



AZM UNIVERSITY
جامعة العزم

UNDERGRADUATE CATALOGUE

Academic Year 2015 - 2016



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Prepared by the Office of the Registrar

TABLE OF CONTENTS

Section I- The University.....	10
Academic Calendar.....	10
Board of Trustees.....	12
The University.....	13
Admissions.....	16
International Affairs and public relations office.....	19
University Academic information.....	20
Tuition Fees, Expenses, and withdrawal information.....	28
Financial Aid.....	29
Section II- Faculties.....	33
University Requirement Courses.....	33
Faculty of business administration.....	41
Faculty of Architecture.....	66
Faculty of Journalism & media communication.....	92
University centers.....	106
Section III- Students Affairs.....	111
Student Life.....	115
Campus Map & Facilities.....	124

DETAILED TABLE OF CONTENTS

Academic Calendar.....	10
Board of Trustees.....	12
Section I-The University.....	13
About the University.....	13
Mission Statement.....	13
Vision Statement.....	13
Values.....	13
History.....	14
Location and Environment.....	14
Statement of Accreditation.....	14
Academic Support Services.....	14
Admissions.....	16
International Affairs and Public Relations Office.....	19
International Affairs.....	19
Public Relations, Marketing, and Communication.....	19
University Academic Information.....	20
Categories of Students.....	20
Attendance.....	20
Academic Advisers.....	21
General University Course Requirements.....	21
English Proficiency.....	21
Plagiarism.....	21
Courses.....	22
Grades.....	22
Dean's Honor List.....	24
Registration.....	24
Credit Transfer for transfers from one Faculty to another within the University.....	24
Disclosure of Student Records.....	24
Probation.....	25
Dismissal and Readmission.....	25
Graduation.....	26
Recognition of University Degrees by the Lebanese Ministry of Education.....	26
National Social Security Fund (NSSF) Medical Branch.....	27
Medical Record.....	27
Passports and Visas.....	27
Payment of Fees.....	27
Tuition Fees, Expenses, and Withdrawal information.....	28
Fees and Expenses.....	28
Withdrawals.....	29

Financial Aid.....	29
Merit Scholarships.....	29
Work Study Program.....	30
Need Based Financial Aid.....	30
How to Apply.....	30
Continuing Students, First Time or Previous Applicants.....	31
Petition.....	32
Other Scholarships.....	32
 Section II- Faculties.....	 33
 University Requirement Courses.....	 33
 Faculty of Business Administration.....	 41
Organization and Governance.....	41
Program’s Vision, Mission, and Goals.....	42
Teaching and Learning Strategies.....	43
Assessment Methods.....	43
Ethics and Integrity.....	43
Program’s Academic Plan.....	43
Academic Advisors.....	44
Course Load.....	44
Program Outline.....	45
Degree Plan.....	46
Internship Requirements and Guidelines.....	47
Graduation Requirements.....	48
Dismissal and Readmission.....	48
Failing and Repeating Courses.....	48
Incomplete.....	48
Examinations and Quizzes.....	49
Business Courses: credits and prefixes.....	49
Course Descriptions.....	50
 Faculty of Architecture.....	 66
Organization and Governance.....	66
Faculty’s Vision, Mission, and Goals.....	66
Teaching and Learning Strategies.....	67
Assessment Methods.....	68
Ethics and Integrity.....	68
Programs’ Academic Plan.....	68
Academic Advisors.....	69
Course Load.....	69
Program Description and Outline.....	69
Dismissal and Readmission.....	69
Failing and Repeating Courses.....	69

Incomplete.....	70
Examinations and Quizzes.....	70
Bachelor of Architecture.....	70
Degree Plan.....	72
Graduation Requirements.....	74
Architecture Courses.....	75
Course Descriptions.....	75
Bachelor of Interior Design.....	82
Degree Plan.....	83
Graduation Requirements.....	84
Interior Design Courses.....	85
Course Descriptions.....	85
Faculty of Journalism and Media Communication.....	92
Organization and Governance.....	92
Vision, Mission, and Goals.....	92
Teaching and Learning Strategies.....	93
Assessment Methods.....	93
Ethics and Integrity.....	93
Program's Academic Plan.....	94
Academic Advisors.....	95
Course Load.....	95
Program Description and Outline.....	95
Degree Plan.....	96
Internship Requirements and Guidelines.....	98
Graduation Requirements.....	98
Dismissal and Readmission.....	99
Failing and Repeating Courses.....	99
Incomplete.....	99
Examinations, Quizzes, and Projects.....	99
Journalism and Media Communication Courses.....	100
Course Descriptions.....	100
University Centers.....	106
1- Center for Continuing Education.....	106
2- Entrepreneurship Center.....	107
3- Human Rights Center.....	108
4- Marine and Environmental Studies Center.....	109
5- Science and Technology Center.....	110
Section III- Student Catalogue.....	111
General Statement.....	111
Statement from the Student Activities Senior Specialist.....	111
Campus Life and Extra- Curricular Activities.....	112
On Campus Activities.....	112

Off Campus Activities.....	114
Career Services.....	114
Counseling.....	114
Health Insurance.....	115
Accident Insurance.....	115
University Infirmary.....	115
Academic Information.....	115
Student Life.....	115
Student Code of Conduct.....	115
Jurisdiction.....	115
Academic Misconduct.....	116
Non-Academic Misconduct.....	116
Identification Card (ID).....	119
Inappropriate Conduct in the University Libraries.....	119
Disciplinary Actions.....	119
Academic Misconduct.....	119
Non-Academic Misconduct.....	119
Primary Disciplinary Actions.....	120
Range of Actions.....	120
Secondary Disciplinary Actions.....	121
Secondary Disciplinary Actions - Academic.....	121
Secondary Disciplinary Actions - Non-Academic.....	121
Complaint Procedure.....	121
Appeal Procedure.....	121
Student Grievance Policy.....	122
University Library.....	122
Publicity and Posting Policy.....	122
Bulletin Boards.....	122
University Newspaper.....	122
Information Desk.....	123
Payphones.....	123
Cafeteria.....	123
Alumni Association.....	123
Banking.....	123
Computer Laboratories.....	123
Electronic Mail Communications.....	123
Telephone Guide.....	123
Campus Map & Facilities.....	124

List of Tables

Table 1- Undergraduate Application Requirements.....	17
Table 2- Undergraduate Application Deadlines.....	17
Table 3- Tuition Refunding Schedule - Withdrawal.....	29

ACADEMIC CALENDAR

Fall Semester

June 30	Deadline for payment of enrollment commitment fee
August 21	Deadline for submission of official documents for all new students for the Fall 2015 semester
August 24–28	Orientation for all new students
August 24–28	Advising for all new students
August 28– September 3	Course registration for Fall 2015 for all students
August 28– September 9	Payment of fees for Fall 2015 for new students
September 2	Fall 2015 semester begins for all faculties
September 4–9	Change of schedule for the Fall 2015 semester (Drop and Add)
September 10–17	Late payment of fees for all students
September 22-24	Al-Adha, holiday, No classes
September 28	Cancel registration for all students who did pay semester fees
October 15	Hijra New Year, holiday, No classes
October 24	Ashoura, holiday, No classes
November 7	Last day for withdrawal from courses for the Fall 2015 semester
November 11–12	Spring 2016 semester advising for continuing students
November 14- 17	Spring 2016 semester online course registration for continuing students
November 22	Independence day, holiday, No classes
December 10–12	Reading period for the Fall 2015 semester
December 13	Fall 2015 semester final examinations start
December 22	First 2015 semester ends for all faculties
December 23	Prophet's birthday, holiday, No classes
December 24- January 3	Christmas and new year vacation
January 6	Christmas (Armenian), holiday, No classes

Spring Semester

January 3–15	Payment of fees for continuing students for the Spring 2016 semester
January 15–20	Deadline for submission of official documents for all new students for the Spring 2016 semester
January 16–26	Late payment for continuing students for Spring 2016 semester
January 19–21	Orientation for all new students
January 20–23	Spring term advising and online course registration for all new students
January 21–28	Payment of fees for new students
January 25	Spring 2016 semester begins for all faculties
January 27–30	Change of schedule for the Spring 2016 semester (drop & add)
January 29–February 5	Late payment of fees for new students for the Spring 2016
February 9	Saint Maroun's Day, holiday, No classes
March 25	Annunciation Day, holiday, No classes
March 25- March 28	Easter vacation-Latin, holiday, No classes
April 2	Last day for withdrawal from courses for the Spring 2016 semester
April 29- May 2	Easter vacation-Greek Orthodox, holiday, No classes
May 1	Labor Day, no classes
May 8–10	Reading period for the Spring 2015 semester
May 11	Spring 2015 semester examinations begin
May 16	Spring 2016 semester ends for all faculties

Summer Semester

May 26- June 6	Payment of fees for students registered for the Summer Semester
June 2	Summer semester begins for all faculties
June 3- 5	Change of schedule for the Summer Semester (Drop & Add)
June 6- June 10	Late payment of fees for students registered for the Summer Semester
July 4	Last day for withdrawal from courses for the Spring 2016 semester
July 5- July 7	Eid Al Fitr, holiday. No classes
July 25- July 27	Reading period for the summer 2016 semester
July 38	Summer 2016 semester examinations begin
July 31	Summer 2016 semester ends for all faculties

BOARD OF TRUSTEES

Board of Trustees Members

Dr. Abdul Ilah Mikati

Mr. Azmi Mikati

Mr. Maher Mikati

Mr. Jamal Ramadan

Prof. Rawya Majzoub Barakeh

Eng. Rachid Jamali

Architect Gaby Khoriaty

Eng. Jamal Krayem

Mr. Hussein Dannaoui

Prof. Mohamad Badawi Shahal

Prof. Abdul Ghani Imad

Dr. Hayssam Ezzaldine

University President

Prof. Hanafy Holail

THE UNIVERSITY

About the University

The University is a private, independent institution of higher learning founded in 2015. The University is licensed under the Lebanese Law to grant the various Bachelor Programs within its Faculties. The University is governed by a private and autonomous Board of Trustees.

The University has three faculties: Business Administration, Architecture, and Journalism and Media Communications.

Currently, the University offers programs leading to Bachelor's degrees in Business Administration, Architecture, Interior Design and Journalism and Media Communications. The official language of instruction is English.

Mission Statement

The University will implement an integrated strategy to establish itself as a nationally competitive, student-focused, and research intensive University. We are committed to transfer a world-class education and knowledge to North Lebanon students.

The University will develop a positive culture of discovery and enterprise, with the aim of producing concrete benefits for the North community at large and contributing to the Lebanese knowledge economy.

Vision Statement

We aspire to distinguish our educational and research programs as learner centered essential to the intellectual, discovery driven, solid rounded preparation of responsible professional leaders who contribute to the social and economic development of North Lebanon and are globally engaged.

Values

In pursuing this vision the University's activities, operations and decision-making are reinforced by the flowing values:

Excellence: We achieve excellence in education and research by providing a high quality academic and professional foundation across all our programs.

Innovation: We encourage and facilitate the transfer of knowledge and technology into solutions and are dedicated to the creation of new knowledge.

Engagement: We are committed to enriching the social, economic, cultural and intellectual life of North Lebanon.

Academic freedom: We are committed to honesty and fairness and the highest standards of ethical conduct across our operations and to promoting a learning community.

Equality and diversity: We are committed to inclusion, diversity and equal opportunity across various aspects of our operations and are objective in dealing with our stakeholders.

Credibility: We stand for reliability and respecting our standards and commitments as we seek to enhance the University's professional reputation and identity.

Partnership: We partner with national and international organizations to develop networks based on trust, respect and value creation.

History

In 2014, the founders of M1 Group in Lebanon were eager to venture into higher education to provide a distinguished educational service and a unique learning experience to University students in Lebanon. They aimed at establishing a leading University in Lebanon starting from the Northern city of Tripoli that is planned to expand at a later stage to different areas in Lebanon and the Arab World. The University- through its various campuses located across Lebanon and the Region- seeks to be open and accessible to all segments of the Lebanese and Arab population and contribute to the development of the youth in the Arab Region. The University attracts a select body of students and instills in them an applied, cutting edge, body of knowledge in their respective disciplines with special emphasis on ethical behavior and social responsibility.

Location & Environment

The University has a main campus in Tripoli, the largest city in northern Lebanon and the second largest city in Lebanon. Tripoli is situated around 85 Kilometers from the capital, Beirut. It overlooks the Mediterranean Sea, houses one of the largest fortresses in Lebanon, the Citadel of Raymond de Saint-Gilles, and has a profound historical heritage that includes the Phoenicians, Assyrians, Persians, Romans, Byzantines, Caliphates, Seljuks, Crusaders, Mamluks, Ottomans and the French. The University's campus has one main building, one main Library and is characterized by having a smooth environment conducive to educational learning.

The Climate in Lebanon is moderate and sunny for almost eight months a year like most of the countries located in the Mediterranean basin. Lebanon also witnesses rain and cold weather during the winter season between November and March. The average annual rainfall of 86 cm (34 inches) and the temperature may drop below 7 °C (50 °F).

Statement of Accreditation

Degrees awarded by the University are officially registered with the Ministry of Higher Education in Lebanon.

Academic Support Services

IT Services

The University has a solid Information Technology network and is a leader in technological initiatives for institutions of higher learning. The University community, vendors, partners and affiliates benefit from the use of secure and cost-effective information technology

solutions in a team-empowered environment with integrity, transparency, and innovation. The Network is composed of a specialized IT Office that is responsible for restoring, organizing, and maintaining systems and infrastructure services aimed at enhancing user productivity through seamless access to services and resources. The IT office furthermore manages the hardware, software, and applications supporting many of the University's academic and administrative functions.

These include the Student Information System operated by the Registrar's Office; the Library Information System operated by the University Library; the Financial Information System operated by the Finance and Administration Department; in addition to the learning management system operated by the academic units. The IT Manager is responsible for overseeing the efficient functioning of these systems.

Libraries

The University includes one library that is mainly responsible for managing library resources, organizing, maintaining, preserving and providing access to resources in all necessary formats to support the educational mission of the University. By capitalizing on innovative technologies with support from the IT Office, the library aims at teaching the effective use and evaluation of information resources that promote intellectual growth. It shall work hand in hand with the Faculties to continuously respond to the users' changing needs and expectations by establishing solid collections and services, and constantly updating and optimizing them thereafter.

ADMISSIONS

The University seeks to admit well-rounded students with impressive personal and academic profiles. The University is intended to serve the Northern part of Lebanon, and welcomes students from other regions across Lebanon in order to maintain diversity across its student body. The University shall seek to establish and maintain strong ties with its alumni, and to sustain this relationship across various generations.

The degrees offered at the University are officially registered with the Ministry of Higher Education in Lebanon. The University uses English as a medium of instruction. Hence, enrolled students are expected to be fluent in oral English, and should be comfortable in expressing their ideas and views in proper English.

Undergraduate Studies Admission

Students may apply for admission as sophomores or as transfer students to each of the three faculties: Business Administration, Architecture, and Journalism and Media Communications. Applications are accepted for two semesters: Fall or Spring.

Applicants should complete their application form and provide all the required documents to be eligible candidates for acceptance at the University. Admissions are only granted to qualified applicants that have submitted complete applications on or before the deadline for application submission. Admissions are primarily based on the student's academic records and the results of the University admission exam. SAT, TOEFL, and IELTS scores may be considered in case they are available.

Requirements for Admission

Applicants holding the Lebanese Baccalaureate Part II or the French Baccalaureate may apply to the Sophomore class in the three Faculties. Applicants holding the International Baccalaureate Diploma, the German Abitur or the GCE in the required subjects (a minimum of 5 different subjects at least two of which are at the advanced level (or its equivalent), not including Arabic) may also apply to sophomore classes.

The English Language Proficiency Requirement (ELPR)

Given that the official language of instruction in all programs is English, all students must demonstrate a level of English proficiency prior to enrollment.

Students need a minimum of a 70 percent passing grade on the English Exam administered by AZM University or the minimum score indicated for the selected tests which are listed below. Students who do not pass the AZM University English Language Exam will be asked to take remedial English courses.

SAT I (writing section)	360
TOEFL (computer-based)	200
TOEFL (paper and pencil)	500
TOEFL (internet-based)	80
IELTS	5.5

Types of Admissions

The University offers two admission types for undergraduate students:

Early Admission

This program is intended for applicants for the Fall semester who should complete their applications by an early deadline of April 2015.

Decisions on early admission applications are made by the end of April 2015. The applications of students who apply for but are not granted early admission will be automatically placed in the pool of all other regular applicants to the same level and faculty and will be given equal consideration.

Accepted students who are wishing to enroll will be asked to make an enrollment commitment with a non-refundable deposit of LL750,000 (\$500) by May 30.

Regular Admission

Regular admission applicants can choose to apply to either the Fall semester or the Spring semester. The deadlines for applying are July 15. Decisions are sent by end of July.

Accepted students who are wishing to enroll will be asked to make an enrollment commitment with a non-refundable deposit of LL750,000 (\$500) by August 10.

Application Requirements and Procedures

Students need to complete the application form and have the following required items sent to the Admissions Office by the Application deadlines.

Application Requirements:

- Admission application
 - Photocopy of the Lebanese Secondary School Certificate (or its equivalent)
 - Photocopy of identity card or passport
 - Photocopy of single civil status record
 - Recent passport-size color photo
 - School and/or university record
 - School Records (for Lebanese Baccalaureate Part I & II, or equivalent)
 - Non-refundable application fee of 150,000 L.L (\$100 or the equivalent)
- Students hold the Lebanese Secondary School Certificate in Sociology and Economics must take additional courses if accepted in the Faculty of Architecture.
 - Students of the Lebanese Secondary School Certificate in Humanities must take additional courses if accepted in the Faculty of Business Administration.

Application Deadlines:

Early admission for 2015–16: April 24, 2015 (English Exam Date: April 27, 2015)

Fall Semester admission 2015–16: July 24, 2015 (English Exam Date: July 29, 2015)

Deferred Enrollment

Students who are offered admission for the Fall semester and would like to defer their

acceptance till Spring semester of the same academic year, pending availability of places, may apply for deferral by submitting a petition at the Admissions Office.

Tuition, Fees and Other Expenses

Tuition for the academic year 2015–16 (two semesters) ranges from \$ 6200 to \$ 10,000 depending on the faculty.

Payment of Fees

The statement of fees for tuition and other University charges is issued directly to students at the beginning of each semester. Payment is made during the following week or under a special deferred payment plan.

Medical Record

A medical record form is sent to students who have been accepted by the Head of Admissions. The form must be completed by the student's family physician and returned at the specified date. Confidentiality of the information is assured.

INTERNATIONAL AFFAIRS & PUBLIC RELATIONS OFFICE

The International Affairs and Public Relations Office serves as the liaison between the University and alumni, friends and organizations. It shall encourage and assist individuals and organizations interested in furthering the work of the University, and seek to enhance such support. Its main functions include resource development, donor recognition, alumni relations, communications and outreach, research, and information management.

International Affairs

The International Affairs and Public Relations Office attends to a broad range of responsibilities including building and managing the University's international profile through visits, events, media coverage and networking with a range of partners. The Office also hosts and accommodates international visitors – ranging from University delegates to stakeholders including local institutions – to investigating and negotiating for beneficial academic agreements. In doing so, the Office acts within the University policies to ensure the smooth handling of its internationalization initiatives.

The Office also holds public lectures, eminent speaker series, distinguished speakers, and high-level visits and aims to promote inter-faculty knowledge exchange and student interaction with partner institutions. The Office also works on fostering closer cooperative relationships with a number of partner institutions in the form of University-wide joint workshops. The Office is in charge of handling international activities of the University and overseeing the establishment and fortification of relations with stakeholders in order to build long-term partnerships, which are mutually beneficial for the University and the surrounding community.

Public Relations, Marketing, and Communication

The International Affairs and Public Relations Office is also responsible for disseminating information about the University and providing resources and guidance for members of the University community, including a variety of services to help faculty, students and staff communicate effectively with their audience.

The Office liaises with the Media outlets and disseminates University news, events, developments, future endeavors and community outreach projects. It acts as the focal point for all media agencies to ensure that the media partners have sufficient and accurate information. At the same time, it also acts as the focal point for the general public. The Office assists with the publicity and promotion of University news and events via announcements, advertisements, press releases, newspaper feature pages, press conferences, exclusive radio and newspaper interviews, social media, University website and roadshows. The Office oversees the production and maintenance of University communication materials. The Office also works with the various Media outlets, writes articles, conducts interviews and releases guides about the University.

The Office is in charge of ensuring regular update of information and scrolling banners on the University website. A part from the website and newsletter, the Office also coordinates the production of communication materials such as videos, brochures, souvenirs and billboard banners while ensuring the good image of the University and its brand.

UNIVERSITY ACADEMIC INFORMATION

Categories of Students

Full-Time Students:

- Students registered for a minimum load of 12 credits per semester are considered to be full-time students.

Part-Time Students:

- Need fewer than 12 credits to complete work for an undergraduate degree.
- Are granted permission by the appropriate faculty committee for reasons such as health and/or family problems that may influence academic performance of the student.

Auditing Courses Students:

Students who are interested in attending classes without receiving credit hours are considered auditors of a course.

Requirements for auditing a course:

- Student should register as an auditor by filling an application to audit a course. The application is available at the Registrar's Office
- Have a Bacc. II, or equivalent, to audit an undergraduate course
- Request approval from the instructor of the course
- Request approval from the Dean of the faculty offering the course

Restrictions on course audits:

- Applicant is not eligible to audit laboratory, studio, or seminar courses
- Applicant is not permitted to register until after registration of regular students is complete and enough capacity is remaining in a specific course
- The University does not grant academic credit or recognition for such work
- Audit credits do not appear on a student's transcript

Attendance

Classes and Laboratories

Students are required to attend all classes, laboratories, or required fieldwork. A student is responsible for making up for any missed work, material, or announcements that are made during his/her absence.

A course instructor has the right to drop any student, during a semester, if he/she misses more than one-fifth of the sessions of any course in the first ten weeks of the semester. The course instructor should mention in his/her syllabus that attendance should be taken. Students who withdraw or are dropped for excessive absence from a course receive a grade of "W".

For up to 10 weeks from the start of the semester, students have the chance to withdraw from registered courses, provided that their credit load during the semester does not drop below 12 credits. A student can withdraw, or be withdrawn, from a course only within this limited time period or unless approved by the appropriate faculty committee.

Examinations and Quizzes

If a student misses an announced examination or quiz, he/she must present an excuse that is considered valid by the instructor of the course. The course instructor will then require the student to take a make-up exam, unless otherwise stated in the course syllabus. All make-ups must be held before the final grade of the course is issued at the end of the semester. If a student's excuse is related to a health issue, then a medical report should be presented. If any inquiry about the validity of an excuse presented by the student exists, the matter should be referred to the appropriate faculty committee.

Academic Advisers

Every student shall have an academic adviser who is responsible for mentoring him/ her throughout his/her academic years. The adviser shall be appointed by the Dean of the Faculty and shall aid the student in his/her course selection.

General University Course Requirements

The General Education requirements are intended to expose students to a range of intellectual experiences during their stay at the University.

In addition to required courses in academic majors and possible concentrations in specific fields, all students must satisfy the General Education requirements by taking a minimum of 15 credits.

English Proficiency

English language proficiency is a must for students attending the University and is a requirement for graduation. Grading schemes for papers such as essays, examinations, or projects will incorporate the quality of writing, which will ultimately affect the final grade of the course.

Students who are admitted without having met the English Language Proficiency Requirements are required to take the Intensive English course.

Plagiarism

Plagiarism is when one puts his/her name on any piece of work that is not his/hers, unless the work from which one has borrowed is fully identified and referenced. Consequently, if a student fails to appropriately credit ideas or material taken from another work will be committing plagiarism. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action.

All University students are required to complete a plagiarism tutorial and pass a plagiarism test upon joining the University. A student is allowed to repeat the test as many times as necessary and only when he/she passes the test will he be allowed to register for the following semester at the University.

Courses

Course Loads

All full time students must carry a minimum load of 12 credits per semester. All issues concerning students wishing or forced to reduce their credit load to less than 12 credits must be referred to the appropriate faculty committee.

Students can normally register for up to 18 credits per semester. If a student wishes to register for more than 18 credits, he/ she must file a petition to his/her appropriate Faculty and must be:

- A junior and senior (third and fourth year in the professional schools)
- Have completed their English communication skills requirements
- Not on probation

Repeating Courses

If a student fails a required course, he/she must repeat it as earliest as possible. The maximum number of times that a course can be taken is three times, including withdrawals from the course. For the purpose of calculating the cumulative average, the highest grade is taken into consideration. All course grades will remain in a student's permanent record.

Withdrawal from Courses

Students are allowed to withdraw from only one required course per semester. If a student wishes to withdraw from more than one required course in any given semester, he/she must petition the appropriate faculty committee for permission. Students can withdraw from elective courses, but may not go below a total course load of 12 credits per semester, and must make sure to do so by the withdrawal deadline. Students receive a grade of W for the course that is withdrawn.

Grades

Grading System: The following grading system is used by the University

Range	Performance Designation	Letter Grade	Grade Points
90-100	Excellent	A	4.0
80-89	Very Good	B	3.0
75-79	Good	C+	2.5
70-74	Satisfactory	C	2.0
60-69	Minimal Pass	D	1.0
0-59	Fail	F	0.0

I	Incomplete	IP	In Progress	FA	Fail due to Absence
P	Pass	W	Withdraw	NA	Never Attended
AU	Audit	F	Fail		

The average (AVG) is calculated by summing the product of the grade for each course by the number of credits for the course divided by the total number of credits. In case of repeated courses, the highest grade in a repeated course is used in calculating the AVG. However, all course grades remain part of the student's permanent record.

Policy for Change of Grade

Students have the right to have access to their corrected exams, including final exams, and to request review of their exams in case they feel that mistakes have been made in corrections or in calculating grades. A student can request to review his/her course grade within one week of the date of the posting of course grades.

