

# **Continuing Education Center (CEC)**

# 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 15 certificate programs and three diploma programs. Certificates are offered in Accounting Studies, Community Health Nursing, Critical Care Nursing, Early Childhood Education, Essentials of Business, Financial Management, Human Resource Management, Interior Design, Leadership and Management in Nursing, Marketing Management, Mobile Applications Development, Nursing Informatics, Office Management, Project Management, and Web Application Development. 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 from the certificate program 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 over 100 in each course, with a minimum cumulative average of 70 over 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 theory contact hours and 180 clinical contact hours.

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 Advanced 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 theory contact hours and 90 clinical contact hours. 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 placed 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 101      Principles of Finance
- CFIN 301      Financial Statements Analysis
- CFIN 302      Corporate Finance
- 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 six courses:

- CINR 101 Principles and Basic Skills for Interior Design
- CINR 102 Elements and Principles of Design
- CINR 201 Presentation Techniques for Interior Designers
- CINR 202 Practice of Interior Designs
- CINR 301 Advanced Interior Architecture Project
- CINR 302 Supervised Research 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, an essential element in 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

## Mobile Application Development Certificate

### Objective

More people access the web via mobile devices than from personal computers. As mobile devices become more prevalent, organizations in Lebanon and the region are increasingly in need of developing both in-house and public applications to improve the services they provide and to maintain a competitive edge. This has resulted in a significant increase in demand for developers with experience using multiple platforms, such as iOS, Android, and Windows Phone. The objective of this certificate is to teach students the skills needed to advance in a career of mobile application design and development.

## Target Participants

The Mobile Application Development Certificate program is open to:

- individuals with a bachelor's degree in Computer Science, or a closely related field
- individuals completing the Post-Bac Computer Science Minor Program
- individuals with programming background

Individuals who do not meet the above qualifications should take some prerequisite courses before enrolling into the certificate program. Courses with similar content taken by individuals should be submitted for equivalence.

## Certificate Requirements

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

- CMAD 200      Developing Hybrid Mobile Apps with PhoneGap
- CMAD 201      Developing Android Apps
- CMAD 202      Developing iOS Apps
- CMAD 203      Developing Windows Phone Apps

## 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 four courses:

- CPRM 202 Project Leadership and Communication Skills
- CPRM 203 Project Management Scheduling Tools and Techniques
- CPRM 204 Stakeholder Management
- CPRM 316 Project Risk Management

In addition to the above courses, students are required to acquire a PMP or CAPM certification.

## Web Application Development Certificate

### Objective

The objective of this certificate is to enable students with the skills needed to advance in a career of web application design and development, and eventually architecture. The Web Application Development Certificate consists of six courses and provides comprehensive coverage of both client-side and server-side development. The latest topics in HTML5, CSS3, Web Services, PHP, jQuery and .NET (C#, ASP.NET, MVC, WEB API, LINQ, and WCF) are widely covered. Building web applications using JavaScript will also be covered with NODE.JS. Students will be creating high standard, performance and secure real-world web application projects that will involve interacting with databases, such as MySQL and MS SQLSERVER as well as Cloud Databases.

### Target Participants

The Web Application Development Certificate program is open to:

- individuals with a bachelor's degree in Computer Science, or a closely related field
- individuals completing the Post-Bac Computer Science Minor Program
- individuals with programming background

Individuals who do not meet the above qualifications should take some prerequisite courses before enrolling into the certificate program or shall be subject to a placement test to determine their eligibility. Courses with similar content taken by individuals should be submitted for equivalence.

### **Certificate Requirements**

This program consists of six courses to be completed in two years.

