



Professional Services Provider of the American University of Beirut  
الخدمات الاستشارية المقدمة من الجامعة الأميركية في بيروت

# Continuing Education Center (CEC)

# Continuing Education Center (CEC)

## Officers of the Center

Hassan Diab	Vice President, Regional External Programs
George Farag	Assistant Vice President, Regional External Programs Acting Director, Continuing Education Center
Hala Barakat	Program Officer
Wafa Abou Daher	Assistant to the Director
Maha Khoury Mansour	Secretary

## Background

The Continuing Education Center (CEC), formerly the Extension Program, at the American University of Beirut is a division of the Office of the Vice President for Regional External Programs (REP). CEC extends the resources of the University into the community by providing high quality educational opportunities for people of all educational and professional levels. Inter-faculty and multidisciplinary in nature, CEC programs are designed to cater to the personal and professional growth needs of practitioners in a wide variety of areas including business, information technology, education, and languages. Harnessing the expertise of AUB's six faculties, CEC offers non-credit courses and programs that can lead to professional certificates.

In addition to courses offered at AUB, CEC also provides tailored in-house workshops to corporate institutions in Lebanon and the region. These customized three to five day workshops cover the topics identified as critical by the organization's leadership. CEC workshops are based on the twin principles of delivering world-class expertise in a locally relevant context.

## Mission

The mission of the CEC is to meet the lifelong learning and training needs of all learners in the local community and the region. Harnessing AUB resources in various fields of knowledge, CEC offers a variety of standard and customized certificate programs, non-credit courses, and workshops in Lebanon and the region. CEC aims to enhance professional and technical skills while addressing the needs for personal development and cultural enrichment.

## Vision

The CEC aspires to become a center of excellence in providing quality education and training in a variety of fields to a diverse population of learners in Lebanon and the Middle East and North Africa (MENA).

# Certificate Programs

CEC offers professional certificates in business, information technology, education, and food technology and nutrition. CEC clients may also consider enrolling in individual courses to continue their professional development without earning a certificate. These clients will be provided attestations of courses completed. The following are requirements and course descriptions for the certificate programs.

## Accounting Studies

### Objectives

The objective of this program is to provide learning opportunities in selected aspects of accounting with emphasis on modern developments.

### Certificate Requirements

This program consists of four courses to be completed in two years:

- CACT 101 Principles of Accounting I
- CACT 201 Principles of Accounting II
- CACT 301 Cost Accounting and Control
- CACT 302 Auditing

## E-Business

### Objectives

The objectives of this course are to introduce participants to the role of electronic business (e-business) in modern business practices, to offer coverage of e-business development and the impact of e-business over commercial transactions and management of organizations, and to present participants with a selection of “best practices” in e-business.

### Target Participants

The program is intended for individuals who want to pursue knowledge of e-business from a business management perspective. It is intended for business executives, early and middle level managers, entrepreneurs, practitioners, and financial and customer support managers of small, medium, and large enterprises. Technical background is not necessary as the course is given from a managerial and marketing perspective rather than from a purely information technology perspective.

### Certificate Requirements

The program consists of four courses to be completed in two years:

- CCMS 101 Introduction to Computing, the Internet, and Web Design
- CMKT 201 Electronic Marketing

- CBUS 201 Financial and Regulatory Aspects of E-commerce
- CBUS 302 Managerial Aspects of E-business

## Essentials of Business

### Objectives

The objective of this program is to provide learning opportunities in selected aspects of business with emphasis on modern developments. Some may consider enrolling in individual courses to continue their professional development and will be given attestations of courses completed.

### Certificate Requirements

The program consists of the following six courses to be completed in three years:

- CACT 101 Principles of Accounting
- CMKT 101 Principles of Marketing
- CECN 101 Introduction to Economics
- CMGT 101 Principles of Management
- CECN 301 Money and Banking
- CFIN 101 Principles of Finance

## Financial Management

### Objectives

The objective of this program is to introduce participants to the process of financial decision making to serve various business objectives in different settings. The program enables participants to deal with financial decisions facing businesses, household savers and institutional and individual investors. Participants cover the areas of financial management, financial reports, security analysis, and banking activities.