Grades that are posted at the end of the semester are final and change of grade is not allowed unless a mistake was made in the correction of the final exam or in the computation of the final grade.

If a mistake has been made, the course instructor must complete a Grade Change Form and submit it to the respective Dean of Faculty with evidence that supports the mistake that was made. If the Dean approves the change of grade, then the final grade of the course will be forward to the Registrar for adjustment.

If the disagreement regarding the change of a grade is not resolved, the student should discuss the issue with the Dean of the Faculty. If the student is still not satisfied, he/she may submit a petition to the Academic and Curriculum Committee of the Faculty requesting further consideration of the course grade.

Incomplete Grade

If a student receives an incomplete grade on a course, he/she must petition or submit a valid reason for missing the work to the appropriate faculty committee within two weeks of the date of the scheduled final exam in order to obtain permission to complete the course.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Dean's Honor List

To be on the Dean's Honor List at the end of a given term, a student must:

- Be registered for a minimum load of 15 credits
- Have passed all the courses of the term and attained an overall average in the required courses of 90 or more
- Not subject to any disciplinary action within the University
- Not on probation

Registration

Requirements

Before starting the with registration process, new students must ensure that all requirements for registration have been met, particularly those that have been listed in the admission letter issued by the Head of Admission. The students should follow the steps listed in the Registration Guide that is posted on the web and included in the admissions package sent to them. Students can introduce final adjustments to their schedules during the add/drop period. The add/drop period normally extends for one week starting the second day of classes.

Credit Transfer for transfers from one Faculty to another within the University

Students who wish to transfer from one faculty to another must complete the application for transfer form. The transfer applications are reviewed by the concerned faculty and the decision is disclosed by the Registrar's Office.

Disclosure of Student Records

Without prior written consent from the student, the University may disclose routine information about the student, which includes only the following items:

- Student's name
- Degrees received
- Major of study
- Awards received
- Participation in officially recognized activities and sports

With the exception specified below, all other requests about student information, including academic records, will need written consent from the student. This consent must specify the information that is to be disclosed, state the purpose of the disclosure, and provide the names and addresses of the individuals or institutions to which disclosure is to be made.

Exceptions to the above where the University may disclose information, including information on academic records, without prior written consent of the student include:

- Request of officers of other educational institutions where the student seeks to enroll (in such cases the student is given, upon his/her request, a copy of the information sent to the institution)
- Academic officers, academic advisers, and faculty members within the University
- Parents of a dependent student
- In compliance with a judicial order
- Financial aid services in connection with financial aid for which the student has applied or which the student has received

Probation

Placement on Academic Probation

A student is placed on academic probation in the semester immediately following the semester in which the he/she has earned the grades leading to that placement, including:

- The student's overall average is less than 65 at the end of the second regular semester.
- If the semester average is less than 66 at the end of the third or fourth regular semester.
- If the semester average is less than 68 in any subsequent semester.

For evaluation purposes, the minimum number of credits at the end of the second regular semester at the University should be 24, including all repeated courses, and 12 in each subsequent fall or spring semester, including all repeated courses. If the number of credits taken in any one regular semester is less than 12 (for approved reasons), courses/credits taken during that semester are counted toward the semester average of the next regular semester.

Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

Removal of Probation

If a student attains a semester average of 66 or more in the third or fourth regular semester, or a semester average of 68 or more in any subsequent regular semester, the probation is removed in the semester following the one in which the grades improved.

Probation should be removed within two regular semesters after the student is placed on probation, or when the student completes his/her graduation requirements.

Dismissal and Readmission

Dismissal

A Faculty may dismiss a student for any of the following reasons:

- If he/she does not clear his/her academic probation within two regular semesters after being put on probation.
- If his/her overall average is less than 70 at the end of the second regular semester
- If he/she is placed on academic probation for a total of four regular semesters even if he/she is attending his/her final year at the University.
- If the student is deemed unworthy by the faculty to continue for professional or ethical reasons.

Readmission

A student shall be given the chance for readmission only if:

- After spending a year at another recognized institution of higher education, the student is able to present a satisfactory record and recommendation.
Exceptions may be made for students who left the University for personal or health reasons.

Transfer credit is considered after Faculty evaluation of a student's coursework. The student should fill the Application for Readmission Form.

Graduation

Requirements

With the help of their advisers, students are advised to prepare their registration schedules in such a way to ensure that their graduation requirements are filled.

Commencement Exercises

Commencement exercises shall be held at the end of the academic year. Students will have places reserved for them in the commencement exercises. Graduates who are interested in attending the commencement exercises must notify the Registrar's Office. Students who do not wish to attend the commencement exercises may receive their diplomas at the Registrar's Office at a date following the commencement.

Names on Diplomas and Degrees

Names on diplomas and degrees are spelled exactly as they appear on passports or identity cards. Names of Lebanese students should include first name, father's name, and family name, according to the Lebanese Ministry of Education. Names on University diplomas and degrees appear both in Arabic and English. If a name on a passport or an identity card does not appear in both languages, then the name that does not appear in one language will be spelled on University diplomas and degrees according to the personal preference of the student.

Graduation with Distinction

Students who complete the last two years of study with a general average of 90 or above in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with distinction. For purposes of graduation with distinction, when a student repeats a course, all grades enter into the computation of the student's overall average.

Recognition of University Degrees by the Lebanese Ministry of Education

The Lebanese Ministry of Education recognizes all degrees awarded by the University provided students are admitted on the basis of the Lebanese Baccalaureate, or its equivalent, as determined by the Lebanese Ministry of Education.

Once the students receive their degrees from the University, they are responsible to ensure that the degrees are appropriately evaluated at their home country's governments.

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by law for all Lebanese students excluding students who are older than 30 years and Non-Lebanese students who have the option of not joining.

Students are required to bring the following items when registering for the NSSF:

- An appropriately filled social security application form. Copies of this form will be available for distribution at the time of registration to students who have not yet completed it.
- A photocopy of Lebanese identity card.
- NSSF number if already registered.
- The NSSF number of their parent if insured with the NSSF through father or mother.
- Family record is required of married students only.

Medical Record

The Entrance Medical Record Form is sent only to new students who have already been accepted at the University. The Medical Record Form should be completed by the student's family physician and returned at the specified date. Information will be kept confidential.

Passports and Visas

From the date of joining the University, all foreign students must have passports valid for a period of not less than 13 months. Foreign students should also secure an entry visa to Lebanon from the nearest Lebanese embassy or consulate in their country. The Student Activities Senior Specialist, the Admissions Office, and the Registrar's Office, can help provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

Payment of Fees

All students must finalize payment of tuition and other charges, by the announced deadlines after registration.

TUITION FEES, EXPENSES, & WITHDRAWAL INFORMATION

The University has the right, at any time, to change any or all fees without prior notice. These changes will be applicable to all students who are currently registered with the University as well as to new students.

Students are required to settle all fees at the beginning of the term, unless a special arrangement has been made with the Accountant. All fees are quoted in Lebanese pounds and US dollars.

In the case that a student fails to meet all financial obligations to the University by the appropriate due date, the University has the right to place a hold on the student's record that prevents registration for future semesters and the release of transcripts and diplomas, and also prevents access to other University services.

It is each student's responsibility to be informed of all registration and fee payment dates and deadlines.

Up-to-date schedules for registration and payment of fees are available through the Registrar's Office and the University Academic Calendar.

Fees and Expenses

- All Students are required to pay their tuition fees and other University fees by the deadline indicated in the University Academic Calendar.
- All students have access to their tuition fees through the University website.
- Students who fail to pay their tuition fees within the normal deadline will be permitted to settle their payment during a late payment period that follows the regular period and is subject to a late payment fee of 100,000 LBP.
- Sponsored students, staff dependents, and student staff members should contact the Finance and Administration Office before the payment deadline in order to finalize their registration.

Deferred Application

Students who demonstrate financial need must formally submit an application at the Finance and Administration Department or deferred payment arrangements for tuition fees.

Deferred payments are not considered as a student's right and are only agreed to under special circumstances:

- Applications for deferred payment arrangements are reviewed by the Finance and Administration Office, who is responsible for administering all deferred payment arrangements.
- If a student applied for deferred payment, he/ she must pay at least 50 percent of the total amount of the tuition. All other charges must be paid in full with no deferrals. Should the student's application be approved, the student must pay the balance of tuition, and an interest of 1 per cent per month on the deferred amount.
- All payments must be settled by the announced deadlines.
- If a student is given a deferred payment arrangement, he/she must sign a statement indicating agreement that failure to complete payment by the set deadline will result in not receiving any credit for the semester in which the student has defaulted on payment. Due dates are not extended nor are late payment fees waived for any reason.

Withdrawals

In the event a student withdraws for justifiable reasons after registration, fees are refunded according to the following schedule for the fall and spring semesters:

TUITION REFUNDING SCHEDULE- WITHDRAWAL

Before Official start of classes:	100% of full tuition and other fees
During first week of classes:	75% of tuition
During second week of classes:	50% of tuition
During third week of classes:	25% of tuition

FINANCIAL AID

The Financial Aid and scholarships will be dedicated to helping students by removing financial barriers for those seeking education opportunities at the University. Given the vested interest of the University in attracting qualified youth in Lebanon and the region, many of which may not have the resources to allow them access to the University, a Financial Aid services becomes crucial. The promotion of access to education will become more feasible through the existence of the Financial Aid Specialist, wherein a streamlined process for processing financial aid and scholarship applications shall be put in place and followed.

Specific objectives of this Office include providing various forms of resource and financial access to all admitted students who need such accommodation for pursuing their studies at the University. Additionally, full and partial tuition and living expenses scholarships that fully or partly cover living expenses will also be provided to deserving students on a competitive basis. Consequently, the University has established a wide variety of financial support programs that assist able and qualified students who could not otherwise meet the cost of tuition. These include Need-Based Financial Aid Grants; Merit Scholarships; Need-Based Student Loans; and Work-Study programs.

Merit Scholarships

Each year, three new undergraduates with outstanding academic qualifications will be awarded a full-tuition merit scholarship by the University. The University Merit Scholarship awardees are selected from among the newly admitted undergraduate students on the basis of academic achievement and promise alone; no application for financial aid is required. Awards are renewable for each undergraduate year provided that the student maintains a minimum cumulative 85% average.

Eligibility requirements:

- Be a Lebanese citizen residing in Lebanon
- Be a student in Grade 12 Lebanese Baccalaureate or its equivalent
- Achieve excellent academic performance in high school
Demonstrate extra-curricular involvement and leadership skills

CONDITIONS TO MAINTAIN THE MERIT SCHOLARSHIP:

- Register on a full-time basis with a minimum of 15 credits per semester
- Register in the major that the scholarship is awarded for
- Maintain a minimum cumulative 85% average
- Respect University and Financial Aid rules and regulations and sustain an exemplary behavior.

Work Study Program

The University provides full-time undergraduate students the opportunity to participate in the Work Study Program. Students contribute toward their educational expenses while developing job skills in various campus offices. Placement is made on the basis of capability, need and job availability. Students may work a maximum of ten hours per week; the hourly rate is based on the type of work performed.

Interested students must fill in and submit an application form in order to be eligible for participating in the work study program. Students employed through the work study program are not allowed to work more than 10hrs/week - 40/month in Fall and Spring semesters and 5hrs/week - 20hrs/month in the Summer semester.

Students employed through the work study program are also not allowed to work consecutively, in the same Faculty for more than 2 regular semesters (Fall and Spring) and one summer semester. For safety concerns, it is forbidden to ask the work study students to perform personal work and work outside the University premises.

Need Based Financial Aid

This program seeks to help full-time undergraduates who could not otherwise pursue University education. Grants are awarded on the basis of financial need. Additional partial, small merit awards are made to needy students with records of high scholastic achievement.

How to Apply

Interested students are asked to fill the application to need-based financial aid available at the Financial Aid Specialist. Interested students are also asked to complete and submit the Financial Aid Application in person along with all the required documents to the Financial Aid Specialist.

A new application is required for each new academic year, as the Financial Aid applications are valid for one academic year only. An interview is required of parents and applicants when applying for the first-time. Missing the interview renders the application incomplete. Further interviews may be required if a student is reapplying and/or if additional clarification is required. House visits could be scheduled to further assess the applicant's financial need. All applicants are asked to submit photocopies of the required documents while keeping the originals for verification purposes during the interview. In addition to the list below, some students may be asked to submit additional documents based on the interview/house visit assessments. Only complete applications, including all required documents will be processed. It is very important to read instructions carefully before filling the application. Applications that have missing information and/or missing documents will be considered incomplete and hence will not be evaluated.

Application forms should be submitted with all supporting documents by the appropriate deadline. The required documents are:

- A copy of the applicant's passport.
- A passport-size photograph.
- Transcript of grades for the last three years at high school.
- Employment Records:
 - Recent Employment Certificate(s) for job(s) held by each earning member of the family clearly stating occupation, job title, years of service, and benefits (e.g. educational benefits, accommodation, etc...). These are obtained from Employers. For job(s) held by clearly stating occupation, job title, years of service, and benefits (e.g. educational benefits, accommodation, etc...).
 - For each employed member of the family, documentation for annual income should be provided by the family member.
 - For each earning member of the family who is (are) self-employed, documentation for annual income should be provided by the family member and providing with it the Business Registration, income tax statements, and the business bank statement of account for the last 3 years.
- Recent school certificate of registration showing annual tuition fees and receipts of paid fees for each dependent child enrolled at school or university.
- Family Civil Status Record (issued within the previous 3 months).
- Photocopy of recent rental contract(s) and/or ownership deed(s) of house, resort, land and business premises (if applicable).
- Certificate of ownership in the name of the father and mother from the Land Registry Department in Beirut and in the Kada where the family is registered. These can be obtained from the Ministry of Finance located in Khandak Al-Ghamik area, near Fouad Shehab Bridge, Moukarzel building, 9th floor.
- Photocopy of car(s) registration form for each car owned by family.
- Photocopy of loan agreement(s), if any, with all supporting documents.
- Bank statement certificate of savings (if any).
Any additional document that would support the application for financial aid (e.g. medical reports and recent medical/hospital bills, certificate of job termination or end of service, etc...).

Continuing Students, First Time or Previous Applicants

Currently enrolled students that did not apply to financial aid before are also eligible to apply for financial aid for the first time. The required documents, in addition to the above documents, are:

- Transcript of grades for courses completed at the University (instead of the Transcript of grades for the last three years at high school).
- The applicant's statements of fees for all terms of enrolment at the University.

Petition

Students may file a Petition for Reconsideration to the Financial Aid Specialist to ask for the reconsideration of the financial aid award. Supporting documentation must be provided with the petition. The student's file will be reviewed and evaluated by the Financial Aid Specialist and the student will be notified of the final decision.

Other Scholarships

Athletics' Scholarships

Athletics scholarships are awarded to 3 newly admitted students with recognized athletics skills.

Eligibility Requirements:

- Have an athletic/talent award, prize or recognition

Application Procedure:

- Fill in the Athletics scholarship application form
- Submit all supporting documents confirming skills in the specified athletics field

Conditions:

- Register a minimum of 15 credits per term
- Maintain a minimum cumulative 75% average

Renewal of scholarship:

- Renewal is on a yearly basis based on the student's academic and athletic performance

NATIONAL COUNCIL FOR SCIENTIFIC RESEARCH SCHOLARSHIP

The University offers full scholarships to a select group of students with the highest scores in the official Lebanese Baccalaureate in collaboration with the National Council for Scientific Research (CNRS). Students who rank among the top 5 in any of the 4 sections of the Lebanese Baccalaureate exam (General Science, Life Science, Economics/ Sociology, or Humanities). He/ She should be a Lebanese citizen. No application is required for this type of scholarship since, the Ministry of Education and Higher Education will pass the students' names to the CNRS.

Conditions to maintain the merit scholarship:

- Register on a full-time basis with a minimum of 15 credits per semester
- Register in the major that the scholarship is awarded for
- Maintain a minimum cumulative 80% average
- Must not withdraw from more than 6 credits during the undergraduate program

FACULTIES

UNIVERSITY REQUIREMENT COURSES

Mandatory Courses

All University students are required to take the following courses:

001 ENGL -ENGLISH (2 CR.)

In this course, students develop academic writing skills. Students use the writing process to construct an effective essay with an emphasis on constancy and correctness in written communication. Grammar exercises focus on verb tense and form, and pronoun case. Students complete exercises covering topic sentences, paragraph development, citations, and formatting guidelines. Students focus on gathering research, evaluating and documenting sources, and developing a major research paper. Selected readings prompt discussion regarding bias, arguments, and counter arguments. The expectation is that students will come to understand writing as a process of discovery. During course, students will be offered both written and verbal feedback to guide the process of revision.

002 ARAB- ARABIC (2 CR.)

This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the progressive development of listening, reading, writing, pronunciation, development of additional skills in conversation and aural comprehension of modern standard Arabic; grammar and vocabulary building; basic vocabulary. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate further cultural awareness.

003 ENVI- UNDERSTANDING OUR ENVIRONMENT (1 CR.)

This course focuses on the causes of, impacts of, and solutions to global environmental issues. The course examines the environmental impact of population growth on natural resources; mineral and resource extraction; water resource use and water pollution; air pollution and climate change; and sustainable energy supplies. Students will learn how physical, biological and chemical pollutants affect the environment and, in turn, human health. Students will introduce to real-life on-going environmental problems in Lebanon to provide an opportunity to deal with some of the most active questions in current environmental practice and gain experience in environmental negotiations and enforcement situations.

004LAW- HUMAN RIGHTS (1 CR.)

This survey course examines the law, theory, and practice of human rights with a special focus on international human rights. Topics will include the history of human rights and its categorization after World War II; the role of regular international law in protecting human rights; the basic international and regional human rights instruments; connections and tensions between civil, political, social and economic rights; the status of human rights

law in the Arab Countries and the relationship between the Arab Countries and the global human rights regime; and theories of cultural contingency and other academic critiques of the human rights movement. On the practical side, students will be introduced to the most important mechanisms as well as challenges to the realization and promotion of human rights.

Elective Courses

All University students are also required to select general university electives from the following, in accordance to their major's degree plan:

005 BUSS- NEGOTIATION SKILLS (2 CR.)

This course provides a set of generic negotiation skills, based on the best available research, which are internationally applicable and are useful for a wide range of negotiating situations. A principal focus of the course is to provide frameworks for building strategies for effective negotiations and explores the nature of conflict and conflict resolution. Sessions will entail building personal negotiation strategies, identifying one's sources of negotiating power and simulations to address varying contexts of negotiating. Examples range from buying and selling a used car, to salary bargaining, to many-faceted environmental, business and community-based negotiation situations.

006 BUSS- ENTREPRENEURSHIP AND INNOVATION (2 CR.)

This course provides students with a framework to identify innovate and create new business ventures as independent start-ups or within existing commercial, government, social or voluntary organizations. The course covers a broad range of topics, including new ventures in life, growth of ventures, collaboration for innovation, marketing new products, intellectual property, finance, university-industry interaction, innovation policy. It also examines markets, competitors and customers within the context of the entrepreneurial process that consists of creativity, calculated risk-taking and strategic planning in increasingly complex industrial, competitive and environments. Students will get to think and act in a creative manner, obtain exposure to local entrepreneurs, assess their potential for entrepreneurial careers and develop attitudes and skills that will be useful in any organization.

007 BUSS- ETHICS AND VALUES (2 CR.)

This course looks at the questions of scientific ethics and our associated values, questions what is right and wrong in science, social work theory, research, policy, and practice with individuals, families, groups, organizations, and communities and, importantly, how we go about establishing such judgments. The course is to demonstrate how individual values not only drive ethical behavior but also ethical decisions. Finally, the centerpiece of the course will examine ethics against a backdrop of two themes: equity and choice.

008 BUSS- INTRODUCTION TO STATISTICS (2 CR.)

The course provides an introduction to statistical methodology and supplies a number of statistical techniques important for practical data analysis. The principles of collecting, correlation and regression; sampling and experimental design; basic probability (random variables, expected values, normal and binomial distributions); hypothesis testing and confidence intervals for means, proportions, and regression parameters; use of spreadsheet software and interpreting data are covered. It examines the role of statistical analysis,

statistical terminology, the appropriate use of statistical techniques and interpretation of statistical findings through applications and functions of statistical methods.

009 BUSS- INTRODUCTION TO PROJECT MANAGEMENT (2 CR.)

This course provides a brief overview of, and practice in, some of the key skills and knowledge required to be an effective project manager; it blends your capability from your area of study with Cross Knowledge's e-learning modules in project management, covering: objectives of the project (scope, schedule, and cost), project roles and responsibilities; stakeholders needs and expectations; how to launch, control and close projects; project teams and project risks; it can help new graduates to contribute to projects more effectively.

010 BUSS- INTRODUCTION TO RISK AND CRISIS COMMUNICATION (2 CR.)

This course introduces students to the principles of organizational risk and crisis communication. At the beginning of the course, general political, social, cultural, environmental, natural hazards and scientific context is provided in order to release various situations that can cause risks or crisis in the organization harming its goals, reputation and level of trust. The course equip the students with the skills necessary to identify and manage issues facing an organization, build a crisis response plan and team, and effectively manage communication during a crisis event. Students in this course recognize significance of strategic organizational communication, learns to identify different stages of crisis and apply certain management tools for each stage, they also design strategies for crisis management and for effective risk and crisis communication

011 BUSS- PRINCIPLES OF ACCOUNTING (2 CR.)

This course focuses on those who want to go into business and they haven't done any accountancy. Students will learn basic concepts and principles of accounting. Students gain a basic understanding of double entry bookkeeping and how to read, prepare and interpret financial statements. Also get an understanding of how managerial accounting information can be used to support managerial decision-making and organizational control. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

012 BUSS- PRINCIPLES OF BUSINESS (2 CR.)

This course provides recent developments in linking business practices and human rights; including corporate social responsibility (CSR) within the international organisations, and focuses on the efforts in making human rights an important normative framework for the conduct of business in different social and political frameworks. Also, offers arguments in favour of and against extending human rights to the corporate sector, and discusses legal developments, including normative and helpful mechanisms. The course examines strengths and weaknesses of the CSR movement and the scope for making human rights regulatory measures for corporate behaviour. Students will study practical cases of CSR of certain companies in a variety of environments.

013 BUSS- PRINCIPLES OF FINANCIAL PLANNING (2 CR.)

This course allows student to learn about the value of saving, budgeting and investing so that students can take control of money and get the most out of it. Topics include the financial planning process, money management and investments, insurance needs, and withdrawal planning. Cases are used to illustrate important planning concepts, techniques and issues.

Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

014 BUSS- PRINCIPLES OF MARKETING (2 CR.)

This course provides a general knowledge of marketing emphasizing marketing mix elements and target markets for consumer and industrial products, marketing strategies, customer behavior, market planning and promotion. Upon completion, students should be able to understand both the product and marketing lifecycle including professional roles and responsibilities within that lifecycle to guide marketing career selection and to correctly identify key stakeholders in the business workplace.

015 BUSS- PRINCIPLES OF MANAGEMENT (2 CR.)

In this course the nature of the management process is explored through appropriate concepts such as planning, organizing, leading, controlling, evolution and models related to the study of formal and informal organizations. Systems analysis will integrate the various dimensions of management, organizational structure and functions of managers, growth, and re-engineering of business. Students will understand the interactions between the environment, technology, human resources, and organizations in order to achieve high performance. Also be aware of the ethical dilemmas faced by managers and the social responsibilities of businesses.

016 ARCH- ARCHITECTURAL HISTORY (2 CR.)

This course provides a global overview of the history of architecture from antiquity to the present, emphasizing the Islamic tradition. The course works both chronologically as a history of phases and styles, and methodologically, examining the contextual issues that give each period a distinctive architecture. Students learn how to understand and interpret buildings, monuments and urban zones. The course considers architecture's relationships with culture, society, institutions, economy, knowledge, science and technology, art, design, landscape and cities. The intent is not to develop an historical or art historical argument, but rather to provide insight into the formal structure and technological challenges of the built environment.

017 ARCH- INTRODUCTION TO DRAWING (2 CR.)

Student will explore the drawing as an art form for those with some or no experience. In this course students learn the basics of line, contour, shading, texture, perspective, composition, and action drawing. Students will be given the opportunity to briefly explore many of the traditional materials of drawing, including pencil, charcoal, ink and ink wash, pastel, as well as experimental tools. As well, slide presentations and studio to facilitate a greater awareness of the cultural context in which drawing functions. Students will create several original works of art and compile a portfolio of their artwork.

018 ARCH- COLOR AND PAINTING (2 CR.)

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality,

painting movements, develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

019 ARCH- INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (2 CR.)

This course develops an understanding of the fundamental concepts of Geographic Information Systems (GIS), the potential, functions, and applications of GIS systems. The main purpose of the course is to introduce students to the current GIS technology, to provide them with a general overview, and to teach them desktop oriented applications of GIS. Primary objective is to investigate interactive GIS application rather than develop expert users. Laboratory classes are based on ArcView and MapInfo.

020 ARCH- PHOTOGRAPHY (2 CR.)

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of the photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required.

022 ARCH – CERAMICS (2 CR.)

This course is a creative and technical introduction to ceramics, with emphasis on the potter's wheel, coil building, slab building, glaze application & firing. The class covers the characteristics of the materials used in ceramics as well as the various processes involved. More importantly, the course aims at nurturing student creativity by exploring the possibilities of artistic expression within this particular medium.

026 ARCH- INSTALLATION ART (2 CR.)

This course explores, with students, the art of installation in various media –including, but not limited to, photography, painting, drawing, audiovisual media and sculpture. The course encourages experimentation beyond the traditional understanding of high art and of art as a tangible outcome. Students learn to critique installation arts and to document their work.

021 MDIA- INTRODUCTION TO MUSIC (2 CR.)

This course is design for students with little or no background in music who would like to develop a theoretical and practical understanding of how music works. Students will be introduced to different kinds of musical notation, melodic systems, harmonies, meters, and rhythmic techniques with the goal of attaining basic competence in the performance and creation of music. Students will also learn to approach music as both an intellectual and an emotional activity; they will learn about music's historical, sociological, cultural, and biographical contexts; and they will gain knowledge of the many traditions of music.