- CWAD 200 Programming in HTML5 with JavaScript and CSS3
- CWAD 201 Developing Windows Azure and Web Services
- CWAD 202 Developing ASP.NET MVC Web Applications
- CWAD 203 Developing PHP Web Applications
- CWAD 204 Developing Node.js Applications
- CWAD 205 Developing Single Page Applications with AngularJS

## **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 ten components, divided over two parts: PM Certification (four courses) and a Diploma Focus (three required courses + two elective courses + CPRM 334 or equivalent) 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 302 Design Project Management
- CPRM 303 Construction Project Management
- CPRM 304 FIDIC Contracts, Claims and Disputes
- CPRM 334 Business Research Methods
- Elective
- Elective

## 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, and 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 309      Business Development Project Management
- CPRM 329      Innovation Management (or CPRM 307:Project Management for Entrepreneurs)
- CPRM 334      Business Research Methods
- Elective
- Elective

## 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 334      Business Research Methods
- Elective
- Elective

## 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 317      Quantitative Risk Analysis
- CPRM 318      Enterprise Risk Management using ISO-31000
- CPRM 319      Practical Risk Workshop
- CPRM 334      Business Research Methods
- Elective
- Elective

## Elective Courses

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

- CPRM 201 Best Practices in Managing Small to Medium Projects
- CPRM 205 Green Project Management
- CPRM 301 Cost Estimating, Budgeting and Control
- CPRM 307 Project Management for Entrepreneurs
- CPRM 308 Certified Business Analysis Professional
- CPRM 314 Organizational Governance for Enabling Portfolio/Program/Project Management
- 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 Project Controls for Engineering and Construction
- CPRM 332 Workshop on the Preparation for the PMP Certification Exam
- CPRM 333 Project Management for NGOs
- CPRM 335 Managing Quality on Projects

## 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 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: CFIN 101.*

**CFIN 302                    Corporate Finance                    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: CFIN 101.*

**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: CFIN 101.*

**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 42 hrs.**

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 Principles and Basic Skills for Interior Design 42 hrs.**

This course teaches the student to develop skills and techniques in order to visualize interior design idea; develop critical thinking and creativity in relation to space with the ability to draw sketches and learn survey of sites. Read existing structures, scaled plans, elevations and sections with a hint of presentations and renderings with knowledge of volume and proportions. It also teaches interior perspective according to studied area.

**CINR 102 Elements and Principles of Design 42 hrs.**

This course introduces the elements that affect the interior spaces, discovers color and its implications, and learns the fundamentals of lighting design and studies all of the major finish materials used in today's interiors from fabrics to wall coverings and hard surface materials. Graphical colored expression leads students to show areas of visual interest using basic steps to create a comprehensive drawing. 12 hours are dedicated for survey of different design styles, site visits to galleries, art spaces and work sites are organized. *Prerequisite: CINR 101.*

**CINR 201 Presentation Techniques for Interior Designers 42 hrs.**

This course teaches the ability to present a technical drawing, basic floor plan and develop interior elevations, then transform the ideas and drawings into a polished presentation. Using a combination of lecture, demonstration and hands-on exercises, this course will introduce the basic tools necessary to translate drafting skills into a digital format using AutoCAD, the leading drafting software for the construction and design industry. *Prerequisite: CINR 101.*

**CINR 202 Practice of Interior Designs 42 hrs.**

Students will enhance their problem-solving capabilities using basic AutoCAD skills while increasing their speed. Gain proficiency in computer-assisted drafting through progressively

complex applications. This course develops a more professional and creative approach to design by presenting a complete project from its programming to its presentation using technical drawings. Guided visit to galleries and factories and worksites will be organized. *Prerequisites: CINR 102 and CINR 201.*

**CINR 301                      Advanced Interior Architecture Project                      42 hrs.**

This course deals with large scale projects emphasizing: spatial problem-solving and influence of human factors on the design process; developing and expanding abilities to tackle challenges of more complex design issues of varying scales; renovating and refurbishing spaces adapted to new needs; Presentation of interior project in graphic colored expression; studying quantity survey; mood board or model for created space. Preparation of final project: each student chooses a project then submits his research and study on real similar cases. *Prerequisite: CINR 202.*