### Target Participants

The program is designed to be accessible to those with no prior knowledge of finance.

However, participants should meet the following profiles:

- Entry level employees
- Secondary school graduates interested in financial practices

## Certificate Requirements

The program consists of the following four (4) courses to be completed in two years:

- CFIN 201 Business Finance
- CFIN 301 Financial Statements Analysis
- CFIN 302 Investment Analysis
- CFIN 303 Commercial Banking

## Language of Instruction

English

# Human Resource Management

## Objectives

The objective of this certificate is to offer instruction on practical, current issues in the human resource field for professional development. Increasingly in Lebanon companies realize that a motivated, appropriately selected, trained, appraised and compensated workforce is critical to improving company financial performance and success. Human resource professionals facilitate this process through effective management of human resource issues.

## Target

The certificate is targeted to professionals new to the human resource fields, human resource assistants, human resource staff that provide technical and administrative support, and owners/general managers of small/entrepreneurial companies.

## Certificate Requirements

The Human Resource Certificate requires successful completion of four core courses to be completed in two years:

- CHRM 101 Overview of Human Resource Management
- CHRM 201 Workforce Planning and Employment
- CHRM 202 Total Compensation and Benefits
- CHRM 203 Employee Training and Development

## Requirements for Admission

- Secondary school certificate
- English proficiency
- Minimum of 3–4 years of relevant experience

## Information Technology

### Objectives

This certificate is designed for a wide range of prospective participants from various professional tracks and at different decision-making levels. It focuses on the increasingly specialized information requirements of the modern organization and the role of the manager as an information nerve center. A variety of computer business applications will be covered.

### Certificate Requirements

The program consists of six courses to be completed in three years:

- CCMS 101 Introduction to Computers
- CCMS 201 Productivity Tools (Microsoft Office Applications)
- CCMS 102 Visual Basic I
- CCMS 202 Internet Technologies
- CCMS 203 Introduction to Information Systems
- CCMS 301 Networking

## Marketing Management

### Objectives

The objective of this program is to provide participants with an understanding of the marketing-management process. The basic components of marketing, such as consumer behavior, marketing research, product, distribution, promotion, and price planning will be emphasized.

### Certificate Requirements

The program consists of the following four courses to be completed in two years:

- CMKT 101 Principles of Marketing
- CMKT 202 Marketing Research
- CMKT 302 Sales Management
- CMKT 301 Advertising

## Office Management

### Objectives

The objective of this program is to develop efficient executive secretaries to facilitate the complex and demanding jobs of today's executives.

## Certificate Requirements

The program consists of the following four courses to be completed in two years:

- CBUS 101 Introduction to Business
- CBUS 102 Business English
- CBUS 203 Office Automation
- CBUS 202 Office Procedures and Routines

## Small Business and Entrepreneurship

### Objectives

The objective of this program is to introduce participants to the process of launching and managing a small business. It includes spotting new opportunities, raising funds and getting started, and managing day-to-day operations.

### Certificate Requirements

The program consists of the following four courses to be completed in two years:

- CBUS 206 Opportunity Identification and Analysis
- CBUS 204 Gathering Resources and Launch
- CBUS 205 Management of Family Enterprises
- CBUS 301 Entrepreneurial Decision Making

### Language of Instruction

English

### Requirements for Admission

Secondary school certificate

English proficiency

Minimum of 5 years of relevant experience

## Vocational and Technical Education (VTE)

### Objectives

This program aims to improve VTE in Lebanon by providing educational training to VTE instructors outside the public sector who are not in possession of the LET (Licence d'Enseignement Technique). This will increase the effectiveness of instruction and also help to raise the image of VTE in Lebanon. The CertVTE is designed mainly for practising VTE instructors who are engaged in teaching at the Baccalaureate Technique level. It is also of value to teachers of Brevet Pratique classes and would likely be of some benefit to instructors teaching at the Technicien Supérieur level.

