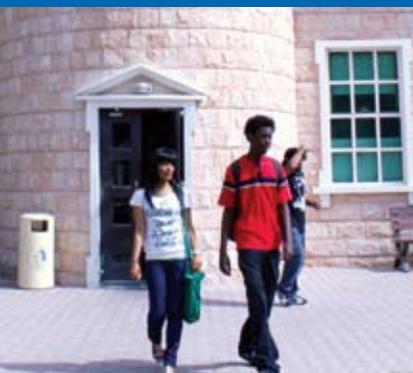


the american university in dubai

# UNDERGRADUATE CATALOG



**2009 - 2010**

The American University in Dubai  
Dubai, United Arab Emirates  
Vol. XII, Copyright June 2009

Effective Fall 2009

The statements and policies set forth in this *Catalog* (effective September 2009) are for informational purposes only and should not be construed as the basis of a contract between the student and the institution. While every effort is made to provide accurate and current information, AUD reserves the right to change, without notice to the individual student, any provision in this *Catalog*. Every effort will be made to keep students advised of any such changes.

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**FROM THE OFFICE OF THE PRESIDENT...**

It is my pleasure to preface *AUD's 2009-2010 Undergraduate Catalog*. The university's scope and its two-pronged approach to education (i.e., career preparation and "whole person" development) are reflected throughout its pages.

**His Highness Sheikh Mohammed Bin Rashid Al Maktoum**, Vice President and Prime Minister of the UAE and Ruler of Dubai, for whose support The American University in Dubai is infinitely grateful, recognizes that it is ultimately through education that the UAE and Dubai will achieve the goal of long-term prosperity and peace – requisites for a society in which each individual can contribute according to his or her unique capabilities. At AUD – Dubai's American university – it should be no surprise, therefore, that a commitment to excellence, societal relevance, and an appreciation for lifelong learning set the context for how education enriches the individual as a means to impacting society.

This *AUD Undergraduate Catalog* provides a snapshot of the academic programs, degree requirements, and policies presently in force at AUD. It also serves to profile the university, providing useful perspectives on its Mission, Philosophy, and Goals. Current and prospective students should consult the *Catalog* for information pertinent to their area of study. Other members of the university's constituencies will derive valuable insight into the breadth of educational endeavor at The American University in Dubai.

Our schools and departments would be pleased to answer any questions the reader may have on *Catalog* contents. Comments are appreciated.



Lance Edward de Masi  
**President**





## ABOUT THE AMERICAN UNIVERSITY IN DUBAI (AUD)

- Overview
- AUD Governing Board
- Administration
- AUD as an American Institution of Higher Learning
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## 6 | About The American University in Dubai

### OVERVIEW

The American University in Dubai is a private, non-sectarian institution of higher learning founded in 1995. AUD's enrollment in 2008-2009 averaged 2,852 students. In Spring 2009, 91 nationalities were represented in the AUD student body.

AUD offers both undergraduate and graduate degrees and a Certificate in Middle Eastern Studies.

A four-year Bachelor's (B.B.A.) degree is offered in Business Administration (with optional concentrations in Accounting, Economics, Finance, Management, Marketing, and Marketing Communications).

B.F.A. (Bachelor's of Fine Arts) degrees are offered in Visual Communication (with optional concentrations in Advertising [Creative], Graphic Design, Photography, and Studio Art), and Interior Design (with an optional concentration in Integrated Computational Design). The university also offers the Bachelor's of Information Technology (B.I.T.) degree (with optional concentrations in Application Development for Commerce and Industry, Database Development and Operations and Network Infrastructure Design and Administration) and a Bachelor's of Communication and Information Studies (B.C.I.S.) with optional concentrations in Digital Production and Storytelling and Journalism. The AUD School of Engineering, established in 2001 through collaboration with the Georgia Institute of Technology, offers the Bachelor's of Science (B.S.) degree in Civil, Computer, and Electrical Engineering. AUD's newest undergraduate degree offering is the B.Arch. (Bachelor of Architecture).

