

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, and special programs for all ages as well as students with intellectual disabilities, school-age children, and children of AUB alumni.

All courses pertaining to CEC Certificates involve at least 30 contact hours per course and include at least four courses but can reach up to six courses per certificate. Furthermore, enrolling into a CEC Diploma program requires the completion of the relevant CEC Certificate. Diploma program requirements are usually eight courses (including certificate courses) and can reach up to twelve courses. All CEC courses are designed to include more practical case studies customized for professionals in the specialization area.

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.

Mission

The mission of CEC is to meet the lifelong educational and training needs of all learners in the local community in Lebanon, the Middle East and North Africa region and beyond. CEC aims to enhance professional and technical skills of individuals while addressing their 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, the Middle East and North Africa region and beyond.

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 the English language courses are required to sit for a placement test given at CEC.

Enrollment in all other courses is generally open to all learners from diverse educational backgrounds, unless stated otherwise.

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 or (D) in each course along with a minimum cumulative average of 70 over 100 (GPA: 2.2). 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.

CEC Programs of Study

CEC programs are designed to cater to the personal and professional growth needs of practitioners in a wide variety of areas including business and management, cultural and humanitarian studies, education, fine arts, foreign languages, health care, media and communication, as well as science and technology.

This section elaborates on the courses offered as part of the requirements towards 32 professional CEC Certificates and 9 professional CEC Diplomas as well as non-certificate courses. Certificate and Diploma programs are categorized according to different specialization areas, listed alphabetically under eight different tracks as shown in the following pages.

Business and Management

Accounting Studies Certificate

Objective

The objective of the accounting studies program is to provide learning opportunities to students who are interested in developing their business career by teaching them accounting principles, preparing of financial statements for different types of business organizations and enhancing their analytical and technical skills for the purpose of using financial data in decision making. Moreover, the program focuses on the relationship between the company's management and the independent auditors, including the legal responsibilities and liabilities for each party.

Requirements

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

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

Arbitration Certificate

Objective

Arbitration certificate program is intended for lawyers, paralegals, business professionals and those interested in law and arbitration. More importantly, this program equips the participants with the specialized terminology, phrases and expressions required to easily express ideas and to understand arbitration. The program is designed to equip the participants with the basic definitions and skills involved in Arbitration – both administered and un-administered.

Requirements

The program is composed of four courses to be completed in two years.

CABT 201	Arbitration as a Process
CABT 202	Role of Arbitrator
CABT 203	International Arbitration
CABT 204	Arbitration Award and Panel Formation

Associate Project Management Certificate

Objective

The Associate Project Management 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. 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.

Requirements

This program consists of four courses to be completed within 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.

Requirements

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

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

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 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.

Requirements

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

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

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 who may consider enrolling in individual courses to continue their professional development will be given attestations of completed courses.

Requirements

The program consists of the following six courses to be completed within 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.

Requirements

The program consists of the following four courses to be completed within 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.

Requirements

The Human Resource Certificate requires successful completion of four core courses to be completed within 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 Skills Certificate

Objective

This program aims to introduce participants to the essential skills needed to be successful leaders in the field of social work. Participants will be guided to discover their leadership skills, strengths, and weaknesses. They will also learn how to design their own self-development plans and develop strategies to improve the organizations in which they are working.

Requirements

The program is composed of four courses to be completed within two years:

CLDS 100	Introduction to Leadership Skills
CLDS 202	Emotional Intelligence in Leadership and Management
CLDS 203	Understanding Oneself Understanding Others
CLDS 204	Leading Oneself Leading Others

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.

Requirements

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

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

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.

Requirements

The program consists of the following four courses to be completed within 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.

Requirements

This program consists of four courses to be completed within 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.

Requirements

This program consists of four courses to be completed within 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.

Requirements

This program consists of four courses to be completed within 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

Managing projects has become one of the most important characteristics of modern organizations. This serves to focus responsibility and authority to achieve the organizational goals and retain better control, coordination, communication and customer relations. This certificate program provides participants with the ability to achieve these objectives via effective project management. Participants will master: (i) leadership and communication skills, (ii) project scheduling and cost control principles, (iii) stakeholders categorizing and managing and (iv) risk identification and mitigation.

Requirements

This program consists of the following four courses to be completed within two years:

CPRM 202	Project Leadership and Communication
CPRM 203	Project Management Scheduling and Control Tools
CPRM 204	Project Stakeholder Management
CPRM 316	Project Risk Management

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.

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 to be completed within three years:

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 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.

Requirements

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

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

Marketing Management Diploma

Objective

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

Requirements

The program consists of the following eight courses to be completed within 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

Upon mastering basic Project Management (PM) skills and techniques in the PM certificate, this diploma offers an advanced and practical project management training in critical areas such as construction planning, financing and economic feasibility, procurement, supply chain management, and quality assurance.

Requirements

The PM diploma will be granted upon completing the four core courses of the PM certificate) CPRM, 202, 203, 204, and 316) 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

Taxation Diploma

Objective

The purpose of this program is to present participants with valued insight into the Lebanese tax system, and more importantly to provide them with the information to best grasp this system in order to legally minimize their tax liability while promoting compliance and transparency. This would complement the global trend advocated by the OECD's tax policies allowing Lebanon to play an effective role in tax planning on an international level.

Requirements

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

CTAX 200	Tax Concepts
CTAX 201	Income Tax
CTAX 202	Indirect Taxes
CTAX 203	Payroll Tax and Social Security Contributions
CTAX 204	Value Added Tax
CTAX 205	Tax on properties and Wealth
CTAX 206	Tax Procedures and Objections
CTAX 207	International Tax Structuring

Non-Certificate Business and Management Courses

CNAP 201 Certified Nonprofit Accounting Professional 18 hrs.

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 a turnkey training program that offers professional certification to nonprofit finance office staff. 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 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 Project Management Professional Course 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, which 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 (NRA). 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.

CLDS 205 Training of Trainers on Elementary Leadership Skills 36 hrs.

The main objectives of this course are to introduce participants to the essential skills needed for a successful Trainer, and to help them plan implement and evaluate one training course on Elementary Leadership Skills. Main topics include: Characteristics of a successful training program, research methods for training needs assessment, structure of a training program, managing training problems, characteristics of a successful trainer, and importance of leadership training in development.

CBSC 201 Balanced Scorecard Management System 45 hrs.

This course focuses on developing the participants understanding of 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.

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 to be successful leaders. Participants will be able to determine their leadership qualities and personal responsibilities 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. The teacher of 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 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.

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 CRM helps them address such challenges. This is followed by a detailed discussion of CRM, including implementation strategies, improvement of customer satisfaction / retention, and company profitability.

Cultural and Humanitarian Studies

International Relations and 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.

Requirements

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

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

Humanitarian Certificate

Objective

This certification, in collaboration with [DisasterReady](#), will introduce the Core Humanitarian Principles and Standards as a framework to support local organizations in establishing internal emergency response systems, improving the quality of response, and fostering collaboration. This is a blended certificate, courses are given online and in-person. Face-to-face classes are provided at AUB and the online self-study courses are available free of charge on DisasterReady. For instructions on how to access the online courses, please refer to the [DisasterReady Guide](#).

