU 452	Specialized Journalism in Arts, Music and Culture	3 cr.
JOU 453	Specialized Journalism in Sports	3 cr.
JOU 454	Sp. Jou. in Political Admin. and Foreign Affairs	3 cr.
JOU 455	Specialized Journalism in Business and Economics	3 cr.
JOU 456	Specialized Jou. in Human Rights and Ethics	3 cr.

Undergraduate Courses: Communication Arts Journalism Emphasis

JOU 210 Mass Media Language (3.0); 3 cr. Principles of effective journalistic writing for mass media. Emphasis on writing basic news stories focusing on grammar, structure, and style. *Corequisite:* ARB 212 or ARB 231.

JOU 310 News Writing and Reporting I (3.0); 3 cr. The course builds on principles practiced in JOU 210. Emphasis is laid on the process of information gathering, reporting and writing for the mass media. The course stresses the elements of news, leads, and styles of advanced news stories. Students practice interviewing techniques. *Prerequisite:* JOU 210.

JOU 320 Copy Editing and Headline Writing. (3.0) 3 cr. This course focuses on the headline writing and editing news in order to produce

clear, accurate, and vivid copy. *Prerequisite:* JOU 310.

JOU 323 Web Journalism (3.0) 3 cr. Journalism in the internet age is studied in this course. Blogging, podcasting, and citizen journalism will be examined and practiced. *Prerequisite:* JOU 210.

JOU 325 Photojournalism (3.0); 3 cr. Role of the photographer as a communicator and a member of the editorial team. Students use cameras and software to produce photographs for print and digital media. Ethical, legal, and stylistic aspects of photos are discussed. *Prerequisite:* PDP 201.

JOU 333 News Analysis and Editorial Writing (3.0); 3 cr. Guidelines and practices in

editorial and news analysis writing. *Prerequisite:* JOU 210.

JOU 340 Public Relations Techniques (3.0); 3 cr. The use of different communication tools in reaching public audiences. Analysis and production of print, electronic, and oral messages that will help achieve organizational goals. Students carry out public relations events following the principles used by professionals in the field. *Prerequisite:* COA 252.

JOU 341 Public Relations Planning and Event Management (3.0); 3 cr. The course acquaints students with key public relations skills and event management techniques while providing them with proper exposure to all facets of planning, executing, and analyzing corporate events in-line with corporate goals and objectives. Students are supposed to examine each phase of a successful event and to focus on project management skills needed to research, design, plan, market, co-ordinate, and evaluate events. Special emphasis is placed on the critical role public relations plays throughout the management process. Students are expected to learn the tactics, tools and insights required to create winning events that are successfully publicized. *Prerequisite:* COA 252.

JOU 350 Investigative Journalism (3.0); 3 cr. This course focuses on the different investigative reporting techniques and uses the scientific method to connect events with accurate fact-checking, detection of secrets, use of public records and then packaging the whole product. *Prerequisite:* JOU 210.

JOU 369 Special Topics in Journalism. (3.0) 3 cr. Variable content on different issues not covered in specific courses in the curriculum. Topics may include: Sports Reporting; Foreign Correspondence; Impact of Social Media, environment, among others.

JOU 370 Newspaper Production (1.0); 1 cr. Newspaper Production. (3 .0). 3 cr. Students shall produce a campus publication in which they incorporate their acquired journalistic skills. Hands-on experience in writing, editing, and laying out features, photos, and other news stories. *Co-requisite:* JOU 310.

JOU 371 The Newsroom (3.0); 3 cr. This course introduces students to the different newsroom responsibilities including preparing newscasts and expanding their skills in newsroom management. *Prerequisite:* COA 275.

JOU 450 Specialized Journalism (3.0); 3 cr. This course covers different areas of journalism, such as foreign affairs, sports, arts, lifestyle, environment, business, human rights, and others. *Prerequisite:* JOU 310.

JOU 451 Fashion and Lifestyle Journalism (3.0); 3 cr. This course covers journalism skills in writing for fashion and lifestyle; it involves covering related events and understanding the craft of fashion design, design schools and a brief idea about history of fashion. *Prerequisite:* JOU 450.

JOU 452 Arts, Music, Literature and Culture Journalism (3.0); 3 cr. This course offers an overview of major schools and genres of arts, theatre, music, architecture, etc. from the perspective of a journalist. It also provides students with proper training in order to cover artistic and cultural events such as musical concerts, plays, films, and art exhibitions among others. *Prerequisite:* JOU 450.

JOU 453 Sports Journalism (3.0); 3 cr. This course covers journalism skills in writing for sports; it involves understanding game rules regulations, different types of sports, and nature of sport events including covering sport events for TV and printed media. *Prerequisite:* JOU 450

JOU 454 Political Administration and Foreign Affairs Journalism (3.0); 3 cr. This course is meant to familiarize students with the administrative structure of the Lebanese political administration and with the way it functions, with decision making procedures in the Lebanese parliament, the cabinet, the presidential palace and all ministries; it also introduces students to diplomatic protocols, traditions, and conventions. *Prerequisite:* JOU 450.

JOU 455 Business and Economics Journalism (3.0); 3 cr. This course provides journalism students with a genuine understanding of the worlds of business and economics. Students are expected to practice business reporting and to learn how to decipher financial statements and analyze business statistics in addition to understanding the exchange market. *Prerequisite:* JOU 450.

JOU 456 Human Rights and Ethics Journalism (3.0); 3 cr. This course helps journalism students to identify media accuracy while reporting on human rights. It also

identifies the positive and the negative influence of journalism practices on the audiences. Prerequisite: JOU 450.

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 461 Public Relations and Protocol (3.0); 3 cr. The course introduces advanced public relations students to the array of rules, conventions and expectations that professional practitioners should master to interact in high level business settings. It acquaints students with the key aspects of protocol that include the written and unwritten rules of etiquette and cultural norms. This course also provides an overview of how to support business objectives of an organization both in public and private sectors. Moreover, it emphasizes protocol in diplomatic affairs and how public relations tie in with political figures to deliver messages in the world of diplomacy. *Prerequisite:* COA 252.

JOU 465 Public Relations and Image Consultancy (3.0); 3 cr. The course acquaints students with the concept of image consultancy and its tools, while emphasizing the use of these tools in influencing the public perception of

corporations, individuals and organizations. It also provides students with the opportunity to review, discuss and examine the professional environment and Public Relations' role in achieving business objectives of organizations. It finally introduces students to the techniques and mechanics that are used to master the delivery of winning campaigns to influence public opinion. *Prerequisite:* COA 252

JOU 466 Seminar Series in Journalism (1.0); 1 cr. Consisting of series of lectures, seminars, and workshops on topics related to journalism and electronic media organized by the department. In English and Arabic. Pass or Fail grade only. *Prerequisite:* Junior standing

JOU 480 Journalism Internship (1.0); 1 cr. Practical training in a professional print outlet. Reports required. Prerequisite: Senior standing.

JOU 490 Senior Study (3.0); 3 cr. A major final project in print journalism that examines in depth an area in the field. Oral presentation of project is required. Prerequisite: COA 362, senior standing, and a grade of "C" and above is required.

The Degree of Bachelor of Arts in Communication Arts

Radio and Television Emphasis

The Radio and Television program at NDU prepares students for opportunities in electronic media production, programming and "on-air" broadcasting, scriptwriting, directing, and film techniques. In addition to a variety of courses in social sciences, English, and other GER 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 103 credit hours with a minimum cumulative GPA of 2.3 / 4.0 in their major requirements.

The program culminates in a senior project that incorporates the skills acquired during the years spent at NDU. A "C" grade and above on this project is required for graduation. The 103 credits are divided as follows:

Degree Requirements (103 credits)

General Education Requirements

33 cr.

1. COA courses listed in the Cultural Studies and Social Sciences category do not satisfy GER requirements for Mass Communication students. These courses must only be taken as core or major courses.
2. Mass Communication students may satisfy their Philosophy requirement by taking COA 360 Media Ethics.
3. Mass Communication students may satisfy 3 credits of their Citizenship requirements by taking COA 350 Current Issues.
4. Mass Communication students must take STA 202 to fulfill the 3 of the 6-credits requirement in Science and Technology.

Core Requirements

9 cr.

COA 201, COA 359, COA 362

Major Requirements

37 cr.

COA 225, COA 226, COA 272, COA 273, COA 275, COA 276, COA 310, COA 311, COA 312, COA 315, COA 325, COA 330, COA 430, COA 480, COA 490.

Students must choose one group of the following concentration areas:

12 cr.

Scriptwriting and Directing: COA 435, COA 445, COA 455, COA 457

Audio and Sound Production: COA 436, COA 446, COA 456, COA 466

Film and Video Techniques: COA 437, COA 447, COA 455, COA 457

Electronic News: COA 415, COA 425, COA 426, COA 427.

Students must choose 9 credits from the following pool:

9 cr.

ADM 216, COA 203, COA 204, COA 210, COA 213, COA 215, COA 216, COA 223, COA 252, COA 313, COA 320, COA 350, COA 355, COA 360, COA 365, COA 366, COA 367, COA 369, COA 370, COA 413, COA 416, COA 417, COA 475, COA 476, COA 499, CSC 202, CSC 277, CSC 343, FDP 201, FDP 214, JOU 210, JOU 310, JOU 340, JOU 460, MUS 211, MUS 221, MUS 331, MUS 475, PDP 201.

Free Electives

3 cr.

Minor in Radio and Television (17 cr)

The NDU Minor in Radio and Television is comprised of 17 credits. Any student with a good academic standing that is if he/she has a G.P.A of 2.0/4 and above may enroll in this minor. He or she may only count six credits which he/she may have taken from the list of the R/TV Minor requirements while pursuing another major. Minors must be declared at least one year before expected graduation date.

Courses required:

COA 225 Lighting 1	(2 cr.)
COA 270 Studio Workshop	(1 cr.)
COA 275 Editing 1	(2 cr.)
COA 312 TV Production Techniques	(3 cr.)
COA 310 Scriptwriting	(3 cr.)

COA 330 Documentary and Non Theatrical Film (3 cr.)

Or

COA 311 Radio Programming (3 cr.)

And **One** course from the following:

COA 325 Directing and Acting Skills	(3 cr.)
COA 430 Television Drama	(3 cr.)
COA 457 Cinematography	(3 cr.)
COA 475 Computer Graphics and Animation	(3 cr.)

Undergraduate Courses: Communication Arts Radio and Television Emphasis

COA 201 Mass Media Essentials (3.0); 3 cr. This course focuses on the study of various types of mass media. It surveys the historical, economic, regulatory, and other aspects of the mass media. *Corequisite:* ENL 105.

COA 203 Make up and Color (0.2) 1 cr. Introduction to the basic principles of makeup for film and video, and to theatrical makeup application as it relates to camera.

COA 204 Set Design (0.2); 1cr. Basic techniques of set design for the stage and the TV. Emphasis on the use of imagery to support the dramatic intent of a particular production. Class project will engage students in using a variety of mediums to explore how architecture, the arrangement of space, and the elements of design are used dramatically. Also introduces the use of the virtual studio.

COA 205 Archive Organization (1.0); 1 cr. Teaches students the effective use of archive resources in a library setting.

COA 210 Stage Acting (3.0); 3 cr. Teaches acting for the stage, body movement, and basic physical warm-up techniques. Includes exploration of stage space, building characters, and acting situations through improvisation and text work.

COA 213 History of Film (3.0); 3 cr. Overview of history of motion pictures and their artistic, technological, and industrial development. Includes an introduction to major film movements, including their formation, development, aesthetic and thematic qualities, and to leading film artists.

COA 215 History of the Theater (3.0); 3 cr. Study of the history of the western theater from its origin till the 20th century. Major theater movements, schools, and genres, including their formation, development, aesthetic and thematic qualities; includes an introduction to leading theater artists. Also includes an overview of Asian and oriental theater.

COA 216 Sacred Drama: Gods, Muses, and the Storyteller. (3.0); 3 cr. What is the role, if not the duty, of the storyteller, especially when the storyteller is visited by a Muse or supernatural visitor and aided in the artistic adventure? This course answers the question with examples from poetry, theater, film, dance,

and art, with a study of the influence of mythology on the performing arts and on arts in general.

COA 223 Speech Communication (3.0); 3 cr. Trains students in researching, organizing and delivering various types of speeches. *Prerequisites:* COA 201.

COA 225 Lighting I (2.0); 2 cr. Theoretical and practical use of lighting in TV studio productions: drama, talk shows, and news. *Corequisite:* COA 272.

COA 226 Lighting II (1.2); 2 cr. Continuation of COA 225 with emphasis on cool lighting and outdoor lighting for video and film camera. *Prerequisite:* COA 225

COA 230 Information Gathering and Analysis (3.0); 3 cr. This course helps students to improve their information literacy, and their basic information gathering and analysis using various navigation techniques and tools (search engines databases...). *Prerequisite:* COA 201

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 (1.0); 1 cr. Functions and operations of radio and TV equipment. Students will spend 80 percent of their time working directly with the equipment and developing solid familiarity with cameras, digital technology, and other useful tools. Essential for subsequent R/TV courses.

COA 272 Workshop in Audio and Video (2.0); 2 cr. Teaches students image and sound techniques, function, and operations of radio and TV analog and digital equipment.

COA 273 Workshop in Audio, Video and Film (2.0); 2 cr. Continuation of COA 272. A workshop on sound, camera, and editing equipment, in addition to working with 16mm film and 35mm Camera and the techniques used in shooting and developing films. *Prerequisite:* COA 272.

COA 275 Editing I (2.0); 2 cr. Provides students with the basic skills needed for working on different types of editing systems- Linear and Non-Linear. Topics include basic setup, adjusting and customizing preferences, and

various editing and trimming techniques, among others.

COA 276 Editing II (2.0); 2 cr. Continuation of COA 275. This course provides students with an overview of off-line and on-line video editing, music editing (an ability to apply music choices in creating soundtrack), editing theory, paper editing, working with editors, and possible post production pathways. It will also introduce students to the potential of digital technologies in the creation of television programs, the production of graphics, digital special effects, and the uses of high-end compositing systems. *Prerequisite:* COA 275.

COA 310 Scriptwriting (3.0); 3 cr. Students will study film terms and formats, work with treatment, scenario and shooting scripts, analyze film and television clips, shorts, tapes, and full-length films with emphasis on understanding the writer's perspective. Numerous writing assignments and exercises will be assigned with the intent of developing a student's ability to write for a visual medium. Students must write a script of a short film or video.

COA 311 Radio Programming (3.0); 3 cr. Audio production concepts and techniques using audio laboratory studio equipment. Practical experience in producing, editing, and other aspects of radio programming emphasized. Students visit local radio stations.

COA 312 TV Production Techniques (3.0); 3 cr. Introduction to multi-camera studio production and location video recording. Explores directing techniques, operation of studio and control room, conceptualization, basic scriptwriting, audio board operations, and lighting in a studio setting. *Prerequisites:* COA 275.

COA 315 World Cinema Survey (3.0); 3 cr. Overview of world cinema including American (north and Latin), European, Asian, African, Middle Eastern, and Lebanese cinema. Includes historical review and their influence on global cinema.

COA 316 TV Production Techniques for Advertising (3.0); 3 cr. This course introduces advertising and marketing students to the tools, techniques, and production skills essential to conceive, design, edit, and produce real-life television commercials and radio spots in a studio setting. Students will be involved in hands-on practice executing original storyboards.

Oral presentations are required. *Corequisite:* COA 270

COA 320 The Film Director (3.0); 3 cr. An introductory study on the work of the director, from the scriptwriting to the staging process, including pre-production, production, and postproduction. Also covers work with actors, and managerial responsibilities. *Prerequisite:* COA 275.

COA 325 Directing and Acting Skills (3.0); 3 cr. Teaches acting and directing actors and the director-actor relationship, with focus on different methods and styles of acting, in relationship to the script and the characters. Includes building of a character, creating a role, and performing in front of an audience and in front of a camera. *Corequisite:* COA 310.

COA 330 Documentary and Non-Theatrical Film (3.0); 3 cr. A study of non-theatrical films, such as documentary, news, educational and public relations films, video clips, etc. Involves shooting and editing reports and a video clip. Students will also produce a short documentary by the end of the semester. *Corequisite:* COA 312

COA 350 Current Issues (3.0); 3 cr. In this course students will be introduced to local, regional, and international events and issues that are affecting the world today. The role and responsibility of the world citizen will be emphasized as the class conducts research on, develops understanding of, and examines the coverage given by the media, to various issues. Class discussions and presentations of various political, economic, and social issues constitute a sizable bulk of the course's material. Topics may include: Globalization, Environmental concerns, Terrorism, Nuclear Proliferation, World hunger, drugs, the relationship between developing countries and developed countries.

COA 352 Media Law and Responsibility (3.0); 3 cr. A study of different types of censorship and their relationship to moral codes, religions, politics, laws, and society. Overview of media law in Lebanon.

COA 359 Mass Media and Society (3.0); 3 cr. Interactive relationship between media and society. Relationships among the media, the individual, the group, society, and the culture. Issues discussed include: Impact of media messages; stereotyping; Media and Religion; Rock Music, and impact of Advertising among

others. *Prerequisite:* COA 201. *Prerequisite* is waived for non-majors.

COA 360 Media Ethics (3.0); 3 cr. Analysis of ethical issues pertaining to the media: Dubious methods in news gathering, conflict of interests, invasion of privacy, and shocking pictures, among others.

COA 362 Mass Communication Research (3.0); 3 cr. Students will become familiar with research design, data collection analysis, and the various quantitative and qualitative means of measurement of public opinion and hypothesis testing of media-related issues. Students will practice conducting a focus group and interpreting the results. They will write and conduct a questionnaire. A fully formatted, documented research paper incorporating the principles of the course is required. May not be taken concurrently with ADM 490, COA 490 and JOU 490. *Corequisite:* STA 202.

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.

COA 366 Diction and Presentation (3.0); 3 cr. Arabic and English. In this course students will learn how to speak for different types of programs. They will do exercises on pronunciation in Arabic and English, and they will learn the phonetics of both languages.

COA 367 Foreign Correspondence (3.0); 3 cr. The role of the foreign correspondent in news gathering. The history of foreign correspondence, techniques, roles, and other tips. *Prerequisite:* COA 201.

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 I (3.0); 3 cr. Rotating topics in audio, video and, film production. Representative topics include music for film and television, digital audio effects, documentary production, lighting for cinematography, and directing for film. Other topics may be recommended by the department.

COA 370 Selected Topics II (3.0); 3 cr. Individual study topics on audio, video, and film production to be proposed by students or instructors, and approved by the department

prior to commencing work. Other non-technical topics may be offered.

COA 415 Broadcast News Operations (3.0); 3 cr. Gathering, preparation, and presentation of a generic broadcast news product. Teaches students the process of directing news in all its phases, including equipment operation and crew management (camera operators, anchors, VTR operator, prompter, character generator, etc.). *Prerequisite:* COA 270 and COA 275.

COA 416 Film Analysis and Aesthetics (3.0); 3 cr. Structure, composition, design, and effects are studied through close frame-by-frame examination of motion pictures. Focuses on a particular director (Godard, Hitchcock, Altman, Losey, Bergman...), period, or style (film noir, suspense...) and studies how meaning is structured and perceived in the screen image. Includes close examination of the ways scholars, critics, and filmmakers have explained and discussed the materials used to make movies and how these materials may be used to construct films and produce meaning. Experiences of the viewer, critic, and community are discussed in addition to the role of aestheticians and theorists.

COA 417 Comparative Cinema (3.0); 3 cr. Compares trends, genres, and directors of various nations. Investigates several genres: the documentary, science-fiction, dramatic, comic, political, and romantic films. Covers early animation and special effects, serials, avant-garde, surrealism, "poetic realism," fantasy, etc.

COA 425 Writing and Reporting for the Electronic Media (3.0); 3 cr. Principles and practices of news-writing and reporting for the electronic media. Includes an overview of the major forms of writing, news styles, news gathering, and news evaluation. *Prerequisite:* COA 275.

COA 426 Electronic News Gathering (3.0); 3 cr. Shooting, editing and producing for the electronic news media. Lecture and lab course provides students with experience as producers and directors for news programs. Also includes an overview of ENG equipment as well as EFP (Electronic Field Production) techniques and equipment and digital video production on location. *Prerequisite:* COA 312

COA 427 Media and Information Society (3.0) 3 cr. Introduces the latest technologies in the news field; online news reporting, web journalism, blogging; electronic publishing, design and techniques of electronic publishing

using a journalistic approach. *Corequisite*: COA 426.

COA 430 TV Drama (3.0); 3 cr. This course involves both the theory and the practical elements needed to shoot, direct, and edit a TV dramatic production. Students shoot before a live audience. Final project requires a complete tv drama beginning with the original script to the final tape. *Prerequisite*: COA 310.

COA 435 Writing for TV and Film (3.0); 3 cr. An advanced inquiry into the art of investigating, structuring, and writing original screenplays. Mastery of researching and developing authentic characters, as well as generating solid story plot devices using professional screenplay style. Different film genres and story techniques will also be explored, in addition to the process of literary adaptation and how to adapt a play, novel, or short story into a feature-length film. *Prerequisite*: COA 310.

COA 437 Lighting for Film (3.0); 3 cr. Operations with camera, lighting, and grip equipment as they apply to different film forms (narrative, documentary, experimental), genres, and styles. In-class and outside class group assigned filming exercises. Film screenings and field trips to complement class lectures, demonstrations, and discussions. *Prerequisite*: COA 226.

COA 445 Directing Actors for Camera (3.0); 3 cr. Directing actors through exploration of equipment used in media performance: blue screen acting, ear prompting, teleprompting, and microphone applications in voice performance and voice over. Continued exploration and skill-building of techniques used in performance before the camera including but not limited to advanced character development, make-up techniques, and special problems in character preparation for feature film. *Prerequisite*: COA 325.

COA 446 Theory of Sound (3.0); 3 cr. This course focuses on sound theory, sound as media, and the relationship between sound and image. These topics will be examined through reading and writing assignments, screenings and listening sessions, in-class presentations, recording assignments. Concepts of different theorists in sound will be introduced to students. Workshops on sound recording and sound editing may be held during the second half of the semester based on the technical requirements of

student projects. This class encourages a critical, creative approach to the medium, non-traditional solutions, and awareness of the history of sound technology and media production. *Prerequisite*: COA 311, senior standing.

COA 447 Lighting Design and Techniques (3.0); 3 cr. Lighting design for stage and video design, organization, graphic representation of lighting for stage, video and film production. Laboratory work on actual stage presentations, video productions, and film shoots. Venues include performing arts stages, video studios, and sound stages along with shooting on location. *Prerequisite*: COA 226

COA 455 Directing Techniques and Aesthetics (3.0); 3 cr. An advanced study of the job of a director, beginning with an artistic identity, to the screen craft and how to deal with the directing process through all the production stages. *Prerequisites*: COA 310, COA 312.

COA 456 Sound Design and Postproduction (3.0); 3 cr. A comprehensive technical examination of the role of sound as an emotional motivator and major storytelling component in both fiction and nonfiction films. Covers location and sound recording, track building, mix preparation, music editing and scoring, and the spectrum of postproduction technologies. Introduces current digital innovations in the field and in postproduction, and provides a workshop for solving ongoing editing and track-building problems. *Corequisite*: COA 446.

COA 457 Cinematography (3.0); 3 cr. Cinematographic techniques for film and video. Analysis of cinematographic styles, including qualities of camera movement and composition, lenses, and lighting as expressive tools. Explores aesthetics, techniques, and responsibilities of the cinematographer. Hands-on experience shooting scenes with film and video cameras, lighting, and grip equipment. *Prerequisite*: COA 226.

COA 466 Sound for Animation (3.0); 3 cr. The principles of sound track design to accompany the unique properties of the animated image. Techniques of musical synchronization and lip-synched character.

COA 475 Computer Graphics and Video Animation (3.0); 3 cr. Applying computer graphics in developing video animation projects. Includes the use of computer animation as applied to a variety of art media. Principles of movement and timing, lighting, cinematography, and multi-plane dimensionality as applicable to

computer and traditional drawn animation. Drawn representation of telephoto or wide-angle lens perspective and depth of field.

COA 476 Compositing (3.0); 3 cr. Explores basic and intermediate aspects of compositing, animating, and creating special effects and motion graphics with compositing software. The student learns to add effects, enhance the look of existing footage, and create entire animations from inception. Practical application and use of compositing software in the commercial world.

COA 480 Internship for Radio, TV, and Film (1.0); 1 cr. Supervised off-campus work

experience in a job that relates to the student's career objectives. *Prerequisite:* Senior Standing.

COA 490 Senior Study (3.0); 3 cr. Overview of film production phases and procedures. Senior project presentation. May vary according to concentration choice. *Prerequisite:* COA 362, senior standing. A "C" grade or above is required.

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. *Prerequisite:* senior standing or permission by the head of the department.

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, Television Management and Production, and Electronic Journalism and Public Relations.

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 which the department deems necessary to pursue a Master of Arts in Media Studies. A student must obtain at least a "B" grade in any remedial course.

Candidates should have a GPA of 3.0. Applicants with a GPA between 2.8 and 3.0 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 in this catalog.

Graduation Requirements:

All students must take a total of 15 credits in the general field of Mass Communication in addition to 12 credit hours in the concentration area, the remaining six credits will be selected from a pool of courses offered by the program.

Students must write a 6-credit thesis to 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.

Students must repeat any course on which they earned a "C-" grade or less.

Degree Requirements (39 credits)

Core Courses **15 cr.**

COA 610, COA 613, COA 652, COA 680, COA 681.

Major Requirements - Advertising **12 cr.**

Student must choose 12 credits from the following courses:

ADM 620, ADM 621, ADM 635, ADM 650, ADM 651, ADM 681. 12 cr.

Major Requirements – Television Management and Production

Student must choose 12 credits from the following courses:

COA 620, COA 630, COA 635, COA 650, COA 655, COA 685. 12 cr.

Major Requirements - Electronic Journalism and Public Relations

Student must choose 12 credits from the following courses:

COA 655, JOU 610, JOU 621, JOU 630, JOU 631, JOU 635, JOU 640. 12 cr.

Major Pool Electives

6 cr.

student must choose 6 credits from the following courses:

ADM 651, ADM 681, COA 611, COA 631, COA 660, COA 682, COA 685,
JOU 620, JOU 631, JOU 680.

Thesis Requirements:

COA 690 Thesis I 3 cr.

COA 691 Thesis II 3 cr.

Television Management and Production students may choose to replace COA
690 and COA 691 with:

COA 692 Film 6 credits

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.

ADM 635 Advanced Advertising Campaigns (3.0); 3 cr. The course provides students with an in-depth understanding of the principles and practices that businesses use for their marketing communication strategies including advertising using traditional and new media. It introduces students to advanced research, strategy formation, client presentation, and execution of an advertising campaign for a national client. The purpose is to come up with breakthrough advertising strategies that provide companies with a competitive advantage in the marketplace.

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 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 study of linguistics and semantics in advertising.

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 613 Semiotics of Images (3.0); 3 cr. The course introduces students to semiotic tools that would enable them to analyze and understand visual culture texts, pictures, and multimodal texts. It will draw on historical and contemporary examples from new media, television, film, and other forms of visual communication. (The objective is to critically analyze and interpret visual phenomena with an understanding of the underlying cultural and political power structures.)

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.

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.

COA 635 Television and Promotional Strategies (3.0); 3 cr. This course focuses on the design and development of promotional strategies for television. It covers areas in television promotion including program format, genres, production processes, scheduling, rating systems, and program development processes. It also covers the historical and conceptual development of broadcast advertising while dealing with the implications of new media.

COA 650 Advanced Television 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 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. *Corequisite:* COA 610.

COA 655 Documentary Films (3.0); 3 cr. Advanced exploration of Documentary Cinema, its structure, forms, cinematography techniques, aesthetics, and schools. The course involves analysis of documentary productions and its use in new media. Prerequisite: COA 610.

COA 660 Independent Study (3.0); 3 cr. 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.

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 685 Entrepreneurship in Media (3.0); 3 cr. This course familiarizes students with the fundamentals of entrepreneurship and the evolving business models for media. It also emphasizes the transformations in the new media landscape. Students are expected to create a business plan for a media start-up.

COA 690 Thesis I (3.0); 3cr. Specific research on a significant topic selected by the candidate upon consultation with advisor. Students are expected at this stage to write a proposal that includes a statement of the topic, a review of literature, a presentation of the theoretical foundations, and a statement of the nature of the data collection, procedures, and analysis. Students must complete 21 major credit hours prior to registering for this course. To pass this course, students must defend their thesis proposal. Prerequisite: COA 610 and COA 652.

COA 691 Thesis II (3.0); 3 cr. This course is the logical extension of thesis 1. At this stage, students work on their data gathering and analysis, finalize the writing, and formatting of the study. Prerequisite: COA 690.

COA 692 Film (6.0); 6 cr. Specific film on a significant topic selected by the candidate upon consultation with advisor. Students are expected to write a proposal that includes a rationale about their idea, a synopsis, review of literature and limitations. In addition to the film itself students must also present a prompt-book to explain the treatment, the script, and the storyboard. Students must complete 21 major credit hours prior to registering for this course. Prerequisite: COA 601, COA 652 and COA 655.

JOU 610 Newsroom Management (3.0); 3 cr. Internal management of newspaper operation, status of personnel, and effects of technological developments.

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, and 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 discussion 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 PR.

JOU 635 Issue Anticipation and Crisis Management (3.0); 3 cr. This course will provide students with the skills to foresee potential problems; locate solutions, and react adequately. It also prepares them to apply highly

sophisticated communication strategies to crisis management.

JOU 640 Online Journalism (3.0); 3 cr. This course focuses on promoting the best practices in online journalism covering both multimedia and online storytelling. Journalism students will acquire hands-on experience in the production of many content types of digital media.

JOU 680 Seminar in Selected Topics (3.0); 3 cr. Discussion of various topics such as freedom of press, media and gender, media and religion, and other topics.