The Master's of Business Administration (M.B.A.) is offered as a generalist degree, with the option to specialize in either International Finance, International Marketing, Health Care Management, or Management of Construction Enterprises. It consists of a 12-course curriculum delivered in the evening.

In addition to courses in their chosen major/concentration, undergraduate students in all disciplines must follow a curriculum in Arts and Sciences. This is in fulfillment of the general education portion of their degree requirements.

Through its Center for English Proficiency (C/EP), the university also conducts Intensive English programs designed to develop university-level English language skills in students requiring additional language study before commencing university.

The university's faculty possess outstanding academic credentials. Furthermore, many are or have been practicing professionals of note. In terms of faculty composition, North Americans have the highest representation of any national group.

AUD's multi-complex facility has been conceived with the objective of supporting the university's programs (both academic and extra-curricular) to an American standard. The campus surroundings include Dubai Internet City and Media City. This reflects HH Sheikh Mohammed Bin Rashid Al Maktoum's vision for Dubai as the technological hub of the Middle East, together with the university's role as a technological reference point.

### AUD GOVERNING BOARD

#### **Dr. Steve Franklin (Chairman)**

*Chief of New Business Development, Wells Real Estate Funds*

#### **Dr. Habib Al Mulla (Vice-Chairman)**

*Managing Partner and Founder, Habib Al Mulla & Co. Advocates & Legal Consultants*

#### **Mr. Elias Bou Saab (Secretary)**

*Executive Vice President, The American University in Dubai*

#### **Mr. Joseph Ghossoub**

*Chief Executive Officer, The Holding Group; Former World President, International Advertising Association (IAA)*

#### **Mr. Justin J. Cooper**

*Senior Advisor to President William J. Clinton*

#### **Dr. Lance de Masi**

*President, The American University in Dubai*

#### **Dr. Ghassan Salamé**

*Professor of International Relations, Institut D'Études Politiques (Paris); Visiting Professor, School of International and Public Affairs, Columbia University; Former Minister of Culture, Lebanon*

**ADMINISTRATION**

The administration of The American University in Dubai endeavors to fulfill the university's Mission in terms of both academic excellence and attention to the student as an "individual". Operatively, this entails the enforcement of academic policies and procedures, the availability of staff for counseling and advisement, the support of extra-curricular activities that develop the "whole person," and a general sense of fairness in all dealings.

**Dr. Lance Edward de Masi**

*President*

M.B.A. (1977), Indiana University;  
M.A., Indiana University;  
B.A., St. John Fisher College;  
Honored, Ph.D. Hum. Lit., Schiller International University (London)

**Mr. Elias Bou Saab**

*Executive Vice-President*

M.A. (1994), Boston University;  
B.B.A., American InterContinental University

**Dr. Jihad Nader**

*Provost and Chief Academic Officer*

Ph.D. (1987), University of Toronto;  
M.B.A., American University of Beirut;  
B.B.A., American University of Beirut

**Mrs. Maya Amiouny**

*Chief Financial Officer*

M.B.A. (1986), American University of Beirut;  
B.B.A., American University of Beirut

**Dr. Susan Feneck**

*Special Assistant to the President*

Ed.D. (2000), University of Sarasota;  
M.S., Canisius College;  
B.A., Canisius College

**Mrs. Matilda Jabbour**

*Acting Registrar*

Technical Baccalaureate (1985), Business Automation Training Center

**Mrs. Lily Kawmi**

*Director of Human Resources*

B.A. (1978), American University of Beirut

**Mrs. Carol Maalouf**

*Director of Admissions*

M.Ed. (2004), American InterContinental University;  
B.F.A., Lebanese American University

**Mrs. Mary-Elizabeth Oesleby Koch**

*Director of Library Services*

M.L.S. (1977), University of Pittsburgh;  
M.Ed., California University of Pennsylvania;  
B.S., University of Minnesota at Duluth