Requirements

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

CHMN 201	Principles and Standards of Humanitarianism
CHMN 202	Safety, Security and Staff Care
CHMN 203	Humanitarian Programming
CHMN 204	Humanitarian Leadership and Operations

Education

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 to develop the related skills for better performance. New educational programs and approaches are explored in light of findings of new brain research regarding how children learn and develop. The implications for appropriate practices are studied in various areas which include curriculum, methods of instruction, classroom management, parental involvement, and the changing role of the teacher. Special emphasis is placed upon the inquiry method and the development of creative and critical thinking.

Requirements

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

CECE 201	Trends in Early Childhood Education
CECE 202	Developmentally Appropriate Practices in the EC classroom
CECE 203	Curriculum and Planning in Early Childhood Education
CECE 204	Managing the Early Childhood Classroom

Life Centered Education Certificate

Objective

This certificate aims to provide students with special needs with a functional/career education program that responds to their needs and prepares them for career attainment. Its courses address a variety of subject matters in English, Arabic, Math, computer skills, drama, and art in addition to internships in selected business platforms.

The certificate's program offers knowledge and skills for students to be effective, independent productive individuals in careers that are best suited to their likes and strengths.

Requirements

The program is composed of eight courses:

CLCE 100	English I
CLCE 101	English II
CLCE 102	Arabic I
CLCE 103	Arabic II
CLCE 104	Math I
CLCE 105	Math II
CLCE 106	Computer and Expressive Arts I
CLCE 107	Computer and Expressive Arts II

Refer to "Next Step Program" on page 721.

Non-Certificate Education Courses

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

This course aims to familiarise students with 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 to develop their critical reasoning skills.

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

This course aims to familiarise students with the mathematical (Quantitative) component of the Graduate Management Admission Test (GMAT). It helps them understand how Computer Adaptive Testing (CAT) works, tackles 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), reviews in detail the fundamental Mathematical concepts to be tested on the GMAT, and finally helps them develop their problem solving skills through extensive practice.

CMCT 201 MCAT Course**36 hrs.**

This course aims to improve 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 to enhance 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.

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.

Fine Arts

Arabic and Oriental Music Studies (Instrument) Certificate

Objective

Provide a large diverse public (different ages and generations) with no previous musical knowledge, a basic appreciation and practice of Arabic and Oriental Music in its various aspects: theory, history, voice and instruments: wind, string, and percussion.

Requirements

CMUS 106 I	Oriental Music Instrument: Theory and Practice I
CMUS 107 I	Oriental Music Instrument: Theory and Practice II
CMUS 203 I	Oriental Music Instrument: Theory and Practice III
CMUS 204 I	Oriental Music Instrument: Theory and Practice IV

Arabic and Oriental Music Studies (Voice) Certificate

Objective

Provide a large diverse public (different ages and generations) with no previous musical knowledge, a basic appreciation and practice of Arabic and Oriental Music in its various aspects: theory, history, voice and instruments: wind, string, and percussion.

Requirements

CMUS 103 V	Theory and Practice of Voice I
CMUS 104 V	Theory and Practice of Voice II
CMUS 201 V	Voice for Oriental Singing: Theory and Practice I
CMUS 202 V	Voice for Oriental Singing: Theory and Practice II

Cinematic Arts Certificate

Objective

This program yields creative & professional candidates in the field of motion picture with dedicated specializations in various practices. Film is one of the most desired & challenging spaces among others; however, this innovative program that is constructed in a straightforward and condensed manner delivers dedicated humanistic filmmakers, creative brains with superior technical skills, similarly to state-of-the-art Hollywood entertainment & visual arts institutions.

Requirements

For the certificate, the candidate needs to complete the following six courses:

CNMA 201	Basic Film Photography
CNMA 202	Introduction to Directing
CNMA 203	Screenwriting
CNMA 204	Editing
CNMA 205	Sound Design
CNMA 206	Fiction Film

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 are used.

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

Arabic and Oriental Music Studies Diploma

Objective

This course provides a large diverse public (different ages and generations) with no previous musical knowledge and a basic appreciation and practice of Arabic and Oriental Music in its various aspects: theory, history, voice and instruments: wind, string, and percussion. Holders of the Diploma will be at the level of music performers within an Ensemble.

Requirements

Students should complete one of the certificate music programs and the following courses:

CMUS 301 V	Voice for Oriental Music: Theory and Practice III
CMUS 302 V	Voice for Oriental Music: Theory and Practice IV
CMUS 303 I	Oriental Music Instrument: Theory and Practice V
CMUS 304 I	Oriental Music Instrument: Theory and Practice VI
CMUS 305	Oriental Music Ensemble Practice I
CMUS 306	Oriental Music Ensemble Practice II

Cinematic Arts Diploma

Objective

This program yields creative & professional candidates in the field of motion picture with dedicated specializations in various practices. Film is one of the most desired & challenging spaces among others; however, this innovative program that is constructed in a straightforward and condensed manner delivers dedicated humanistic filmmakers, creative brains with superior technical skills, similarly to state-of-the-art Hollywood entertainment & visual arts institutions.

Requirements

For the diploma, the candidate needs to complete, in addition to the certificate courses, four basic courses along with two specialized courses.

Basic Courses

CNMA 301	World Cinema
CNMA 302	Author Film
CNMA 303	Basic Film Animation
CNMA 304	Film Production

Specialized Courses

One elective from:

CNMA 305	Hollywood Camera Works
CNMA 306	Documentary Film

One elective from:

CNMA 207	Film Theory
CNMA 208	Film & Other Arts
CNMA 209	Film & Social Issues
CNMA 210	Cinematography
CNMA 211	AVID Editing
CNMA 307	Pro-tools sound design
CNMA 308	3D Visual Effects
CNMA 309	Film 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.

Requirements

This program consists of the following eight courses to be completed within 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

Non-Certificate Fine Arts Courses

- 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.
- 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 methodologies 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; and 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.
- CMUS 101 History and Appreciation of Oriental Music I 25 hrs.**
 This course is a survey of the historical sources and the development of the underlying principles, forms, modes, and rhythms, of Oriental and Middle Eastern music. Readings as well as recordings of music and live vocal or instrumental performances will be used to illustrate important styles, modes, and instrumentation. Music is studied in the context of the general Middle Eastern culture.

CMUS 102 History and Appreciation of Oriental Music II 25 hrs.
 This course will introduce Middle Eastern music history by emphasizing Lebanese and Arabic composers and singers. Introduction to texture in music (homophonic, polyphonic, monophonic) and to textures is used in music (Harmony, counterpoint)

CMUS 105 Digital Audio Course 25 hrs.
 This course shows students how to create music using computers, keyboards and industry-standard audio software, such as Cubase. Besides general topics in music composition and songwriting, students also learn about MIDI sequencing. Prior musical training is not typically required.

CPHT 101 Using Your Digital Camera 15 hrs.
 This course is designed to familiarize 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 guides 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.

Foreign 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.	

