

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, journalism, nursing, 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 10 certificates and two diploma programs: Accounting Studies Certificate, Community Health Nursing Certificate, Critical Care Nursing Certificate, Essentials of Business Certificate, Financial Management Certificate, Human Resource Management Certificate, Marketing Management Certificate, Nursing Informatics Certificate, Office Management Certificate, Leadership and Management in Nursing Certificate, Human Resource Management Diploma, and Marketing Management Diploma.

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; and develops intensive professional courses tailored to corporate clients in Lebanon and the region; and organizes public workshops that aim at helping participants maintain a competitive edge throughout their career path. CEC also oversees a special program designed for older people (University for Seniors), and, in collaboration with the Office of Alumni Relations and the Worldwide Alumni Association of the American University of Beirut (WAAAUB), offers a special summer program to children of AUB alumni throughout the world to strengthen the ties between AUB and all of its alumni.

General Criteria for Admission

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

English courses before being allowed to re-register to complete the courses in that certificate program and become eligible for a certificate upon completion of course requirements.

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

Graduation Requirements for Certificate and Diploma Programs

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

Certificate Programs

Accounting Studies Certificate

Objective

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

Certificate Requirements

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

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

Community Health Nursing Certificate

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

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

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

- CNRS 310 Introduction to Theories and Concepts in Community Health Nursing
- CNRS 311 Practicum I: Application of Theories and Concepts
- CNRS 312 Advance Concepts and Issues Relevant to Community/Public Health Nursing
- CNRS 313 Practicum II: Planning and Evaluation of Community Based Interventions

Critical Care Nursing Certificate

The program is designed to build on the knowledge and clinical experience of nurses. It consists of 90 contact hours theory and 180 contact hours clinical. The theory part tackles concepts and issues related to assessment, care, and evaluation of critically ill adults. The practicum part includes application of critical care concepts in assessing and managing evidence-based care to critically ill clients. Areas of emphasis include nursing assessment, interventions, and evaluation in critical illness, ventilatory assistance, hemodynamic monitoring, dysrhythmias and EKG interpretation.

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

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

- CNRS 314 Fundamental Concepts in Critical Care Nursing: Assessment and Evaluation
- CNRS 315 Nursing Management During Critical Care Illness
- CNRS 316 Practicum I: Critical Care Nursing: Assessment and Evaluation
- CNRS 317 Practicum II: Critical Care Nursing: Management
- CNRS 318 Practicum III: Code Management

Essentials of Business Certificate

Objective

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

Certificate Requirements

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

- CACT 101 Principles of Accounting I
- CMKT 101 Principles of Marketing

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

Financial Management Certificate

Objective

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

Target Participants

The program is designed to be accessible to those with no prior knowledge of finance. However, participants should meet the following profiles:

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

Certificate Requirements

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

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

Human Resource Management Certificate

Objective

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

Target Participants

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

Certificate Requirements

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

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

Leadership and Management in Nursing Certificate

Objectives

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

Certificate Requirements

The program consists of four courses:

- CNUR 301 Nursing Leadership Roles and Management Functions
- CNUR 302 Managing Quality Improvement
- CNUR 303 Advanced Management practice
- CNUR 304 Practicum

Marketing Management Certificate

Objective

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

Certificate Requirements

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

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

Nursing Informatics Certificate

Objectives

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:

- CNUR 305 Data, Information and Knowledge
- CNUR 406 Informatics and the Health Care Delivery System
- CNUR 407 System Lifecycle
- CNUR 408 Issues in Health Care Informatics
- CNUR 409 Data Standards, Terminologies & 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

Diploma Programs

Human Resources Management (HRM) Diploma

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.

Target Participants

This program is targeted at people working in the human resource field.

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 Human Resource Management
- CHRM 402 Advanced Topics in Human Capital Management

Marketing Management Diploma

Objective

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

Diploma Requirements

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

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

Certificate and Diploma Programs

Course Descriptions

CACT 101 Principles of Accounting I 42 hrs

This course introduces students to principles of recording transactions, the preparation of financial statements, and completion of the accounting cycle.

CACT 201 Principles of Accounting II 42 hrs

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

CACT 301 Cost Accounting and Control 42 hrs

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

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.