**CINR 302                      Supervised Research Project                      42 hrs.**

This course develops the research skills of the student in undertaking a supervised project from concept to readiness for execution. Emphasis is on methodology, structuring of ideas and final presentation of a complete rendered project. *Prerequisite: CINR 301.*

**CMAD 200                      Developing Hybrid Mobile Apps with PhoneGap                      42 hrs.**

This course is designed to get you started with PhoneGap by teaching you the basics of creating a PhoneGap application. In this course we will develop a PhoneGap application using the Windows Phone 7 tools and JQuery Mobile. You will also learn how to use some of the PhoneGap native APIs to access the native libraries of various mobile platforms. Finally, you will learn how to use PhoneGap Build to build our application for iOS, Android and more! *Prerequisites: Developing Single Page Applications with AngularJS.*

**CMAD 201                      Developing Android Apps                      42 hrs.**

This course is designed to get you started with Android development. During the course students will define, design and scope Android apps for mobiles and tablets. Students will draw and analyze story boards and refine the user experience. The course will allow students to develop Android apps of simple to medium complexity with the ability to connect to the cloud. *Prerequisites: Developing Windows Azure and Web Services OR Developing ASP.NET MVC Web Applications OR Developing PHP Web Applications OR Developing Node.js Applications.*

**CMAD 202                      Developing iOS Apps                      42 hrs.**

This course is designed to get you started with iOS development. During the course students will define, design and scope iOS apps for mobiles and tablets. Students will draw and analyze story boards and refine the user experience. The course will allow students to develop iOS apps of simple to medium complexity with the ability to connect to the cloud. *Prerequisites: Developing Windows Azure and Web Services OR Developing ASP.NET MVC Web Applications OR Developing PHP Web Applications OR Developing Node.js Applications.*

**CMAD 203                      Developing Windows Phone Apps                      42 hrs.**

This course is designed to get you started with Windows Phone apps development. During the course students will define, design and scope WP apps for mobiles and tablets. Students will draw and analyze story boards and refine the user experience. The course will allow students to develop WP apps of simple to medium complexity with the ability to connect to the cloud. *Prerequisites: Developing Windows Azure and Web Services OR Developing ASP.NET MVC Web Applications OR Developing PHP Web Applications OR Developing Node.js Applications.*

**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.

**CMKT 402 Public Relations 42 hrs.**  
This course focuses on the communication between an individual or organization and the public to promote stakeholder acceptance and approval. Students explore traditional and emerging components of the public relations process through mass media, as well as the needs of different types of businesses, such as corporations, non-profit organizations, and governmental offices.

**CMKT 403 Consumer Behavior 42 hrs.**  
This course focuses on the customer as the key to market success. Topics covered include the roles of a customer, market values a customer seeks, determinants of customer behavior, the customer's mind-set, customer decision-making, and customer-focused marketing.

**CMKT 404 International Marketing 42 hrs.**  
This course is an overview of the scope and challenge of international marketing. Topics covered include the cultural environment of global markets; assessing global market opportunities; and developing and implementing global marketing strategies.