اللغة الإنكليزية

مدة الدورة: 12 اسبوع، 7 ساعات في الاسبوع
المستوى: الاول حتى السابع

السدوام: من العاشرة حتى الثانية عشرة ظهراً او من الخامسة والنصف حتى السابعة والنصف مساءً

دورة مكثفة في اللغة الانكليزية تهدف الى تمكين المشتركين فيها من أصول اللغة في القراءة والكتابة والقواعد والمحادثة، وهي تشمل عدة مستويات يوزع الطلاب فيها وفقاً لمدى إلمام كل منهم بها.

تحدد مستويات الطلاب بناءً على نتائجهم في امتحان خاص للتصنيف يُجرى قبل إتمامهم عمليات التسجيل للدورة.

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 107 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. They 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.*

CENG 205 Basic English for Law 48 hrs.
 This course helps lawyers, law school professors, law school students, contractors, paralegals, business professionals and other legal professionals with an interest in learning the legal English to improve their legal English language skills and master the legal terminologies, phrases, collocations and structures. It intends to teach the participants the language of law while learning about the Lebanese and the American judicial systems.

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.

CARB 204 Arabic for Foreigners I 42 hrs.
This course offers a departure from traditional Arabic programs in its integration of colloquial Arabic with Modern Standard Arabic (MSA) in a way that reflects the use of the language by native speakers. In everyday situations, Arabs communicate in the colloquial and use MSA for reading, writing, and formal speech. This course begins with spoken Arabic and uses it for ordinary conversation throughout the course and gradually integrates MSA through graded reading selections. Emphasis is on real communication and on developing proficiency in the language by using it in meaningful contexts rather than on the study of grammar.

CARB 205 Arabic for Foreigners II 42 hrs.
This course is a continuation of CARB 205 through the extensive use of graded materials on a wide variety of topics. Special attention is given to developing native-like pronunciation and to grammatical accuracy. The focus will be on encouraging fluency and facility in understanding the language and communicating ideas in it. In addition to building on the linguistic foundation, the course continues the practice of introducing students to the Arab society, history, and culture using folk tales, songs, poems, and short stories depicting different aspects of Arab life and culture.

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 will 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 students 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 students with a basic knowledge of Spanish, both of its conversational form and of the elementary grammatical structure. By the end of the course, 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 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.*

Health Care

Community Health Nursing Certificate

Objective

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.

Requirements

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

Objective

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.

Requirements

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

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.

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

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.

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

Strategic Communication Certificate

Objective

This certificate provides an overview of strategic communication skills and requirements in traditional media, social media, as well as corporate sector institutions. The courses address topics that range from interpersonal communication skills, public speaking, public relations, campaigning, image production, branding, in addition to variety of advertising and marketing techniques. The certificate aims to boost the participants' capabilities in terms of constructing, packaging, promoting and selling ideas in competitive marketplaces.

Requirements

This program consists of four courses in strategic communication:

CSTC 201	Public Relations
CSTC 202	Communication Campaigns
CSTC 203	Corporate Identity and Branding
CSTC 204	Interpersonal Communication

Journalism and Strategic Communication Diploma

Objective

The Certificate offers a comprehensive insight into the practices of journalism in the digital age. The courses address a wide range of issues related to media ethics, digital storytelling, visual media production, investigative journalism, mobile reporting, in addition to other relevant fields in journalism. Through its diverse topics, rigorous content and interactive exercises, the program aims to advance the participants' skills and expertise when creating content for multimedia platforms.

Requirements

The program is composed of eight courses: four in journalism, and four in strategic communication. In other words, to complete this diploma program, students must complete the Journalism certificate and the Strategic Communication certificate.

CJRN 201	Media Law and Ethics
CJRN 202	Investigative Journalism
CJRN 203	Mobile Reporting
CJRN 204	Multimedia Journalism
CSTC 201	Public Relations
CSTC 202	Communication Campaigns
CSTC 203	Corporate Identity and Branding
CSTC 204	Interpersonal Communication

Science and Technology

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.

Requirements

This program consists of four courses to be completed within 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

Mobile Application Development Certificate

Objective

The objective of this certificate is to teach students the skills needed to advance in a career of mobile application design and development.

Requirements

This program consists of four courses to be completed within 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

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. 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.

Requirements

This program consists of six courses to be completed within three 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

Non-Certificate Science and Technology Courses

CCMP 203 Microsoft Office Specialist 12 hrs.

The Microsoft Office Specialist, delivered by Certiport, is the official industry standard for validating skills and knowledge related to using the Office Suite. Educational institutions, employers and governments rely on the partnership between Microsoft and Certiport to validate proficiency across Microsoft Office Applications. In each of the Microsoft Office Specialist (MOS) courses, students will be prepared to take the corresponding MOS exam.

CCMP 204 Microsoft Technology Associate 15 hrs.

Microsoft Technology Associate is a certification intended for aspiring technologists and people seeking knowledge of fundamental technology concepts. MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility. In each of the Microsoft Technology Associate (MTA) courses, students will be prepared to take the corresponding MTA exam.

CCMP 205 Microsoft Certified Educator Training / Teaching with Technology 18 hrs.

In this course, students will be prepared to take the Microsoft Certified Educator exam and to integrate technology meaningfully in their teaching practices.

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 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.

CCMP 200 Office 365 EDU Tools 25 hrs.
 This course will cover Office online, Sway, Forms, Classroom, Class notebook, and Office Mix.

CCMP 201 MS Project 12 hrs.
 This course will cover creating a project plan, managing and configuring tasks in project, understanding and managing resources, integrating data with other microsoft applications, tracking costs, and viewing project information visually.

CCMP 202 MS Visio 12 hrs.
 The course will cover: Understanding Shapes, Masters, Stencils, and Templates; Managing and Customizing Visio; the Visio Developer Tab; Creating custom shapes and stencils; taking advantage of the document Stencil; using the Diagram Explorer; understanding and using the Visio Shape Sheet; what are Visio Containers and Lists, Containers and Lists in Standard Visio Templates, and creating Custom Visio Containers and Lists.

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.

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.

CABT 201 Arbitration as a Process 30 hrs.

It is intended to equip participants with the skills needed to present their conflicts to a third-party neutral who acts as a private judge. The course presents the adversarial approach which aims at replacing the judicial system with a “fast and final” resolution of disagreements. The course explains what arbitration is vis á vis other forms of dispute resolution.

CABT 202 Role of Arbitrator 30 hrs.

The course presents the role of the arbitrator as a means to find justice and to rule swiftly and impartially. Upon the completion of the course, participants will be taught the basic skills necessary to conduct a preliminary conference, issue prehearing orders, establish a discovery schedule, resolve discovery disputes and deal with attempted delays.

CABT 203 International Arbitration 30 hrs.

The course intends to teach the participants how to determine the applicable law and applicable substantive law. The course teaches transnational rules, lex mercatoria and trade usages. The course teaches arbitration and EC laws. The course presents the kinds of arbitration such as Binding, Non-binding, and Quasi-binding.

CABT 204 Arbitration Award and Panel Formation 30 hrs.

The course intends to teach the participants how to preside at an arbitration hearing, render the award and avoid prejudicial conduct during the hearing and after the award. The participants will also be oriented towards real life application of the skills taught in the course and impressed with the incredible importance of ethical conduct.