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, etc.) and spreadsheets using Microsoft Excel (advanced features like formulas, functions, charts, page setup, database management, filtering, etc.).

- CECN 101 Introduction to Economics 42 hrs**
This course is a survey of economic principles that includes national income accounting and analysis, monetary and fiscal policies, and demand and supply analysis.
- CECN 301 Money and Banking 42 hrs**
This course focuses on management of commercial banks, the structure of commercial banking, management of bank funds and the role of money in the economy.
- CFIN 101 Principles of Finance 42 hrs**
This course is an introduction to the field of financial management, including the institutional framework of finance, the role of finance in the business firm, financial analysis, planning and control, working capital management, cash budgeting, and elements of capital budgeting.
- CFIN 201 Business Finance 42 hrs**
This course is an introduction to major decisions a financial manager has to make, including assessment of the profitability of investment opportunities, short-term and long-term financing alternatives, risk-return tradeoff, and the concept of the goal of wealth maximization.
- CFIN 301 Financial Statements Analysis 42 hrs**
This course focuses on the description and interpretation of reported and audited financial statements, limitations of company reports, analysis of financial ratios, examinations of professional practices regarding measurement and disclosure of financial information, and development of skills needed to read, analyze and evaluate financial statements. *Prerequisite: Business Finance.*
- CFIN 302 Investment Analysis 42 hrs**
This course focuses on the description and analysis of the sources of investment information, various investment vehicles, operations of security markets, trading environment, security valuation models, investment objectives, and modern techniques of investing in securities. *Prerequisite: Business Finance.*
- CFIN 303 Commercial Banking 42 hrs**
This course is an introduction to banking regulations, evolution of banking activities, description of banking accounts and lending practices, functions and operations of commercial banks, credit analysis, liquidity management, assets and liability management, profitability and adequacy measures. *Prerequisite: Business Finance.*
- CHRM 101 Overview of Human Resource Management 42 hrs**
This course introduces the main concepts of managing human resources in organizations, discusses the various roles that HRM departments play and demonstrates how HR policies and practices help support the business strategy. Topics include the strategic role of HRM, job analysis and personnel planning, recruitment and selection, training and development, performance management, compensation and retention as well as the ethical aspect of HRM.
- CHRM 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 1) identify training and development needs through needs assessments, 2) analyze jobs and tasks to determine training and development objectives, 3) create appropriate training objectives, 4) design effective training and development programs using different techniques or methods, 5) implement a variety of different training and development activities, and 6) 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 Human Resource Management 42 hrs

This course is intended to expose students to the “big picture” at the intersection of human resource management, business policy, and competitive strategy. It covers both the design and execution of human resource management strategies and is organized around two central themes: (1) How to think systematically and strategically about aspects of managing the organization’s human assets, and (2) What really needs to be done to implement these policies and to achieve competitive advantage. In essence, the course objective is to have students develop a broader perspective of business through the development of a strategic HR viewpoint.

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.

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.

CNRS 303 Advanced Management Practice 15 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 304 Practicum 42 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 305 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 306 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 307 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 308 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 309 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 310 Introduction to Theories and Concepts in Community Health Nursing 45 hrs

This course is designed to introduce students with 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 311 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 312	Advance Concepts and Issues Relevant to Community/Public Health Nursing	45 hrs
This course addresses advanced concepts and issues relevant to community/public health nursing. Students are provided with advanced knowledge and skills in population, family and individual needs assessment. Areas of focus include health promotion, health education, and management of chronic diseases.		
CNRS 313	Practicum II: Planning and evaluation of community based interventions	90 hrs
This course provides field experiences designed to enhance collaborating with interdisciplinary team members in planning, organizing, delivering and evaluating population-focused programs to achieve health goals, including health promotion and disease prevention activities.		
CNRS 314	Fundamental Concepts in Critical Care Nursing: Assessment and Evaluation	30 hrs
This course gives an overview of critical care nursing: critical care environment, relationship with patient and family, end-of-life care, infection control and safety, communication and documentation. It also focuses on dysrhythmia interpretation, EKG interpretation, hemodynamic monitoring, and ventilatory assistance		
CNRS 315	Nursing Management during Critical Care Illness	60 hrs
This course aims at enhancing the participants' know how in cases of shock, cardiac alterations, nervous system alterations, acute respiratory failure, acute renal failure, hematological and immune disorders, gastrointestinal alterations, endocrine alterations, trauma , and burns.		
CNRS 316	Practicum I: Critical Care Nursing: Assessment and Evaluation	60 hrs
CNRS 317	Practicum II: Critical Care Nursing: Management	90 hrs
CNRS 318	Practicum III: Code Management	30 hrs