**Mr. Elie Sawaya**

*Director of Central Services*

Lebanese Baccalaureate (1986)

**Mr. Frank Seifae**

*Manager of IT Services*

M.S. (2003), Boston University;  
B.S., Northeastern University

**Ms. Alicia Tártalo**

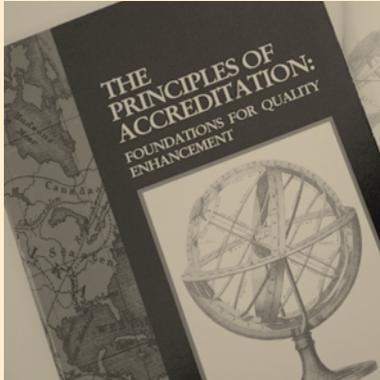
*Director of Institutional Effectiveness*

M.B.A. (1996), Clemson University;  
B.S., University of Maryland;  
B.S., University of Maryland;  
Licenciatura, Universidad Complutense de Madrid

**AUD AS AN AMERICAN INSTITUTION OF HIGHER LEARNING**

It is widely believed that American education is synonymous with "quality". This belief is particularly prevalent with regards to American education at the university level. Several factors are judged to explain this excellence: a curriculum that imparts general knowledge but allows for significant specialization; faculty who consistently contribute to scholarship in addition to exercising their classroom duties; teaching methods that develop in students strong skills in critical reasoning and accurate and persuasive self-expression; the maintenance of high academic standards via clear and consistent policies; and instilling in students an appreciation for life-long learning.

*The American University in Dubai seeks to duplicate this American recipe for success.* Syllabi and textbooks are often the same as those used in similar courses taught in the United States. In addition, the predominance of American and American-trained faculty further ensures that the university be American in substance as well as in name. Expectations of academic performance either match or exceed those prevailing on a "typical" American campus.



But as with any institution of higher learning, The American University in Dubai – although working within an American framework – has developed a character of its own. This is in large part inspired by its sensitivity to the needs of the student populace of the Middle Eastern terrain in which it operates. While the university’s faculty tend to be more teaching- than research-oriented, they often enjoy a professional status uncommon among academics.

AUD’s curricula across all disciplines is skill-directed and career-oriented. Everything, from academic advising to the approach to faculty-student interaction in- and outside the classroom, in addition to career counseling, is implemented with attention to the needs of the individual student. It is for this reason that class sizes are relatively small, and all faculty follow an “open door” policy with regard to consultation. Finally, the globalization of business and communications makes it imperative that the university’s educational programs be delivered with an international perspective and that a tolerance for cultural diversity be promoted through both curricular and extra-curricular activities.

The American University in Dubai remains convinced that since its opening in 1995, it has made great strides towards developing a culture of excellence by combining the heritage of traditional American education with those perspectives it has matured locally. The university looks forward to further collaboration with the local community in its continuous search for relevant educational programs delivered to world-class standards.

### ACCREDITATION AND LICENSURE SUMMARY

- The American University in Dubai is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to award Bachelor’s and Master’s degrees (see <http://www.sacscoc.org/pdf/webmemlist.pdf>). Contact the COC at 1866 Southern Lane, Decatur, Georgia, 30033 or call 404-679-4500 for any questions concerning the accreditation of The American University in Dubai.

- AUD is officially licensed by the Ministry of Higher Education and Scientific Research of the United Arab Emirates. The Ministry has accredited the university’s programs in Business Administration (both undergraduate and graduate), Communication and Information Studies, Engineering, Information Technology, Architecture, Visual Communication and Interior Design, in addition to a Certificate in Middle Eastern Studies program.

UAE Ministry: PO Box 45133, Abu Dhabi, UAE;  
tel: (02) 642-7772

- AUD holds an Agent’s License issued by the District of Columbia Education Licensure Commission (Washington, DC, USA).