022 PSYC- PSYCHOLOGY OF WELL-BEING (2 CR.)

This course include: an introduction to the major theories, concepts, and applications of psychological topics, including neuropsychology, sensation and perception, human development, learning and memory, social, personality, and psychological disorders and

therapy. Throughout the course, an emphasis is placed on understanding the link between theory and real-world application of psychological principles. The course provide students with a basic understanding of the psychological principles involved in well-being and how impacts on attaining positive outcomes. Drawing on theories from positive psychology, this course seeks to assist students to understand human happiness and well-being.

023 PHIL- INTRODUCTORY PHILOSOPHY (2 CR.)

This course offers an intensive introduction to philosophical problems and methodologies as developed by major figures in the history of philosophy. This course includes: the major philosophical areas of inquiry; how philosophy and culture interact in the development of thought; the principal issues of epistemology; the principal issues of metaphysics; the key contributors to the fields of moral, social, and political philosophy; how global integration of cultures has affected contemporary philosophical thinking. The course also discusses the application of philosophical methods to problem solving, decision-making, ethical thought, and strategic thinking.

024 SOCI- WOMEN'S LIBERATION: SOCIAL AND CULTURAL DIVERSITY (2 CR.)

This course examines the ways that women playing an important role in Arabic society through history, the issues that are relevant to their struggle to find a balance between work and family since women's liberation has made more choices possible for Arabic women. What impact does women's liberation have on their lives? This course will expand our understanding of how Arabic society shapes identities through social institutions like the family, work, the law, education, and health care. Also, examines the interpersonal, economic, social, cultural, and legal aspects of marriage past and present, primarily in Arab Countries. Students will utilize relevant empirical material to develop critical thinking and an understanding of gender inequalities in the "development process" and interdisciplinary assessment of male violence against women locally and globally.

025 LAW- INTRODUCTION TO POLITICS (2 CR.)

In this course students explore topics such as democracy, political ideologies and political culture, it asks where our political values, and ideas. The course also develops a strong link between the theory and practice of politics, and helps students better understand the world by strengthening their capacity for critical thinking and undertaking research. Overall, this course provides students with useful tools for the exploration and discussion of political problems. Theoretical concepts and their application are examined.

026 LAW- INTRODUCTION TO CRIMINOLOGY AND JUSTICE (2 CR.)

This course introduces students to criminology and criminal justice. It begins with an examination of the nature of crime, and the ways in which it is defined and explained. First explores the question: what is crime? Psychological and sociological theories of crime and criminality are introduced. Second explores the dimensions of crime, particularly the relationship between crime and social class, the links between youth and crime and youth and the criminal justice response, and the relationship between gender and crime. The course concludes with an exploration of the criminal justice system as a response to crime.

027 SOCI- SCIENTIFIC REVOLUTIONS, TECHNOLOGY, AND SOCIETY (2 CR.)

Study of the different episodes in the history of science will explore the boundaries between the sciences as autonomous disciplines and the historical circumstances in which they have developed. This course covers such topics: the history of science revolution; the nature of scientific research and the application of sciences, big science vs. little science; the limits of scientific and technical knowledge; the political and economic power of science and technology; effects on individual and social ways of life; the rise of technical industry and mass media; the relations between science; technology; and religion; and ethics in science and technology.

028 ENVI- LIFE AND UNIVERSE (2 CR.)

Course provides students with: The origins of science and its conflicts with beliefs. The universe: planets, stars, and galaxies, and the search for extraterrestrial intelligence; the properties of the sun, earth, moon, planets, meteors and comets; the origin and evolution of the solar system; life in the universe; recent results from space missions and ground-based telescopes. Students will learn about scientists' ongoing quest for answers to some of the most fundamental human questions: How did life originate on Earth? Is there life on other worlds? Are we alone in the universe? What is the long-term future of life in the universe?

029 ENVI- NATURAL HAZARDS (2 CR.)

A natural hazard is a threat of a naturally occurring event will have a negative effect on humans. This negative effect is what we call a natural disaster. In this course we will try to answer some of the questions for each possible natural hazard are: where is each type of hazard likely to be present and why ? what scientific principles govern the processes responsible for the hazard? how often do these hazards develop into disasters ? how can each type of hazard/disaster be predicted and/or mitigated?

030 ENVI- MARINE ENVIRONMENT (2 CR.)

This course covers aspects of both the physical and biological environments of the Mediterranean Sea and their inter-relationships. Marine Environment is designed to provide students with an introduction to some of the most important marine ecosystems (coral reefs, beaches, rocky reefs), species (corals, fish, marine mammals), and current conservation, climate change, invasive species, pollution and their solutions. Lectures highlight major points to aspects of human impacts on the marine environments, marine productivity, fisheries and the effects of development, especially industrial development on the marine environment and how science can contribute to providing solutions to these problems. Field visits by students to observe marine ecosystems along Lebanese coast and record their observations.

031 SOCI- FIRST AID (2 CR.)

The purpose of this course is to handle various impact injuries that may arise at home, work or play and to help Students identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and make appropriate decisions for first aid care. This class provides the students with knowledge and skills required to recognize and treat. Students will also learn first aid for wounds such as cuts, scrapes, bruises, infection, impaled object, amputation, eye injury, and nosebleed. Also covered is proper burn care for minor and major burns caused by heat, chemical, electrical and by the sun. Participants will also learn how to provide first aid for a bone, muscle or joint injury.

032 NUTR- PRINCIPLES OF NUTRITION (2 CR.)

This course provides an overview of the right to suitable food in the context of the promotion and protection of the international human rights. The course introduces students to basic nutrition concepts for health and fitness. Also, emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutrition claims, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Specific topics will focus on economic, social and cultural rights of importance to food security and nutritional.

033 SOCI- DISEASE AND SOCIETY (2 CR.)

This interdisciplinary course provides an introduction to the historical interactions between disease and human society from the Middle Ages to the Present. Attention will be paid to the historical role of epidemic disease in the transformation of human societies on a global scale and the emergence of new diseases. In this course students will explore how continuously changing technology, ecological conditions, and social practices have impacted the spread of infection. The course will examine the role of our public health institutions in disease control and prevention, including vaccination efforts. Additionally, students will study contemporary issues such as the rise in autoimmunity and antibiotic resistance

034 SPOR- HANDBALL SPORT (2 CR.)

This course has been designed to give students an introduction into the dynamic game of handball. Handball is a sport, which develops an individual's eye/hand coordination to the highest level possible. The fundamental skills, strategies, and rules of handball, along with game play, will be integrated throughout the course. The tremendous amount of footwork and body movement required to execute a shot in handball develops a high fitness level. Handball is a great lifetime activity. Students will be subjectively evaluated by skill level and game performance.

035 SPOR- BASKETBALL SPORT (2 CR.)

This class designed to students has some basketball playing experience as well as fundamental knowledge of the game. The course will demonstrate the understanding of the rules and terminology of the game, demonstrate the fundamental skills of basketball such as shooting, passing, and ball handling in drills, game play and skill assessments, provide knowledge of game strategies, and appropriately apply strategies in game situations, and show sport and fitness-related skills and apply the use of the skills in lifetime activity in the promotion of health and wellness. Students will be subjectively evaluated by skill level and game performance.

FACULTY OF BUSINESS ADMINISTRATION

Business Administration involves all aspects of owning, managing, and operating a firm. Business Administration is the study of how managers and professionals can properly lead a firm to achieve its goals and succeed in the marketplace based on the systematic approach to managing and decisions making while taking into account the firm's responsibility towards its community. The methodical approaches to management and decisions invariably draw on several disciplines and fields in Business Administration such as finance, marketing and retail, management, accounting, information and decision sciences, entrepreneurship and leadership, and real estate. The Bachelor of Business Administration (BBA) program, at the University is designed to address a rapidly growing market demand for educated undergraduates in Business Administration disciplines in a systematic way and the University is well positioned to play a leading role in fulfilling this need.

A ultimate goal of any firm, whether it is singularly owned by a person, or by more than one partner, or by shareholders is to maximize the value of its owner's equity or money and provide value to its surrounding community and environment. Hence managers and professionals that run firms opt for maximizing this value.

Organization and Governance

The Faculty of Business Administration is licensed under Lebanese Law to grant a Bachelor of Business Administration. At the current time, the Faculty shall grant under-graduate degrees with specialization in Accounting, Finance, Marketing, Management, Entrepreneurship and Leadership, in addition to Information and Decision Systems.

The Faculty of Business Administration is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished business leaders, opinion leaders, and/or political figures who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the Provost and the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the business community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Business Administration is composed of the officers and the academic personnel of the Faculty. The Officers include the following:

1. The President of the University
2. The Provost, Ex-Officio
3. The Dean of the Faculty
4. The Associate Dean for the Faculty
5. The Registrar of the University, Ex-Officio
6. The Head of Admissions, Ex-Officio
7. The Head of Library, Ex-Officio

The academic personnel include:

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

Program's Vision, Mission, and Goals

Program Vision

The vision of the BBA program at the Faculty of Business Administration is to be recognized as one of the best business programs in Lebanon with respect to teaching, research, and professional service.

Program Mission

The Mission of the Faculty of Business Administration is to prepare students with the knowledge, skills and abilities needed to become effective and responsible managers and leaders. The objective is to train graduates with the managerial capabilities and problem solving skills to excel as business leaders coupled with an appreciation for ethical conduct, social responsibility, and cultural diversity.

Program Objectives

The Bachelor of Business Administration program combines business and arts and sciences in an assiduous learning ecosystem that aims at nurturing deep analytical, creative, and technical skills counterbalanced by an emphasis on soft skills and ethical reasoning. The Bachelor of Business Administration program seeks to prepare students to excel within a variety of organizations (multinational, regional, small and medium, or family business organizations) and to differentiate themselves through a combination of strong professional skills, innovative leadership orientation and sensitivity to ethical conduct and social responsibility.

Program Learning Outcomes

Graduates of the Bachelor of Business Administration (BBA) degree are expected to:

- Build an array of professional and problem solving skills and demonstrate technical business competence across core functional business areas that allow them to address organizational issues and make sound business decisions.
Demonstrate a mastery of business, management and leadership knowledge and put these in practice through initiative and balanced judgment in professional practice and decision-making.
- Demonstrate competencies in effective communication, critical thinking, problem solving, qualitative and quantitative analysis, knowledge-based decision making, and ethical behavior.
- Demonstrate the fundamental skills of creating and managing innovation, new business development, and high-growth potential ventures.
- Demonstrate strong oral, relational and written communication skills that allow them to present and defend a clear, coherent and independent business proposition.
- Demonstrate responsibility and accountability in various aspects of decision making and professional practice and in their patterns of collaboration and interaction with internal and external stakeholders.

- Demonstrate sensitivity to diversity of organizational needs, values, behavioral norms, social patterns and stay attuned to various aspects of economic and social development.

Teaching and Learning Strategies

The methods of instruction include a combination of class lectures, reading assignments (that students need to prepare prior to coming to class), take-home assignments, case assignments, in-class assignments, in-class discussion, in addition to individual and group projects. The method of teaching at the Faculty of Business Administration is highly interactive with an aim to increase student achievement, have greater teacher efficiency, and achieve professional and collaborative lectures. Teaching and learning strategies include but are not restricted to: cognitive learning, deployment of graphic and audio-visual tools, applied learning, and thinking skills.

Assessment Methods

Evaluation and assessment of the student will be based on examination (drop quizzes, assigned quizzes, midterm, and final), assignments, papers, cases, projects, attendance, and class participation.

Ethics and Integrity

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

Cheating

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism exists when students claim as their own the work of others. Students, who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the course and are advised to thoroughly review the University's Student Code of Conduct.

Program's Academic Plan

Philosophy

The BBA program is for fresh University entrants interested in leading careers in the business world. The curriculum emphasizes both analytical and soft skill areas such as leadership, decision-making and ethical reasoning.

Admission to the Program

There is one admission deadline a year:

- Early admission for Fall 2015–16: April 15, 2015
- Regular Fall Semester admission 2015–16: July 15, 2015

Criteria for Admission to the BBA Program

Students admitted into the program are either sophomore to the BBA program through direct admission or through transfer from other faculties at the University.

Direct Admission

Direct admission applies to those students who are directly admitted from secondary school into the sophomore class at the Faculty of Business Administration. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

Transfer into the Faculty of Business Administration

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to the Faculty of Business Administration and work for a BBA degree. To be eligible for an internal transfer, the applicant must have completed at least 24 sophomore credits, he/she must not be on probation, and finally, he/she must have a minimum overall cumulative average of 70.

Final admissions decisions into the Faculty of Business Administration depend on the quality of eligible applicant pool and the number of available places for the term in question.

Academic Advisors

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The adviser communicates and embodies the culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

Course Load

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

Program Outline

The undergraduate program, leading to a BBA degree, requires students to complete 96 credit hours for those joining the University as sophomores.

Of the total 96 required credit hours:

- 16 credit hours are general University electives
- 59 credit hours are core business courses and include the following courses:
 - ACCO 201- Financial Accounting I
 - ACCO 301- Managerial Accounting I
 - BUSS 201- Statistical Techniques in Business
 - BUSS 202- Business Economics
 - BUSS 301- Business Law
 - BUSS 303- Business Communication
 - BUSS 304- Internship
 - BUSS 306- Career Planning
 - DCIS 201- Basics of Information Systems
 - DCIS 302- Managerial Decision Modeling
 - DCIS 303- Innovation
 - DCIS 304- Operations Management
 - ECON 201- Micro-Economics
 - ECON 202- Macro-Economics
 - EPLD 301- Entrepreneurship
 - FINA 202- Basics of Corporate Finance
 - MGMT 202- Principles of Management
 - MGMT 302- Strategic Management
 - MGMT 401- Business Ethics
 - MKTG 202- Principles of Marketing
- 21 credit hours are Business elective courses which could be completed in one of the following concentration areas:
 - Accounting
 - Finance
 - Management and Entrepreneurship
 - Marketing and Retail
 - Human Resources
 - Economics
 - Technology and Operations Management

Students need to take at least 6 courses in their core area in order to earn a Bachelor degree in a specific concentration. Students failing to concentrate in a specific area will earn a generic degree in Business Administration.

Degree Plan

DEGREE PLAN: BACHELOR OF BUSINESS ADMINISTRATION

Concentration Area:

- Accounting
- Finance
- Management and Entrepreneurship
- Marketing and Retail
- Human Resources
- Economics
- Technology and Operations Management

DEGREE PLAN (TOTAL: 96 CREDITS)

First Semester (17 Credits)		Crs.	Pre/co-requisites
ACCO 201	Financial Accounting I	3	
DCIS 201	Basics of Information Systems	3	
ECON 201	Micro-Economics	3	
BUSS 201	Statistical Techniques in Business	3	
	Elective General	5	
Second Semester (17 Credits)		Crs.	Pre/co-requisites
MKTG 202	Principles of Marketing	3	
FINA 202	Basics of Corporate Finance	3	ACCO 201
ECON 202	Macro-Economics	3	None
MGMT 202	Principles of Management	3	None
BUSS 202	Business Economics	3	ECON 201, BUSS 201
	Elective General	2	
Third Semester (17 Credits)		Crs.	Pre/co-requisites
ACCO 301	Managerial Accounting I	3	ACCO 201
BUSS 301	Business Law	2	None
BUSS 303	Business Communication	3	ENGL
EPLD 301	Entrepreneurship	3	None
DCIS 303	Innovation	3	None
	General Elective	3	
Forth Semester (16 Credits)		Crs.	Pre/co-requisites
DCIS 302	Managerial Decision Modeling	3	DCIS 201
MGMT 302	Strategic Management	3	Fourth Semester Standing
DCIS 304	Operations Management	3	DCIS 201
BUSS 306	Career Planning	3	BUSS 301
	General Elective	4	

Summer (3 Credits)		Crs.	Pre/co-requisites
BUSS 304	Internship	3	FINA 202, MGMT 202, MKTG 202, DCIS 201

Fifth Semester (14 Credits)		Crs.	Pre/co-requisites
MGMT 401	Business Ethics	3	
	Business Elective 1	3	Fifth Semester Standing
	Business Elective 2	3	Fifth Semester Standing
	Business Elective 3	3	Fifth Semester Standing
	General Elective	2	Fifth Semester Standing

Sixth Semester (12 Credits)		Crs.	Pre/co-requisites
	Business Elective 4	3	Sixth Semester Standing
	Business Elective 5	3	Sixth Semester Standing
	Business Elective 6	3	Sixth Semester Standing
	Business Elective 7	3	

Internship Requirements and Guidelines

All BBA students are required to complete the summer internship (Summer following the second year). Students must provide the Faculty with an employer's acceptance. Requirements for students applying for the internship program include: ACCO 201- Financial Accounting I (3 cr.), DCIS 304- Operations Management (3 cr.), FINA 202- Basics of Corporate Finance (3 cr.), DCIS 201- Basics of Information Systems (3 cr.), MKTG 202- Principles of Marketing (3 cr.), MGMT 202- Principles of Management (3 cr.) in addition to being second year standing, having completed at least 38 credit hours by the time of the internship.

INTERNSHIP GUIDELINES

- Internship duration is two months during the Summer (usually between June 15 and August 31).
- Students must comply with the working hours and days of the host company.
- Working days in the week must not be less than 5.
- A faculty member from the Faculty of Business Administration will supervise the student throughout the internship period.
- The internship is graded and the grade is 1) based on both the direct work supervisor and the faculty supervisor 2) part of the student's overall GPA.

Graduation Requirements

Graduation requirements for the Bachelor of Business Administration (BBA) are the following:

- A student must have completed a minimum of six semesters beginning with the sophomore class.
- A student must complete his degree in a maximum of six calendar years. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Business and the Curriculum Committee for an extension
- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70.
- Completion of a minimum of 96 credits for students who enter as sophomores.
- Completion of 59 credits in business core courses and 21 credits in electives in a business concentration area. Students must achieve a cumulative average of at least 70 in these 80 credits.
- 16 credits of general University electives.
- The 18 credits in the concentration area must be completed with a cumulative average of at least 70 for a student to graduate with a concentration.
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses.

Dismissal and Readmission

Students are advised to refer to the University Academic Information Section in the University Catalogue.

After evaluation of the student's coursework, transfer credits will be considered. The student must achieve a minimum grade equivalent to 70 in each of the courses for which transfer of credits may be granted.

Failing and Repeating Courses

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

Incomplete

Students are advised to refer to the University Academic Information Section in the University Catalogue. If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the Faculty of Business Administration.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Examinations and Quizzes

All courses have final examinations, unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Business Administration. Final exams need to be taken by all students in order for them to pass a course.

There are no make-up exams for midterms are allowed. If a student misses the midterm exam, he/she will receive a zero. Furthermore, no shift in weight to the final exam is allowed. This midterm exam policy should be stated clearly in the syllabus of the course.

Business Courses: credits and prefixes

Every business course is assigned a number of credit hours that is equivalent to the total number of hours of classroom teaching.

All Business courses have prefixes according to the following:

- Business (BUSS)
- Accounting (ACCO)
- Finance (FINA)
- Management (MGMT) and Entrepreneurship (EPLD)
- Marketing and Retail (MKTG)
- Economics (ECON)
- Human Resource Management (HRMT)
- Technology and Operations Management (DCIS)

A detailed description of courses under each discipline is available in the following section.

Course Descriptions

CORE COURSES

ACCO 201- Financial Accounting I (3 cr.)

This course constitutes an introduction to financial accounting. It focuses on the preparation of financial statements using IFRS. It mainly covers technical concepts including the accounting cycle and the financial statements within an applied learning environment and in consideration of ethical issues involving financial reporting.

DCIS 201- Basics of Information Systems (3 cr.)

This course constitutes an introduction to management information systems. It is designed to introduce students to the fundamental concepts and principles of Information technology and information systems. It demonstrates the importance of integrating information technology into work processes at the organization level, and its added value for the business and its clients. It covers topics related to competitiveness, functional information systems, e-commerce and supply chain systems, business intelligence systems, and systems development.

BUSS 201- Statistical Techniques in Business (3 cr.)

This course introduces applied statistics for business and management covering topics of estimation; hypothesis testing; analysis of variance; simple regression and correlation; multiple regression; introduction to nonparametric statistics; and goodness of fit tests and contingency analysis. The course also emphasizes the use of spreadsheets and interpretation of the output of analysis.

ECON 201- Micro-Economics (3 cr.)

This course provides an introduction to the principles of microeconomics including the operation of market economy and the allocation of a society's scarce resources. The course considers how individuals and firms make their consumption and production decisions and how these decisions are coordinated in addition to the laws of supply and demand, the theory of the firm and its components, production and cost theories and models of market structure. The course discusses various causes of market failure and highlights public policies geared towards correcting market failures.

MKTG 202- Principles of Marketing (3 cr.)

This course constitutes an introduction to marketing principles. It introduces principles and problems of marketing goods and services. Provides an overview of marketing concepts including marketing inputs in strategic planning, global marketing, marketing research, analysis of buyer behavior, market segmentation and positioning, and development of the marketing mix elements.

FINA 202- Basics of Corporate Finance (3 cr.)

This course constitutes an introduction to corporate finance. It focuses on the time value of money, discount cash flows, capital budgeting decisions, capital structure and the cost of capital in addition to dividend policy and financial statements analysis within an applied learning environment and in consideration of ethical issues involving financial reporting.

ECON 202- Macro-Economics (3 cr.)

This course covers topics related to macroeconomic theory and policy in a framework that includes interaction of labor, money, and goods and services markets. It also demonstrates how the levels of economic activity, employment and rates of interest are jointly determined. The framework is then used to examine how the implications of policies set by the central bank and the government on economic growth and development.

MGMT 202- Principles of Management (3 cr.)

This course offers an introduction to the basic management principles and foundations of management. It explores essential management concepts, theories, models, tools, processes and techniques that managers utilize in their day-to-day practice to ensure the success and survival of their organizations. Main topics covered include management history and evolution, motivation, decision-making, leadership, managing groups and teams, and human resource management. In addition to introducing theories, concepts and tools that are needed to manage various organizations of different vocations (private, public, for profit, NGO, governmental and others), this course sensitizes students to the practical aspects of leadership and management. This allows students to gain a fuller understanding of the discipline of management and organizational behavior, and prepare for their role as future managers and leaders.

BUSS 202- Business Economics (3 cr.)

This course covers topics related to economics from a business perspective. It uses economic theory in addition to mathematical and statistical techniques to examine managerial decision making subject to constraints. The topics covered include Topics covered include optimization techniques, goals of the firm, demand, production, and cost theories and estimation, pricing and output determination under different market structures, game theory, and pricing in practice in addition to forecasting and measurement.

ACCO 301- Managerial Accounting I (3 cr.)

This course covers topics related to costing, break-even analysis, and budgeting from a business decision-making perspective. It discusses cost behavior, costing systems, break-even analysis, in addition to the preparation of budget and variance analysis.

BUSS 301- Business Law (2 cr.)

This course constitutes an introduction to the Lebanese Commercial Law in addition to the laws related to the capital markets. It covers topics related to the various forms of business in Lebanon in addition to the related legal requirements, corporate governance, securities, corporate set-up and restructuring, joint ventures, distribution and licensing, in addition to commercial representation.

BUSS 303- Business Communication (3 cr.)

This course aims at enabling students to understand the role of communication in the business environment. It also allows students to identify the most effective methods for preparing and delivering an effective oral business presentation. It also develops their skills in writing business documents (letters, memos, reports) using proper style, organization and format.

EPLD 301- Entrepreneurship (3 cr.)

This course is an introductory course to entrepreneurship. It covers issues related to the nature and importance of entrepreneurship; forms of entrepreneurship; the entrepreneurial process; the entrepreneurial mind; creativity, ideas and innovation; screening entrepreneurial opportunities; identifying resources to support entrepreneurial activities; intellectual property issues; accessing finance and other resources; the entrepreneurial team; assessing risk; business structure and ethics; entrepreneurial strategy; finding and reaching customers and marketing innovation; feasibility planning.

DCIS 303 – Innovation (3 cr.)

This course discusses issues related to individual and group creativity; barriers to creativity and approaches for overcoming these; methods for generating or recognizing ideas, alternatives or possibilities to solve commercial or operational problems; turning creativity into innovation that benefits the customer and the business venture; bringing creativity and innovation into the organization and building an environment to support these activities; creative scenarios for the future for the organization.

DCIS 302- Managerial Decision Modeling (3 cr.)

This course introduces spreadsheet-based tools and techniques of modern managerial decision-making. Models used to analyze complex problems taken from various functional areas of management are addressed; including finance, marketing, operations, and human resources. A broad range of analytical methods is covered, including linear programming, integer linear programming, non-linear programming, multi-objective decision analysis, decision trees, queuing and service models, and Monte Carlo simulation. The goal is to understand business decisions, trade-offs and associated outcomes depend on the underlying data. Software packages like Excel, Tree Plan, and Crystal Ball will be used.

MGMT 302- Strategic Management (3 cr.)

This course exposes students to the strategic management process of local, regional and multinational corporations. Emphasis will be placed on identifying the tools needed for strategic analysis of the firm and the industry and on comprehending the key strategic issues that managers face in managing corporations.

DCIS 304- Operations Management (3 cr.)

This course examines the role of Operations Management in supporting effective strategy execution and how it may be leveraged as a sustainable source of competitive advantage. Topics covered include, among others, operations strategy formulation, inventory control, scheduling, facility location and layout, quality management, and process and technology decisions. Manufacturing and service industry contexts are both considered, and OM versus Supply Chain Management is also discussed.

BUSS 306- Career Planning (3 cr.)

This course aims to provide an understanding of the strategic role that effective career planning and management plays in a successful career and life. Topics covered include self-assessment, decision-making, personality, career pathways, inter-personal communication and behavior, as well as social issues surrounding careers.

BUSS 304- Internship (3 cr.)

