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 25 certificate programs and five diploma programs. Certificates are offered in Accounting Studies, Acoustics and Audio Technology, Associate Project Management, Aviation Management, Community Health Nursing, Critical Care Nursing, Culinary and personal Nutrition, Cultural Diplomacy, Digital Media, Early Childhood Education, Essentials of Business, Financial Management, Human Resource Management, Interior Design, Leadership and Management in Nursing, Entrepreneurship and Lean Startup, Marketing Management, Mobile Applications Development, Nursing Informatics, Office Management, Pharmaceutical Sales for Medical Representatives, Pharmaceutical Sales and Marketing Management, Pharmaceutical Leadership, Project Management, and Web Application Development. Diplomas are offered In Aviation Management, Human Resource Management, Interior Design, 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. It also develops intensive professional courses tailored to corporate clients in Lebanon and the region. Finally, it 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 the attainment of a minimum grade of 60 over 100 in each course along 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

Acoustics and Audio Technology Certificate

Objective

The objective of this program is to provide participants with an understanding of the theory, measurement and design of sound.

Certificate Requirements

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

- CAAT 201   Applied Acoustics Using EASEI
- CAAT 202   Electro-acoustics and Sound System Design
- CAAT 203   Audio Production for Multimedia-I
- CAAT 204   Audio Production for Multimedia-II

Associate Project Management Certificate

Objective

The Project Management Associate program offers participants the opportunity to define, plan and execute a project no matter how simple or complex it may be. Participants will acquire the tools and knowledge necessary to deliver successful projects both on time and within budget while meeting any performance specifications determined from the onset. At a fundamental level, participants will explore the ins and outs of project management and the project life cycle including project scope management, project time management, project cost management, project communications management, project risk management, project procurement management, project human resource management and project stakeholder management. Students will examine the key skills of a project manager and learn how to develop and apply those skills for project success. Participants will also learn how to create a project schedule, resource plan and budget and how to monitor and evaluate a project to manage time, cost, scope, and resources effectively.

Certificate Requirements

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

- CPRM 102   Emotional Intelligence and Project Leadership
- CPRM 103   Project Schedule Management
- CPRM 104   Project Stakeholder Engagement and Management
- CPRM 216   Project Risk Analysis and Mitigation

Aviation Management Certificate

Objective

The objective of this program is to provide participants with thorough grounding in aviation-related topics which are management, operation and regulation. The courses are carefully selected to equip the participants with the skills required to pursue a successful career in various sectors of the aviation industry.

Certificate Requirements

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

- CAVM 101   Air Transport Fundamentals
- CAVM 102   Aviation Policy and Regulation
- CAVM 103   Aviation Operations Management
- CAVM 104   Aviation Safety Management Systems

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 through consulting 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 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 of Critical Care Nursing
- 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

Culinary and Personal Nutrition Certificate

Objective

The objectives of this program are to help individuals gain better knowledge about food nutrition and health and teach necessary cooking skills to be able to implement this knowledge.

Certificate Requirements

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

- CCPN 101   Introduction to Nutrition
- CCPN 102   Healthy Cooking and Dessert Preparation
- CCPN 103   Health Awareness
- CCPN 104   Introduction to Food Science and Food Safety

Cultural Diplomacy Certificate

Objective

The objective of this program is to provide participants with an in-depth understanding of the theory and practice of international relations within the contemporary interdependent world, while placing a particular emphasis on cultural diplomacy within this framework.

Certificate Requirements

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

- CCDC 101   International Relations and Cultural Diplomacy
- CCDC 201   Global Governance and Cultural Diplomacy
- CCDC 202   Cultural Diplomacy and Conflict Zone Mediation
- CCDC 203   Cultural Diplomacy, Sustainable Development and the Global Markets
- CCDC 204   Cultural Diplomacy by the Arts, Music and Cinema

Digital Media Certificate

Objective

The program aims to empower current journalists with advanced digital journalism skills to better prepare them for a rapidly evolving news landscape. It focuses on generalizing digital and multimedia journalism training to the news industry in order to enhance and advance Arab journalism.

Certificate Requirements

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

- CDMC 201   Media Entrepreneurship
- CDMC 202   Online Content Management
- CDMC 203   Online Visual Identity
- CDMC 204   Information Architecture

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. It also aims at developing 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 which include 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

Entrepreneurs and Lean Startup Certificate

Objective

The objective of this program is to provide a world-class learning opportunity in key aspects of the entrepreneurship cycle, and to build a talented pool of aspiring and potential co-founders and early startup employees to drive startup formation and growth in Lebanon and the MENA region. The program emphasizes project-based and applied learning in order to absorb and apply the various tools and strategies that are critical to the startup process.

Certificate Requirements

The program consists of four courses:

- CELS 101   Ideation and Startup Formation
- CELS 102   Marketing and User Acquisition
- CELS 103   Building the Startup Dream Team
- CELS 104   Financial and Legal Fun

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 completed courses.

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   Investment Analysis
- CFIN 303   Commercial Banking

Human Resource Management Certificate

Objective

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

Certificate Requirements

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

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

Interior Design Certificate

Objective

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

Target Participants

All individuals with a Baccalaureate level of education may be able to join the certificate program.

Professionals from other areas (engineers, architects, scientists, physicians) are encouraged to take courses from the program.

Amateurs may also be admitted to the program on the basis of an interview with the program coordinator.

Certificate Requirements

The program consists of four courses:

- CINR 101   Basic Skills for Interior Design
- CINR 102   Elements and History of Design Styles
- CINR 201   AutoCAD for Interior Designers
- CINR 202   Practice of Interior Design

Leadership and Management in Nursing Certificate

Objective

This program helps build the managerial capacity of nurse managers or nurses in charge of 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,
- and/or 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

Pharmaceutical Sales for Medical Representatives Certificate

Objective

The objective of this program is to provide the necessary skills and knowledge needed to succeed as medical representatives. The program is composed of a multitude of exercises, role plays, and guidelines designed to help students to master sales skills by better understanding customers' profiles and needs.

Certificate Requirements

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

- CPHS 100   The Art of Selling
- CPHS 101   Keys to Communication Excellence
- CPHS 102   Optimizing Sales Effectiveness
- CPHS 103   Fundamental Marketing Dynamics

Pharmaceutical Sales and Marketing Management Certificate

Objective

The objective of this program is to enable participants to successfully lead their teams while taking into consideration the overall business operation. Participants will learn advanced marketing tools, brand management strategies, as well as forecasting and data analysis techniques.