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 Fundamentals 30 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 30 hrs.
Students obtain the necessary skills to understand and manage civil aviation policy and regulation.

CAVM 103 Aviation Operations Management 30 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 30 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 30 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 30 hrs.
This course will provide students with the know-how to look deeper into economic and policy developments affecting the global air transport industry and to examine financial forecasts, industry outlooks, profitability, and regulations.

CAVM 203 Aviation Marketing 30 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 30 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 30 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 30 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 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 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 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 Sustainable Development and the Global Markets 42 hrs.

The course provides 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

CECE 201 Trends in Early Childhood Education 42 hrs.

This course will lay the foundation for understanding the field of early childhood education. Topics cover the following key areas of professional knowledge: a history and theoretical foundation of early care and education, types of early childhood programs and settings, child growth and development, an overview of the profession, professional responsibilities and ethical conduct, and current trends and issues in ECE. This course provides a basic introduction to the nature of human growth and development as it occurs from conception through early childhood. Students learn about motor, cognitive, social, emotional, moral, aesthetic, and language development in early childhood. The course will lead its way to the importance of developmentally appropriate practices (DAP) in the field.

**CECE 202 Developmentally Appropriate Practices
in the EC classroom 42 hrs.**

This course covers an overview of developmentally appropriate practices and standards in early childhood education programs. The course begins with students discussing the major developmental stages, domains, and milestones of child development, while exploring the significant role and impact of play on the social, emotional, physical, and intellectual growth and development of young children. Using this strategy, students will become familiar with content of various subject matter areas (including math, science, social studies, language, art, music, movement, and outdoor play) to develop appropriate activities and foster optimal learning in preschool children.

CECE 203 Curriculum and Planning in Early Childhood Education 42 hrs.

This course focuses on curriculum development and teaching strategies with a developmentally appropriate approach in early childhood contexts. Students will understand where the curriculum comes from and what are the different types of planning. This course focuses on methods of planning developmentally appropriate curriculum for preschool age children. Topics include curriculum development, thematic planning, daily schedules, lesson planning, evaluation of curriculum effectiveness, and the role of the teacher in facilitating curriculum for preschool children..

CECE 204 Managing the Early Childhood Classroom 42 hrs.

This course will address age appropriate behavior expectations for classrooms and ideas for supporting student learning. Different factors that play a role in classroom management will be explored in depth, bringing together all previous learning related to ECE. Motivation theory, positive reinforcement and behavior support plans will be covered. Major theories of behavior will be considered as they relate to educational settings.

CECN 101 Introduction to Economics 42 hrs.

This course is a survey of economic principles that include 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, the course will address 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.*

CHMN 201 Principles and Standards of Humanitarianism 30 hrs.
 This course gives an overview of the main principles of humanitarian action. In this course you will learn about the most important principles of aid work, participation, doing no harm, and accountability. Participants will be exposed to realistic scenarios and apply the principles to challenges they will face while assisting disaster-affected communities.

CHMN 202 Safety, Security and Staff Care 30 hrs.
 This course introduces concepts, principles and explores the safety, security and staff care measures necessary for humanitarian workers to effectively perform their roles in insecure and unsafe environments.

CHMN 203 Humanitarian Programming 30 hrs.
 This course builds knowledge for any learner who is proactive about developing the core competencies of disaster readiness and survival planning. In addition, it offers essential

preparation for a variety of emergency situations and inconveniences that might be encountered. Participants will also be introduced to the disaster cycle, specifically the mitigation and recovery phases, and will create an extensive personal preparedness plan for survival in the absence of common amenities, such as food and water, shelter, and communication.

CHMN 204 Humanitarian Leadership and Operations 30 hrs.

This course builds knowledge of humanitarian practices, fundamental principles and aspects of delivering aid and promoting human welfare in the context of humanitarian relief and development.

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: 42 hrs.
HRM, Society and the Law

The purpose of this course is to increase student's 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; and 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.*

CJRN 201 Media Law and Ethics 30 hrs.

This course addresses media ethics as globally understood and standardized. It engages with the most common ethical dilemmas that journalists and other media practitioners face in their career, in theory and practice. In addition, the course examines the basic legal guidelines that govern the media industry and the variations in these guidelines across different countries. The course aims to delineate the interrelation between ethics and law in the digital age. It addresses issues pertaining to freedom of expression, defamation, copyright violations, invasion of privacy, and violent media representations. The course also explores the social responsibilities of journalists and editors on multimedia platforms.

CJRN 202 Investigative Journalism 30 hrs.
This course focuses on the principles, skills and tools required to complete investigative reports. Participants review examples of investigative pieces, learn the history of investigative reporting and its role in society, study various investigative techniques, and develop familiarity with online and offline sources. By the end of the course, participants will get a solid overview of fact-checking and learn about the various ways of telling/writing stories. The course is largely hands-on, with multiple investigative exercises included.

CJRN 203 Mobile Reporting 30 hrs.
This course aims to familiarize participants with the means of producing journalistic stories on mobile devices. It focuses on flexible, fast and cost-effective methods of generating media content and preparing it for publication. The intensive course is divided into two workshops, each extending over 3-4 days and separated by 2 weeks. The course is meant to highlight the possibilities presented by mobile reporting, the most important user-friendly platforms, programs and applications, in addition to the basics of shooting and editing videos using smartphones.

CJRN 204 Multimedia Journalism 30 hrs.
This course explores the emerging opportunities and challenges in the current digital age in terms of generating data, crosschecking, networking with sources, creating and arranging audiovisual material, and expanding outreach. The course highlights the differences between reporting to TV, radio, and online outlets. It also examines the challenges of adapting to new media technologies and of diversifying the forms of engagement depending on the context and the target audience. Moreover, it highlights the distinction between digital storytelling and other forms of reporting.

CLCE 100 English I 48 hrs
This course will help students learn important everyday expressions, phrases, and terms in the English language, as well as terms that are typically used in business, social and community settings. Embedded in the lessons are social, emotional, self-regulation, executive function, and adaptive skills that are needed, in order to function well in society. The course will follow a lecture/small/whole group format and will include many hands-on and out of class activities.

CLCE 101 English II 48 hrs
This course is a continuation of English I. It will focus on teaching additional everyday expressions, phrases, and terms that are typically used in business, social, and community settings. Emphasis will be placed on making good decisions, with regards to a variety of personal and social topics, as well as learning more about oneself and the world in which we live. Social, emotional, self-regulation, executive function and adaptive skills will continue to be embedded in the curriculum/lessons, which will continue to be taught in lecture/small group/whole group formats, and which will include many hands-on and out of class activities.

skills as well as the skills of their colleagues. The main topics include: characteristic of a successful leader, setting objectives, communication and listening skills, team work and group dynamics, and the importance of planning, evaluating and follow up.

CLDS 202 Emotional Intelligence in Leadership and Management 36 hrs.