Non-Certificate Courses

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

Languages

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

English Language

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

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

اللغة الإنكليزية

مدة الدورة: ١٢ اسبوع، ٨ ساعات في الاسبوع

المستوى: الاول حتى السادس

السدوام: من العاشرة حتى الثانية عشرة ظهراً او من الخامسة والنصف حتى السابعة والنصف مساءً
 دورة مكثفة في اللغة الانكليزية تهدف الى تمكين المشتركين فيها من أصول اللغة في القراءة والكتابة والقواعد والمحادثة، وهي تشمل عدة مستويات يوزع الطلاب فيها وفقاً لمدى إلمام كل منهم بها. تحدد مستويات الطلاب بناءً على نتائجهم في امتحان خاص للتصنيف يجرى قبل إتمامهم عمليات التسجيل للدورة.

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

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

Arabic Language

Standard Arabic Language

CARB 101	Standard Arabic Beginner	48 hrs
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This course introduces students to the language through a proper acquisition of the alphabet, pronunciation of the sounds, connection of letters, and formation of words and simple sentences.

CARB 102	Standard Arabic Intermediate	48 hrs
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This course focuses on basic grammar structures and vocabulary; and on comprehension and articulation of simple statements, questions, and paragraphs.

CARB 103	Standard Arabic Advanced	48 hrs
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This course stresses complex grammar structures and vocabulary needed to comprehend and compose written and oral material.

Colloquial Arabic Language

CARB 201	Colloquial Arabic Beginner	48 hrs
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This course focuses on pronunciation and vocabulary needed to engage in simple dialogues such as, greetings, directions, travelling, and shopping.

CARB 202 Colloquial Arabic Intermediate 48 hrs

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

CARB 203 Colloquial Arabic Advanced 48 hrs

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

Other Languages

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, common-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*

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.*

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*

CCMS 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.

CCMS 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.

Special Courses

CBS201 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.

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.

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.

CHST 101 History of Lebanon 36 hrs

This course covers the history of Mount Lebanon from the period of Fakhreddine and until the Independence in 1943. It focuses on the historical facts & dates; the political, economic, social and demographic changes; and the effects of European powers in shaping Lebanon's history. The course also discusses the Mount Lebanon emirates with particular stress on politics & economy, and the events and policies during World War I and the effects of the war on Lebanon passing by Sykes-Picot and eventually leading to the establishment of present-day Lebanon in its present borders.

CIPE 201 Business Protocol and Etiquette 36 hrs

This course teaches students how to greet people, converse with them, understand their business and management styles while respecting their cultural attitudes. Topics include: first impressions and networking skills, dressing for success, communication at its best, business lunching and dining etiquette, hosting business potentials, and mastering business meetings.

CLAB 101 Legal Aspects of Business 36 hrs

The objective of this course is to introduce participants to commercial law and to the legal elements that are required for starting and managing a small business or for the constitution of different kinds of companies. It includes information on various contracts and day-by-day operations from a legal point of view.

CLDS 201 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.

Art Courses

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.

CINR 101 Interiors 36 hrs

This course will introduce students to creation of living spaces, types of interior spaces, types of interior space organizations, and techniques of harmony and esthetics. It will focus on clarifying interior design concepts through graphics and sketches, colors and geometric instruments, as well as planned visits to art galleries and factories.

CINR 102 Colors, Materials, and Lighting 36 hrs

This course introduces the elements that affect the interior spaces. It focuses on color and its implications; ideas of space and the use of color to solve spatial problems; color harmony and the way colors interact; color qualities and combinations; and the major finish materials used in today's interiors from fabrics to wall coverings and hard surface materials. Students will also learn the fundamentals of lighting design in relation to interior spaces.