DEPARTMENT OF HUMANITIES AND RELIGIOUS STUDIES

Professors	Alam, Edward
Associate Professors	Fahed, Ziad; Salameh, Doumit (Chair)
Assistant Professors	Antaby, Georges (Fr.); Azoury, Pamela ; El-Khoury, Akram (Fr.); Karam, Clovis; Rahme, Chady
Senior Lecturers	Wehbe, Boulos (Fr.)

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.

HUT 306 Human Thought from 1500 to the Present (3.0); 3 cr. Introduces the issues/challenges which man faced and is facing from the Reformation to the present.

Undergraduate Courses: Philosophy

PHL 101 Introduction to Philosophy (3.0); 3 cr. Covers the concept of philosophy and the history of philosophical thought. The work of prominent philosophers will be focused on including Plato, Aristotle, Augustine, Aquinas, and Descartes.

PHL 111 Introduction to Ethics (3.0); 3 cr. This is a philosophy course that introduces students to ethical (moral) thinking. It also highlights the fact that we are moral agents, i.e we are endowed with a sense of responsibility, and with a capacity to choose and make decisions. We address things and actions as good or bad, and judge decisions as right or wrong. We also feel obligated to be just and honest. We face life problems we need to examine (euthanasia, genetic engineering, among others) and make a decision. Decisions may be made

based on different factors: looking for what is right for me or for anyone? What is beneficial? Is God a factor in making such decisions? This course aims to improve thinking about the considerations that may count as reasons for and against the moral judgments students are tempted to make. For Freshman students.

PHL 211 Logic and the Scientific Method (3.0); 3 cr. Explores the methods of enquiry practiced by the natural, social, and behavioral sciences.

PHL 311 Ethics and the Modern World (3.0); 3 cr. Offers a general analysis of early approaches to ethics in ancient and religious cultures and focuses on the different modern schools of ethics . *Prerequisite:* ENL 213.

Undergraduate Courses: Religion

REG 101 Introduction to Religion (3.0); 3 cr.

This course offers an elementary comprehensive approach to the characteristics of religions that have influenced history: The major concept(s) of what man is; the essential need man has for religion; the meaning, function, and objective(s) of religion; the different approaches to salvation; religion's basic constituents; the different concepts of God in relation to man and to the universe; the different forms of communication between man and God(s)... and finally the ever rising focal importance of religion, and therefore of God, in human life. For Freshman students.

REG 212 Religion and Social Issues (3.0); 3 cr.

This course introduces the contributions of the three major monotheistic religions to reach a better understanding of the relationship of the human being to the universe: God, Human Being and Nature. The mainstream beliefs of the three religions will be examined through an overview of major issues relevant to the religions studied.

REG 213 Catholicism (3.0); 3 cr. This course offers studies on the Catholic doctrine regarding both faith and morals. *Prerequisite:* ENL 105.

REG 215 World Religions (3.0); 3 cr. This course explores the variety of ways people have articulated their connections with the sacred. Major religious traditions are addressed, namely, Christianity, Judaism, Islam, Hinduism, Buddhism, Confucianism, and Taoism. Ancient religious cultures such as the Mesopotamian, Persian, and Egyptian are also covered.

REG 313 The Maronites: Faith and Cultural Heritage (3.0); 3 cr.

This course is an introduction to the cultural heritage of the Maronite people. It addresses Maronite theology and spirituality in the context of secular, social, and ecclesiastical history from ancient through contemporary times, with a particular emphasis on the question of Maronite identity, while highlighting contributions of the Maronite faith and cultural heritage to the development of the region.

REG 314 Marriage and Family in the Catholic Church (3.0); 3 cr.

This course will examine traditional and contemporary views of marriage and family in the light of Catholic theology and doctrine. An inquiry into the sacramental nature of marriage will shed light upon the Catholic view of the Family as "a little Trinity" and "a domestic Church". The course will therefore attempt to present the Catholic teaching on marriage and the family based on basic Trinitarian and Ecclesiological Catholic truths. Investigation into the question of the nature of the human being as man and as woman founded on Patristic exegesis of Sacred Scripture will inform deeply the content of the course. A particular emphasis will be given to the ancient and contemporary Syriac-Maronite contributions to the Catholic view of marriage and the family on both the theological and practical levels.

Undergraduate Courses: Sociology

SOL 101 Essentials of Sociology (3.0); 3 cr.

This course introduces students to the basic theories and theoretical perspectives of sociology. Areas included are family and gender roles, work and occupations, race and ethnicity. Students will also study their own community beginning with the student community of their own class. For Freshman Students.

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.

SOL 301 Introduction to Anthropology (3.0); 3 cr. Introduces fundamental concepts of anthropology. Discusses the nature of man, culture, and society.

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.

FACULTY OF
LAW & POLITICAL
SCIENCE



FACULTY DIRECTORY

Office of the Dean

Bou-Saber, Maan, Ph.D. Professor
Yellow Building, 2nd Floor, Room HB 309
Tel: 09-208188
E-mail: mbousaber@ndu.edu.lb

Chairperson

Al-Hindy, Elie, Ph.D. Assistant Professor
Yellow Building, 2nd Floor, Room HB 303
Tel: 09-218950/1/2 (Extension 2445), Direct line: 09-208195
E-mail: eelhindy@ndu.edu.lb

Professors

Ghais, Chahine, Ph.D.
Administration Building, 2nd Floor, Room AD 311
Tel: 09-218950/1/2 (Extension 2260), Direct line: 09-208200
E-mail: cghaith@ndu.edu.lb

Nehme, Michel, Ph.D.
Yellow Building, 2nd Floor, Room HB 304
Tel: 09-218950/1/2 (Extension 2446), Direct line: 09-208985
E-mail: micheln@ndu.edu.lb

Labaki, George, Doctorate
Yellow Building 1st Floor, Room HB 215
Tel: 09-218950/1/2 (Extension 2464), Direct line: 09-208197
E-mail: glabaki@ndu.edu.lb

Associate Professors

Salem, Naim, Ph.D.
Yellow Building, 1st Floor, Room HB 219
Tel: 09-218950/1/2 (Extension 2416), Direct line: 09-208198
E-mail: nsalem@ndu.edu.lb

Sensenig-Dabbous, Eugene, Doktor der Philosophie
Yellow Building, 1st Floor, Room HB 214
Tel: 09-218950/1/2 (Extension 2322), Direct line: 09208196
E-mail: sdabbous@ndu.edu.lb

Assistant Professors

Ghssoub, Dany, Doctorate
Yellow Building, 1st Floor, Room HB 230
Tel: 09-218950/1/2 (Extension 2061), Direct line: 09-208193
E-mail: dghsoub@ndu.edu.lb

Administrative Assistant

Kosseify, Eliana Yazbeck

Yellow Building, 2nd Floor, Room HB 309

Tel: 09-218950/1/2 (Extension 2431), Direct line: 09-208199

E-mail: eyazbeck@ndu.edu.lb

flps@ndu.edu.lb

FACULTY OF LAW AND POLITICAL SCIENCE

FACULTY PROFILE

The Faculty of Law and Political Science consists of two Departments:

- Department of Law
- Department of Government and International Relations

The Faculty of Law and Political Science offers programs leading to the degrees of:

- Bachelor of Law
- Bachelor of Arts in International Affairs and Diplomacy
- Master of Arts in International Affairs and Diplomacy
- Master of Arts in International Affairs and Diplomacy - International Law Emphasis
- Bachelor of Arts in Political Science
- Bachelor of Arts in Political Science – American Studies
- Bachelor of Arts in Political Science – Euro-Mediterranean Studies
- Bachelor of Arts in Political Science – NGOs Emphasis
- Master of Arts in Political Science
- Master of Arts in Political Science – NGOs Emphasis
- Master of Arts in Political Science – Human Rights Emphasis
- Bachelor of Arts in Public Administration
- Master of Arts in Public Administration

MISSION, VISION AND VALUES

Mission

The mission of the Faculty of Law and Political Science is to provide quality education that helps build in our students the characteristics of high intellect, moral integrity, enlightened citizenship, human solidarity, and responsible leadership in the public and private sectors. We serve our community by enhancing awareness about rule of law, human rights, the common good, sustainable development, peace education and other basic precepts of democratic governance; and by connecting it to the rest of the world through educational networks of cooperation and original applied research.

Vision

The Faculty of Law and Political Science envisions itself as a leading national and regional platform of intellectual and scholarly discourse on issues of government, politics, international relations, and human organization. We consistently strive to provide our students and community with the most evolved education by introducing new courses and programs that cover new and expanding disciplines. The aim is to enrich the minds of our students with the most developed analytical and critical thinking approaches that transform them into leaders in the service of the community and essential interlocutors in the cultural/civilizational dialogue.

Values

True to the Maronite Catholic traditions of NDU, FLPS is dedicated to serve as a beacon of enlightenment in the continuous search for truth and better life. In this pursuit, we are guided by a value system founded on:

- Academic excellence;
- Integrity;
- Individual initiative;
- Intellectual freedom;
- Responsible citizenship and accountable leadership;
- Human solidarity;
- Conflict transformation and peace building;
- Diversity, dialogue, and cooperation;
- Subsidiarity;
- Catholic Social Theory.

ACADEMIC DEPARTMENTS AND DEGREE PROGRAMS

Bachelor 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 FLPS must complete a total of 120 credits for Bachelor of Law and 105 credits for all other majors 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 FLPS 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 usually require a minimum of four semesters of study depending on the full-time or part-time status of the student.

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 600 is required (p. 66 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.

- M.A. in Political Science:
IAF 211, POS 201, POS 210 or equivalent by petition.
- M.A. in Public Administration:
PAD 201, POS 201, POS 210 or equivalent by petition.
- M.A. in International Affairs and Diplomacy:
IAF 211, IAF 321, POS 201 or equivalent by petition.
- M.A. in International Affairs and Diplomacy - International Law Emphasis:
IAF 211, IAF 401, POS 442

Graduation Requirements:

Students seeking the degree of M.A. in FLPS 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

Successful completion of 30 credits course work and six credits thesis.

GENERAL EDUCATION REQUIREMENTS

All majors within FLPS, based on University policy and the principles of liberal art education, include a number of general education requirement courses (21 credits for the Law degree and 33 credits for all other majors) GER's are divided according to the below pools:

A. Communication Skills in English and Arabic (6 cr. ENL + 3 cr. ARB)

ENL 213 and ENL 223 or ENL 230, ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

B. Philosophy and Religion

REG 212, REG 213, REG 215, REG 313, REG 314, PHL 211, PHL 311, POS 345, ENS 205.

C. Cultural Studies and Social Sciences

ARP 215, BAD 201, COA 315, COA 359, ECN 200, ECN 211, ECN 212, FAP 215, HUT 305, HUT 306, LIR 214, MUS 210, NTR 215, PSL 201, SOL 201, SOL 301, SOL 313.

D. Citizenship

HIT 211, IAF 301, POS 201, POS 209, POS 210, POS 225, POS 240, POS 319, POS 337

Students may not fulfill GER requirements with courses required in their major

E. Science and Technology

CSC 201, CSC 202, MAT 201, MAT 202, STA 202, AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, MIS 201, NTR 201, PHS 207, PHS 211.

DEPARTMENT OF LAW

The Degree of Bachelor of Law

In its academic endeavor to fulfill its mission and as essential part of the implementation of its share of the NDU Mission in building “enlightened citizenship” for a civil society and “world of truth, justice, love and freedom,” under the rule of law, the Faculty developed the program of Bachelor of Law that answers the need for a better education of Law.

The new program adds the English language component and the American educational approach to law studies. It maintains excellence in the coverage of the State required materials and augments them with a wealth of additional courses dealing with contemporary and futuristic topics, and using the most advanced teaching methodologies and techniques. Our graduating lawyers will enrich the profession with new expertise and perceptions, acquired with the highest international standards of academic excellence, enhancing their service capabilities to the community and the employability with local, regional and international firms, properly connecting Lebanon and its institutions to the globalized markets, laws and systems.

Mission

Acknowledging the Rule of Law as the core premise for societal civility and development, the program aims at providing students with the most evolved education of public, private, and international Law. It also aims at graduating successful lawyers who emerge as professional and societal leaders in pursuit of justice; committing themselves to ethical service of clients and the public, defending Human Rights and stand out as the ultimate vanguards of proper Citizenship and the Rule of Law.

Degree Requirements (120 crs.)

General Education Requirements	21 cr.
Core Requirements (taught in Arabic)	54 cr.
LAW 204, LAW 205, LAW 206, LAW 302, LAW 303, LAW 308, LAW 309, LAW 318, LAW 319, LAW 341, LAW 341, LAW 360, LAW 361, LAW 363, LAW 368, LAW 418, LAW 419, LAW 423.	
	30 cr.
Major Requirements	
LAW 201, LAW 207, LAW 212, LAW 217, LAW 349, LAW 380, LAW 381, LAW 403, LAW 405, LAW 445.	
	12 cr.
Major Electives	
Free Electives	3 cr.

Undergraduate Courses: Law

LAW 201 introduction to law (3.0); 3cr.

This course is an introduction to the major legal systems as well as to the sources of LAW including written LAW, jurisprudence, usage and custom, international treaties, and arbitration. The course emphasizes the study of the different legal systems such as civil LAW, customary LAW, and Islamic LAW. Other topics include the court system, evidence, litigation, and nullity of legal acts.

LAW 204 Civil LAW I (3;0); 3cr. A study of estates and their classification and different categories.

LAW 205 Civil LAW II (3.0); 3 cr. A continuation of the study of major estate rights. Prerequisite LAW 204.

LAW 206 Lebanese Constitutional LAW (3.0); 3cr. This course examines the formation of the Lebanese constitutional LAW, the characteristics of the Lebanese constitution, the legislation branch, the executive branch, the judiciary, and the principle of division of powers.

LAW 207 General Constitutional LAW (3.0); 3cr. A study of major political systems in the world in France, Britain, the United States, Switzerland.

LAW 211 Political Economy (3.0); 3cr. A study of the major economic systems in today's world such as capitalism, socialism, markets and mechanism of production.

LAW 212 Research Methods in Legal Studies (3.0); 3cr. An initiation on legal research required form a LAW student. The course reviews method for researching, and analyzing the different sources of LAW available such as codes of LAW, jurisprudence, international treaties, writings of scholars, and customs and usage. It includes the review of modern research techniques provided by technology such as: computers, court decisions data banks, internet, and other modern tools providing new sources of legal material.

LAW 217 Civil Liberties and Human Rights (3.0); 3cr. A study of the philosophical and historical foundations of civil freedom, their evolution, treaties related to human rights and freedoms of speech, education and faith.

LAW 219 History of LAW (3.0); 3cr. A study of the different legal systems and their evolution. Topics include: Roman LAW, Islamic LAW, and comparative study of modern legal systems.

LAW 271 Hospitality and Tourism LAW (3.0); 3cr. 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.

LAW 302 The Code Of Obligations And Contracts I (3.0); 3cr. This course examines the legal nature of obligations and contracts, the classification of contracts, consent, vice of the consent, nullity of contracts, the capacity for contracting, the form of the contract, the time of contracting, the object and the cause of contracts.

LAW 303 The Code of Obligations and Contracts II (3.0); 3cr. The course examines the object, the elements, and the cause of obligations as well as the performance, extinction and transfer of obligations. *Prerequisite* :LAW 302.

LAW 308 Lebanese Civil Procedures I (3.0); 3cr. The course examines the general principles of civil procedures, the theory of LAW suits, and the LAWS related to the organization and powers of courts.

LAW 309 Lebanese Civil Procedures Ii (3.0); 3cr. (Arabic). This course concerns the mechanism of civil litigation, with special reference to pleading, discovery, and trial, the power of the different courts to decide cases (subject matter decision), jurisdiction of the

courts over the person or things before them, the scope and effects of judgments, and the principles of finality of judgments. *Prerequisite:* LAW 308

LAW 318 Lebanese Administrative LAW (3.0); 3cr. (Arabic). This course examines the sources of administrative LAWS, the theory of exceptional powers, government acts, discretionary power, the administrative organization, public employment, municipalities, administrative courts, and their powers.

LAW 319 Special Administrative Law (3.0); 3cr. (Arabic). This course will examine the basic principles of public agency regulations, particularly the doctrines associated with authority, and responsibility as well as how agencies are managed. Other topics include: formation of public agencies, their management, their financial and administrative autonomy, expropriation and the central administration control over public agencies. *Prerequisite:* LAW 318

LAW 333 Electronic Commerce Law (3.0); 3cr. The course will focus on both the technology involved in electronic commerce and the law surrounding this emerging field. Topics include electronic contracts, digital signatures, cyber notaries, copyright infringement via electronic means, electronic payment of checks digital checks, and securities law in the electronic context. the course also compares the united states and the european union legislations related to electronic commerce.

LAW 335 Environmental Law (3.0); 3cr. This course is designed to provide a broad overview of the major national as well as international agreements dealing with environment and the complex relationship between legal mandates and real-world implementation. Other topics include: quarries and mining regulations, and the legislation related to the licensing and operating industries on the Lebanese territory.

LAW 340 Civil LAW: Nominal Contracts I (3.0); 3cr. A study of the named contracts, its elements, their constitution, and execution. *Prerequisite:* LAW 302& 303.

LAW 341 Civil LAW: Nominal Contracts II (3.0); 3cr. This course examines special contract

in the Lebanese legal system. It includes: the study of certain special kind of unilateral contracts and the obligations they create both on buyers and sellers mainly sales contracts and rent and mandates as well as their termination and the means of appeal available to buyers and sellers. *Prerequisite:* LAW 302& 303& 340.

LAW 349 Public International LAW and International Organizations (3.0); 3cr. A study of the sources of public international LAW, its developments, the treaty, and international agencies such as the UN.

LAW 360 Lebanese Criminal LAW (3.0); 3cr. Principles of criminal Liability, defenses criminal prosecution, elements of major crimes.

LAW 361 Special Criminal LAW (3.0); 3cr. A study of certain crimes such as bribery, theft, drugs, murders, bankruptcy, and checks without provision. *Prerequisite:* 360

LAW 362 Media LAW (3.0); 3cr. A study of different types of censorship and their relationship to moral codes, religions, politics, LAWS, and society. Overview of media LAW in Lebanon.

LAW 363 Criminal Procedures (3.0); 3cr. Development of the LAW of criminal procedures from arrest through post-trial proceedings. *Prerequisite:* LAW 360 & 361.

LAW 368 Fiscal and Budgetary Policy of Lebanon (3.0); 3cr. A study of the budgetary process from a legal and economic perspective. Topics include, among others, the public debt, taxation, and financial policy.

LAW 380 Commercial Law I (3.0); 3cr. A Study of the Lebanese commercial LAW, its sources and its different amendments. Topics covered include: the definition of merchants and commercial activities, the difference between commercial acts and civil acts, commercial companies, agency, commercial representation, banking operations. The course covers the different types of partnerships and corporations, their formation, characteristics, management, and dissolution.

LAW 381 Commercial LAW II (3.0); 3cr.

The course deals with the enforceability and interpretation of contractual arrangements, sanctions for their breach, errors in LAW, errors in facts, and justifications or excuses for nonperformance, banking operations, and bankruptcy. *Prerequisite:* LAW 380.

LAW 385 Mergers and Multinational Business (3.0); 3cr.

The course examines mergers and acquisitions in international business. Topics include: the context of globalization, international business environment, multinational companies, foreign direct investment regulations and government control on mergers and acquisitions. Other issues include: The legal procedures, litigation, economic impact, risks of monopoly, implication on employment, the cultural factors, and the United States and European Union policies related to companies merger and acquisition

LAW 403 Labor and Social Security LAW (3.0); 3cr.

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.

LAW 405 Maritime and Aviation Law (3.0); 3 cr.

This course is an introduction to maritime LAW, its history, and its subjects. It covers the definition of a vessel, its legal nature, and the means for owning it. The course deals with exploiting the vessel for transport, shipping documents, maritime accidents, sea accidents, insurance, environmental regulations, labor rules, and taxation.

LAW 411 Insurance Law (3.0); 3cr.

This course examines the legal issues related to insurance regulation. Topics will include the special principles applicable to insurance policies, problems arising under life and health insurance, bad faith issues, and the duty to defend and to settle under liability policies. The course is supplemented by practical case studies taken from Lebanese and international practices of insurance.

LAW 415 Building Rules and Regulations (3.0); 3cr.

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.

LAW 417 International Tax Law (3.0); 3cr.

A survey of income tax aspects of operations of foreigners and overseas investments and business operations. The principal focus is on the different techniques for calculating taxes owed by multinational companies, adjustments between tax regimes of different countries through tax credit and tax treaties. Other topics include: avoidance of double taxation, tax havens, transfer of business profit and tax exemptions.

LAW 418 Personal Status Law I (3.0); 3cr.

This course deals with issues regarding marriage, divorce, succession, filiations, and parent-child relationship in Lebanon. The course covers personal status LAWs and regulations of the various Lebanese religious groups recognized officially by the government i.e. Christians, Islamic, and Druze. Other topics include: alimony, and the implementation of personal status courts decisions by the Public Administration.

LAW 419 Personal Status LAW II (3.0); 3cr

A continuation of the study of the personal status LAWs of the different Lebanese Communities such as marriage, divorce, filiations, and the implementation of court decisions. *Prerequisite:* LAW 418

LAW 423 Civil Law: Real Estate Law (3.0); 3 cr.

An introduction to the legal relationships that arise out of or constitute ownership of property. Among the topics to be covered are the initial acquisition of rights in real and personal property, the nature of ownership of real property, the various types of concurrent and successive interests in land, and restraints on alienation, and the land register. *Prerequisite:* LAW 204 & 205.

LAW 440 Banking Law (3.0); 3cr.

This course surveys legal regulations of depositary institutions, the check, the letter of credit, the

bills of exchange, the promissory note, the bill of lading, the documentary credit, the crossed check, the joint account, and the discount of credit. Other topics include: banking secrecy LAWS in Lebanon and abroad, and fighting money laundering as well as the relationship between taxation and banking secrecy LAW.

LAW 442 European Union LAWS (3.0); 3cr. European Union LAW studies the institutions and organic LAW of the European Union, together with selected problems affecting the future of the Union at the legislative level. Other topics include: the treaty of Rome, the different treaties related to the EU, the legal implications of the enlargement of the EU, and the future trends in European legislation.

LAW 445 Private International LAW (3.0); 3cr. This course deals with issues related to conflict of LAWS and jurisdictions, the effects of foreign courts rulings in domestic courts, the nationality of foreign businesses, and the legal rules for dealing with personal status, successions, and contract issues. Other topics include: The Exequatur, international treaties related to conflict of LAW, and court review procedures.

LAW 460 Ethics and LAW (3.0); 3cr. This course is an examination of the principal theories of LAW, the foundations of the legal system, and key issues in LAW- such as, equality, discrimination, rights, obligations, responsibilities, moral choices, conflict of interest, corruption vs. values, and ethics and culture. It includes the study of the main philosophical theories of ethics and LAW, their inter-relationships, the ethical foundations of the legal system, and the practical application of such theories and issues.

LAW 470 Arbitration (3.0); 3cr. This course covers the different national and international rules of arbitration and to the alternative forms of out-of –court procedures, and the different ways in which they operate. It introduces students to the reasons for increase of arbitration in today’s world, especially in international trade.

LAW 479 United States Corporate LAW (3.0); 3cr. The course examines United States

corporate LAW. Major topics include: the basic principles of commercial LAW, its sources, and the role of jurisprudence in commercial litigations. Other topics include: An in depth study of partnerships and corporations including their formation, incorporation, and liabilities, court litigation, bankruptcy procedures and the protection of the courts, the trust, validity of contracts and their performance, and extinguishing of obligations.

LAW 480 Advocacy Trial (3.0); 3cr. This course is designed for the training of LAW students concerning the rules of conduct in a court. It is designed to encourage students to develop effective litigation skills, self-confidence, speaking skills necessary for dealing with the special challenges that LAWyers face before a court. The course will combine lectures with case simulations and interactive exercises.

LAW 485 Bankruptcy (3.0); 3cr. This course studies the bankruptcy LAW including the LAW of corporate reorganization. Topics include the declaration of bankruptcy by the court, the appointment of the liquidator of the company, the concordat preventive, rights of creditors in bankruptcy, the individual’s right to discharge, the treatment of executory contracts, and bankruptcy planning.

LAW 489 Mergers and Acquisitions LAWS (3.0); 3cr. The course examines the legal aspects of mergers and acquisitions. In addition to considering corporate, securities, and antitrust aspects, the course also looks at pre-merger notification, valuation principles, negotiation process, offer and counter offer, and final conclusion of the contract. Special emphasis is placed on the United States and European legislation related to merger and acquisitions.

LAW 493 Law Of The Sea (3.0); 3cr. This course examines the sources of the LAW of the sea, its history, and the legal aspects of LAWS related to the use of the seas and oceans. Topics include: territorial sea, high seas, contiguous zones, marine environment, continental shelf, international treaties related to international rivers, straights, navigation rules, fighting piracy and illegal trafficking and lakes.

DEPARTMENT OF GOVERNMENT AND INTERNATIONAL RELATIONS

The Department of Government and International Relations offers programs leading to the following degrees:

- Bachelor of Arts in International Affairs and Diplomacy
- Master of Arts in International Affairs and Diplomacy
- Master of Arts in International Affairs, International Law Emphasis

- Bachelor of Arts in Political Science
- Bachelor of Arts in Political Science – American Studies
- Bachelor of Arts in Political Science – Euro-Mediterranean Studies
- Bachelor of Arts in Political Science – NGOs Emphasis

- Master of Arts in Political Science
- Master of Arts in Political Science – NGOs Emphasis
- Master of Arts in Political Science – Human Rights Emphasis

- Bachelor of Arts in Public Administration
- Master of Arts in Public Administration

The Degree of Bachelor of Arts in International Affairs and Diplomacy

Mission

The mission of the B.A. program in International Affairs and Diplomacy is to provide students with a broad well-rounded education in the areas of international relations, diplomacy, international organizations, Lebanese government and politics, regional politics, basic international law, basic international political economy, and peace and security. The goal, thus, is to equip students with the higher educational skills, which will enable them to fulfill their career objectives and provide society with skilled graduates to meet diplomatic Foreign Service and a variety of other public and private sector needs.

Degree Requirements (105 credits)

General Education Requirements **33 cr.**

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 (21 crs.) **21 cr.**

Free Electives **6 cr.**

Minor in IAF **18 crs.**

Required: IAF 211, IAF 231, IAF 321

Electives: 9 credits from IAF courses.

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 239 Elements of Globalization (3.0); 3cr. This course analyzes the multitude of factors that have increasingly been leading to the phenomenon of globalization in the international system: political, economic, technological, communication, cultural, organizational, financial, legal, and structural/political among others. The course focuses on case studies in the various dimensions of globalization worldwide, and on directed individual and group research.

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 303 Feminism in International Relations (3.0); 3 cr. This course provides an overview of feminist political and international relations theory. It explores the questions surrounding the construction of gender, the complexity and multiplicity in the different positions in gender constructions, and how feminist agency and knowledge creation can exist in masculine dominated spaces.

IAF 305 Gender, Security, and Human Rights (3.0); 3 cr. This course is at the juncture between international relations, peace studies, security studies, human rights and gender studies. The primary objective of this course is to review the theories on security, the feminist perspectives on security, and feminist theory of international politics. This course will cover gender based violence in the context of public and private spaces and in periods of war and peace. Furthermore, the course will examine the role of both state and non-state actors in the

perpetuation of violence against women during conflict. Finally, the course will review the role of the women's movement in the development of gender security agenda in the international system and human rights.

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 331 Geopolitics (3.0); 3 cr. The course provides an analysis of the reciprocal effects of geography and political organization on the geopolitical positions of states, in the international system, including size and location demography, national resources, spatial strategies and maritime power. Other topics include: theories of geopolitics, the impact of nationalism on geopolitics, political geography, and the interrelations among geopolitics and international relations. *Prerequisite:* IAF 231 or consent of instructor.

IAF 332 Introduction to strategic Studies (3.0); 3 cr. This course introduces students to the field of strategy; the basic concepts and issues of strategy, deterrence, defense, and arms control, an overview of defense policies, programs, and problems. Students will learn how to relate International Relations and Political Science theory to Strategy. Furthermore, students will be able to understand how political military leaders develop policies during times of war and peace. Strategy is a byproduct of geopolitics. Currently, International Relations, as well as Political Science are both directly related to the field of Strategy.

IAF 333 Terrorism (3.0); 3 cr. This course studies terrorism in modern times, its definition,

its history, its roots and its geographical spread. Other topics include: The political, religious, social, cultural, economic, and ideological causes of terrorism as well as international cooperation in the fight against terrorism. The course is supplemented by a number of case studies including the September 11 terrorist attack and other examples selected from various countries.

IAF 340 International Political Economy (3.0); 3 cr. Studies the contemporary issues in international political economy approaches, global welfare, international debts, equality, ecology.

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 404 Laws of Disruption (3.0); 3 cr. Examination of the various natural, economic, scientific and technological factors which trouble the status-quo of states thus pushing them to develop different political strategies to meet the changes in the world order. Topics include global warming, advancement of technology and cyber space, nuclear development and natural disasters.

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 411 Conflict Management and Resolution (3.0); 3 cr. This course examines the causes of conflict, its management and neutral resolution. It prepares the student to define the nature of conflict, understand its causes and ramifications, study ways to manage and limit its scope, and then search for solutions. *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 488 Current Issues in International Affairs and Diplomacy (3.0); 3 cr. A seminar highlighting topic areas and theoretical approaches of particular interest to the study of international affairs and diplomacy as a profession. This course will deal with both the critical thinking and practice in a specific area. The content and focus of the course will be altered from semester to semester in order to remain up to date with technical experience and scholarly discourse in the field.

IAF 490 Senior Study (3.0); 3 cr. Special topics in International Affairs and Diplomacy.

The Degree of Master of Arts in International Affairs and Diplomacy

Mission

The mission of the M.A. in International Affairs and Diplomacy is to provide advanced university training in the broad academic field of international affairs and diplomacy and to graduate highly specialized students and equip them with theoretical and practical training that will professionally prepare them for a multitude of career options, locally, regionally, and internationally. Further, the M.A. degree aims at graduating researchers who are able to pursue doctoral studies.

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

Option I: Thesis (IAF 699) in addition to 6 credits of course work.