- CNRS 301 Foundations of Leadership and Management in Nursing 30 hrs.**  
This course focuses on the requisites and foundations of successful and effective leadership and management. The topics that will be discussed include: problem solving, decision-making, critical thinking, communication, ethical issues, and emotional intelligence.
- CNRS 302 Leading Towards Effective Patient Care Management 30 hrs.**  
This course focuses on the various leadership skills. Organizational structure, strategic and operational planning, time management, staffing, conflict management, delegation, and performance appraisal will be discussed.
- CNRS 303 Managing Quality Improvement 30 hrs.**  
In this course, students will be provided with the basic concepts and tools necessary to manage quality improvement. Topics include: quality management and utilization, accreditation and risk management, patients relations and patients satisfaction as quality indicator, development of policies and procedures, human resource management, and evidence based nursing management.
- CNRS 304 Advanced Management Practice 30 hrs.**  
This is an advanced short course that concentrates on the following major areas: development of policies and procedures, human resource management, and evidence based nursing management.
- CNRS 305 Practicum 60 hrs.**  
The practicum would be divided into clinical rotation with hands on or observation depending if the participants are Lebanese or not. Other rotations would be to Human Resources department, patient relation department, quality and risk management office, and nursing office for observation. This course includes a project writing related to improvement initiative or clinical problem.
- CNRS 306 Data, Information and Knowledge 30 hrs.**  
This course focuses on the nature of data, the concepts of information and knowledge, principles of relational database systems, operations, information systems, data sets, data standards and classification systems. During the course, students will be able to gain knowledge about developing a database.
- CNRS 307 Informatics and the Health Care Delivery System 45 hrs.**  
This course is designed to introduce students to the field of health care informatics. It focuses on the history of health care informatics, basic informatics concepts and health information management applications. During the course, students will discuss and compare information management applications related to administration, education, practice and research.
- CNRS 308 System Lifecycle 45 hrs.**  
This course focuses on a structured approach to the selection and implementation of an information system. The course includes four sections corresponding to the five phases of the life cycle: planning, analysis, design, implementation and evaluation.

**CNRS 309                    Issues in Health Care Informatics                    30 hrs.**

This course is designed to encourage students to engage in a dialogue among themselves and with experts in the field of health care and health care informatics in order to come to some understanding of current issues. Using a single broad case study, students view the issues engendered by the case through the many-colored lenses of ethics, politics, society and law.

**CNRS 310                    Data Standards, Terminologies and Implications for Practice                    30 hrs.**

This course focuses on Knowledge Representation: data standards, terminologies, and their implications for practice. The terminologies component provides an overview for nursing, and other health care terminologies in use. The data component describes the functions of data standards and implications for informatics as well as professional practices.

**CNRS 311                    Introduction to Theories and Concepts in Community Health Nursing                    45 hrs.**

This course is designed to introduce students to theories of nursing and principles underlying current community health nursing practice, public health and primary health care. The focus of care is on clients who may be represented as individuals, families, and small groups or larger aggregates and community.

**CNRS 312                    Practicum I: Application of Theories and Concepts                    90 hrs.**

The practicum course provides students with field practice experiences through collaboration with other health professionals in primary health care settings, clients' homes and schools. The focus of interventions is health promotion, health maintenance and the prevention of illness and disability.

**CNRS 313                    Advanced Concepts and Issues Relevant to Community/  
Public Health Nursing                    45 hrs.**

This course addresses advanced concepts and issues relevant to community/public health nursing. Students are provided with advanced knowledge and skills in population, family and individual needs assessment. Areas of focus include health promotion, health education, and management of chronic diseases.

**CNRS 314                    Practicum II: Planning and Evaluation  
of Community Based Interventions                    90 hrs.**

This course provides field experiences designed to enhance collaborating with interdisciplinary team members in planning, organizing, delivering and evaluating population-focused programs to achieve health goals, including health promotion and disease prevention activities.

**CNRS 315                    Fundamental Concepts and Skills in Critical Care Nursing:  
Assessment and Evaluation                    30 hrs.**

This course gives an overview of critical care nursing: critical care environment, relationship with patient and family, end-of-life care, infection control and safety, communication and documentation. It also focuses on dysrhythmia interpretation, ECG interpretation, hemodynamic monitoring, and ventilatory assistance.

**CNRS 316                    Nursing Care Management of the Critically Ill Adult                    30 hrs.**

This course aims at enhancing the participants' know how in cases of shock, cardiac alterations, nervous system alterations, acute respiratory failure, and acute renal failure.

**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      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 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 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 316 Project Risk Management 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 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 (AACEI).

**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      21 hrs**

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 on the Preparation for 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.

