

Continuing Education Center (CEC)

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Background

In line with its mission to serve the region and its commitment to life-long learning, AUB offers a variety of certificate and diploma non-credit programs, non-certificate courses, intensive professional courses, as well as special programs for older people and children of AUB alumni. The Continuing Education Center (CEC) at the American University of Beirut is a division of the Office of the Vice President for Regional External Programs (REP). CEC promotes AUB's motto "so that they may have life and have it more abundantly" and stands at the heart of AUB's strategic plan in extending the resources of the University into the community by providing high-quality educational opportunities for people of all educational and professional levels. 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, project management, nursing, interior design, and languages. Harnessing the expertise of AUB's six faculties, CEC offers non-credit courses and programs that can lead to professional certificates and diplomas.

Mission

The mission of CEC is to meet the lifelong educational and training needs of all learners in the local community and the region. Harnessing AUB's 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

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).

Programs of Study

CEC currently offers 13 certificate programs and three diploma programs. Certificates are offered in Accounting Studies, Community Health Nursing, Critical Care Nursing, Essentials of Business, Financial Management, Human Resource Management, Interior Design, Early Childhood Education, Leadership and Management in Nursing, Marketing Management, Nursing Informatics, Office Management, and Project Management. Diplomas are offered in Human Resource Management, Marketing Management, and Project Management.

CEC students may also consider enrolling in individual courses to continue their professional development without earning a certificate. These students will be provided with attestations of courses completed.

In addition to the certificate courses, CEC offers non-certificate courses in various areas including: languages, information technology, SAT, MCAT, GMAT, radiography, photography, interior design, leadership skills, project management, and green building; develops intensive professional courses tailored to corporate clients in Lebanon and the region; and organizes public workshops that aim at helping participants maintain a competitive edge throughout their career path. CEC also oversees a special program designed for older people (University for Seniors), and, in collaboration with the Office of Alumni Relations and the Worldwide Alumni Association of the American University of Beirut (WAAAUB), offers a special summer program to children of AUB alumni throughout the world to strengthen the ties between AUB and all of its alumni.

General Criteria for Admission

- Students applying to one of the certificate or diploma programs should submit a secondary school or university certificate. Also, a minimum score of 400 in EEE (TOEFL: CBT 163 or IBT 57) is required for admission. Applicants who are graduates of an English speaking university are exempted from the English language test. An applicant might also be required to report for an interview with the program coordinator.
- A student with an EEE score of 350-399 (TOEFL: CBT 155 or IBT 50) will be allowed to take a maximum of two courses in one of the certificate programs provided that s/he sits for the EEE/TOEFL at the end of the first and/or second course and meets the minimum requirements. If the student does not meet the minimum required English score for entry into that program by the end of the second course, s/he will be disqualified for the certificate and will not be allowed to register for another course in that certificate. The student will have to take more English courses before being allowed to re-register to complete the courses in that certificate program and become eligible for a certificate upon completion of course requirements.

- Students applying for enrollment in English language courses are required to sit for a placement test given at CEC to all new applicants before the semester begins.
- Enrollment in all other courses is generally open to all learners from diverse educational backgrounds.

Graduation Requirements for Certificate and Diploma Programs

A certificate or a diploma is offered upon the successful completion of all the required courses and attaining a minimum grade of 60/100 in each course, with a minimum cumulative average of 70/100. If the academic requirements change before the student finishes a specified program of study, the student may follow the new requirements upon the approval of the program coordinator.

Certificate Programs

Accounting Studies Certificate

Objective

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

Community Health Nursing Certificate

The post basic certificate program in community health nursing is designed to provide students with theories of nursing and principles underlying current community health nursing practice. The focus of care is on clients who may be represented as individuals, families, and small groups or larger aggregates and community. The nursing role is developed with emphasis on health maintenance, health promotion and disease prevention as facilitated by health teaching, and appropriate use of community resources. Critical inquiry using nursing research and epidemiological processes is fostered by didactic and clinical learning experiences. Clinical experiences are designed to enhance collaborating effectively with interdisciplinary team members in health care settings.

Concepts and theory are learned through various combinations of classroom discussions, lectures, and seminars, case studies, independent study and guided application in practice. The faculty will carry responsibility in the area of clinical practice by consultative services and participating in demonstrations. Emphasis is placed on the use of community sites including ambulatory care centers, homes, and schools, collaborative activities with Community Institutions and group teaching. The program includes 90 contact hours theory and 180 contact hours clinical.

The post basic Community Health Nursing Certificate program consists of four courses:

- CNRS 311 Introduction to Theories and Concepts in Community Health Nursing
- CNRS 312 Practicum I: Application of Theories and Concepts
- CNRS 313 Advance Concepts and Issues Relevant to Community/Public Health Nursing
- CNRS 314 Practicum II: Planning and Evaluation of Community Based Interventions

Critical Care Nursing Certificate

The program is designed to build on the knowledge and clinical experience of nurses. It consists of 90 contact hours theory and 90 contact hours clinical. The theory part tackles concepts and issues related to assessment, care, and evaluation of critically ill adults. The practicum part includes application of critical care concepts in assessing and managing evidence-based care to critically ill clients. Areas of emphasis include nursing assessment, interventions, and evaluation in critical illness, ventilatory assistance, hemodynamic monitoring, dysrhythmias and EKG interpretation.

The program is based on the nursing process as a framework for building theoretical knowledge and applying nursing care. Concepts such as critical care environment, relationship with patient and family, end-of-life care, infection control and safety, communication, documentation and critical thinking will be integrated in this course. Reading and understanding nursing research, doing library search and using information technology to enhance learning will be incorporated.

The post basic Critical Care Nursing Certificate program consists of six courses:

- CNRS 315 Fundamental Concepts and Skills in Critical Care Nursing: Assessment and Evaluation
- CNRS 316 Nursing Care Management of the Critically Ill Adult
- CNRS 317 Nursing Management of Acute Medical Surgical Emergencies
- CNRS 318 Practicum I: Critical Care Nursing: Assessment and Evaluation
- CNRS 319 Practicum II: Critical Care Nursing: Management
- CNRS 320 Practicum III: Code Management

Early Childhood Education Certificate

Objective

The purpose of this certificate is to expose practitioners and prospective teachers in various Early Childhood Education contexts to both theoretical and practical knowledge regarding current trends in the area of early childhood education, child development and teaching and practices in the field, and to develop the related skills for better performance. New educational programs and approaches are explored, in light of findings of new brain research, regarding how children learn and develop. The implications for appropriate practices are studied in various areas: curriculum, methods of instruction, classroom management, parental involvement and the changing role of the teacher. Special emphasis will be laid upon the inquiry method and the development of creative and critical thinking.

Target Participants

- Pre-service and in-service teachers.
- Practitioners and professionals who are working or interested in working with children from three to eight years old.

Certificate Requirements

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

- CECE 201 New trends in Early Childhood Education
- CECE 202 Integrated Curricular Practices in ECE
- CECE 203 Managing the Early Childhood Program
- CECE 204 Creativity and Creative Skills in ECE

Essentials of Business Certificate

Objective

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 I
- 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 Certificate

Objective

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.

Certificate Requirements

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

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

Human Resource Management Certificate

Objective

The objective of this certificate is to offer instruction on practical, current issues in the human resource field for professional development. Increasingly, companies in Lebanon 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.

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 Staffing
- CHRM 202 Total Compensation and Benefits
- CHRM 203 Employee Training and Development

Interior Design Certificate

Objective

The Interior Design Certificate Program equips students with the methods and skills needed to temper the urgent problems generated by a rapidly growing demography and to create a friendly urban environment. The courses will address the different types of living spaces, the different concepts of interior design, and the different methods for combining aesthetic factors with cost and functional concerns. Graphic illustrations, sketches, case studies, AutoCAD, and real models will be used

Target Participants

- All individuals with a Baccalaureate level of education may be able to join the certificate program.
- Professionals from other areas (engineers, architects, scientists, physicians) are encouraged to take courses from the program.
- Amateurs may also be admitted to the program on the basis of an interview with the program coordinator.