Option II: Successful completion of 12 credits of course work and a comprehensive written and oral exams.

12 cr.

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 611 Globalization (3.0); 3 cr. Analyzes the multitude of factors that have increasingly been leading to the phenomenon of globalization in the international system: political, economic, technological, communication, cultural, organizational, financial, legal, and structural/political. The seminar focuses on case studies in the various dimensions of globalization worldwide, and on directed individual and group research.

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 617 Democracy and Democratization in the International System (3.0); 3 cr. Covers the recent trends towards democratization and the factors which promote or hinder democracy internationally. The seminar covers the theories of democracy and their evolution since the late eighteenth century, the development and expansion of democracy in various parts of the world or the constraints limiting its spread in others, as well as the implications of these questions on peoples, states, and international relations.

IAF 619 Nationalism and the politics of identity (3.0); 3 cr. Studies the different and complex factors shaping identity and national formations of groups and states, and explores how issues of ethnic and national identities have shaped world politics, and how subnationalism, supranationalism, and/or internationalism are reshaping it. Covers recent research and literature in the field concerning questions of identity in the international system and their effects on national integration and/or disintegration.

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 635 Terrorism in the international System (3.0); 3 cr. Generically defined as violence targeting indiscriminately civilians and civil communities and milieus at the national or international levels, terrorism, in recent decades, has become a concern of global scale. The seminar analyses the factors causing the spread of this phenomenon and the measures or policies applied, or that may be applied, to deal with such threats.

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 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 665 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

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 Affairs and Diplomacy

International Law Emphasis

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 necessary that higher educational institutions stress in their academic curricula the importance of International Law. This concentration in International Law helps students understand the basic different legal systems applied in international relations and the role of International Law in International Affairs.

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 6 credits of course work.
Option II: Successful completion of 12 credits of course work and a comprehensive written and oral exams.

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 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 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.

The Degree of Bachelor of Arts in Political Science

Mission

The mission of the Bachelor's degree in Political Science is to build the characteristics of high intellect, moral integrity, enlightened citizenship, human solidarity, and responsible leadership by providing a balance of practical, theoretical, and applied course work in the concerned areas of study to students.

Degree Requirements (105 credits)

General Education Requirements **33 cr.**

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 (21 crs.) **21 cr.**

Free Electives **6 cr.**

Minor in Political Science **18 cr.**

Required: POS 210, POS 350, IAF 211,

Electives: 9 credits from POS courses.

The Degree of Bachelor of Arts in Political Science - NGOs Emphasis

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. 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. This program is designed to provide students with broad knowledge in the field of International and Civil Society Organizations and specifically NGOs. 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.

General University Requirements	33 cr.
Major Requirements IAF 211, IAF 402, IAF 407, NGO 201, NGO 203, NGO 305, NGO 306, NGO 404, NGO 493, PAD 201, PAD 302, POS 213, POS 240, POS 350, POS 382, POS 442.	48 cr.
Electives in PSPAD	18 cr.
Free Electives	6 cr.

The Degree of Bachelor of Arts in Political Science - American Studies

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	33 cr.
Major Requirements 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.	45 cr.
Electives in PSPAD	21 cr.
Free Electives	6 cr.
Minor in American Studies AMS 305, AMS 316, AMS 408, AMS 481, AMS 483, POS 479.	18 cr.

**The Degree of Bachelor of Arts in Political Science –
Euro-Mediterranean Studies**

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, politics and culture of Germany, special topics, Politics and Culture of Russia and Eastern Europe

Degree Requirements (105 credits)

General University Requirements	33 cr.
Major Requirements 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.	45 cr.
Electives in PSPAD	21 cr.
Free Electives	6 cr.
Minor in Euro-Mediterranean Studies EMS 303, EMS 371, EMS 391, EMS 483, EMS 490, IAF 471.	18 cr.

Minors in the Department of Government and International Relations

Minor in Middle Eastern Studies (18 credits)

This program introduces students to the study of political systems in the Middle East, highlighting the Arab states of the region, but also focusing on Cyprus, Iran, Israel, and Turkey. Along with general required Political Science courses, students will take specialized courses on the dialogue of civilizations, human rights—with an emphasis on the Middle East and NGOs in the region—and comparative public administration. The Government and Politics series of courses—including the non-Arab countries of the—will be tailored around the needs of students interested in working in the MENA region within an international and cross-cultural context. This program will equip students with the knowledge and skills needed to work with international and regional governmental organizations, international corporations, research and advocacy based NGOs and regional and international media outlets. It will also help them bridge the gap between the economies and political systems of Europe and the Middle East and take advantage of the expanding trade relationships within the greater Mediterranean market.

The Minor in Middle Eastern Studies would be of particular benefit to students in the following majors and fields of study:

- Primarily in Arabic Literature, Political Science, Public Administration, International Affairs and Diplomacy, Business Administration, Energy Economics, International Business Management, Education, Communication Arts, Advertising and Marketing, Graphic Design
- Peripherally in Sociology, Religion and Philosophy

Core Minor Requirements

9 cr.

POS 353	Governments of the Middle East
POS 405	Religion and Politics in the Middle East
POS 424	Political Economy of the Middle East

Minor Electives out of a pool of the following courses

9 cr.

IAF 453	Euro-Mediterranean Partnership
NGO 204	Civil Society in the MENA Region
NGO 306	NGOs and Development
POS 212	Political History of the Middle East
POS 303	Government and Politics of Cyprus, Turkey and Iran
POS 304	Government and Politics of Israel
POS 305	Government and Politics in North Africa
POS 306	Government and Politics of Egypt, Syria and Iraq
POS 307	Government and Politics in the Arab Gulf
POS 308	Human Rights in the Middle East
POS 403	Arab-Israeli Conflict
POS 406	Cultural Pluralism in the Middle East
POS 425	Business Law in the Middle East
REG 412	History of Religious Thought in the Middle East
ARB 336	Literature of Modern Arabic Renaissance
ARB 415	The Arabic Modernization Movement
COA 355	Mass Media in Lebanon and the Middle East
ECN 439	Economics of Developing Countries
ENR 401	Petroleum in the World Economy

Minor in Peace and Conflict Studies (18 credits)

Academic and professional programs in Peace and Conflict Studies have considerably grown in number over the last decades to prepare students to become professional conflict resolvers. These programs are key in giving students the necessary skills and credentials to: Enroll in a Masters program in conflict resolution; work as crisis management experts, activists, mediators, etc.; widen one's horizons; Become active members in peace and justice related organizations and contribute to the many existing peace and conflict journals. In addition to helping widen their students' academic horizons and increase their employment opportunities, universities in Lebanon have the social responsibility of introducing their students to peace and justice concepts and skills. Lebanon remains a conflict zone with few grassroots initiatives aimed at managing its disputes. The absence of grassroots inventiveness is the consequence of a shortage in conflict resolution trainings and programs. The youth's powerlessness in the face of conflict leads it to despair and increase its dependency on the ruling class and/or migrate. NDU is committed to engage in building a qualified peace taskforce and to take the lead in shaping Lebanon's future conflict resolvers.

The minor brings varied disciplines into dialogue and collaboration enabling a comprehensive and original understanding with which to address the topics of peace and war. A minor that brings established fields of study together through course requirements would also bring students into dialogue.

The Minor in Peace and Conflict Studies would be of particular benefit to students in the following majors and fields of study:

- Primarily in Education, Sociology, Economics, Politics, Psychology, Religion, Philosophy, and other social sciences

Core Minor Requirements

9 cr.

POS 315	Conflict Analysis and Intervention: a multitrack approach
POS 405	Diasporas: Conflict and Peacebuilding
POS 425	Understanding and Creating Social Change

Minor Electives out of a pool of the following courses

9 cr.

IAF 402	Human Rights in International Politics
IAF 411	Conflict Management and Resolution
IAF 333	Terrorism
IAF 407	International and Regional Organizations
NGO 204	Civil Society in the MENA-Region
NGO 307	Religion and Development
POS 319	Democracy and Human Rights
POS 337	Dialogue Among Civilizations
NGO 401	Civil Society and Advocacy
POS 240	Law and Society
POS 323	Minority Politics

Minor in Strategic Studies (18 credits)

Strategic studies deals with the attempts of sovereign states, and other international players (e.g. UN, EU, NATO) to deal with the contemporary issues challenging their political and economic interests. It enables students to combine their knowledge of politics with a review of the international environment in which it takes place. This interdisciplinary academic field of study is dedicated to the relationship between the political process, geography, the allocation of natural resources, economic development, and military power. The curriculum also includes the role of diplomacy and threats in the preparation and use of force. Specific topics include the emergence and resurgence of major regional powers such as China, India, and Russia, the changing role of the US as the world's remaining superpower, political Islam, and the military, economic, political developments in crisis regions in Africa, the Middle East, Central and Southern Asia.

Introducing a Minor in Strategic Studies at NDU will allow students to widen their knowledge across the faculties in a comprehensive way. Issues related to economics, politics, international relations, resources and technology will thus gain different dimensions in the minds of the students, who would then be able to apply their knowledge in the world around them.

The Minor in Strategic Studies would be of particular benefit to students in the following majors and fields of study:

- Primarily in Political Science, Public Administration, International Affairs and Diplomacy, Business Administration, Energy Economics, International Business Management, Advertising, Sociology and Marketing;
- Peripherally in Natural Sciences, Psychology, and Economics.

Core Minor Requirements

9 cr.

IAF 231 World Political Geography
IAF 331 Geopolitics
IAF 332 Introduction to strategic Studies

Minor Electives out of a the below pool (including at least one 400 level)

9 cr.

IAF 209 Elements of Globalization
IAF 211 Introduction to International Relations
IAF 333 Terrorism
IAF 404 Laws of Disruption
IAF 411 Conflict Managements and Resolution
IAF 340 World Political Economy
POS 323 Minority Politics
POS 403 Arab-Israeli Conflict
ENR 401 Petroleum in the World Economy

Minor in Gender Studies (18 Credits)

Gender Studies is a growing field of studies that cuts across most disciplines. Gender Studies analyses the social construction of the roles of females and males in society and its impact on individuals, communities, societies, states, and the international system. The importance and significance of having a focus on gender in international affairs, political science, education, sociology, nutrition, and medicine has been highlighted in most university institutions globally. The significance of integrating gender understanding and analysis in the Middle East is vital to understand contemporary events and their effects on development of citizenship, peace, and security. NDU's Handbook references gender in its identity statement, admission policy, and in various faculty values statements. With this in mind the Faculty of Law and Political Science has put together a Gender Studies Minor to explore the impact of gender on policy making, global governance, and social engagement.

The Minor in Gender Studies is an interdisciplinary minor that would be of particular benefit to students in the following majors and fields of study:

- Primarily in Education, Sociology, Literature, Psychology, Political Science, International Affairs, Public Administration, Communication Arts;
- Peripherally in Natural sciences, Religion, Philosophy, Advertising and Marketing, Business Management.

Core Minor Requirements**9 cr.**

POS 213 Introduction to Gender Studies NGO 406 Gender & Development
IAF 303 Feminism in International Relations

Minor Electives out of a pool of the following courses**9 cr.**

IAF 305 Gender, Security, and Human Rights
POS 408 Gender and the Law
EDU 412 Gender and Human Interaction
LIR 424 Gender Studies
PSL 310 Psychology of the Family
SOL 313 Family Violence and Child Abuse

Undergraduate Courses: American Studies

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.

Undergraduate Courses: Euro-Mediterranean Studies

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 373 Politics and Culture of Germany (3.0); 3 cr. This course will provide an introduction to German politics and culture, students will study the origins of Germany as a

state, from unification in the 19th century – through the two World War – to reunification in 1990. Emphasis will be placed on the social, cultural, geopolitical and economic roots of the German political system and its current role within the European Union.

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 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 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 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 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 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 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 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 209 Citizenship (3.0); 3cr. This course introduces students to the concept of citizenship and the relationship between the individual and the state. Participants learn to recognize the rights and duties of the individual, thus reinforcing their capacity for critical thinking and active engagement in public affairs.

POS 210 Government and Politics of Lebanon (3.0); 3 cr. An introduction to the various characteristics and factors that have shaped the Lebanese political system in the first and Second Republics. Special focus will be on democracy and national values, the political processes and national institutions, mainly the Parliament, the Executive/Administrative Branch, and the Judicial System. Attention will be given to studying the national Construction along with the separation of powers and administrative centralization and decentralization policies.

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 213 Introduction to Gender Studies (3.0); 3cr. This course examines how gender plays a pervasive role in structuring social life. It emphasizes how the social constructs of ethnicity, class, gender, colonial legacy, and cultural identity intersect to legitimize the power and privilege of women and men internationally, with a special focus on the Middle East. Topics include the debate between nature versus nurture, intersections of race, class, gender, and social institutions such as family, education, work, and cultural hegemony.

POS 215 Religion and State (3.0); 3cr. This course introduces the student to the relationship between religion and politics and the impact of religion on the major dimensions of politics in today world. Religion as defined in the course refers to the social, ideological and economic beliefs associated with various religious

communities. This course will focus on the different religious views upon life in society, including economic and political issues and how these different and sometimes opposing views can lead to political strife.

POS 225: Politics of Catholic Social Theory (3.0); 3cr. This course introduces students to the origins, application, and debate surrounding the social teachings and policies of the Catholic Church over the last 150 years. It deals with the basic texts and Papal Encyclicals – starting with *Rerum Novarum* in 1891, and other documents included in the Compendium of Social Doctrine as well as Catholic social movements throughout world, thus highlighting the Church’s position on major issues related to politics, good governance, and social affairs. Topics include: peace, social justice, corporate social responsibility (CSR), environmental protection, and the role of the family in a globalized society.

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 304 Government and Politics of Israel (3.0); 3 cr. This course provides an overview of the political system of Israel, highlighting its ideological, economic, social and cultural variables. It will introduce students to the historical, geopolitical and ideological foundations of the Israeli state, the nature of its institutions and their particular embeddedness in the Arab world, focusing on Lebanon and the Eastern Mediterranean in general.

POS 308 Human Rights in the Middle East (3.0); 3 cr. Survey of the fundamental political, social and cultural rights of the human being in the MENA region; the course focuses on the principles, conventions, treaties and laws ratified by governments on the international, regional and national levels and the ways through which violations of human rights are documented and countered. Emphasis will be placed on the interplay between the human rights traditions of the West and those on the MENA region.

POS 315 Conflict Analysis and Intervention: a Multitrack Approach (3.0); 3 cr. Conflicts are complicated processes. Choosing an

appropriate conflict intervention mechanism is largely dependent on the type of conflict under study. Learning the skills to analyze disputes is required to select the most accurate intervention mechanism.

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 319 Democracy and Human Rights (3.0); 3 cr. This primary aim of this course is to teach students to think critically about the political and cultural dimensions of democracy and human rights. The course focuses on different strategies of democracy and their relationship with human rights, the origins and maintenance of democracy in the modern world, and the process of democratization and its impact on the state stability and on global protection of human rights.

POS 320 Media and Politics (3.0); 3 cr. A study of the ways in which the mass media influence politics and vice-versa. The course explores the role that media play in providing information for citizens in the different political systems. Other topics includes: the role of mass media in campaigns and elections, the ways in which media influence public opinion, how the media influence the political process, and political attitudes and behaviors.

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 337 Dialogue Among Civilizations (3.0); 3 cr. This course introduces the concepts of tolerance and dialogue and demonstrates how they are the prerequisites for peaceful coexistence. It also emphasizes that terrorism represents the very embodiment of intolerance, thus raising awareness for the need for core values within the national and international communities. Moreover, makes students aware

that in our globalizing and increasingly interconnected world, diverse cultures can provide a needed source of stability and continuity. The challenge is to balance this need against the risk of cultural stagnation. This course assumes that there is no simple solution. Students must always understand that cultures are living, evolving entities, not lifeless artifacts.

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 405 Religion and Politics in the Middle East (3.0); 3 cr. An exploration of the social, cultural, economic, and developmental roles of religion in the Middle East including the challenges, opportunities and threats that Jewish, Christian and Islamic faith-based political parties and movements are facing in the current context. Emphasis will be placed on the role of religion as a potential force for development, the role of faith-based civil society organizations and the political links to the Mediterranean region and the MENA as a whole.

POS 406 Cultural Pluralism in the Middle East (3.0); 3 cr. Survey of the development of Middle Eastern society focusing on the role of linguistic and confessional minorities, concepts of diversity, ethnic oppression and inter-group relations explored within a comparative historical context. Emphasis will be placed on current theoretical discourse on hybridity,

diversity and the roles played by globalization, migration and cyberspace in the region.

POS 408 Gender and the Law (3.0); 3cr. This course explores the way activism around gender issues has developed into international policies and laws in an attempt to advance gender equality. The course takes a closer look at the implications of such and the political effects of international gender equality policies and laws. It surveys movement, legal and organizational strategies, and explores gender politics in currently salient issue areas ranging from violence and peacemaking to development and international economic restructuring. At the local context this course will cover the major issues concerning gender in Lebanese law.

POS 415 Diasporas: Conflict and Peacebuilding (3.0); 3 cr. This class introduces students to the impact of diasporas on international relations in the 21st century. Students will look at diasporas as communities whose impact needs to be understood in the host country, in the homeland and on the actual diaspora community simultaneously. Because of the ability of migration studies to intersect with development studies, international security and peacebuilding, this course will adopt an interdisciplinary approach to the study of diasporic interactions.

POS 424 Political Economy of the Middle East (3.0); 3 cr. Studies the major economies of the Middle East and the political-administrative systems shaping these economies. The issues addressed include: the major economic centers in the Middle East, concentration of wealth and poverty, redistributive justice and the international factors shaping Middle Eastern

politics and economics. Emphasis will be placed on theories dealing with the role of the state in shaping economic development and the difficulties faced when implementing policy decisions.

POS 425 Understanding and Creating Social Change (3.0); 3 cr. This course identifies the causes and patterns of change and explores the origins and types of movements leading social change. Students will be exposed to change agents and change strategies and will learn how to develop a strategic advocacy plan. They will identify proponents and opponents of change and devise a tactic that ensures enough support for the transformation to be sustainable.

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 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 488 Current Issues in Political Science (3.0); 3 cr. A seminar highlighting topic areas and theoretical approaches of particular interest to political science as a profession. This course will deal with both the critical thinking and practice in a specific area. The content and focus of the course will be altered from semester to semester in order to remain up to date with technical experience and scholarly discourse in the field.

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 Government and International Relations 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.

Mission

The mission of the Master's Degree in Political Science is to build on the attributes of high intellect, moral integrity, enlightened citizenship, human solidarity, and responsible leadership to provide students with a theoretical and professional foundation for their careers. Rooted specifically in the Maronite Catholic traditions of NDU, graduates will be able to carry out independent and critical original research, work in applied fields such as government, civil society, the media, or private enterprise, and link their scholarly training to the improvement of conditions in society as a whole within a global context.

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 (POS 699) in addition to 6 credits of course work.

Option II: Successful completion of 12 credits of course work and a comprehensive written and oral exams.

12 cr.

The Degree of Master of Arts in Political Science - Human Rights Emphasis

The M.A. in Political Science- Human Rights Concentration inspired by the mission of the University is designed to build on development objectives in the area of forming individuals from Lebanon and the region to acquire the knowledge and tools necessary to become actors of change in their respective societies. Within this context of mainstreaming and networking HR, the master's degree in the field will greatly facilitate its ongoing teaching, service, and research activities. This program will enable its graduates to not only interface with HR studies in the MENA region, but will also help establish a bridge to the latest international discourses and theories.

Degree Requirements (36 credits)

Core Requirements IAF 601, IAF 605, POS 681	9 cr.
Major Electives IAF 604, IAF 609, IAF 617, IAF 641, IAF 665, INL 638, INL 646, NGO 605, POS 602, POS 608, POS 614, POS 615, POS 616, POS 632, POS 649, POS 658.	15 cr.
Electives POS 689 Internship in HR and another course related to the major Or any two courses related to the major.	6 cr.
Thesis POS 698	6cr.

The Degree of Master of Arts in Political Science - NGOs Emphasis

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.

Degree Requirements (36 credits)

Core Requirements

9 cr.

These are three 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.

Major Electives

15 cr.

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.

Free Electives

12 cr.

Option I: Thesis (INL 699) in addition to 6 credits of course work.

Option II: Successful completion of 12 credits of course work and a 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 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 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 to design the M/E-process as an integral part of the project management system. *Prerequisite:* NGO 611

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 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 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 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 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 690 Special Topics (3.0); 3 cr. Special topics in NGO Management.

NGO 693 (3.0); 3 cr. Internship in an NGO, UN agency or social institution.

Graduate Courses: Political Science

POS 601 Contemporary Political Theory (3.0); 3 cr. Analyzes the dominant and recent trends in political science theory, political philosophy, and Western political thought. It focuses on the major theories and theorists, Western and non-Western, whose writings have influenced the academic field and research institutions, and who have made their impact on the understanding and practice of politics.

POS 602 Introduction to Human Rights Standards (3.0) 3 cr. The primary aim of this course is to introduce students who have no knowledge of human rights to the basic concepts and principles of human rights and the theoretical debates that surround them. The course focuses on the origins and sources of human rights and how they developed throughout history to become internationally recognized standards. The course also introduces students to the importance and impact of human rights standards in domestic politics and international relations, in the maintenance of democracy and state stability in the modern world.

POS 603 Comparative Legislatures and Legislative Processes (3.0); 3 cr. Analyzes the structures, procedures and norms governing the legislature: making laws, elections, representation, and relations with other branches of government. It focuses on the functions and role of legislatures in general and covers legislatures of select major and non-major states in the international system and the characteristics which make them efficient and influential in the cases of some, or render them ineffective or marginal in the cases of others.

POS 605 Political Parties (3.0); 3 cr. Studies the structures, activities, and role of political parties in government and society. Emphasis is on the positive role of the party in developing the citizen, the political process, and political stability of states, and the factors which make parties effective and relevant. It distinguishes between two broad categories of parties: ideological parties and issue-oriented parties.

POS 607 Civil Liberties (3.0); 3 cr. Examines the development of constitutional law with regard to civil liberties and the protection of all citizens, including women and children, minorities, and ethnic, linguistic, and religious

groups. The functions and roles of the courts to protect civil liberties represent one focus of the seminar, while the role of civic groups to promote them represents another. The course is supplemented by the study of case studies related to civil liberties issues.

POS 608 International Treaty Systems of Human Rights (3.0) 3 cr. The course explores the development of the international treaties covering different aspects of human rights through the United Nations, the European Union, and other regional organizations. It introduces the students to the bodies related to these treaties, their importance, functioning, and relevant mechanisms; giving students basic knowledge on how to make use of these bodies to help protect, promote, and implement basic human rights values.

POS 609 Security and Conflict Resolution (3.0); 3 cr. Reviews changing patterns of war and security since the early twentieth century. Introduces students to a wide variety of literature and cases. A special focus is on methods, techniques and the management of conflicts. Different approaches are analyzed: management of conflicts bilaterally between states, multilaterally through international or regional organizations, and through the roles of the good offices of diplomats or personalities of international stature.

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 613 Politics and the media (3.0); 3 cr. Role of the media in shaping local and international politics and in influencing agenda setting nationally and internationally. Emphasis is on the role of the various media at the local, national, and inter-state settings, and on ethical conduct, professional norms, general organization, patterns of ownership, and the use of propaganda for various purposes.

POS 614 Civil and Political Rights (3.0); 3 cr. This seminar provides students with a detailed review of current civil and political rights. The review will cover the theoretical debates around the rights and practical challenges in their

application in general, and Arab and Lebanese contexts in particular.

POS 615 Economic, Social and Cultural Rights (3.0) 3 cr. This seminar provides students with a detailed review of all the economic, social and cultural rights. The review will cover the theoretical debates around the rights and practical challenges in their application in general, and Arab and Lebanese contexts in particular.

POS 616 Rights of Vulnerable Groups (3.0); 3 cr. This seminar explores the different treaties created to cover the rights of vulnerable groups including women, children, minorities, indigenous peoples, migrant workers, refugees, and the disabled. The seminar explores the reasons for which those treaties were added to the basic original general human rights treaties and the benefits their application can give to a society, notably their added value for the development processes of individual countries. *Prerequisite:* POS 608.

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 632 Human Rights in the MENA Region (3.0); 3 cr. This seminar views human rights in a regional context and evaluates the history, the current situation, and the future prospects for human rights in the MENA region. It explores the structural problems and challenges that the advancement of human rights is facing and introduces successful experience and good practice that have achieved change and made a difference in their respective societies.

POS 649 Human Rights in Religious Thought (3.0); 3 cr. Due to the lately increased importance of religion in international politics and to its longstanding importance in societies, politics and conflicts of the MENA region, this seminar provides a review of the different religions' positions and views on human rights. Added focus will be provided for the three monotheistic religions that are the main players and have the most influence in MENA politics. The seminar will also explore the possible conflicts between human rights and religious teachings and survey conciliatory approaches. *Prerequisite:* POS 602.

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 658 Information Technology and Human Rights (3.0); 3 cr. Technological developments in the field of information and communication (ICT) have had a tremendous impact on the field of human rights. This course will emphasize the significance of these changes with respect to freedom of expression, access to information, and protection against undue intrusion in the private sphere. It will also highlight the impact of ICT on protection of cultural rights and innovations in the economic and social fields, including economic opportunities for marginalized groups and regions. *Prerequisite:* POS 602.

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 689 Internship in Human Rights (3.0); 3 cr. This course provides a supervised on-the-job working experience in human rights. 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. A minimum of 120 hours of internship is required. A detailed report is to be submitted as a record of the work accomplished.

POS 698 Thesis in Human Rights (6.0); 6 cr. The thesis involves the application of research methods to a significant topic of current relevance to the spheres of human rights. It requires the incorporation of the student's hypotheses, methods of testing, test results, and conclusion in a sound, rigorous, and scholarly report.

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 Bachelor of Arts in Public Administration

Mission

The mission of the B.A. program in Public Administration is to teach students the discipline of public administration. The program is designed to provide students an opportunity to gain an in-depth knowledge of the public sector, its organization, operations, structures, and processes of government. Students are given high quality training in order to become more effective participants in a democratic society as managers, policy analysts, public policy makers, and responsible citizens. Students receive instruction in such subjects as public management, budget preparation, techniques, public policy, ethics, and sustainable development. Graduates in public administration are prepared for careers in government at the national and international levels, as well as employment in nonprofit organizations.

Degree Requirements (105 credits)

General Education Requirements	33 cr.
Major Requirements 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.	45 cr.
Electives in PSPAD	21 cr.
Free Electives	6 cr.
Minor in Public Administration Required: PAD 201, PAD 302, PAD 332 Electives: 9 credits from PAD courses.	18 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 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 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 Master of Arts in Public Administration

The department of Government and International Relations 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.

Mission

The mission of the MA in Public administration is committed to teaching students the different theories and concepts of public administration, and to contribute to finding solutions to public sector challenges by providing a practice-oriented and research-based training. Furthermore, the program will prepare future graduate for careers in the public sector and NGOs locally and internationally.

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

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.

6 or 12 cr.

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 605 Privatization: Theory and Application (3.0); 3 cr. This course addresses privatization as one of the fastest expanding economic phenomena in market economies, particularly in the developing economies of the Third World. It studies the rationale and significance of privatization in different socio-economic sectors and the various theories on privatization, their applications as well as the future of privatization. The course is supplemented with case studies on different forms of privatization.

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 613 Planning, Program Analysis and Evaluation (3.0); 3 cr. Covers the elements of public planning, analysis and evaluation of public policies and strategies in the context of declared governmental and social policies as well as public needs and welfare. This course aims at studying models and programs for assessing and evaluating public policies in relation to the administrative and economic and social performance of the public sector.

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 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 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.

FACULTY OF
NATURAL & APPLIED
SCIENCES



FACULTY DIRECTORY

Office of the Dean

Eid, George M., Ph.D.
FNAS Building, 3rd floor, Room S 301
Tel: 09-218950/1/2 (Extension 2109), Direct line: 09-208700
E-mail: fnas@ndu.edu.lb
geid@ndu.edu.lb

Department of Mathematics & Statistics

Ghalayini, Bassem, Ph.D.
FNAS Building, 3rd floor, Room S 314
Tel: 09-218950/1/2 (Extension 2110), Direct line: 09-208712
E-mail: mathematics@ndu.edu.lb;
bghalayini@ndu.edu.lb

Department of Computer Science

Maalouf, Hoda, Ph.D.
FNAS Building, 3rd floor, Room S 315
Tel: 09-218950/1/2 (Extension 2117), Direct line: 09-208719
E-mail: cs@ndu.edu.lb
hmaalouf@ndu.edu.lb

Department of Physics & Astronomy

Sabra, Bassem, Ph.D.
FNAS Building, 3rd floor, Room S311
Tel: 09-218950/1/2 (Extension 2116), Direct line : 09-208730
E-mail: astrophysics@ndu.edu.lb
bsabra@ndu.edu.lb

Department of Sciences

Kabrita-Bou Serhal, Colette, Ph.D.
FNAS Building, 3rd floor, Room S 317
Tel: 09-218950/1/2 (Extension 2112), Direct line : 09-208728
E-mail: sciences@ndu.edu.lb;
ckabrita@ndu.edu.lb

Freshman Science Program

Sattout, Elsa, Ph.D.
FNAS Building, 3rd floor, Room S 340
Tel: 09-218950/1/2 (Extension 2619), Direct line: 09-208738
E-mail: esattout@ndu.edu.lb

FACULTY OF NATURAL AND APPLIED SCIENCES

FACULTY PROFILE

The FNAS provides students at the undergraduate and graduate levels with a modern and comprehensive education in all fields of natural and applied sciences. This education develops 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 the computer center are endowed with modern equipment that is regularly upgraded.

MISSION, VISION AND VALUES

Mission

Consistent with the mission statement of NDU, the Faculty of Natural and Applied Sciences (FNAS) addresses itself to meet the needs of undergraduate and graduate students in the scientific disciplines and improve the scientific literacy of NDU students. The FNAS is committed to develop and disseminate scientific and technological knowledge through quality teaching, research, and outreach activities. The FNAS guides students to be ethical, innovative, lifelong learners, and leaders in their professions and communities.