Certificate Requirements

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

- CPHM 200   Team Leading
- CPHM 201   Tools for Enhanced Performance
- CPHM 202   Mastering Marketing Tactics
- CPHM 203   Building Blocks for Successful Management

Pharmaceutical Leadership Certificate

Objective

The objective of this program is to enable participants to develop the skills and knowledge needed to successfully manage the business in all its aspects and ensure it meets its goals. Participants will gain an understanding of all aspects of the business operation including managerial skills, marketing, financial analysis, human resources, as well as accurate usage and analysis of data for decision-making. They will build on their communication expertise and acquire advanced negotiation skills which will allow them to recognize and build strong and effective teams.

Certificate Requirements

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

- CPHL 300   Mastering Leadership
- CPHL 301   Pyramid of Marketing
- CPHL 302   Strategic Financial Management
- CPHL 303   Keys to Best Operational Performance

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
- CPRM 203   Project Management Scheduling and Control Tools
- CPRM 204   Project Stakeholder Management
- CPRM 205   Project Risk Management

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,
- and 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

Aviation Management Diploma

Objective

This diploma program equips participants with the skills required to pursue a successful career in various sectors of the air transport industry including airlines, airport companies and authorities, civil aviation departments, and air transport consultancies. The program provides the managerial and practical skills required to assist the participants to become more valuable employees or potential employees to international aviation businesses.

Diploma Requirements

The diploma program consists of ten courses divided over two parts which include the Aviation Management Certificate (four courses) plus the diploma focus (six courses). The following are the diploma focus courses

- CAVM 201   Aviation Strategic Management
- CAVM 202   Air Transport Economics
- CAVM 203   Aviation Marketing
- CAVM 301   Airport Design and Master Planning
- CAVM 302   Airline Business Management
- CAVM 303   Research Methods and Forecasting in Aviation

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

Interior Design Diploma

Objective

This diploma 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.

Diploma Requirements

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

- CINR 101   Basic Skills for Interior Design
- CINR 102   Elements and History of Design Styles
- CINR 103   Drawing and Rendering for Interior Spaces
- CINR 201   AutoCAD for Interior Designers
- CINR 202   Practice of Interior Design
- CINR 203   Technical Detailing and Executing Drawing
- CINR 301   Advanced Interior Architecture Project
- CINR 302   Supervised Research Project

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 will be granted upon completing the four core courses of the PM certificate) CPRM, 202, 203, 204, and 205) plus five electives from the following list:

- CPRM 301   Pre-Project Planning
- CPRM 302   Design Project Management
- CPRM 303   Construction Project Management
- CPRM 304   Construction Contract Administration under the FIDIC Conditions
- CPRM 305   Green Project Management and Sustainable Construction
- CPRM 311   Technology and Innovation Management
- CPRM 312   Program Management
- CPRM 313   Project Economic Feasibility
- CPRM 314   Managerial Risk and Decision Analysis
- CPRM 315   Supply Chain Management

Certificate and Diploma Programs Course Descriptions

CAAT 201 **Applied Acoustics Using EASEI** **42 hrs.**
The course covers an overview of acoustical wave properties, measurement systems, psychoacoustics, basics of architectural acoustics and room modeling, in addition to an introduction to electro-acoustical sound system design (speakers, and clusters). EASE and the accompanying modules (Reflex, SoundFlow, SpeakerLab) are introduced throughout and used as tools to model room and speaker interaction, in addition to the design, simulation, and visualization of acoustical properties. Acoustical properties such as frequency response, acoustical levels and distribution, reverberation times, and indices (sound transmission, clarity, etc.) are also presented and explained. Ray tracing and AURA are introduced, in addition to auralisation concepts.

CAAT 202 **Electro-acoustics and Sound System Design** **42 hrs.**
The course covers various types of electroacoustical devices (dynamic, condenser, ribbon, and piezo microphones, near field and far field monitors, etc.) with applications for TV, broadcast, live sound reinforcement systems, and studio recording. Microphone preamps and speaker amplifiers are explained as part of the audio signal chain, in addition to audio mixers. Applications include voice and instruments miking techniques, monitoring considerations and placement in a room, in addition to live sound reinforcement system tuning. By the end of the course, trainees will be able to properly choose microphones for specific applications, understand the types of speakers, enclosures, and placements, in addition to the operation of audio systems for TV, broadcast, live, and studio applications.

CAAT 203 **Audio Production for Multimedia-I** **42 hrs.**
The course covers digital audio technology and standards, with hands-on experience on how to acquire, record, process, and reproduce audio signals. Industry standard ProTools is used as the main digital audio production console (mixer) in order to record audio files, edit, and process using various digital audio signal processors (DSP). Audio DSP plug-ins are presented such as gates and background noise suppressors, EQ, filters, compressors, and reverbs in addition to digital editing tools. Musical Instrument Digital Interface (MIDI) is also explained with basic applications using Reason modules and samples for sound generation and synthesis. By the end of the course, trainees will be familiar with the process and tools needed for industry standard audio deliverables. They will also be ready to tackle more advance topics in Part II for the course.

CAAT 204 **Audio Production for Multimedia-II** **42 hrs.**
The course covers digital audio production techniques, such as design of soundscapes, production of musical performances, art of audio digital signal processing, mixing techniques, soundtrack design for movies and commercials, and finally mastering. ProTools is used as the main digital audio production console (mixer) in order to record audio files, edit, and process using various digital audio signal processors (DSP). Specific applications of EQ, filters, limiters, gates, compression, artificial reverberations and delays for studio recording and live performance situations are explained. DSP automation techniques are also explained. Musical Instrument Digital Interface (MIDI) is used with advanced applications using Reason modules and samplers for sound generation and synthesis. By the end of the course, trainees will be able to produce industry standard audio deliverables for various multimedia purposes.

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.

CACT 302 **Auditing** **42 hrs.**
This course focuses on the principles and procedures covering the public accountant's responsibilities in examining and reporting on financial statements of business concerns, including professional ethics, legal responsibility scope, and application of audit procedures.