Certificate Requirements

The program consists of four courses:

- CINR 101 Introduction to Interior Design
- CINR 102 Elements of Interior Design
- CINR 201 Presentation Techniques for Interior Designers
- CINR 202 Interior Design Project Development
- CINR 301 Final Project

Leadership and Management in Nursing Certificate

Objective

This program helps build the managerial capacity of nurse managers or nurses in charge in leading and managing skills to ensure success in today's dynamic healthcare environment. It emphasizes the use of creativity in problem solving and decision-making thus promoting critical thinking which is essential to the nursing process. It introduces nurses to the change process and control measures which contribute to the improvement of nursing practice. This program allows the nurses to examine their role as leaders in today's rapidly changing healthcare environment.

Certificate Requirements

The program consists of five courses:

- CNRS 301 Foundations of Leadership and Management in Nursing
- CNRS 302 Leading Towards Effective Patient Care Management
- CNRS 303 Managing Quality Improvement
- CNRS 304 Advanced Management Practice
- CNRS 305 Practicum

Marketing Management Certificate

Objective

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 301 Marketing Communications and Advertising
- CMKT 302 Sales Management

Nursing Informatics Certificate

Objective

The post basic certificate in Nursing Informatics is designed to provide students with the knowledge and skills necessary to take a leadership role in the selection and implementation of health care information management systems, and in applying the knowledge gained from the information generated from these systems. This program entails five courses which focus on concepts and issues surrounding technology and information management in today's rapidly changing health care environment.

Certificate Requirements:

The post basic NI program consists of five courses:

- CNRS 306 Data, Information and Knowledge
- CNRS 307 Informatics and the Health Care Delivery System
- CNRS 308 System Lifecycle
- CNRS 309 Issues in Health Care Informatics
- CNRS 310 Data Standards, Terminologies and Implications for Practice

Office Management Certificate

Objective

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 202 Office Procedures and Routines
- CBUS 203 Office Automation

Project Management Certificate

Objective

This certificate program provides participants with the knowledge and skills needed to deliver even the most complex project. The courses reflect a mix of “hard” and “soft” skills that the managers need to deliver. The material used in all classes is drawn from existing, real-life, and current project management tools.

The certificate will also allow organizations to make the best use of resources and provide a career path for project managers to grow.

Certificate Requirements

This program consists of the following five courses:

- CPRM 201 Best Practices in Managing Small to Medium Projects
- CPRM 202 Project Leadership and Communication Skills
- CPRM 203 Project Management Scheduling Tools and Techniques
- CPRM 204 Project Stakeholder Management
- CPRM 205 Green Project Management

Diploma Programs

Human Resources Management (HRM) Diploma

Objective

This diploma program provides a comprehensive overview of HRM roles and responsibilities in the workplace from a strategic perspective. It fosters and develops the participants' professional expertise and competencies. This diploma program involves an intensive education program using traditional classroom instruction, hands-on case studies, and executive presentations.

Diploma Requirements

This program consists of the following eight courses to be completed in four years:

- CHRM 101 Overview of Human Resource Management
- CHRM 201 Workforce Planning and Staffing
- CHRM 202 Total Compensation and Benefits
- CHRM 203 Employee Training and Development
- CHRM 301 Managing Human Behavior in Organizations
- CHRM 302 Managing the Employment Relationship: HRM, Society and the Law
- CHRM 401 Strategic Management
- CHRM 402 Advanced Topics in Human Capital Management

Marketing Management Diploma

Objective

The objective of this diploma is to provide an advanced and comprehensive overview of marketing from basic to strategic. The components of marketing, such as consumer behavior, sales management, marketing communication, marketing research, market segmentation, and strategic marketing planning will be emphasized.

Diploma Requirements

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

- CMKT 101 Principles of Marketing
- CMKT 202 Marketing Research
- CMKT 301 Marketing Communications and Advertising
- CMKT 302 Sales Management
- CMKT 401 Services Marketing
- CMKT 402 Public Relations
- CMKT 403 Consumer Behavior
- CMKT 404 International Marketing

Project Management Diploma

Objective

The Project Management (PM) Diploma is a practical, hands-on program with a clear focus placed on advanced project management knowledge and skills enabling the participant to deliver complex projects based on best practices. The curriculum draws heavily on a long, acknowledged experience of practitioners and trainers in project, program, portfolio, and risk management.

Diploma Requirements

The PM diploma is composed of 11 components, divided over two parts: PM Certification (5 courses) and a Diploma Focus (4 courses + an elective course + a final graduation project) from among 4 possible tracks:

- Engineering Project Controls
- Business Development and Entrepreneurship
- Project Management Office and Program Management
- Enterprise and Project Risk Management

Track I: Engineering Project Controls

The objective of the program is to provide students with the perspectives of major stakeholders of real estate, design, and construction management: owners/developers, consultants/designers/supervision consultants, and contractors. It will provide them with a deeper understanding of how to manage all parties and design projects by taking into consideration the deep impact of quality design on successful implementations. Estimation, planning, contract management, extension of time analysis, and construction management topics will be covered in a practical manner.

Track I consists of the following courses:

- CPRM 301 Cost Estimating, Budgeting, and Control
- CPRM 302 Design Project Management
- CPRM 303 Construction Project Management
- CPRM 304 FIDIC Contracts, Claims and Disputes
- CPRM 305 Project in Controls
- CPRM 331 Project Controls for Engineering and Construction

Track II: Business Development and Entrepreneurship

This program covers a wide spectrum of project management initiatives including business expansion into new geographical areas, marketing management, promotional projects, or internal development planning. The program is ideal for those wishing to establish a business, and it will cover all the competencies required for sponsoring projects, and identifying and managing requirements to equip participants to develop projects/business plans.

Track II consists of the following courses:

- CPRM 306 Project Sponsorship
- CPRM 307 Project Management for Entrepreneurs
- CPRM 308 Certified Business Analysis Professional
- CPRM 309 Business Development Project Management
- CPRM 310 Project in Business Development, Organization development or Entrepreneurship
- CPRM 329 Innovation Management

Track III: Project Management Office and Program Management

The program features some of the most advanced topics in organizational project management, including Organizational Project Management Maturity Model (OPM3), Portfolio Management, Program Management, and Governance, in addition to PMO setup and enhancement. The program provides sophisticated competencies that will leverage the development of strategic, tactical, or unique program management offices, as required by semi-government, public-private-partnership (PPP), infrastructure, and organizational development initiatives.

Track III consists of the following courses:

- CPRM 311 Project Management Office Setup and Implementation
- CPRM 312 Program Management Professional
- CPRM 313 Project Feasibility and Portfolio Prioritization Techniques
- CPRM 314 Organizational Governance for Enabling Portfolio/Program/Project Management
- CPRM 315 Project in Program Management/PMO Governance
- Elective Course

Track IV: Enterprise and Project Risk Management

The track will focus on performing risk management at portfolio, program, and project levels, as well as on enterprise risk management when adopting it as a strategic decision-making tool to optimize performance across all business functions. The risk management track provides a logical and systematic method of establishing risk methodology: identifying, analyzing, integrating, evaluating, treating, monitoring, and communicating risks in a way that allows organizations to make sound decisions and timely responses to risks and opportunities as they arise.