Vision

The Faculty of Natural and Applied Sciences will be a reputable locus of educational and intellectual excellence in the exact sciences, fostering creative learning systems, building a solid research tradition, sustaining an environment that supports the education of the whole person, and promoting a culture of joyful quest of the ultimate truth (*Gaudium de Veritate*) about man and nature.

Values

The Faculty of Natural and Applied Sciences shares the following values that reflect its culture and priorities and are inspired by the core values to which the whole NDU community is dedicated:

- Academic Excellence: Whether in education or in research, we seek academic excellence as a landmark of our curricula, believing in a fruitful connection between good research and creative classroom instruction;
- Lifelong Learning: We are committed to inculcate lifelong learning and the concept of continuous self-development;
- Intellectual Freedom: We respect the right of all to pursue knowledge freely, scholarly, ethically, and critically;
- Integrity: We believe in equity and honesty and aspire to incorporate these values in every aspect of our personal and academic lives;
- Dialogue: We encourage constant dialogue between officers, faculty and students, and are under obligation to listen to the concerns and critiques of our students;

- **Accountability:** We accept the responsibility of being accountable for our actions, and are dedicated to a transparent and efficient use of resources;
- **Service:** We value the virtue of service as a golden path towards becoming true leaders and as the fullest expression of our humanity;
- **Diversity:** We value the diversity of religious, ethnic and cultural backgrounds among our students, our faculty and our staff within the vision and framework set by the apostolic constitution “Ex Corde Ecclesiae” on Catholic universities (August 15, 1990);
- **Faith:** We believe that faith in God, who manifested His love to the entire human family in Jesus Christ, shapes our profound commitment to serve the University and the community.

ACADEMIC DEPARTMENTS AND DEGREE PROGRAMS

The FNAS consists of the following departments:

- Department of Computer Science
- Department of Mathematics and Statistics
- Department of Physics & Astronomy
- 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:

- BS in Business Computing (94 credits)
- BS in Business Computing (concentration: Management Information Systems) (94 credits)
- BS in Computer Science (94 credits)
- BS in Computer Science (concentration: Information Technology) (94 credits)
- BS in Computer Science (concentration: Computer Graphic & Animation) (94 credits)
- BS in Geographic Information Systems (91 credits)

The **Department of Mathematics and Statistics** offers undergraduate programs leading to the degrees of:

- BS in Actuarial Sciences (94 credits)
- BS in Mathematics (94 credits)

The **Department of Physics & Astronomy** offers an undergraduate program leading to the degree of:

- BS in Physics (95 credits)

The **Department of Sciences** offers undergraduate programs leading to the degrees of:

- BS in Biology (92 credits)
- BS in Chemistry (92 credits)
- BS in Environmental Science (92 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).

Minors

As of the academic year 2008 - 2009, the FNAS launched five minors in:

- Mathematics
- Actuarial Sciences
- Applied Statistics
- Geographic Information Science
- Physics
- Biology

The first three minors are offered by the Department of Mathematics and Statistics, the fourth by the Department of Computer Science, and the last by the Department of Physics & Astronomy.

Graduate Programs and Degrees

The FNAS offers graduate programs in computer science and mathematics that lead to the degrees of:

- Master of Science (MS) in Astrophysics (Joint degree with USJ)
- Master of Science (MS) in Computer Science.
- MS in Mathematics.
- MS in Biology
- MS in Financial Mathematics
- MS in Actuarial Sciences

This graduate program has two options: a “*course-work*” option and a “*thesis*” option.

POLICIES AND PROCEDURES

Admission Requirements

For admission requirements to the degree of B.S., refer to the section under the title of “Undergraduate Admission” of this Catalog.

Graduation Requirements

To receive the degree of B.S. in Computer Science, a student must fulfill all requirements of the degree program, complete all required courses with an cumulative overall 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.

FNAS Degree Programs at a Glance

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, Minors & Certificates	Credits
Actuarial Sciences	BS	94
Applied Statistics	BS	90
	Minor	18
Biology	BS	92
Biology	Minor	17
Biology	MS	36
Business Computing	BS	94
Business Computing (MIS)	BS	94
Chemistry	BS	92
Computer Science	BS	94
	MS	30
Computer Science (IT)	BS	94
Computer Science (CGA)	BS	94
Environmental Science	BS	92
Freshman Science	Certificate	Min. of 30
Geographic Information Systems	BS	91
Geographic Information Systems	Minor	15
Actuarial Sciences	Minor	18
Mathematics	BS	90
	MS	33
Mathematics	Minor	15
Financial Mathematics	MS	33
Physics	BS	95
Astrophysics	MS	36
Physics	Minor	16

DEPARTMENT OF COMPUTER SCIENCE

Associate Professors: El-Khalidi, Khaldoun; Farhat, Hikmat; Khair, Marie; Maalouf, Hoda (Chair)

Assistant Professors: Aoun, Rosy; Challita, Khalil; Hage, Hicham; Hawi, Nazir; Samaha, Maya

Lecturers: Maroun, Bachir; Sawma, Victor

Mission of the Department

The mission of the Department of Computer Science is to offer high-quality education in the computing fields and an environment conducive to research for both students and faculty. Our programs provide graduate and undergraduate students with theoretical and applied knowledge, and adopt a liberal arts education approach that promotes lifelong learning and ethical growth. The Department is dedicated to maintaining its current innovative programs and establishing new ones to uphold its status as an important national and regional center for discovering and applying new knowledge and technologies.

Bachelor of Science in Computer Science

Degree Requirements (94 credits)

General Education Requirements	27cr.
A - Communication Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English (6 cr.)</i> ENL 213 And ENL 223 Or ENL 230.	
- One course from the subcategory <i>Arabic (3 cr.)</i> ARB 211, ARB 212, ARB 224, ARB 231, ARB 317	
B - Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion (3 cr.)</i> REG 212, REG 213, REG 215, REG 313, REG 314.	
- One course from the subcategory <i>Philosophy (3 cr.)</i> ENS 205, PHL 211, PHL 311, POS 345.	
C - Cultural Studies and Social Sciences	3 cr.
- One course from the category <i>Cultural Studies and Social Sciences (3 cr.)</i> HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212	
D - Citizenship	3 cr.
- One course from the category <i>Citizenship (3 cr.)</i> HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.	
E - Science and Technology	6 cr.
- One course from the subcategory <i>Mathematics/Statistics/Computer Science (3 cr.)</i> CSC 201, CSC 202, MIS 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210.	
- One course from the subcategory <i>Natural Sciences (3 cr.)</i> AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.	

Core Requirements **24 cr.**

CSC 212, CSC 213, (CSC 219 or CSC 222), CSC 313, MAT 211, MAT 213, MAT 215, MAT 224.

Major Requirements **37cr.**

CSC 218, CSC 311, CSC 312, CSC 316, CSC 325, CSC 414, CSC 423, CSC 425, CSC 426, CSC 431, CSC 480, CSC 490.

Choose one course from the following list: CSC 301, CSC 305, CSC 306, CSC 318, CSC 323, CSC 385, CSC 387, CSC 412, CSC 417, CSC 422, CSC 432, CSC 463, CSC 485, MAT 325, MAT 339. 3 cr.

Free Electives **6 cr.**

Bachelor of Science in Computer Science

Information Technology (IT) Emphasis

Degree Requirements (94 credits)

General Education Requirements	27cr.
A - Communication Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English</i> (6 cr.) ENL 213 And ENL 223 Or ENL 230.	
- One course from the subcategory <i>Arabic</i> (3 cr.) ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.	
B - Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion</i> (3 cr.) REG 212, REG 213, REG 215, REG 313, REG 314	
- One course from the subcategory <i>Philosophy</i> (3cr.) ENS 205, PHL 211, PHL 311, POS 345.	
C - Cultural Studies and Social Sciences	3cr.
- One course from the category <i>Cultural Studies and Social Sciences</i> (6 cr.) HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212.	
D - Citizenship	6 cr.
- One course from the category <i>Citizenship</i> (3cr.) HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.	
E - Science and technology	6 cr.
- One course from the subcategory <i>Mathematics/Statistics/Computer Science</i> (3 cr.) CSC 201, CSC 202, MIS 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210.	
- One course from the subcategory <i>Natural Sciences</i> (3 cr.) AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.	
Core Requirements	21 cr.
CSC 212, CSC 213, (CSC 219 or CSC 222), CSC 313, MAT 211, MAT 215, STA 210.	
Major Requirements	40 cr.
CSC 218, CSC 226, CSC 305, CSC 312, CSC 316, CSC 385, CSC 414, CSC 425, CSC 446, CSC 463, CSC 480, CSC 490.	
Choose two courses from the following list: CSC 301, CSC 306, CSC 318, CSC 323, CSC 325, CSC 387, CSC 412, CSC 417, CSC 422, CSC 423, CSC 432, CSC 485, MAT 325, MAT 339.	6 cr.
Free Electives	6 cr.

Bachelor of Science in Computer Science

Computer Graphics and Animation (CGA) Emphasis

Degree Requirements (94 Credits)

General Education Requirements	27 cr.
A - Communication Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English</i> (6 cr.) ENL 213 And ENL 223 Or ENL 230.	
- One course from the subcategory <i>Arabic</i> (3cr.) ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.	
B - Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion</i> (3 cr.) REG 212, REG 213, REG 215, REG 313, REG 314	
- One course from the subcategory <i>Philosophy</i> (3cr.) ENS 205, PHL 211, PHL 311, POS 345.	
C - Cultural Studies and Social Sciences	3cr.
- One course from the category <i>Cultural Studies and Social Sciences</i> (3cr .) HUT 305, HUT 306, MUS 210, FAP 203, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PDP 201, PSL 201, SOL 201, SOL 301, BAD 201, ECN 200, ECN 211, ECN 212.	
D - Citizenship	3 cr.
- One course from the subcategory <i>Citizenship</i> (3 cr.) HIT 201, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.	
E - Science and Technology	6 cr.
- One course from the subcategory <i>Mathematics/Statistics/Computer Science</i> (3 cr.) CSC 201, CSC 202, MIS 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210.	
- One course from the subcategory <i>Natural Sciences</i> (3 cr.) AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.	
Core Requirements	24 cr.
CSC 212, CSC 213, CSC 313, MAT 211, MAT 215, MAT 227, FAP 211, ARP 223.	
Major Requirements	37 cr.
CSC 231, CSC 277, CSC 278, CSC 279, CSC 343, CSC 375, CSC 412, CSC 422, CSC 430, CSC 443, CSC 480, CSC 490.	
Choose one course from the following list: CSC 273, CSC 306, CSC 318, CSC 323, CSC 325, CSC 385, CSC 387, CSC 423, CSC 432, CSC 435, CSC 463, CSC 485.	3 cr.
Free Electives	6 cr.

Bachelor of Science in Business Computing

Degree Requirements (94 Credits)

General Education Requirements

27 cr.

A - Communication Skills in English and Arabic

9 cr.

- Two courses from the subcategory *English (6 cr.)*

ENL 213 And

ENL 223 Or ENL 230

- One course from the subcategory *Arabic (3cr.)*

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317

B - Philosophy and Religion

6 cr.

- One course from the subcategory *Religion (3cr.)*

REG 212, REG 213, REG 215, REG 313, REG 314

- One course from the subcategory *Philosophy (3cr.)*

ENS 205, PHL 211, PHL 311, POS 345

C - Cultural Studies and Social Sciences

3 cr.

- One course from the category *Cultural Studies and Social Sciences (3 cr.)*

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215,
PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212

D - Citizenship

3 cr.

- One course from the category *Citizenship (3 cr.)*

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337

E - Science and Technology

6 cr.

- One course from the subcategory *Mathematics/Statistics/Computer Science (3 cr.)*

CSC 201, CSC 202, MIS 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202,
STA 210

- One course from the subcategory *Natural Sciences (3 cr.)*

AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206,
GIS 211, HEA 201, HEA 204, NTR 201, PHS 207

Core Requirements

28 cr.

CSC 216, CSC 217, CSC 226, CSC 480, ACO 201, ECN 211, MAT 205, MAT 214,
STA 206, STA 207

Major Requirements

33 cr.

CSC 301, CSC 305, CSC 306, CSC 417, CSC 435, CSC 446, CSC 490, ECN 212,
MIS 431.

Choose two courses from the following list (6 cr.)

6 cr

CSC 218, CSC 219, CSC 231, CSC 301, CSC 316, CSC 318, CSC 323, CSC 385,
CSC 387, CSC 423, CSC 426, CSC 485, MIS 333, MIS 345, MIS 434, MIS 442.

Free Electives

6 cr.

Bachelor of Science in Business Computing

Management Information Systems (MIS) Emphasis

Degree Requirements (94 credits)

General Education Requirements	27 cr.
A - Communication Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English</i> (6 cr.)	
ENL 213 And	
ENL 223 Or ENL 230	
- One course from the subcategory <i>Arabic</i> (3 cr.)	
ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.	
B - Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion</i> (3 cr.)	
REG 212, REG 213, REG 313, REG 314	
- One course from the subcategory <i>Philosophy</i> (3 cr.)	
ENS 205, PHL 211, PHL 311, POS 345.	
C - Cultural Studies and Social Sciences	3 cr.
- One course from the category <i>Cultural Studies and Social Sciences</i> (3 cr.)	
HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, BAD 201, ECN 200, ECN 211, ECN 212.	
D - Citizenship	3 cr.
- One course from the category <i>Citizenship</i> (3 cr.)	
HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.	
E - Science and Technology	6 cr.
- One course from the subcategory <i>Mathematics/Statistics/Computer Science</i> (3 cr.)	
CSC 201, CSC 202, MIS 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210	
- One course from the subcategory <i>Natural Sciences</i> (3 cr.)	
AST 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, HEA 201, NTR 201, PHS 207, GIS 211.	
Core Requirements	27 cr.
ACO 201, BAD 201, BAD 425, BAD 429, BAD 453, MRK 201, STA 206.	
Choose two courses from the following list: CSC 203, CSC 217, CSC 316, CSC 385, CSC 417, CSC 425, CSC 435, CSC 446, CSC 485.	
Major Requirements	34 cr.
MIS 216, MIS 310 or CSC 301, MIS 330 or CSC 226, MIS 333, MIS 341 or CSC 306, MIS 345, MIS 420 or CSC 305, MIS 431, MIS 434, MIS 442, CSC 480, CSC 490.	
Free Electives	6 cr.

Undergraduate Courses: Computer Science

CSC 100 Introduction to Practical Computing (3.0); 3cr. This course is offered to students who want to enrich their knowledge and skills in Information Technology and computing. It is designed so that students build problem solving and critical thinking skills related to Computer Science. It is intended to engage learners in the creative aspect through animation, web development, digital media, office, and programming.

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 203 Information Age & Ethics (3.0); 3cr. This course introduces the theory and practice of computer ethics. It presents issues such as social networking, government surveillance, and intellectual property from different points of view. It allows students to understand how ethical theory can be applied to make ethical decisions concerning different computing issues.

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 205 Adventures in Computational Thinking (3.0); 3cr. The aim of this course is to introduce programming concepts in an appealing and fun way. Even though it places special emphasis on concepts such as structured programming, algorithms and recursion, students will learn to translate ideas into running programs using one of the easiest programming languages ever invented. In addition to learning to develop essential tools for problem solving such as flowcharts, students will implement a number of fun projects using the Scratch environment, a purely graphical language.

Programming in Scratch is nothing more than dragging blocks into a canvas and building bigger blocks from smaller blocks.

CSC 206 Games & Society (3.0); 3cr. In this course, students study the positive and negative effects of games on society, and the art and logic involved with the creation of the games. The course also introduces some fundamentals of game design such as game concepts, character development, core mechanics, gameplay, storytelling and narrative. Students will also learn to build and develop simple computer games.

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 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.

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 or MIS 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 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.

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 216.

CSC 270 Computer Aided Engineering Design (0.3); 1 cr. Introduction to computer aided drawing. Applications of existing CAD software to engineering problems.

CSC 273 Workshop in Computer Aided Architectural Design (1.4); 3 cr. Aims at applying CAD concepts in developing architectural projects.

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.

CSC 279 Software Packages for Computer Graphics III (0.3); 3 cr. This course is mostly training on 3rd party software or plugins for major applications in the market (Autodesk 3D studio max, Autodesk Maya...). *Prerequisite:* CSC 277.

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 226 or its equivalence.

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 213 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 219 or 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 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 213.

CSC 318 Geographic Information Systems (3.0); 3 cr. Principles techniques and applications of geographic information systems.

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 213 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.

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 213 or CSC 217.

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 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 213.

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 213 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 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 213 or CSC 217.

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 or MIS 345.

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 213 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 shading; 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.

computing in Java. Networking with sockets. TCP/IP, Multicast, HTTP, RMI, Finger, and

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 213.

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 213.

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. Junior 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 or CSC 426.

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 or CSC 217.

CSC 475 Network Programming Lab (1.2); 1 cr. Applied networking and distributed

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:* Junior 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.

Undergraduate Courses: Management Information Systems

MIS 201 Management Information Systems (3.0); 3 cr. This course is designed to expose students, regardless of their field of study, to the major principles of Management Information Systems (MIS). It will help students to understand the role of information technology in the digital economy and to succeed in its emergence.

MIS 216 Computer Programming for Business (2.2); 3 cr. Introduction to developing business application programs using a visual programming language as a tool. Programming fundamentals, effective GUI styles, access to databases will be taught using a lecture/lab combination during which students will experience hands-on programming.

MIS 310 Business Information Systems (3.0); 3 cr. The course will prepare students to learn ways that organizations improve their business practices through the use of computer technology. It introduces the fundamentals of information technology as well as the current and future challenges resulting from those technologies in businesses. Topics covered include databases, competitive advantage using information systems, internet technologies, IT security, and introduction to the concepts of enterprise resource planning systems (ERP), customer relationship management systems (CRM), and supply chain management systems (SCM).

MIS 330 Data Management (2.2); 3 cr. This course introduces the concepts and principles of database management from a business information system approach. The focus is on issues and principles of managing organizational data. The course discusses the components of relational database and information systems and trains students on designing, analyzing, understanding, correcting, implementing and testing a database application for a real world situation/example of business of their choice. *Prerequisite:* Junior Standing.

MIS 333 Business Intelligence (3.0); 3 cr. This course examines computer-based information systems which support decision makers: Decision Support Systems (DSS), GDSS, Data Warehouses, Expert Systems, and Executive Information Systems. Students will explore the

development, implementation, and application of these systems and how these systems can be applied to current business problems. *Prerequisite:* MIS 330 or CSC 226 or CSC 426.

MIS 341 Web Applications & Development (2.2); 3 cr. This course focuses on the design of business applications in the Web environment. Topics include corporate portal, client-server and web applications. Students will understand the principles of distributed applications, learn how to set up a web server and build web applications. Several tools, software packages, and example web applications will be demonstrated. *Prerequisite:* MIS 330.

MIS 345 Data Security and Network Administration (3.0); 3 cr. This course gives an in-depth examination of topics in the management of information technology security including security management, business continuity & disaster recovery, data communication protocols and networking standards. Students will understand the different information communication technologies (ICT) that underlie the Internet and Mobile technology. *Prerequisite:* MIS 310 or CSC 301.

MIS 420 System Analysis for Business Applications (3.0); 3 cr. This course explores the process of identifying and analyzing a business process. It describes the tools and techniques used in building information systems and in the implementation of systems analysis. Students will practice the System Development Life Cycle (SDLC) and Rapid Application Development (RAD) by learning how to gather user requirements for a new information system and translating those requirements into a formal specification for a computer designer. *Prerequisite:* Senior Standing.

MIS 431 Enterprise Computing Systems (2.2); 3 cr. This course helps students learn ways in which organizations may use enterprise systems to accomplish strategic and tactical goals. It focuses on the features of an ERP system and examines the strategic use of ERP systems both inside and outside of the firm in the context of the highly dynamic e-commerce business environment. The use of ERP systems in conjunction with e-business will be featured. *Prerequisite:* Junior Standing.

MIS 434 Project Management for Information System (3.0); 3 cr. This course presents an integrated view of the concepts, skills, tools, strategies and techniques involved in the management of information systems projects. Project formulation, including development of scope, design options, integration with other projects and project development plans will be applied. *Prerequisite:* MIS 420 or CSC 305.

MIS 442 Knowledge Management (3.0); 3 cr. This course focuses on the critical role of

managing knowledge in organizations today. It shows how KM technologies work to strengthen the effectiveness of an organization and how KM perspective is contributing to the understanding of management in a knowledge society under high-level of uncertainty and complexity. Topics include knowledge creation and transfer, tacit and explicit knowledge, KM strategy preparation, and CRM & SCM projects creation using KM. *Prerequisite:* Junior Standing.

Bachelor of Science in Geographic Information Systems

Degree Requirements (91 credits)

General Education Requirements

27 cr.

A - Communication Skills in English and Arabic

9 cr.

- Two courses from the subcategory *English* (6 cr.)

ENL 213 And

ENL 223 Or ENL 230

- One course from the subcategory *Arabic* (3cr.)

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

B - Philosophy and Religion

6 cr.

- One course from the subcategory *Religion* (3cr.)

REG 212, REG 213, REG 215, REG 313, REG 314

- One course from the subcategory *Philosophy* (3cr.)

ENS 205, PHL 211, PHL 311, POS 345.

C - Cultural Studies and Social Sciences

3 cr.

- Two courses from the category *Cultural Studies and Social Sciences* (6 cr.)

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212.

D - Citizenship

3 cr.

- Two courses from the category *Citizenship* (6 cr.)

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.

E - Science and Technology

6 cr.

- One course from the subcategory *Mathematics/Statistics/Computer Science* (3 cr.)

CSC 201, CSC 202, MIS 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210.

- One course from the subcategory *Natural Sciences* (3 cr.)

AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.

Students majoring in Geographic Information Systems are not allowed to count GIS courses within the pool of required GER courses.

Core Requirements

28 cr.

CSC 216, CSC 217, CSC 226, CSC 417, CSC 435, CSC 480, MAT 215, STA 210

Choose two courses from the following list: CSC 203, CSC 218, CSC 219, CSC 231, CSC 273, CSC 301, CSC 305, CSC 306, CSC 316, CSC 323, CSC 385, CSC 387, CSC 423, CSC 463, CSC 485, GIS 411, MIS 333, MIS 345, MIS 434, MIS 442.

Major Requirements

30 cr.

CEN 250, CEN 251, CSC 446, GIS 211 or CSC 318, GIS 311, GIS 321, GIS 331, GIS 352, GIS 441, GIS 452, GIS 490.

Free Electives

6 cr.

Minor in Geographic Information Systems (15 credits)

The main goal behind starting a minor in Geographic Information Science is to provide students from different backgrounds with the capacity to apply GIS in their area of knowledge and to enhance their skills in a rapidly expanding market of computer-based technology.

Geographic Information Systems includes Geographic Information Systems, Global Positioning Systems and Remote Sensing:

- A Geographic Information Systems (GIS) is a computer-based tool for mapping and analyzing things that exist, and events that happen on earth. GIS technology is a special case of information systems where database consists of features, activities, or events that are definable in space as points, lines, or areas;
- Global Positioning System (GPS) is a satellite system that allows users to collect precise geographic data for use in mapping;
- Remote sensing refers to any technique whereby information about objects and the environment is obtained from a distance with the aid of aircrafts and satellites.

The multidisciplinary nature of the geographic information systems allows students from any field of study—i.e. whose majors include engineering, natural and applied sciences, business, management, marketing, public administration, social sciences, political science, architecture, education, and others—to declare this minor.

Admission Requirements

General requirements for admission to this minor are those of the University policy on Undergraduate Academic Minors. No additional requirements are needed.

Pool of Courses

CSC 318 or GIS 211; GIS 311; GIS 331 or GIS 352; GIS 331 or GIS 441; GIS 321 or GIS 452.

Graduation Requirements and Suggested Schedule

To satisfy the graduation requirements of a minor in Geographic Information Systems, a student must pass **five courses** from the pool of courses as follows:

- First semester (2 courses; 6 credits): CSC 318 or GIS 211; GIS 352
- Second semester (2 courses; 6 credits): GIS 311; GIS 441
- Third semester (1 course; 3 credits): GIS 321 or GIS 452 or GIS 411

“D” is the passing grade for each course, and the minor should be completed with a GPA of 2.0.

Undergraduate Courses: Geographic Information Systems

GIS 211 Principles of Geographical Information Sciences (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:* CSC 217.

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 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.

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.

Master of Science in Computer Science

Admission Requirements

In addition to the University graduate admission requirements, students holding a BS in computer science with a cumulative GPA of at least 3.0 or the equivalent will be accepted, while those with a cumulative GPA of 2.7-2.99 or the equivalent will be conditionally accepted. The conditional acceptance will be removed when the student receives a minimum of a “B” average for the 6 credits taken during his/her first semester. Students from other majors may be also given conditional admission pending completion of some supplementary courses over and above the 30 credits required for the MS in computer science, as specified by the faculty graduate committee, with a minimum of a “B” average. These supplementary credits do not count towards the 30 cr. required for the MS degree. Normally, a maximum of nine transfer credits from previous graduate work completed at another accredited institution of higher education may be transferred upon the discretion of the faculty graduate committee.

Graduation Requirements

To satisfy the requirements for the degree of M.S. 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 (30 Credits)

- | | |
|---|---------------|
| 1- Complete the following four required courses:
MAT 661, CSC 616, CSC 623, CSC 626. | 12 cr. |
| 2- Complete two elective courses from the following pool
CSC 611, CSC 622, CSC 632, CSC 645, CSC 647, CSC 670, CSC 685, MAT 662, STA 614. | 6 cr. |
| 3- Complete two elective courses from the following pool
CSC 603, CSC 605, CSC 615, CSC 625, CSC 636, CSC 670, CSC 685. | 6 cr. |
| 4- Complete the MS thesis requirements
CSC 691 and CSC 692. | 6 cr. |

Regulations concerning the “thesis courses” of the Master of Science in Computer Science

Thesis

Students in the degree of M.S. in Computer Science may consecutively register for the thesis courses CSC 691 & CSC 692 only after successfully completing at least 18 credits with a cumulative GPA of at least 3.0/4.0 and after receiving the approval of both the department chairperson and the thesis advisor.

Work Duration

The thesis work is expected to be successfully completed within a time duration of two semesters.

Jury

Immediately after receiving a note of completion from the thesis advisor and three copies of the thesis from the student, the department chairperson shall appoint the oral defense jury and its chairperson. It shall consist of the thesis advisor and two full-time faculty members. The department chairperson shall distribute to each member of the jury one copy of the thesis.

Oral Defense Schedule

The oral defense for the thesis shall take place within two weeks from the jury appointment.

Final Grade

Each jury member shall evaluate the student thesis work, then the jury shall thoroughly examine the student during the oral defense and consequently assign the proper grade by a majority vote. In case of a tie, the committee chairperson shall have the casting vote. **Thesis**

Thesis Copies Distribution

The student shall submit four bound copies, two soft bound copies and two unbound copies of the approved final copy of the thesis to the jury chairperson for signatures and distribution to the student, thesis advisor, department, faculty, and the remaining members of the jury. The two unbound copies shall be sent to the university library.

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, testing 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 stack and heap overflows, 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 shading; 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 636 Computer Security (3.0); 3 cr. This is a graduate course on computer security. The emphasis is on formal model and the foundations of computer security. Topics include: access control and protection models. Security, confidentiality and integrity policies are also discussed and representative models like Bell-LaPadula, Biba and Chinese wall are chosen as examples. Information flow, auditing and vulnerability analysis are also covered.

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 647 Decision Support Systems (3.0); 3cr. Decision Support Systems (DSS) help users in solving problems and in reaching a decision based on available data, knowledge bases, and decision models. This course will expose students to theoretical DSS concepts, and to practical issues. Students will gain hands on experience by creating a real world DSS. Topics include: DSS analysis, modeling, and development; data warehousing, mining and OLAP; knowledge management (acquisition, validation, representation) and inference techniques.

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

Professor:	Eid, George M.
Associate Professors:	Ghalayini, Bassem (Chair); Haddad, John; Jajou, Amer F.; Keirouz, Malhab; Maalouf, Ramez; Ziad, Rached; Saliba, Holem
Assistant Professors:	Hage, Ré-mi; Hosry, Aline; Malkoun, Joseph; Nakad, Roger; Rached, Ziad; Sabiini, Guitta
Senior Lecturers :	Freiji-Bou Nassif, Claudia ; Hajjar-Muça, Theresa ; Saadé, Ban

Mission of the Department of Mathematics

The main mission of the Department of Mathematics and Statistics is to provide high quality instruction at both the undergraduate and graduate levels. The Department offers a number of degree programs and a range of courses that enable students to pursue graduate degrees or to work in jobs that require a high degree of mathematical skills. Moreover, the Department is committed to enhancing and developing its research output and to supporting other professional activities

Programs of Study

The Department offers programs in Mathematics, Actuarial Sciences, and Applied Statistics leading to the degrees of:

- BS in Mathematics (90 Credits)
- BS in Actuarial Sciences (94 Credits)
- MS in Mathematics (33 Credits)
- MS in Financial Mathematics (33 credits)
- MS in Actuarial Sciences (30 credits)

The Department also offers the following minors:

- Minor in Actuarial Sciences (18 credits)
- Minor in Mathematics (15 Credits)

The Undergraduate Program

Our undergraduate program is designed to prepare students for graduate studies in Mathematics and in mathematics related fields such as Applied Mathematics, statistics, Actuarial Sciences and Financial engineering. The program main potential employers are organizations concerned with risk such as Insurance companies, banks, actuarial consultancy and statistical agencies.

Bachelor of Science in Actuarial Sciences

Actuarial Sciences Mission Statement

The mission of the Bachelors of Actuarial Science program at NDU is:

- To produce graduates who can contribute significantly to the financial security of individuals and corporations through proper training on how to identify, quantify, assess and manage risk;
- To provide students with a curriculum aligned in content and rigor with the learning outcomes of the Society of Actuaries. Such program prepares our graduates to successfully write at least three of the preliminary exams of the SOA, leading towards professional designations from international actuarial societies;
- To provide students with the theoretical background needed to qualify them to pursue graduate level education in Actuarial Science or related fields.