CAVM 101 **Air Transport Fundamentals24 hrs.**
This course Studies how the air transportation system relates to airlines, airports, Civil Aviation Authorities (CAAs) and Air Navigation Services (ANS).

CAVM 102 **Aviation Policy and Regulation** **24 hrs.**
Students obtain the necessary skills to understand and manage civil aviation policy and regulation.

CAVM 103 **Aviation Operations Management** **24 hrs.**
This course strengthens students' understanding of the key airline and airport management principles by drawing on the best practices shared by industry experts.

CAVM 104 **Aviation Safety Management Systems** **24 hrs.**
This course will help learners understand the function, role and importance of developing and implementing a Safety Management System (SMS).

CAVM 201 **Aviation Strategic Management** **24 hrs.**
Students will learn the latest in strategic planning for aviation authorities and aviation related industries and benefit from comprehensive case studies.

CAVM 202 **Air Transport Economics** **24 hrs.**
This course will provide you with the know-how to look deeper into economic and policy developments affecting the global air transport industry. Examine financial forecasts, industry outlooks, profitability, and regulations.

CAVM 203   Aviation Marketing   24 hrs.
Growing uncertainty and competition in the global aviation industry is forcing airlines and airports to reinvent their marketing strategies. This course looks at the latest airline and airport marketing and commercial trends to assist participants in revamping their marketing practices.

CAVM 301   Airport Design and Master Planning   24 hrs.
This course provides the principles of airport master planning and demand forecasting. It presents common approaches to design and implement reliable ground access, airside facilities, passenger processes, as well as security and baggage systems.

CAVM 302   Airline Business Management   24 hrs.
This course provides an analytical perspective of various airline strategies and business models. Participants learn how airlines are managed and operated in a competitive global environment.

CAVM 303   Research Methods and Forecasting in Aviation   24 hrs.
This course provides participants with the theories and methods of research in the aviation industry. A range of both quantitative and qualitative methodologies is explored, and various techniques for aviation research are examined.

CBUS 101   Introduction to Business   42 hrs.
The purpose of this course is to provide students with the opportunity to study many dimensions of the business system. Subjects covered include management and organization, human resource management, information for business decision-making, financial information, and business and its environment.

CBUS 102   Business English   42 hrs.
The purpose of this course is to focus on the communication requirements of participants in business situations in order to project a professional image and avoid costly mistakes. Guided activities include problem-solving, information transfer tasks, role playing and transfers to participants' work environments to develop confidence in applying common uses of language structures, business terminology, and expressions.

CBUS 202   Office Procedures and Routines   42 hrs.
The purpose of this course is to present fundamental principles and successful practices for completing office work effectively and efficiently. Subjects covered include techniques for general secretarial duties, such as filing, information processing skills, preparing and publishing reports, handling mail and electronic messages, using effective telecommunication practices, making meeting arrangements, making travel arrangements, keeping company books and records, and maintaining good human relations proper etiquette.

CBUS 203   Office Automation   42 hrs.
This course is intended to introduce students to computer office automation systems which are designed primarily to improve office productivity and efficiency. It focuses on topics like managing documents, electronic filing systems, electronic mail, maintaining calendars and appointments, and word processing using Microsoft Word (advanced features like manipulating tables, merging documents, using style, outline, footnotes, pictures) and spreadsheets using Microsoft Excel (advanced features like formulas, functions, charts, page setup, database management, filtering).

CCDC 101   International Relations and Cultural Diplomacy   42 hrs.
This course provides participants with the fundamental knowledge needed in the field of Cultural Diplomacy and International Relations, with a particular emphasis on the application of Cultural Diplomacy in the framework of foreign policy and as practiced by the private sector and civil society. The course uses a historical and case study approach and addresses the most important contemporary international issues.

CCDC 201   Global Governance and Cultural Diplomacy   42 hrs.
This course provides participants with a substantial knowledge of Cultural Diplomacy as practiced by global governance institutions and international organizations around the world. A particular emphasis is put on Cultural Diplomacy's role in global governance to improve the ways in which the diversity of cultures can properly understand each other and to facilitate cooperation more effectively at the political, economic and cultural levels. The course provides analysis of the practice of Cultural Diplomacy at the multilateral level by examining specific case studies of global governance organizations and international organizations.

CCDC 202   Cultural Diplomacy and Conflict Zone Mediation   42 hrs.
The course provides a thorough background in Cultural Diplomacy, using a historical and case study approach, while further accentuating the role and potential of Cultural Diplomacy in conflict resolution and mediation, with the end goal of strengthening international relations. It addresses contemporary international issues, with classroom lectures and seminars supplemented by lectures and briefings at international and non-governmental organizations; educational events, conferences, tours, and meetings with foreign officials are further incorporated into the curriculum. In addition, the program allows participants the opportunity to attend all ICD conferences, events, presentations, and other activities.

CCDC 203   Cultural Diplomacy, Sustainable Development   42 hrs.
**   and the Global Markets**
The course provides the participants with the fundamental knowledge needed in the field of Cultural Diplomacy and International Economics, with a particular emphasis on the role of Cultural Diplomacy in the economic policies of Nation States; the encouragement of sustainable tourism; the use of Cultural Diplomacy in the development of national brands; the international dimension of Corporate Social Responsibility (CSR) and Socially Responsible Investment (SRI); and the global economics and Environmental Responsibility. In particular the course provides a thorough background in the practice of Cultural Diplomacy in international trade, nation branding, tourism, the engagement of international corporations & business, fostering entrepreneurship and building cultural economic bridges between nations and groups of nations.

CCDC 204   Cultural Diplomacy by the Arts, Music and Cinema   42 hrs.
This course provides participants with core knowledge in the field of Cultural Diplomacy, with a special emphasis on the use of the arts, music and cinema as methods of cultural diplomacy. It combines both theory and practical case studies from a wide variety of fields, such as international relations, diplomacy, the humanities, and culture. It also provides a thorough analysis of a diverse selection of cultural diplomacy institutions and the application of cultural diplomacy in the framework of foreign policy, domestic policy and multiculturalism

CCPN 101   Introduction to Nutrition   42 hrs.
This course is targeted at defining what the science of nutrition is and provides an evidenced based foundation of nutritional knowledge. It will also tackle important concepts in the field including: food composition, the essential nutrients, healthy eating guidelines, weight Loss and fad diets, eating to optimize your energy, diet, exercise, sports nutrition, understanding food labeling and nutritional claims, and the secret to weight loss- anthropometric measurements.