**CPRM 334      Business Research Methods      21 hrs.**

The course encompasses understanding essential concepts of research and methodology, identifying appropriate research topics, selecting and defining appropriate research problem, preparing a project proposal, organizing and conducting a research, writing a research report and thesis, and writing a research proposal.

**CWAD 200            Programming in HTML5 with JavaScript and CSS3            42 hrs.**  
This course provides an introduction to HTML5, CSS3, and JavaScript and helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into the Web applications courses.

**CWAD 201            Developing Windows Azure and Web Services            42 hrs.**  
In this course, students will learn how to design and develop services that access local and remote data from various data sources. Students will also learn how to develop and deploy services to hybrid environments, including on-premises servers and Windows Azure.

**CWAD 202            Developing ASP.NET MVC Web Applications            42 hrs.**  
In this course, students will learn to develop advanced ASP.NET MVC applications using .NET Framework 4.5 tools and technologies. The focus will be on coding activities that enhance the performance and scalability of the Web site application. ASP.NET MVC will be introduced and compared with Web Forms so that students know when each should/could be used. *Prerequisites: Programming in HTML5 with JavaScript and CSS3.*

**CWAD 203            Developing PHP Web Applications            42 hrs**  
In this course, students will learn the essentials for creating web-based PHP applications. *Prerequisites: Programming in HTML5 with JavaScript and CSS3.*

**CWAD 204            Developing Node.js Applications            42 hrs.**  
In this course we provide an overview of Node.js, including writing asynchronous code with callbacks and streams, and modularizing your application with NPM and require (). We also look at built-in API's for building and scaling web applications as well as a few key third party modules. *Prerequisites: Programming in HTML5 with JavaScript and CSS3.*

**CWAD 205            Developing Single Page Applications with AngularJS            42 hrs.**  
In this course you will learn how simple it is to use AngularJS to create maintainable and testable single page applications. You will learn how to: bootstrap your AngularJS application; use AngularJS markup and expressions; create and use controllers; use built-in services and create custom services; turn your application into a SPA using routing; and create your own custom elements and handle events using directives. You will also learn how AngularJS allows you to do all thing using test-driven-development. *Prerequisites: Programming in HTML5 with JavaScript and CSS3, Developing Windows Azure and Web Services, or Developing ASP.NET MVC Web Applications, or Developing PHP Web Applications, or Developing Node.js Applications.*

## 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.

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

اللغة الإنكليزية

مدة الدورة: 12 اسبوع. 8 ساعات في الاسبوع

المستوى: الاول حتى السادس

السدوم: 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**      **24 hrs.**  
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.



**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.

**CFRN 102**            **French II**            **36 hrs.**  
This course provides students with the chance to use the language in familiar contexts both orally and in writing. In Level Two, the student will be able to read and write simple texts.

**CGER 101**            **German I**            **36 hrs.**  
In this course, students will learn basic vocabulary and sentence formation that would enable them to participate in simple conversations.

**CGER 102**            **German II**            **36 hrs.**  
In this course, students will learn the basics for writing and conversing in a more professional way. *Prerequisite: German I.*

**CHNS 101**            **Chinese I**            **36 hrs.**  
This course provides students with basic working knowledge of Chinese (Mandarin). The course exposes beginners to Chinese Pinyin (spelling with one tone), Chinese characters, Chinese grammar, commonly-used sentence structures, and simple situational dialogues.

**CHNS 102**            **Chinese II**            **36 hrs.**  
This course is a continuation of Chinese I. Students will learn more characters, grammar, sentence structures, and dialogues; and they will practice simple applied writing. *Prerequisite: Chinese I.*

**CITL 101**            **Italian**            **36 hrs.**  
This course provides the student with a basic knowledge of Italian and foundation for speaking, reading, and writing the language.

**CSPN 101**            **Spanish I**            **36 hrs.**  
This course is designed to provide the student with a basic knowledge of Spanish, both of its conversational form and of the elementary grammatical structure. By the end of the course, the student will be able to engage in simple conversation, read short articles and write letters and simple compositions.