Actuarial Sciences is a field concerned with the applications of mathematics and statistics to long-term financial problems. These problems are frequently associated with life / casualty insurance 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 B.S. degree in Actuarial Sciences prepares students for careers as:

- Assistant Actuaries in the insurance and reinsurance industries
- Analysts of risk and uncertainty regarding potential financial losses
- Underwriters in insurance companies and government agencies
- Consultants in financial and investment corporations

Students enrolled in the B.S. degree will be prepared to take a series of examinations in actuarial science leading to ASA and ACAS designation under the American Society of Actuaries (ASA) and Casualty Actuarial Society (ACAS). They also would benefit from VEE (Validation by Educational Experience) approved credits for Economics, applied statistics and corporate finance required for the attainment of the above mentioned designation.

Admission Requirements

For admission requirements to the degree of B.S. in Actuarial Sciences, refer to the section entitled “Undergraduate Admission” of this catalog.

Graduation Requirements

To receive the degree of B.S. in Actuarial Sciences, a student must fulfill all requirements of the degree program, complete all required courses, accumulate a total of 94 credits with an overall 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)

General Education Requirements

27 cr.

A - Communication Skills in English and Arabic

9 cr.

- Two courses from the subcategory *English* (6 cr.)

ENL 213 And

ENL 223 Or ENL 230

- One course from the subcategory *Arabic* (3cr.)

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

B - Philosophy and Religion

6 cr.

- One course from the subcategory *Religion* (3cr.)

REG 212, REG 213, REG 215, REG 313, REG 314.

- One course from the subcategory *Philosophy* (3cr.)

ENS 205, PHL 211, PHL 311, POS 345.

C- Cultural Studies and Social Sciences

3 cr.

- One course from the category *Cultural Studies and Social Sciences*

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212.

D- Citizenship

3 cr.

- Two courses from the category *Citizenship*

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.

E - Science and Technology

6 cr.

- One course from the subcategory *Mathematics/Statistics/Computer Science* (3 cr.)

CSC 201, CSC 202, MAT 201, MAT 202, MAT 204, MAT 211, MIS 201, STA 202, STA 210.

OR

- One course from the subcategory *Natural Sciences* (3 cr.)

AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, BIO 201, NTR 201, PHS 207.

Students majoring in Actuarial Sciences are not allowed to count ACS courses within the pool of required GER courses.

F) Study and Learning Skills

0 cr.

Core Requirements

33 cr.

ACO 201, ACO 202, ECN 211, ECN 212, MAT 206, MAT 213, MAT 215, MAT 224, MAT 235, CSC 212 or CSC 216, STA 312.

Major Requirements**28 cr.**

ACS 300, ACS 310, ACS 314, ACS 324, ACS 330, ACS 424, ACS 450, MAT 325, STA 315, STA 370.

Free Electives**6 cr.**

Minor in Actuarial Sciences (18 credits)

This minor introduces students to the mathematical foundation of risk assessments under an insurance context. It suits students majoring in Business, Computer Science, Mathematics, or Engineering interested in developing their understanding of future risk evaluation.

Admission Requirements

General requirements for admission to this minor are those of the University policy on Undergraduate Academic Minors. No additional requirements are needed.

Pool of Courses

ACS 310; ACS 314; ACS 324, MAT 205 or MAT 206; MAT 213; MAT 325 or MAT 326; STA 207 or STA 210.

Graduation Requirements and Suggested Schedule

To satisfy the graduation requirements of a minor in actuarial sciences, a student must pass **six courses** from the pool of courses listed above.

Students with a deficient background in mathematics can exclude ACS 324, while students with a sufficient background in mathematics can take the 3 ACS courses and 3 other math courses from the pool.

“D” is the passing grade for each course, and the minor should be completed with a minimum GPA of 2.0.

Undergraduate Courses: Actuarial Sciences

ACS 300 Actuarial Problem Solving (1.0); 1 cr. This course is designed specifically to help students prepare to sit for the Society of Actuaries Exam P/1. Problems from previous actuarial exams and other relevant sources are tackled in class focusing on techniques and shortcuts used to enhance problem solving skills under time pressure. *Corequisite:* MAT 325 or MAT 326.

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’etre” 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 or MAT 325 or MAT 326 or STA 207..

ACS 314 Actuarial Mathematics I (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 Insurance payable at the moment of death (continuous) or at the end of year of death (discrete); Term Insurance; Deferred Insurance and Endowment Insurance;

Varying Benefit Insurance (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. *Prerequisite:* (MAT 325 or MAT 326) and (MAT 206 or MAT 205).

ACS 324 Actuarial Mathematics II (3.0); 3 cr. This course assesses 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; Net Premium Determination through the equation of Equivalence for fully continuous, discrete and monthly 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. *Prerequisite:* ACS 314.

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 424 Pension Fund Mathematics (3.0); 3 cr. Valuation theory for pension plans; Description of benefit, Benefit calculations; Funding. Accrued Benefit Method, Projected Cost Method, Aggregate method; Introduction to gains and losses. *Prerequisite:* ACS 324.

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:* MAT 325 or MAT 326.

ACS 460 Multi-life and Multi-Decrement Models (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. Multiple decrement models; Multiple and Associate single decrement tables; Net single Premium. *Prerequisites:* ACS 324.

Undergraduate Courses: Statistics

STA 101 Basic Statistics (3.0); 3 cr. This is an introductory course designed to introduce students to basic statistical techniques in order to analyze and interpret results such as mean, mode, median, standard deviation etc... The topics covered include: frequency distributions, graphing, measures of central tendency and dispersion, and probability law.

STA 202 Statistics for Humanities (3.0); 3 cr. This course is designed to introduce students of the humanities to the most important basic statistical techniques used in their field of research, and to the SPSS software package. The course material covers data collection, organization and graphing; describing distributions: scores, central tendency, and variation; sampling and probability distributions; estimation and hypothesis testing; chi-square test; correlation; analysis of variance. The associated computer lab sessions allow the students to apply the methods learned to data sets and interpret findings.

STA 203 Biostatistics (3.0); 3 cr. Converse the fundamental principles of statistics as they apply to biological problems, including statistical inference, analysis of variance, and correlation regression. A software package will be used. *Prerequisite:* Sophomore Standing.

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 210 Statistics for Business and Economics (3.0); 3 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 312 Introductory Time Series Analysis (3.0); 3 cr. Introduces the basic concepts of regression analysis starting with two variable models 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 370 Stochastic Processes (3 cr.); 3 cr. This course introduces the basic probabilistic methods of stochastic processes. Topics include: Markov Chains; Exponential distribution and Poisson Process; Continuous – time Markov Chains; Renewal Theory and its application; Brownian Motion and Stationary Processes.

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 653 Stochastic Processes (3.0); 3 cr. Poisson processes: waiting time distributions, non-homogeneous Poisson processes. Renewal theory: Wald's equation; Renewal reward processes. Discrete Markov chains: classification of states; Limit theorems. Continuous-time Markov chains: limiting probabilities; Birth and death processes. Martingales: stopping times; Martingale convergence theorem; Azuma's inequality. Brownian motion: hitting times; Backward and forward diffusion equations. *Prerequisite:* MAT 325.

STA 654 Methods of Multivariate Analysis (3.0); 3 cr. Least Square and multiple regression analysis; Canonical correlation Principle component analysis, Hotelling's T^2 procedures; Multivariate analysis of variance; Discriminant analysis; Cluster analysis. *Prerequisite:* STA 315.

STA 663 Time Series Analysis (3.0); 3 cr. Stationary models and autocorrelation function; Estimation and elimination of trend and seasonal components; Stationary processes, ARMA processes, estimation of mean, forecasting stationary time series; ARIMA models, forecasting ARIMA models, seasonal ARIMA models, applications using real and simulated data.

STA 664 Methods of Statistical Inference (3.0); 3 cr. Functions of random variables, t-distribution, chi-square distribution, F-distribution. Stochastic convergence: convergence in probability; Convergence in distribution. Central limit theorem, properties of estimators, finding estimators, Rao-Blackwell theorem Cramer-Rao inequality, confidence interval estimation, one and two populations, hypothesis testing theory, Neyman-Pearson lemma, Bayesian methods, prior and posterior distributions, applications. This course covers the material needed for CT3 (Probability and Mathematical Statistics).

Bachelor of Science in Mathematics

Degree Requirements (90 credits)

General Education Requirements 27 cr.

A - Communication Skills in English and Arabic 9 cr.

- Two courses from the subcategory *English (6 cr.)*

ENL 213 And

ENL 223 Or ENL 230

- One course from the subcategory *Arabic (3cr.)*

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

B - Philosophy and Religion 3 cr.

- One course from the subcategory *Religion*

REG 212, REG 213, REG 215, REG 313, REG 314

OR

- One course from the subcategory *Philosophy*

ENS 205, PHL 211, PHL 311, POS 345.

C - Cultural Studies and Social Sciences 6 cr.

- Two courses from the category *Cultural Studies and Social Sciences (6 cr.)*

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212.

D - Citizenship 3 cr.

- One course from the category *Citizenship (3 cr.)*

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.

E - Science and Technology 6 cr.

- One course from the subcategory *Mathematics/Statistics/Computer Science (3 cr.)*

CSC 201, CSC 202, MAT 202, MAT 204, MIS 201, STA 202, STA 210.

- One course from the subcategory *Natural Sciences (3 cr.)*

AST 201, BIO 201, BIO 202, BIO 203, CHM 211, ENS 201, ENS 202, ENS 206, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.

Students majoring in Mathematics are not allowed to count MAT courses within the pool of required GER courses.

Core Requirements 24 cr.

Twenty four credits: CSC 212, CSC 213, MAT 211, MAT 213, MAT 215, MAT 224, MAT 235, PHS 212.

Major Requirements 33 cr.

1. Required courses: 18 credits

MAT 325, MAT 333, MAT 411, MAT 412, MAT 413, MAT 423.

2. Elective major courses: 15 credits to be chosen from math courses numbered 300 and above. Six of these credits may also be chosen from among the following courses: STA 315, STA 370, CSC 311, CSC 313, CSC 325.

Free Electives 6 cr.

Six credits with the approval of the advisor.

Minor in Mathematics (15 credits)

This minor is intended primarily for students in fields of study that require strong mathematical skills such as Engineering, Computer Science, and Physics. Dependent on the choice of courses, the student can, for instance, enhance his understanding in the areas of real and complex analysis, algebra, and/or numerical analysis.

Admission Requirements

General requirements for admission to this minor are those of the University policy on Undergraduate Academic Minors. A minor in Mathematics may not include more than two courses (6 credits) which are counted in the student's "Major Requirements" category.

Pool of Courses

MAT 215; MAT 224; MAT 235; MAT 305; MAT 324; MAT 326 or MAT 325; MAT 333; MAT 335; MAT 339; MAT 411; MAT 412; MAT 418.

Graduation Requirements and Suggested Schedule

To satisfy the requirements of a minor in mathematics, a student must pass **five courses** from the pool of courses as follows:

- First semester (2 courses; 6 credits)
MAT 224; MAT 215 or MAT 235
- Second semester (2 courses; 6 credits)
Choose two courses from the pool: MAT 325 or MAT 326; MAT 305; MAT 324 or MAT 333; MAT 335; MAT 339
- Third semester (1 course; 3 credits)
Choose one course from the pool: MAT 411; MAT 412; MAT 418.

"D" is the passing grade for each course, and the minor should be completed with a GPA of 2.0.

Undergraduate Courses: Mathematics

MAT 101 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:* Placement or Freshman Standing.

MAT 105 Principles of Calculus (3.0); 3 cr. Coordinate systems; lines in the plane, functions and graphs. Limits and continuity. Differentiation. Variation and concavity, maxima and minima, graphing. Exponential and logarithmic functions. Antiderivatives. Definite and indefinite integrals. *Prerequisite:* Placement or Freshman Standing.

MAT 111 Calculus and Analytic Geometry I (3.0); 3 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.

MAT 112 Calculus and Analytic Geometry II (3.0); 3 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 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. Accumulation and discounting, simple and compound interest, effective and nominal interest, discount rates, forces of interest and

discount, varying interest. Equations of value. Annuities immediate and due. Perpetuities. Amortization schedules and sinking funds. Introduction to bonds. *Prerequisite:* Sophomore Standing.

MAT 206 Financial Mathematics (3.0); 3 cr. This course describes the fundamental concepts of financial mathematics and how these values are applied in calculating the present and accumulated values of various streams of cash flows as a basis for future use in: reserving, valuation, pricing, asset/liability management, investment income, capital budgeting and valuing contingent cash flows. Also the course introduces financial instruments such as derivatives and the concept of no-arbitrage. *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. Improper integrals. Infinite sequences and series, power series. Taylor and Maclaurin series. Polar coordinates: graphing, integration and areas in polar coordinates. Vectors and vector-valued functions and motion in space. *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; subspaces, basis and dimension, rank and nullity. Eigenvalues and eigenvectors; linear transformations and their algebraic properties. *Prerequisite:* Sophomore Standing.

MAT 224 Calculus IV (3.0); 3 cr. Cylinders and quadric surfaces. Functions of several variables: limits, continuity, partial derivatives, Chain Rule, directional derivatives, gradients, tangent planes, differentials, extreme values, and Lagrange multipliers. Multiple integrals: areas

and volumes, triple integrals in rectangular, cylindrical and spherical coordinates. Integration in vector fields, Green's Theorem in the plane, Stoke's Theorem, the Divergence Theorem. *Prerequisite:* MAT 213

MAT 227 Mathematics for Computer Games and Animation (3.0); 3 cr. This course provides a conceptual understanding of the mathematics that forms the underlying basis of 3D graphics and games. It includes a focused review of different mathematical topics in calculus, algebra and numerical methods that are required in the design of game engines and 3D graphics. This course provides not only theoretical mathematical background, but also many examples and exercises on how these concepts are used to affect how a game looks and plays. *Prerequisite:* MAT 215.

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 N ; Z ; Q ; R ; and 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 315 Linear Algebra II (3.0); 3 cr. Inner product spaces, orthonormal spaces, orthogonal matrices, change of basis. Eigenvalues, orthogonal diagonalization. Applications. General linear transformations. Inverse of and matrix of a linear transformation, similarity. *Prerequisite:* MAT 215.

MAT 324 Mathematics for Engineering (3.0); 3 cr. Functions of a complex variable, Cauchy-Riemann equations; integration in the complex plane; series and residues, evaluation of real integrals. *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 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. Second order linear partial differential equations – heat, wave and Laplace's equations; Fourier series; separation of variables; Fourier Integral; Fourier and Laplace transforms; Dirichlet and Neumann problems for different domains; first order equations; characteristic method; systems of equations. *Prerequisite:* MAT 224, MAT 235.

MAT 336 Numerical Methods for Finance (3.0); 3 cr. Basics of financial theory; basics of numerical analysis; numerical integration, deterministic and Monte-Carlo methods; finite difference methods for partial differential equations.

MAT 337 Foundations of Geometry (3.0); 3 cr. Introduces the axiomatic method, Euclidean and non-Euclidean geometries; historical developments in geometry. This course is primarily designed for students interested in mathematics education. *Prerequisite:* MAT 215, 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 213 and a Computer Programming Language.

MAT 400 Elementary Differential Geometry (3.0); 3 cr. The main purpose of this course is the study of curves and surfaces in three-dimensional Euclidean space: Tangent space, vector fields, Gauss map, geodesics, curvature,

minimal surfaces, the Gauss-Bonnet Theorem, and an introduction to smooth manifolds. *Prerequisite:* MAT 224.

MAT 411 Algebra I (3.0); 3 cr. Groups; permutation groups; finite abelian groups; the Sylow theorems and their applications. *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 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. *Corequisite:* MAT 412 and Senior Standing.

MAT 418 Numerical Linear Algebra (3.0); 3 cr. The course presents mathematical algorithms and analysis to solve linear systems of equations and matrix eigenvalue problems. Matrix norms and analysis. Direct and iterative methods: including factorization methods, singular value decomposition, Jacobi and Gauss-Seidel iteration, power methods, QR algorithm. Operation counts, condition numbers and error analysis. *Prerequisite:* MAT 215, MAT 224, and a Programming language.

MAT 421 Algebra II (3.0); 3 cr. Rings; ideals; quotient rings; Euclidean rings; polynomial rings; field extensions; automorphism of fields;

separable and normal extensions; finite fields; Galois theory.. *Prerequisite:* MAT 411 and senior standing.

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 431 Vector Spaces and Modules (3.0); 3 cr. Vector spaces and modules; homomorphisms; groups, rings, and modules of matrices; exact sequences; direct sum decompositions; dual spaces; canonical forms; multilinear algebra. *Prerequisite:* MAT 411.

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 Special Topics in Mathematics (3.0); 3 cr. Students study selected contemporary topics in Mathematics. *Prerequisite:* Specified when Offered.

The Graduate Programs

The department of mathematics and statistics offers (i) a Master of Science degree in Mathematics, (ii) a Master of Science degree in Financial Mathematics and (iii) a Master of Science degree in Actuarial Sciences.

The Degree of Master of Science in Mathematics

The purpose of the MS program in Mathematics is to prepare students for continued advanced study of mathematics, college teaching, or certain jobs requiring an in- depth understanding of mathematics.

Master of Science in Mathematics Mission Statement

The mission of the NDU program for a Master of Science in Mathematics is to provide high quality instruction to students, to expose them to a significant range of advanced mathematical disciplines and to build up their reasoning and analytical skills in order to enable them to:

- pursue teaching at the high school or college level;
- secure employment in positions which require analytical ability;
- achieve the experience necessary to do research in Mathematics;
- pursue Ph.D. programs in Mathematics or related fields.

Admission Requirements

In addition to the University graduate admission requirements, students holding a BS in mathematics with a cumulative GPA of at least 3.0 or the equivalent will be accepted, while those with a cumulative GPA of 2.7-2.99 or the equivalent will be conditionally accepted. The conditional acceptance will be removed when the student receives a minimum of a “B” average for the 6 credits taken during his/her first semester. Students from other relevant majors may be also given conditional admission pending completion of some supplementary courses over and above the 33 credits required for the MS in mathematics, as specified by the faculty graduate committee, with a minimum of a “B” average. These supplementary credits do not count towards the 33 cr. required for the MS degree. Normally, a maximum of nine transfer credits from previous graduate work completed at another accredited institution of higher education may be transferred upon the discretion of the faculty graduate committee.

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 (33 credits)

Core and Major Requirements (18 credits):

MAT 621 (Algebra I) (3 cr.)

MAT 623 (Real Analysis) (3 cr.)

MAT 625 (General Topology) (3 cr.)

MAT 634 (Complex Analysis) (3 cr.)

MAT 664 (Functional Analysis) (3 cr.)

MAT 665 (Advanced Linear Algebra) (3 cr.)

Elective Requirements (9 credits from the following pool):

MAT 632 (Algebra II) (3 cr.)

MAT 635 (Harmonic Analysis & Potential Theory) (3 cr.)
MAT 636 (Algebraic Topology) (3 cr.)
MAT 642 (Theory of Partial Differential Equations) (3 cr.)
MAT 641 (Theory of Ordinary Differential Equation) (3 cr.)
MAT 645 (Theory of Integral Equations) (3 cr.)
MAT 657 (Commutative Algebra) (3 cr.)
MAT 659 (Category Theory & Homological Algebra) (3 cr.)
MAT 667 (Numerical Analysis I) (3 cr.)
MAT 668 (Numerical Analysis II) (3 cr.)
MAT 671 (Differential Geometry) (3 cr.)
MAT 673 (Differential Topology) (3 cr.)
MAT 675 (Special Functions) (3 cr.)
MAT 683 (Directed Reading) (3 cr.)
MAT 685 (Selected Topics in Mathematics) (3 cr.)

Thesis Requirements (6 credits):

MAT 691 (Master Thesis in Mathematics I) (3 cr.)
MAT 692 (Master Thesis in Mathematics II) (3 cr.)

Graduate Courses: Mathematics

MAT 621 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 Real Analysis (3.0); 3 cr. Measure spaces; Borel and Lebesgue measure; abstract integration and differentiation; integration on product spaces; functions of bounded variations; L^p 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 Algebra II (3.0); 3 cr. Basic properties of rings. Ideals and quotient rings. Ring Homeomorphisms. Polynomial rings. Left and right modules. Free modules. Direct sums of modules. Finitely generated modules over a p.i.d. Artinian and Noetherian modules. Completely reducible modules. Tensor product of modules. Bimodules. Algebras and coalgebras. Projective and injective modules. Primitive and semi-primitive rings. The radical of a ring. *Prerequisite:* MAT 621.

MAT 634 Complex Analysis (3.0); 3 cr. Power series representation; conformal mappings; zeros of holomorphic functions; analytic continuation; normal families; HP spaces. *Prerequisite:* MAT 623.

MAT 635 Harmonic Analysis & Potential Theory (3.0); 3 cr. Harmonic and subharmonic functions. Convexity. Elements of potential Theory. Thinness. Harmonic measure. Green's Functions. Capacity. Applications to spaces and Banach algebras. *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 Theorems. Linear systems with constant coefficients. Matrix analysis and Matrix Exponential. Stability. Periodic coefficients. Two-Dimensional Autonomous linear and nonlinear systems. Phase plane analysis.

Liapunov stability. Limit cycles and the Poincaré-Bendixson Theorem. Stability of Linear non-autonomous systems. *Prerequisite:* Graduate Standing.

MAT 642 Theory of Partial Differential Equations (3.0); 3 cr. The single First-Order equation. The Cauchy problem. Systems of First-Order equations. Characteristics. The Cauchy-Kowalevski Existence and Uniqueness Theorem. Elliptic equations. The Laplace equation. The Lagrange-Green identity. The Maximum principle. Harmonic and subharmonic functions. Green's function and the Poisson formula. Hyperbolic equations in higher dimensions. The wave equation. The method of Spherical means. Hadamard's method of descent. Hyperbolic equations with constant coefficients. Solution by the n-dimensional Fourier Transform. Parabolic equations. The Heat equation. *Prerequisite:* Graduate Standing.

MAT 645 Theory of Integral Equations (3.0); 3 cr. The course covers an introduction to the theory of linear and nonlinear integral equations. Solutions of Volterra and the Fredholm equations of the first and second kind. Fredholm's alternative theorem. Orthonormal eigensystems of a symmetric Fredholm operator. The Hilbert-Schmidt expansion theorem and its applications to Sturm-Liouville problems. *Prerequisite:* MAT 641.

MAT 657 Commutative Algebra (3.0); 3 cr. Commutative Rings and their ideals. Modules over commutative rings. Localization of rings and modules. Integral extensions. Valuations and valuation rings. Completion. Dimension theory. Basic elements of algebraic geometry. *Prerequisites:* MAT 621, MAT 632, MAT 655.

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 664 Functional Analysis (3.0); 3 cr. Spaces and operators: Metric spaces, normed and Banach spaces, linear operators, inner product, Hilbert spaces. Fundamental theorems: Hahn-Banach theorem, uniform boundedness theorem, open mapping theorem, closed graph theorem. Spectral theory: basic concepts, operators on normed spaces, compact operators, self-adjoint operators. *Prerequisite:* MAT 623.

MAT 665 Advanced Linear Algebra (3.0); 3 cr. Spectral decomposition, simultaneously diagonalizable matrices, generalized eigenvectors, triangulization, Jordan canonical forms

MAT 667 Numerical Analysis I (3.0); 3 cr. Linear Systems. LR and QR Decomposition. Basic Functional Analysis. Matrix Norms. Completeness. The Banach Fixed Point Theorem. Iterative Methods for Linear Systems. Ill-conditioned Linear Systems. *Prerequisite:* Graduate Standing.

MAT 668 Numerical Analysis II (3.0); 3 cr. Iterative Methods for Nonlinear Systems. Least Squares Problems. Matrix Eigenvalue Problems. The QR-Algorithm. Interpolation. Numerical Integration. Convergence of Quadrature Formulas. *Prerequisite:* MAT 667.

MAT 669 Numerical Analysis III (3.0); 3 cr. Initial Value Problems. Picard-Lindelöf Theorem. Single and Multi-Step Methods. Boundary Value Problems. Finite Difference Methods. The Finite-Element Method. Integral Equations. Stability. *Prerequisites:* MAT 668.

MAT 670 Measure and Probability (3.0); 3 cr. The course introduces the student to the basic of measure theory, Lebesgue integration, probability spaces, random variables, sequences of random variables, almost sure convergence, weak convergence, conditioning on a sigma-field, martingales and martingales inequalities, and limiting distributions of random variables.

MAT 671 Differential Geometry (3.0); 3 cr. Smooth manifolds, smooth maps, the inverse function theorem, vector fields on manifold, vector bundles, cotangent bundle, submersions, submanifolds, Lie groups, tensor fields on manifold, differential forms, and integration on manifolds. *Prerequisite:* Graduate Standing.

MAT 673 Differential Topology (3.0); 3 cr. Manifolds and maps, manifolds with boundary, transversality, vectors bundles and tubular neighborhoods, degrees of maps, intersection numbers and the Euler characteristics, Lefschetz fixed-point theorem, Borsuk-Ulam theorem, and Morse theory. *Prerequisites:* MAT 625, MAT 671.

MAT 675 Special Functions (3.0); 3 cr. Special functions in mathematics: Hypergeometric, Bessel, Beta, Gamma functions, Orthogonal Polynomials (Chebyshev, Hermite, Laguerre) and the like, with applications to other fields.

MAT 681 Master Project (3.0); 3 cr. A substantial project in a topic in mathematics under the supervision and the approval of a faculty member.

MAT 683 Directed Reading (3.0); 3 cr. A topic in mathematics of interest will be studied under the supervision of a faculty member – evaluated as a tutorial course.

MAT 685 Selected Topics in Mathematics (3.0) 3 cr. Contemporary topics in Mathematics selected by the instructor.

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.

The Degree of Master of Science in Financial Mathematics

The purpose of the MS program in Financial Mathematics is to prepare students for an in-depth application of Mathematics and Probability in decision-making processes as a financial analyst or brokerage consultant.

Master of Science in Financial Mathematics Mission Statement

A Master of Science degree in Financial Mathematics

- prepares students to work effectively in a wide spectrum of financial service industries such as investment firms, commercial banks, brokerage houses, consulting firms, and other related corporations
- helps students to synthesize a highly technical branch of mathematics and measure theoretic probability with practical applications that affect everybody's life
- emphasizes problem-solving skills that dramatically increase the graduate value to an employer
- prepares students to pursue Ph.D. programs in Financial Mathematics or related fields

Admission Requirements

In addition to the University graduate admission requirements, students holding a BS in mathematics with a cumulative GPA of at least 3.0 or the equivalent will be accepted, while those with a cumulative GPA of 2.7-2.99 or the equivalent will be conditionally accepted. The conditional acceptance will be removed when the student receives a minimum of a "B" average for the 6 credits taken during his/her first semester. Students from other relevant majors may be also given conditional admission pending completion of some supplementary courses over and above the 33 credits required for the MS in financial mathematics, as specified by the faculty graduate committee, with a minimum of a "B" average. These supplementary credits do not count towards the 33 cr. required for the MS degree. Normally, a maximum of nine transfer credits from previous graduate work completed at another accredited institution of higher education may be transferred upon the discretion of the faculty graduate committee.

Graduation Requirements

To satisfy the requirements for the degree of Master of Science in Financial Mathematics, the student must complete a total of 33 credits with an overall average of at least 3.0/4.0.

Degree Requirements (33 credits)

Core and Major Requirements (18 credits):

- MAT 670 (Measure and Probability) (3 cr.)
- STA 663 (Time Series Analysis) (3 cr.)
- STA 664 (Methods of Statistical Inference) (3 cr.)
- FMA 640 (Advanced Financial Mathematics) (3 cr.)
- FMA 645 (Computational Financial Mathematics) (3 cr.)
- FMA 650 (Stochastic Calculus) (3 cr.)

Elective Requirements (9 credits from the following pool):

- BAF 602 (Managerial Finance) (3 cr.)
- BAF 606 (Asset Pricing) (3 cr.)
- BAF 610 (Derivatives) (3 cr.)
- FMA 665 (Risk Theory) (3 cr.)

FMA 670 (Optimization Methods) (3 cr.)
FMA 675 (Discrete-Time Financial Modelling) (3 cr.)
FMA 677 (Continuous-Time Financial Modelling) (3 cr.)
FMA 683 (Directed Reading) (3 cr.)
FMA 685 (Selected Topics in Financial Mathematics) (3 cr.)

Thesis Requirements (6 credits):

FMA 691 (Master Thesis I) (3 cr.)
FMA 692 (Master Thesis II) (3 cr.)

Graduate Courses: Financial Mathematics

FMA 640 Advanced Financial Mathematics (3.0); 3 cr. One-period models, multi period models, risk-neutral pricing of derivative securities, Brownian motion, Ito's formula and SDE's, asset models, arbitrage and hedging, interest rate models, actuarial applications. *Prerequisite:* MAT 670.

FMA 645 Computational Financial Mathematics (3.0); 3 cr. Symbolic and numerical solutions of ODE's, solving Black-Scholes PDE symbolically, generalized Black-Scholes formulas, implied volatility, obstacle problems, steady state obstacle problems, fast numerical solutions of obstacle problems for Dupire PDE, Optimal portfolio rules, optimal portfolio hedging under general asset price dynamics. *Prerequisite:* FMA 640.

FMA 650 Stochastic Calculus (3.0); 3 cr. Review of probability and random variables, conditional expectation, martingales in discrete time, stopping times, Optional stopping time theorem, stochastic processes in continuous time, Brownian motion, Ito stochastic integral, stochastic differential and Ito formula, stochastic differential equations (SDE's). *Co-requisite:* MAT 670.

FMA 665 Risk Theory (3.0); 3 cr. Convolutions, risk models, martingales, point processes, fixed-time ruin probability, finite- and infinite-time ruin probabilities, discrete risk models. *Corerequisite:* MAT 670.