CCPN 102   Healthy Cooking and Dessert Preparation   42 hrs.
In this course, participants will learn about proper food HANDLING as well as the systems and procedures necessary to maintain a top quality food business. From staff hygiene practices to maintaining a stringent pest prevention system, this course will ensure that you participants have the knowledge necessary to manage a hygienic food setup whether in the home or a large scale food operation. It will consist of several workshops including: basic food handling, food storage techniques, properties of food contaminants viruses and toxins, and how to manage food poisoning.

CCPN 103   Health Awareness   42 hrs.
Knowledge about healthy food is not enough to help promote healthy eating habits. Learning how to cook healthy and palatable food is essential to be able to sustain a healthy lifestyle. Many workshops can be given as part of this course including: basics of healthy cooking, cooking for kids, cooking gluten free, cooking for diabetes, cooking heart healthy recipes, cooking for kidney disease, and Diabetic sweet preparation.

CCPN 104   Introduction to Food Science and Food Safety   42 hrs.
In this course, general healthy awareness sessions are given such as: how to boost immunity, what causes forgetfulness and how to avoid it, anemia, fatigue, how to boost your energy, and how to deal with stress emotional eating.

CDMC 201   Media Entrepreneurship   42 hrs.
The rapid developments of the Internet, open source technologies and lower barriers to entry have prompted a shift in the power of the press away from large media companies toward smaller organizations and individuals. This course examines the entrepreneurial nature of this power shift in the news business. The students will learn how to work in small, interdisciplinary teams to conceptualize and plan digital media ventures with sustainable business models.

CDMC 202   Online Content Management   42 hrs.
Engaging content, active online communities and the efficient management of the two are at the heart of the future of digital media. With the emergence of open source and low cost content management tools, digital media has shifted from corporate dominated industry to industry run by individuals able to attract followers, build communities and dynamically manage their communities with engaging content and adequate content management tools. The students will learn how to create and implement efficient content and community management strategies and how to select the right tools and platforms for various types of online content

CDMC 203   Online Visual Identity   42 hrs.
The increasing number of popular online publishing platforms and social networks with a wide variety of different user interfaces has increased the importance of maximized and consolidated online visual identity. The students will learn how to maximize the impact of visual identity

across online publishing platforms and social networks, how to create and optimize logos and headers, how to standardize images and other embedded media while learning how to use cutting edge design software packages.

CDMC 204   Information Architecture   42 hrs.
Content is everything and anything (social media post, article, photo, film, music, illustration, book, website, game, app, etc.) It is only when structured and packaged properly that it transforms into a product. This course is a hands-on journey from an idea to a product of any format and genre that is consumed on a digital platform, an i-Product. Throughout the process, students will learn how to brainstorm, research, understand the market needs, identify the opportunities, assess the competition, map out content findings, create the content architecture, draw the user experience (UX) and the user interface (UI), define the engagement factor, and outline the content strategy as well as the media strategy.

CECE 201   New Trends in Early Childhood Education   42 hrs.
This course explores contemporary trends in the field of Early Childhood Education, including major theories, models, programs, approaches and best practices. Special emphasis will be laid on findings of New Brain Research in regard to how children learn, important factors that contribute to their learning and their implications for developmentally appropriate practice in Early Childhood Programs.

CECE 202   Integrated Curricular Practices in ECE   42 hrs.
This course examines the integrated curriculum, including its nature, characteristics, the rationale behind its application in relation to the way children learn, the nature of content areas and the aims of education in addressing all aspects of children's development. Illustrations will be taken from various content areas (science, math, language, and social studies) relevant to the children's different spheres of development (physical, cognitive, emotional and social). The course dwells upon the two major forms of its application: the thematic unit and the project approach with special emphasis on inquiry based learning.

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.

CELS 101   Ideation and Startup Formation   42 hrs.
This course introduces the fundamentals of coming up with and developing a startup concept and business model. These tools include: learning early-stage ideation strategies and tools, developing a business model canvas, building business/revenue models (that focus on scalability), understanding core concepts around the MVP (minimum viable product), and conducting effective market assessments / validation methods. The course also includes an introduction to basic concepts of design thinking and human-centered design.

CELS 102   Marketing and User Acquisition   42 hrs.
This course addresses the fundamentals of developing and launching a marketing campaign using the proper application of lean marketing methodologies. Students will acquire the skills needed to create high-quality tested marketing content for various social media platforms, develop growth hacking techniques, assess key metrics (measurable marketing), and identify influencers and target audiences. Students will launch both testing and real campaigns for an early-stage startup (hypothetical or real, depending on student interest).

CELS 103   Building the Startup Dream Team   42 hrs.
The quality, organization, and cohesion of the team is perhaps the most essential element in determining the potential success (or failure) of a startup. This course will focus on developing and managing the right team to develop, launch, and grow a startup. Topics include understanding the key aspects of building a strong team of co-founders from the start, team attributes related to entrepreneurial personality, appropriate human resources techniques, project management tools and strategies, outsourcing, legal/investment considerations as they relate to HR (stock options, etc.), building an advisory team for high growth, and other key issues that can help drive a startup towards success.

CELS 104   Financial and Legal Fun   42 hrs.
The course will cover fundamental financial concepts that startups will need to fully understand their business model and/or successfully pitch to and raise capital through investors or other funders (angel, venture capital firms, etc.). Core activities will focus on financial frameworks including: financial statements, cash flow projections/analysis, capital structure, equity/debt options, and critical financial metrics and ratios. Along with a financial overview, we will discuss the essential legal issues that startups face during the fundraising stage with focus on company registration, term sheets and shareholder agreements. The course will also address acquisition trends across MENA and globally.

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   Investment Analysis   42 hrs.
This course focuses on the description and analysis of the sources of investment information, various investment vehicles, operations of security markets, trading environment, security valuation models, investment objectives, and modern techniques of investing in securities. *Prerequisite: 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   Basic Skills for Interior Design   48 hrs.
This course teaches the student to develop skills and techniques in order to visualize interior design ideas; 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, renderings and knowledge of volume and proportions. Students explore the fundamentals of interior construction.