DC Education Licensure Commission: 441 4th Street, NW,  
Suite 350 North Washington, DC 20001; tel: 202-727-6436

- AUD is approved to operate by the State of Georgia Nonpublic Postsecondary Education Commission (NPEC).

NPEC: 2082 East Exchange Place, Suite 220, Tucker, Georgia  
30084-5305; tel: 770-414-3300

- The American University in Dubai has received specialized accreditation for its Bachelor's of Business Administration (B.B.A.), and Master's of Business Administration (M.B.A.) degree programs in business through the International Assembly for Collegiate Business Education (IACBE).

IACBE: PO Box 3960, Olathe, Kansas 66063 USA;  
tel: 913-631-3009

- The university's undergraduate concentrations in Marketing Communications and Advertising (Creative) have been accredited by the International Advertising Association (IAA) in New York.

IAA World Service Center: 521 Fifth Avenue, Suite 1807,  
New York, NY 10175; tel: 212-557-1133

- All programs (i.e., Civil, Computer, and Electrical Engineering) of AUD's School of Engineering are accredited by the Engineering Accreditation Commission of ABET.

ABET: 111 Market Place, Suite 1050, Baltimore,  
MD 21202-4012, tel: 410-347-7700

## MISSION AND GOALS

### AUD Mission

The Mission of The American University in Dubai is to fulfill the broad educational needs of a culturally diverse student body by achieving excellence in teaching and learning, ultimately resulting in the intellectual, personal, and professional success of its graduates and the advancement of society.

### Philosophy and Purpose of the University

The university community believes it has a special commitment to support each individual's goals. To this end, the university places emphasis on the educational, professional and personal growth of each student. AUD, as an international institution of higher education, encourages global understanding by providing an atmosphere of cultural diversity and opportunities for international education. Programs, policies and activities – which have been designed to implement this Philosophy and Purpose Statement – are evaluated periodically and changed, as necessary, to meet the needs of the student body and the institution.

### Purpose-related Goals of the University

In support of its Mission and Philosophy, AUD's Goals are as follows:

- To cultivate and reward excellence, especially as it affects the imparting, acquisition, and advancement of knowledge;
- To guide students in the use of their knowledge and skills for personal and professional fulfillment;
- To foster an appreciation of the history and on-going development of human culture;
- To develop critical thinking, effective communication and lifelong learning skills;
- To promote the value of ethical behavior, responsibility, and commitment;





- To provide academic programs, services, facilities, and technologies that offer diverse opportunities for learning;
- To recruit and retain a diverse faculty of qualified educators, providing them with the environment and opportunity to flourish;
- To foster intercultural understanding as a basis for preparing students as members of a global community;
- To contribute to the economic and societal development of Dubai, the United Arab Emirates and beyond.

### VISION

- Enhanced standards and quality in program offerings;
- Greater diversification in program portfolio;
- Greater emphasis on the liberal arts;
- Ever more “American” in terms of the total educational experience;
- Strengthened integration with local community (university as a “point of reference”);
- Expanded facilities and technology application.

### VALUES

There are seven (7) Values that underpin AUD’s operations and development and that characterize its dealings with students, faculty, staff, and other constituents:

- *Whole Person Education* – AUD values the intellectual, personal and professional development of its students;
- *Excellence* – AUD values excellence in all that it does and is committed to continuous improvement in its educational offerings and services;
- *Integrity* – AUD values honesty and transparency and has high standards of legal-adherence, morality and ethics;
- *Service* – AUD values all of its constituencies and partners with its stakeholders in the achievement of their objectives and aspirations;
- *Diversity* – AUD values diversity in all its manifestations and recognizes its contribution to the quality of university life;
- *Tolerance* – AUD values respect and open-mindedness as proper responses to concepts, opinions and customs that are diverse, new or unfamiliar.
- *Accountability* – AUD believes that all members of the university community are responsible for fulfilling their roles in support of the institutional Mission and Purpose-related Goals and that evaluation of individual performance should be based on the degree to which this responsibility is satisfied.