This course is an introduction to the professional practice. It involves a documented practical experience of a two-month's period in a professional firm that is approved by the Faculty.

MGMT 401- Business Ethics (3 cr.)

This course provides students with an overview of business ethics at the individual, organizational, and societal level. Issues such as corruption, sexual harassment, fair trade, fraud, whistle-blowing, corporate social responsibility, ethical norms, ethical values, environmental responsibility and many more will be examined both in the international as well as local Lebanese context. Ultimately, the course is designed to not only introduce students to a wide array of current ethical issues in business but to also foster skills related to critically analyzing the ethical and social dimensions of business-related problems in order to build more ethically-informed rationales for decision making.

ACCOUNTING ELECTIVE COURSES**ACCO 401- Financial Accounting II (3 cr.)**

This course builds on the introduction to financial accounting. Students will gain skills in reading, interpreting and applying accounting standards. The course is essential for all individuals exposed to financial information in the workplace including accountants, auditors, financial analysts, managers, bankers and oversight bodies involved in the preparation or use of company financial statements. It is also useful for those not wishing to become accountants but who plan to specialize in areas where accounting knowledge would be an advantage such as bankers and finance professionals, journalists, lawyers, and those interested in management positions including engineers and scientists.

ACCO 402- Financial Accounting III (3 cr.)

This course builds on the introductory and first intermediate course in financial accounting. Students will gain skills in reading, interpreting and applying accounting standards. It covers financial reporting issues relating to liabilities, ownership equity, selected financial reporting issues, and financial reporting disclosure. The course is essential for all individuals exposed to financial information in the workplace including accountants, auditors, financial analysts, managers, bankers and oversight bodies involved in the preparation or use of company financial statements. It is also useful for those not wishing to become accountants but who plan to specialize in areas where accounting knowledge would be an advantage such as bankers and finance professionals, journalists, lawyers, and those interested in management positions including engineers and scientists.

ACCO 403- Financial Accounting IV (3 cr.)

This course builds on intermediate financial accounting courses. It focuses on the theory and practice of corporate investments and transactions between the company and other parties. It covers more advanced topics in Financial Accounting including consolidation accounting, foreign currency transactions, translation of foreign currency denominated financial statements and not-for-profit accounting.

ACCO 404- Management Accounting II (3 cr.)

This course is an intermediate course in management accounting. It builds on material covered in Management Accounting I and examines many of the current issues in management accounting. Students are expected to have an appreciation and good understanding of the basic cost accounting concepts and techniques. While some firms still use traditional methods of management accounting such as costing, performance measurement and cost analysis, an increasing number of firms are using innovative management accounting techniques such as activity-based costing, strategically oriented performance measurement systems and strategic cost analysis. This course deals with many of the present-day management accounting techniques. Moreover, it also considers the skills and competencies that management accountants should develop in order to take advantage of the many opportunities offered by the new management accounting techniques.

ACCO 405- Internal Audit (3 cr.)

This course provides an understanding of the Internal Audit Function and introduction to fraud examination. It covers issues related to the nature of fraud, fraud prevention, fraud detection, different types of fraud, evidence phase of fraud examination, the internal audit role, and audit committees, coordinating the internal auditing function with the external auditor, designing and conducting an internal audit assignment.

ACCO 406- External Audit (3 cr.)

This course is an introduction to auditing and the professional responsibilities of a career in accounting. Topics include the discussion of the nature and purpose of the auditing function, auditing standards, the methodology of auditing, audit planning, the collection of audit evidence, audit reporting, and recent developments in auditing.

ACCO 407- Cost Accounting (3 cr.)

This course is an intermediate course in cost accounting. It includes an in-depth study of general purpose and special product costing systems; spoilage/rework and scrap; cost estimation; linear and non-linear CVP; production, quality, and pricing decisions; capital budgeting; operational budgeting; variance analysis; decentralization, segmented reporting, transfer pricing, performance evaluation, and incentive systems. Spreadsheet applications are used to reinforce some course concepts.

ACCO 408- Accounting Information Systems (3 cr.)

This course is an introduction to Accounting Information Systems: their role in organizations, particularly in support of strategic and operational decision-making and problem-solving, as well as operations support and management. Systems thinking; systems design & development; management perspectives on the IT support role to business (particularly security & ethics); trends, issues and concerns in IS; and end-user application software including spreadsheets, reporting, and database management, are studied and assessed. It emphasizes overall data flow systems emphasizing financial information and computerized systems for accounting.

ACCO 409- Taxation (3 cr.)

This course builds on the introduction to financial accounting. It covers issues and concepts related to the American Tax Code and its application as it relates to various tax entities. The course addresses important foundation tax concepts within a Lebanese context.

FINANCE ELECTIVE COURSES

FINA 401- Financial Markets and Institutions (3 cr.)

This course provides an introduction to the institutions, markets and securities that form the basis of modern financial and monetary systems. This course focuses on major financial markets, including the equity, money, bond, exchange rate and derivatives markets. The basics of financial instruments in these markets, such as bank bills, treasury bonds, futures and options are taught. Exposure to the tools of analyses and the roles and innovations of major financial institutions, e.g. the banks and non-banks, such as finance companies, building societies and credit unions, life and insurance companies and funds management companies.

FINA 402- Risk Management (3 cr.)

This course focuses on risk management in financial institutions within the Basel accords requirements. The course emphasizes on the identification, measurement and management of risk at Financial Institutions. It includes an overview of Basel Accords along with capital requirements calculation taking into consideration market, credit and operational risk. Basic quantitative analysis along with some legal and accounting issues are also considered.

FINA 403- Investment Management and Analysis (3 cr.)

This course focuses on financial theory and empirical evidence for making investment decisions. Topics include: portfolio theory; equilibrium models of security prices (including the capital asset pricing model and the arbitrage pricing theory); the empirical behavior of security prices; market efficiency; performance evaluation; and behavioral finance.

FINA 404- Investment Valuation (3 cr.)

This course analyses companies from a fundamental perspective in order to derive an intrinsic value for stock. It covers topics related to fundamental analysis, determination of growth, discount cash flows models including dividend discount models, free cash flow models and residual income models; relative valuation models including price-earnings and price-book multiples; valuation of private companies, start-up companies, companies with negative earnings and mergers and acquisitions.

FINA 405- Commercial Banking (3 cr.)

This course provides a comprehensive study of commercial banks and their role in the economy. The course emphasizes the practical application of business and economic principles as they relate to bank management and regulatory policy. Topics covered include banking history and regulation, consumer and commercial credit analysis, asset and liability management, risk management, loan policy, and money management services. Trends such as consolidation, on-line banking, internationalization, and project-line expansion are also addressed. The course also provides insights related to the history of banking, banking practices, laws in addition to an overview of role of Central bank as regulatory body and custodian of banking system in Lebanon.

FINA 406- Financial Statements Analysis (3 cr.)

This course provides an overview of financial statements analysis concepts and techniques. Financial statement analysis is designed to meet the needs of individuals who have sufficient background in accounting and finance. The course focuses on teaching managers and business analysts the skills to be able to understand the complexities of financial statements, and untangle important information that is not visible to the untrained eye. Being able to ask for and understand the appropriate financial information is important for financial analysts and individuals seeking, or already in, management positions at all levels of organizations.

FINA 407- Financial Modeling (3 cr.)

This course provides an overview of financial modeling concepts and techniques. The course deals with discrete time financial modelling of various financial assets, interest rates, exchange rates. It will deal with the hedging and valuation of financial products (derivative products), the modelling of yield curves and interest rate management. The emphasis will be on practical modelling, real world applications, conforming to market models used in the financial industry at the current time.

FINA 408- Startup Financing (3 cr.)

This course enables students to understand how new ventures obtain and manage finance. It enables students to plan, execute, and monitor a financial plan for a new venture, no matter whether this is in the context of a new business or in an existing organization. This course covers the financial planning process; financial reports; sensitivity analysis; sources of finance; types of finance; innovation in the finance markets; applicability of different finances to entrepreneurship.

FINA 409- Insurance Company Operations (3 cr.)

This course focuses on the study of management issues unique to insurance operations and companies from a functional perspective. The course covers the fundamentals of insurance company operations within the context of functional home and field office activities. The course also covers regulatory history and framework, as well as, Statutory/GAAP accounting and the various functional areas within the insurance operation.

FINA 410- Islamic Finance (3cr.)

Islamic finance is one of the fastest growing and most innovative financial disciplines in the international financial market. This course offers a clear and understandable examination of this dynamic area of finance. It will help students understand the fundamental principles underlying modern Islamic finance, as well as modern practices prevailing in this industry.

FINA 411- Islamic Capital Markets (3cr.)

This course will introduce students to important aspects of Islamic Capital markets, focusing on the relevance and importance of tradable securities, regulatory framework and Shariah principles that guide innovations in Islamic capital markets. Students will critically investigate the nature and types of securities in Islamic capital markets and examine the practical operations of issuance and trading of Islamic securities. They will also develop a working knowledge of the principles on which the Islamic financial markets operate and its application to the Islamic bond market, the Islamic equity market and Islamic financial instruments issued by corporations to raise capital.

MANAGEMENT AND ENTREPRENEURSHIP ELECTIVE COURSES

MGMT 402- Human Resource Management (3 cr.)

This course introduces students to the management of human resources in organizations. Students are exposed to human resource management strategies and practices and how to apply them in all types and sizes of organizations in the global environment. This course nurtures an understanding of the entire human capital management cycle as a major strategic asset, including the process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns

MGMT 403- International Management (3 cr.)

This course is an introduction to the principles of management in an international and fiercely competitive global environment. It provides an introduction to the management function in a global economy. Topics covered mobility and self-reinvention, and integration and differentiation in addition to cross-cultural diversity, complexity, and uncertainty. In other words, this course addresses the issue of successful management of people and operations in the international arena.

MGMT 404- Contemporary Issues in Human Capital Management (3 cr.)

This course addresses contemporary issues in 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. Main topics examined pertain to organizational culture, international HRM, diversity and work life balance, downsizing, employee participation, knowledge management, employment ethics, emotions at work, flexibility and workplace bullying.

MGMT 405- Organizational Behavior (3 cr.)

This course provides a micro-level analysis of behavior of individuals and groups within their organizations, and the influence that the environment has on such behavior patterns. Accordingly, the course helps individuals understand the different roles people play in the business firm irrespective of functional affiliation and to gain an appreciation and understanding of the entangled interplay and interactions between people, structure, environment, and other organizational dimensions.

MGMT 406- Managing Change and Innovation (3 cr.)

This course explores the importance of innovation to business success and considers current trends in technology, society, consumer expectations and the workforce. The course examines strategies for enabling innovation and overcoming obstacles to change. It presents the concept of a learning organization and links it to innovation through the facilitating role of transformational leadership.

EPLD 301- Entrepreneurship (3 cr.)

This course is an introductory course to entrepreneurship. It covers issues related to the nature and importance of entrepreneurship; forms of entrepreneurship; the entrepreneurial process; the entrepreneurial mind; creativity, ideas and innovation; screening entrepreneurial opportunities; identifying resources to support entrepreneurial activities; intellectual property

issues; accessing finance and other resources; the entrepreneurial team; assessing risk; business structure and ethics; entrepreneurial strategy; finding and reaching customers and marketing innovation; feasibility planning.

EPLD 405- Small & Medium Enterprise Management (3 cr.)

This course provides emphasizes managerial problems under the realm of small business including personnel, capital, location, marketing, accounting and legal issues, among others. Analysis of such problems related to management, organization, and operational issues will be tackled.

EPLD 406- New Business Venture (3 cr.)

The focus of this course is on the founding and development of new business organizations. Issues such as threats to survival of new firms, actions entrepreneurs may take to overcome them and successfully grow their venture, among others are tackled. The course also highlights key aspects related to new venture failures and success.

EPLD 407- Leadership in Organizations (3 cr.)

The focus of this course is to understand develop leadership in the context of organizations. Students will be able to identify and relate to the various theories and concepts of leadership and analyze the impact of effective leadership on organizational performance and growth.

EPLD 408- Leading Change (3 cr.)

This course examines the theoretical concepts and practices of leading change in organizational, community, social, and global contexts.

MARKETING AND RETAIL ELECTIVE COURSES

MKTG 401- Marketing Communications (3 cr.)

This course provides a comprehensive overview of promotion management and integrated marketing communications. In this course, students learn the importance of an effective Integrated Marketing Communication (IMC) strategy to enhance brand equity and the necessity of integrating the various marketing communication messages, themes and tools within an organization.

MKTG 402-Services Marketing (3 cr.)

This course provides a comprehensive overview of the characteristics of services and their marketing implications. Business school curricula have traditionally focused on the manufacturing sector of the economy. This course is designed to address the distinct needs and problems of service organizations in the area of Marketing. Topics include developing marketing strategies, creating value, pricing and promoting the service performance, and ensuring a positive customer experience

MKTG 403-International Marketing (3 cr.)

This course provides an overview of the scope and challenge of international marketing. Other than the basic principles of marketing, students in this course are exposed to international marketing topics including the cultural environment of global markets, the

dynamic environment of international trade, the importance of history and geography in designing international marketing strategies, the importance of understanding culture and cultural dynamics, the necessity of assessing global market opportunities, and developing and implementing a global marketing vision and strategies through effective international marketing research

MKTG 404-Consumer Behavior (3 cr.)

This course focuses on the customer as the key to market success. Topics covered include the roles of a customer, market values a customer seeks, determinants of customer behavior, the customer's mindset, customer decision-making, and customer-focused marketing.

MKTG 405-Public Relations (3 cr.)

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

MKTG 406-Marketing Research (3 cr.)

This course provides a thorough coverage of various marketing research tools along an applied orientation, including a systematic analysis of the steps comprising the marketing research process, starting with research problem definition and terminating with data collection, analysis, and presentation. Topics covered include qualitative methods for exploratory research design, descriptive research design, causal research design, questionnaire design, sampling design in addition to measuring and scaling.

MKTG 407-Electronic Marketing (3 cr.)

This course provides a thorough coverage of electronic marketing development and its impact on marketing transactions and management of organizations. Topics covered include e-marketing as an economic and strategic approach; business to business and business to consumer e-marketing; management of an E-marketing project; and financial, legal, and security issues.

MKTG 408-Retail Marketing (3 cr.)

This course aims to teach the students how to use marketing tools in the area of business, especially in retail companies. Methods such as gaining information through market research, marketing communications and tools like advertisement, sales promotion, direct marketing, PR are emphasized.

MKTG 409-Retail Management (3 cr.)

This course is designed to familiarize students with the principles and decisions involved in operating a retail firm. The course focuses primarily on Business-to-Consumer decision areas including consumer service decisions and focus on decisions about ownership, location, layout, organization, personnel, merchandise control, pricing, sales promotion, traditional and e-commerce marketing strategies, and channel development considerations. Additionally, the course takes a strategic or managerial perspective of retailing.

MKTG 410-Retailing and E- Commerce (3 cr.)

This course provides the student with a comprehensive view of retailing and an application of marketing concepts in a practical retail managerial environment. The course will analyze current multi-channel retail strategies among bricks-and-mortar and web-based firms. Retailing is changing today, and the successful business will know how to identify, adapt, and plan with the changes, without moving away from its core competencies. Issues such as the development of a retail format and its strategy, the analysis of a target market, demographic analysis related to site selection, retail personnel issues, and category management, buying, financial analysis, and pricing will be investigated.

ECONOMICS ELECTIVE COURSES

ECON 401-Intermediate Microeconomic Theory (3 cr.)

This intermediate microeconomics course builds on the principals learned in the introduction to microeconomic theory course and covers neo-classical economic theory, game theory, graphical analysis in the context of several simple models that approximate real-world economic dynamics, and quantitative optimization using calculus. These subjects and tools are intended to provide a foundation for students' emphasis in economics and aids students in understanding the elements that enter rational and optimal decision-making.

ECON 402-Intermediate Macroeconomic Theory (3 cr.)

This intermediate macroeconomics course builds on the principals learned in the introduction to macroeconomic theory course by focusing mostly on the standard topics of short-run macroeconomics, including income and employment determination, unemployment, inflation, exchange rates, balanced of payments, and monetary and fiscal policies. Furthermore, the course will apply these macro theories to current issues.

ECON 403-International Economics (3 cr.)

International Economics is a course that covers essential economic concepts relating to the international economy and important developments in the global economy. The economic theory emphasized in the class will give the student a better understanding of the foundations for international trade. Understanding this material will allow students to relate the importance of trade to political and cultural relations.

ECON 404-International Trade (3 cr.)

This course covers advanced topics in international trade, including classical comparative advantage, the theory of heterogeneous firms in trade, basics of trade policy, empirical work in international trade, and factor mobility.

ECON 405-Financial Economics (3 cr.)

This course aims to introduce students to a variety of topics related to finance theory. Students will study about asset pricing. Asset pricing focuses on the individual asset valuation and investment problem. The asset pricing topics include: time value of money, risk, CAPM, and valuation of stocks, bonds, and options. Students will also study corporate finance. Corporate finance focuses on capital financing and investment from the perspective of corporations. The corporate finance topics we will cover include project finance and investment, structure of

finance, agency costs, corporate governance, credit rationing, debt overhang, diversification, and asset collateralization.

ECON 406-Econometrics (3 cr.)

This course is an introduction to econometrics and is designed to give students a working knowledge of the statistical techniques used to analyze real-world economic data.

ECON 407-Financial Econometrics (3 cr.)

In this course, students will acquire the knowledge needed to manage financial time series data and the essentials of financial econometrics. Students will attain knowledge needed to develop models and analysis of business and financial time series. Students will accordingly learn to assess market risk, credit risk, and to study methods for calculating Value at Risk (VaR) and expected shortfall.

ECON 408-Economic Growth (3 cr.)

This course examines contemporary theories of economic growth and empirically applies them to panels of present day developing and industrialized countries, and to the historical evolution of individual countries and groups of countries. Topics include inter alia neoclassical growth models, population and growth, the economics of ideas, endogenous growth models, institutions and growth, and political systems and growth.

ECON 409-Cost Benefit Analysis (3 cr.)

This course will provide students with an understanding of the principles and practice of benefit cost analysis. Students will learn how to develop and apply benefit cost techniques to evaluate public policies and specific projects. Topics include standard benefit cost analysis techniques, long term discounting, analysis in the presence of uncertainty, sensitivity analysis, and distributional concerns.

ECON 410- Micro-Econometrics (3 cr.)

This course seeks to deepen students' understanding of basic econometric theory and applications, and to expand their knowledge to include more advanced theory and techniques designed to overcome problems frequently encountered in applied micro-econometric work. Specific topics to be covered, after a review of the basic OLS approach and assumptions, include: instrumental variables, estimating systems of equations, panel data models, maximum likelihood and generalized method of moments estimation, and discrete response models.

ECON 411-Macro-Econometrics (3 cr.)

The objective of this course is to study econometrics as it is applied in modern macroeconomics. The focus is on time-series econometrics. Although there is some discussion of econometric theory, most of the emphasis is on applied time-series econometrics. The text book contains a large number of solved problems. The lectures discuss many of those examples in more detail, as well as present additional examples.

Human Resources Elective Courses

MGMT 402- Human Resource Management (3 cr.)

This course introduces students to the management of human resources in organizations. Students are exposed to human resource management strategies and practices and how to apply them in all types and sizes of organizations in the global environment. This course nurtures an understanding of the entire human capital management cycle as a major strategic asset, including the process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns.

EPLD 407- Leadership in Organizations (3 cr.)

The focus of this course is to understand develop leadership in the context of organizations. Students will be able to identify and relate to the various theories and concepts of leadership and analyze the impact of effective leadership on organizational performance and growth.

HRMT 401- Strategic Human Resource Management (3 cr.)

This course introduces students to the design and execution of human resource management strategies. This course has two central themes: (1) How to think systematically and strategically about aspects of managing the organization's human assets, and (2) What really needs to be done to implement these policies and to achieve competitive advantage.

HRMT 402- Staffing (3 cr.)

This course seeks to develop the conceptual understanding and skills related to the design, development and evaluation of staffing strategies and techniques. Emphasis is placed on techniques and procedures; however, theoretical and empirical research will be covered in order to provide the student with an appreciation of the state-of-the-art in the field. Further, the linking of staffing activities to strategic organizational goals is an important theme.

HRMT 403- Compensation and Benefits (3 cr.)

This course is intended to provide students a theoretical understanding of the methods and implications of compensation and hands-on experience designing a compensation plan. This course is designed to provide the skills needed to obtain employment as an entry-level compensation specialist in an organization.

HRMT 404- Training and Development (3 cr.)

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 a different training and development activities, and evaluate training and development programs.

HRMT 405- International HR Management (3 cr.)

The objective of this course is to help students gain insight into and appreciation for the complexities and differences of operating a business in an international context of HRM. It explores the economic drivers of international business management, the strategic orientation of organizations in capturing these economic benefits, and the role of human resource management in ensuring that human capital can be functional and sustainable, even given the very dynamic context of international relations. This course will help students

compare and contrast operations of domestic versus international businesses and how business practices need to be adapted to operate successfully in foreign markets.

HRMT 406- Talent Management (3 cr.)

This course will examine the strategies and tools that human resource professionals use to create organizational excellence by identifying and retaining high quality talent. It will look at the creation of technological strategies to recruit talent and systems of personal/professional development to grow the organization. This course will also explore promotion and cross-functional systems that will strengthen the organization as well as retention strategies to promote and reward high quality talent. Students will engage in various activities intended to illustrate and practice the skills involved in implementing talent management systems.

HRMT 407- HRM Challenges in the Middle East (3 cr.)

This course tackles contemporary issues and challenges facing human resource management professionals in the Middle East region. The course addresses potentially striking internal and external challenges that may face HR practitioners, including organizational culture and myopic CEOs, organizational structure, and short term strategizing but also external challenges relating to peculiarities of labor laws and socio-cultural norms and how they can affect HR practice.

HRMT 408- Human Capital Analytics (3 cr.)

Leading companies are using Human Capital Analytics for workforce reporting and to help make better, more informed decisions about their human capital. There is a continuum of the value that analytics bring to an organization: basic data reporting, benchmarking and advanced reporting, survey analytics and predictive analytics. Organizations are looking for a Human Resource professional who can improve their impact on the business by using the latest analytical tools and techniques.

This course will focus on developing a foundation in statistical techniques and data management using IBM-SPSS. The course will explore workforce reporting and the analytics traditionally used to improve decision-making.

TECHNOLOGY AND OPERATIONS MANAGEMENT ELECTIVE COURSES

DCIS 401- Business Development (3 cr.)

This course aims at anyone who needs to assess possible business opportunities including possible project management opportunities that are mainly, but not exclusively, based on an innovative technological concept. Rapid screening techniques are introduced, which will address the underlying business concept, the base technology, benefits to customers, potential markets, financial feasibility, risk and benefits to the organization and the next steps to be taken. Opportunity screening protocols will be treated in depth and a comprehensive venture - screening guide will be developed during the course. The course covers all the key elements of a feasibility study for a new enterprise.

DCIS 402- Supply Chain Management (3 cr.)

This course is an introduction to important decision areas in operations and supply chain management. Modelling and analytical skills will be developed and supporting techniques/

tools will be introduced using spreadsheets. Common qualitative and quantitative aspects of supply chain management will be discussed.

DCIS 403- Systems and Quality Management (3 cr.)

This course covers the principles for delivering quality products and services that have value for both external and internal customers, while reducing waste throughout the system.

DCIS 404- Pricing and Revenue Management (3 cr.)

This course focuses on how firms can use effective pricing and capacity management tools to generate maximum value from any disparity between supply and demand, which will ultimately result in higher profits in competitive markets. The course tackles issues of pricing, sales, and product design decisions and is founded on model-building, and constrained optimization techniques implemented through Excel and Solver.

DCIS 405- Simulation Modeling (3 cr.)

In this course, students learn how corporations are valued and the major analytical tools that are used. Students learn to build financial statement projection models with income statement projections, balance sheet, automated cash flow statement and the balancing cash flow sweep / debt schedule. The students will also learn to analyze and compare publicly traded companies from a relative valuation perspective, focusing on current market valuation and trading multiples. The course will focus also on the mergers and acquisitions process, the basics of deal structures, and covers the main tools and analyses that M&A investment bankers and acquirers utilize. Emphasis is placed on allowing students to become experts in Excel.

DCIS 406- Data Analytics (3 cr.)

This course introduces applied data mining techniques including data processing and a set of data analytics tools related to predictive modeling such as classification and regression trees, logistic regression, artificial neural networks and other techniques. Students will learn how to use these tools to provide practical solutions to problems faced by today's businesses. They will gain knowledge on how to improve decision making by adopting data analytics approach.

DCIS 407- Technology and Innovation Management (3 cr.)

This course's objective is allow students to function as knowledgeable participants in the technology and innovation management decision-making of organizations. The emphasis is on achieving market and organizational excellence through dual attention to strategic and operational issues of technology and innovation management.

DCIS 408- Business Information System (3 cr.)

This course aims at providing the students with an overall knowledge of business organizations and their structure. The unit will cover all the steps from business strategy to operational planning and financial systems. The internal processes of a business organization will be described with an emphasis on how they work together to achieve the financial and physical goals of the business.

DCIS 409- Management of Service Operations (3 cr.)

This course aims to examine concepts, tools and techniques used in the management of service operations. The course focuses on how firms add value and compete with high quality and efficient services. The course also emphasizes the use of models for designing new services and improving the effectiveness of service processes. Studies the application of technology in the context of productivity, growth and the globalization of services are also tackled.

FACULTY OF ARCHITECTURE

The Bachelor of Architecture and the Bachelor of Interior Design programs at the Faculty of Architecture offer students a professional degree that qualifies them to practice architecture and Interior Design. The programs take into consideration country and institutional requirements and characteristics such as recognition by the Ministry of Higher Education, registration in the Syndicate of Engineers, as well as offerings at the University.