CINR 102   Elements and History of Design Styles   48 hrs.
This course introduces the elements that affect the interior spaces, focusing on color and its implications, fundamentals of lighting design and major finish materials. Students will explore furniture styles from renaissance till modern era, with special consideration given to the cultural, social, and political contexts in which they were designed and used. Site visits to galleries, art spaces and showrooms will be organized. *Prerequisite: CINR 101.*

CINR 103   Drawing and Rendering for Interior Spaces   48 hrs.
This course concentrates on hand drawing and introduces rendering materials, methods, techniques, shades and shadows. Students will use mixed media to learn the color theory. They will also learn the mechanical skills needed to visually communicate spatial concepts and develop floor plans into three-dimensional interiors by exploring the principles of isometric views and one point perspective drawing.

CINR 201   AutoCAD for Interior Designers   48 hrs.
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. It will focus on the concepts and the use of key commands of AutoCAD, the leading drafting software for the construction and design industry, required to draw and print 2D engineering drawings. *Prerequisite: CINR 101.*

CINR 202   Practice of Interior Design   48 hrs.
The course will enhance students' problem-solving capabilities, technical drawing and analytical skills. Students will develop a professional and creative approach to design by presenting a complete residential project. *Prerequisites: CINR 102 and CINR 201.*

CINR 203   Technical Detailing and Execution Drawing   48 hrs.
The course concentrates on presentation techniques, survey, construction and detailing. Taking a specific area of the residential project (bathroom, kitchen), students will explore and learn construction methods, appropriate use of materials and how to detail joints and junctions. The studio project work is supported by a series of lectures on materials with visits to showrooms and suppliers to develop awareness of current ranges, materials and finishes. *Prerequisites: CINR 102 and CINR 201*

CINR 301   Advanced Interior Architecture Project   48 hrs.
This course deals with large scale projects, public and commercial. Students will be involved in researching the influence of human factors and design standards in order to analyze existing spaces and propose creative design solutions that will satisfy the new project requirements. *Prerequisites: CINR 202 and CINR 203*

CINR 302   Supervised Research Project   48 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, students 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, students will learn how to use PhoneGap Build to build an 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 students 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 students 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 students 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 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/   45 hrs.
                   Public Health Nursing
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   90 hrs.
                   of Community Based Interventions
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 of Critical Care Nursing   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.

CPHL 300   Mastering Leadership
This course teaches how to adopt a situational leadership style that results in improving the participants' communication and assertiveness skills to become more trusted and credible leaders and to take control of a situation without alienating others. It also provides attendees with the necessary skills to be effective negotiators and use appropriate interpersonal skills to communicate effectively during conflict and how to minimize its risk. In addition, using the art of coaching, this course helps executives raise their potential and level of performance and get the most out of their team. Furthermore, participants will learn how to leverage a variety of techniques to stay focused and act more decisively under pressure; they will learn how to develop a solid action plan to keep their head above water, make immediate improvements and achieve measurable results.

CPHL 301   Pyramid of Marketing   42 hrs.
In this course, delegates will develop a full understanding of the function of marketing, its value, role and purpose in order to deal effectively with its integration with other organizational forces. Moreover, when being overloaded with information, attendees will learn how to identify

the most relevant parts, make sense of seemingly contradictory facts and come up with the best solutions. In addition, the course equips participants with the necessary skills needed to operate at an advanced level within their organization through an enhanced understanding of the role of forecasting and budgeting methods in strategic planning and how these can greatly affect the bottom line. Lastly, the course describes the main role of Market Access in maintaining an active intelligence of pricing trends and reimbursement/funding in the market in order to anticipate risks and opportunities.

CPHL 302   Strategic Financial Management   42 hrs.
This course enables participants to understand the relationship between financial planning, forecasting and budgeting within the strategic management process. The course also explores a range of techniques for enhancing strategic thought to improve the decision-making process in situations that are directly related to the company's strategic objectives. Moreover, this course allows non-financial executives to gain a greater understanding of how to work out the financial implications of their day-to-day decisions which allows them to take decisions that have a positive impact on financial objectives of the business.

CPHL 303   Keys to Best Operational Performance   42 hrs.
In this course, participants will acquire the importance of Human Resources from a strategic perspective and learn the core components of the employee lifecycle needed for the proper acquisition and retention of talent to sustain growth. In addition, this course provides the attendees with a clear and concise understanding of the role played by Regulatory Affairs and how they can interfere to improve matters. Moreover, participants will examine the design and performance of supply chain categories and processes in different business contexts and know their benefits and risks, which help them in lowering the incurred cost of each. The course will also equip participants with the skills needed to strategically manage change by understanding the organization's competitive environment and align it with its performance expectations.

CPHM 200   Team Leading   42 hrs.
This course is intended to equip the participants with managerial and supervisory tools needed for the successful implementation of their responsibilities in various processes. Through acquiring leadership and motivation skills, managers and supervisors will be able to lead a high performing team under pressure and maintain solid group dynamics, which will increase business efficiency and decrease the amount of time lost as a result of both conflict and stress. In addition, they will acquire conflict management skills where they can manage disputes and disagreements in a positive manner. This is done by teaching participants to lead rather than just manage their teams through inspiring commitment and motivating performance for maximum impact.

CPHM 201   Tools for Enhanced Performance   42 hrs.
This course teaches how to adopt a situational leadership style by discovering techniques on how to be assertive communicators that results in heightened performance and improved productivity. Also, through improving their ability to coach and mentor, participants will be able to maximize their individual effectiveness and enhance the potential of their team to become more effective, productive and committed. Moreover, the course equips participants with the tools needed to organize and analyze the overwhelming amount of data they are daily inundated with, so they can make decisions to the best advantage of their business and career. In order to understand how the company is performing in relation to its strategic goals, attendees will use a variety of performance management tools and techniques to generate value through Key Performance Indicators (KPIs) management.

CPHM 202   Mastering Marketing Tactics   42 hrs.
Using a powerful marketing strategy, attendees will be able to strengthen the sustainability of their products/services in the market by identifying the internal and external factors needed to determine a successful marketing mix, targeted segmentation, positioning and resources. In addition, attendees will learn how to analyze, plan and manage their brand and identify their target market, with a special emphasis given on the power of social media platforms in shaping brand communication and advocacy. Moreover, this course explains the exact role of portfolio management and how to identify and allocate marketing resources in order to manage work more effectively and efficiently which is based on three essential pillars: leading business, leading people and leading self.