The main objectives of this course are to help the participants assess their current leadership skills, analyze their strengths and weaknesses, and understand the role of emotional intelligence in leadership and management. The main topics include: SWOT analysis, brain science and emotional intelligence, basic foundations of emotional intelligence, positive and negative emotions, and the importance of emotional intelligence in planning for development and change.

CLDS 203 Understanding Oneself Understanding others 36 hrs.

The main objectives of this course are to introduce the participants to emotional and behavioral styles and help them discover their strengths and weakness based on their behavioral style. The main topics include: understanding one self, understanding and accepting others, understanding stress and time control problems, planning for stress and time management, and the importance of emotional intelligence and mindfulness in understanding self and others.

CLDS 204 Leading Oneself Leading Others 36 hrs.

The main objectives of this course are to introduce participants to the essential skills needed for a successful leader in leading themselves and leading others, and assist them in creating plans to develop their skills in leading themselves and in leading others. Main topics include: emotional Intelligence, mindfulness, strategic planning, problem solving, conflict management, change management, counseling, empowerment, delegation, and the role of the leader in training others.

CLDS 205 Training of Trainers on Elementary Leadership Skills 36 hrs.

The main objectives of this course are to introduce participants to the essential skills needed for a successful Trainer, and to help them plan implement and evaluate one training course on Elementary Leadership Skills. Main topics include: Characteristics of a successful training program, research methods for training needs assessment, structure of a training program, managing training problems, Characteristics of a successful trainer, and importance of leadership training in development.

CMAD 200 Developing Hybrid Mobile Apps with PhoneGap 42 hrs.

This course is designed to get students started with PhoneGap by teaching them 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

singing, vocalizing on the quarter tones and the two Arabic maqams: Kurd, Rast and the derived maqams from Rast, like: Suznak and Nairuz, plus learning repertoire from our rich Near- Eastern vocal music heritage based on those varied maqams.

CMUS 202 V Voice for Oriental Singing: Theory and Practice II 30 hrs.

This course will keep working on the voice technique so special to the near eastern singing, focusing the vocalize on the quarter tones and on the following Arabic maqams: Bayati, Siga, Raht el Arwah and Siga Baladi and again learning repertoire from our rich Near- Eastern vocal music heritage based on those main Arabic maqams.

CMUS 203 I Oriental Music Instrument: Theory and Practice III 30 hrs.

This course is a continuation of ORMUS 104 – I. with a main focus on exercising on maqams based on Kurd, Rast and the derived maqams from Rast, like: Suznak and Nairuz . Students will get acquainted with two more forms of Arabic music compositions such as: Samai, Bashraf & Taqsim.

CMUS 204 I Oriental Music Instrument: Theory and Practice IV 30 hrs.

This course ia a continuation of ORMUS 201 – I, Our main focus here is exercising Bayati, Siga, Raht el Arwah and Siga Baladi and again learning repertoire from our rich Near-Eastern vocal and instrumental music heritage based on those main Arabic maqams. In this course, students will get acquainted with different vocal forms such as Tahmila, Longa & Taqsim.

CMUS 301 V Voice for Oriental Music: Theory and Practice III 30 hrs.

In this course, students will get acquainted with two different vocal forms: the Muwashah and the Qad and will get ready to sing the Ensemble set repertoire for all students. *Pre-requisite: CMUS 202*

CMUS 302 V Voice for Oriental Music: Theory and Practice IV 30 hrs.

This course ia a continuation of ORMUS 301 – V, In this course, students will get acquainted with two different vocal forms: the Mawwal and the Taqtouqa going through all studied maqams and will get ready to sing the Ensemble set repertoire for all students. *Pre-requisite: CMUS 301*

CMUS 303 I Oriental Music Instrument: Theory and Practice V 30 hrs.

In this course, students will get acquainted with two different vocal forms: the Qasida and the Dawr and will get ready to sing the Ensemble set repertoire for all students. *Pre-requisite: CMUS 204*

CMUS 304 I Oriental Music Instrument: Theory and Practice VI 30 hrs.

In this course, students will focus on the Ensemble set repertoire for the Final Diploma Concert and on Solo pieces in case of good talent. *Pre-requisite: CMUS 303*

CMUS 305 Oriental Music Ensemble Practice I 30 hrs.

In this course, performers from all different instruments will meet together for an ensemble rehearsal preparing for a certain repertoire under the supervision of the

maestro who will conduct. It could include instrumental pieces and/or vocal pieces. Also, Ensemble practice would mean an all-group rehearsal or a duet or a trio or a quartet rehearsal with or without a singer.

CMUS 306 Oriental Music Ensemble Practice II 30 hrs.
This course is a continuation of Music Ensemble Practice I and will be supervised and conducted by Maestro with a different instrumental and vocal repertoire. Program will be set in the beginning of the term. It is encouraged to re-apply for these music ensemble courses (both I & II) to take advantage of rehearsing with fellow musicians and prepare concert programs at the AUB.

CNMA 201 Basic Film Photography 30 hrs.
This course will explore the different techniques on camera operation, iris, shutter speed, depth of field, composition & other essential notions, as well as light design, light modules, measurements and positioning, color temperature, image texture and various style to be acquired by the candidate. The main target remains, how to deploy the combination of light & camera in order to get a clean well balanced and highly aesthetic image.

CNMA 202 Introduction to Directing 30 hrs.
This course will introduce the Basic directing techniques, mise-en-scene communication system, directing actors and camera works. Converting a script to screen is an exciting process especially when the filmmaker masters the technical aspect, from breakdown of narratives, to cinematographic language. In addition, the course will build the candidates' team leading techniques in order to realize its vision with its creative crew.

CNMA 203 Screenwriting 30 hrs.
Writing is a creative occupation at first. However, the technical knowledge of how to write for the screen differs completely from writing for other outcomes. Contrarily to what is commonly known, screenwriting is not only about the dialogue, but it is about using words to involve visual instances in a strong and tight narrative that captures the audience. This course will introduce the candidates to different techniques of screenwriting focusing on the American methodology and narrative guidelines that are behind all the successful mainstream films.

CNMA 204 Editing 30 hrs.
The signification of a film is not only intrinsic to the image and the sound emitted in a cinematic instance. However, a film can produce meaning due to the way its images are juxtaposed next to each other, this is called editing. This course will equip the candidate with the techniques that can be deployed in editing in order to make from the filmed rushes a finished product. This course will be explored on AVID editing systems as it will develop with the candidates professional editing techniques for various media products.