FMA 670 Optimization Methods (3.0); 3 cr. General optimization problems, compactness, convexity, convex hulls, probability distribution spaces, moment spaces, linear programs, integral optimization, moment problems by dual method, loaded premium problems, ruin problems. *Prerequisite:* MAT 670

FMA 675 Discrete-Time Financial Modelling (3.0); 3 cr. This course introduces the most common financial contracts that are traded on exchanges between the financial institutions and

their clients. It discusses Arbitrage pricing within the framework on one period model; Valuation and hedging of European and American options; The Cox-Ross-Rubinstein Model; Arbitrage free discrete time models of spot and futures markets; Fundamental Theorems of Asset Pricing for a finite model of security market. *Prerequisite:* MAT 670, FMA 640.

FMA 677 Continuous-Time Financial Modelling (3.0); 3 cr. This course discusses the continuous time modelling under deterministic interest rates. Black-Scholes model and its variants; Continuously rebalanced portfolio and the existence and uniqueness of a martingale probability measure; Study of volatility: historical, implied, risk-neutral marginal distributions and local volatility models; Call and put options; rational exercise time; early exercise premium and optimal exercise boundaries; Cross currency derivatives; currency forward contracts and options and options on a foreign stock. *Prerequisite:* MAT 670, FMA 640.

FMA 683 Directed Reading (3.0); 3 cr. A topic of interest in financial mathematics will be studied under the supervision of a faculty member – Evaluated as tutorial.

FMA 685 Selected Topics in Financial Mathematics (3.0); 3 cr. The content of this course is to be arranged by the faculty member in charge of giving it. *Prerequisite:* FMA 640.

FMA 691 Master Thesis I (3.0); 3 cr.: The research for the master thesis must demonstrate the student's proficiency in financial mathematics. *Prerequisite:* Advisor consent.

FMA 692 Master Thesis II (3.0); 3 cr. A continuation of FMA 691. *Prerequisite:* MAT 691.

The Degree of Master of Science in Actauarial Sciences

The purpose of the MS program in Actuarial Sciences is to prepare students to become qualified actuaries and to pursue fellowship in professional actuarial societies such as the Society of Actuaries and the Institute of Actuaries. They will be prepared to perform actuarial assessment of risks in financial and insurance applications and devise ways of mitigating such risks.

Master of Science in Actuarial Sciences Mission Statement

A Master of Science degree in Actuarial Sciences:

- Will fulfill the growing demand in Lebanon and the Arab countries for qualified risk specialists in the fields of life insurance, casualty insurance, pension funding and valuation, credit risk, hedging and portfolio management.
- Will prepare our graduates to complete all the seven exams of the SOA leading toward the ASA designation (Associate in the Society of Actuaries). Also it may enable those graduates to complete the Core Technical requirements of the Institute of Actuaries, London, UK, leading towards the FIA designation (Fellow in the Institute of Actuaries).
- Will provide our graduates with the adequate theoretical background to pursue a Ph.D. degree in Actuarial Science or any related field.

Admission Requirements

In addition to the general graduate admission requirements set by NDU- Louaize, applicants to this program should have:

- 1- A bachelor of science degree in Actuarial Science. Also holders of a bachelor of science degree in finance, mathematics, Statistics or Engineering may be considered.
- 2- A minimum overall GPA of 3.0/ 4.0 or its equivalent in the undergraduate program.
- 3- An interview to determine the qualifications to join this program.

Graduation Requirements

To satisfy the requirements for the degree of Master of Science in Actuarial Sciences, the student must complete a total of 30 credits with an overall average of at least 3.0/4.0.

Degree Requirements (30 credits)

Core and Major Requirements (15 credits):

- ACS 603 Actuarial Modeling (3 cr.)
- ACS 605 Advanced Actuarial Mathematics (3 cr.)
- ACS 606 Credibility Theory (3 cr.)
- ACS 610 Advanced Financial Mathematics (3 cr.)
- ACS 620 Financial Economics for Actuaries I (3 cr.)

Elective Requirements (6 credits from the following pool of courses):

- ACS 604 Life Insurance Mathematics (3 cr.)
- ACS 607 Ratemaking and Reserving for Casualty Insurance (3 cr.)
- ACS 621 Financial Economics for Actuaries II (3 cr.)
- ACS 631 Group and Health Insurance (3 cr.)
- ACS 632 Enterprise Risk Management (3 cr.)
- ACS 635 SAS for Statistical Applications (3 cr.)
- FMA 665 Risk Theory (3 cr.)
- FMA 650 Stochastic Calculus (3 cr.)
- STA 663 Time Series Analysis (3 cr.)
- STA 664 Methods of Statistical Inference (3 cr.)
- MAT 670 Measure and Probability (3 cr.)

Internship and Project Requirement (3 credits)

- ACS 680 Internship and Project (3 credits)

Thesis Requirements (6 credits):

- ACS 690 Master Thesis I (3 cr.)
- ACS 691 Master Thesis II (3 cr.)

Graduate Courses: Actuarial Sciences

ACS 603 Actuarial Modeling (3.0); 3 cr. Severity, Frequency and Aggregate models; Impact of coverage provisions (deductibles, limits, coinsurance) on severity, frequency and aggregate models; Risk measures (VaR, TVar); Construction of Empirical Models and empirical using Kaplan Meier, Nelson Aalen and Kernel Density estimators; Construction and Selection of Parametric Models; Estimation using Maximum Likelihood, Method of Moment, Percentile Matching and Bayesian estimation; Determination of the acceptability of fitted models using Chi-Square, Kolmogorov - Smirnov, Anderson-Darling, Likelihood Ratio test and Schwarz Bayesian criterion. This course covers 60% of SOA exam C (Construction and Evaluation of Actuarial Models) and part of CT6 (Core Technical: Statistical Methods) exam of the Institute of Actuaries.

ACS 604 Life Insurance Mathematics (3.0); 3 cr. Survival models (discrete and continuous); Evaluation of insurance products (paid at the end of year of death or at the moment of death) such as whole life, term, deferred and endowment insurance. Evaluation of the annuities (paid at the end of each period or at the beginning of each period) such as whole life, term and deferred. Determination of the pure premium for all types of products. Determination of benefit reserves. This course covers the material needed for SOA exam MLC and its equivalent CT5 (Core Technical: Contingencies) exam of the Institute of Actuaries.

ACS 605 Advanced Actuarial Mathematics (3.0); 3 cr. Modeling decrements used in insurance and annuities related to multiple decrements on single life models and single decrement on multi-life models. Transition probabilities between different states using Markov chain models. Models used to evaluate present value of benefit and premium for multiple decrement on single life and single decrement on multiple lives models. Benefit reserves and premiums using a Markov chain model; Models that consider expense cash flows. This course covers SOA exam MLC (Models for Life Contingencies) and its equivalent CT5 (Core Technical: Contingencies) exam of the Institute of Actuaries. Prerequisite: ACS 604.

ACS 606 Credibility Theory (3.0); 3 cr. Limited Fluctuation (Classical) Credibility, Bayesian analysis, Bühlmann and Bühlmann – Straub models and their relation to Bayesian model; conjugate priors in Bayesian analysis especially the Poisson-Gamma model; Empirical Bayesian methods in non-parametric and semi-parametric models. Simulation of discrete and continuous random variables using the inversion method; Estimation of the number of simulations needed to obtain an estimate with given confidence; Bootstrap method to estimate Mean Square Error (MSE) of an estimator. This course covers the remaining 40% of SOA exam C (Construction and Evaluation of Actuarial Models) and part of CT6 (Core Technical: Statistical Methods) exam of the Institute of Actuaries.

ACS 607 Ratemaking and Reserving for Casualty Insurance (3.0); 3 cr. Finding policy premium using Rate Manuals; Exposure aggregation methods (written, earned or in-force exposures, calendar year, policy year or accident year accumulation; Use of premiums for ratemaking (written, earned or in-force premiums, effect of law changes, rate changes, premium trend and adjustment for coverage, parallelogram method); Use of loss and loss adjustment expenses for ratemaking; Underwriting expense provision; Overall rate level indication using the pure premium and loss ratio methods; Segregation of data into homogenous groups; Calculation of rate differentials for each classification; Implementation of rates to achieve firm's goals; Determination of premium for policies with coinsurance. This course covers almost 50% of CAS (Casualty Actuarial Society) Exam 5 (Basic techniques for Rating and Estimating Claim Liabilities).

ACS 610 Advanced Financial Mathematics (3.0); 3 cr. Cash flows and portfolios, Immunization, General derivatives, Options, Hedging and Investment Strategies, Forwards and Futures, Swaps. This course covers the material of the financial economics part of the FM (Financial Mathematics) exam of the SOA and part of CT8 (Core Technical: Financial Economics) exam of the Institute of Actuaries.

ACS 620 Financial Economics for Actuaries I (3.0); 3 cr. Binomial option pricing, Black-Scholes formula and option Greeks, Delta hedging to manage the risk of an option position, Exotic options (Asian, barrier, compound and exchange). This course covers the first part of the material of SOA MFE (Models for Financial Economics) exam and its equivalent CT8 (Core Technical: Financial Economics) exam of the Institute of Actuaries. Prerequisite: ACS 610.

ACS 621 Financial Economics for Actuaries II (3.0); 3 cr. The Lognormal Model, Monte Carlo valuation, Diffusion process and Ito's Lemma; Black-Scholes partial differential equation; Volatility estimation and stochastic volatility pricing models; how Black-Scholes and binomial analysis apply to bonds and interest rate derivatives. This course covers the second part of SOA MFE exam and its equivalent CT8 (Core Technical) exam of the Institute of Actuaries. Prerequisite: ACS 620

ACS 631 Group Insurance (3.0); 3 cr. Medical quality measures; Group vs. individual product vs. government financed products in terms of underwriting and pricing; Techniques used for claims and disease management; Insurer claim reserving techniques (Estimating Incurred but not reported claims, IBNR); Limitations of valuation methods such as lag methods, tabular methods, case reserves, projection methods and loss ratio methods; Test adequacy of reserves vs. actual reserves.

ACS 632 Enterprise Risk Management (3.0); 3 cr. Identify risk categories (financial, operational, insurance, strategic and systematic); Accounting concepts used in insurance companies, financial and non-financial institutions; Risk exposure quantification through the use of risk metrics in integrated risk management. Theory and practice of extreme value theory in modeling risk; Risk management

through selection of appropriate risk retention level, weighing the cost and benefit of risk transfer and developing appropriate choice of hedging strategy; Enterprise risk management framework and ERM process.

ACS 635 SAS for Statistical Applications(3.0); 3 cr. In-depth coverage of SAS computer package and its statistical applications. Language of SAS, data formatting, creating and storing SAS data sets, file manipulations, macroprocedure and graphics. Statistical analysis in ANOVA, Regression and time series are done using large data sets to emphasize practical experience in SAS programming and reporting.

ACS 680 Internship and Project (3.0); 3 cr. This course gives the student the opportunity to gain practical experience in their field of interest. The student selects one topic from a set of actuarial applications such life insurance, pension funding, annuities, etc.... Dependent on the topic chosen the student is then allocated to a firm that is willing to host him/her for a period on one semester during which he/she will be working on a relevant project. The course is concluded by a written report presented by the student explaining the project's objectives, the analytical methodology used, the analysis and the results obtained. (All in line with the Actuarial Control Cycle: define the problem, highlight external factors, set assumptions, build model and assess and monitor adequacy of model). This course covers FAP modules 1-8 of the SOA.

ACS 690 Master Thesis I (3.0); 3 cr. The master thesis should demonstrate the student's proficiency in at least one field of the actuarial practice. Prerequisite: Advisor consent

ACS 691 Master Thesis II (3.0); 3 cr. This course builds on ACS 690 and concludes with a written thesis. Prerequisite: ACS 690.

Regulations concerning the “thesis courses” of (i) the Master of Science in Mathematics, (ii) the Master of Science in Financial Mathematics, and (iii) the Master in Actuarial Sciences**Thesis**

(i) Students in the degree of M.S. Mathematics may consecutively register for the thesis courses MAT 691 & MAT 692,

(ii) Students in the degree of M.S. Financial Mathematics may consecutively register for the thesis courses FMA 691 & FMA 692, and

(iii) Students in the degree of M.S. Actuarial Sciences may consecutively register for the thesis courses ACS 690 & ACS 691

only after successfully completing at least 18 credits with a cumulative GPA of at least 3.0/4.0 and after receiving the approval of both the department chairperson and the thesis advisor.

Work Duration

The thesis work is expected to be successfully completed within a time duration of two semesters.

Jury

Immediately after receiving a note of completion from the thesis advisor and three copies of the thesis from the student, the department chairperson shall appoint the oral defense jury and its chairperson. It shall consist of the thesis advisor and two full-time faculty members. The department chairperson shall distribute to each member of the jury one copy of the thesis.

Oral Defense Schedule

The oral defense for the thesis shall take place within two weeks from the jury appointment.

Final Grade

Each jury member shall evaluate the student thesis work, then the jury shall thoroughly examine the student during the oral defense and consequently assign the proper grade by a majority vote. In case of a tie, the committee chairperson shall have the casting vote.

Thesis Copies Distribution

The student shall submit four bound copies, two soft bound copies and two unbound copies of the approved final copy of the thesis to the jury chairperson for signatures and distribution to the student, thesis advisor, department, faculty, and the remaining members of the jury. The two unbound copies shall be sent to the university library.

DEPARTMENT OF PHYSICS & ASTRONOMY

Associate Professors:	El-Hage, Youssef Kamal; Hajjar, Roger; Sabra, Bassem (Chair)
Assistant Professors:	Gebran, Marwan; Nehme, Cyrine
Senior Lab Instructor:	Zoghbi, Catherine

Program of Study

The Department of Physics & Astronomy offers the following degree programs:

- BS in Physics (95 Credits)
- MS in Astrophysics (36 Credits) (Joint degree with USJ)

The Department offers the following minor for the first time:

- Minor in Physics (16 Credits)

The Department of Physics & Astronomy also offers a variety of undergraduate service courses in astronomy and physics. These courses are meant to serve academic programs offered by other Faculties of the University.

Mission

Consistent with the missions of NDU and its Faculty of Natural & Applied Sciences, the Department of Physics & Astronomy (DPA) aims at giving physics majors a well-rounded education that will prepare them for graduate studies and a career in research, industry, or education. The DPA is particularly committed to developing astronomy in Lebanon and the Arab region through quality teaching and innovative programs in research and public outreach.

Undergraduate Program

Bachelor of Science in Physics

Physics is the discovery of 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 B.S. 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.

Degree Requirements (95 credits)

General Education Requirements 27 cr.

A - Communication Skills in English and Arabic 9 cr.

- Two courses from the subcategory *English* (6 cr.)

ENL 213 And

ENL 223 Or ENL 230

- One course from the subcategory *Arabic* (3cr.)

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

B – Philosophy and Religion 6 cr.

- One course from the subcategory *Religion* (3cr.)

REG 212, REG 213, REG 215, REG 313, REG 314

- One course from the subcategory *Philosophy* (3cr.)

ENS 205, PHL 211, PHL 311, POS 345.

C - Cultural Studies and Social Sciences 6 cr.

- Two courses from the category *Cultural Studies and Social Sciences* (6 cr.)

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212.

D - Citizenship 6 cr.

- Two courses from the category *Citizenship* (6 cr.)

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.

3 cr.

Students majoring in Physics are not allowed to count PHS courses within the pool of required GER courses.

Core Requirements 29 cr.

MAT 213, MAT 215, MAT 224, MAT 235, PHS 206, PHS 212, PHS 213, PHS 275, PHS 276, EEN 205, CSC 212.

Major Requirements 33 cr.

PHS301, PHS 303, PHS 351 (or MAT 335), PHS 373, PHS 374, PHS 415, PHS 417, PHS 435, PHS 497, AST 210

Two courses of the following (headings are suggestions):

Astrophysics courses: AST 320, 321, 370. Students opting for two of these courses are encouraged to take the third as a free elective.

Hydrodynamics courses: MEN 320, MEN 321. Students opting for these two course are encouraged to take MEN 550 (Computational Methods in Thermal and Fluid Mechanics) as a free elective.

Semiconductors courses: EEN 206, PHS 405. Students opting for these two courses will be encouraged to take EEN 416 (Semiconductor devices) as a free elective.

Nuclear & Particle Physics courses: PHS 315, PHS 403

Other: PHS 460.

Free Electives

6 cr.

Minor in Physics (16 credits)

The Minor in Physics aims at giving students who are literate in mathematics a basic background enabling them to approach any applied or advanced topic in physics. It makes them eligible for graduate work in physics without the need for remedial courses or a disadvantage vis-à-vis physics majors. More specifically, the Minor in Physics will:

- Prepare students to work on advanced topics in Physics;
- Give a math major an edge when pursuing a teaching career in sciences and mathematics;
- Give the engineer more problem-solving techniques, crucial for his/her career.

The Minor proposed is aimed at scientifically minded students who already possess the necessary mathematical skills to tackle advanced physics courses. It will be most attractive for engineering and math students.

Admission Requirements

General requirements for admission to this minor are those of the University policy on Undergraduate Academic Minors. No additional requirements are needed.

Pool of Courses

PHS 213; PHS 303; PHS 415; PHS 417*; PHS 435 (4 cr.)

Graduation Requirements and Suggested Schedule

To satisfy the graduation requirements of a minor in Physics, a student must pass **all five courses** from the pool of courses above. Students are not exempted from the prerequisites of these courses. The level of mathematics required in PHS 303 and above is MAT 335. A suggested schedule is as follows:

- First semester (1 course; 3 credits): PHS 213♦
- Second semester (2 courses; 6 credits): PHS 303; PHS 417
- Third semester (2 courses; 7 credits): PHS 415; PHS 435 (4 cr.)

“D” is the passing grade for each course, and the minor should be completed with a GPA of 2.0.

* EEN 330 taken at the Departments of Electrical and Computer & Communication Engineering is equivalent to PHS 417. Students from these majors may ask to replace PHS 417 with EEN 330.

♦ This course is part of the undergraduate majors in Electrical and , Computer and Communication Engineering, and Mathematics.

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 (0.2); 1 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 (0.2); 1 cr. Laboratory course illustrating the principles and experiments taught in General Physics I. *Corequisite:* PHS 101.

PHS 172 General Physics II Laboratory (0.2); 1 cr. Laboratory course illustrating the principles and experiments taught in General Physics II. *Corequisite:* PHS 102.

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 206 Heat, Vibration and Waves (3.0); 3cr. Introduction to thermodynamics: Kinetic Theory, Zeroth, First and Second Law of Thermodynamics. Vibrations: Simple Harmonic Motion, Damped and Forced Oscillators, Coupled Oscillators and Normal modes, Damped and Forces Coupled Oscillators. Waves: Mechanical waves as a chain of coupled oscillators, harmonic waves, Fourier combination of waves. *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 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 273 Experimental Physics for Mechanical Engineers (0.2); 1 cr. Selected experiments in mechanics, energy & thermodynamics, vibrations and acoustics, and electricity & magnetism. Pre-requisite: PHS 203. *Corequisite:* PHS 212

PHS 275 Experimental Physics I (0.2); 1 cr. The first of a sequence of two sophomore physics labs. It includes selected experiments in classical mechanics, electricity and magnetism, and modern physics such as collisions, vibrations and waves, electric and magnetic field measurements, emission line spectroscopy, etc. Students learn about error analysis, software packages for data visualization and data analysis such as Excel, Matlab, and lab report writing. *Corequisite:* PHS 206.

PHS 276 Experimental Physics II (0.2); 1 cr. A continuation of PHS 275 with additional experiments and topics. *Prerequisite:* PHS 275

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 (3.0); 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 206, PHS 212.

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 351 or MAT 335.

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 351 Mathematical Methods for Physics (3.0); 3 cr. Topics include partial differential equations, Fourier series and transforms, wavelets, special functions, orthogonal functions, Greene's function, integral equations. *Prerequisites:* MAT 215, MAT 224, MAT 235.

PHS 373 Experimental Physics III (0.2); 1 cr. The first of a sequence of two junior physics labs with more advanced experiments that may include forced oscillations and resonance, the Hall effect, diffraction, Zeeman effect, etc. Emphasis will continue on data and error analysis and report writing. *Prerequisite:* Junior Standing

PHS 374 Experimental Physics IV (0.2); 1 cr. The second of a sequence of two junior physics labs with more advanced experiments that will include long experiments on measurements of

fundamental constants and other advanced topics. This lab will serve as a preparation for the Senior Project. *Prerequisite:* PHS 373.

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 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:* PHS 415.

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:* Senior Standing.

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 351 or MAT 335.

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 460 Selected Topics in Physics (3.0); 3 cr. Advanced topics selected from the different disciplines of physics. *Prerequisite:* Senior Standing.

PHS 497 Senior Project; 3 cr. A selected project in one of the different fields of physics. The project is expected to be an introduction to research through the involvement in an actual project carried by faculty members. *Prerequisites:* Senior standing and consent of the instructor.

Undergraduate Courses Astronomy

AST 101 – Introduction to the Solar System and Exoplanets (3.0); 3 cr. The course gives an up-to-date description of the solar system: the eight planets, Kuiper Belt Objects, asteroids and comets. The latest discoveries in planetary science will be seamlessly woven into the course. The course also covers the search for exoplanets and what they tell us about planetary systems in the Universe. It also discusses the topic of life in the Universe.

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. This introductory astrophysics course is designed for students majoring in physics. The course will include an introduction to the night sky and coordinate systems, magnitudes, and telescope types. The course will also introduce students to stellar

astrophysics, the solar system, and galaxies.
Corequisite: PHS 213.

AST 320 Astrophysics I: Stars (3.0); 3 cr. This course will specifically concentrate on stellar astrophysics. The course will discuss stellar structure and nuclear astrophysics, stellar atmospheres and radiative transfer, star formation processes, and evolution of stars beyond the main sequence (pulsations, AGBs, white dwarfs, neutron stars, supernovae).
Prerequisite: AST 210.

AST 321 Astrophysics II: Galaxies (3.0); 3 cr. This course deals with the nature and properties of galaxies and provides an introduction to cosmology. The course will cover the Milky Way, and properties of spiral, elliptical, and irregular galaxies. The course will also cover the basic elements of cosmology and the birth and evolution of the Universe as a whole.
Prerequisite: AST 210.

AST 370 Observational Astronomy (0.9); 3 cr. An introduction to the major observational techniques used in astrophysics and their corresponding instrumentation, based on practical observational projects. This course will also include a discussion of telescope optics.
Prerequisite: AST 210.

Graduate Program

The graduate program in Astrophysics is a joint degree program with Université Saint-Joseph de Beyrouth (USJ). The program follows only the Thesis Option and is designed to prepare students for doctoral studies in Astrophysics, allow students to acquire, through research, the competencies requested by the job market, and to graduate competent physicists who are capable of integrating astronomy and astrophysics within the physics curricula in schools.

The Degree of Master of Science in Astrophysics

Admission Requirements

Admission rests on the study of the candidate's file followed by an interview with a joint committee from both Faculties of Sciences composed of the two Deans, the two department chairs concerned, the Masters Program supervisors, and instructors delegated by the two Faculties. To be eligible for admission, students shall satisfy the following criteria:

1. They shall have a minimum GPA of 2.7/4.0 according to the American grading system applied at NDU, or a minimum weighted mean point average of 60/100 according to the system applied at USJ.
2. They shall be able to follow lectures in both English and French.

Graduation Requirements

To satisfy the requirements for the degree of M.S. in Astrophysics, the student must complete a total of 36 credits with an overall average of at least 3.0/4.0, with a minimum grade of 79/100 on his/her Master thesis (9 credits). The thesis is based on original research conducted by the student.

Degree Requirements (Thesis Option) (36 Credits)

- | | |
|--|---------------|
| 1- Complete the following nine required courses | 19 cr. |
| AST 601, AST 602, AST 603, AST 604, AST 631, AST 635, AST 670. | |
| 2- Complete four of the following courses | 8 cr. |
| AST 612, AST 613, AST 614, AST 620, AST 621, AST 622, AST 623. | |
| 3- Complete the MS thesis requirements | 9 cr. |
| AST 690. | |

Graduate Courses: Astrophysics

AST 601 Stellar Astrophysics (3.0); 3 cr. Stellar parameters and classification; Structure and evolution; Energy production and transport in stellar interiors; compact objects; binary systems.

AST 602 Radiative Processes (3.0); 3 cr. Photoionization; line formation and broadening; LTE and non-LTE radiation transfer; Polarization processes; Non-thermal processes (synchrotron, Compton...); Application to different regions and regimes (HII, AGNs, Atmospheres, CS shells...).

AST 603 Astrophysics of Galaxies (3.0); 3 cr. Anatomy of the Milky Way: disk, bulge, globular clusters, ISM, rotation curve, spiral structure; Hubble tuning fork, spirals, ellipticals, irregulars; Formation and evolution; Active galaxies. *Prerequisite:* AST 601

AST 604 Instruments & Techniques in Astrophysics (3.0); 3 cr. Software and numerical methods in Astronomy; Telescope optics, aberrations and characterization, various designs used: Newtonian, Cassegrain, Schmidt, Ritchey-Chretien, etc; Optics of instrumentation: spectrograph, polarimeter, spectropolarimeter, etc; elements of optical design and instrumentation.

AST 612 Interstellar Medium (2.0); 2 cr. Interstellar Medium (ISM) in the Milky Way ; HII regions ; photoionisation equilibrium in the ISM ; Interstellar Dust ; ISM distribution and phases ; Absorption and emission in the ISM... *Prerequisite:* AST 602

AST 613 Active Galaxies (2.0); 2 cr. Historical overview of the discovery of active galaxies and the enigma of the power source and its nature; The black hole paradigm; accretion physics; AGN types; Emission processes in AGNs; Unification models. *Prerequisite:* AST 602; *Corequisite:* AST 603

AST 614 Site Evaluation & Atmospheric Optics (2.0); 2 cr. Effects of the atmosphere on astronomical observations; Seeing; Opacity;

Turbulence; Measurement techniques of the different parameters of interest to astronomy.

AST 620 Variable Phenomena in Astrophysics (2.0); 2 cr. Photometric and Spectroscopic variability of individual stars ; Binaries and variable phenomena ; Long term variability of AGNs, Blazars, and BL Lac; Other variable and transient phenomena such as supernovae. *Prerequisite:* AST 601, AST 603, AST 613

AST 621 Nuclear Astrophysics (2.0); 2 cr. Elements in the universe; Stellar and primordial nucleosynthesis; Hydrogen burning sequences; r and s processes; Post hydrogen-burning reactions; neutron stars. *Prerequisite:* AST 601

AST 622 Circumstellar Environments (2.0); 2 cr. Study of the material surrounding stars at their different phases of evolution; Disks and outflows in pre-main sequence; main sequence and post-main sequence phases; Composition, dynamics and geometries of circumstellar matter; Relation to mass loss; Formation of planets. *Prerequisite:* AST 601, AST 602, AST 612

AST 623 Cosmology (2.0); 2 cr. Newtonian Cosmology; Introduction to General Relativity; Big Bang; Inflation; Primordial nucleosynthesis; CMB; Large-Scale structure; Dark matter and dark Energy. *Prerequisite:* AST 603

AST 631 Seminar (1.0); 1 cr. Reading, presentation, and discussion of papers in various fields of astrophysics.

AST 635 Selected Topics in Astrophysics (3.0); 3 cr. Topics of interest in contemporary astrophysics.

AST 670 Observational Astrophysics (1.6); 3 cr. Magnitudes & photometric systems; Coordinates and time; Telescope optics; CCD observation & reduction techniques; Spectroscopy; Polarimetry.

AST 690 thesis (9.0); 9 cr. Research Project and thesis

DEPARTMENT OF SCIENCES

Associate Professors :	Hage, Tanos G.; Kabrita Bou-Serhal, Colette (Chair); Khalaf-Keirouz, Layla
Assistant Professors :	Aad, Pauline ; Badr, Layla ; Dib, Robert ; El-Khoury, Diala; Ghanem, Esther ; Maalouf, Rita; Rahmé, Kamil ; Sattout, Elsa; Tannous, Marie
Senior Lab Assistants:	El-Ghossein-Maalouf,Nada;El-Hage-El-Amm, Rita
Laboratory Assistant :	Moussa, Layale
Laboratory Assistant :	Merhi, Samar; Saliba-Tabet, Elizabeth

Department Mission

The Department of Sciences (DS) offers coherent and well-designed program curricula to provide in depth-knowledge to students interested in the biological, chemical and closely-related sciences. It is committed to furnish quality education through an inherent assortment of major courses. The DS also emphasizes moral integrity and ethics as to prepare competent, fully-rounded students who can be leaders in their respective field of study.

Programs of Study

The Department of Sciences offers a Freshman Science program and an undergraduate program leading to the degrees of:

- BS in Biology (92Credits)
- BS in Environmental Science (92 Credits)
- BS in Chemistry (92 Credits)
- MS in Biology (36 Credits)

In addition, the Department of Sciences offers a Minor in Biology (17 credits).

The Department of Sciences also offers a variety of undergraduate service courses in biology, chemistry and geology. These courses are meant to serve academic programs offered by other Faculties of the University.

Freshman Science Program

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. The Freshman Science Program includes courses from the following areas:

Hmanities and Social Sciences (a minium of 3crs. in each area)	9cr.
Mathematics (MAT 111 & MAT 112)	6cr.

Natural Sciences*

9 cr.

Free Electives

6 cr.

**Suggestions: Students planning to go into Computer Science, Engineering, Mathematics, or Physics may choose to take PHS 101, 102, and CHM 101. Students planning to go into Biology, Chemistry, Environmental Sciences, Medical Lab Technology, Nutrition, or Nursing may choose to take BIO 101, CHM 101, and CHM 102.*

For more details on this program, refer to the subsection “*Freshman Program*” within the section “*GER, Freshman Program and Degrees.*”

Bachelor of Science in Biology

Degree Requirements (92 credits)

General Education Requirements	27 cr.
A - Communication Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English (6 cr.)</i> ENL 213 And ENL 223 Or ENL 230	
- One course from the subcategory <i>Arabic (3cr.)</i> ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.	
B – Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion (3cr.)</i> REG 212, REG 213, REG 313, REG 314	
- One course from the subcategory <i>Philosophy (3cr.)</i> ENS 205, PHL 211, PHL 311, POS 345.	
C - Cultural Studies and Social Sciences	3 cr.
- One course from the category <i>Cultural Studies and Social Sciences (3 cr.)</i> HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, BAD 201, ECN 200, ECN 211, ECN 212.	
D - Citizenship	3 cr.
- One course from the category <i>Citizenship (3 cr.)</i> HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.	
E - Science and Technology	6 cr.
- STA 203 from the subcategory <i>Mathematics/Statistics/Computer Science (3 cr.)</i> - One course from the subcategory <i>Natural Sciences (3 cr.)</i> AST 201, BIO 201, CHM 201, CHM 202, ENS 201, ENS 202, ENS 206, GEO 203, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.	
Core Requirements	33 cr.
BIO 211, BIO 212, BIO 220, BIO 227, CHM 211, CHM 221, CHM 222, CHM 272, PHS 208, PHS 209, PHS 278, PHS 279.	
Major Requirements	26 cr.
BIO 324, BIO 335, BIO 485 Choose two biology courses 4 credits each. Choose three biology courses 3 credits each, excluding BIO 201, BIO 202 and BIO 203.	
Free Electives	6 cr.
It is advisable that students (especially pre-med) take CHM 215.	