CPHM 203   Building Blocks for Successful Management   42 hrs.
This course provides participants with the necessary techniques and confidence to forecast sales, effectively manage their budget and reduce risk in decision making through qualitative and quantitative analysis. It also covers basic accounting principles and guides non-financial professionals on how to read and interpret key financial statements and how to transform them into decision-making tools they can successfully utilize in their day-to-day operations. It then introduces the major building blocks in supply chain (SC) networks where attendees will develop capabilities in logistics, inventory management, risk pooling, procurement, sales orders fulfillment and process design. In addition, this course provides the attendees with a clear and concise understanding of the role played by Regulatory Affairs for better coordination between different departments. Moreover, participants will learn how to identify the forces driving the need for change and be equipped with skills needed for them to design and lead successful change in the organization.

CPHS 100   The Art of Selling   42 hrs.
This course introduces different selling techniques and prepares the participants for a variety of sales environments. An emphasis is given for mastering specific sales skills that pertain to pharmacies and hospitals. Participants will learn how to identify the customers' real needs based on their social styles, develop a specific sales plan and know how to communicate it in order to achieve their sales goals.

CPHS 101   Keys to Communication Excellence   42 hrs.
This course is designed to enable participants to communicate with precision and clarity. It equips them with presentation skills through which they will develop their own presentation style and enhance their techniques for eliciting audience involvement. Moreover, participants will learn powerful negotiation techniques that have maximum impact in daily negotiations with different parties; along with tools necessary for managing emotionally charged work situations. Participants will also learn about the factors that hinder productivity and will analyze their own response to pressure; upon which they will develop action plans to mitigate such factors and reduce stress.

CPHS 102   Optimizing Sales Effectiveness   42 hrs.
In this course, participants will learn how to plan and manage their time and territory through handling work effectively, prioritizing visits and dealing with interruptions. Participants will be able to identify the real problem when facing challenges and come up with potential innovative actions to make the right decision and obtain the best results. In addition, participants will learn how to build strong professional relationships, including the Adoption Ladder strategy,

which is based on using the proper sales dialogue to swiftly reach an advanced stage in the adoption process when communicating with doctors. The course also enables participants to have a systematic approach to manage and grow the organization's key accounts to maximize value and achieve goals.

CPHS 103   Fundamental Marketing Dynamics   42 hrs.
During this course, participants will learn what marketing is, ranging from creating promotional material for various market segments to ultimately market measure their success. Second, attendees will be exposed to different tools and exercises needed to understand how event management is properly done in terms of preparation, follow up and feedback. Third, the course explains how to identify, prioritize, segment, profile and validate the right key opinion leaders (KOLs) and use a well-conceived activity planning process to develop healthy, long-term relationships with these KOLs. Fourth, attendees will gain a deeper understanding of how to offer high-value prospective customer experiences and the crucial need of integrating sales with marketing activities to align resources and communication towards the company's objectives and vision.

CPRM 102   Emotional Intelligence and Project Leadership   21 hrs.
This interactive course is designed to provide a solid foundation in key leadership competencies and to afford students the opportunity for a truly transformational leadership experience. Students will complete a self-assessment of your project leadership skills, then master the basics of essential leadership competencies such as setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating and leading change. Students will also gain a clear understanding of why communication is so important regardless of how a project is organized then discover how business and personal ethics can influence not only their leadership style but also the final course a project will take.

CPRM 103   Project Schedule Management   21 hrs.
Delivering a project within the promised time frame & scope and allocated budget is primordial for organizational success. Whether students are delivering a high-rise building, a new piece of software, a power plant, or a nuclear submarine, all projects require constant monitoring and controlling to meet their objectives on time and within budget. This course applies a variety of techniques to balance the competing demands of scope, schedule, and cost. It uses project management best practices to apply the latest scheduling tools and techniques. Students will learn how to establish the performance measurement baseline (PMB) and gain proficiency in modern tools and proven techniques used to compare actual work accomplished against established plans. In addition, they will learn how to plan project scope based on stakeholder budget and schedule constraints.

CPRM 104   Project Stakeholder Engagement and Management   21 hrs
This course allows students to create healthy partnerships with their stakeholders and build a win-win environment for their business. In this course, they will learn how to manage their stakeholders efficiently with savvy communication strategies that increase engagement during project execution. Students will learn how to analyze stakeholders, map power structures, keep open lines of communication, and use interpersonal skills to connect. This course highlights the importance of stakeholder engagement, collaboration, and communication during project planning and development. It discusses the role of stakeholders and how the project leader

must encourage active involvement to ensure the team has a clear understanding of the project requirements and stakeholder expectations. Also addressed are common tools used for knowledge sharing throughout the course of the project, which is essential in order to deliver value and keep everyone informed on the status of the project.

CPRM 202   Project Leadership and Communication   21 hrs.
This course will help project managers become better team leaders by sharpening 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 effectively lead projects.

CPRM 203   Project Management Scheduling & Control Tools   21 hrs.
Project planning and control is highly important in organizations. This course involves an in-depth coverage of project planning and control tools used in managing and delivering projects. The topics covered in this course are project scheduling basics and models, as well as project monitoring and control tools.

CPRM 204   Project Stakeholder Management   21 hrs.
Upon completion of this course, the project manager would have learnt the tactics and tools to properly identify, categorize and prioritize stakeholders, manage stakeholders in a real and virtual world, and have a grasp of the leadership and negotiation skill sets required to manage difficult stakeholders in complex projects.

CPRM 205   Project Risk Management   21 hrs.
Successful project management practices must adequately assess risks and execute a successful risk response. This course present different approaches to identify risks; qualitative and quantitative methods to analyze risks and determine their impacts; risk ranking and response techniques; and approaches to monitor, control, and communicate risks throughout the project life cycle.