CNMA 205 Sound Design 30 hrs.
This course will introduce to the participant major sound equipment used in film

- CNMA 306 Documentary Film 30 hrs.**
 This course will explore how to film a documentary with various approaches to reality. Even if a documentary seems to be reproducing facts, the narration and the directorial approach transform factual events to be screened in a tailored discourse. An interesting methodology regarding facts and events including objectivity and subjectivity problematic.
- CNMA 307 Pro-tools sound design 30 hrs.**
 This course will allow students to have extensive knowledge of Pro-tools sound design system as it will allow participants to apply for the Pro-tools software license.
- CNAM 308 3D Visual Effects 30 hrs.**
 This course will develop multiple techniques in CGI (Computer Generated Images). It is an advanced practice of major visual effects imposed on real footage: From weather effects, explosions, match moving, integrating 3D characters and elements within the filmic space, creating vast 3d backgrounds and bringing them to life where real characters occupy. This course delivers the state-of-the-art techniques deployed in major Hollywood CGI studios.
- CNMA 309 Film Management 30 hrs.**
 After all the procedures of filming editing, coloring, and so on. what's next? Where can a film be showcased, and what are the distribution strategies that are the solid ground for making a film profitable as a business asset? This course explores the sales and marketing procedures of any film from a strict business and financial point of view. It is plainly the study of the film industry.
- 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.
- 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 is 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 45 hrs.**
to Community/ 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 30 hrs.**
and Surgical Emergencies
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: 60 hrs.**
Assessment and Evaluation
This course provides field experiences designed to enhance collaborating with interdisciplinary team members in assessing and evaluating population-focused programs to achieve health goals, including health promotion and disease prevention activities.
- CNRS 319 Practicum II: Critical Care Nursing: 100 hrs.**
Management
This course provides field experiences designed to enhance collaborating with interdisciplinary team members in managing population-focused programs to achieve health goals, including health promotion and disease prevention activities.
- CNRS 320 Practicum III: Code Management 30 hrs.**

CPHM 200 Team Leading 42 hrs.
 This course equips 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 how 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 participants 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 that 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 attendees with a clear and concise understanding of the role played by Regulatory Affairs for better coordination among 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.

CPRM 103 Project Schedule Management 30 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 30 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 30 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 Scheduling and Control Tools 30 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 30 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 Green Project Management and Sustainable Construction 30 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 216 Project Risk Analysis and Mitigation 30 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 302 Design Project Management 30 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 30 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 30 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 provides the participants an essential understanding of FIDIC contracts and the various elements of the FIDIC 1999 suite of contracts.

CPRM 305 Pre-Project Planning 30 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 310 Project Economic Feasibility 30 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 311 Managerial Risk and Decision Analysis 30 hrs.

This course prepares 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, decision trees, and Monte Carlo simulation, among others.

CPRM 312 Program Management 30 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 Supply Chain Management 30 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.

CPRM 316 Project Risk Management 30 hrs.
 Successful project management practices must adequately assess risks and execute a successful risk response. This course presents 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 329 Technology and Innovation Management. 30 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.

CRBT 101 Introduction to Robotics 30 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.

CSTC 201 Public Relations 30 hrs.
 This course presents a comprehensive conceptual framework of the field and profession of public relations. Emerging issues, such as technology, ethics, and the international aspects of public relations are considered through examining PR strategies, tactics, and case studies.

CSTC 202 Communication Campaigns 30 hrs.
 This course introduces core concepts in social and political communication and their forms of application. The course examines how states, non-state actors, and media outlets produce and promote social and political messages through various marketing and advertising techniques, and how these messages impact the public’s priorities and preferences.

CSTC 203 Corporate Identity and Branding 30 hrs.
 This course introduces core concepts and practices pertaining to corporate identity, branding, and image management. It examines the impact of image construction and

equity building on the recipients' assessment of messages and their communicators. Students will learn how to render their messages more recognizable in a marketplace in order to enhance the public's trust in the products or services they provide.

CSTC 204 Interpersonal Communication 30 hrs.
This course is meant to improve the students' understanding of their interpersonal communication behaviors in order to enhance their communication skills and capabilities. The course also introduces public speaking and speech writing in addition to adequate forms of engagement with press interviews and media appearances. Students will learn the basic skills for writing speeches and delivering them effectively to different live and online audiences through visuals and slides shows.

CTAX 200 Tax Concepts 30 hrs.
The course starts by covering the history of taxation and its evolution, elaborating on modern-day implementations and applications of tax systems. Furthermore, case studies and illustrations give much insight into the types of taxes, fees, charges and their effects on economic growth in relation to the rules set by governments with emphasis on key tax concepts such as permanent establishments and tax residency

CTAX 201 Lebanese Income Tax: Chapters I and III 30 hrs.
This course in its first section delves the Lebanese Income Tax system. The case dissects the characteristics of the system and introduces the relevant forms and steps for filing and submission, specifying the limitations and consequences of non-compliance. The second section of the course addresses the structure and definition of tax policies and their disclosure in the financial statements in accordance to IAS 12.

CTAX 202 Payroll Tax and Social Security Contributions 30 hrs.
The third course focuses mainly on payroll taxes in its broad coverage, elaborating on the multiple earnings of employees' subject to tax and the applicable accounting and filing measures needed for payroll tax compliance. The course also covers the social security contributions aspect of processing employee payrolls and the means by which to comply and accordingly declare the proper forms to the National Social Security Fund (NSSF).

CTAX 203 Indirect Taxes 30 hrs.
This course is dedicated to identifying the declaration forms necessary for proper implementation of indirect taxes according to the entity type or transaction and their impact on the economy as well as on the business conduct of the company.

CTAX 204 Value Added Taxes 30 hrs.
This course is dedicated to the understanding of Value Added Taxes while describing the procedures from registration to declaration, as well as covering the accounting functions duties to comply with decree number 140/1 delved on the 11th of February 2014.

CTAX 205 Tax on Property and Wealth 30 hrs.
This course covers property tax in connection with inheritance taxes as part of a more comprehensive approach to wealth and the best practices in managing and mitigating associated liabilities.

CTAX 206 Tax Procedures / Tax Objections 30 hrs.
The main concern of this course is to educate participants on the rights and obligations

when it comes to tax audits and the measures they may take to address or respond to tax notices issued by the tax authorities in a correct and timely manner thereby rescinding any penalties and fines as well as making possible to issue tax claims and obtaining tax refunds.

CTAX 207 International Tax Structuring 30 hrs.

This course tackles the different forms and structures of tax regimes while focusing on offshore and holding companies as part of a more intricate tax planning system on an international scale. The second section of this course specifically covers the treaties referencing the OECD, U.S, and other models in the implementation process all of which elaborate on the manner of which to benefit from. The third section of this course details international tax avoidance and tax evasion schemes, highlighting the basic tax treaties currently being violated and the resolution processes that can better enhance tax law enforcement.

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 how 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.

This course provides an overview of Node.js, including writing asynchronous code with callbacks and streams, and modularizing your application with NPM and require. It also looks 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 participants will learn how simple it is to use AngularJS to create maintainable and testable single page applications. They will learn how to: bootstrap their AngularJS application; use AngularJS markup and expressions; create and use controllers; use built-in services and create custom services; turn their application into a SPA using routing; and create their own custom elements and handle events using directives. They 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.

Special Programs

The AUB Summer Program for AUB Alumni Children (SPAAC)

Program 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), hosts the Summer Program for AUB Alumni Children (SPAAC) 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 of 14 to 17. 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.

Program Structure

Participants will learn classical and colloquial Arabic using a curriculum rich in social and cultural activities. Participants will also cover pre-history, contemporary history, soft skills courses, the archaeology of Lebanon and the region at large mainly on field trips and partly in class. The language of instruction is English, though Arabic will be used where it is found suitable. Participant can choose between the following courses:

Standard Arabic Language

Standard Arabic Beginner: 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.