## Certificate Requirements

The VTE Certificate is composed of four courses to be completed over two years:

- CVTE 101 Teaching and Learning
- CVTE 201 Sociology and Economics of Education
- CVTE 202 Curriculum and Assessment
- CVTE 301 Practicum: On-the-job involving AUB instructor visits to students' workplace during normal autumn semester time

## Food Technology and Nutrition

### Objectives

This program is designed to help participants acquire expertise in food quality, safety, and nutrition for healthy living.

### Certificate Requirements

This certificate requires completion of the following courses in two years:

- CFTN 101 Nutrition and Health
- CFTN 102 Nutrition in the Life Cycle
- CFTN 201 Food Safety
- CFTN 202 Food Preparation and Preservation

### Target Participants

- Entry level employees
- All those interested in nutrition
- Secondary school graduates

### Language of Instruction

English

## Certificate Programs Course Descriptions

### **CACT 101 Principles of Accounting I**

Principles of recording transactions, the preparation of financial statements and completion of the accounting cycle.

### **CACT 201 Principles of Accounting II**

Continuation of Accounting I covering depreciation policies and procedures, depletion and amortization, income determination, partnership accounts, corporate capital accounts, dividends and retained earnings.



**CACT 301 Cost Accounting and Control**

Nature and purpose of cost accounting; basic techniques of process and job costing; accounting of materials, labor and overhead; development and use of cost budgets and standards for planning and evaluation of performance; cost classification in relation to behavior; and, cost condition statements as tools for evaluating alternative courses of action.

**CACT 302 Auditing**

Principles and procedures covering the public accountant's responsibilities in examining and reporting on financial statements of business concerns, including professional ethics, legal responsibility scope, and application of audit procedures.

**CBUS 101 Introduction to Business**

The purpose of this course is to provide students with the opportunity to study many dimensions of the business system. Subjects covered include management and organization, human resource management, information for business decision-making, financial information, and business and its environment.

**CBUS 102 Business English**

The purpose of this course is to focus on the communication requirements of participants in business situations in order to project a professional image and avoid costly mistakes. Guided activities include problem-solving, information transfer tasks, role playing and transfers to participants' work environments to develop confidence in applying common uses of language structures, business terminology and expressions.

**CBUS 201 Financial and Regulatory Aspects of E-commerce**

- Electronic Financial Transactions and Payment Networks
- Security Issues in E-commerce
- Financing an E-commerce Project
- Legal and Regulatory Environment of E-commerce
- Introduction to E-government

**CBUS 202 Office Procedures and Routines**

The purpose of this course is to present fundamental principles and successful practices for completing office work effectively and efficiently. Subjects covered include techniques for general secretarial duties, such as filing, information processing skills, preparing and publishing reports, handling mail and electronic messages, using effective telecommunication practices, making meeting arrangements, making travel arrangements, keeping company books and records, and maintaining good human relations proper etiquette.

**CBUS 203 Office Automation**

This course is intended to introduce students to computer office automation systems which are designed primarily to improve office productivity and efficiency. It focuses on topics like managing documents, electronic filing systems, electronic mail, maintaining calendars and appointments, and word processing using Microsoft Word (advanced features like manipulating tables, merging documents, using style, outline, footnotes, pictures, etc.) and spreadsheets using Microsoft Excel (advanced features like formulas, functions, charts, page setup, database management, filtering, etc.).

**CBUS 204            Gathering Resources and Launch**

Determining physical, financial and human resources for the project as well as identifying and planning the necessary activities for a successful launch.

**CBUS 205            Management of Family Enterprises**

This course aims at introducing participants to the management activities involved in the day-to-day operations of a small business: planning, operations, finance, marketing, human resources, and accounting.

**CBUS 206            Opportunity Identification and Analysis**

This course deals with spotting new opportunities and analyzing them in terms of demand analysis, competition, growth prospects, and profitability.