Minor in Biology (17 credits)

The Minor in Biology offers students a basic understanding of majors concepts in biology through classroom and laboratory courses. Biology is a dynamic scientific field in view of the many discoveries and their impact on society, such as the human genome project and the development of the world's first "synthetic cell". By enrolling in the Minor in Biology,, students will have a well-rounded education that will complement their major field of study and will improve their competitiveness in the job market. This minor will be most attractive to students in the medical and health sciences.

Curriculum requirements

Students enrolled in the Minor in Biology must complete 17 credits of biology courses as follows:

The following two courses (8 credits)

- BIO 211 General Biology I, 4cr.
- BIO 212 General Biology II, 4 cr.

Three courses (9 credits) selected from two pools of courses as follows:

Any **one** course (3 credits) from the following pool:

- BIO 215 Human Physiology, 3 cr.
- BIO 220 Genetics, 3 cr.

Any **two** courses (6 credits) from the following pool:

- BIO 322 Virology
- BIO 314 Ecology
- BIO 316 Economic Botany
- BIO 420 Neurobiology and Behavior

Graduation requirements

The overall GPA should be a minimum of 2.0.

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 201 Your Body in Action (3.0); 3 cr.

A balanced introduction to how the human body works and the integrated action of the various systems. Basic concepts in physiology are blended into clinical and technological applications to make learning more appealing and interactive. Special topics connecting to wellness and aging are also considered.

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 Environmental Biology (3.0); 3cr.

This course is intended to expose engineers and scientists to the concepts and terminology that are relevant to the broad range of biological disciplines. The first part of the course discusses general introductory topics in biology. The second part emphasizes topics related to environmental applications, namely, sanitary microbiology, ecology and toxicology.

BIO 207 Biochemistry for Nursing (3.0); 3 cr.

This course is a general overview of the basic concepts in biochemistry. It reviews the essentials of general and organic chemistry, discusses the main biochemical pathways in the cell and emphasizes the relevance of the concepts to clinical disorders.

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 Human Anatomy (3.0); 3 cr.

General human anatomy, emphasizing human scales, proportions, articulation, and factors influencing movements. *Prerequisite:* BIO 211.

BIO 215 Human Physiology (3.0); 3 cr.

A study of the fundamental principles and mechanisms that govern body functions in humans. *Prerequisite:* 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 217 Pathophysiology (3.2); 4 cr.

The content of this course refers to three major areas based on the health-illness continuum: control of normal body function, alteration in body function, and failure in any system or part of body function. *Prerequisite:* BIO 215.

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 219 Pathophysiology for Nursing (2.0); 2 cr.

This course offers an integrated approach to biological alterations that affect human equilibrium. The content of this course refers to three major areas based on the health – illness continuum: control of normal body function, alteration in body function, and failure in any system or part of body function. *Prerequisite:* BIO 215.

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 and biochemical energetic of living cells. *Prerequisites:* BIO 211, CHM 221 or 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 303

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 and 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 340 Metabolic Endocrinology (3.0) 3 cr. A comprehensive study of the general principles of endocrinology with emphasis on intermediate metabolism and heritable endocrine disorders. *Prerequisite:* BIO 215.

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 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.

Master of Science in Biology

The Department of Sciences offers a Master of Science (M.S.) degree in Biology with thesis work. The purpose of this graduate program is to provide students with in-depth knowledge in advanced topics in Biology. Students are trained to be independent thinkers who are able to identify specific research problems in biology and investigate them. The thesis option provides the necessary background to pursue further research in biology and is more applicable for students planning to enroll in a Ph.D. program.

Admission Requirements

In addition to the University graduate admission requirements, students holding a BS in biology with a cumulative GPA of at least 3.0 or the equivalent will be accepted, while those with a cumulative GPA of 2.7-2.99 or the equivalent will be conditionally accepted. The conditional acceptance will be removed when the student receives a minimum of a “B” average for the 6 credits taken during his/her first semester. Students from other relevant majors may be also given conditional admission pending completion of some supplementary courses over and above the 36 credits required for the MS in Biology, as specified by the faculty graduate committee, with a minimum of a “B” average. These supplementary credits do not count towards the 36 cr. required for the MS degree. Normally, a maximum of nine transfer credits from previous graduate work completed at another accredited institution of higher education may be transferred upon the discretion of the faculty graduate committee.

Graduation Requirements

To satisfy the requirements for the degree of M.S. in Biology, the student must complete a total of 36 credits, including 6 credits of thesis work, with an overall average of at least 3.0/4.0.

Based on the selection of elective courses in the major, students can choose between two orientations: Molecular Biology or Ecology/Organismal Biology. The selected elective courses should be approved by the advisor.

Thesis work provides the necessary background and research experience to students planning to pursue a Ph.D. and indulge in scientific research activity.

Degree Requirements (36 credits)

- | | |
|---|---------------|
| 1- Complete the following required major courses:
BIO 603, BIO 605, BIO 608 or BIO 636, BIO 610 or BIO 628, BIO 670, BIO 671. | 15 cr. |
| 2- Complete <u>9 credits</u> of electives in the major from the following list of courses:
BIO 609, BIO 611, BIO 613, BIO 617, BIO 619, BIO 620, BIO 625, BIO 626, BIO 630, BIO 635, BIO 637, BIO 638, BIO 641, BIO 645, BIO 646, BIO 650, BIO 660. | 9 cr. |
| 3- Complete <u>6 credits</u> of free electives (not selected in the above course list categories). | 6 cr. |
| 4- Complete the MS thesis requirements.
BIO 691 | 6 cr. |

Regulations concerning the thesis work of the Master of Science in Biology

Thesis

Students in the degree of M.S. in Biology may register for the thesis course BIO 691 only after successfully completing at least 19 credits with a cumulative GPA of at least 3.0/4.0 and after receiving the approval of both the department chairperson and the thesis advisor.

Work Duration

The thesis work is expected to be successfully completed within a time duration of two semesters.

Jury

Immediately after receiving a note of completion from the thesis advisor and three copies of the thesis from the student, the department chairperson shall appoint the oral defense jury and its chairperson. It shall consist of the thesis advisor and two full-time faculty members. The department chairperson shall distribute to each member of the jury one copy of the thesis.

Oral Defense Schedule

The oral defense for the thesis shall take place within two weeks from the jury appointment.

Final Grade

Each jury member shall evaluate the student thesis work, then the jury shall thoroughly examine the student during the oral defense and consequently assign the proper grade by a majority vote. In case of a tie, the committee chairperson shall have the casting vote.

Thesis Copies Distribution

The student shall submit four bound copies, two soft bound copies and two unbound copies of the approved final copy of the thesis to the jury chairperson for signatures and distribution to the student, thesis advisor, department, faculty, and the remaining members of the jury. The two unbound copies shall be sent to the university library.

Graduate Courses: Biology

BIO 603 Quantitative Methods in Biology (2.3); 3 cr. This course introduces biology students to statistical analysis, data acquisition, hypothesis testing, and computer applications in biological research.

BIO 605 Research Methods in Biology (1.5); 3 cr. This core course is designed to introduce students to conduct scientific research. Under the supervision of an instructor, students select a research project through which they learn about literature review including the access and use of print and electronic resources, proposal writing, research methods, experimental design and analysis in addition to scientific writing. At the discretion of the instructor this project can be extended in taking an additional tutorial course. This may serve as the nucleus of research for students with thesis option.

BIO 608 Advanced Biochemistry (4.0); 4 cr. This course covers the reaction bioenergetics and metabolic pathways of biomolecules. It also provides an in-depth knowledge of the function, structure, and mode of action of binding proteins and enzymes.

BIO 609 Advanced Molecular Biology (3.0); 3 cr. This course deals with the structure, function, and regulation of the gene. It covers the regulation mechanisms of gene transcription, RNA stability and translation, gene mapping and recombinant DNA technology. Prerequisite: consent of advisor.

BIO 610 Advanced Cell Biology (3.0); 3 cr. The course will focus in depth on topics of current research interest in the field of cell biology. Students will gain an understanding of the nature of cell biology research by means of a detailed discussion of primary literature (original research papers): experimental design, methods, results obtained, interpretation of results and implications for further studies.

BIO 611 Cancer Biology (3.0); 3 cr. This course provides students with an understanding of the molecular and cellular basis of cancer. Topics include: cell growth and cell death, oncogenes and tumor-suppressor genes, cell cycle regulation, tumor development, invasion and metastasis, and treatment of cancer.

BIO 613 Research Methods in Proteins Science (1.6); 3 cr. This course deals with methods used in proteins extraction,

fractionation, purification, quantification, analysis, characterization, sequencing and modification.

BIO 617 Reproductive Biology (3.0); 3 cr. The course sheds light on the mammalian hypothalamo-pituitary-gonadal axis and its role in reproduction. It discusses the anatomy and hormonal control of the male and female reproductive systems at different developmental stages, and the mechanisms of fertilization and implantation. The endocrinology of pregnancy is also considered.

BIO 619 Plant Secondary Metabolites (3.0); 3 cr. This course surveys the field of plant natural products that are known as secondary metabolites. It covers the structure and biosynthesis of the main classes of plant secondary metabolites. In addition, the uses of secondary metabolites will be discussed.

BIO 620 Plant Genomics and Biotechnology (3.0); 3 cr. This course explores the modern techniques employed in plant genome modification: cloning and sequencing of nucleic acids, gene isolation and mapping, genetic transformation, and germplasm collection. The relevance of plant biotechnology to the different sectors of the economy will be discussed. Prerequisite: consent of advisor.

BIO 625 Biological Clocks (3.0); 3 cr. The course provides basic knowledge about biological rhythms and their survival value in various organisms, with special focus on mammals. It provides insight into the mechanisms underlying entrainment to environmental stimuli. Functional significance of the circadian pacemaker in relation to some diseases is also considered.

BIO 626 Developmental Neurobiology (2.3); 3 cr. The course provides comprehensive knowledge about development of the vertebrate nervous system, both central and peripheral. It discusses the factors affecting neuroblast migration, differentiation, identification of target tissues and establishment and maintenance of synapses. Neurogenesis of selected brain regions is also considered. Prerequisite: consent of advisor.

BIO 628 Advanced Human Physiology (3.0); 3 cr. The course provides a thorough coverage of the functions of various body systems,

whereby physiological mechanisms at various levels of organization (molecular, cellular, tissue and organ system levels) are considered. It also emphasizes the functional integration among the different organ systems and some clinical correlations.

BIO 630 Microbial Biotechnology (2.3); 3cr. This course is designed to introduce students to industrial, medical and environmental biotechnology. It covers food microbiology, microbial bioconversions, industrial microorganisms, and production of enzymes, vitamins, antibiotics, and valuable metabolites. Prerequisite: consent of advisor.

BIO 635 Population and Community Ecology (3.0); 3cr. This course explores population dynamics, distribution and community structure. Emphasis will be placed on population growth and regulation, community stability and diversity, ecological succession, populations' interactions, and coevolution. Prerequisite: consent of advisor.

BIO 636 Plant Ecology (3.3); 4cr. Biotic and abiotic factors controlling plant distribution and plant communities with special emphasis on the Mediterranean biome. Field trips are required in order to emphasize examples from Lebanon.

BIO 637 Insect-Plant Interactions (3.0); 3cr. This course covers the ecology and evolution of insect-plant relationships: plant defense, adaptations to herbivorous insects, pollination biology and applications to managed ecosystems.

BIO 638 Invasive Alien Species (3.0); 3cr. The biology and the impact of invasive alien species on natural ecosystems are discussed. Special emphasis will be placed on invasive alien plants in the Mediterranean biome. Prerequisite: consent of advisor.

BIO 641 Cell Culture Techniques (2.3); 3 cr. This course is designed to teach students the skills of mammalian cell culture, including: maintenance and manipulation of cells from various lines under sterile conditions, cell cloning, somatic cell hybridization and cryopreservation of cells.

BIO 645 Principles of Pharmacology (3.0); 3cr. A study of pharmacokinetics and pharmacodynamics of drugs in relationship to dose and time. The principles of drug action and interaction in different systems of the body will be discussed through representative substances.

BIO 646 Signal Transduction (3.0); 3 cr. The course covers the fundamental biochemical mechanisms involved in cellular signal transduction and regulation. Topics include receptors, secondary messengers, protein kinase function, nuclear transport, protein translocation, intercellular signaling mechanisms.

BIO 650 Cellular and Molecular Immunology (2.3); 3 cr. This course is a detailed study of the cellular and molecular components of the immune system: their production, structure, function and manipulation. It also includes major immunological techniques (e.g. ELISA, monoclonal antibody production, immunohistochemistry, western blot, affinity chromatography...), which are also used in other biological sciences. Prerequisite: consent of advisor.

BIO 660 Selected Topics in Biology; 1, 2, 3, or 4 cr. Oral presentations and in-depth discussions of selected topics in the area of specific competence of the course instructor (or groups of instructors). Course content will emphasize recent advances in the specific topic area. Prerequisite: consent of advisor.

BIO 670 Seminar I; 1 cr. Oral presentations and discussions by students on selected topics in Biology in an area of special interest.

BIO 671 Seminar II; 1 cr. Oral presentations and discussions by students on selected topics in Biology in an area of special interest.

BIO 680 Tutorial I; 2 cr. Individual study or research on a specially selected topic in Biology directed by a faculty member. Prerequisite: graduate standing and consent of the instructor.

BIO 681 Tutorial II; 3 cr. Individual study or research on a specially selected topic in Biology directed by a faculty member. Prerequisite: graduate standing and consent of the instructor.

BIO 691 Master Thesis; 6 cr

Bachelor of Science in Chemistry

Degree Requirements (92 credits)

General Chemistry

General Education Requirements 27 cr.

A - Communication Skills in English and Arabic 9 cr.

Two courses from the subcategory *English (6 cr.)*

ENL 213 And

ENL 223 Or ENL 230

- One course from the subcategory *Arabic (3cr.)*

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

B – Philosophy and Religion 6 cr.

- One course from the subcategory *Religion (3cr.)* REG 212, REG 213, REG 313, REG 314

- One course from the subcategory *Philosophy (3cr.)*

ENS 205, PHL 211, PHL 311, POS 345.

C - Cultural Studies and Social Sciences 3 cr.

- One course from the category *Cultural Studies and Social Sciences (3 cr.)*

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, BAD 201, ECN 200, ECN 211, ECN 212.

D - Citizenship 6 cr.

- Two courses from the category *Citizenship (6 cr.)*

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.

E - Science and Technology 3 cr.

- One course from the subcategory *Mathematics/Statistics/Computer Science (3 cr.)*

CSC 201, CSC 202, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210, MIS 201

OR

- One course from the subcategory *Natural Sciences (3 cr.)*

AST 201, BIO 201, BIO 202, BIO 203, CHM 201, CHM 202, ENS 201, ENS 202, ENS 206, GEO 203, GIS 211, HEA 201, HEA 204, NTR 201, PHS 207.

Students majoring in Chemistry are not allowed to count CHM courses within the pool of required GER courses.

Core Requirements 25 cr.

CHM 211, CHM 215, CHM 221, CHM 222, CHM 272, MAT 213, MAT 224, PHS 212, PHS 271

Major Requirements 34 cr.

CHM 321, CHM 322, CHM 326, CHM 327, CHM 335, CHM 372, CHM 440, CHM 490.

Choose three Chemistry courses, 3 credits each. These courses should be at the 300 level and above.

Free Electives 6 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 201 Chemistry in Everyday Life (3.0); 3 cr. This course emphasizes the importance of chemistry in our everyday life. It provides students with a practical understanding of substances such as fuel, plastics, detergents, and drugs. This helps them to adopt sustainable practices and healthier lifestyles.

CHM 202 Chemistry of Art (3.0); 3 cr. This chemistry course is directed to students with no prior knowledge in chemistry. It explores the intersection of chemistry with arts. The Basic principles of chemistry are applied to topics of colors, paints, paper, fibers, clay, glass, and metals. Art conservation and restoration, in addition to chemical hazards in art, are also covered.

CHM 205 Basic Chemistry (3.0); 3 cr. This course provides a contemporary introduction to the basic principles in chemistry. It covers the principles of elements, atoms, and molecules, their physical changes, chemical reactivity, and electronic structure. It develops an understanding of bonding and structure, in addition to naming various compounds. Applications concerning quantitative composition of compounds, stoichiometric calculations, limiting reagent, and reaction yield are practiced in this course. The different states of matter are covered with the emphasis on the gas laws and the kinetic molecular theory of gases, and the colligative properties in the liquid state. Finally, acids and bases, titration, and buffers are discussed in the context of chemical equilibrium.

CHM 211 Principles of Chemistry (3.0); 3 cr. Deals with chemical nomenclature, stoichiometry, atomic theory, Lewis structure and VSEPR model, intermolecular forces, hybridization, acid-base and solubility equilibria,

thermochemistry, thermodynamics, kinetics, redox reactions. 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 205 or CHM 211.

CHM 215 Quantitative Analysis (3.3); 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 spectrometry. Statistical evaluation of the accuracy and precision of experimental data is discussed. *Prerequisite:* CHM 205 or 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. *Corequisite:* 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 270 Basic Chemistry Lab (0.2); 1 cr. This laboratory course familiarizes students with laboratory techniques and equipment common to chemistry laboratories and reinforces the concepts learned in CHM 205 Basic Chemistry.

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. The aim of this course is to familiarize students with the main techniques encountered in organic chemistry lab such as extraction, recrystallization, simple and fractional distillation, thin layer and column chromatography, identification of functional

groups, conduct chemical reactions. Emphasis is placed on the theory of these techniques. *Corequisite:* CHM 222.

CHM 273 Organic Chemistry Laboratory (0.2); 1 cr. This course is designed for nutrition students and introduces the methods of separation and purification including extraction, recrystallization, simple and fractional distillation and thin layer chromatography. Identification of functional groups and chemical reactions will be also included. *Corequisite:* CHM 213.

CHM 321 Physical Chemistry I (3.0); 3 cr. This course covers fundamental principles of chemical dynamics and chemical thermodynamics. A theoretical study of the macroscopic behavior and microscopic structure of matter using mathematical models; kinetic theory of gases, rate laws, mechanism, collision theory, activated complex theory; the three laws of thermodynamics and their application to chemical systems; thermodynamics of chemical reactions, thermodynamics of solutions, thermodynamics of phase transformation, chemical equilibrium. *Prerequisite:* CHM 211.

CHM 322 Physical chemistry II (3.3); 4 cr. This course deals with Quantum Chemistry and Spectroscopy. Topics covered are Quantum theory, postulates, Schrodinger equation, harmonic oscillator model, hydrogen atom, hydrogenic wave function, Pauli principle, rotational motion, atomic structure, molecular electronic structure, Huckel approximation, hybridization, symmetry, rotational and vibration spectroscopy, electronic spectroscopy of molecules. *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 326 Inorganic Chemistry I (3.3); 4 cr. Covers atomic structure, chemical bonding (MOT), molecular geometry (VSEPR model), solid state (metals, ionic, covalent molecules), crystal field theory, symmetry and point group, acid-base concepts, e.m.f. diagram and its uses, chemistry of selected main group and transition

elements with emphasis on physical properties and their applications in industrial chemistry. *Prerequisite:* CHM 211.

CHM 327 Inorganic Chemistry II (3.0); 3cr. Includes structures, stereochemistry, reaction mechanisms and physical properties with emphasis on transition metal coordination and sigma and pi bonded organometallic compounds and their role in catalysis. Metals in biological system will be covered. *Prerequisite:* CHM 326.

CHM 331 Organic Identification and Structure (1.4); 3cr. This course studies the theoretical and practical aspects of the separation, purification and identification of organic compounds. The identification of pure compounds and of components of mixtures of organic compounds is accomplished by chemical and spectral methods and/or synthesis of derivatives. It covers the theory of NMR (including two-dimensional proton), infrared and mass spectrometry with emphasis on spectral interpretation skills needed for the elucidation of structure. *Prerequisite:* CHM 222, CHM 272.

CHM 335 Biological Chemistry (3.0); 3cr. Topics covered include structures and functions of important biomolecules, methods of structure determination, kinetics of enzyme-catalyzed reactions and enzyme mechanisms. *Prerequisite:* CHM 222.

CHM 372 Advanced Synthesis Laboratory (0.4); 2cr. Advanced laboratory methods for the preparation of organic and inorganic molecules; synthetic techniques, purification techniques and multi-step syntheses with the characterization of intermediates and products by IR, NMR and MS. *Prerequisite:* CHM 326, CHM 222, CHM 272.

CHM 415 Environmental Chemistry I (3.0); 3 cr. Covers the natural chemical processes on Earth and the anthropogenic effects on the environment. The chemical processes occurring in the lithosphere, hydrosphere, and atmosphere are analyzed. The effects of primary and secondary pollutants, their interactions between each other and natural substances, and their propagation in the environment are covered. *Prerequisite:* Senior Standing.

CHM 416 Environmental Chemistry II (3.0); 3cr. Covers special chemistry topics relevant to environmental protection and environmental systems such as water, air, and soil. Selected topics include: polluted sites decontamination, wastewater and oil spill treatment, hazardous

waste management, chemical sources of renewable energy, and an overview of Green Chemistry. *Prerequisite:* Senior Standing.

CHM 420 Industrial Chemistry I: Unit Operations (3.0); 3cr. This course covers the study of unit operations: distillation, liquid-liquid extraction, gas-liquid extraction, gas absorption, filtration, evaporation, centrifugation, drying and leaching operations. The fundamentals of material balances will be introduced. *Prerequisite:* Senior Standing.

CHM 421 Industrial Chemistry II: Chemical Processes (3.0); 3cr. This course provides a broad overview of technologies and processes involved in chemical industry. Topics covered: industrial production of organic and inorganic chemicals, fermentation processes, Petroleum refining, Polymer processing, industrial catalysis, product development from bench to pilot plant to full-scale manufacturing, process economics and environmental considerations. *Prerequisite:* CHM 222, CHM 326.

CHM 425 Modern Methods of Organic Synthesis (3.0); 3cr. The course presents the most important reaction types as tools for research scientist to use in synthesis. Topics include formation of carbon-carbon bonds, molecular rearrangement, cycloaddition and pericyclic reactions, photochemical and free radical reactions, oxidation and reduction reactions with emphasis on chemo-, regio- and stereoselectivity. General principles of retrosynthetic analysis will be used to design simple synthetic schemes for synthesis of target molecules, including important natural products. *Prerequisite:* CHM 222.

CHM 427 Pharmaceutical Chemistry (3.0); 3cr. It explores in depth the synthesis of pharmaceutically important molecules such as antibiotics, cardiovascular, anti-inflammatory, chemotherapeutic agents and more. Special attention is placed on the strategy and tactics in synthesis and reaction mechanisms. Real case studies of process development of drug substances in pharmaceutical industry will be illustrated to show the problems which may be encountered in scaling up chemical synthesis and the ways these problems may be overcome. *Prerequisite:* CHM 425.

CHM 428 Drug Design and Action (3.0); 3cr. This course will give an overview of how drugs are designed and function to help synthetic chemists improve their understanding of drug

chemistry. It covers stages of drug discovery process, drug-target interactions, pharmacological properties in drug design, elucidation of mechanism of action of drugs, description of routes for the delivery of drugs in the human body, chemical aspects of drug metabolism and the concept of pro-drugs. *Prerequisite:* CHM 222 and CHM 335 or BIO 227.

CHM 430 Polymer Chemistry (3.0); 3cr. 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 (3.0); 3 cr. This course gives an introduction to materials chemistry and solid state chemistry together with an overview of common synthesis and characterization of materials with emphasis on molecular understanding of their chemical, electrical, optical, mechanical, thermal and magnetic properties. Topics covered include inorganic solids, polymers, nanoscale materials

and biological materials with their potential technological applications. *Prerequisite:* CHM 222, CHM 322, CHM 325.

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 electro-

chemical 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.

Bachelor of Science in Environmental Science

Degree Requirements (92 Credits)

General Education Requirements	27 cr.
A - Communication Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English (6 cr.)</i> ENL 213 And ENL 223 Or ENL 230.	
- One course from the subcategory <i>Arabic (3cr.)</i> ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.	
B – Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion (3cr.)</i> REG 212, REG 213, REG 215, REG 313, REG 314	
- One course from the subcategory <i>Philosophy (3cr.)</i> ENS 205, PHL 211, PHL 311, POS 345.	
C - Cultural Studies and Social Sciences	3 cr.
- One course from the category <i>Cultural Studies and Social Sciences (3 cr.)</i> HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, BAD 201, ECN 200, ECN 211, ECN 212.	
D - Citizenship	3 cr.
- One course from the category <i>Citizenship (3 cr.)</i> HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337	
E - Science and Technology	6 cr.
- One course from the subcategory <i>Mathematics/Statistics/Computer Science (3 cr.)</i> CSC 201, CSC 202, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210, MIS 201.	
- One course from the subcategory <i>Natural Sciences (3 cr.)</i> AST 201, BIO 201, BIO 202, BIO 203, CHM 201, CHM 202, CHM 211, HEA 201, HEA 204, NTR 201, PHS 207.	
Core Requirements	38 cr.
BIO 211, BIO 212, CHM 215, CHM 221, CHM 222, CHM 272, CSC 318, ENS 303, ENS 321, GEO 201, GEO 311, STA 203.	
Major Requirements	21 cr.
ENS 201, ENS 322, ENS 323, ENS 430, ENS 450, ENS 490. and also one freely chosen 3 credits Environmental Science course (preferably ENS 471).	
Free Electives	6 cr.

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 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 (3.0); 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.

Undergraduate Courses: Geology

GEO 101 Environmental Geology (3.0); 3 cr.

An introductory course of the study of the earth covering: how the earth works, the major geologic processes as earthquakes and volcanoes, how they influence human activities and the geologic aspect of environmental pollution . *Prerequisite:* Freshman Standing.

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 203 Planet Earth (3.0); 3 cr.

Basic principles of the Earth's composition: Structure

and age, the Earth's processes: Earthquakes and volcanoes, the Earth's materials: Minerals, rocks, soils and groundwater. Applications from the major geological aspects in Lebanon .

Prerequisite: Sophomore Standing.

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 (3.0); 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.

FACULTY OF
NURSING & HEALTH
SCIENCES



FACULTY DIRECTORY

Office of the Dean

Farhat, Antoine, Ph.D.
Pink Building, 3rd floor, Room HA 379
Tel: 09-218950/1/2 (Extension 5045), Direct line: 09-208900
E-mail: afarhat@ndu.edu.lb

Chairperson Nursing Program Academic Advisor

Jaalouk, Doris, Ph.D , MPH
Pink Building, 3rd floor, Room HA 388
Tel: 09-218950/1/2 (Extension 5052), Direct line: 09-208707
E-mail: djaalouk@ndu.edu.lb

Medical Laboratory Technology Program Academic Advisor

Doumit, Jacqueline, Ph.D.
Pink Building, 3rd floor, Room HA 387
Tel: 09-218950/1/2 (Extension 5053), Direct line: 09-208903
E-mail: jdoumit@ndu.edu.lb

Nutrition and Dietetics Program Academic Advisor

El Hayek, Jessy, Ph.D.
Pink Building, 3rd floor, Room HA 382
Tel: 09-218950/1/2 (Extension 5048), Direct Line: 09-208905
email: jelhayek@ndu.edu.lb

Dietetics Internship Certificate Program Coordinator

Abou Jaoude, Maya, M.S.
Pink Building, 3rd floor, Room HA 381
Tel: 09-218950/1/2 (Extension 5051), Direct line: 09-208908
E-mail: maboujaoude@ndu.edu.lb

Faculty Administrative Assistant

Fahed, Nathalie, B.A.
Pink Building, 3rd floor, Room HA 378
Tel: 09-218950/1/2 (Extension 5054), Direct line: 09-208901
E-mail: fnhs@ndu.edu.lb
nfahed@ndu.edu.lb

FACULTY OF NURSING AND HEALTH SCIENCES (FNHS)

Associate Professors: Doumit, Jaqueline; Farhat, Antoine; Jaalouk, Doris

Assistant Professors: Aoun, Antoine; Bou Mosleh, Jocelyne; El-Hayek, Jessy

Lecturer: Abou-Jaoude, Maya, El- Gerges, Najwa

MISSION, VISION AND VALUES

Mission

The Faculty of Nursing and Health Sciences (FNHS) provides student-centered and quality education in an environment that fosters academic integrity, social justice, and personal responsibility. The FNHS prepares students to become morally reflective health care scholars who provide leadership in evidence-based practice to promote well-being and disease prevention among individuals and communities. Through integrated programs of excellence in education, research, and service, FNHS contributes to the enhancement of the public's health in Lebanon and the region by training future health professionals from diverse backgrounds, conducting quality and significant research, and using newly generated knowledge to drive effective public health practice and policy. The faculty's curricula offer students comprehensive knowledge and clinical experience through supervised practice programs that enable them to assess, plan, implement and evaluate an adequate therapeutic regimen for clients in different healthcare settings.