Organization and Governance

The Faculty Architecture is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished architecture and interior design leaders, opinion leaders, and/or political figures who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the Provost and the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the architecture community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Architecture is composed of the officers and the academic personnel of the Faculty. The Officers include the following:

1. The President of the University
2. The Provost, Ex-Officio
3. The Dean of the Faculty
4. The Associate Dean for the Faculty
5. The Registrar of the University, Ex-Officio
6. The Director of Admissions, Ex-Officio
7. The University Librarian, Ex-Officio

The academic personnel include:

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

Faculty's Vision, Mission, and Goals

Faculty Vision

The vision of the Faculty of Architecture is to be recognized as one of the best Architecture and Interior Design programs in Lebanon with respect to teaching, research, and professional service.

Faculty Mission

The mission of the Faculty of Architecture is to train competent architects and interior designers with a sense of creativity grounded in scientific rigor and technical knowledge who

are able to design and manage architectural and interior design projects that fit the needs of the natural, economic and social environment.

Faculty Overview and Goals

The Bachelor of Architecture and Bachelor of Interior Design programs aim at graduating highly skilled professional architects and interior designers who are dedicated to advance the field and the practice of architecture and interior design in Lebanon and the region. The programs instill in students a sense of responsibility for the built environment and the sustainability of natural resources. Founded on strong technical pillars, the Faculty seeks to offer students professional degrees that will enable them to become leaders in architectural and interior design practices.

Faculty Learning Outcomes

Graduates of the Bachelor of Architecture and Bachelor of Interior Design are expected to:

- Build an array of technical and organizational skills that allow them to conceive and manage large architectural and interior design projects, during all stages of the building process –briefing, design, construction, reception and management.
- Master an integrated approach to the built environment, in its physical and socio-cultural dimensions and excel in the management of complex building projects as well as in the consideration of environmental, social, cultural, technological and urban factors related to architecture.
- Demonstrate strong architectural, interior design, scientific and technical knowledge, coupled with a solid background in project methodology, building construction techniques and architectural design.
- Demonstrate strong oral, relational and written communication skills that allow them to manage efficiently team working conditions and defend publicly their proposals.
- Demonstrate an ability to utilize and integrate cutting edge building technology in architectural design and practice.
- Demonstrate an ability to employ architectural research methods including data collection and analysis to assess and propose improvements in existing built environments.
- Demonstrate an ability to work collaboratively with teams of project managers, architects and various interdisciplinary design teams involved in the building and construction industry.
- Demonstrate an ability to recognize diversity of needs, values, behavioral norms, social patterns and stay attuned to various aspects of the natural, economic and social environment in their practice and action.

Teaching and Learning Strategies

The methods of instruction include a combination of class lectures, reading assignments (that students need to prepare prior to coming to class), take-home assignments, in-class assignments, and studio hours that provide the students with enough information to develop their projects, drawings and reports. The method of teaching at the Faculty of Architecture is highly interactive aided with professional and collaborative lectures that aim to increase student achievement and have greater teacher efficiency. Teaching and learning strategies include, but are not restricted to: cognitive learning, deployment of graphic and audio-visual tools, applied learning, thinking, and design skills.

Assessment Methods

Evaluation and assessment of the student will be based on examinations, (drop quizzes, assigned quizzes, midterm, and final), projects, assignments, papers, attendance, and class participation.

Ethics and Integrity

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

Cheating

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism exists when students claim as their own the work of others. Students, who fail to properly credit ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the academic process and are advised to thoroughly review the University's Student Code of Conduct.

Programs' Academic Plan

Philosophy

The Architecture and interior design programs are tailored for fresh university entrants interested in leading careers in the architecture and interior design.

Admission to the Programs

There is one admission deadline a year:

- Early admission for Fall 2015–16: April 24, 2015
- Regular Fall Semester admission 2015–16: July 24, 2015

Criteria for Admission to the Architecture and Interior Design programs

Students admitted into the programs are either sophomore to the Architecture or Interior Design programs through direct admission or through transfer from other Faculties.

Direct Admission

Direct admission applies to those students who are directly admitted from secondary school into the sophomore class at the Faculty Architecture. Students are advised to review the

Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

Transfer into the Faculty of Architecture Administration

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to the Faculty of Architecture and work for an Architecture or Interior Design degree. To be eligible for an internal transfer, the applicant must have completed at least 24 credits, he/she must not be on probation, and finally, he/she must have a minimum overall cumulative average of 70.

Final admissions decisions into the Faculty of Architecture depend on the quality of eligible applicant pool and the number of available places for the term in question.

Academic Advisors

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The adviser communicates and embodies the culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

Course Load

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

Program Description and Outline

The Faculty of Architecture grants students who successfully complete its requirements (170 credits) a Bachelor of Architecture and (120 credits) a Bachelor of Interior Design. The program spreads over a period of 5 years for Architecture and 4 years for Interior Design. Each year is composed of semesters (Fall and Spring). The courses are designed to meet the objectives of the program in shaping focused and highly skilled architects and interior designers who are ready to practice their profession upon graduation.

Dismissal and Readmission

Students are advised to refer to the University Academic Information Section in the University Catalogue. After evaluation of the student's coursework, transfer credits will be considered. The student must achieve a minimum grade equivalent to 70 in each of the courses for which transfer of credits may be granted.

Failing and Repeating Courses

Students are advised to refer to the University Academic Information Section in the University Catalogue. If a student fails to fulfill the graduation requirements pertaining to cumulative

grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

Incomplete

Students are advised to refer to the University Academic Information Section in the University Catalogue. If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the Faculty of Architecture.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Examinations and Quizzes

All courses have final examinations, unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Architecture. Final exams need to be taken by all students in order for them to pass a course.

There is no make-up exams for midterms. If a student misses the midterm exam, he/she will receive a zero. Furthermore, no shift in weight to the final exam is allowed. This midterm exam policy should be stated clearly in the syllabus of the course.

Bachelor of Architecture

Of the total 170 required credit hours:

- 14 credit hours are general university electives
- 138 credit hours are core Architecture courses and include the following courses:

- ARCH 201 Basic Design I
- ARCH 202 Basic Design 2
- ARCH 203 Technical Drawing
- ARCH 204 Architectural Drawing & Perspective
- ARCH 205 Architectural Communication
- ARCH 206 Statics & Mechanics of Materials
- ARCH 207 World History of Architecture I
- ARCH 208 World History of Architecture II
- ARCH 301 Architectural Design I
- ARCH 302 Architectural Design II
- ARCH 303 Structural Mechanics and Analysis
- ARCH 306 Building Structures and Seismic Design
- ARCH 307 Building Construction I
- ARCH 310 Computer Aided Design I

ARCH 312 Building Construction II
ARCH 401 Architectural Design III
ARCH 402 Architectural Design IV
ARCH 403 Theory of Contemporary Architecture
ARCH 405 Basics of climate responsive design
ARCH 406 Urban Planning I
ARCH 407 Computer Aided Design II
ARCH 408 Professional Practice
ARCH 410 Islamic Architecture
ARCH 501 Architectural Design V
ARCH 503 Building Envelope
ARCH 504 Architectural Design VI
ARCH 505 Construction planning
ARCH 506 Islamic Architecture and the Environment
ARCH 508 Building Codes and Laws
ARCH 510 Advanced structures
ARCH 601 Final Year Project I
ARCH 602 Final Year Project II

- 18 credit hours are Architecture elective courses that can be chosen from the following courses:

ARCH 507 Environmental Systems I
ARCH 509 Landscape Architecture
ARCH 511 Intermediate Architectural Photography
ARCH 603 Environmental Systems II
ARCH 606 Evolution of Architecture in Lebanon
ARCH 607 Architecture and Culture
ARCH 608 Architectural conservation
ARCH 609 Urban Planning II
ARCH 610 Surveying
ARCH 611 Islamic Palaces and Culture
ARCH 612 Modern Concepts of Architecture and Urban Design
ARCH 615 Parametric Design
ARCH 613 Contemporary systems and methods
ARCH 617 Structural Technology I
ARCH 618 Structural Technology II
ARCH 620 Design in Real Estate Development

Degree Plan (Total : 170 Crs.)

FIRST YEAR

First Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 201	Basic Design I	6	
ARCH 203	Technical Drawing	3	
ARCH 205	Architectural Communication	3	
ARCH 207	World History of Architecture I	3	
	General Elective	3	

Second Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 202	Basic Design II	6	ARCH 201
ARCH 204	Architectural Drawing & Perspective	3	
ARCH 206	Statics & Mechanics of Materials	3	
ARCH 208	World History of Architecture II	3	ARCH 207
	General Elective	3	

SECOND YEAR

Third Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 301	Architectural Design I	9	ARCH 202
ARCH 303	Structural Mechanics & Analysis	3	ARCH 206
ARCH 307	Building Construction I	3	
	General Elective	3	

Fourth Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 302	Architectural Design II	9	ARCH 301
ARCH 306	Building Structure & Seismic Design	3	ARCH 303
ARCH 310	Computer Aided Design I	3	
ARCH 312	Building Construction II	3	ARCH 307

THIRD YEAR

Fifth Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 401	Architectural Design III	9	ARCH 302
ARCH 403	Theory of Contemporary Architecture	3	ARCH 207, ARCH 208
ARCH 405	Basics of Climate Responsive Design	3	
ARCH 407	Computer Aided Design II	3	ARCH 310

Sixth Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 402	Architectural Design IV	9	ARCH 401
ARCH 406	Urban Planning I	3	
ARCH 408	Professional Practice	3	ARCH 304
ARCH 410	Islamic Architecture	3	

FOURTH YEAR

Seventh Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 501	Architectural Design V	6	ARCH 402
ARCH 503	Building Envelope	3	ARCH 405
ARCH 505	Construction Planning	3	
	General Elective	3	
	Faculty Elective 1	3	

Eighth Semester (17 Credits)		Crs.	Pre/co-requisites
ARCH 504	Architectural Design VI	6	ARCH 501
ARCH 506	Islamic Architecture and the Environment	3	ARCH 410
ARCH 508	Building Codes and Laws	3	ARCH 302
ARCH 510	Advanced Structures	3	
	General Elective	2	

FIFTH YEAR

Ninth Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 601	Final Year Project I	6	Year 5 Standing
	Faculty Elective 2	3	
	Faculty Elective 3	3	
	Faculty Elective 4	3	

Tenth Semester (18 Credits)		Crs.	Pre/co-requisites
ARCH 302	Architectural Design II	9	ARCH 301
ARCH 306	Building Structure & Seismic Design	3	ARCH 303
ARCH 310	Computer Aided Design I	3	
ARCH 312	Building Construction II	3	ARCH 307

Internship Requirements and Guidelines

All Architecture students are required to complete the summer internship (Summer following the third year). Students must provide the Faculty with an employer's acceptance.

Normally, internships are assigned and/or allocated by the internship and placement officer. However, students may solicit their own internships.

Internship Guidelines

- Internship duration is two months during the Summer (usually between June 15 and August 31).
- Students must comply with the working hours and days of the host company.
- Working days in the week must not be less than 5.
- A faculty member from the Faculty of Architecture will supervise the student throughout the internship period.
- The internship is graded and the grade is 1) based on both the direct work supervisor and the faculty supervisor 2) part of the student's overall GPA.

Graduation Requirements

Graduation requirements for the Bachelor of Architecture are the following:

- A student must have completed a minimum of 10 semesters beginning with the sophomore class.
- A student must complete his degree in a maximum of seven calendar years. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Architecture Academic and Curriculum Committee for an extension.
- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70.
- Completion of a minimum of 170 credits for students who enter as sophomores completion of a minimum of 96 credits for students who enter as sophomores.
- Completion of 138 credits in architecture courses and 18 credits in architecture electives. Students must achieve a cumulative average of at least 70 in these 156 credits.
- At least 14 credits of general university electives.

When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses.

Architecture Courses

All Architecture courses have prefixes according to the following: ARCH

A detailed description of courses under each discipline is available in the following section.

CORE COURSES

ARCH 201 Basic Design I (6 cr.)

This course introduces students to design and design principles, definition elements, general and special frameworks through which architecture design composition is set. It explores the fundamental principles and elements of design: form, space, composition, systems, context, imagery, functional and structural organizations and is intended to introduce students to the field of design through basic design principles and the cultivation of foundation studio skills.

ARCH 202 Basic Design 2 (6 cr.)

A design studio focused on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships. This course combines architectural basics and concepts by developing student knowledge on new perspectives and introducing the requirements of human beings, their life and the environment, in addition to the methods of interpretation into architectural entities.

ARCH 203 Technical Drawing (3 cr.)

This course tackles descriptive geometry and graphic communication in architecture. The course introduces students to freehand drawing with special emphases on practicing with pencil. Students learn to use drawing tools and acquire techniques of representation of 3D and space on 2D surfaces, including orthogonal (plans, sections and elevations), paraline (axonometrics and isometrics), and perspective drawings. Students will be able to apply these principles through a series of projects characterized by depth of expression. Emphasis continues on the development of process drawing and model-building skills to explore design ideas.

ARCH 204 Architectural Drawing & Perspective (3 cr.)

This studio course is an introduction to the visual representation of the built environment. Students learn the skills of pictorial conventions and are introduced to the historical specificity and theoretical assumptions that underlie them. Students learn the architectural drawing techniques behind different presentation methods, basic geometric drawing and architectural lettering, types of lines used in architectural drawing, in addition to techniques, geometrical and perspective projections for different bodies, three dimensional drawings, isometrics, axonometric, shade, shadow, and perspective (interior and exterior).

ARCH 205 Architectural Communication (3 cr.)

This course focuses on architectural examples and is designed to equip students with a range of basic tools that enable dissemination of their design studio thinking and propositions. It comprises four components: Technical illustration, freehand illustrations, architectural computing, and architectural modeling.

ARCH 206 Statics & Mechanics of Materials (3 cr.)

This course seeks to develop informed intuition for structures by emphasizing underlying

concepts and synergy of form and structure and encourage creative design integration. The course also aims to convey material sufficiently rigorous for effective communication with engineers, and analyzing of basic structures.

ARCH 207 World History of Architecture I (3 cr.)

This course presents an overview of the history of architecture from the Prehistoric period through the 16th century from a global perspective. It is based on a five-part structure to ensure complete coverage.

ARCH 208 World History of Architecture II (3 cr.)

This course presents an overview of the history of architecture from the 16th century to the present from a global perspective. It is based on a five-part structure to ensure complete coverage.

ARCH 301 Architectural Design I (9 cr.)

A design studio focused on the development of analytical and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships, in addition to essential elements of form and space and the principles of their design.

ARCH 302 Architectural Design II (9 cr.)

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. The main purpose of this course is to develop the students' visualization and technical skills in what pertains to the quantitative and functional aspects of design problems, and aid them in evolving solutions based on the aesthetic and expressive values. This involves the study of the perceptual and spatial characteristics of geometric solids and volumes, while utilizing these various modifications to best suite basic architectural spatial solutions.

ARCH 303 Structural Mechanics and Analysis (3 cr.)

This course is an introduction to column design and buckling; cable design; and physical properties of various materials used in construction: timber, steel, aluminum, copper and others. Deformation of structural elements under loads using moment area and conjugate beam method are also addressed. Indeterminate structures by approximate methods; design and selection of the structural elements according to loads applied with practical assignments: selection of materials and pre-dimensioning the structure elements.

ARCH 306 Building Structures and Seismic Design (3 cr.)

This course seeks to develop students' understanding of building structures and selection criteria for appropriate systems; in addition to integration of structures with architectural objectives; conceptual design of structures for gravity and lateral wind and seismic loads.

ARCH 307 Building Construction I (3 cr.)

This course deals with the response of building envelopes to surrounding environmental factors; covering in detail the components of the envelope: floors, walls, doors, windows, and roofs of all types. This course is also an introduction to construction detailing.

ARCH 310 Computer Aided Design I (3 cr.)

This course introduces the general use of computers and file management. It covers 2D drawing using several graphics software programs to enable students to execute various 2D architectural drawings

ARCH 312 Building Construction II (3 cr.)

A combined Lecture and Studio course consisting of: recent building technologies, materials, finishing work and materials, and the methods, contents, and presentation of professional construction documents including execution drawings, details and schedules. Building components such as floors, roofs, walls, doors, windows, and stairs will be addressed.

ARCH 401 Architectural Design III (9 cr.)

This course introduces students to new problems in design. It strengthens their knowledge in designing multifunction projects and equips them with profound knowledge about solving problems in design process like: site slope, parking and other issues. This is achieved through design methods, principles, and models making.

ARCH 402 Architectural Design IV (9 cr.)

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. The main purpose of this course is to introduce students to design multi-function buildings with special emphases on circulation and three-dimensional images. This is achieved through design principles and developing models.

ARCH 403 Theory of Contemporary Architecture (3 cr.)

This course tackles the development of architecture from the Second World War in 1945 until current day. It particularly emphasizes on the Social, economic, political, materials and technology changes and their effects on the modern architectural trends and architects.

ARCH 405 Basics of Climate Responsive Design (3 cr.)

This course deals with the thermal and environmental processes which affect buildings, and how the designer responds to or manipulates the thermal environment. It is necessary for the architect to understand these processes, the human response to them, and the materials and tools with which we may work.

ARCH 406 Urban Planning I (3 cr.)

This course is a survey of the city as a historical development in relation with economic, social and political factors, from the early settlements to the development of contemporary urbanism. It involves a broad overview of the current planning theories, from the context of modernist ideals to the social studies of planners and sociologists.

ARCH 407 Computer Aided Design II (3 cr.)

The course provides the continuation of the training in CAD programs. It introduces students to additional specific programs that allow students to simulate entire design projects through computer-based programs, such as AutoCAD 3D for solid modeling and surface modeling.

ARCH 408 Professional Practice (3 cr.)

This course will introduce the business aspects of the design practice, through the exploration of the financial, legal, and managerial aspects, contract negotiations, marketing design services, and managing of the client and contractor relationships, with an introduction to the economic and management principles of design projects, financing, cost-estimate and budgeting.

ARCH 410 Islamic Architecture (3 cr.)

This course explores a chronological study of the development of over the following Islamic periods: from the Prophet period to the Ottoman period.

ARCH 501 Architectural Design V (6 cr.)

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design. The main purpose of this course is to introduce students to the design of public buildings such as, offices, hotels, and hospitals, while taking into consideration the impact on community health and the environment. Furthermore, modern technology in the work is tackled, including electrical, mechanical, and acoustic.

ARCH 503 Building Envelope (3 cr.)

Architects deal with a broad spectrum of constraints and opportunities when designing. Much of the way that a building is experienced relates to the Environment created by the building, both within and without. This is especially true in terms of light and sound. The interaction between occupant and building is almost entirely filtered through those two sensory media. This course deals with those channels, their perception, their effect, and how the designer controls or manipulates those experiences. It is necessary to understand the processes, the perceptions, and the materials and tools with which we work.

ARCH 504 Architectural Design VI (6 cr.)

This course is one of four advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of architectural issues, techniques and approaches to architecture design.

ARCH 505 Construction Planning (3 cr.)

A combined Lecture and Studio course consisting of: implementation of architectural design project in construction and detail plans considering technical requirements. The course covers overview plan, site plan, stories, sections and elevations, wall sections, staircase details, door list, window list, other project related details.

ARCH 506 Islamic Architecture and the Environment (3 cr.)

This course examines Islamic architecture and urban planning coped with environmental constraints in various areas and different climates and how to turn them into constructive design tools. It examines the environmental strategies behind the design of selected examples ranging in scale from the region, to the city, the house, the garden, and the single

architectural element. It explores the social, cultural, symbolic, and psychological dimensions of environmental design as they developed over time to enrich, modify, or even obscure their functional origins.

ARCH 508 Building Codes and Laws (3 cr.)

This course is a study of the local and regional building codes, with an introduction to other codes (USA, Europe, the Arab World) as comparative tools and an introduction to the local laws governing the building industry.

ARCH 510 Advanced Structures (3 cr.)

This course seeks to develop students' understanding of building structures and selection criteria for appropriate systems. Different systems, such as steel structures, wood structures and composite materials will be addressed.

ARCH 601 Final Year Project I (6 cr.)

This course is the first component of the students' year-long design study of an architecture issue of their choice. The design study must be of a professional caliber that entitles students to graduate as professional architects ready to join the Lebanese Order of Engineers and Architects and practice in the real world. During this course, the students must develop a design Statement and Proposal and must submit a Book which synthesizes their semester's progress. The design study continues during the Spring term and is considered to be fulfilled by the completion of ARCH 120.

ARCH 602 Final Year Project II (6 cr.)

This course is the second component of the students' year-long design study of an architecture issue of their choice. The design study must be of a professional caliber that entitles students to graduate as professional architects ready to join the Lebanese Order of Engineers and Architects and practice in the real world. During this course, the students are expected to integrate and synthesize acquired knowledge and skills, and to develop both the theoretical/critical and practical components of the research and design project proposed in ARCH 119.

ELECTIVE COURSES

ARCH 507 Environmental Systems I (3 cr.)

This course tackles the impact of climate conditions on the design process, temperature control inside buildings, shade measuring design and its utilities for defining the appropriate amount of insulation and shades, types of heat isolation, wind direction, and ventilation surrounding the building.

ARCH 509 Landscape Architecture (3 cr.)

This course explores the basic knowledge about landscape design with its general philosophical and specific functional concepts. It tackles the historical development of landscape architecture, the geometric and naturalistic forms of design, and the principles of organization that lead to harmony, unity, and interest etc. The students utilize different techniques in addition to computer programs to execute selected projects.

ARCH 511 Intermediate Architectural Photography (3 cr.)

The course provides students with understanding related to black & white and color photography. The course consists of a series of lectures explaining the technical aspects of cameras such as using light meters, apertures, different lenses, etc. Practical experience will ensure that students learn how to apply and manipulate these aspects during field trips. The students will be familiarized with the work of masters and will understand their different approaches through discussions in class.

ARCH 603 Environmental Systems II (3 cr.)

This course deals with two subjects - lighting, and acoustics. The first part addresses the analysis of the basic electric concepts, with emphasis on energy management, electric ratings and capacity, and lighting systems and different lighting equipment, and methods for building electrical systems. The second part is a survey of basic acoustical systems, theories, acoustic properties of different materials used in buildings and their consequences on noise reduction, as well as a study of the properties of acoustical spaces, such as theaters or concert halls.

ARCH 606 Evolution of Architecture in Lebanon (3 cr.)

The course examines the evolution of different architectural typologies in Lebanon. The evolution includes the vernacular typologies of the 18th, 19th and 20th centuries, the development of architecture from World War 1 to World War 2, the architecture of the pre - civil war era and finally, the contemporary scene. The course covers aspects such as materials, technology, social and domestic habits as well as comfort.

ARCH 607 Architecture and Culture (3 cr.)

This course is an exploration of the history, culture, technology and quality of life as revealed and understood through the architecture and town planning in selected regions overseas. This course is a general education elective in the diversity and global perspective category.

ARCH 608 Architectural Conservation (3 cr.)

The course provides students with the required understanding of processes and tools to deal with the conservation of Architectural buildings. The development of materials and building techniques will be presented. The problems of contemporary building methods will also be addressed as case studies.

ARCH 609 Urban Planning II (3 cr.)

This course is a study of the actual planning processes, issues and problems, urban and regional zoning, and demographical projections, with comparative studies of regional, or international, planning cases.

ARCH 610 Surveying (3 cr.)

The course provides students with knowledge and some experience about measurement methods, surveying instruments, leveling, topographic surveying, triangulation, etc.

ARCH 611 Islamic Palaces and Culture (3 cr.)

This course introduces Islamic palaces, gardens, and court cultures. Through lectures and discussion the course will examine medieval Islamic notions of palace and garden, relating the material evidence and art historical interpretation to the picture of the various Islamic Undergraduate Catalogue 2016-2015

court cultures gleaned from readings in social and political history. As the material evidence for palaces and gardens is examined, the course will also take note of shifts in scholars' assumptions and interpretations of this material as revealed in the historiography.

ARCH 612 Modern Concepts of Architecture and Urban Design (3 cr.)

This course examines the 20th century built environment from individual buildings to large-scale urban designs. Taking the Modern Movement as the century's central architectural and urban design event, the course considers how the theory and practice of modernism both evolved and departed from 19th century movements, created new building techniques and technologies, radically reorganized urban forms and functions, dramatically redefined the role of architect and planner, and was subsequently rejected and resurrected. The forms, functions, and meanings of architecture and urban design are examined within their artistic, social, political, and economic contexts.

ARCH 613 Contemporary Systems and Methods (3 cr.)

The course introduces students to contemporary methods of design and construction. Experimental methods of manufacturing are presented and tested. Students will be able to investigate software and machinery that are at the forefront of digital manufacturing. These techniques are developing the way Architects, Engineers and other professionals in the building industry design and construct buildings.

ARCH 615 Parametric Design (3 cr.)

The course introduces students to 3 D digital tools that allow parametric programming. Software such as grasshopper (or other) will be used to understand and develop design ideas and approaches that require parametric iterations. Students will apply this process to different components of their designs such as environmental, structural, envelope materials or other.

ARCH 617 Structural Technology I (3 cr.)

This course tackles the basic principles of statics, strength, and stiffness. Students will study the basis behavior of beams and columns. The course seeks to develop a qualitative as well as quantitative understanding of structural analysis and serves as an introduction to Structural Technology II.

ARCH 618 Structural Technology II (3 cr.)

This course tackles the study of gravity and lateral structural systems through case studies in steel, wood and concrete construction, and helps understand how the structures withstand forces. Students will develop the structure to support their own studio work, calculate loads, and design simple elements like beams and columns.

ARCH 620 Design in Real Estate Development (3 cr.)

This course provides a basic understanding of the importance of design in real estate development. Design is discussed at different scales of the built environment from industrial products and objects, to interiors, architecture, landscape architecture, and urban design. A special emphasis is placed on the role of the design process, as opposed to design products, in real estate project development, from initial needs assessment through project implementation.