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

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

Colloquial Arabic

Arabic for communicating in common day-to-day situations.

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

Colloquial Arabic Intermediate: 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.

Colloquial Arabic Advanced: 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.

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.

Next Step Program

The “Next Step” program is a collaborative initiative between the Lebanese Down Syndrome Association (LDSA) and the Continuing Education Center at the American University of Beirut targeting students with intellectual disabilities. It is a university-based higher-education program for youth and adults with intellectual disabilities whose main objective is to introduce an innovative educational environment that facilitates the learning and practice of both vocational and life skills needed to participate in the workforce and reach independent living.

Vision

The “Next Step” program aims at establishing a post-secondary educational program that focuses on and caters for the individual needs and career choices of each student, as per the following criteria:

- The program positively nurtures and supports the students' strengths and interests.
- The program provides mentoring and guidance in the students' chosen career paths.
- The program is versatile and diverse in terms of the curriculum and educational set-up, and the tools and strategies that will be used are adaptable to respond to each individual need.
- The program will follow-up on the students' implementation of the skills they have learned, evaluate their impact, and accommodate their placement and employment.

Program Models

The “Next Step” program is modeled, inspired, and adapted after different models that have been successfully implemented around the world and whose impact has been considered a breakthrough in the lives and quality of employment for people with intellectual disabilities.

Examples of similar programs:

- Lesley University, Threshold Program, Cambridge
- University of Iowa, Reach Program, Iowa City

The main source of curriculum material used by the “Next Step” program is extracted from the Life Centered Education resources published by the Council for Exceptional Children, Virginia. Another source of information and guidance has been Think College,

Institute for Community Inclusion, University of Massachusetts, Boston, MA.

The Life Centered Education Program (LCE)

Life Centered Education (LCE) is a research-based program developed by the Council of Exceptional Children led by a task force of leading transition professionals. The LCE curriculum is designed for students who have learning disabilities, mild intellectual disabilities, autism spectrum disorders, and those whose ability to live independently is in question. Since its creation, practitioners and professionals have developed and refined the curriculum so that it continues to provide a viable approach for life skill and transition education for students with special needs. During the process, the curriculum has grown to become the most widely used transition education program used in the U.S. in all fifty states.

The LCE curriculum matrix identifies three critical domains for adults living in the 21st century, and then, it further divides these domains into twenty core competences:

1. Daily Living Skills Teaching students how to use and manage their personal finances, households, personal needs, family responsibilities, food preparation, citizenship responsibilities, and leisure activities.
 - 1.1. Managing Personal Finances
 - 1.2. Selecting Adequate Housing
 - 1.3. Caring for Personal Needs
 - 1.4. Demonstrating Relationship Responsibilities
 - 1.5. Buying, Preparing, and Consuming Foods
 - 1.6. Buying and Caring for Clothing
 - 1.7. Exhibiting Responsible Citizenship
 - 1.8. Utilizing Recreational Facilities and Engaging in Leisure
 - 1.9. Choosing and Accessing Transportation
2. Self-Determination and Interpersonal Skills Helping students develop self-awareness, self-confidence, socially responsible behavior, effective interpersonal and communication skills, and positive agency and decision-making.
 - 2.1. Understanding Self-Determination
 - 2.2. Becoming Self-Aware
 - 2.3. Developing Interpersonal Skills
 - 2.4. Communicating With Others
 - 2.5. Good Decision Making
 - 2.6. Developing Social Awareness
 - 2.7. Understanding Disability
3. Employment Skills Paving way to employment possibilities and choices by teaching constructive work habits, physical and manual skills, specific job competencies, and seeking and maintaining jobs.
 - 3.1. Knowing and Exploring Employment Opportunities
 - 3.2. Exploring Employment Choices
 - 3.3. Seeking, Securing, and Maintaining Employment
 - 3.4. Exhibiting Appropriate Employment Skills

Refer to "Life Centered Education Certificate" on page 670.

Lesson Plans

The twenty competencies are further divided into ninety-four sub-competencies and broken down by objective. Within each objective are at least three lesson plans that follow an Awareness, Explanation, Preparation (AEP) learning sequence in order to ensure true content mastery. Many lesson plans have accompanying fact sheets, worksheets, and other activities that provide additional engagement and hands-on learning. It is also important to note that while most of the LCE instruction occur within the classroom, a considerable amount of home and community-based experience is also incorporated in order to maximize impact.

Program Structure

1. Foundation Year
 - 1.1. Four Courses: English, Arabic, Mathematics, and Computer and Expressive Arts.
2. Core Program
 - 2.1. Two Years / Twenty Courses,
 - 2.2. Two Summer Internship Programs (Two Phases):
 - Exposure: Rotation and Orientation
 - Specialization and Apprenticeship

Genius Mind Summer Program for Kids

The “Genius Mind” yearly summer program focuses on developing the technical and innovation skills of our children between ages of 7 and 11 years.

Our Curriculum is proprietary and has the goal of equipping our young children, with the required skills, for the challenging 21st Century.

These skills include:

- Creativity and Innovation
- Critical Thinking and Problem Solving
- Communication and Collaboration

The Program is set to fill-in the gap between the standard adapted schooling curriculum, and the dynamically changing professional job market.

At “Genius Mind”, our students will be introduced to various topics ranging from sciences, technology, coding, robotics, arts and crafts with some history and daily team building physical activities.

These applied topics will further support the education of our children with emphasis on improving their critical thinking and group collaboration.

Future Developer Summer Program for Kids

The Future Developer is an IT based program organized yearly during the summer for students between the ages of (12 – 18). Learning is focused on **Programming in JAVA, Front-end Web Development, Mobile Application Development on Android, Mobile Application Development on iOS, and Game Development** in an interactive learning atmosphere while enjoying AUB top notch Instructors, State of Art Labs, and outstanding Campus.

Program Structure

1. Developing Mobile Applications with Android Platform
 - 1.1. Develop basic Android application
 - 1.2. Test Android applications using the Android emulator and student's own device
 - 1.3. Publish Android application on Google Play store
2. Developing Mobile Applications with iOS Platform
 - 2.1. Learn the fundamentals of Objective-C and Swift programming
 - 2.2. Develop appropriate application user interface (UI)
 - 2.3. Develop basic iOS application
 - 2.4. Publish iOS application on Apple store
3. Web Applications (Front-end web development basics)
 - 3.1. Understand the web page layout
 - 3.2. Write the appropriate HTML5 and CSS3 code to design a powerful nice looking website
 - 3.3. Use JavaScript to add more functionality to the website
 - 3.4. Publish the website online
4. Programming in Java (Java Basics)
 - 4.1. Understand the fundamental concepts of object oriented programming
 - 4.2. Develop the skills needed to write, test, and debug Java programs
5. Game Development (Unity3D)
 - 5.1. Understand the Unity Interface
 - 5.2. Create Scenes
 - 5.3. Create Unity Game Objects
 - 5.4. Apply Physics to your Game
 - 5.5. Create simple games and deploy them

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 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 4-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.

and our Instagram page: www.instagram.com/aub.universityforseniors

You can also reach us by email: ufs@aub.edu.lb

or by phone: 01/350000 ext. 2563 or 3632.