CLGH 101 Landscape Gardening for the Home 30 hrs

This 10-week course includes: horticulture skills (potting, propagation and transplanting of annuals and perennials) and landscape principles (plant selection and layout in small gardens, balconies and indoors) introduced through lectures, live demonstrations and hands-on application.

CPHT 101 Basic Photography 36 hrs

This course introduces the different parts of the camera such as the lens, the aperture, and the shutter speed. It is designed to familiarize the students with image composition, printing, and selection. Throughout the course, students will be expected to complete shooting assignments; and periodic analysis of pictures will be conducted during the sessions to assist the students in developing their creative skills. A professional or semi-professional camera is needed for the course.

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.

Intensive Professional Courses

Project Management Courses

CPRM 201 The Certified Associate in Project Management (For junior project managers)

This course provides students 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.

CPRM 202 Project Risk Management Certification Exam Preparation

The course thoroughly explores the area of Project Risk Management including the latest additions to the Project Management Body of Knowledge 3rd Edition. Participants will learn to maximize the results of positive project events, and minimize the consequences of adverse events, both internal and external to the project. The course is designed according to the latest developments in active learning techniques. It allows participants to experiment with the techniques reviewed first hand through the use of actual examples, exercises and group discussions.

CPRM 203 Program Management Professional Certification Exam Preparation

This is a credential that recognises demonstrated experience, skill, and performance within multiple, related projects that are aligned with an organizational objective and strategic goal. Candidates for the PgMP manage a program's resources to ensure its ultimate success and are responsible for modifying and making decisions that advance strategic and business objectives, in order to ensure the ultimate success and acceptance of the program.

CPRM 204 IT Project Management

This course aims at introducing participants to the fundamentals and best practices of project management, per PMI's Project Management Body of Knowledge, as applied to IT projects and practice. Participants will master the skills needed to deliver projects on time, within budget, and to the customer's specifications. They will also learn how to set and manage stakeholder expectations, identify and manage IT risks, and meet quality standards.

CPRM 205 Project Cost Management

This course provides extensive knowledge about cost planning and scheduling. It covers the classification of cost elements (Labor, Equipment and Material), how to estimate the required project resources, allocating them on the time schedule, solving over allocation problems, generating cash flow and S-curve, the financial impact of shortening project duration.

CPRM 206 Project Management in Primavera P6

This course provides hands-on training for Primavera client/server based solution. Participants will gain a thorough background in the concepts of planning and scheduling. Scheduling techniques will be covered. This three-day course leads you through hands-on workshops that create and track an entire project to completion. All workshops and instruction use the three basic elements of project management: schedule, resource and costs.

CPRM 300 Project Management for Business Development

This course introduces the project-driven approach for managing business development opportunities by considering every potential lead, tender, client, or contract as a small project. Small projects require a standardized method for managing scope (what we are selling), time (deadline for submitting the proposal, and the duration required for delivery/implementation), and price (cost, overheads, reserves and profit).

Additionally, procurement, resources, and quality are co-managed with technical/ presales teams. Risk is managed for assessing the confidence level of winning the deal and attempting to minimize the risk caused by the competition.

CPRM 301 PMP Exam Preparation (For senior project managers)

This course introduces participants 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.

CPRM 302 Strategic Project Management for Executives

In today's dynamic and demanding markets, organizations that want to lead and achieve growth that far exceeds what their competition is planning for as well as what they have been used to in the past, cannot afford to be just a good organization, but rather a Great Organization. There is a rapidly growing realization among those organizations that more and more management tasks can be handled as projects. The approach to the task, the disciplines required, the control that is possible and the measurement of the results provide a structure for business that allows organizations to respond with flexibility to a more dynamic environment.

Leadership in Energy and Environmental Design (LEED) Courses (In collaboration with U.S. Green Building Council)

CLED 101 LEED 101: Green Building Basics and LEED

This course introduces participants to the basics of green building. They will learn about USGBC; green building motivators, best practices, and incentives; and fundamentals of the LEED rating systems – including the intents, concepts and terms for each LEED credit category.