**CBUS 301            Entrepreneurial Decision Making**

This course integrates the material introduced in the previous courses and applies it to the evaluation and creation of new ventures. The course is about how to create value in firms, not only through new products or services, but also through new technologies, business concepts, transaction mechanisms, and distribution channels.

**CBUS 302            Managerial Aspects of E-business**

This course focuses on B2B and B2C E-business, the impact of E-business on organizations, the impact of E-business on business processes, managing an E-commerce projects, and E-business Best Practices.

**CCMS 101            Introduction to Computing**

The course is intended to give students competency in computer-related knowledge. It allows them to understand the rules and the power of microcomputer and to take advantage of increasingly productive software, hardware, and the connectivity revolutions that are expanding the microcomputer capability. Students will be introduced to the general architecture of PCs and their components, including microprocessors, digital representation of data, data storage devices, and input-output devices. It will also cover the basics of computer software, focusing on a complete hands-on introduction to Microsoft Windows operating system, Microsoft Word, and Excel.

**CCMS 102            Visual Basic I**

This program introduces students to programming in Visual Basic with special emphasis on Object Oriented Programming (OOP), Objects, Properties, Methods, Events, etc. Programming Excel using Visual Basic for application (VBA).

**CCMS 201            Productivity Tools (Microsoft Office Applications)**

This course introduces students to Word, Excel in depth, Microsoft Power Point and the internet.

**CCMS 202            Internet Technologies**

Students will be introduced to the basics of E-commerce and the technologies of the web (URLs, HTML, HTTP, Applets, etc.). Topics will include client side programming within a web browser like Javascript, and the server side programming like CGI.

**CCMS 203 Introduction to Information Systems**

This course introduces students to Relational Database Management Systems (RDBMS) principles using Microsoft Access and underlining theory for System Analysis Design. It focuses on data storage and data manipulation and retrieval. Students will be able to design structure of tables, create relationships among tables, design forms, design queries to retrieve information satisfying a specific criterion, produce reports, and put it all together to publish on the web.

**CCMS 301 Networking**

This course focuses on telecommunications and networking as used in business environments. It provides a survey of the technologies and applications of telecommunications with emphasis on internets, intranets, and extranets. Topics will include collaboration technology, videoconferencing, multimedia document transfer, collaborative work, and security issues.

**CECN 101 Introduction to Economics**

A survey of economics principles that includes national income accounting and analysis, monetary and fiscal policies, and demand and supply analysis.

**CECN 301 Money and Banking**

Management of commercial banks, the structure of commercial banking, management of bank funds and the role of money in the economy.

**CFIN 101 Principles of Finance**

An introduction to the field of financial management, including the institutional framework of finance, the role of finance in the business firm, financial analysis, planning and control, working capital management, cash budgeting, and elements of capital budgeting.

**CFIN 201 Business Finance**

Introduction to major decisions a financial manager has to make, including assessment of the profitability of investment opportunities, short-term and long-term financing alternatives, risk-return tradeoff, and the concept of the goal of wealth maximization. *Prerequisite: Financial Accounting.*

**CFIN 301 Financial Statements Analysis**

Description and interpretation of reported and audited financial statements, limitations of company reports, analysis of financial ratios, examinations of professional practices regarding measurement and disclosure of financial information, and development of skills needed to read, analyze and evaluate financial statements. *Prerequisite: Business Finance.*

**CFIN 302 Investment Analysis**

Description and analysis of the sources of investment information, various investment vehicles, operations of security markets, trading environment, security valuation models, investment objectives, and modern techniques of investing in securities. *Prerequisite: Business Finance.*

**CFIN 303 Commercial Banking**

Introduction to banking regulations, evolution of banking activities, description of banking accounts and lending practices, functions and operations of commercial banks, credit analysis, liquidity management, assets and liability management, profitability and adequacy measures. *Prerequisite: Business Finance.*

**CFTN 101 Nutrition and Health**

Overview of the nutrients in foods and their role in the body, food groups, diet planning principles and guides, diet and health, weight control, nutrition related diseases, and recommended nutrient intakes.