Bachelor of Interior Design

Of the total 120 required credit hours:

- 14 credit hours are general University courses
- 91 credit hours are core Interior Design courses and include the following courses:

ARCH 201 Basic Design I
 ARCH 202 Basic Design II
 ARCH 204 Architectural Drawing & Perspective
 ARCH 205 Architectural Communication
 IDES 203 History of Architecture & Interiors
 IDES 206 Modern Design
 IDES 301 Interior Design I
 IDES 303 Environmental Psychology
 IDES 304 Interior Design II
 IDES 305 Textiles
 IDES 306 Interior Detailing & Construction
 ARCH 307 Building Construction I
 ARCH 310 Computer Aided Design I
 IDES 401 Interior Design III
 IDES 402 Interior Design IV
 IDES 403 Graphic Art of Interior Designers
 ARCH 405 Basics of Climate Responsive Design
 IDES 406 Lighting Design
 ARCH 407 Computer Aided Design II
 IDES 408 The Business of Design
 IDES 410 Furniture Design
 IDES 501 Interior Design V
 IDES 503 Materials & Finishes
 IDES 504 Final Year Project
 IDES 505 Interior Building System
 IDES 506 Portfolio & Presentation Techniques
 ARCH 508 Building Codes & Laws

- 15 credit hours are Interior Design elective courses, 6 credits of which must be from Liberal Arts (ART) courses.

Liberal Arts Electives:

ARCH 018 Color & Painting
 ARCH 020 Photography
 ARCH 022 Ceramics
 ARCH 026 Installation Art

Interior Design Electives:

IDES 309 Sustainable Design
 IDES 311 Residential Design
 IDES 313 Commercial Design
 IDES 316 Designing for the stage and the set
 IDES 318 Kitchen and Bath Design
 IDES 320 Digital Rendering
 IDES 510 Advanced Interior Design Detailing
 IDES 512 Interior Environmental Technology
 IDES 514 Culture and Design

Degree Plan (Total : 120 Crs.)

FIRST YEAR

First Semester (15 Credits)		Crs.	Pre/co-requisites
ARCH 201	Basic Design I	6	
IDES 203	History of Architecture & Interiors	3	
ARCH 205	Architectural communication	3	
	General Elective	3	

Second Semester (15 Credits)		Crs.	Pre/co-requisites
ARCH 202	Basic Design II	6	ARCH 201
ARCH 204	Architectural Drawing & Perspective	3	
IDES 206	Modern Design	3	
	General Elective	3	

SECOND YEAR

Third Semester (15 Credits)		Crs.	Pre/co-requisites
IDES 301	Interior Design I	3	
IDES 303	Environmental Psychology	3	
ARCH 305	Textiles	3	
ARCH 307	Building Construction I	3	
	Faculty Elective	3	

Fourth Semester (15 Credits)		Crs.	Pre/co-requisites
IDES 304	Interior Design II	3	IDES 301
IDES 306	Interior Detailing & Construction	3	
ARCH 310	Computer Aided Design I	3	
	Faculty Elective	3	
	General Elective	3	

THIRD YEAR

Fifth Semester (15 Credits)		Crs.	Pre/co-requisites
IDES 401	Interior Design III	4	IDES 304
IDES 403	Graphic Art for Interior Designers	3	
ARCH 405	Basics of Climate Responsive Design	3	
ARCH 407	Computer Aided Design II	3	ARCH 310
	Faculty Elective (ART)	2	

Sixth Semester (15 Credits)		Crs.	Pre/co-requisites
IDES 402	Interior Design IV	4	IDES 401
IDES 406	Lighting Design	3	
IDES 408	The Business of Design	3	
IDES 410	Furniture Design	3	
	Faculty Elective (ART)	2	

FORTH YEAR

Seventh Semester (15 Credits)		Crs.	Pre/co-requisites
IDES 501	Interior Design V	4	IDES 402
IDES 503	Materials & Finishes	3	
IDES 505	Interior Building System	3	
	Faculty Elective (ART)	2	
	General Elective	5	

Eighth Semester (13 Credits)		Crs.	Pre/co-requisites
IDES 504	Final Year Project	4	IDES 501
IDES 506	Portfolio & Presentation Techniques	3	
ARCH 508	Building Codes and Laws	3	
	Faculty Elective	3	

Internship Requirements and Guidelines

All I students are required to complete the summer internship (Summer following the third year). Students must provide the Faculty with an employer's acceptance. Normally, internships are assigned and/or allocated by the internship and placement officer. However, students may solicit their own internships.

Internship Guidelines

- Internship duration is two months during the Summer (usually between June 15 and August 31)
- Students must comply with the working hours and days of the host company
Working days in the week must not be less than 5
- A faculty member from the Faculty of Architecture will supervise the student throughout the internship period

Graduation Requirements

Graduation requirements for the Bachelor of Interior Design are the following:

- A student must have completed a minimum of 8 semesters beginning with the sophomore class .
- A student must complete his degree in a maximum of six calendar years. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Architecture Academic and Curriculum Committee for an extension.

- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70.
- Completion of a minimum of 120 credits for students who enter as sophomores.
- Completion of 91 credits in interior design core courses and 15 credits in interior design and art electives. Students must achieve a cumulative average of at least 70 in these 106 credits.
- At least 14 credits of general university electives.
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses.

Interior Design Courses

All Interior Design courses have prefixes according to the following: IDES
A detailed description of courses is available in the following section.

CORE COURSES

ARCH 201 Basic Design I (6 Cr.)

This course introduces students to design and design principles, definition elements, general and special frameworks through which architecture design composition is set. It explores the fundamental principles and elements of design: form, space, composition, systems, context, imagery, functional and structural organizations. It is intended to introduce students to the field of design through basic design principles and the cultivation of creative maturity, critical thinking and foundation studio skills.

ARCH 202 Basic Design II (6 Cr.)

A design studio focused on the development of analytical, creative and technical skills for perceiving, understanding, and manipulating spatial definitions and relationships. This course combines architectural basics and concepts by developing student knowledge on new perspectives and introducing the requirements of human beings, their life and the environment, in addition to the methods of interpretation into architectural entities. Emphasis is placed on nurturing the creative maturity of students.

IDES 203 History of Architecture and Interiors (3 Cr.)

This course offers a critical overview of the history of architecture, with a partial focus on the evolution of interior design. The course examines the connection of architecture, and interior design, to different periods and cultures, with an emphasis on practices and traditions in Europe, the US, the Middle East and parts of Asia. The period under study selectively stretches from prehistory to the 20th century.

ARCH 204 Architectural Drawing and Perspective (3 Cr.)

The course introduces students to freehand drawing with special emphases on practicing with pencil. Students learn to use drawing tools and acquire techniques of representation of 3D and space on 2D surfaces, including orthogonal (plans, sections and elevations), paraline (axonometrics and isometrics), and perspective drawings. They are introduced to the historical specificity and theoretical assumptions that underlie them. Students learn the

architectural drawing techniques behind different presentation methods, basic geometric drawing and architectural lettering, types of lines used in architectural drawing, in addition to techniques, geometrical and perspective projections for different bodies, three dimensional drawings, isometrics, axonometric, shade, shadow, and perspective (interior and exterior).

ARCH 205 Architectural Communication (3 Cr.)

This course focuses on architectural examples and is designed to equip students with a range of basic tools that enable dissemination of their design studio thinking and propositions. It comprises four components: Technical illustration, freehand illustrations, architectural computing, and architectural modeling.

IDES 206 Modern Design (3 Cr.)

This course offers a critical overview of modern design trends from ca.1800 to the present day. It tackles the interaction between design, culture and society and includes design practices and traditions in Europe, the US, the Middle East and parts of Asia.

IDES 301 Interior Design I (3 Cr.)

This course continues the Architecture Department's studio series. Students are expected to build upon and expand knowledge, creative abilities and technical skills acquired during previous studios. This studio will continue to explore and apply theoretical concepts, design processes, graphic communications, sustainable practices, technical knowledge, and regulations related to interior design. In particular, this studio focuses on pre-design research and programming—how to effectively generate creative ideas, work with building users and others to identify needs and to develop a program that addresses those needs and results in spaces that satisfy and inspire.

IDES 303 Environmental Psychology (3 Cr.)

This course explores the interplay between people and their environment. The course studies the aspects of human behavior, personal and cultural values, and cognition. The course helps students understand how environmental psychology can assist design professionals to improve human environment. The course considers how people perceive their environment and how the latter influence human behavior and values.

IDES 304 Interior Design II (3 Cr.)

This course continues the Interior Design I. The focus shifts to a more thorough investigation of interior space and of the creative process involved. At the same time, emphasis is given to means of representation as a vehicle for exploration. The semester's work consists of a series of exercises that build to a summary project.

IDES 305 Textiles (3 Cr.)

This course offers an overview of interior design textiles, materials and resources including their applications, cares, characteristics, manufacturing process and installations methods.

IDES 306 Interior Detailing and Construction (3 Cr.)

The purpose of this course is to illustrate detailing as a method to communicate design intentions. This course explores interior mechanical and construction documents that are crucial to the efficient completion of design project.

ARCH 307 Building Construction (3 Cr.)

This course deals with the response of building envelopes to surrounding environmental factors; covering in detail the components of the envelope: floors, walls, doors, windows, and roofs of all types. This course is also an introduction to construction detailing.

ARCH 310 Computer Aided Design I (3 Cr.)

This course introduces the general use of computers and file management. It covers 2D drawing using several graphics software programs to enable students to execute various 2D architectural drawings

IDES 401 Interior Design III (4 Cr.)

This course is one of three advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of interior design issues, techniques and approaches to interior design. The main purpose is to provide experience in making by firmly examining the dialectic between form and space in visual and kinesthetic terms through a series of quick exercises and one long-term design research project. Emphasis is on developing exemplary attitudes in three-dimensional design.

IDES 402 Interior Design IV (4 Cr.)

This course is one of three advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of interior design issues, techniques and approaches to interior design in a bid to nurture their creative thinking. This course has two components that focus on the design of furniture and the advanced design of interior space. This course builds on the previous study of construction, connections and details, and explores profound issues in interior design practice.

IDES 403 Graphic Art of Interior Designers (3 Cr.)

Interior designers need to be able to visually and creatively communicate design solutions to the contractor and the client. The profession demands that the designer be able to read a set of architectural drawings and to be able to communicate this important information to the client. This course is designed to help the design student to be able to use this visual vocabulary of symbols in ways that set designers apart through their creative maturity and critical approaches. This course focuses on use of drafting equipment as a means of visually communicating out-of-the-box solutions to interior design problems. The course is a study of drafting, including symbols, sections, floor plans, and elevations.

ARCH 405 Basics of Climate Responsive Design (3 Cr.)

This course deals with the thermal and environmental processes which affect buildings, and how the designer responds to or manipulates the thermal environment. It is necessary for the architect to understand these processes, the human response to them, and the materials and tools with which we may work.

IDES 406 Lighting Design (3 Cr.)

This course explores the fundamentals of lighting design and techniques in the applications for residential and commercial projects. The course will address visual, psychological, and

functional elements of lighting specification in the interior space.

ARCH 407 Computer Aided Design II (3 Cr.)

The course provides the continuation of the training in CAD programs. It introduces students to additional specific programs that allow students to simulate entire design projects through computer-based programs, such as AutoCAD 3D for solid modeling and surface modeling.

IDES 408 The Business of Design (3 Cr.)

This course seeks to expose students to the business side of Interior Design. Students will become knowledgeable of professional and business issues including business types and formation, legal considerations, ethics, billing and fees, etc., through the assembly/creation of the rudimentary forms and documentation necessary for the operation of a small business. Students will be exposed to business and office practice, fees and commissions, preparing estimates and contracts, professional discipline, professional ethics, allied businesses, and job opportunities.

IDES 410 Furniture Design (3 Cr.)

This course incorporates the study of the history and design of residential and commercial furniture. The components of this course focus on advanced application of design theories and principles in the creation of creative as well as functional furniture, as well as the specification of furniture in interior design projects.

IDES 501 Interior Design V (4 Cr.)

This course is one of three advanced level design studios taken by third and fourth year students together. Each is devoted to a specific theme and methodology. Collectively, the courses expose the student to a diversity of interior design issues, techniques, approaches and creative challenges. This course offers an extraordinary opportunity to experience the complexity of design. The project for this studio typically involves the design of a substantial and complex interior space. Emphasis is placed on the clear integration of the various concerns that are typically balanced in design work, including conceptual, functional, programmatic, material, technical, lighting, access, code, and creative sophistication. Students are required to submit a portfolio at the end of the semester.

IDES 503 Materials and Finishes (3 Cr.)

This course introduces the building materials and finishes used in interior applications in the context of their environmental impact, their implications for human health, well-being, and safety, as well as their potential contribution to the function and aesthetics of architectural interiors.

IDES 504 Final Year Project (4 Cr.)

This course is the students design study of an interior design issue of their choice. The design study must be of a professional caliber that entitles students to graduate as professional interior designer ready to practice in the real world. During this course, the students are expected to integrate and synthesize acquired knowledge and skills, and to develop both the theoretical/critical and practical components of their research and design projects.

IDES 505 Interior Building System (3 Cr.)

This course covers standard of interior building systems including glazing, woodwork, hardware, structural coordination, barrier free design, and the international building code. The course highlights building technology, and the details, and methods of the construction industry.

IDES 506 Portfolio and Presentation Techniques (3 Cr.)

This course is designed to help prepare students to successfully develop portfolios and acquire adequate presentation techniques. The course will cover topics such as critical writing concept statements, career options, resume and portfolio preparation.

ARCH 508 Building Codes and Laws (3 Cr.)

This course is a study of the local and regional building codes, with an introduction to other codes (USA, Europe, the Arab World) as comparative tools and an introduction to the local laws governing the building industry.

ELECTIVE COURSES**Liberal Arts Electives:****ARCH 018 Color and Painting (2 cr.)**

Color plays an important role in our lives, and everyone interacts with it on a daily basis. Color conveys visual information, and can affect us physically as well as psychologically. Understand more about color, color theory, composition, and how you can use it, experiment and explore in an informal studio environment with students from a variety of disciplines. Also, this course aims to extend students painting skills, idea generation and cultivating originality, painting movements, develop their art and critical practices, broaden their understanding and abilities to make and discuss art. By the end of this course, students will present their painting portfolio.

ARCH 020 Photography (2 cr.)

This course is designed for students who may have very little or no experience with photography. The course will provide students with a basic understanding of the essential principles and practices of photography. Students will focus on digital imaging techniques and the use of photography as a fine art and visual language. Students will be informed in the basic principles of photography to ensure a confident foundation for further development and experimentation within the practice of photography as it relates to their own area of study. Field trips may be required.

ARCH 022– Ceramics (2 cr.)

This course is a creative and technical introduction to ceramics, with emphasis on the potter's wheel, coil building, slab building, glaze application & firing. The class covers the characteristics of the materials used in ceramics as well as the various processes involved. More importantly, the course aims at nurturing student creativity by exploring the possibilities of artistic expression within this particular medium.

ARCH 026- Installation Art (2 cr.)

This course explores, with students, the art of installation in various media –including, but not limited to, photography, painting, drawing, audiovisual media and sculpture. The course encourages experimentation beyond the traditional understanding of high art and of art as a tangible outcome. Students learn to critique installation arts and to document their work.

Interior Design Electives:

IDES 309 Sustainable Design

Interior Designers are now being required to incorporate green building strategies into their design concepts and product specifications. In order to specify sustainable products and develop green design concepts, one must possess basic knowledge of green building design. This course therefore studies green building concepts, including sustainable site selection, water efficiency, energy efficiency, sustainable materials and resources, and indoor environmental quality.

IDES 311 Residential Design

This course focuses on the design of interiors for residential spaces including space planning, specifying interior finishes, materials, and furniture for use by able-bodied and physically challenged clients. The course also utilizes computer-aided design.

IDES 313 Commercial Design

This course focuses on the study of design principles applied to furniture lay-out and space planning for commercial interiors.

IDES 316 Designing for the Stage and the Set

This course is an introduction to the development of set design for theatre houses and TV programs -from scenery construction to the fundamentals of stage mechanics, as well as lighting and sound design. Students learn to appraise play and TV program sets. They are encouraged to work with actual directors to transform their visions into architectural and aesthetic expressions.

IDES 318 Kitchen and Bath Design

This course is an in-depth introduction to residential kitchen and bath design, with the aim of developing expertise for planning and creating functional, efficient, and aesthetically pleasing kitchens and baths. From design concept to construction, emphasis is placed on floor plans, elevations, perspectives, specifications of materials and finishes, appliance selection, and cabinet design. Studio projects will analyze and apply Kitchen and Bath standards.

IDES 320 Digital Rendering

This course is an intermediate level course for interior design students that aims at introducing rendering techniques using computer software. The course exposes techniques using Adobe Photoshop that illustrate page layout, basic 2D rendering of plans, and image retouching of 3D renders. Compositing is covered as well, along with techniques of incorporating real life assists into 3D rendering.

IDES 510 Advanced Interior Design Detailing

This course is organized to illustrate that detailing is an integral part of an ongoing design process. Just as there is no single procedure for designing spaces, there is no exact method, technique, or formula for the designing of details. The ability to communicate your design intentions to the contractor or fabricator is critical to the successful and efficient completion of your design project.

IDES 512 Interior Environmental Technology

This course will introduce students to the theoretical and practical relationships among people, technology and buildings relative to the thermal and visual environment, heating and air-conditioning systems, energy power & electric distribution, environmental quality and sustainability issues, water supply systems, waste disposal systems and life safety systems.

IDES 514 Culture and Design

This course seeks to give students the opportunity to explore a wide range of ideas they have been previously exposed to in their core requirements. The course, once steeped in traditions of environmental psychology, must respond to the changing intellectual environment of the interior design professional and incorporate concepts founded in the traditions of cultural and literary theory. The need that this course seeks to resolve is allowing students to explore ideas while incorporating standard, new and evolving new and traditions of thought.

FACULTY OF JOURNALISM & MEDIA COMMUNICATION

The Bachelor of Arts in Journalism and Media Communication takes into consideration country and institutional requirements and characteristics such as recognition by the Ministry of Higher Education, registration in the Syndicate of Journalists and Press Syndicate, as well as offerings at the University.

Organization and Governance

The Faculty Journalism and Media Communication is led by the Dean who is supported by an Advisory Council of not more than 10 distinguished Journalism and Media Communication leaders, opinion leaders who are eminent in the academic areas embraced by the Faculty. Members of the Advisory Council are appointed by the Dean, in consultation with the Provost and the President, in order to advise the Dean on matters affecting the Faculty's strategic positioning, programs, and its relationship to the Journalism and Media Communication community.

The Faculty shall establish standing committees including an Executive Committee, Admissions Committee, Student Affairs Committee, Academic and Curriculum Committee, Library Committee, Research Committee, and ad-hoc committees.

The Faculty of Journalism and Media Communication is composed of the officers and the academic personnel of the Faculty. The Officers include the following:

1. The President of the University
2. The Provost, Ex-Officio
3. The Dean of the Faculty
4. The Associate Dean for the Faculty
5. The Registrar of the University, Ex-Officio
6. The Director of Admissions, Ex-Officio
7. The University Librarian, Ex-Officio

The academic personnel include:

1. Full Professors
2. Associate Professors
3. Assistant Professors
4. Senior Lecturers
5. Lecturers
6. Instructors

Vision, Mission, and Goals

Vision

The vision of the Journalism and Media Communication program is to be recognized as one of the best Journalism and Media Communication programs in Lebanon with respect to teaching, research, and professional service.

Mission

The mission of the Faculty of Journalism and Media communications is to train competent, critical, ethical, media literate and socially responsible journalists who will strive to elevate the state of journalism.

Program Overview and Goals

The Bachelor of Arts in Journalism and Media communications combines business and arts and sciences in an assiduous learning ecosystem that aims at nurturing an array of professional and technical skills related to various aspects of media and journalism. The Bachelor of Arts in Journalism and Media Communications seeks to prepare students to excel in various media professions and to elevate and advance the current state of media practice and literacy.

Program Learning Outcomes

Graduates of the BA in Journalism and Media communications are expected to:

- Build an array of professional and technical skills and specialized knowledge within one of the areas of specialization the program covers.
- Demonstrate strong oral and written communication skills and write correctly and clearly in forms and styles appropriate for TV and radio journalism.
- Understand principles of freedom of expression and the press, and laws, regulations, and ethical and professional standards that guide, govern and influence the media industry
- Achieve a high level of media literacy through effectively and critically accessing, analyzing, utilizing, evaluating, and creating media messages.
- Discern the role of media in society and its relationship to politics, business, culture, identity, technology, and other social and global institutions, and critically discuss media theories and their application to local and global issues.
- Design and conduct research, apply data analysis techniques, and evaluate scholarly and professional research in the field of Journalism and Media Communications.

Teaching and Learning Strategies

The methods of instruction include a combination of class lectures, hands-on training, reading assignments, take-home assignments, in-class assignments, and lab hours that provide the students with the information, space and tools to develop their skills and projects. The method of teaching at the Faculty of Journalism and Media Communication is highly interactive with an aim to increase student achievement, have greater teacher efficiency, and achieve professional and collaborative lectures and workshops. Teaching and learning strategies include but are not restricted to: cognitive learning, deployment of graphic and audio-visual tools, applied learning, and thinking.

Assessment Methods

Evaluation and assessment of the student will be based on examinations, (drop quizzes, assigned quizzes, midterm, and final), professional projects, writing assignments, research papers, oral presentations, discussions, attendance, and class participation.

Ethics and Integrity

The University is committed to the highest standards of academic integrity and expects its students to behave with honesty, integrity, and professionalism throughout the course of the program. Students are responsible for familiarizing themselves and adhering to the University's policies and regulations and to thoroughly review the University's Student Code of Conduct in the Student Catalogue.

Cheating

Students are guilty of cheating when they use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects. The unauthorized possession or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism exists when students claim as their own the work of others. Students, who fail to credit properly ideas or materials taken from another, commit plagiarism. Putting your name on a piece of work—any part of which is not yours—constitutes plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. Students are expected to behave with integrity, honesty and professionalism throughout the course and are advised to thoroughly review the University's Student Code of Conduct.

Program's Academic Plan

Philosophy

The Journalism and Media Communication program is for fresh university entrants interested in leading careers in media and journalism.

Admission to the Program

There is one admission deadline a year:

- Early admission for Fall 2015–16: April 24, 2015
- Regular Fall Semester admission 2015–16: July 24, 2015

Criteria for Admission to the Journalism and Media Communication program

Students admitted into the Journalism and Media Communication program enter either through direct admission as sophomore or through transfer from other Faculties at the University.

Direct Admission

Direct admission applies to students who are directly admitted from secondary school into the sophomore class at the Faculty Journalism and Media Communication. Students are advised to review the Admissions section of this catalogue for complete and detailed information regarding admission to the University. All direct admissions are decided by the Admissions Office.

Transfer into the Faculty of Journalism and Media Communication

All transfer decisions are made by the Admissions Office. Students from other faculties at the University may apply for a transfer to the Faculty of Journalism and Media Communication and work for a Journalism and Media Communication degree. To be eligible for an internal transfer, the applicant must have completed at least 24 sophomore credit. He/she must not be on probation, and finally, he/she must have a minimum overall cumulative average of 70. Final admissions decisions into the Faculty of Journalism and Media Communication depend on the quality of eligible applicant pool and the number of available places for the term in question.

Academic Advisors

Every student is assigned to an academic advisor. The advisor plays the role of the student's mentor and directs the student in choosing his/her courses and in any academic matter. The adviser communicates and embodies the culture of the institution and guides the students through the curriculum. In addition, the adviser helps the students in assessing career opportunities or future graduate studies opportunities.

Course Load

Full-time students must register for a minimum of 12 credit hours per semester. Students may, under special conditions, register for less than 12 credits provided they get the approval of the Faculty Academic and Curriculum Committee. Students can register normally for up to 18 credits per semester. Students may also petition to register for a higher number of credits. The approval will depend on their previous academic performance (normally, second and third year students with an average of at least 80 or an average of at least 80 in the last two semesters are given such permission).

Program Description and Outline

The Faculty of Journalism and Media Communication offers a Bachelor of Arts in Journalism and Media Communication with a specialization in Journalism and in TV and Radio Journalism. Students receive the BA in Journalism and Media Communication after successfully completing 96 credits:

- 15 credit hours are general University courses
- 63 credit hours are core Journalism and Media Communication courses and include the following courses:

MDIA 201 Introduction to Media Studies
 MDIA 202 Digital Media Literacy
 MDIA 203 Media Law
 MDIA 204 Ethics and Problems in Media
 MDIA 205 Basic Digital Production Skills I
 MDIA 206 Multimedia Writing
 MDIA 207 Media History
 MDIA 208 Basic Digital Production Skills II
 MDIA 301 Research Methods in Media Studies
 MDIA 302 Arab Media and Society
 MDIA 303 Media and Communication Theory
 MDIA 304 Basic TV and Radio Production
 MDIA 305 Basic Photojournalism
 MDIA 306 Video Editing for TV News
 MDIA 307 Basic News Reporting and Writing
 MDIA 308 Basic Audio Production
 MDIA 309 Basic Multimedia Production and Design
 MDIA 390 Internship
 MDIA 401 Advanced News Reporting and Writing
 MDIA 490 Capstone Project

- 18 credit hours are elective courses that can be chosen from the following courses (*For a specialization in TV and radio journalism, students should take 18 credits of electives from the below list of elective courses):

MDIA 401 Radio Journalism (new course)
 MDIA 402 TV Journalism
 MDIA 403 Advanced Broadcast Journalism
 MDIA 404 Online Journalism Writing
 MDIA 405 Investigative Journalism
 MDIA 406 Financial and Business Reporting
 MDIA 407 Sports Journalism
 MDIA 408 Magazine News
 MDIA 409 International Journalism
 MDIA 410 News Editing
 MDIA 411 Editorial and Opinion News Writing (3 credits)
 MDIA 412 Advanced Photojournalism
 MDIA 414 Contemporary Issues in Journalism
 MDIA 415 Trauma Journalism
 MDIA 416 Health and Science Journalism
 MDIA 417 Infographics and Data Visualization (3 credits)
 MDIA 418 Feature News

Degree Plan (Total : 96 Crs.)