Track IV consists of the following courses:

- CPRM 316 Achieving Risk Management Professional Certification
- CPRM 317 Quantitative Risk Analysis
- CPRM 318 Enterprise Risk Management using ISO-31000
- CPRM 319 Practical Risk Workshop
- CPRM 320 Project in Risk Management
- Elective Course

Elective Courses

Elective can be any of the focus courses listed above, in addition to the following courses:

- CPRM 321 Strategic Project Management for Executives
- CPRM 322 Extension of Time Analysis and Time Request
- CPRM 323 Contracting and Procurement
- CPRM 324 Earned Value Management
- CPRM 325 Contract Administration and Claim Management
- CPRM 326 Effective Submittal Management in Construction Projects
- CPRM 327 Cost Engineering Certification
- CPRM 328 Project Planning and Scheduling
- CPRM 329 Innovation Management
- CPRM 330 Project Lessons Learned
- CPRM 331 Effective Project Controls for Engineering and Constructio
- CPRM 332 Workshop on the Preparation for the PMP Certification Exam
- CPRM 333 Project Management for NGOs

Certificate and Diploma Programs Course Descriptions

CACT 101 Principles of Accounting I 42 hrs
This course introduces students to principles of recording transactions, the preparation of financial statements, and completion of the accounting cycle.

CACT 201 Principles of Accounting II 42 hrs
This course is a continuation of Accounting I. It covers depreciation policies and procedures, depletion and amortization, income determination, partnership accounts, corporate capital accounts, dividends and retained earnings.

CACT 301 Cost Accounting and Control 42 hrs
This course focuses on the 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.

CECE 203 Managing the Early Childhood Program 42 hrs

This course explores how developmentally appropriate Early Childhood programs are managed, including planning the learning experiences, organizing the learning environment and guiding children's behavior. It encompasses both concepts and principles underlying this management and their practical applications to motivate children's development and learning, considering both their needs and rights in accordance with the aims of education. Along with the theoretical background, this course equips students with practical skills necessary for the organization and management, with special emphasis on assessment of children's development and learning.

CECE 204 Creativity and Creative Skills in ECE 42 hrs

This course explores theoretical and practical aspects of creativity, stages of its development, relevant skills and means for fostering them in early childhood programs. The practical use of children's creative experiences in art, music, play, literature, and drama is dubbed to foster children's creative, critical and higher thinking skills and social development. Special emphasis is laid on play as this course equips students with theoretical background and practical skills necessary for facilitating the natural playfulness in young children, as it presents different theoretical frameworks that study the role of play in children's development and learning, its characteristics and stages. The course also explores how the teacher's roles and responsibilities enhance children's growth through creative experiences.

CECN 101 Introduction to Economics 42 hrs

This course is a survey of economic principles that includes national income accounting and analysis, monetary and fiscal policies, and demand and supply analysis.

CECN 301 Money and Banking 42 hrs

This course focuses on 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 42 hrs

This course is 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 42 hrs

This course is an 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.

CFIN 301 Financial Statements Analysis 42 hrs

This course focuses on the 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 42 hrs

This course focuses on the 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**42 hrs**

This course is an 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.*

CHRM 101 Overview of Human Resource Management**42 hrs**

This course introduces the main concepts of managing human resources in organizations, discusses the various roles that HRM departments play and demonstrates how HR policies and practices help support the business strategy. Topics include the strategic role of HRM, job analysis and personnel planning, recruitment and selection, training and development, performance management, compensation and retention as well as the ethical aspect of HRM.

CHRM 201 Workforce Planning and Staffing**42hrs**

This course explores how organizations plan for changes in their workforce, create recruitment strategies, and develop selection systems to identify the best talent for their businesses. It encompasses planning for, establishing, and maintaining a quality work force; identifying critical specifications for filling positions; recruiting a pool of talent; developing methods for selecting from the talent pool; and creating desirable person/job and organization fit.

CHRM 202 Total Compensation and Benefits**42 hrs**

This course conveys applied knowledge about compensation systems for aspiring HR professionals. The course objective is to provide a solid understanding of the art of compensation practice and its role in promoting companies' competitive advantages. It is assumed that students will be best prepared to assume the role of competent compensation strategist if they possess a solid understanding of compensation practices. Thus, we will examine the context of compensation practice, the criteria used to compensate employees, compensation system design issues, employee benefits, and contemporary challenges that compensation professionals will face well into the 21st Century.

CHRM 203 Employee Training and Development**42 hrs**

Rapid changes in technology and job design, along with the increasing importance of learning- and knowledge-based organizations make training and development an increasingly important topic in human resources development. In this course, the student will learn how to identify training and development needs through needs assessments, analyze jobs and tasks to determine training and development objectives, create appropriate training objectives, design effective training and development programs using different techniques or methods, implement a variety of different training and development activities, and evaluate training and development programs.

CHRM 301 Managing Human Behavior in Organizations**42 hrs**

This course introduces students to many of the basic principles of human behavior that effective managers use when managing individuals and groups in organizations. These include theories relating to individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design.

CHRM 302 Managing the Employment Relationship: HRM, Society and the Law 42 hrs

The purpose of this course is to increase student knowledge of legislation and practices related to employment and labor law in the work environment and to provide an introduction to the basic elements of the relationship between employers and their employees. This course provides an overview of legal issues affecting human resources management. It focuses on the impact of law on individuals in organizations, recognition of legal problems, and the legal impact of human resources decisions. It also integrates employment and labor laws with social and economic forces shaping the current diverse management-labor environment.

CHRM 401 Strategic Management 42 hrs

This course highlights the systematic approach that companies use to plan, develop, execute and evaluate the functional decisions that will enable them to achieve their long-term goals. It focuses on the process of delimiting the company's mission, vision, strategies and corporate goals as well as developing the internal plans, policies and procedures to successfully accomplish all projects and programs. Throughout this course, students will learn how to understand the competitors' positioning, set clear goals and review the business strategies in order to better cope with various changing factors (i.e. political, economic, social, technological, environmental and legal) which may directly and indirectly impact the company's overall performance and business operations. The course will also address the SWOT concept and how to align all divisional/departmental/unit goals to a well-defined business mission and vision, and tackle McKinsey 7S model and how to strategically manage the company's overall assets and business operations including monitoring of business results, benchmarking, evaluating the efficacy and efficiency of the processes, controlling factors and dealing with change.

CHRM 402 Advanced Topics in Human Capital Management 42 hrs

This course is designed to give the student insights into contemporary and future HRM issues. It addresses leading-edge human resource management theories and practices in terms of their ability to have a positive impact on organizational results and encourage desired employee attitudes and behaviors. This course will help the student understand the diverse aspects of HRM, while providing knowledge of the tools and techniques of the modern Human Resource Manager. Main topics cover the importance of managing intangible assets, knowledge management and learning organizations, flexibility, empowerment and ethics.

CINR 101 Introduction to Interior Design 42hrs

The course introduces student to basic interior design concepts of LIVING SPACES (from studio to villas as well as commercial, cultural, health, sport centers). Emphasis is placed on techniques of harmony and esthetics in proportion. Using geometric instruments, students will learn to read and trace plans, understand scales through: graphics, sketches, basic colors and effect of materials. They will also learn to visualize and organize the spaces according to specific functionalities.

CINR 102 Elements of Interior Design 42hrs

This course introduces basic elements affecting interior spaces: color, light and materials. It will focus on color and its implications with its combinations to solve special problems; effect of natural and artificial light on interior spaces; and material and patterns used in today's interiors from floors to walls and ceiling covering. Students will learn how to add areas of visual interest in a space and implement concepts in harmony and balanced proportions using basic steps to create a design. Site visits to galleries and workshops are organized.