Scholarships and Endowments

Refugees Aid Scholarship

The Continuing Education Center at the American University of Beirut has launched a Syrian Refugee Training Program using a designated fund. The Objective of the program is to equip the participants with tools to help them rebuild their country as well as to enhance their living conditions. The program will provide education for students and teachers by providing:

- The following Five Teaching Certificates: (4 courses each, total of 120 Contact hours)
 - Early Childhood Education (Nursery, KG1, KG2)
 - Special Needs Education (Learning Disabilities| Nursery- Grade 4)
 - Elementary School Education (Grades 1-5)
 - Middle School Education (Grades 6-9)
 - Secondary School Education (Grades 10-12).
- Professional Certificates (4 courses each, total of 120 Contact hours) in the following specializations:
 - Office Management
 - Essentials of Business
 - Associate Project Management.
- English Language:
 - Level I
 - Level II
 - Level III
 - Level IV
 - Level V

This scholarship extends over a period of five years (2017-2023) where each year we will be teaching 215 participants.

WAAAUB Abu Dhabi Chapter CEC Endowed Fund

On the occasion of REP's 40th Anniversary in 2016, the WAAAUB Abu Dhabi Chapter made a gift that was allocated towards the "WAAAUB Abu Dhabi Chapter CEC Endowed Fund".

This gift was made by the Chapter in appreciation of the efforts made by AUB's Office of the Vice President for REP to expand the benefits of CEC offerings in Lebanon and the region.

The endowment is under the custody of the Office of REP and the annual return of the endowment fund will be allocated to support selected CEC Diploma students to complete their CEC diploma courses. The fund will cover up to two courses per student that s/he is taking as part of the graduation requirements for a CEC Diploma after the completion of the relevant CEC Certificate. Scholarship eligibility include:

- First priority: students applying or registered for a CEC diploma program: Scholarship will be offered to student(s) with the highest GPA of courses taken towards the relevant CEC certificate. Any student can benefit up to a maximum of two courses pertaining to a CEC Diploma.

- Second priority: if funding is still available, then eligibility for students registered for CEC Certificate programs will be based on the highest GPA of at least two courses taken by the student towards the CEC certificate. Any student can benefit up to a maximum of one course pertaining to a CEC Certificate.

Diana Tamari Sabbagh Endowment for Medical Services (DTSE-MS)

The Medical Welfare Trust Fund (MWTF) Diana Tamari Sabbagh (DTS) endowment is intended to support ancillary medical services in the West Bank. This endowment will continue the work that has been undertaken over the past decade through the Office for Regional External Programs, which trains health care professionals from the West Bank and Gaza. The following are the 19 programs implemented so far:

1. Advancement in Hospital Management (Current Practices in Health Care, Strategic Planning and Management, Human Resources Management, Cost Effective Performance Improvement, Accreditation & Quality)
2. Nursing and Radiology (Critical Care Nursing Course, Operating Room Nursing Course, Neonatal Intensive Care Nursing Course, Emergency Nursing Course, Procurement – supply material management & Pharmacy, Blood Bank, Radiology – MRI)
3. Hematology (Hematology / Oncology, Hemodialysis Course, Wound Care Course)
4. Oncology and Intensive care (Medical Physics 1m, Radiation Oncology 1m, Adult Oncology Nursing, Pediatric Oncology Nursing, Pediatric Intensive Care, Neonatal Intensive Care, Adult Intensive Care)
5. Cardiology (Nursing Leadership & Management, Hospital Procurement, Post Cardiac Surgery Care, Cardiac Catheterization Lab, Operating Room & Laparoscopic Care)
6. Nursing (Nursing Training in Intensive Care Unit, Nursing Training in Operating Room, Nursing Training in Pediatric Intensive & Neonatal Care Units, Nursing Training in Emergency Room, Nursing Training in Cardiac Care Unit, Nursing Training in Cardiac Surgery Care Unit, Nursing Training in Psychiatry & Mental Health care)
7. Health care (Emergency Nursing Care, Observership in Blood Banking and Transfusion Medicine, Cardiac Surgery Operating Room Nursing Care, Clinical Laboratory Management, Clinical Laboratory Quality Assurance & Quality Control, Clinical Laboratory Hematology and Coagulation, ICU / CCU / Ventilators Nursing Care, Operating Room Nursing Care, Clinical Laboratory Parasitology, Pediatric Oncology Nursing Care, ICU/CCU/Perfusion Nursing Care, Pediatric Emergency / Oncology / PICU / NICU Nursing Care, Surgical Nursing Care)
8. Oncology and Intensive care (Intensive Care Nursing, Nursing Leadership, Psychology / Psychiatry Care Nursing, Peri-Operative Care Nursing)
9. Intensive nursing care (Intensive Care Nursing, Physical Therapy, Emergency Care Nursing, Neonatal Care Nursing, Nursing Supervision, Wound Management & Pressure Ulcer, Peri-Operative Care Nursing, Human Resources, Information Technology / RIS / PACS)
10. Infection control and Clinical Supervision
11. Infection control and Clinical Supervision
12. Senior Health Management Workshop
13. Nursing education (Teaching Excellence for Nurse Educators, Pharmacy Practice in Healthcare System)

14. Adult and Pediatric nursing (Nursing Supervision & Preceptorship, Adult & Pediatric Oncology Nursing)
15. Adult and Pediatric nursing (Adult Oncology Nursing, Critical Care Nursing, Pediatric Cardiac Surgery Nursing)
16. Emergency Care Nursing and Critical Care Nursing
17. Oncology (Adult Oncology Care Nursing, Emergency Care Nursing, Operating Room Care Nursing)
18. Critical Care Nursing and Emergency Care Nursing
19. Oncology (Emergency Care Nursing, Critical Care Nursing, Adult Oncology Care Nursing)

Aisha Al-Mana Endowment Fund

The Endowment will be under the custody of the Office of REP and the proceeds of which will support workshops and training for professionals in the health sciences and nursing sector based on specific criteria.

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, 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 term 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

For students deciding to withdraw from a course in which they have already registered, fees are refunded according to the CEC refund policy on which the applicant signs. Requests for refunds are not accepted after the third week of classes. Refund checks may take up to four weeks for processing.

Attendance

Attendance to all classes is required. CEC instructors will record attendance at the beginning of each session. A student who is absent for more than one fifth the number of sessions of a course without valid excuse will not be entitled to a final grade for that course. The student will receive a “W” grade. Late arrivals and early departures are tracked by the class instructor, the result of three unexcused late arrivals and/or early departures will be equivalent to a day of absence. Late arrivals and early departure are recorded if the student arrives 15+ minutes late or leaves 15+ minutes before.

Access to University Facilities

- Students enrolled in CEC courses are entitled to use the reading facilities at the university libraries 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.

Repeating a Course

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

Attestations and Transcripts

Attestations are offered to students who are enrolled in CEC courses. Requests for attestations can be submitted to the CEC office and may take up to three working days to be ready. Transcripts are provided by the Registrar's Office. The student should fill out a request form and submit it to the Registrar's Office.

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

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