PROGRAMS OF STUDY

The Faculty of Nursing and Health Sciences offers the following degree programs:

- B.S. in Medical Laboratory Technology (103 credits)
- Bachelor in Nursing (105 credits)
- B.S. in Nutrition and Dietetics (95 credits)
- MS in Human Nutrition (35 credits)

In addition, the Faculty of Nursing and Health Sciences offers:

- Dietetics Internship Certificate Program (6 credits)
- Minor in Nutrition (15 credits)

Undergraduate Degree Programs

Admission Requirements

For admission requirements to undergraduate degree programs offered by the Faculty of Nursing and Health Sciences refer to the section under the title of “Undergraduate Admission” of this Catalog.

Graduation Requirements

To graduate, a student must fulfill all requirements of the undergraduate degree program, with an overall GPA of at least 2.0/4.0, and a minimum GPA of 2.3/4.0 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.

DEPARTMENT OF NURSING AND HEALTH SCIENCES

Bachelor of Science in Medical Laboratory Technology

Degree Requirements (103 Credits)

General Education Requirements	27 cr.
a) Communications Skills in English and Arabic	9 cr.
- Two courses from the subcategory <i>English (6 cr.)</i> ENL 213 and ENL 223 or ENL 230	
- One course from the subcategory <i>Arabic (3 cr.)</i> ARB 211, ARB 212, ARB 224, ARB 231, ARB 317	
b) Philosophy and Religion	6 cr.
- One course from the subcategory <i>Religion (3 cr.)</i> REG 212, REG 213, REG 215, REG 313, REG 314	
- One course from the subcategory <i>Philosophy (3 cr.)</i> ENS 205, PHL 211, PHL 311, POS 345.	
c) Cultural Studies and Social Sciences	6 cr.
Two courses from the category <i>Cultural Studies and Social Sciences (6 cr.)</i> HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP 215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211, ECN 212.	
d) Citizenship	3 cr.
One course from the category <i>Citizenship (3 cr.)</i> HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.	
e) Science and Technology	3 cr.
- One course from the subcategory <i>Mathematics/Statistics/Computer Science (3 cr.)</i> CSC 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210	
OR	
- One course from the subcategory <i>Natural Sciences (3 cr.)</i> AST 201, ENS 201, ENS 202, ENS 206, NTR 201, PHS 207.	
Core Requirements	24 cr.
BIO 211, NHS 205 BIO 227, CHM 205, CHM 213, CHM 215, CHM 273, NHS 203	
Major Requirements	49 cr.
BIO 222, MLT 311, MLT 314, MLT 318, MLT 320, MLT 321, MLT 322, MLT 325, MLT 327, MLT 329, MLT 330, MLT 339, MLT 340, MLT 400, MLT 410, MLT 420, MLT 430, MLT 440, MLT 450, MLT 460, MLT 470, MLT 480.	
Free Electives	3 cr.

Medical Laboratory Technology: Undergraduate Courses

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 205 or CHM 211.

MLT 314 General Microbiology (3.2); 4 cr. Covers structure, morphology, nutritional requirements, metabolism, and growth of microorganisms, culture techniques, microbial diseases, assays, and introduction to microbial genetics. *Prerequisite:* BIO 211. Also listed as BIO 320.

MLT 318 Hematophysiology (3.0); 3 cr. Covers general hematology, including development and functions of red blood cells, white blood cells, and platelets, coagulation, manual techniques and modern automation. *Prerequisite:* BIO 211.

MLT 320 Clinical Parasitology (3.0); 3 cr. Covers parasitic infections of humans of clinical importance, and their diagnostic laboratory techniques. *Prerequisite:* BIO 211.

MLT 321 Clinical Mycology (1.0); 1 cr. Covers fungal infections of humans of clinical importance, mode of infection, methods of identification, and susceptibility testing of fungi. *Prerequisite:* BIO 211.

MLT 322 Clinical Chemistry II (2.0); 2 cr. Continuation of MLT 311. *Prerequisite:* MLT 311.

MLT 325 Clinical Bacteriology (2.0); 2 cr. Covers bacterial infections of humans of clinical importance, mode of infection, identification methods, and antibiotic susceptibility testing. *Prerequisite:* MLT 314.

MLT 327 Clinical Virology (1.0); 1 cr. Covers viral infections of humans of clinical importance, mode of infection, methods of identification, and their diagnostic laboratory techniques. *Prerequisite:* MLT 314.

MLT 329 Hematopathology (2.0); 2 cr. Covers blood cells (erythrocytes, leukocytes, and platelets) disorders, and coagulation disorders. *Prerequisite:* MLT 318.

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 339 Blood Banking and Transfusion Medicine (1.0); 1 cr. Covers basic principles in blood banking and transfusion medicine. *Prerequisite:* BIO 222, and MLT 318.

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. *Prerequisite:* BIO 222.

MLT 400 Introduction to Cytogenetics and Molecular Diagnostics (1.0); 1 cr. Provides an introduction to the fields of Cytogenetics and molecular diagnostics. *Prerequisite:* MLT 330.

MLT 410 Practical Training in Clinical Chemistry; 4 cr. 5-week practical training in clinical chemistry.

MLT 420 Practical Training in Clinical Hematology; 4 cr. 5-week practical training in clinical hematology.

MLT 430 Practical Training in Clinical Bacteriology; 4 cr. 5-week practical training in clinical bacteriology.

MLT 440 Practical Training in Clinical Parasitology; 2 cr. 4-week practical training in clinical parasitology.

MLT 450 Practical Training in Serology; 2 cr. 4-week practical training in serology.

MLT 460 Practical Training in Blood Banking and Phlebotomy; 2 cr. 5-week practical training in blood banking and phlebotomy.

MLT 470 Practical Training in Cytogenetics & Molecular Diagnostics; 1 cr. 1-week practical training in cytogenetics & molecular diagnostics techniques.

MLT 480 Practical Training in Pathology; 1 cr. 1-week practical training in pathology.

Bachelor in Nursing

Degree Requirements (105 Credits)

General Education Requirements	27 cr.
a) Communications Skills in English and Arabic	9 cr.
ENL 213, ENL 230 ARB 211 or ARB 231	
b) Philosophy and Religion	6 cr.
REG 212 or REG 213 or REG 313 or REG 215, NUR 203.	
c) Cultural Studies	6 cr.
EDU 213, PSL 201 or SOL 313.	
d) Citizenship	3 cr.
POS 240 or POS 319.	
e) Science and Technology	3 cr.
NTR 210	
 Major Requirements	 72 cr.
BIO 207, NHS 204, NHS 205, BIO 216, BIO 219, NUR 202, NUR 204, NUR 205, NUR 301, NUR 302, NUR 303, NUR 304, NUR 305, NUR 306, NUR 307, NUR 308, NUR 309, NUR 310, NUR 402, NUR 403, NUR 404, NUR 405, NUR 406, NUR 407, NUR 408, NUR 409, NUR 410.	
 Free Electives	 6 cr.

Nursing: Undergraduate Courses

NUR 202 Nursing Concepts: Theory and Practice (1.0); 1 cr. The course offers an introduction to Nursing theory and practice emphasizing the principles of clinical procedures, the use of medical instruments and the various ways of handling patient care throughout the nursing care delivery.

NUR 203 Introduction to Bioethics (3.0); 3 cr. The course presents the basic principles and guidelines of bioethical issues. Moral problems arising in the delivery of health care are addressed within the ethical context.

NUR 204 Health Assessment across the Life Span (2.0); 2 cr. This course provides the student with the knowledge and skills needed to assess the physical, psychosocial and cultural health status of individuals from infancy to old age in order to identify normal and abnormal findings.

NUR 205 Nurse – Patient Relationship (2.0); 2 cr. This course explores aspects of therapeutic communication skills in the nurse – patient relationship. The goal is to achieve a therapeutic professional outcome in the process of health care delivery. Moreover, the course brings insight and behavioral change in the exchange process.

NUR 301 Adult Health Nursing I – Theory (3.0); 3 cr. This course develops the knowledge and application of scientific principles in the care of adults presenting medical – surgical problems. It builds on the holistic approach to nursing care of the client through the application of the nursing process.

NUR 302 Adult Health Nursing I – Clinical (0.6); 3 cr. Using the nursing process, this course gives the student the opportunity to apply in a clinical setting the concepts and principles stated in NUR301. *Corequisite:* NUR 301.

NUR 303 Adult Health Nursing II – Theory (3.0); 3 cr. This course is a continuation of NUR 301 with an emphasis on dysfunctions related, among others, to metabolic, endocrine, neurologic, rheumatic and chronic conditions.

NUR 304 Adult Health Nursing II – Clinical (0.6); 3 cr. Using the nursing process, this course gives the student the opportunity to

implement the concepts stated in NUR 303 in a variety of settings. *Corequisite:* NUR 303.

NUR 305 Geriatric Nursing – Theory (3.0); 3 cr. The course will focus on theories and concepts of the aging process, health problems and needs of the elderly, and health promotion and maintenance of the elderly in the community.

NUR 306 Geriatric Nursing – Clinical (0.6); 3 cr. The course will help in assessing and evaluating the impact of the aging process on the individual, the family and the society, as well as in planning and implementing appropriate nursing care for the elderly person. *Corequisite:* NUR 305.

NUR 307 Pharmacology for Nursing (2.0); 2 cr. This course focuses on the study of basic concepts in pharmacology and introduces the student to the different groups of therapeutic drugs used in professional nursing. It also introduces the role and responsibilities of the professional nurse in the administration of medication.

NUR 308 Community Health Nursing – Theory (2.0); 2 cr. The course presents the theories and concepts of health care in the community, the different nursing roles in community health, and the various legal, social and environmental issues affecting community health.

NUR 309 Community Health Nursing – Clinical (0.4); 2 cr. The course focuses on individual, family and community responses to actual or potential health problems. Health promotion, disease prevention, and care of clients with long-term illness are addressed. The clinical nursing process is used to determine the appropriate intervention in cooperation with team workers. *Corequisite:* NUR 308.

NUR 310 Legislation for Nursing (2.0); 2 cr. This course provides an understanding of the legal issues related to the nursing profession, and gives the student awareness and discernment in the process of performance within the health system, especially in Lebanon.

NUR 402 Obstetric Nursing – Theory (3.0); 3 cr. This course will focus on the nursing care of the woman during the maternity cycle and the

care of the newborn, taking into consideration the physical, psychological and emotional needs of the woman during the pregnancy and post partum periods.

NUR 403 Obstetric Nursing – Clinical (0.6); 3 cr. The course emphasizes the implementation of the nursing concepts and process in maternal and neonatal care units. *Corequisite:* NUR 402.

NUR 404 Pediatric Nursing – Theory (3.0); 3 cr. This course presents theories and concepts associated with the response of children to acute and chronic illness. The emphasis is on the child's growth and development in relation to illness. The impact of developmental variables from infancy to adolescence is integrated throughout the course.

NUR 405 Pediatric Nursing – Clinical (0.6); 3 cr. This course focuses on the application of the theory of pediatric nursing in the clinical process for a variety of settings, using the nursing interventions in the care of the children and their families to help them in coping with acute and chronic health problems. *Corequisite:* NUR 404.

NUR 406 Psychiatric and Mental Health Nursing – Theory (3.0); 3 cr. This course introduces the student to principles and concepts associated with psychiatric and mental health nursing, and to the care of individuals and families with acute and chronic mental health problems.

NUR 407 Psychiatric and Mental Health Nursing – Clinical (0.6); 3 cr. This course focuses on the application of the nursing process regarding the interventions in the clinical setting on patients suffering from acute and long-term mental health problems. Special emphasis is placed on assessing, planning, and establishing a nurse – patient therapeutic relationship in collaboration with the multi-disciplinary health team. *Corequisite:* NUR 406.

NUR 408 Leadership and Management in Nursing – Theory (3.0); 3 cr. The course will focus on the theories, concepts and modalities of leadership and management in nursing. It will assist the student in understanding the professional role of the nurse as a potential leader in various areas of health care.

NUR 409 Leadership and Management in Nursing – Clinical (0.6); 3 cr. The course will allow the student to make the transition from a dependent role as a student to a relatively independent role as a nurse-leader by observing, assisting and practicing the different modalities and skills of leadership and management in a variety of health care settings. *Corequisite:* NUR 408.

NUR 410 Nursing Research (3.0); 3 cr. The course introduces the student to the research scientific process and its application to nursing. Emphasis is placed on the basic research steps towards the assessment and evaluation of the data and the potential use of the findings.

Bachelor of Science in Nutrition and Dietetics

Degree Requirements (95 Credits)

General Education Requirements 27 cr.

a) Communications Skills in English and Arabic 9 cr.

- Two courses from the subcategory *English* (6 cr.)

ENL 213 and
ENL 223 or ENL 230

- One course from the subcategory *Arabic* (3 cr.)

ARB 211, ARB 212, ARB 224, ARB 231, ARB 317.

b) Philosophy and Religion 6 cr.

- One course from the subcategory *Religion* (3 cr.)

REG 212, REG 213, REG 215, REG 313, REG 314

- One course from the subcategory *Philosophy* (3 cr.)

ENS 205, PHL 211, PHL 311, POS 345.

c) Cultural Studies and Social Sciences 6 cr.

Two courses from the category *Cultural Studies and Social Sciences* (6 cr.)

HUT 305, HUT 306, MUS 210, FAP 215, COA 359, COA 315, NTR 215, ARP
215, PSL 201, SOL 201, SOL 301, SOL 313, BAD 201, ECN 200, ECN 211,
ECN 212.

d) Citizenship

One course from the category *Citizenship* (3 cr.)

HIT 211, POS 201, POS 210, POS 240, IAF 301, POS 319, POS 337.

e) Science and Technology 3 cr.

- One course from the subcategory *Mathematics/Statistics/Computer Science* (3 cr.)

CSC 201, MAT 201, MAT 202, MAT 204, MAT 211, STA 202, STA 210

OR

- One course from the subcategory *Natural Sciences* (3 cr.)

AST 201, ENS 201, ENS 202, ENS 206, HEA 204, PHS 207.

Core Requirements 18 cr.

BIO 211, NHS 203, NHS 205, CHM 205, CHM 213, CHM 270, CHM 273.

Major Requirements 47 cr.

NTR 210, NTR 227, NTR 313, NTR 320, NTR 321, NTR 325, NTR 330, NTR
335, NTR 425, NTR 430, NTR 435, NTR 440, NTR 441, NTR 450, NTR 460,
NTR 470, NTR 495.

Free Electives 3 cr.

Students are encouraged to take NUR 307.

Dietetics Internship Certificate Program (6 credits)

The Dietetics Internship Program (DIP) - NTR 580 - is open to holders of BS in Nutrition and Dietetics interested in pursuing post-graduate hospital training primarily for the purpose of fulfilling eligibility criteria to sit for the National Colloquium Examination. The latter is a must for graduates in Nutrition and Dietetics to obtain the license to practice the profession of dietetics in Lebanon. The DIP gives the opportunity to accepted candidates to follow a supervised training for a period of 6 months at an affiliated hospital. Upon successful completion of training, applicants would be issued a certificate.

Minor in Nutrition (15 credits)

The Minor in Nutrition covers the composition of food, specific nutrients' requirements in the diet, their physiological functions in the body and the consequences of food processing and nutrients deficiency.

The Minor in Nutrition is generally open to students majoring in Nursing, Medical Lab Technology, Biology, Chemistry, Hospitality Management and other business majors, Physical Education, Education, Psychology, and Communication Arts (Radio-TV).

Admission requirements

For admission requirements for the Minor in Nutrition, refer to the section entitled "General Rules and Regulations for Minors at NDU" of this catalog.

Graduation requirements

To satisfy the requirements of a Minor in Nutrition, a student must complete the following courses:

- NTR 201 or NTR 210
- NHS 205
- NTR 330
- NTR 435
- One of the following courses: NTR 313, NTR 335, NTR 450.

"D" is the passing grade for each course, and the minor should be completed with an overall GPA of at least 2.0/4.0.

Nutrition and Dietetics: Undergraduate Courses

NTR 101 Nutrition Concepts and Controversies (3.0); 3 cr. This course introduces students to fundamental concepts and principles of nutrition by exploring current nutritional issues of relevance to their lives. It will also provide students with insight to the evaluation of the nutritional information promoted in the news nowadays. The course will illustrate the six classes of nutrients: carbohydrates, lipids, proteins, vitamins, minerals and water, their basic functions, and their roles in the body.

NTR 201 Basic Human Nutrition (3.0); 3cr. 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 105. Not open to students who took NTR 101.

NTR 210 Human Nutrition (3.0); 3 cr. Study of macro- and micro-nutrients and their roles in the body, as well as the nutritional needs of an individual throughout the lifespan. *Passing grade for majors: C*

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 or NTR 210.

NTR 215 Foods and Nutrition of World Cultures (3.0); 3 cr. The focus of the course is to enhance the student's basic understanding of the cultural factors, which influence food intake and nutritional status. Food and diet patterns of various culture groups will be explored through lecture, food preparation, food sampling, and guest speakers.

NTR 227 Nutritional Biochemistry (3.0); 3 cr. General biochemistry, with emphasis on the biochemical functions of nutrients and their metabolism. *Prerequisite:* BIO 211, and NTR 210, *Corequisite:* CHM 213.

NTR 313 Foodservice Management (3.0); 3 cr. The course focuses on planning and service of safe, nutritionally balanced meals within budgetary margins as well as technical operations in a foodservice system. It includes regulations and standards, and the basics of total quality management in health care and other

institutions. *Prerequisite:* NTR 201 or NTR 210. *Passing grade for majors: C*

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 and proteins), chemicals in foods, browning reactions and flavor of foods. *Prerequisite:* CHM 213.

NTR 321 Food Microbiology (3.2); 4 cr. A study of microorganisms with emphasis on food spoilage, food poisoning, and the control of pathogenic microorganisms in food. *Prerequisite:* BIO 211.

NTR 325 Food Analysis (1.2); 2 cr. Introduces the laboratory methods for chemical analysis of nutrients and chemicals in food products. *Prerequisite:* CHM 205 and CHM 270. *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 or NTR 210. *Passing grade for majors: C.*

NTR 335 Sports Nutrition (3.0); 3 cr. In-depth coverage of both nutrition and exercise physiology while delivering practical, applied information useful to provide dietary and training guidelines for different kinds of sports. *Prerequisite:* NTR 210, and NHS 205.

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. *Prerequisite:* NTR 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 227 and NHS 205. *Passing grade: C*

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 210 and NHS 205. *Passing grade for majors:* C

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

NTR 450 Dietetics Counseling and Communication (3.0); 3 cr. Application of the principles of dietetics counseling in hospital and clinical settings. Focuses on the techniques of behavior modification, counseling, and dietary intake evaluation. Emphasis on the team concept of patient care and strategies for promoting change in nutritional education. *Prerequisite:* Advisor's approval. *Passing grade for majors:* C

NTR 470 Dietetics Counseling and Communication Lab (1.0); 1 cr. Covers anthropometric measures techniques and dietary intake evaluation and computations as well as individualized practical nutritional evaluation and dietary intervention of a selected patient. *Corequisite:* NTR 450.

case studies reports and study modules. *Prerequisite:* NTR 430. *Passing grade:* C

NTR 441 Special Topics in Therapeutic Nutrition (2.0); 2 cr. Outlines medical nutrition therapy of selected metabolic, respiratory and neurological diseases, cancers, and food allergies. Also outlines nutritional care during pregnancy and lactation. *Prerequisite:* NTR 430 *Passing grade:* C

NTR 445 Introduction to Dietetics Profession (2.0); 2 cr. Reviews basic skills needed by the dietician including nutritional care, ethics, role and responsibilities in various employment settings. *Prerequisite:* Senior Standing.

NTR 460 Therapeutic Nutrition Practicum (1.3); 2 cr. Case study evaluation of selected topics in advanced therapeutic nutrition and related current pertinent research. *Prerequisite:* NTR 450. *Corequisite:* NTR 440. *Passing grade:* C

NTR 580 Dietetics Internship 6 cr. Supervised dietetic training for a period of 6 to 9 months at an affiliated hospital. *Prerequisite:* BS in Nutrition & Dietetics

NTR 495 Project in Nutrition; 3 cr. Emphasizes current research in nutrition and dietetics. *Prerequisite:* Senior standing and consent of instructor.

Undergraduate Faculty Courses

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 204 Contemporary Health Issues (3.0); 3 cr. This course intends to provide students with the latest information on major current health issues and to teach them skills for them to be able to critically evaluate it. It covers selected quality and timely articles on a variety of health topics written by authors with diverse educational backgrounds and expertise.
Prerequisite: Sophomore-standing.

NHS 203 Principles of Epidemiology (3.0); 3 cr. An integrated course that introduces the basics in Epidemiology and Biostatistics. Topics include population measures of mortality and morbidity, epidemiological study designs and concepts such as sources of bias, confounding and effect measure modification and ethics in

clinical trials and research. Methods of presenting health-related data, probability models and assessment of causal associations and differences are also covered. Special attention is given to the Lebanese context.

NHS 204 Anatomy for Nursing & Allied Health Professions (3.0); 3 cr. Covers gross normal structure of human body organ systems; accompanies “Physiology for Nursing and Allied health Professions”.

NHS 205 Physiology for Nursing & Allied Health Professions (3.0); 3 cr. Provides an understanding of the basic principles of human body’s functioning under normal healthy conditions necessary for nursing and allied health professions’ students. It outlines principles of physiology along with a survey of various body systems (homeostasis; metabolism; nervous, muscular, cardiovascular, respiratory, gastrointestinal, renal, reproductive and endocrine systems). It serves as a foundation for the clinical topics covered in health sciences programs.

The Degree of Master of Science in Human Nutrition

Admission Requirements

- **BS in Nutrition or a related field of study:** If the applicant has a BS in any health science background other than Nutrition, he/ she will have to complete 9-12 credits of undergraduate nutrition courses and earn a minimum cumulative GPA of 3.0/4.0 in these courses.
- **Cumulative GPA:** A GPA of 3.0/4.0 is required, but GPA 2.7-2.99 will be conditionally accepted pending completion of 9-12 credits of courses in the areas of identified deficiencies and earning a minimum cumulative GPA of 3.0/4.0 in these courses.
- **English Communication Skills:** Applicants from institutions where English is not the language of instruction will be required to sit for either the NDU English Entrance Test or TOEFL.
- **Interview:** Applicants whose undergraduate degree is not from NDU may be asked for an interview by the Faculty.

Candidates may pursue either a thesis (MS with research) or a non-thesis (Applied MS with considerable course work) program of study. Candidates can do research in the areas of nutrition and psychology, biochemistry, clinical nutrition, sports nutrition, or public health nutrition.

Graduation Requirements

To satisfy the requirements for the degree of MS in Human Nutrition, the student must complete a total of 35 credits with an overall average of at least 3.0/4.0. The distribution of credits per option is as follows:

1. **Non-thesis option (Applied MS or Course-work option):**
 - a. Required courses: 23 credits
 - b. Elective courses: 12 credits

2. **Thesis option:**
 - a. Required courses: 17 credits
 - b. Elective courses: 9 credits
 - c. Thesis: 9-credit

The Thesis option provides the necessary background and research experience; this option is more appropriate for students planning to pursue a Ph.D. The course-work option is designed to provide a broader background in Nutrition and is more appropriate for students planning to join the market place. Additional courses may be taken in biology, education, and biostatistics.

Degree Requirements (*Non-Thesis Option*) (35 Credits)

1. **Complete the following nine required courses (23 credits):** NTR 633, NTR 650, NTR 651, NTR 652, NTR 655, NTR 681, NTR 682, NTR 665, and NTR 690.
2. **Complete 12 credits from the following list of courses:** NTR 620, NTR 630, NTR 635, NTR 641, NTR 642, NTR 653, NTR 660, NTR 670, HEA 601, and HEA 610.

3. **3-Pass one written comprehensive examination:** The examination shall be conducted after having completed required courses (other than NTR 665 and NTR 690), with an overall average of 3.0/4.0.

Degree Requirements (*Thesis Option*) (35 Credits)

1. **Complete the following seven required courses (17 credits):** NTR 633, NTR 650, NTR 651, NTR 652, NTR 670, NTR 681, and NTR 682.
2. **Complete 9 credits from the following list of elective courses:** NTR 620, NTR 630, NTR 633, NTR 635, NTR 641, NTR 642, NTR 653, NTR 655, NTR 660, HEA 601, and HEA 610.
3. **Complete the MS thesis requirements (9 credits):** NTR 691, NTR 692, and NTR 693.

Nutrition: Graduate Courses

NTR 620 Nutrition Psychology (3.0); 3 cr. The course explores the relationship between nutrition and psychology, and the characteristics of human behavior that affects people dietary patterns. It covers the biological, emotional, cognitive and environmental functions in dietary adherence. Proficient methods of counseling patients and encouraging changes will be emphasized.

NTR 630 Integrated Metabolic Regulation (3.0); 3 cr. The course provides recent knowledge in metabolic regulation in cells and tissues. Emphasis will be placed on relevant endocrine organs and hormones, mechanisms involved in metabolic regulation, integration of macronutrients metabolism, the nervous system involvement in metabolism, diabetes mellitus, lipoproteins metabolism, and energy balance and body weight regulation.

NTR 633 Community and Public Health Nutrition (3.0); 3 cr. This course covers the broad range of community nutrition research, programs and policies in the world and Lebanon. It addresses the nutrition and health issues facing today's communities in all the different categories of settings. Students will become familiar with nutrition-related community-based research and programs.

NTR 635 Nutrition in Sports (3.0); 3 cr. The physiology of exercise, macronutrient and micronutrient requirements, and fluid needs of athletes engaged in all forms of sports will be presented. The course also covers gender specific requirements, appropriate dietary habits pre/post exercise, and the recent knowledge on the role of potential ergogenic aids.

NTR 641 Herbs, Foods and Phytochemicals (3.0); 3 cr. This course covers the health risks and benefits of herbal medicines and food phytochemicals use. The active ingredients of the different herbs and their mode of action along with the clinical applications will be presented.

NTR 642 Food and Nutritional Toxicology (3.0); 3 cr. This course examines potential

chemicals in food known to produce adverse effects on human health. It covers the impact of food containing environmental contaminants or natural toxicants, food additives, chemicals in food packaging and nutrient excesses and malnutrition on nutrient metabolism.

NTR 650 Research Methods in Human Nutrition (2.1); 3 cr. The course details the research techniques adopted in nutrition research with human population groups. Research designs used in animal experimental stations will be covered. Emphasis will be placed on criticism of research designs, sampling techniques, measurement and analysis issues, and validity of results.

NTR 651 Advanced Macronutrients Nutrition and Metabolism (3.0); 3 cr. Advanced discussion of carbohydrates and dietary fibers, lipids, protein, and alcohol nutrition and metabolism.

NTR 652 Advanced Micronutrients Nutrition and Metabolism (3.0); 3 cr. Advanced discussion of the nutritional, biochemical, and physiological aspects of vitamins and minerals in humans.

NTR 653 Advanced Nutrition throughout the Lifecycle (3.0); 3 cr. In-depth discussion of the recent scientific developments in nutrient requirements and related disorders during the different stages of the human life along with the controversial issues present in the literature. *Prerequisite:* NTR 651, NTR 652.

NTR 655 Advanced Medical Nutrition Therapy (3.0); 3 cr. This course provides an in-depth study of the nutrition-related diseases which affect physiological function and the pathological disorders which result in nutritional disease. The emphasis will be on the following areas: endocrinology, metabolism, gastroenterology and hepatobiliary, cardiovascular, and nephrology. *Prerequisite:* NTR 651, NTR 652.

NTR 660 Special Topics (3.0); 3 cr. The course covers directed readings by the instructor of

present nutritional knowledge provided by the most recent refereed journal publications.

NTR 665 Applied MS Practicum (0.3) 3 cr. The student will be placed in a clinical, community or foodservice practicum setting following which a comprehensive written report shall be submitted.

NTR 670 Techniques in Nutrition Research (1.2); 3 cr. A series of laboratory modules emphasizing quantitative and qualitative methods and experimental analysis used in nutrition research and sensory evaluation of food. The modules entail lab preparations or method applications in field settings, data collection and analysis, and interpretation in a comprehensive written report. Instrumentation and relevant software utilization will be emphasized.

NTR 681 Human Nutrition Seminar I (0.1); 1 cr. A recent topic in nutrition will be presented by MS students with critical analysis of the methods and data reported in refereed original articles following the approval of the instructor.

NTR 682 Human Nutrition Seminar II (0.1); 1 cr. A recent topic in nutrition will be presented by MS students with critical analysis of the

methods and data reported in refereed original articles following the approval of the instructor. *Prerequisite:* NTR 681.

NTR 690 Research Project (0.3); 3 cr. The student prepares a review paper of the literature on a recent topic in nutrition following the approval and continuous supervision of the instructor.

NTR 691 Human Nutrition MS Thesis I (0.3); 3 cr. Independent research guided by a supervisor toward completing the requirements of the MS thesis; Research Proposal.

NTR 692 Human Nutrition MS Thesis II (0.3); 3 cr. Independent research guided by a supervisor toward completing the requirements of the MS thesis; Thesis Research. *Prerequisite:* NTR 691.

NTR 693 Human Nutrition MS Thesis III (0.3); 3 cr. Independent research guided by a supervisor toward completing the requirements of the MS thesis; Thesis writing up. *Prerequisite:* NTR 692.

Health Sciences: Graduate courses

HEA 601 Introduction to Public Health (3.0); 3 cr. This course provides an introduction to public health. Topics include: scope and core disciplines of public health, core functions and essential services of public health, determinants of health, approaches to health intervention, values and ethics of public health, and current issues in public health.

HEA 610 Essentials of Epidemiology and Biostatistics (3.0); 3 cr. This course provides basic principles of epidemiology and biostatistics. It covers definition of epidemiology, types and sources of epidemiological data, epidemiological study designs, data analysis and methods of statistical inference.

MAIN CAMPUS

ZOUK MOSBEH,
LEBANON

T: +961 9 208 000

NORTH LEBANON CAMPUS

BARSA - KOURA,
LEBANON

T: +961 6 416 101/2/4

SHOUF CAMPUS

DEIR EL KAMAR - SHOUF,
LEBANON

T: +961 5 511 202

WASHINGTON DC OFFICE

SUITE 300, 1629 K STREET, NW,
WASHINGTON, DC 20006

T: +1 202 349 1705

www.ndu.edu.lb