- CINR 201 Presentation Techniques for Interior Designers 42hrs**
This course focuses on how to present a technical drawing and a basic floor plan. The student will learn to develop interior elevations, and then transform the ideas and drawings into a polished presentation. The course will also introduce the basic tools necessary to translate drafting skills into a digital format using AutoCAD. *Prerequisites: CINR 101 and CINR 102*
- CINR 202 Interior Design Project Development 42hrs**
The emphasis of this course is on spatial problem solving related to human factors, implementing the principles and elements of design to projects of varying scale. This course develops and expands students' ability to solve complex design issues, thus enhancing their skills for drafting, rendering and presentation. Students also prepare the research of their final project. Research of similar projects will intensify their knowledge and choices. *Prerequisite: CINR 201*
- CINR 301 Final Project 42 hrs**
In this course, students apply the know-how acquired in previous courses to develop a final interior design project of their choice, from concept design to execution stage. Quality of design and presentation of the project are evaluated together with the submission of bill of quantity. Students will also learn how to explain and defend their projects. Visiting professors will be part of the final jury. *Prerequisite: CINR 202.*
- CMGT 101 Principles of Management 42 hrs**
This course focuses on the functions of management: planning, organizing, staffing, directing, and control.
- CMKT 101 Principles of Marketing 42 hrs**
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 202 Marketing Research 42 hrs**
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 Marketing Communications and Advertising 42 hrs**
This course is an overview of promotion management and integrated marketing communications. Topics covered include behavioral foundations of marketing communications, environmental influences on marketing communications, and the promotion management process and its execution.
- CMKT 302 Sales Management 42 hrs**
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.
- CMKT 401 Services Marketing 42 hrs**
This course is an overview of the process of marketing services. It includes a study of the characteristics of services and their marketing implications, developing marketing strategies, creating value, pricing and promoting the service performance, and ensuring a positive customer experience.

CNRS 317 Nursing Management of Acute Medical and Surgical Emergencies 30 hrs

This course aims at enhancing the participants' know how in cases of hematological and immune disorders, gastrointestinal alterations, endocrine alterations, trauma, and burns.

CNRS 318 Practicum I: Critical Care Nursing: Assessment and Evaluation 60 hrs**CNRS 319 Practicum II: Critical Care Nursing: Management 100 hrs****CNRS 320 Practicum III: Code Management 20 hrs****CPRM 201 Best Practices in Managing Small to Medium Projects 21 hrs**

The course is focused on practicing how to successfully manage small to medium projects. Participants will practice applying best practices and will receive immediate feedback from the expert.

CPRM 202 Project Leadership and Communication Skills 21 hrs

This course is designed to help project managers become better team leaders by honing their skills and improving their knowledge in key areas of communication, motivation, expectation setting and problem solving. Participants will be equipped with practical knowledge, skills, and tools that empower them to lead teams towards successful projects.

CPRM 203 Project Management Scheduling Tools and Techniques 21 hrs

This course provides hands-on project management training using a project scheduling application, and leads participants through the entire project life cycle. The instructor will walk the participants through the various project management processes with a special focus placed on the planning process group as per PMI's standards. Participants will gain in-depth practical knowledge about creating work breakdown structures, activity lists, scheduling activities, resource leveling, and base-lining.

CPRM 204 Project Stakeholder Management 21 hrs

This course is designed to enable the participant to effectively gain an essential understanding of stakeholder communications and management. Project managers will learn how to identify, assess, and manage stakeholders expectations. Various elements of the course are built from a practitioner's perspective.

CPRM 205 Green Project Management 21 hrs

The Green Project Manager (GPM®) certification embodies the commitment of a project management professional to act as an agent of change by managing and directing efforts to maximize sustainability within the project life cycle, improving the construct and delivery of goods and services produced as a project deliverable, and thoroughly considering and accounting for environmental impacts in the project management roles assigned using measurable standards. Green Project Manager (GPM®) certification is the first project management credential for individuals demonstrating competency in delivering projects using sustainable methods.

CPRM 301 Cost Estimating, Budgeting, and Control 21 hrs

The course will introduce the modern methods and techniques of cost estimating, budgeting and control. It will help in understanding the requirements for the different stages of the project pre-construction phases and how to comply with developing estimates for different project stakeholders (owners, consultants, contractors). The course will tackle the level of detail and information needed to be able to monitor and develop metrics against initial estimates during the project execution. The participant will learn for what indices and what warnings to look for during the execution to avoid cost overruns and to deliver projects on budget and on time.

- CPRM 302 Design Project Management 21 hrs**
In this course, the enrolled candidate will be introduced to processes and procedures governing the project management aspects of the design phase according to current industry standards, principles and international best-practices. Moreover, the concepts are examined at multiple levels ranging from early phase conceptual design to the final and detailed stage of the design process. This gives the participant a more global approach to the management of any project or design task, and it leads to a better integration of efforts towards the project objectives.
- CPRM 303 Construction Project Management 21 hrs**
This course will provide participants with the required skills needed to be a successful and effective construction or site manager. It provides a general overview of construction management with emphasis on inspection, contract writing, and material testing. It also provides an in-depth discussion of construction management with emphasis on cost estimation, safety/risk management and claim handling.
- CPRM 304 FIDIC Contracts, Claims and Disputes 21 hrs**
This course is designed for the participant to effectively gain an essential understanding of FIDIC contracts, and it outlines the various elements of the FIDIC 1999 suite of contracts with emphasis placed on the Conditions of Contract for Construction 1999 (The “Red Book”). Besides, in the second part of the course, topics covered will include the basic concepts of delays, tracking delays, mitigating delays, base-lining schedule, as well as analyzing the effect of delay(s) on the baseline schedule. In addition, it includes a detailed guide on the preparation of a comprehensive Extension of Time Request including the prolongation and disruption cost, claims avoidance, parties good and bad practices, and other focal issues in claims and disputes.
- CPRM 305 Project in Controls 52 hrs**
- CPRM 306 Project Sponsorship 21 hrs**
This course is an eye-opener on the to-dos and expectations of project and PMO sponsorship. As good sponsorship is critical to the success of projects, the professional filling the position should remove the guess work and be ready to take on this leading position. The participant will learn and practice sponsorship best practices at a project, program, and portfolio level.
- CPRM 307 Project Management for Entrepreneurs 21 hrs**
This course will allow participants to effectively gain an essential understanding of what value integration between business development and project management can add. It will also guide participants through a solid business development roadmap empowered by project management best practices.
- CPRM 308 Certified Business Analysis Professional 21 hrs**
This course provides a detailed review of all knowledge areas of IIBA®’s Business Analysis Body of Knowledge (BABOK®) key concepts, terms, and principles of business analysis. The BABOK is a globally recognized standard for the practice of business analysis and acts as a baseline for practitioners so that it defines the profession of business analysis with its best practices.
- CPRM 309 Business Development Project Management 21 hrs**
The course will cover key concepts of winning business through proposals, bids, tenders, and presentations in line with APMP standards and merged with the best practices of project management in line with PMI standards. It will provide a new structured approach for managing any new business development initiative as a project in order to increase its chances of success.
- CPRM 310 Project in Business Development,
Organization Development or Entrepreneurship 52 hrs**

- CPRM 311 Project Management Office Setup and Implementation 21 hrs**
The objective of this course is to help participants understand Project Management Office setup and implementation phases, requirements, and steps. It covers topics related to the role of a PMO in an organization and the development of processes, guidelines, and related templates. The course will also focus on how to transfer the developed processes and material to operations with the proper training, mentorship, evaluation, and control.
- CPRM 312 Program Management Professional 21 hrs**
This course is designed for the participants to effectively gain an essential understanding of, and/or formalize, program management skills and concepts. The course addresses a layer above project management where benefit management is central. It was developed according to the new PMI delineation of a Program Management Professional.
- CPRM 313 Project Feasibility and Portfolio Prioritization Techniques 21 hrs**
This course focuses on analyzing the expected status of every initiative by conducting a feasibility study, and optimizing the selection in order to maximize the return on organizational capacity. The course capitalizes on the Portfolio PMI standard and highlights some portfolio selection and balancing tools and techniques.
- CPRM 314 Organizational Governance for Enabling Portfolio/Program/Project Management (OPM3) 21hrs**
This course provides participants with an understanding of enablers to project/program/portfolio maturity in an organization. An objective assessment of the level of maturity of project, program, or portfolio management matched with a sound improvement plan is central to carrying out those projects or programs, or even portfolio. Presentations and case studies will be used to illustrate such scenarios.
- CPRM 315 Project in Program Management/PMO Governance 52 hrs**
- CPRM 316 Achieving Risk Management Professional Certification 21 hrs**
This course will cover risk management from basic to advanced processes. The course is an excellent preparation for those interested in applying for the challenging PMI-RMP Risk Management Professional Certification.
- CPRM 317 Quantitative Risk Analysis 21 hrs**
The course explores the Perform Quantitative Risk Analysis process by performing a numerical analysis on the effects of identified risks on overall project objectives and prioritizing those risks in order to better plan the responses.
- CPRM 318 Enterprise Risk Management Using ISO 31000 21hrs**
This course offers a sound understanding of the International Organization for Standardization (ISO) risk standard released in 2009. It helps to address the needs for understanding the enterprise risk management ins and outs, and for selecting the appropriate risk response plan while adhering to an international standard.
- CPRM 319 Practical Risk Workshop 21 hrs**
This is a workshop meant to give participants who have completed the “Achieving Risk Management Professional Certification” course extensive hands-on through activities carefully planned to contribute intensively to reinforcing risk management knowledge.
- CPRM 320 Project in Risk Management 52 hrs**