**CFTN 102 Nutrition in the Life Cycle**

Nutrition during infancy, childhood, adolescence, adulthood and later years, with overview on nutrition and longevity and the aging process.

**CFTN 201 Food Safety**

Safety of our food and the food supply with discussions of the conflicting information in newspapers, books, talks, shows and magazines about food contaminants and food additives.

**CFTN 202 Food Preparation and Preservation**

Essentials of food preparation, hygiene and spoilage and the different methods used for food preservation.

**CHRM 101 Overview of Human Resource Management**

- Role of HR in Organizations
- HR Planning and Research
- Job and Employee Design
- Budgeting and Measurement, Information Systems
- Motivation and Performance Management
- Legal Issues and Employees' Rights
- Employee Involvement Strategies

**CHRM 201 Workforce Planning and Employment**

- Recruitment/Selection Criteria
- Internal/External Sourcing
- Recruiting Effectiveness
- Selection and Evaluation
- Career Planning and Development

**CHRM 202 Total Compensation and Benefits**

Learn how rewarding superior performance can only be sustained through designing an integrated compensation system that compensates and rewards the high-performing employee.

- Wage and Pay Structures
- Performance Appraisal
- Merit and Reward Systems
- Benefit Programs
- Cost and Budgeting
- Translating a Compensation System into Superior Company Performance

**CHRM 203 Employee Training and Development**

Learn how to ensure that your workforce becomes a leader in innovation rather than fighting change.

- Identify Core Managerial Competencies
- Assess Workforce Current Mastery of Skills
- Design Effective Training Programs
- Cost and Budgeting
- Learn Knowledge-Based Workforce

**CMKT 101 Principles of Marketing**

This course is an overview of the scope of the marketing function and the environment affecting marketing managers. Topics covered include the marketing environment and planning and developing of the marketing mix.

**CMKT 201 Electronic Marketing**

This course will cover revising the marketing function in the internet age, the supply chain, E-consumer behavior, customer service, and internet promotion and advertising.

**CMKT 202 Marketing Research**

This course covers the entire research process: problem definition, data collection methods, sample design, collection of data, tabulation and analysis, and presentation of results.

**CMKT 301 Advertising**

This course is an overview of advertising. It covers advertising strategy, objective setting, budgeting message and media strategy, strategy implementation, and advertising effectiveness.

**CMKT 302 Sales Management**

This course focuses on the activities of first-line field sales managers. It covers sales management functions and strategies, developing the selling function, sales goals and structure, building a sales program, and leading and motivating the sales force.

**CVTE 101 Teaching and Learning**

This course is an introduction to the basic psychology of teaching and learning. Major skills that will be imparted are the writing of lesson plans and the sequencing of lessons within instructional modules.

**CVTE 201 Sociology and Economics of Education**

This course introduces students to the notion of the school as a social institution which reflects and promotes the values of a society and shapes young people for future roles within that society. It then moves on to the portrayal of an educational institution as a producer of human capital.

**CVTE 202 Curriculum and Assessment**

This course involves in-depth studies of Baccalaureate Technique curricula particular to students' specialisation, ideally in cooperative learning groups. There is an additional focus on assessment modus operandi with respect to both classroom-based assessment procedures and external assessment regimes. *Prerequisite or Co requisite: Teaching and Learning.*

**CVTE 301            Practicum**

The practicum component of the program will involve on-the-job assessment of students' teaching performance and the submission of a portfolio containing the student's lesson plans and assessment instruments over one whole semester for one particular class. *Prerequisite: Curriculum and Assessment.*

Lesson observation: An AUB instructor will attend at least one whole lesson conducted by the student. This lesson will be evaluated using an observation schedule which the student will be given beforehand. There may be a second observation if the score for the first observation is below 70% or if the student requests a second visit.