FIRST YEAR

First Semester (16 Credits)		Crs.	Pre/co-requisites
MDIA 201	Introduction to Media Studies	3	
MDIA 203	Media Law	3	
MDIA 205	Basic Digital Production Skills	3	
MDIA 207	Media History	3	
	General Elective	4	
Second Semester (16 Credits)		Crs.	Pre/co-requisites
MDIA 202	Digital Media Literacy	3	MDIA 205
MDIA 204	Ethics & Problems in Media	3	
MDIA 206	Multimedia Writing	3	
MDIA 208	Basic Digital Production Skills II	3	MDIA 205
	General Elective	4	

SECOND YEAR

Third Semester (15 Credits)		Crs.	Pre/co-requisites
MDIA 301	Research Methods in Media	3	Junior Standing
MDIA 303	Media and Communication Theory	3	Junior Standing
MDIA 305	Basic Photojournalism	3	Junior Standing
MDIA 307	Basic News Reporting and Writing	3	Junior Standing
MDIA 309	Basic Multimedia Production & Design	3	Junior Standing
Fourth Semester (16 Credits)		Crs.	Pre/co-requisites
MDIA 202	Digital Media Literacy	3	MDIA 205
MDIA 204	Ethics & Problems in Media	3	
MDIA 206	Multimedia Writing	3	
MDIA 208	Basic Digital Production Skills II	3	MDIA 205
	General Elective	4	
Summer Semester (3 Credits)		Crs.	Pre/co-requisites
MDIA 390	Internship	3	Junior Standing

THIRD YEAR

Fifth Semester (15 Credits)		Crs.	Pre/co-requisites
MDIA 301	Research Methods in Media	3	Junior Standing
MDIA 303	Media and Communication Theory	3	Junior Standing
MDIA 305	Basic Photojournalism	3	Junior Standing
MDIA 307	Basic News Reporting and Writing	3	Junior Standing
MDIA 309	Basic Multimedia Production & Design	3	Junior Standing
Sixth Semester (15 Credits)		Crs.	Pre/co-requisites
MDIA 490	Capstone	6	Senior Standing
	Elective 4*	3	Senior Standing
	Elective 5*	3	Senior Standing
	Elective 6*	3	Senior Standing

* For a specialization in TV and radio journalism, students should take 18 credits of electives from the below list of elective courses.

Internship Requirements and Guidelines

All Journalism and Media Communication students are required to complete an internship (normally the summer following the second year). Students must provide the Faculty with an employer's acceptance.

Normally, internships are assigned and/or allocated by the internship and placement officer. However, students may solicit their own internships.

Internship Guidelines

- Internships must extend for at least 8 weeks with a workload of no less than 30 hours a week.
- Internships are normally completed during the summer.
- Students must comply with the working hours and days of the host company.
- A faculty member from the Faculty of Journalism and Media Communication will supervise the student throughout the internship period.
- The internship is graded and the grade is 1) based on feedback from both the direct work supervisor and the faculty supervisor and 2) is calculated as part of the student's overall GPA.

Graduation Requirements

Graduation requirements for the Bachelor of Arts in Journalism and Media Communication are the following:

- A student must have completed a minimum of 6 semesters beginning with the sophomore class.
- A student must complete his degree in a maximum of five calendar years if he/she began with the sophomore class. A student who fails to complete his/her degree program within this specified time must petition the Faculty of Journalism and Media Communication Academic and Curriculum Committee for an extension.
- A transfer student from within the University must have completed at least 24 sophomore credits. He/she must not be on probation, and, he/she must have a minimum overall cumulative average of 70.
- Completion of a minimum of 96 credits for students who enter as sophomores.
- Completion of 63 credits in media courses and 18 credits in media electives. Students must achieve a cumulative average of at least 70 in these 81 credits.
- 15 credits of general university electives.
- A cumulative average of at least 70 in media courses.
- When a student repeats a course, the highest grade obtained in the course is used in computing the student's average for graduation purposes. The student may repeat any course he/she chooses.

Dismissal and Readmission

Students are advised to refer to the University Academic Information Section in the University Catalogue. After evaluation of the student's coursework, transfer credits will be considered. The student must achieve a minimum grade equivalent to 70 in each of the courses for which transfer of credits may be granted.

Readmission regulations apply to students who are dropped from other University Faculties and apply for admission to the Faculty of Journalism and Media Communication.

Failing and Repeating Courses

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If a student fails to fulfill the graduation requirements pertaining to cumulative grade averages at the end of the senior year, and is not dismissed, he/she must repeat the courses with low grades, in order to raise the overall averages to the required minimums.

Incomplete

Students are advised to refer to the University Academic Information Section in the University Catalogue.

If at the end of a term a student is missing a major requirement of a course such as the final examination or any other, he/she must submit a petition for makeup along with evidence of a valid excuse. Approval of the petition is at the discretion of the Academic and Curriculum Committee at the Faculty of Journalism and Media Communication.

Once permission is obtained, the coursework must be completed within one month of the start of the next regular semester. In exceptional circumstances, the appropriate faculty committee may decide to give the student additional time to complete a course.

Incomplete course work is reported as an "I". The "I" should be followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is based on a grade of zero on all missed work and is reported in units of five. If the work is not completed within the period specified, the "I" is dropped and the numerical grade becomes the final grade.

Examinations, Quizzes, and Projects

All courses have final exams or final projects unless otherwise authorized by the Academic and Curriculum Committee at the Faculty of Journalism and Media Communication. Final exams need to be taken by all students in order for them to pass a course.

No make-up exams for midterms are allowed. If a student misses the midterm exam or the final project, he/she will receive a zero. This policy should be stated clearly in the syllabus of the course.

Journalism and Media Communication Courses

All Journalism and Media Communication courses have prefixes according to the following: MDIA. A detailed description of courses under each discipline is available in the following section.

CORE COURSES

MDIA 201- Introduction to Media Studies (3 cr.)

This course aims to introduce students to the history and current structure of the key media sectors within which they will develop careers. The course seeks to deliver core knowledge about the changing economic, political and technological environments within which media content is produced and consumed; and to expose students to experienced practitioners in a range of media sectors.

MDIA 202- Digital Media Literacy (3 cr.)

This course teaches students how to critically and effectively access, analyze, evaluate and create various digital media messages. The course builds on the concept on information literacy and frames it within the digital and new media paradigm. It teaches the essential new media production skills and knowledge needed to create digital media messages for their studies and research, including principles of digital design, photo manipulation, video/audio production, blogging and podcasting. Simultaneously, students learn how to analyze media messages, understand the underlying forces that contribute to shaping those messages, and explore how media shape politics, culture, and society.

MDIA 203- Media Law (3 cr.)

This course examines the various media law, policy and regulatory frameworks that affect media establishments and how they enhance or constrain media institutions and the public in their communication activities. The course will provide students with an overview of the law directly affecting journalists; the extent to which the law specifically affects the practices in journalism; and an understanding of how the law can adapt to accommodate developments in journalism.

MDIA 204- Ethics and Problems in Media (3 cr.)

This course discusses the theoretical approaches that underlie the application of ethics, use of ethical decision-making strategies to analyze actual and proposed cases, develops ethical guidelines for personal and professional behavior, and evaluates cases given ethical codes and offer recommendations for ethical communication.

The course aims to give students an overview of the development of professional codes of conduct and codes of ethics in the media industry, address major ethical concerns that confront journalists; develops understanding of the journalist's working environment as well as the public's perceptions of the media industry and finally develops students' critical analytical abilities.

MDIA 205- Basic Digital Production Skills I (3 cr.)

This course provides students with the basic knowledge and skills required in the production of diverse multi-platform content, including video, graphic or audio based. Skills, knowledge and approaches will be drawn from the fields of script writing, pre-production, production management, direction, camera, sound and editing.

MDIA 206- Multimedia Writing (3 cr.)

This course introduces students to the essential principles and techniques used in media writing and news reporting and editing. Students will develop a clear understanding of how different sources of information are incorporated into news stories and press releases to ensure accuracy and currency in reporting. Students learn how to adapt their writing to different audiences and how to incorporate audio-visual material in their stories.

This course aims to promote understanding and skills in received journalistic ways of thought, processes and practice.

MDIA 207- Media History (3 cr.)

This course considers key developments in film, television, and animation production, as well as distribution and exhibition systems, and their significance in the contemporary digital era. Using representative film, television, and online productions, this course aims to develop thematic approaches contextualizing innovations in the form and style of these productions, while taking into account the time and place they were made, as well as their audience appeal, popularity, and entertainment functions.

MDIA 208- Basic Digital Production Skills II (3 cr.)

Building on MDIA 104 (Basic Digital Production Skills I), this course provides students with the intermediate knowledge and skills required in the production of diverse multi-platform content, including video, graphic or audio based. Skills, knowledge and approaches will be drawn from the fields of script writing, pre-production, production management, direction, camera, sound and editing.

MDIA 301- Research Methods in Media Studies (3 cr.)

Research is central to all media activity, whether carried out in commercial, public or academic contexts. This course aims to bring together the theoretical and practical elements of research in the media. Students will be exposed to various research methodologies, both quantitative and qualitative, as they affect the changing media landscape and its evaluation. Students will be exposed to different theoretical paradigms of media research, analysis of competing frameworks for defining the media as object of study, and to debate on issues such as research ethics, intellectual property, effective communication of research findings and cultural sensitivity, among others.

MDIA 302- Arab Media and Society (3 cr.)

This course focuses on the role of media in contemporary societies, placing particular emphasis on questions of domination, influence, regulation, control and inequality. It examines contrasting perspectives on the ways in which societies should regulate and manage media, covering public service broadcasting, neo-liberalism, ownership and control and questions of censorship. It further examines the relationship between media, social cohesion and different forms of social division, including those relating to gender and ethnicity.

MDIA 303- Media and Communication Theory (3 cr.)

The course introduces students to contemporary trends in media and communication theories. It focuses on contemporary theories in media studies and how to implement them in research within the context of Arab media and society.

MDIA 304- Basic TV and Radio Production (3 cr.)

This course is Television Production Seminar in which, through basic studio exercises and productions, the students become familiar with the tools of the medium and the processes involved in the creation of the completed television program. Emphasis is placed on understanding the role that software and hardware play in the structuring of visual, auditory, and motion elements to communicate through television.

MDIA 305- Basic Photojournalism (3 cr.)

This course aims to give a thorough knowledge base of photographic and visual communication skills within an elected field of commercial photography. Students work within a world-class photographic studio, including a full cyclorama. Students learn a range of photographic techniques, including advertising, editorial, portraiture, still-life, architecture, fashion and illustration. The course has a location and a studio component and will cover: the principles of camera operation; the use of light meters (ambient and flash) on location and in the studio; the foundations of lighting, including the introduction to studio flash, lighting types, quality, styles etc.; the fundamentals of design and composition.

MDIA 306- Video Editing for TV News (3 cr.)

The aim of this course is to develop students' expert abilities to edit video to Television news under strict and tight deadline pressure. It is intended to give students a better understanding of the nature of TV news editing and production, and to further develop their understanding of news-gathering and reporting principles.

MDIA 307- Basic News Reporting and Writing (3 cr.)

This course builds MDIA 103 and aims to develop journalism skills and knowledge acquired in Newswriting - generating story ideas and finding angles, researching, conducting interviews, and exercising news values. It will concentrate on news-gathering aspects and introduce students to basic elements of a regular journalist's life such as news rounds and rigorous deadlines.

MDIA 308- Basic Audio Production (3 cr.)

This course is a hands-on course, offering students supervised production and on-air experience at a Radio Station. The course builds upon the skills and knowledge acquired in broadcast II. Students will have the opportunity to develop and broadcast their own on-air projects or contribute to existing radio programs. In addition, a series of advanced workshops will be offered on interviewing skills, production and editing of current affairs and feature packages, and writing for different formats.

MDIA 309- Basic Multimedia Production and Design (3 cr.)

In this course, students will learn how to apply design theory in a variety of visual communication contexts relevant to the journalism, media and communication industries. This course aims to allow students to gain an understanding of the role of design as a communication tool in a variety of outputs including newspapers, magazines, online publications and other integrated communication resources. Students will develop critical and practical skills in evaluating visual communication resources, researching audience, writing, and designing resources. Students will also learn how to balance design principles with the strategic purpose of the client and audience.

MDIA 390- Internship (3 cr.)

This course is an introduction to the professional practice. It involves a documented practical experience of a two- months period in a professional firm in the journalism industry that is approved by the Faculty.

MDIA 401- Advanced News Reporting and Writing (3 cr.)

In this course, Journalists will be able to critically analyze and report, to deadline, matters of public interest, for publication in a range of media outlets. The course aims to help students fully understand the place of the professional journalist in society by exposing them to all forms of analysis and techniques of coverage needed to provide a sophisticated coverage of current events and issues. The course will allow students to obtain knowledge that is central to writing practices and its presentation in the public domain.

MDIA 490- Capstone Project (6 cr.)

This capstone course gives a chance to students to demonstrate the skills and concepts they learned over the past semesters through the development of personal portfolios relevant to students' areas of concentration (Journalism or TV/Film).

ELECTIVE COURSES**MDIA 401- Radio Journalism (3 cr.)**

The aim of this course is to provide the means to learn about radio from a production-based perspective, and to begin the advanced and practical preparation for working professionally in news media. It equips students with concepts and skills necessary to plan reports, conduct interviews and carry out other gathering functions, like writing news stories, presenting, and editing material for radio. Theory covered in lectures is applied through preparation of bulletins on radio.

MDIA 402- TV Journalism (3 cr.)

The aim of this course is to provide the means to learn about television from a production-based perspective, and to begin the advanced and practical preparation for working professionally in news media. It equips students with concepts and skills necessary to plan reports, conduct interviews and carry out other gathering functions, like writing news stories, presenting, and editing material for television. Theory covered in lectures is applied through preparation of bulletins on television.

MDIA 403- Advanced Broadcast Journalism (3 cr.)

The aim of this course is to develop students' expert abilities to produce radio and television news and current affairs programs of broadcast standard, while building on the skills developed in MDIA 302, and to encourage a greater understanding of the role of the broadcast journalist in society and the effect of the medium of delivery on the message. It is intended to give students a better understanding of the nature of radio and television news and various current affairs, and to further develop their understanding of news-gathering and reporting principles.

MDIA 404- Online Journalism Writing (3 cr.)

This course explores the background and principles of online journalism, and teaches students the skills needed to write and publish reports online.

The course aims to provide students with a comprehensive overview of developments

in the field of global online journalism, in the context of wired and wireless online mass communication. It seeks to provide students with the digital production skills needed to produce and post online news, and feature material at a professional level. By the end of the course, students will be able to write and publish their work at a good standard of journalistic competence.

MDIA 405- Investigative Reporting (3 cr.)

The purpose of this course is to introduce students to investigative reporting skills focusing on public records, sources that are difficult to reach, and computer-assisted reporting. The course will also cover the values of investigative reporting, including accountability, justice and public service.

MDIA 406- Financial and Business Reporting (3 cr.)

The purpose of this course is to introduce students to skills in interpreting, analyzing, and reporting about business practices and financial reports prepared by business firms for investors and developing an understanding of accounting principles, theories of business transparency and various methods of accounting measurement.

MDIA 407- Sports Journalism (3 cr.)

In this course, students will learn to report and write about sports for newspapers, magazines and internet platforms. Students will read and critically examine what is good and bad about modern sports journalism. Students will also get a chance to meet a few sports reporters or sports figures.

MDIA 408- Magazine News (3 cr.)

This is a survey course designed to introduce students to magazine news writing and publishing. Students will get an overview of the history and evolution of magazines, magazine writing, editing, design, production, advertising, circulation and online operations.

MDIA 409- International Journalism (3 cr.)

This course seeks to acquaint students with theories of how professional identity and day-to-day journalism varies in different political, economic and cultural contexts and explores the impact of national culture, politics and economics on the demand for particular types of journalism. The course also develops students' cross-cultural awareness and critical-inquiry skills in the practice of journalism that will allow them to perform as a journalist in a new country or cultural setting.

MDIA 410- News Editing (3 cr.)

Knowledge of subediting practices is a basic requirement for reporters and editors. In particular, journalists who work as subeditors for print, online and new media need a strong knowledge of copy-editing and writing supplementary devices such as headlines and captions for photographs. Subediting builds on skills developed in journalism foundation units by teaching students the mechanics of handling text once it has been submitted for publication. This course gives students an overview and an introduction to all the key functions of subeditors in the print media. Accordingly, students will be introduced to subediting with an examination of all of its basic job description, skills and roles in the newsroom. Students will learn to develop the material to the final

publication-ready stage, and to apply theoretical concepts in practical contexts.

MDIA 411- Editorial and Opinion News Writing (3 cr.)

The purpose of this course is to introduce students to the principles and techniques of editorial and persuasive writing, including editorials and columns.

MDIA 412- Advanced Photojournalism (3 cr.)

This course builds on the photographic and visual communication skills acquired in Photography I. It has a location and a studio component and will cover: product photography in the studio, portraiture in the studio and on location, public relations photography, use of dedicate speed lights, human form, architecture and real estate photography, food photography, photographing in low levels of available light, landscape photography and fashion photography on location and in the studio. The course will also build on the existing Adobe Photoshop and Adobe Light room knowledge by introducing additional higher level techniques and procedures to be used in all of the photographic assignments.

MDIA 413- Contemporary Issues in Journalism (3 cr.)

This course aims to develop historical, critical and analytical skills in reading and writing about issues in journalism and public affairs. It aims to foster students' critical research skills, and awareness of the wider context of contemporary journalism.

MDIA 414- Trauma Journalism (3 cr.)

This course aims to sensitize and train students on how to deal with victims of trauma, conflict and violence, including war, suicide, homicide, rape, domestic violence and other traumatizing experiences. It teaches students how to ethically and fairly cover trauma victims, how to protect themselves physically and psychologically from the negative effects of trauma reporting, and how to professionally and sensibly tell the trauma story to their audiences.

MDIA 415- Health and Science Reporting (3 cr.)

The purpose of this course is to help students to develop a science and health writing beat and teach them how to write various forms of science and health news, including news stories, op-eds and feature pieces.

MDIA 416- Infographics and Data Visualization (3 cr.)

Introduces students to the basics of the visual representation of data and how to design successful charts and maps and arrange them to compose cohesive storytelling pieces. Students will learn how the principles of graphic design and of interaction design apply to the visualization of information.

MDIA 417- Feature News (3 cr.)

This course aims to advance generic journalistic skills in the context of feature writing, such as generating story ideas and new angles, researching and interviewing. It also aims to provide students with experience in the preparation of feature stories of professional quality and gives them access to the benefits of reflection and constructive critique of research and writing. Ultimately the course prepares students for producing credible non-fiction articles in a dynamic and appealing style, and develops their journalistic skills.

UNIVERSITY CENTERS

The University has five centers, namely the Center for Continuing Education, Entrepreneurship Center, Human Rights Center, Marine and Environmental Studies Center, and the Science and Technology Center. These centers seek to foster strong relationships between the University and its surrounding community and are made available to members of the community at large. The centers also provide continuous opportunities for engagement between the community and the University and its various offerings.

1- Center for Continuing Education

Mission

The mission of the Center for Continuing Education' is to facilitate lifelong learning that transforms lives by mobilizing the collective educational resources and expertise of the University through innovative, non-traditional programs and services. The services of the Center for Continuing Education will also be open and made available to members of the community at large to facilitate and encourage learning in the community and provide continuous engagement opportunities for the community in the life of the University and its different offerings.

Vision

The Center for Continuing Education will be a recognized leader providing informal educational opportunities to Tripoli residents and members of North Lebanon communities in general to assist them in reaching their personal and professional goals.

Objectives

- Collaborate with governmental and non-governmental organizations in expanding life-long learning opportunities for career advancement and personal development.
- Deliver high-quality programs that meet the needs of North Lebanon communities, particularly in human resources development.
- Create and support excellence in educational and professional program services for life-long learning.
- Promote life-long learning for the realization of a learning community and for the enhancement of the community's quality of life.

About The Center for Continuing Education

AZM University Center for Continuing Education will be a transformational learning community that serves to enhance the quality of life in the North Lebanon region. The Center offers non-credit programs and services tailored to the personal and professional education needs of North Lebanon residents. Its primary goal is to foster a passion for life-long learning, intellectual engagement, and respectful appreciation for perspectives of others. Lifelong learning is at the heart of the Center of Continuing Education and is reflected throughout its offerings and programs.

In order to meet the ongoing educational professional needs of the community, the Center shall offer programs and services in many educational and professional disciplines. These programs are accessible to any individual wishing to expand their intellectual horizons and gain skills relevant to a changing and innovative workforce. They provide an opportunity

Undergraduate Catalogue 2016-2015

for non-traditional students to access AZM University and provide the University with the opportunity to get involved with the community it serves. Awareness of and involvement in our community keeps us open, responsive, and responsible.

2- Entrepreneurship Center

Mission

The mission of the Center is to train AZM University students and the general public to drive positive, disruptive change to North Lebanon community by building accessible enterprises, through teaching leading edge entrepreneurial leadership, strategy, venture financing, and startup skills.

Vision

The vision of the Center is to be a national leader in entrepreneurship and innovation

Objectives

- Define entrepreneurial opportunities and understand why such opportunities exist.
- Connect theory with practice, in order to provide necessary resources in support of new venture creation and growth, both on campus and beyond.
- Understand and explain the new business road test.
- Explain why entrepreneurship can arise out of the intersection of innovative people, markets, industries, and trends.
- Justify why entrepreneurs need to showcase due persistence and understand trends before launching a new project.
- Identify the basic tools necessary to projection size of markets, industries, and market sectors.
- Define real customer needs and understand why an entrepreneur should seek to develop a product or service that meets an actual need.
- Describe how entrepreneurs can create patented advantages and barriers to entry for possible competitors.

About The Entrepreneurship Center

AZM University Entrepreneurship Center is a new initiative to motivate and promote entrepreneurship and innovation in North Lebanon. The Center will contribute to the advancement of knowledge and the practice of entrepreneurship. The Center shall place students and North Lebanon community in contact with a selected number of businesses known for excellence in entrepreneurship and with appropriate research-based educational institutions in entrepreneurship and innovation.

AZM University Entrepreneurs will be selected from among undergraduate students moving into their junior year from business, media, arts and other majors if the students have demonstrated entrepreneurial passion and talents. All students will be encouraged to apply for the program during their study at the University and even after graduation.

A number of entrepreneurs will be affiliated with the Entrepreneurship Center. They provide both career and business mentoring for students, and often participate in entrepreneurship workshops. They are also a resource for research faculty looking to gain a practical perspective on the topics of their research.

3- Human Rights Center

Mission

AZM University Human Rights Center is committed to interdisciplinary excellence in the field of human rights. It promotes human rights as a core value of the university and engages productively with national and international organizations to advance respect for human rights. We are devoted to share best practices and knowledge related to human rights, democratic participation and socio-economic development.

Vision

The vision of the Center is to provide support for human rights activists, professionals and educators in order to envisage and promote a just and equitable society. We are committed to develop a diverse and inclusive community in North Lebanon

Objectives

- Promote respect and observance of human rights and democracy.
- Create networks with public interest and human rights organizations, non-governmental organizations, universities, relevant research institutions, religious associations and legal associations' societies.
- Provide consultancy services to government and non-governmental organizations.
- Deliver proactive and preventative human rights education through organizing and sponsoring conferences, training, awareness campaigns, events and workshops.
- Distribute articles and various publications on legal education, society and human rights.

About The Human Rights Center

AZM University Human Rights Center assists human right advocates, students, instructors, practices, and networks to promote a culture of human rights and responsibility in our community. We seek partnerships with community organizations, individuals, students, stakeholders, and international organizations who are interested in supporting human rights. The Human Rights Center assists human rights through four primary activities:

A. Human Right and Education

Education shall be directed to the full development of the human personality and to the reinforcement of respect for human rights and fundamental freedoms. The Human rights Center will support our role in building social structures that support sharing democratic models and the resolving conflicts, and can provide a common understanding of how to address political and social differences equitably and celebrate cultural diversity.

B. Human Rights and Diversity

The Human Rights Center will also focus on main challenges and dilemmas related to human rights and diversity: equality and non-discrimination versus freedom and group autonomy; minority rights and majority-minority conflicts; contextual approaches to human rights analysis; and human rights protection versus traditional practices.

C. The Human Trafficking and Modern Slavery

The Human Rights Center seeks to enhance the understanding of human trafficking in all

of its dimensions and to develop specific recommendations to address global concerns to protect basic human dignity. In an effort to educate and promote awareness about human trafficking and modern slavery, the Center shall conduct academic teaching, workshops, seminars, conferences, connecting scholars, policymakers, and practitioners; and engaging anti-trafficking stakeholders and leaders globally.

D. The Sexuality, Gender and Human Rights

The Center shall use critical frameworks of sexuality and gender to examine the possibilities and limitations of human rights policy for women. The Center shall also seek to motivate the public in a vibrant political debate regarding the important relationships between sexuality, gender, and human rights. In particular, the Center shall work to raise the visibility of these issues and amplify the voices of women across the university campus and in the North Lebanon community.

4- Marine and Environmental Studies Center

Mission

The Marine and Environmental Studies Center (MESC) leads both within the University and the public domain in education and research on the important linkages of land and water ecosystems in the coastal zone, and provides the knowledge needed to meet critical environmental challenges.

Vision

The vision of the Center is to provide the foundation for management decisions to protect, recover, restore, and sustain ecosystems and living marine resources in North Lebanon.

Objectives

- Educate the public about the environment, the scientific process, the value of ecosystems and environmental protection.
- Enhance the conservation and management of coastal and marine resources to meet Lebanon's economic, social, and environmental needs.
- Create networks with environmental organizations (national and international), non-governmental organizations and universities.
- Provide consultancy services to government and non-governmental organizations in environmental impact assessments.
- Deliver proactive and preventive environmental education through organizing and sponsoring conferences, training, awareness campaigns, events and workshops.
- Distribute articles and various publications on environmental education and environmental challenges.