CPRM 321 Strategic Project Management for Executives 21 hrs

The objective of this course is to help students understand project management science and how it is used to successfully deliver strategically aligned projects to achieve the company's ultimate vision. Participants will learn how to incorporate the art and science of project management into new and exciting ways to do business. The course focuses on consolidating project principles across the organization.

CPRM 322 Extension of Time Analysis and Extension of Time Request 21 hrs

This course will provide in-depth understanding of the concepts and art of preparing and defending Time Extension Requests. Topics will cover the basic concepts of delays, tracking delays, mitigating delays, and analyzing the effect of delay(s) on the baseline schedule. In addition, it is extended to give a detailed guide about preparing a comprehensive Extension of Time Request including the prolongation and disruption costs.

CPRM 323 Contracting and Procurement 21 hrs

This course is meant to give professionals a comprehensive set of tools and techniques to handle contracting procedures as well as procurement cycle for an optimization of the organization benefits.

CPRM 324 Earned Value Management 21 hrs

This course is designed to provide the essential understanding of Earned Value Management to facilitate improvement in project performance outcomes by encouraging the use of EVM on projects. It will focus on EVM's contribution to provide early warning, achieve cost goals, improve communication, achieve schedule goals, and improve scope management.

CPRM 325 Contract Administration and Claim Management 21 hrs

This course focuses on the importance of contract administration and claim management in any construction project. Most disputed issues in the construction industry initially rise because of a lack of awareness and in-depth know-how about this essential part. Participants will learn how to combine the understanding of the contract clauses and the civil law interpretation in relation with the project's contract and the construction environment.

CPRM 326 Effective Submittal Management in Construction Projects 21 hrs

This course will familiarize participants with the standards and procedures for managing different types of project submittals (i.e. RFIs, drawings, material submittals, action items, punch lists ...) whether from a contractor, a consultant or an owner perspective. The content of the course is tailored to cater to the needs of the construction and engineering industries; in addition, participants will be introduced to several project management software applications used to automate the submittals in construction projects.

CPRM 327 Cost Engineering Certification 21 hrs

This course reflects the sophistication of individuals in today's cost control industry and it improves one's knowledge and adherence to best cost management practices. Participants can then apply to CCC/CCE certification with the Association for Advancement of Cost Engineering International (AACCI).

CPRM 328 Project Planning and Scheduling 21 hrs

This course will provide participants with a thorough background in Planning and Scheduling projects. It addresses how to identify, monitor, and balance crucial information for the successful management of projects, and covers the development of a baseline performance management plan (PMP) for the project that will allow the efficient compilation and the timely generation of quantitative performance comparisons. The comparisons highlight significant performance departures ("actual vs. baseline") and allow for preventive and early corrective actions. The course will also enable participants to apply for the Scheduling Professional (PSP) certification from AACE-International as well as PMI-SP certification of the Project Management Institute (PMI).

CPRM 329 Innovation Management 21 hrs

In this course, participants will be introduced to the concept of innovation management and to some proven tools and techniques. They will also have the opportunity to innovate around the “Business Opportunity Map” and present their innovative ideas to the facilitator and other participants.

CPRM 330 Project Lessons Learned 21 hrs

This course focuses on the importance of having lessons learned in project context. Moreover, it assists participants in understanding when lessons learned should occur and the framework to document project lessons learned. In addition, it provides practical steps to improve project processes through lessons learned.

CPRM 331 Project Controls for Engineering and Construction 21hrs

The course is aligned with the best practices and standards of the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK), AACE International and Construction Specification Institute (CSI). It provides extensive knowledge of the core elements for controlling projects and covers Project Management Control System overview, project planning and scheduling, cost management, risk management, document management, and performance reporting.

CPRM 332 Workshop for the preparation of the PMP certification Exam 21 hrs

This course will provide participants with the knowledge needed for the PMP examination; how to apply for it; how to prepare for it, and how to pass the exam. The seminar will provide the basic knowledge required, and it will cover all the steps needed to pass the exam and attain the PMP certification. The course is designed for professionals seeking to refresh their knowledge on the PMBOK before taking the PMP exam, as well as for those who are interested in understanding the science of project management.

CPRM 333 Project Management for NGOs 21 hrs

This course is designed to provide participants with key tools and techniques for people involved in project management in NGOs. It covers the basics of project management in alignment with PMI’s standards as well as topics like the Logical Framework Approach. The instructor will also map PMI’s terminology to the PM terminology used by NGOs.

Non-Certificate Courses

CEC offers non-certificate courses in languages, arts, and information technology; it also offers exam preparatory courses and a variety of special courses.

Languages

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, and colloquial Arabic. Students may also take classes in a variety of other languages.

English Language

Courses are offered at all levels from beginners to advanced 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). Each student's level is determined by a placement test given to all new applicants before the session begins.

CENG 100	English Language for Beginners	96 hrs
CENG 101	English Language Level 1	96 hrs
CENG 102	English Language Level 2	96 hrs
CENG 103	English Language Level 3	96 hrs
CENG 104	English Language Level 4	96 hrs
CENG 105	English Language Level 5	96 hrs
CENG 106	English Language Level 6	96 hrs

اللغة الإنكليزية

مدة الدورة: 12 اسبوع، 8 ساعات في الاسبوع
المستوى: الاول حتى السادس

السدوام: من العاشرة حتى الثانية عشرة ظهراً أو 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 لمدي إلمام كل منهم بها.
تحدد مستويات الطلاب بناءً على نتائجهم في امتحان خاص للتصنيف يجرى قيل إتمامهم عمليات التسجيل للدورة.

CENG 201	Conversational English	24 hrs
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This course offers students the opportunity to speak in formal and informal situations. Throughout the course, students will participate in discussions, group activities, and simulated role-playing. They will also give and evaluate presentations.

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

CENG 202 Creative Writing 30 hrs

This course provides participants with the opportunity to apply and extend their creative writing skills in a workshop setting through a series of directed writing activities and in-class discussions. Genre-specific writing will be addressed allowing participants to pursue specific interests in writing fiction, creative non-fiction, memoir and/or poetry. Developing voice and revision will be important components of this course. Participants will also learn how to prepare a piece of writing for publication and will examine the publishing opportunities available to writers.

CENG 203 Public Speaking 42 hrs

This course focuses on the fundamentals of oral communication which involves preparation and presentation of conventional forms of public address, such as expository and persuasive speaking. Emphasis is placed on the use of correct and effective language and organizational skills in preparing, delivering and evaluating different types of oral presentations. *Prerequisite: CENG 105 or equivalent.*

Arabic Language**Standard Arabic Language****CARB 101 Standard Arabic Beginner 48 hrs**

This course introduces students to the language through a proper acquisition of the alphabet, pronunciation of the sounds, connection of letters, and formation of words and simple sentences.