CPRM 216   Project Risk Analysis and Mitigation   21 hrs.
Risk is a given in any project, and the better attendees understand how to identify and prepare for it, the more likely they are to minimize their exposure to it. In this course, students will practice a systems approach and explore tools and techniques for identifying, analyzing, planning, and controlling risk. They will use both qualitative and quantitative methods to identify risk and discuss appropriate risk response strategies. They will also learn how to incorporate their risk management analysis into the overall project plan and offer alternatives to their project sponsors and decision makers when contingencies arise and scheduled completion dates or budget targets are affected

CPRM 301   Pre-Project Planning   21 hrs.
This course covers the work done by the owner team in the pre-project phase including preparation of a design brief and making a go/no go decision. Topics include: assimilation of client needs; market assessment studies; impacts of laws and regulations on the facility program; surveys of infrastructure conditions; investigation of site conditions; scope validation; project execution planning, project costs and schedule estimation; life-cycle analysis; and financial planning.

CPRM 302 Design Project Management 21 hrs.
The course covers the characteristics of the project design phase, design team selection, and design services agreement formation and negotiation. It focuses on value engineering and management, constructability considerations, and project cost management during design.

CPRM 303 Construction Project Management 21 hrs.
The course offers an extended overview of project management in construction. It covers integrated planning-estimating-scheduling concept; project time, budget, and quality baselines; materials management and subcontracting issues; and integrated project cost-time control.

CPRM 304 Construction Contract Administration Under the FIDIC Conditions 21 hrs.
The course deals with contract documents, with focus on specifications structure, procedural requirements, specifying methods, and the basis for unit rate estimation. It covers the Engineer's roles along with contract administration issues. The course will provide the participants an essential understanding of FIDIC contracts and the various elements of the FIDIC 1999 suite of contracts.

CPRM 305 Green Project Management and Sustainable Construction 21 hrs
This course covers principles of sustainable design and construction, including life-cycle assessment, economic and environmental impacts, carbon footprint, and green building rating systems such as LEED and BREEAM.

CPRM 3011 Technology and Innovation Management 21 hrs.
This course covers Management of technology and innovation at an organizational level and its contribution to the organizational success. It also examines engineering, science, and management principles contributing to the development of a successful framework for managing technology within an organization.

CPRM 312 Program Management 21 hrs.
This course presents a view of managing projects from an organizational perspective. The main areas of discussion will be strategic alignment, the role of effectively managing organizational assets through an enterprise project management office, portfolio management, and program management.

CPRM 313 Project Economic Feasibility 21 hrs.
This course will provide the participants with an understanding of the principals involved in analyzing alternatives that arise during the project life cycle based on sound economic and financial principals. It covers the basic concepts, and methodology for making rational decisions in the design and implementation of real engineering and business projects.

CPRM 314 Managerial Risk and Decision Analysis 21 hrs
This course prepares the participants to proficiently describe, analyze and rationally respond to decision situations with uncertain outcomes. The process of developing effective decision making tools is presented. These tools include spider and tornado diagrams, influence diagrams, and decision trees, and Monte Carlo simulation, among others.

CPRM 315 Supply Chain Management 21 hrs.
This course will introduce the participants to supply chain management and its key issues: Procurement practice and contracts, logistics, network configuration, inventory management, distribution strategies and strategic alliances, and value of information in supply chains. Hands-on tools related to demand forecasting and setting optimal stock levels will be presented.

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 7 are often able to pass the AUB English Entrance Exam (EEE) or the Test of English as a Foreign Language (TOEFL). Each student's level is determined by a placement test given to all new applicants before the session begins.

CENG 101	English Language Level 1	**84 hrs.**
CENG 102	English Language Level 2	**84 hrs.**
CENG 103	English Language Level 3	**84 hrs.**
CENG 104	English Language Level 4	**84 hrs.**
CENG 105	English Language Level 5	**84 hrs.**
CENG 106	English Language Level 6	**84 hrs.**
CENG 107	English Language Level 7	**84 hrs.**

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اللغة الإنكليزية

مدة الدورة: 12 اسبوع، 7 ساعات في الاسبوع

المستوى: الاول حتى السابع

الدوام: 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 قبل إتمامهم عمليات التسجيل للدورة.

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CENG 201   Conversational English   36 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.

CENG 202   Creative Writing   30 hrs.
This course provides participants with the opportunity to apply and extend their creative writing skills in a workshop setting through a series of directed writing activities and in-class discussions. Genre-specific writing will be addressed allowing participants to pursue specific interests in writing fiction, creative non-fiction, memoir and/or poetry. Developing voice and revision will be important components of this course. Participants will also learn how to prepare a piece of writing for publication and will examine the publishing opportunities available to writers.

CENG 203   Public Speaking   42 hrs.
This course focuses on the fundamentals of oral communication which involves preparation and presentation of conventional forms of public address, such as expository and persuasive speaking. Emphasis is placed on the use of correct and effective language and organizational skills in preparing, delivering and evaluating different types of oral presentations. *Prerequisite: CENG 106 or equivalent.*

CENG 204   Communication Skills   36 hrs.
This course is designed to teach participants different communication techniques and skills in the areas of time management, note-taking, proofreading, editing and copywriting of business, medical, legal, journalistic and economic texts and writings. Participants will practice their communication skills by listening to lectures and dialogues among professionals. The will also write, edit and proofread various documents, abstracts and short papers; and will learn to present orally using latest technology. *Prerequisite: CENG 106 or equivalent.*

Arabic Language

Standard Arabic Language

CARB 101   Standard Arabic Beginner   42 hrs.
This course introduces students to the language through a proper acquisition of the alphabet, pronunciation of the sounds, connection of letters, and formation of words and simple sentences.

CARB 102   Standard Arabic Intermediate   42 hrs.
This course focuses on basic grammar structures and vocabulary; and on comprehension and articulation of simple statements, questions, and paragraphs.

CARB 103   Standard Arabic Advanced   42 hrs.
This course stresses complex grammar structures and vocabulary needed to comprehend and compose written and oral material.

Colloquial Arabic Language

CARB 201   Colloquial Arabic Beginner   42 hrs.
This course focuses on pronunciation and vocabulary needed to engage in simple dialogues such as, greetings, directions, traveling, and shopping.

CARB 202   **Colloquial Arabic Intermediate**   **42 hrs.**
This course focuses on the basic principles of expression and builds the students' vocabulary to enable them to comprehend and compose simple sentences needed in day-to-day conversations.