**CSPN 102**            **Spanish II**            **36 hrs.**  
This course aims to enhance the students' skills of speaking, listening, reading, and writing. Students who complete this course should be able to communicate in a more professional way. *Prerequisite: Spanish I.*

## Bridge

The bridge courses are offered at five levels, and each level is composed of 12 sessions (2 hrs. each). After completing the first three levels, students will be able to play bridge. The bridge game requires memory, analysis, and planning.

<b>CBRG 101</b>	<b>Bridge I</b>	<b>24 hrs.</b>
<b>CBRG 102</b>	<b>Bridge II</b>	<b>24 hrs.</b>
<b>CBRG 103</b>	<b>Bridge III</b>	<b>24 hrs.</b>
<b>CBRG 104</b>	<b>Bridge IV</b>	<b>24 hrs.</b>
<b>CBRG 105</b>	<b>Bridge V</b>	<b>24 hrs.</b>

## Exam Preparatory Courses

<b>CGMT 201</b>	<b>English for GMAT</b>	<b>30 hrs.</b>
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This course aims to prepare students for the English (Verbal) component of the Graduate Management Admission Test (GMAT). It helps students improve their essay writing skills, their grammar skills, their ability to read and understand short complex passages, and be able to develop their critical reasoning skills.

<b>CGMT 202</b>	<b>Math for GMAT</b>	<b>30 hrs.</b>
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This course aims to prepare students for the Mathematical (Quantitative) component of the Graduate Management Admission Test (GMAT). It helps them understand how Computer Adaptive Testing (CAT) works, tackle effectively both types of multiple choice questions that are usually given on the Mathematical sections of the GMAT (i.e., standard multiple choice questions and data sufficiency questions), review in detail the fundamental Mathematical concepts to be tested on the GMAT, and finally help them develop their problem solving skills through extensive practice.

<b>CMCT 201</b>	<b>MCAT Preparatory Course</b>	<b>36 hrs.</b>
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This course aims at improving the critical thinking and core knowledge of participants in the content of the Medical College Admission Test (MCAT) as determined by the latest editions of Kaplan and Princeton Review, and at enhancing their writing skills and test-taking skills in order to attain a competitive score in the MCAT. Participants will do practice tests in each segment of the MCAT biology, physics, chemistry, writing and verbal reasoning.

<b>CNAP 201</b>	<b>Certified Nonprofit Accounting Professional</b>	<b>18 hrs.</b>
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CNAP is a turnkey training program that offers professional certification to nonprofit finance office staff. Initiated and developed through the National Association of Nonprofit Accountants and Consultants (NPAC), CNAP is the gold standard training for nonprofit financial professionals. CNAP is now offered in the Middle East by FMA and the FMA Institute, based in the US. The seminar covers practical skills that can be immediately applied to day-to-day operations, including: Financial reporting, internal controls, budget development, and governance. The seminar prepares participants to sit for the international exam and acquire the CNAP certification.

**CPRM 200      The Certified Associate in Project Management - PMP 916      25 hrs.**

This course provides junior project managers with the basic knowledge and preparation required to pass the CAPM certification exam. It follows the outline of the Project Management Body of Knowledge (PMBOK). Each topic is introduced and discussed, with emphasis on the Inputs-Processes-Tools and Techniques-Outputs structure outlined in the PMBOK. This course is approved for credit (25 PDUs) by the Project Management Institute.

**CPRM 300      PMP Exam Preparation - PMP 905      35 hrs.**

This course introduces senior project managers to the science of Project Management and how it applies to their business; and refreshes the knowledge of those who want to sit for the PMP exam. The basic elements of project management will be discussed: PMP logistics, integration management, project scope management, project time management, cost management, quality management, human resource management, communication, risk, procurement, and professional responsibility. Each topic is introduced and discussed with emphasis on the Inputs-Processes-Tools and Techniques-Outputs structure outlined in the PMBOK. This course is approved for credit (35 PDUs) by the Project Management Institute.