About The Marine and Environmental Studies Center

Like other countries in the Mediterranean region, Lebanon faces major environmental challenges. These problems cannot be resolved solely by studying ecological, biogeochemical or social systems, but instead depend on interdisciplinary approaches. Hence, the Center promotes a general, interdisciplinary approach to the education of marine environment and to the conservation of marine and coastal zone resources. It provides better ways to communicate scientific knowledge to decision makers and the community, and train students

and scientists who work at the interface between the environmental and social sciences. Students and faculty will be trained to address and resolve local environmental problems. The Center will provide services to both national and international governmental and non-governmental organizations in relation to these topics.

5- Science and Technology Center

Mission

The Mission of the Center for Science and Technology is to transform North Lebanon towards a city-class hub for latest technologies, technological innovations and discussions of technology related issues, providing facilities, services and a dynamic environment that enable young graduates to cultivate ideas, innovate and develop.

Vision

The Vision of the Center for Science and Technology is to transform technological advancement and innovation into value creation that benefits Lebanon and the region.

Objectives

- Enable AZM University to serve as a voice in national science and technology policy issues.
- Serve as a national role model in innovative science and technology.
- Build a sustainable science and technology policy.
- Integrate faculty members skills and expertise for development and research.
- Identify and develop relationships with the community to learn about their needs and how to assist them.
- Achieve sufficient and stable funding (public and private funds) to conduct programs for the advancement of science, technology.
- Further improve the Center's governance structure to support growth and guide its future direction.

About The Science and Technology Center

To ensure the success of the center as a national innovation and technology focal, it is crucial that we contribute to our community and help inspire the next generation of graduates and technology entrepreneurs. To help foster a community interest in innovation, we will host a series of events throughout the year. We adopt a «green» attitude towards the environment, the economy and our community, as well as a sustainable approach to all of our operations. In particular, we are committed to using and showcasing energy-efficient and renewable energy technologies to ensure that we deliver, as well as inspire, long-term change.

STUDENT AFFAIRS

General Statement

The University is committed to fostering an environment that is honest and fair in its dealing with its direct stakeholders; mainly students, faculty and staff. The University therefore seeks to emphasize the values of respect where it tries to safe guard the interest of its stakeholders and opts to mainstream ethical behavior and social responsibility. The University is also committed to inclusion and equity by providing leadership to students, faculty, and staff and ensuring a learning community free from discrimination and harassment. With this, the University seeks to cultivate an environment of open communication, collaboration, and respect among students, faculty and staff as they engage in the education process.

This handbook is designed to elucidate the rights, privileges, and services that all students are entitled to, and the guidelines of conduct that are expected from the students to help create the environment and educational goals.

Statement from the Student Activities Senior Specialist

The Student Activities Senior Specialist is dedicated to aid with the students' development of intellectual, social, physical, psychological, and cultural talent in an environment that promotes diversity, tolerance, civic and moral responsibility, local and global awareness, psychological, and emotional wellbeing. He/she encourages students to participate in extra and co-curricular activities.

Ultimately, the Student Activities Senior Specialist will be crucial to the creation of an environment that is conducive not only to learning, but also to an engaged and active student life at the University. Given that the University will likely take on a diverse body of students from the region, many of whom may have had little exposure to cultural differences; the Student Activities Senior Specialist will strive to foster an atmosphere of tolerance that will breed the intellectual freedom and openness envisioned by the University.

The University is committed to support a wide array of activities within and outside the University. These activities include off campus activities and on-campus activities. Off campus activities include athletic trips while on campus activities include the establishment of clubs and involvement in University affairs through the student representative committee.

Campus Life and Extra-Curricular Activities

On Campus Activities

Clubs

University students have the right to establish student clubs as part of their extracurricular activities. Students are expected to join a club by a deadline set by the Student Activities Senior Specialist, for a period of a semester. Students that enroll in the club before the deadline will be considered as voting members, while students enrolling after the deadline will be considered as participatory members, with no voting rights to nominate officers, or to attend cabinet meetings.

The official language for all clubs is English and each club should have a clear and explicit purpose and mandate. Every club should have a minimum number of members. Clubs will be placed on probation if they do not have sufficient members at the deadline date, and if they do not carry out any activities for one semester. A club will be dissolved if it stays on probation for two semesters.

Each club should have a cabinet that includes the president, vice president, secretary, and treasurer in addition to a faculty advisor plus other members if deemed appropriate. The president of the club is responsible for representing the club and chairing over the meetings; calling for meetings and general assemblies; planning of activities in coordination with other cabinet members; endorsing all acts, orders, and proceedings of the club; overseeing discussions and deliberations during meetings; approving money withdrawal jointly with the treasurer; ensuring that all voting members of the club are eligible members; ensuring that club activities do not violate the Student Activities guidelines, the Student Code of Conduct, or Lebanese law.

The vice president of the club is responsible for assuming the duties of the president during his/her absence or incapacitation as acting president until the president is able to resume his/her position; attending committee meetings, supervising the sub-committees' work, and reporting the sub-committees' performance; preparing an inventory report per semester and report lost items to the club and to the Student Activities Senior Specialist; taking the minutes during the absence of the secretary.

The treasurer of the club shall be entrusted with handling the receipts and disbursements; ensuring that all financial transactions are reported to the Student Activities Senior Specialist and processed through the official club account; signing receipts along with the president; ensuring that all expenditures are in accordance with the approved budget; preparing budgets and submitting it to the club, faculty adviser, and the Student Activities Senior Specialist; providing the Student Activities Senior Specialist with upcoming spending plans each semester.

The secretary of the club shall handle the below tasks including registering the club with the Student Activities Senior Specialist at the beginning of the fall semester; keeping accurate minutes of all meetings and sharing them with the Student Activities Senior Specialist and all club members; submitting a report to the Student Activities Senior Specialist at the end of each semester; sending notices of meetings to all members; handling all correspondence,

notification, and maintain archives and keep copies of all proposals, reports, official letters, and e-mail printouts.

The faculty adviser, who is chosen by cabinet members in consultation with the Student Activities Senior Specialist, shall attend cabinet meetings when possible in order to assist in the planning and implementation of its program of activities; approve financial requests; approve the semester and annual reports before submission to the Student Activities Senior Specialist.

The cabinet shall call for general meetings at least twice a month to discuss plans as well as to review progress of programs under way. A simple majority of members constitutes a quorum. Special meetings may be called for either by the cabinet or by a petition signed by one-third of the voting members. Clubs are funded through the Student Activities Senior Specialist.

Student Representation

The student representative committee is formed from student representatives from each faculty who act in the best interest of the student body and the University as a whole. A student is eligible to run for election if he/she is not on probation and is registered for at least 15-credit hours. Members of the committee shall be elected by the respective classes in the various faculties of the University. If the membership of any student is dropped for any of the above reasons, election for a replacement shall normally take place within a period that should not exceed one month.

The duties of the committee include: communicating to the students any information on faculty issues and expressing their views opinions on such issues; promoting and coordinating social, recreational, and cultural activities; studying problems of faculty-wide interest and submitting recommendations for their solution to proper authorities; electing a student representative to the various committees in the faculties of the University.

The officers of the committees shall be: the president, the vice president, the secretary, and the treasurer. They shall be elected by the committee by a plurality vote. The president of the committee shall represent the committee and preside over its meetings. He/she shall call meetings of the committee whenever necessary. The vice president shall preside over meetings of the committee in the absence of the president. The secretary shall keep the minutes of the committee and shall take charge of all correspondence. He/she shall send copies of all minutes to the Student Activities Senior Specialist. The treasurer shall be responsible for the receipt and disbursement of all funds of the committee. He shall make periodic reports to the committee and prepare an audited final report at the last meeting of the year. All accounts of the committee must be cleared through the Accountant.

The committee is funded through a fee collected from each student at the time of registration. The committee shall submit to the University an annual budget for the coming year by the end of June of each year. The president of the committee, jointly with its treasurer, is authorized to spend committee money without prior approval; committee approval must be obtained at its next meeting. Expenditures in excess of this amount require prior committee approval. An absolute majority of the committee membership shall constitute a quorum. In case there is no quorum on an assigned date, a meeting shall be held 48 hours later at the same time and place. At that meeting those present shall constitute a quorum. Copies of all minutes of

the meetings of the committee shall be filed with the Office of the Student Activities Senior Specialist.

Athletics

The University also encourages and supports activities related to athletics given its commitment to a healthy and clean environment for its students.

Off Campus Activities

The University seeks to support events happening outside its - premises- and that are impactful in relation to the students' extra-curricular activities. All activities that are not sponsored by the University shall be separated from the University's arm.

In some cases, the University faculty and staff, under their official capacities, may arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, recreational, and athletic trips. University faculty and staff will be designated and authorized by the University to perform such roles in order to assure appropriate liability protection for their acts and will in turn, be acting as sponsors or instructors of the field activity. All details pertaining to the event need to be approved by their respective professor and faculty, including the event, planning, leading, and organizing activities. Such events need to be handled with considerable caution and with minimal extent of injury or harm to students or event participants, and minimal financial losses arising from legal responsibilities and liabilities to the student organizers, student clubs, participants, and the University. The University will provide assistance to the professors and students in searching for adequate insurance coverage to cover specific activities. Dangerous and hazardous activities shall be excluded from any insurance coverage and shall not be allowed when the nature of the activity is risky even after plans have been made to mitigate that risk.

The University also supports and encourages activities related to athletics given its commitment to promoting a healthy and leadership ecosystem for its students.

Career Services

The Student Activities Senior Specialist offers students career counseling and assistance in job search. The Student Activities Senior Specialist assists students in conducting job searches and securing employment. Tips on how to write a CV and mock interviews related workshops are also offered. The Student Activities Senior Specialist also hosts an Annual University Career Fair during the month of April where various companies attend and recruit students.

Counseling

The University seeks to offer assistance to students who are facing personal or educational problems. The Student Activities Senior Specialist therefore seeks to allow students to make the most out of their college experience on all levels including the personal, intellectual, vocational, social and physical by providing professional counseling services to students. Professional male and female counselors are present to address all problems that may be faced by the students including stress, study skills, substance abuse, and personal problems.

Health Insurance

It is imperative that all international students registered on a full-time and part-time basis at the University have Health Insurance. The Accountant will take the initiative to provide Health Insurance coverage at a specified fee, which will be added to the student's tuition Fee. The health insurance provided by the University can be waived and fees reimbursed only if the International Student provides proof of insurance within the first week of each semester. Health Insurances are issued at the beginning of each semester and are valid till end of September.

Accident Insurance

All students are insured against accidents that may occur on or off-campus during any University approved / organized activity.

University Infirmary

The University Infirmary provides primary health care and first aid services to the students, faculty and staff. General practice physicians are in charge of the infirmary. Serious medical problems and accidental injuries are referred to the nearest hospitals around the campus and are covered by the health insurance plans. Students are insured against injuries that occur on campus. Insurance forms may be obtained from the Student Activities Senior Specialist.

Academic Information

Students are advised to review the 2015/2016 University Catalogue.

Student Life

Student Code of Conduct

The University aspires to instill in students high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of co-curricular life and social and recreational events.

The University does not tolerate any form of discrimination or harassment, breach of academic integrity, or infringement of ethical standards of conduct. By applying for and accepting admission at the University, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable University rules and regulations, and in particular of the Student Code of Conduct.

At all times and throughout their years of learning in the University, students are expected to meet University regulations and those imposed by Lebanese laws when it comes to their academic and non-academic conduct.

Jurisdiction

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences

of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the instructor of the course in which the violation occurred. If necessary, the case will subsequently be reviewed by the Student Affairs committee of the Faculty in which the violation occurred. The Dean of Faculty, in which the student is enrolled, is responsible for implementing the sanctions recommended by the Student Affairs committee.

Misconduct that is clearly non-academic falls under the jurisdiction of the Student Activities Senior Specialist who will take the necessary action in consultation with the Dean of the faculty to which the student belongs.

Academic Misconduct

Offenses involving academic misconduct include cheating, plagiarism, in class disruption, and dishonesty.

Cheating

Cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

Plagiarism

Plagiarism involves using another person's ideas or expressions in one's writing without acknowledging the source constitutes plagiarism. As for in class disruptions, they incorporate disrupting classes or exams by extraneous conversation and/or misbehaving.

Dishonesty also includes various actions, other than cheating and plagiarism, including misrepresenting personal circumstances to an instructor, forging parts of, or signature on, official documents, taking credit for work in a team-project when little or no contribution to the work of the team has been made, unlawfully copying computer software, and engaging in bribery of any kind.

Non-Academic Misconduct

Disruption/Obstruction

Disrupting or obstructing the normal educational process or any University function or activity by student demonstrations, sit-ins, or 'strikes' is strictly prohibited. Under no circumstances are any members of the University family to be intimidated or threatened in the execution of their normal duties and responsibilities.

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space in consultation with the Student Activities Senior Specialist in order to ensure that neither Lebanese law, nor University policies and norms are being violated.

In cases where student events are not approved by the Student Activities Senior Specialist, the latter reserves the right to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the Student Activities Senior Specialist. The campus protection office will remove any unauthorized material.

Theft

Stealing on campus or at a University-authorized event off campus, including unauthorized use of University equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

Destruction of Property/Endangering Public Safety

Students are expected to protect University property and to respect the safety of others. They should refrain from vandalism or other intentional damage, littering, unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices and unapproved duplication of keys.

Mental or Physical Harm

Acts that inflict mental or physical harm such as engaging in physical aggression, intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at University-authorized events off campus; endangering the safety, health, or life of any person; Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a University-authorized event off campus are strictly prohibited.

Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a University-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any University-authorized event off campus.

Discrimination and Harassment

The University prohibits discrimination on the basis of race, color, religion, age, national or ethnic identity, gender or gender identity, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, political affiliation, or any legally protected characteristic, except as required by Lebanese law.

Intimidating, insulting, or threatening others, whether verbally, in writing, or through electronic means, is strictly prohibited. Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited.

Smoking and Alcohol

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in University buildings.

Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses and unethical use of the University access is prohibited.

Misuse of Keys

Unauthorized possession or use of any key or key type device on any University facility or property is prohibited.

Misuse of Identification

False use of identification documents or of another's student or non- student identification card (ID)/document, including the use of another person's computer account is strictly forbidden.

False Information

Intentional false oral or written statements or claims made to any office or member of the University faculty, administration, staff or student body is forbidden.

Misuse of Materials

Any unauthorized reading, eliminating, replicating, photographing, photocopying, forging, altering or misuse of any University material, file document or record, computer records, software, data files and similar entities owned or maintained by the University is prohibited.

Gambling

Conducting or organizing any form of gambling which harms or exploits any member of the University community is prohibited.

Privacy

Failure to respect the right to privacy of any member of the University community including accessing another person's computer files and/or e-mail is prohibited.

Student Expression

Expression is encouraged among students. However, any demonstrations or protests must be non-violent in nature, and must be conducted without endangering the safety, health, or life of the students, faculty, staff or visitors.

Obstruction of free movement on campus by any person, or the interference with the use of University facilities, or prevention of normal operation of the University, both inside and outside the classroom setting is strictly prohibited. Any such violation will lead to strict disciplinary action from the University.

Guests

Students are welcome to bring guests to the campus, but must assume responsibility for their conduct.

Driving on Campus

No student is permitted to drive on-campus unless he/she obtains permission for a valid reason from the Student Activities Senior Specialist. Students shall park their cars in designated parking areas outside the campus.

Identification Card (ID)

All students, faculty and staff must obtain and carry the University Identification Card (ID) at all times while on campus. The card is primarily used for identification, for verification of student/personnel status, and for using University services such as the library, gymnasium, and participating in University sporting and social events, and other related services. The card may be obtained from the Admissions Office during the first month of the semester.

Use of the card by anyone other than the card's holder is strictly prohibited and the cardholder will be subject to disciplinary actions or other penalties for improper use of the card. The cardholder is responsible for any loss or damage associated with his/her card. In case the card is lost a replacement card may be obtained at a cost of LBP 30,000. The card is the property of the University and must be returned on request.

Inappropriate Conduct in the University Library

Any action that impedes the safe and effective use by all patrons of the University library for the purpose of study, reading, and other intellectual pursuits, is prohibited.

Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member.

When the instructor has taken the initial disciplinary action, he or she should send a letter to the office of the Dean of the Faculty, in which the incident occurred, informing him/her of the incident and the initial action taken.

Non-Academic Misconduct

Violations of a non-academic nature are the responsibility of the Student Activities Senior Specialist, in consultation with the Dean of the faculty in which the student is enrolled and, as necessary, the chief of protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

The immediate responsibility for dealing with violations of library rules rests with the librarian or library staff in charge of a department, section, or room of the Library where a violation occurs.

Primary Disciplinary Actions

Disciplinary actions will be recorded in the student's permanent record at the Registrar's Office. Records of decisions including charges and sanctions will be maintained as part of the confidential records in the office of the respective Dean, for a period of up to four years after the student graduates or ceases to be a student. Only suspension and expulsion will become part of the student's official transcript or record.

Range of Actions

Notice

This may be oral or written. It is a statement that the student has inadvertently violated a University regulation. The warning will be documented and recorded.

Examples: Littering and smoking in prohibited areas.

Warning

This is a written statement that the student has violated a University regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the University community.

Examples: Inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.

Dean's Warning

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at The University. It is recommended that any violation of University regulations after the second Dean's Warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions.

Examples: Plagiarism, academic dishonesty, disruption-obstruction, In-class disruption, mental or physical harm, discrimination and harassment.

Suspension

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University.

Examples: Cheating, theft, and destruction of property.

Expulsion

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances will an expelled student be readmitted to the University.

Examples: Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.

Secondary Disciplinary Actions

The following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

Secondary Disciplinary Actions - Academic

- i. The student may be prohibited from participating in the work study program.
- ii. The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.
- iii. The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.
- iv. The student may be given a failing grade in a course or a test or any other form of academic assessment.

Secondary Disciplinary Actions - Non-Academic

- i. The student may be prohibited from representing the University in any official role, activity, or event.
- ii. The student may be prohibited from serving as an officer of any University organization including club, team, or society.
- iii. The student may be prohibited from living in any University hall of residence or similar facility.
- iv. The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the Student Activities Senior Specialist.
- v. The student may be required to make financial restitution.
- vi. The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).

Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any University official. Academic violations shall be forwarded to the Dean of the faculty in which the violation occurred. Non-academic violations shall be referred to the Student Activities Senior Specialist.

Alleged violations will be dealt with in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses.

Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under University regulations.

If any of the following apply, a student may appeal to the Dean of the Faculty regarding Faculty decisions against disciplinary action taken by the Student Activities Senior Specialist or the Dean of the Faculty to which the student belongs:

1. Procedural error.
2. New evidence.
3. Unsupported conclusion.
4. Disproportionate sanctions.

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed.

Student Grievance Policy

Students may consider informal or formal procedures to seek redress for what they believe to be unfair, improper, or discriminatory decisions, actions, or treatment that breaches the established policies and procedures of the University. These grievance procedures neither replace, nor take priority over established University procedures or due process for any and all matters related to academic misconduct, disciplinary appeals, grade appeals, financial aid, or other well-defined areas of Faculty or staff responsibility. Moreover, grievances should not be confused with petitions related to academic issues, including deviation from academic requirements or policies.

University Library

The library offers the following to students, faculty, and visitors:

- A pleasant and quiet study environment
- Group study rooms
- Open stacks and borrowing services
- Printing and photocopying services
- Computer labs
- Facilities reservation
- Off-campus access to materials
- Citation, plagiarism and other workshops and training sessions
- Research and reference help

Publicity and Posting Policy

All public notices or publicity material posted on campus property shall be approved and stamped by the Student Activities Senior Specialist prior to posting.

Bulletin Boards

Designated bulletin boards are located across campus and within buildings. Bulletin boards will carry notices and posters about events happening on campus. Approval for posting on bulletin boards is required in advance from the Student Activities Senior Specialist.

University Newspaper

The University shall have a student Newspaper that is issued on a monthly basis. The newspaper seeks to enlighten the University Community on issues and events that are occurring, promote inclusion and stakeholder awareness, and tackle prominent issues. It provides students the experience of the regular creation and publication and promotes student engagement in the process.

Information Desk

An information desk is located at the entrance of the University and within every faculty. The information desk is operated by student employees and seeks to assist current students, prospective students, and visitors seeking help and information.

Payphones

A pay-telephone is installed at the main entrance to the University and in the cafeteria.

Cafeteria

The University Cafeteria serves healthy, hot and cold meals and sandwiches at breakfast and lunchtime. Fruits, salads, and hot and cold beverages are also served.

Alumni Association

The University Alumni Association is a network formed from the University graduates. The network provides the University alumni a platform to connect, network, build relationships, receive special benefits and extend a hand to recent University graduates. The University strongly encourages all its graduates to join the Alumni Association.

Banking

An automated teller (ATM) machine is conveniently located on campus and provides students the option to withdraw money.

Computer Laboratories

Computers labs are conveniently located across the University, specifically in the Faculty of Business Administration, Faculty of Architectures, Faculty of Journalism and Media Communications, and libraries.

Electronic Mail Communications

Students are provided with one official computer account that is used to access electronic mail. This address may be obtained from the IT Department.

Telephone Guide

University Emergency Numbers

Fire	114
Security	601
Maintenance	602
Cleaning	603

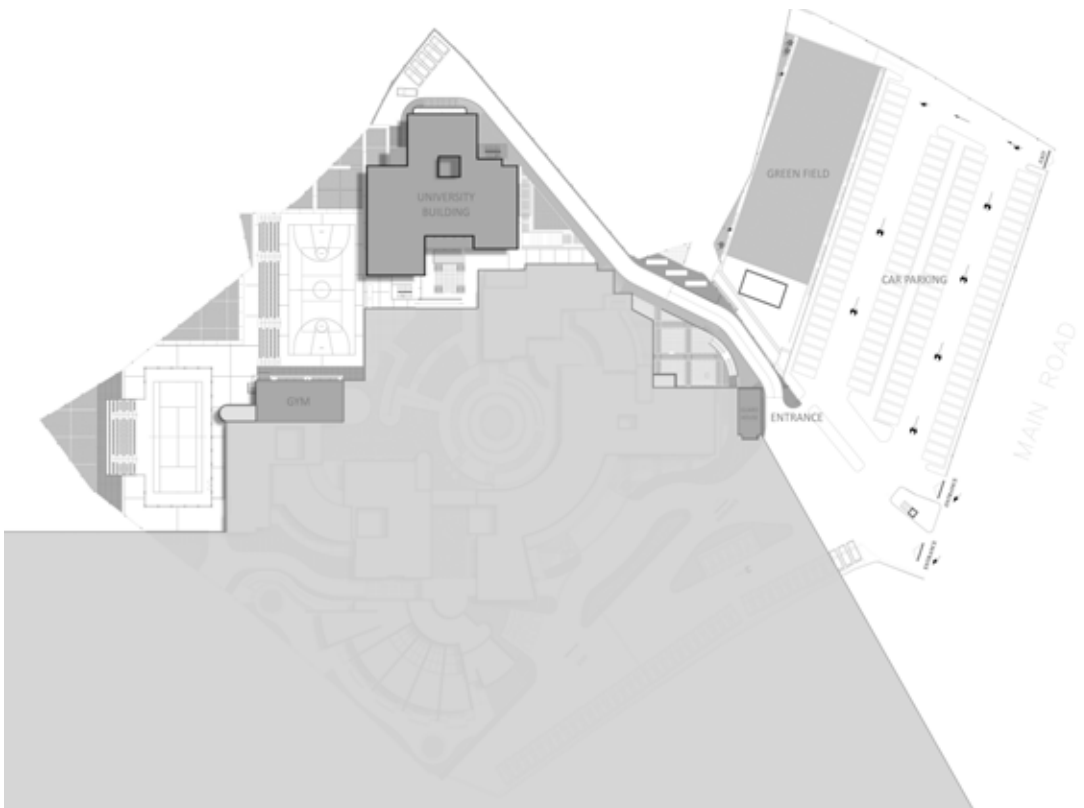
City of Tripoli Numbers

International Calls	100
Internal Security	112
Red Cross	140

University Campus

Info Desk Agent	06446576
Administration Office	122
IT Office	321
HR Office	141
International Affairs and Public Relations Office	521
Registrar	111
Head of Admissions	121
Student Activities	131
Financial Aid Specialist	112
Library	511
Faculty of Business Administration	211
Faculty of Architecture	311
Faculty of Journalism and Media Communications	411

Campus Map and Facilities



The Ground level/The Public Platform, comprises all public spaces and extra-curriculum programs spaces enabling guests from outside the university without infringing the learning environment and are as follows:

- The Registrar
- The Canteen
- A Music Hall
- The Media Center
- Multi-purpose lecture/class hall

The First Level/The Atrium includes a “plaza” with a special architectural treatment connecting, visually and physically, the students to the university learning medium through a huge void pivoted by an open staircase and surrounded by the following:

- 55 students lecture hall
- 75 students lecture hall
- 3x30 students classrooms
- Dean’s office and assistant office

The Second Level includes the following:

- 45 students Architectural Workshop with storage room
- 42 seats Computer lab/workshop
- 55 students classroom
- Dean’s office

The Third Level includes the following:

- 45 students Architectural Workshop with storage room
- 42 seats Computer lab/workshop
- 55 students classroom
- Dean’s office

The Fourth Level includes the following:

- 220 sq.m. Library accommodating more than 30 students at the same time
- 55 students classroom
- Dean’s office
- Administrative staff offices
- President office
- Board room accommodating 14 seats

The Outdoor Premises include the following:

- Standard basketball court
- Standard tennis / volleyball court
- Gym
- Outdoor seating areas with trees and shading elements
- Semi-covered court with seats and greenery
- Green field accommodating a mini football court and changing rooms and seating areas.

In addition to the above, the University shares a large scale auditorium for major events taking place at the University.

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