Portfolio: The portfolio containing all lesson plans and assessment data for one given BT class (by negotiation, this could be a BP or TS class) over one semester will be submitted at the end of that semester and graded according to a marking schedule which the student will be given beforehand.

**Non-Certificate Courses**

CEC also offers non certificate courses in languages, arts, and computer skills. English language courses are offered at all levels of proficiency, as well as specialized courses for members of various professions and students preparing for the TOEFL and SAT. CEC also serves non-native speakers of Arabic by providing classes in Modern Standard Arabic, colloquial Arabic, and Arabic for special purposes. Students may also take classes in a variety of other languages.

**Languages**

<b>CENG 100</b>	<b>English Language for Beginners</b>
<b>CENG 101</b>	<b>English Language Level 1</b>
<b>CENG 102</b>	<b>English Language Level 2</b>
<b>CENG 103</b>	<b>English Language Level 3</b>
<b>CENG 104</b>	<b>English Language Level 4</b>
<b>CENG 105</b>	<b>English Language Level 5</b>
<b>CENG 106</b>	<b>English Language Level 6</b>

**Duration: 12 weeks—8 hrs/wk**

Courses are offered at all levels from beginners to advance with emphasis on communication competence. Students who complete Level 6 are often able to pass the AUB English Entrance Exam (EEE) or the Test of English as a Foreign Language (TOEFL). The level of each student is determined by a placement test given to all new applicants before the session begins.

**اللغة الإنكليزية**

مدة الدورة : ١٢ اسبوع، ٨ ساعات في الاسبوع، من الاثنين حتى الخميس  
المستوى : الاول حتى السادس  
رسم التعليم : ٧٩٥.٠٠٠ ليرة لبنانية  
السدوام : من العاشرة حتى الثانية عشرة ظهراً او  
من الخامسة والنصف حتى السابعة والنصف مساءً  
دورة مكثفة في اللغة الانكليزية تهدف الى تمكين المشتركين فيها من أصول اللغة في القراءة والكتابة والقواعد والمحادثة. وهي تشمل عدة مستويات يوزع الطلاب فيها وفقاً لمدى إلمام كل منهم بها.  
تحدد مستويات الطلاب بناءً على نتائجهم في امتحان خاص للتصنيف يُجرى قيل إتمامهم عمليات التسجيل للدورة.

**CENG 201 Conversational English**

Duration: 12 wks—2 hrs/wk

Challenge yourself! Become the English speaker you want to be. Use English to participate in social, academic, and business situations. This course offers you the opportunity to speak in formal and informal situations. Throughout the course, you will participate in discussions, group activities, and simulated role playing. You will also give and evaluate presentations.

Applicants eligible for this course must have a score of 450 on the EEE; otherwise, applicants will sit for a placement test at the CEC.

**CSAT 201 English for SAT**

This course aims to familiarize students with the English component of the Scholastic Aptitude Test (SAT). It helps them practice their English language skills and vocabulary.

**CSAT 202 Math for SAT**

This course aims to familiarize students with the mathematical and reasoning components of the SAT test. It reviews mathematical concepts and helps students practice their basic math and reasoning skills.

**CARB 101 Standard Arabic Beginner****CARB 102 Standard Arabic Intermediate****CARB 103 Standard Arabic Advanced**

Duration: 12 weeks—4 hrs/wk

These courses emphasize the vocabulary and usage of the press and modern literature and enables the student to acquire an elementary knowledge of basic Arabic grammar.

By the end of the semester a student is expected to master basic Arabic syntax and to read simple passages.

**CARB 201 Colloquial Arabic Beginner****CARB 202 Colloquial Arabic Intermediate****CARB 203 Colloquial Arabic Advanced**

Duration: 12 weeks—4 hrs/wk

A unified colloquial Arabic course that can be used in most of the Arab world.

By the end of the semester the student is expected to engage in simple conversations.