CARB 102 Standard Arabic Intermediate 48 hrs

This course focuses on basic grammar structures and vocabulary; and on comprehension and articulation of simple statements, questions, and paragraphs.

CARB 103 Standard Arabic Advanced 48 hrs

This course stresses complex grammar structures and vocabulary needed to comprehend and compose written and oral material.

Colloquial Arabic Language**CARB 201 Colloquial Arabic Beginner 48 hrs**

This course focuses on pronunciation and vocabulary needed to engage in simple dialogues such as, greetings, directions, traveling, and shopping.

CARB 202 Colloquial Arabic Intermediate 48 hrs

This course focuses on the basic principles of expression and builds the students' vocabulary to enable them to comprehend and compose simple sentences needed in day-to-day conversations.

CARB 203 Colloquial Arabic Advanced 48 hrs

This course offers students the opportunity to practice their communication skills in different settings to achieve a comfortable level of verbal interaction in business, social, and formal environments.

Other Languages**CFRN 101 French I 36 hrs**

This course provides students with the chance to use the language in familiar contexts both orally and in writing. In Level One, the emphasis is on conversations using basic structures.

Technology in Practice

CAPP 200 Apple iOS Development

24 hrs

In this course, students will learn how to develop fully operational iOS applications. It will provide an overview about mobile application rules and iOS, Objective-C language, Xcode tool, Story Board, View Controllers, Graphics, Animation, Data Management, Motion, Location, and Client-Server Applications; and real life examples on how to develop iOS applications.

CAPP 300 MAC OS X Support Essentials (With Certification)

42 hrs

This course provides an in-depth exploration of troubleshooting on MAC OS X. It is designed to give a tour of the breadth of functionality of Mac OS X and the best methods for effectively supporting uses of Mac OS X systems. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience. Basic Knowledge of MAC OS X and troubleshooting experience are required.

CAPP 302 Overview of Final Cut Pro 7

36 hrs

This course introduces students to the primary feature set and basic interface of Final Cut Pro. Students will learn how to perform basic editing functions while familiarizing themselves with the user interface. Topics include basic setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques, Ripple, Roll, Slip and Slide tools, finishing and final output. Knowledge of Mac OS X, computer navigation, and editing terminology is required.

CAPP 303 Introduction to Final Cut Pro 7 (With Certification)

42 hrs

This course focuses on the basic editing functions and aims at familiarizing students with the Final Cut Pro user interface. In this course, student will cut a scene from the TNT television series Leverage, create a promo for Seaworld's Believe documentary, as well as master filters and effects as they edit a segment of Playing for Change, the international music-creation event. Students will start with basic video editing techniques and work all the way through Final Cut Pro's powerful advanced features. They will also learn to mark and edit clips, mix sound and titles, create transitions, apply filters, and more. Topics include basic setup, customizing preferences and settings, capturing video and audio, various editing and trimming techniques, Ripple, Roll, Slip, and Slide tools, audio editing and audio creation, finishing and final output. Knowledge of Mac OS X, computer navigation, and editing terminology is required.

CAPP 304 Introduction to DVD Studio Pro 4 (With Certification)

42 hrs

This course focuses on DVD authoring with DVD Studio Pro 4. It guides students through every aspect of DVD authoring, from initial storyboarding to burning and replication. Using compelling media and real-world production workflow, students will learn how to create amazing MPEG 2 video with Compressor as well as create eye-popping motion menus directly in DVD Studio Pro 4. They will also "author" a DVD by creating buttons, interactive links, slideshows, playlists and even adding alternate audio steam and camera angles. Basic knowledge of the Macintosh OS and Final Pro is required.

CTIP 101 Digital Radiography

42 hrs

Digital radiography will acquaint the radiographers with the various digital image acquisition and display systems currently being introduced into the radiology departments. Radiographers will gain technical skills to help them in the transition from an analogue to digital imaging environment. This course will also focus on radiation protection techniques employed with digital systems. This course is approved for credit (38 credits) by the American Society of Radiologic Technologists.

CTIP 102 Online Community Management 25 hrs

This course provides students with the knowledge and skills needed to effectively manage their online community in order to increase visibility and market share. It focuses on online visual identity, etiquettes, content research and creation, and best online practices of customer relations and public relations. Students will be trained to develop online marketing strategies, campaigns, and advertisements; derive analytics and metrics and build on them for best online results and client-facing reports; and advance digital engagement strategies across stakeholders.

CTIP 103 Medical Information Literacy Skills 32 hrs

This course is designed to expose attendees to a wide variety of medical information resources/tools available on the Internet, which are useful for locating specific reliable medical/health information. The course relies heavily on hands-on training and focuses on how to use free and reliable internet resources to do an efficient and productive search.

CTIP 200 Use of Technology in K-12 Classroom 42hrs

This course is designed for K-12 school educators with basic computer literacy to effectively integrate technology as a tool to enhance teaching and learning. It aims to enhance the knowledge of our target teachers making them up to date with the most current applied technology in the modern classroom environment. Furthermore, this course will train enrolled educators in how to effectively and reasonably incorporate the technology they acquired as the backbone of their instructional techniques. Educators will be able to use this new understanding to reinvent their classes, more specifically, the presentation of their class material, communication with their students, assessment of student performance, and increasing the involvement of students in their own instruction (such as virtual study/review rooms).

Special Courses

CBCS 201 Balanced Scorecard Management System 45 hrs

This course focuses on developing the understanding of participants about the BSC system. Students will learn how to use the BSC system to keep track of an organization's performance in order to monitor how well it is achieving its goals. The course includes practical training on developing strategy maps and measuring initiatives.

CEVP 101 Event Planning 36 hrs

This course is designed to provide the necessary knowledge and skills an event planner should acquire. It focuses on the fundamentals of event planning, the communication process, and event branding and marketing. The course includes organizing and planning actual events taking place on AUB campus.

CGTC 101 Gourmet Tasting Culture 36 hrs

This course introduces students to the quality, origin, characteristics, and vintage of wine, spirits, and cigars. Students will discover the major wine producing regions and will learn how to purchase wine at retail stores and restaurants. Wine tasting and flavor components, pairing food with wine, storage procedures, wine etiquette, wine service, and cigar production are among the topics that will be discussed. The course includes trips to wineries that will be charged separately.

- CHST 101** **History of Lebanon** **36 hrs**
This course covers the history of Mount Lebanon from the period of Fakhreddine and until the Independence in 1943. It focuses on the historical facts and dates; the political, economic, social and demographic changes; and the effects of European powers in shaping Lebanon's history. The course also discusses the Mount Lebanon emirates with particular stress on politics and economy, and the events and policies during World War I and the effects of the war on Lebanon passing by Sykes-Picot and eventually leading to the establishment of present-day Lebanon in its present borders.
- CIPE 201** **Business Protocol and Etiquette** **36 hrs**
This course teaches students how to greet people, converse with them, understand their business and management styles while respecting their cultural attitudes. Topics include: first impressions and networking skills, dressing for success, communication at its best, business lunching and dining etiquette, hosting business potentials, and mastering business meetings.
- CLAB 101** **Legal Aspects of Business** **36 hrs**
The objective of this course is to introduce participants to commercial law and to the legal elements that are required for starting and managing a small business or for the constitution of different kinds of companies. It includes information on various contracts and day-by-day operations from a legal point of view.
- CLDS 101** **Leadership Skills** **36 hrs**
The objective of this course is to introduce the participants to the essential skills needed for a successful leader. Participants will be able to determine their leadership qualities and personal leadership style. They will also understand their responsibility in developing further as leaders. Participants will learn how to set, evaluate, and follow up on short and long-term objectives. This course will use a practical approach emphasizing exercises, discussion, group work, and practical experience. A pre-test will be given at the beginning of the course and a post-test at the end so that participants will be able to evaluate their leadership skills and plan for improvement.
- CLDS 102** **Extracurricular Activities Program** **36 hrs**
The purpose of this course is to introduce participants to the objectives, programs, organization and benefits of the Extra-Curricular Activities Program at various school levels (Elementary through Secondary level). It will emphasize practical activities that contribute to the development of the student's personality and encourage creativity, voluntary work and good citizenship. It will also focus on the essential skills needed for the leaders and providers of these activities who can be teachers, counselors, NGO leaders and parents.
- CLDS 201** **Emotional Intelligence** **36 hrs**
This course is designed to help participants understand the relationship between emotions and decision making, and their role in developing their own emotional intelligence. The course focuses on the importance of emotional intelligence to our health and leadership qualities. Participants will learn to identify their emotions, express themselves clearly, and understand others. They will also learn how to motivate themselves and others, and how to plan for self-management in order to achieve a higher emotional intelligence.
- CNRS 201** **Leading Quality Initiatives at the Bedside** **30 hrs**
This course prepares direct-care nurses to be involved in quality initiatives and take the lead in transforming care at the bedside.