CLED 210 LEED 201: Core Concepts and Strategies

This course provides participants with the essential knowledge of sustainable building concepts fundamental to all LEED rating systems and a foundation for pursuing the LEED Green Associate exam. Participants will learn LEED intents and concepts at the credit category level and basics of the LEED certification process.

CLED 254 LEED 251: Understanding the Building Design and the Construction LEED Rating System

This courses provides professionals who are already familiar with LEED with the essential knowledge of the LEED BD+C rating systems, including credit intents, requirements, and referenced standards; synergies among credits; and foundations of the LEED certification process. The course also provides participants with a foundation for pursuing the LEED AP BD+C exam.

Public Workshops

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

Applying Quantitative Discipline to Asset Allocation

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

Business English

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

Advanced Negotiation and Conflict Resolution Skills

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

Developing Young Professionals

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

Databases Fundamentals

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

Scholarships and Awards

Kamil Sadeddin Continuing Education Scholarship

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

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

Arab Student Aid International (ASAI) Scholarship

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

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

Abdul-Hamid Hallab REP Service Excellence Award

Purpose

The purpose of Abdul-Hamid Hallab REP Service Excellence Award is to recognize the accomplishments of outstanding REP consultants from the AUB community who have made major contributions to the AUB mission of serving "the peoples of the Middle East and beyond" and the REP mission of providing "the Middle East and North Africa with world class professional services...while reflecting AUB core values and its commitment to service excellence." By recognizing these individuals, REP demonstrates its commitment to service excellence and

provides incentives for AUB faculty and staff to serve as REP consultants. The award is based on qualitative and quantitative evidence for excellence in consulting work.

Eligibility

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

Criteria for Excellence in Consulting

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

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

Nomination Procedures

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

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

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

Award Winners

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

The AUB Summer Program for AUB Alumni Children (SPAAC)

Overview

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

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

Eligibility

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

Program Structure

Academic Courses

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

The following academic courses will be offered to each participant:

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

Social Activities

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

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

Country Excursions

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

Field trips may include (among others):

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

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

University for Seniors

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

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

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

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

Study groups

Study groups have been organized on:

- Classical music
- Poetry appreciation
- Architectural history of Beirut's downtown
- Ras Beirut oral history
- The art of oriental carpets
- Lebanese art history
- History of modern Lebanon
- Marketing and its influence on your life
- Memoir-writing
- Computers
- Opera appreciation
- Digital photography
- Cultural geography of Provence, Andalusia & Tuscany
- Philosophy of religions

Lectures

Public lecture series have been organized on healthy aging and great cities of the world.

Educational trips

University for Seniors groups made educational trips to Damascus to investigate the architecture of courtyard houses and to Spain to explore the cultural splendors of Andalusia.

Projects with AUB students

AUB students have offered a course on the new Social Media.

Evenings with the Poets:

Members also participated in poetry reading evenings.

Getting to know AUB faculty

University for Seniors members also had the opportunity to learn about the research of AUB Faculty in the "Evenings with the Prof" series.

In the future, special interest groups may emerge around the reading of specific fiction or non-fiction books, physical exercise on the AUB campus, and more. New educational trips may be organized to Lebanon's historic sites, or addressing specific themes in other countries. Public lectures under discussion include a series on personal finance and investment, and other topics of interest to the members.

For more information, contact the University for Seniors by e-mail ufs@aub.edu.lb, or by phone 01-350000 extension 2563.

CEC Rules and Regulations

AUB EEE

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

Student IDs

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

Course Offerings

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

Course Cancellations

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

Student Withdrawal

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

Attendance

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

Access to University Facilities

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

Examinations

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

Grading System

CEC uses the AUB grading system which is as follows:

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

I	Incomplete
P	Pass
PR	In Progress
W	Withdraw
F	Fail

All final grades are expressed in multiples of one.

Repeating a Course

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

Attestations

Attestations are offered to students who enroll in individual courses to continue their professional development. Request for attestations can be made in person at CEC Office or by sending an email to cec@aub.edu.lb.

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
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Riad El Solh 1107 2020
Beirut, Lebanon

Phone: +961-1-350000 or 374374, ext.3140/1

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Email: cec@aub.edu.lb

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