CARB 203   **Colloquial Arabic Advanced**   **42 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.*

Exam Preparatory Courses

CGMT 201   **English for GMAT**   **42 hrs.**
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.

CGMT 202   **Math for GMAT**   **42 hrs.**
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.

CMCT 201   **MCAT Preparatory Course**   **36 hrs.**
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.

CNAP 201   **Certified Nonprofit Accounting Professional**   **18 hrs.**
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   45 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   45 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 supporting uses of Mac OS X systems. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience. Basic Knowledge of MAC OS X and troubleshooting experience are required.

CAPP 302   Overview of Final Cut Pro 7   36 hrs.
This course introduces students to the primary feature set and basic interface of Final Cut Pro. Students will learn how to perform basic editing functions while familiarizing themselves with the user interface. Topics include basic setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques, Ripple, Roll, Slip and Slide tools, finishing and final output. Knowledge of Mac OS X, computer navigation, and editing terminology is required.

CAPP 303   Introduction to Final Cut Pro 7 (With Certification)   42 hrs.
This course focuses on the basic editing functions and aims at familiarizing students with the Final Cut Pro user interface. In this course, student will cut a scene from the TNT television series Leverage, create a promo for Seaworld's Believe documentary, as well as master filters and effects as they edit a segment of Playing for Change, the international music-creation event. Students will start with basic video editing techniques and work all the way through Final Cut Pro's powerful advanced features. They will also learn to mark and edit clips, mix sound and titles, create transitions, apply filters, and more. Topics include basic setup, customizing preferences and settings, capturing video and audio, various editing and trimming techniques, Ripple, Roll, Slip, and Slide tools, audio editing and audio creation, finishing and final output. Knowledge of Mac OS X, computer navigation, and editing terminology is required.

CAPP 304   Introduction to DVD Studio Pro 4 (With Certification)   42 hrs.
This course focuses on DVD authoring with DVD Studio Pro 4. It guides students through every aspect of DVD authoring, from initial storyboarding to burning and replication. Using compelling media and real-world production workflow, students will learn how to create amazing MPEG 2 video with Compressor as well as create eye-popping motion menus directly in DVD Studio Pro 4. They will also "author" a DVD by creating buttons, interactive links, slideshows, playlists and even adding alternate audio steam and camera angles. Basic knowledge of the Macintosh OS and Final Pro is required.

CTIP 101   Digital Radiography   42 hrs.
Digital radiography will acquaint the radiographers with the various digital image acquisition and display systems currently being introduced into the radiology departments. Radiographers will gain technical skills to help them in the transition from an analogue to digital imaging environment. This course will also focus on radiation protection techniques employed with digital systems. This course is approved for credit (38 credits) by the American Society of Radiologic Technologists.

CTIP 102   Online Community Management   25 hrs.
This course provides students with the knowledge and skills needed to effectively manage their online community in order to increase visibility and market share. It focuses on online visual identity, etiquettes, content research and creation, and best online practices of customer relations and public relations. Students will be trained to develop online marketing strategies, campaigns, and advertisements; derive analytics and metrics and build on them for best online results and client-facing reports; and advance digital engagement strategies across stakeholders.

CTIP 103   Medical Information Literacy Skills   32 hrs.
This course is designed to expose attendees to a wide variety of medical information resources and 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 9MR) 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.

CEMG 101   Project Economic Feasibility   10 hrs.
This course is an introduction to the basic methods for analyzing the economic feasibility of projects in engineering, business, and other fields, based on the key concept of time value of money. The methods include present value, rate of return, payback period, and other common feasibility analysis techniques.

CEMG 102   Inventory and Supply Chain Management   10 hrs.
This course provides participants with an understanding of the importance of inventory in supply chain management. It includes hands-on tools for managing the stock of different types of products in effective ways that balance supply, demand and logistical costs. Inventory management in multi-location, supply chain settings, is briefly discussed.

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.

CINR 303 Digital Rendering for Interior Designers   24 hrs
This course concentrates on transforming the technical drawings into client friendly, readable and attractive presentations. It teaches students who already know AutoCAD how to transfer CAD drawings into color rendered images using both AutoCAD and Photoshop programs.

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   Using Your Digital Camera   15 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   15 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   15 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.

CPHT 104   Landscape Photography   15 hrs.

The landscape photography course aims at enhancing students' photography skills to higher levels in one of the most beautiful places in Lebanon. Students will learn how to use their basic photography skills in order to experiment the landscape photography.

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

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.

SPARK Scholarship

Hundreds of thousands of Syrian youths who have fled Syria as a result of ongoing conflict are currently living in the countries surrounding Syria and have access to neither higher education nor employment. The figures are dramatic with only 6% of young refugees (18-24 years old) enrolled in higher education in these regions. In the effort of supporting these youth, the AUB Continuing Education Center has launched an intensive certification training program in project management, interior design, early childhood education, computer literacy, and nursing. The program is funded by SPARK, a Dutch humanitarian organization that develops higher education and entrepreneurship to empower young, ambitious people to lead their conflict affected societies into prosperity

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.

Future Developer Summer Program for Kids

The Future Developer is a one week summer program organized by the Continuing Education Center in collaboration with the Computer Science Department. Students between the ages of (12 – 18) years learn about Programming in Java, Website Applications Development, Mobile Applications Development on Android & IOS, and Game Development in an interactive learning atmosphere while enjoying AUB top notch Instructors, State of Art Labs, and outstanding Campus.

Genius Mind Summer Program for Kids

The Genius Mind is a three weeks summer program organized by the Computer Education Center. Students between the ages of (7 – 11) years learn about Robotics, Mechanical machines & Electrical systems, Engineering, Coding, Green Energy, and Arts & Culture while enjoying AUB State of Art Labs and outstanding Campus.

University for Seniors

"Your program is life changing", "It has opened up a whole new world for me". It is with such words that our members describe AUB's University for Seniors, an independent life-long learning program for older adults in AUB's Continuing Education Center. The program 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 with its three core principles: 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 travel programs, social and cultural events, and projects with AUB students and more.

For more information about the University for Seniors, watch our 6-minute movie on youtube https://www.youtube.com/watch?v=R5xV6NvUezA or visit our website: www.aub.edu.lb/seniors and our Facebook page: www.facebook.com/aub.universityforseniors. You can also reach us by email: 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

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						

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

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