**CREC 201      Real Estate Brokerage (With Certification)      42 hrs.**

This course is designed to equip those aspiring for a career in Real Estate Brokerage with the basic skills needed for the profession, as well as necessary information required for applying for, and passing, the **Realtor Certification Exam** that is a pre-requisite for becoming a member of the Real Estate Association of Lebanon (REAL), the national realtors syndicate. The core courses content is developed to conform to best practices of realtor certification elsewhere in the world, particularly the USA, where REAL has an affiliation with the National realtors Association (NAR). Upon successful completion of the core curriculum, candidates will be asked to apply for the national certification exam. The course schedule is designed to fit the requirements of both full and part time professionals.

**CSAT 201      English for SAT      60 hrs.**

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      60 hrs.**

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.

## 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



**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 104 Sectional Anatomy****42 hrs.**

A study of the sectional anatomy of head, neck, throat, abdomen, pelvis and extremities. Medical imaging technologists/radiation therapists will apply the anatomical relationships to recognize structures and identify anatomical details presented in coronal, sagittal and axial planes. They will also learn how to identify anatomic structures on patient computed tomography (CT) and magnetic resonance (MR) images of the body. This course is approved for credit (24 credits) by the American Society of Radiologic Technologists.

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

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

**CBSC 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, Conflicts, and Evolution                      36 hrs.**

This course focuses on the major dates in human history starting with the middle age and the crusades which will cover historical events (the battle of Hittine to Marignane), and the consequences of the decisions taken on these dates. It will also cover the major scientific discoveries and their interpretations, the history and evolution of the major conflicts in the world and the resulting demographic changes.

**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.

**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.

**CMKT 501                      E-Commerce Management                      42 hrs.**

In this course and through a hands-on approach, students will learn how to develop, market, and manage an e-commerce business. Students' personal laptops are required.

**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.

**CCRM 201 Customer Relationship Management****25 hrs.**

This course highlights the importance of a customer to the success of any business and discusses the cost of acquiring and/or retaining a customer and the evaluation of the monetary value of a customer. The training also covers the main business challenges that companies face at present, and how can CRM help them address such challenges. This is followed by a detailed discussion of CRM, including implementation strategies, how we can improve customer satisfaction / retention, and company profitability.

## 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 decisions 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 previously received the award.

#### 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 the nominee's consulting activities
- Completed self-evaluation form
- All relevant documents that could be considered as evidence of 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 the AUB Homepage (via the bulletin and highlights) and REP homepage, and placed in the 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 actively contributing to their communities.

The University for Seniors is different from standard adult education programs. Three core principals underline the program: peer-learning, community-building, and intergenerational connections.

**Peer-learning:** 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:** The program is for seniors who wish specifically to be connected to the regular AUB student body. These intergenerational connections are 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 twelve week terms, one in the fall and one in the spring.

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

For more information about the University for Seniors, visit our website:

[www.aub.edu.lb/seniors](http://www.aub.edu.lb/seniors) and our Facebook page: [www.facebook.com/aub.universityforseniors](https://www.facebook.com/aub.universityforseniors).

You can also reach us by email: [ufs@aub.edu.lb](mailto:ufs@aub.edu.lb) or by phone: 01/350000 ext. 2563 or 3632.

## 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 the 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 her/his 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.

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## Repeating a Course

A student is not allowed to register for the same course more than 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  
Riad El Solh 1107 2020  
Beirut, Lebanon

Phone: +961-1-350000 or 374374, ext.3140/1  
Fax: +961-1-759675  
Email: [cec@aub.edu.lb](mailto:cec@aub.edu.lb)  
Website: [www.aub.edu.lb/rep/cec](http://www.aub.edu.lb/rep/cec)