CPFH 101 Pursuit for Happiness 18 hrs

This course provides students with a comprehensive guide to understanding the elements of happiness based on years of groundbreaking scientific research. It offers them a practical, empowering, and easy-to-follow workbook, incorporating happiness strategies, exercises in new ways of thinking, and quizzes for understanding their individuality, all in an effort to help them realize their innate potential for joy and ways to sustain it in their lives. This course is a powerful contribution to the field of positive psychology and a gift to people who seek to take their happiness into their own hands.

CRBT 101 Introduction to Robotics 21 hrs

Introduction to robotics is a pre-engineering course offered to students aged 15+ in a track specially tailored for students interested in pursuing a degree in engineering. This course is one of the “bridge the gap” courses intended to fill the gap existing between school and university in the engineering domain. In this course students will be introduced to the world of robotics in a more detailed and experimental way where they will experiment the world of engineering and assess their decision in joining the engineering field.

CSTM 201 Stress and Time Management 25 hrs

This course is designed to improve the students’ productivity and job satisfaction by developing their understanding of the causes and consequences of stress in their work environment. Students will also learn time management strategies such as workload planning and task prioritization. The course includes case studies, real-life examples, and practical sessions.

Art Courses

CART 101 Introduction to Arts Policy and Management 36 hrs

This course introduces the main concepts related to arts policy and management, giving an overview of the fundamentals of arts policy as well as essential concepts related to third sector arts and cultural organizations management.

CART 201 History of Arts 36 hrs

This course is an introduction to the art of the twentieth century. It focuses on 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.

CDRW 101 Life Drawing I 36 hrs

This course concentrates on “seeing” and rendering with pencil and charcoal. Special emphasis is placed on still life, taken from nature and landscapes.

CGRD 101 Introduction to Graphic Design 36 hrs

This course is for beginners who seek an introduction to graphic design. The course helps students 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.

- CLGH 101 Landscape Gardening for the Home 30 hrs**
This 10-week course includes: horticulture skills (potting, propagation and transplanting of annuals and perennials) and landscape principles (plant selection and layout in small gardens, balconies and indoors) introduced through lectures, live demonstrations and hands-on application.
- CPHT 101 Basic Photography 36 hrs**
This course is designed to familiarize the students with the photography equipment and build their basic skills in photography. It will focus on photographic methods and techniques, composition elements and theories, and the interdependence of medium and image. The course includes practical photography exercises.
- CPHT 102 Advanced Photography 36 hrs**
This course is designed for students who want to develop their skills in the technical and artistic production of photography. It builds on previously acquired skills and guide students in developing personal outlooks towards specific applications of the photographic process. Students will be challenged to explore the concept of developing a series of images that cultivate a personal vision while building a portfolio which illustrates an understanding of various processes and professional presentation. *Prerequisite: CPHT 101*
- CPHT 103 People and Portrait Photography 36 hrs**
This course helps students to acquire the necessary techniques for photographing people. It will focus on studio portrait, models, documentary portrait, and creative character. The course also includes: choice of appropriate equipment, best use of lighting, location selection and technical considerations for formal and environmental portraits. Practical assignments will be set and most classes include a photo shoot session.
- CSKT 101 Sketching 36 hrs**
In this course, students will learn how to execute a free hand drawing that is not intended as a finished work. They will be introduced to perspective, proportions, scales and composition.

Public Workshops

CEC draws on the expertise of AUB faculty to respond to the professional training needs in many areas including engineering, medicine, business, English, information technology, education, and agriculture. Public workshops offer participants unique engaging opportunities to acquire the knowledge, skills and strategies that are needed to move forward along the career path. The following are examples of the public workshop topics:

Applying Quantitative Discipline to Asset Allocation

In this workshop, participants will learn how to use quantitative tools effectively to make asset allocation decision in a global investment marketplace. They will be provided with a practical guide on using some powerful quantities tools, from mean variance optimization to dynamic Bayesian statistical modeling, with a few comments on the new direction implied by nonlinear modeling techniques.

Business English

This workshop aims to improve the English language communicative competence of the participants in business and social settings. It focuses on developing participants' productive skills of speaking and writing as well as the receptive skills of reading and listening. It also focuses on the acquisition of a wide range of business expressions, idioms, and grammatical knowledge.

Advanced Negotiation and Conflict Resolution Skills

This workshop gives participants a better understanding of conflicts from an objective point of view. It introduces them to the dynamics of conflicts and offers methods, such as negotiation, through which conflicts can be resolved. Topics include: the explicit and implicit issues inherent in a conflict situation, conflict resolution frameworks and techniques within the context of current organizational decision making models, practical negotiating and conflict resolution skills and experiences that can be applied immediately.

Developing Young Professionals

This workshop is designed to prepare young employees or prospective employees for the work environment. It teaches them business communication, time management, discipline, presentation techniques, and other practical and mental tools that will facilitate their way to success.

Databases Fundamentals

This workshop trains participants to use a scientific method to design a database from business requirements. It focuses on the process of normalization, and gives the participants an overview of the main components of a database engine and techniques for improving query performance and protecting data through views, authorization control, and semantic integrity control.

Scholarships and Awards

Kamil Sadeddin Continuing Education Scholarship

The Kamil Sadeddin Continuing Education Scholarship fund aims to encourage AUB's community members to enhance their education and become more effective employees by pursuing individual courses and professional certificates at CEC.

All AUB staff members at grade 12 or below are eligible to apply for the Kamil Sadeddin Continuing Education scholarship.

Arab Student Aid International (ASAI) Scholarship

The Arab Student Aid International Scholarship fund aims at providing support to improve the managerial performance of the non-governmental organizations in the private and public sectors. The fund is used to organize customized training courses for NGO leaders that include project-based work aiming at improving their managerial skills. All NGO leaders are eligible to apply.

Arab Student Aid International (ASAI) was founded in 1976 by a group of Arab and American academics and business people who believe in the mission, vision and objectives of the development of human resources in the Arab countries and the Palestinian territories in particular.

Abdul-Hamid Hallab REP Service Excellence Award

Purpose

The purpose of Abdul-Hamid Hallab REP Service Excellence Award is to recognize the accomplishments of outstanding REP consultants from the AUB community who have made

major contributions to the AUB mission of serving “the peoples of the Middle East and beyond” and the REP mission of providing “the Middle East and North Africa with world class professional services...while reflecting AUB core values and its commitment to service excellence.” By recognizing these individuals, REP demonstrates its commitment to service excellence and provides incentives for AUB faculty and staff to serve as REP consultants. The award is based on qualitative and quantitative evidence for excellence in consulting work.

Eligibility

Full-time AUB faculty and staff who have served on at least one REP project during the entire fiscal year are eligible to be nominated. Consultants who were nominated in previous years may be nominated again on condition that they haven't received the award during the previous year.