## FACILITIES

The campus of The American University in Dubai is the material expression of the university's Mission and character. Two words come to mind in describing this campus – American and world-class: “American” because of its sobriety and Jeffersonian architectural rigor, “world-class” because of the notable quality of the physical plant and accompanying facilities.

Indeed, the facilities that comprise the multi-edifice campus are nothing less than impressive, whether they be found in the academic wings, student and faculty housing or administrative complex. Specifically, 13 buildings dot the campus today, a Student Center, housing indoor sports facilities, food-court, 50 offices and 20 classrooms/labs - in addition to several other amenities - being the latest addition.

Advanced technology supports all aspects of campus operations; most appropriately, the delivery of the university's academic programs. Specifically, 14 computer labs with both IBM and Macintosh hardware form the basis for instruction in IT, business administration and the applied arts. Two language laboratories serve to enhance teaching effectiveness in the university's intensive/academic English courses.

The Blackboard system™ is deployed to provide instructional support in all courses offered by the university, and students can access it from any location in the world where there is Internet connectivity.

AUD's School of Engineering houses several labs. The physics lab is equipped with Pasco equipment for conducting a broad range of experiments in motion dynamics, electricity and magnetism. The engineering computer labs house over 100 PC's, equipped with educational and professional engineering software

including MatLab, Maple, PSPICE, AutoDesk, Primavera, GeoSuite, ETABS, SAFE, SAP2000, and Heastad Methods software.

The Electrical and Computer Engineering Labs comprise 14 stations with complete sets of oscilloscopes, digital multimeters, triple DC power supplies, logic analyzers, function generators, operational amplifiers, and semiconductor curve tracers. The labs are also equipped with educational equipment for electric power systems including DC motors, 3-phase motors, transformers, induction motors, and variables speed drives. The Civil Engineering Labs are equipped with an Instron Universal Testing Machine, a concrete crusher, and materials and geotechnical equipment for specific gravity, hardness, toughness, soil classification, compaction, permeability, consolidation, direct shear and triaxial testing. The labs also house multiple workstations for fluid dynamics and hydraulic experiments, as well as theodolites, and total stations for field surveying.

The accomplishment of AUD's objective to deliver a genuinely American education is facilitated by the sports facilities (soccer field, outdoor track, tennis/volleyball/basketball courts, swimming pool) and other space that provide students with the opportunity to engage in extracurricular activities which constitute student life on a typical US-based campus. A 900-seat auditorium serves as a venue for student assemblies, conferences, and cultural events. A Student Center, housing indoor sports facilities, was inaugurated in September, 2008. A central indoor stadium is designed so that it can be dismantled into two independent courts used for indoor football, handball, basketball or volleyball. This stadium has a capacity of 2,500 spectators, in addition to an outdoor spectator's gallery



that faces the soccer field and accommodates a public of 300. Separately, there are two squash playgrounds and a 1,600-square feet gymnasium for boys and girls and an aerobics/dancing/music room.



### STATEMENT ON INTEGRITY AND COMMITMENT

As an institution committed to quality, The American University in Dubai views integrity as an underlying tenet to its Mission and Purposes. The university uses the integrity tenet as a foundation for all of its operations, services, and programs. Integrity serves as an integral foundation to university governance at the level of the Governing Board and in all university operations, institutional representations, advertising, marketing, and services. Honesty and integrity are essential to these functions and serve as the basic contract defining the relationship between the university and its constituencies.

The intention of the university is to advance the intellectual and social condition of learners in a diverse society through quality academic programs, services and other learning opportunities. The university strives to provide students with a learning environment anchored by the highest caliber of instruction built on a solid intellectual and ethical foundation.