## Special Courses

### **CFIN 110**      **Personal Financial Planning**

Duration: 12 wks—3 hrs/wk

This course focuses on topics such as the financial planner's role and environment, cash flow budgeting, consumer credit, debt management, insurance, taxation and financial planning, retirement planning, estate planning and wills, personal bankruptcy and insolvency, and preparation of financial plans.

## Art Courses

Duration: 12 wks—3 hrs/wk

### **CDRW 101**      **Life Drawing I**

This course concentrates on "seeing" and rendering with pencil and charcoal rather than on being creative. Special emphasis is placed on still lifes taken from nature and landscaping.

### **CPHT 101**      **Basic Photography**

The basic photography course introduces the camera, darkroom, and film. It is designed to familiarize students with image composition, printing, and selection. Throughout the course students are expected to practice shooting photographs and complete darkroom assignments. Periodic critical evaluations are conducted during the class to assist students in the development of their ability to create artistic pictures.

### **CPHT 201**      **Creative Photography**

Creative photography presents the actual practice of photography in a logical, sequential fashion, divided into major fields. The more abstract areas of study, such as composition, color and harmony, are treated in a strictly practical manner where they occur. This course begins with reportage subjects over which the photographer normally has no control, and moves toward images that owe more and more to the photographer's own skill. It aims to help the photographer understand deeply each field in order to be able to control the final results of his/her picture.

### **CGRD 101**      **Introduction to Graphic Design**

This course is for beginners who seek an introduction to graphic design. The course objective is for students to acquire the creative, conceptual, narrative and presentation skills necessary to integrate content with technical skills in the production of effective and evocative design. It emphasizes the principles of visual organization and the elements of graphic design that govern effective design and page layout. Topics include shape, color, and communication; visual hierarchy; word/image relationships and integration; typography; composition. It includes practical exercises in visual perception, visual organization, and visual communication.

### **CWBD 101**      **Introduction to Web Design**

This course will provide students with technical and artistic information that helps them design and create a website. The student is expected to:

- manage a website: understand it, build a site, create a home page, and link web pages;
- format and enhance web pages: add style to them, create lists and tables, and add multimedia images;
- use advanced website techniques: create forms for user comments, create a frame or no frame page, and use shared borders and navigation bars; and
- publish and update a website: test the site, verify and update hyperlinks, publish to a server, and upload web files.



**CART 201 History of Arts**

This course is an introduction to the art of the twentieth century. The focus of this course is the approaches and methodology used in the Dadaist and the Surrealist movements in visual art and literature. The course covers the sources and influences of the major artists. Styles and movements of this period are closely examined. Emphasis is on discussion of pioneering attitudes, theories, and concepts of the art world with topics ranging from a focus on artists and media, art politics, and various thematic concerns. Seminars, workshops and lectures diversify the course.

**CTHT 201 Practical Theatre and Playwriting**

This course is delivered through studio-based classes that introduce contemporary acting methods and techniques in the form of workshops. Practical technique classes include training to imagine, practical improvisational theatre techniques to enhance creativity, teamwork, discovering your inner voice, physical theatre and movement. Other skills are supported with a number of classes in creative writing with seminars in how to write short plays.

## Program

### Part 1

In the first part of the course students begin to develop physical, vocal, imaginative and technical skills. The work of influential practitioners such as Stanislavski is explored to develop an understanding of the actor's craft. Theoretical study places practical skills within a historical and professional context, and students undertake a performance project to explore the devising process and the presentation of text in performance.

### Part 2

Part two sees students working with other classmates to form their own performance.

They devise material, manage their own technical requirements, and perform in a variety of styles. At the same time they continue to study acting methods and gain further appreciation of the social, historical and cultural context of theatre performance and playwriting.

## Contact CEC

For more information about CEC programs, admission, or registration please contact:

Wafa Abu Daher

Assistant to the Director

Phone: +961-1-350-000, ext. 3140/1  
+961-1-374-374

Fax: +961-1-748-539

Email: [cec@aub.edu.lb](mailto:cec@aub.edu.lb)

Website: <http://rep.aub.edu.lb/cec>