Criteria for Excellence in Consulting

The Abdul-Hamid Hallab REP Service Excellence Award acknowledges the efforts of faculty and staff members and their contributions to the mission of the University and the mission of REP. The number of projects the faculty or staff member has worked on would not, in itself, be considered sufficient evidence for recognition. The selection committee will rely on qualitative and quantitative measures and on any and all supporting material provided by the nominator and nominee including evaluations by the clients, letters of support received from referees, and other relevant materials. Nominees will be evaluated against these criteria:

- Client focus
- Commitment to service excellence
- Exceptional commitment to the project
- Teamwork

Nomination Procedures

A nomination can be initiated by REP clients, Deans, VPs, project coordinators, and colleagues. A completed nomination form should be submitted to REP by the stated deadline. The nominee will then be asked to submit the following documents:

- Letter accepting the nomination
- Curriculum vitae
- Names of three reference persons who are acquainted with nominee's consulting activities
- Completed self-evaluation form
- All relevant documents that could be considered as evidence for excellence in consulting

A selection committee will create a short list of three nominees according to eligibility, and will present its recommendations to the REP Interfaculty Advisory Committee (RIAC) for final selection based on established criteria.

Award Winners

The winner of the Abdul-Hamid Hallab REP Service Excellence Award will receive a plaque along with personal citation and a cash award of US\$1000. Also, a picture and a brief article about the award recipient will be posted on AUB Homepage (via the bulletin and highlights) and REP homepage, and placed in Main Gate magazine and REP Annual Activities Report.

The AUB Summer Program for AUB Alumni Children (SPAAC)

Overview

The American University of Beirut's Continuing Education Center (CEC), in collaboration with the Office of Alumni Relations and the Worldwide Alumni Association of the American University of Beirut (WAAAUB), offers a special summer program to children of AUB alumni throughout the world to strengthen the ties between AUB and all of its alumni. SPAAC offers AUB alumni children the opportunity to experience campus life while learning about Lebanon's rich history and culture. The summer program aims at deepening the students' knowledge of their heritage, expanding their understanding of the modern Middle East, and strengthening alumni ties through the experiences of their children. This summer program is a rich and pleasurable educational experience, and a unique opportunity to enjoy the summer, make new friends, get a taste of college life, and explore Lebanon.

The summer program is open for bright and highly motivated students from around the world between the ages 18 and 21. The participants' stay on campus will be facilitated and carefully supervised by our highly qualified staff. All participants will be accompanied by our staff for all planned activities including on-campus activities and field trips to extraordinary historical sites throughout Lebanon.

Eligibility

All participants must be either high school or college students and must be at least 18 years of age. Priority will be given to children of AUB alumni. All other applicants will be considered based on availability of vacancies.

Program Structure

Academic Courses

Participants will learn classical and colloquial Arabic using a curriculum rich in social and cultural activities. Participants will also cover pre-history, contemporary history, and the archaeology of Lebanon through field trips and course work. The language of instruction is English, though Arabic will be used where it is found suitable.

The following academic courses will be offered to each participant:

- **Colloquial Arabic:** Arabic for communicating in common day-to-day situations
- **Literary Arabic:** An elementary knowledge of classical Arabic grammar, expanded vocabulary and basic reading skills
- **Contemporary Lebanese Studies:** This course aims at giving participants a better understanding of Lebanon from the pre-historic period till today. The archaeology program starts with a general introduction to the archaeological sites in Lebanon and surveys prehistoric Lebanon
- **Art Elective:** Students may choose to participate in one of three afternoon courses (photography, drama, or life drawing).

Social Activities

Afternoons on the scenic campus of AUB will be a time for a variety of extracurricular activities. Participants are at liberty to choose from the following social activities:

- Visits to museums, souks, and AUB libraries
- Extensive use of the Charles Hostler Student Center facilities including swimming, gym, basketball courts, and the soccer field
- Volunteer services at AUB Medical Center
- Dinner outings to various destinations in the country.

Country Excursions

One-day and overnight trips to significant historical and cultural destinations throughout Lebanon will ensure participants' exposure to the diversity Lebanon has to offer.

Field trips may include (among others):

- Visits to the archaeological and historical sites in Jbeil, Batroun, Beiteddine, Mousa Castle, Baalback, Jeita
- Hiking in the Cedars and Qadisha Valley
- Rafting on the Orontes River (Nahr-El-Assi) in Hermel
- Weekly visits to various Lebanese beaches.

Meals and transportation on our planned excursions are included in the program costs.

University for Seniors

The University for Seniors is an independent program for older adults in AUB's Continuing Education Center. It aims to create a new and positive face of aging in Beirut, Lebanon and the Middle East Region: one where older adults remain intellectually and socially engaged, energized to learn new things, and active contributors to their communities.

The University for Seniors is different from standard adult education classes, or from many of the offerings of AUB's Continuing Education Center. Three core principals underline the program: peer-learning, community-building, and intergenerational connections. Peer-learning means that seniors learn from one another rather than from a paid professional instructor. Study group leaders and lecturers are all volunteers. Community-building: the University for Seniors is a membership organization to reinforce the idea that one is joining a community rather than paying for one-off activities. Intergenerational connections: Seniors wish specifically to be connected to the regular AUB student body. These intergenerational connections will be created through multiple academic and extra-curricular activities.

Anyone over 50 may become a member of the University for Seniors. The typical academic year is comprised of two eight week terms, one in the Fall and one in the Spring.

Activities include study groups, lectures, educational trips, and projects with AUB students and more.

For more information about the University for Seniors you can visit our website:
www.aub.edu.lb/seniors

You can also reach us by email ufs@aub.edu.lb or by phone 01/350000 extension 2563 or 3236.

CEC Rules and Regulations

AUB EEE

Applicants who need to sit for the AUB EEE should register for the test two days prior to the examination day, pay an exam fee of L.L. 50,000, and submit two passport photos and an identity card. Registration and test administration are done in Nicely Hall, Room 500.

Student IDs

CEC students are provided with AUB identification cards which they should carry while on AUB campus. In case the student loses his/her ID card that s/he gets upon registration, s/he can get a new one by paying a replacement fee.

Course Offerings

The updated course listing is posted each semester on the CEC website. CEC is under no obligation to offer any of the certificate or diploma courses at all times.

Course Cancellations

CEC reserves the right to cancel any course due to insufficient enrolment or other unavoidable circumstances. All registrants will be notified and a complete refund is made automatically.

Student Withdrawal

Should a student need to withdraw from a course anytime before or after classes officially begin, s/he must inform CEC in writing and return his/her AUB ID (if issued). Non-attendance does not constitute official withdrawal.

Attendance

Attendance to all classes is required. A student who is absent one fourth the number of sessions of a course without a valid excuse will not be entitled to a final grade for that course.

Access to University Facilities

- Students enrolled in CEC courses are entitled to use the reading facilities at Jafet Library but not to check out books.
- CEC students are not entitled to free access to Charles Hostler Student Center. Those who wish to join may apply for a paid monthly membership.

Examinations

Final Examinations are held within one week of the last class session, unless the course instructor specifies otherwise.

Grading System

CEC uses the AUB grading system which is as follows:

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

All final grades are expressed in multiples of one.

Repeating a Course

A student is not allowed to register for the same course more two times.

Attestations

Attestations are offered to students who enroll in individual courses to continue their professional development. Request for attestations can be made in person at the Office of the Registrar.

During registration and examination periods, attestations are not issued.

Holidays

The CEC follows the AUB calendar with respect to holidays.

AUB Rules and Regulations

All students are expected to abide by the rules and regulations of the University.

Change of Personal Information

Students are encouraged to inform CEC about any changes in their contact information.

Contact CEC

Continuing Education Center
PO Box 11-0236
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Beirut, Lebanon

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