### STATEMENT ON ACADEMIC EXCELLENCE

AUD's foremost objective is the fostering of academic excellence. The university's administration is dedicated to the principle that the maintenance of high standards is in the ultimate interest of both the institution and its students. Nothing is more important to AUD than its reputation for quality, and nothing is more important to our students than the quality of their

degrees. Our on-going success as a respected institution of higher learning depends on the quality of our graduates, and the skill-base possessed by these graduates contributes to success in their chosen career.

- Students are admitted to AUD only if they rigorously meet the criteria for admission;
- Teaching excellence is a hallmark of the AUD faculty. Each term, student feedback is obtained through the *Instructional Evaluation Form*; and Deans/Program Chairs are charged with closely monitoring teaching effectiveness;
- A's and B's are awarded only to students whose performance is truly exceptional/above average;
- The policies governing academic suspension and dismissal are scrupulously applied. Exceptions are rarely made;
- Each School/Department's Advisory Council of practicing professionals helps to ensure that the curricula are relevant and up-to-date.

### ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS

AUD is committed to continuous improvement of its academic programs and student services. Assessment at AUD is an ongoing process that evaluates the effectiveness of every aspect of the university. Data are regularly gathered and analyzed for the purpose of making improvements where needed. The university's model of institutional effectiveness and planning is based on the student as the center of the educational experience. Thus, students, along with all other university stakeholders, may be asked to participate

in various types of assessment activities, including surveys, focus groups, and faculty review of course outcomes.

Stakeholder confidentiality is protected in all university assessment processes.

The information gathered from assessment activities is used to improve student learning, services, and the overall institution. AUD requests student involvement in the assessment process to further enhance the benefits to students and their educational experience.

#### AUD DEGREE PROFILE

##### Undergraduate

##### Bachelor's Degree Programs

- Business Administration (B.B.A.)
  - Accounting
  - Economics
  - Finance
  - Management
  - Marketing
  - Marketing Communications
- Communication and Information Studies (B.C.I.S.)
  - Digital Production and Storytelling
  - Journalism
- Engineering (B.S.)
  - Civil
  - Computer
  - Electrical

- Information Technology (B.I.T.)
  - Application Development for Commerce and Industry
  - Database Development and Operations
  - Network Infrastructure Design and Administration
- Architecture
  - Visual Communication (B.F.A.)
    - Advertising (Creative)
    - Graphic Design
    - Photography
    - Studio Art
  - Interior Design (B.F.A.)
    - Integrated Computational Design

##### Certificate Program

AUD offers a Certificate in Middle Eastern Studies consisting of 18 credit hours of undergraduate course work.

##### Graduate

##### Master's Degree Program

- Business Administration (M.B.A.)
  - General
  - International Finance
  - International Marketing
  - Health Care Management
  - Management of Construction Enterprises

Details of this Program are contained in the *AUD 2009-2010 M.B.A. Catalog*.



## UNDERGRADUATE ADMISSIONS

- Mission
- Purpose
- Goals
- Admissions Philosophy
- General
- Transfer Students
- Visiting and Study Abroad Students
- Advanced Standing Credit
- Standardized Assessment
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- Developmental Studies
- Computer Proficiency Examination
- Applicants for a Second Degree
- Readmission Following Interruption of Degree Progress
- Admissions – Mohammed Bin Rashid School for Communication
- Admissions – School of Engineering
- Admissions – Architecture
- Admissions - Certificate in Middle Eastern Studies



### MISSION

The Mission of the Admissions Department at AUD is to provide excellent service to all prospective students and to ensure that the admissions process is completed in a timely and comprehensive manner.

### PURPOSE

Pursuant to the Mission of AUD, the Admissions Department consists of a professional team that assists prospective students gain accessibility to opportunities in higher education. The Admissions team is held to a high level of integrity and is charged with providing quality service and accurate information to all students. AUD admits to its degree programs students who possess appropriate credentials and the demonstrated capacity and potential to successfully complete the educational programs provided by the university and meaningfully participate in the total educational experience offered by AUD.

### GOALS

- To provide accurate information on educational opportunities to prospective students; and
- To recruit students consistent with AUD's goals;
- To provide quality services to prospective and new students;
- To provide access to higher education.

### ADMISSIONS PHILOSOPHY

A hallmark of AUD is its culturally diverse student population. AUD students come from many different countries and backgrounds and bring a wide range of viewpoints, special interests and talents to enrich the learning community. *Selection of students is based on an individual assessment of each applicant. Final acceptance is not granted until the university has received all required admissions documents.* To assist the admissions personnel in making informed decisions, an admissions interview may be required.

### First-Time Freshman

AUD seeks well-rounded students who demonstrate a probability for success in the institution's programs of study. To this end, AUD will take into consideration such factors as high school completion, recommendations from school or supervisory personnel familiar with the potential of applicants, leadership and student activity records, scholastic achievement test scores, evidence of school and community service, demonstrated potential for academic success or development, student work or employment records, and distinctive talents or abilities possessed by applicants.

### College Transfer Students

AUD seeks students who can build on their previous university educational/employment experiences and move successfully to complete degree programs of study. In applicable academic programs, transfer credit may be accepted by AUD from any recognized institution. Courses accepted for transfer must be relevant to the program of study, and the content and outcomes must be considered as the equivalent to the courses and outcomes of the AUD degree program.

**Other**

Applications from Visiting and Study Abroad Students are also welcome.

**GENERAL****Documentation**

Students should be aware that all original records, letters and other documents provided to AUD as part of the admissions process will remain university property. Physical records for rejected applicants and “no-shows,” which are not collected within two years of submission, are destroyed.

**High School Certificate Attestation**

Applicants from schools in the UAE who seek UAE Ministry of Higher Education and Scientific Research (MOHESR) attestation of their university degrees should consult the Ministry for the requirements of high school attestation/equivalency prior to commencing their studies at AUD. Applicants in possession of high school diplomas/certificates received outside the UAE should seek information from the AUD admissions office regarding the requirements for attestation by the MOHESR. These may vary according to the country granting the diploma/certificate.

**Process/Requirements**

The university reserves the right to evaluate the adequacy of all credentials submitted for admission. Furthermore, students are reminded that omission or falsification of information constitutes sufficient reason for rejection or dismissal. This dismissal, requiring the President’s approval, may occur at any time during a student’s residence at AUD; that is, upon discovery of the omission/falsification.

**All students seeking admission to the university must submit the following:**

- A completed *Application for Admission*.
- Non-refundable application fee of AED 200. A reservation deposit (non- refundable) of AED 5,000, which is fully applied toward tuition, is required upon acceptance for admission. Due to the high number of applicants, students are requested to pay this deposit within two months of the start of the term of entry. No application will be accepted after this date without the reservation deposit.
- An official UAE high school/secondary school certificate or its equivalent as approved by the Ministry of Education and an official high school/secondary school transcript (academic record) in the original covering the last three years and reflecting a good academic standard. (Required averages vary by school systems. Students should consult an AUD admissions Representative for pertinent requirements.)  
  
For British qualifications, the following standard applies to IGCSE/GCE: grade “C” or above. AS-level and A-level will also be considered. A combination of 7 subjects (O/AS/A) or 4 subjects (AS/A) may be submitted. Proof of eleven years of school is required for students applying with IGCSE subjects.
- International TOEFL score of 550 (CAT 213) + TWE of 4.0 or Internet-based TOEFL score of 79-80 + writing skills range 24-30 is required or the equivalent score on another internationally-recognized exam (English). AUD’s international code for TOEFL is 0063.

- The SAT Reasoning Test or the appropriate score on the university-administered ACCUPLCER™ Exam (Math). AUD’s international code for SAT is 2688. Students in possession of SAT scores, provided the sum of the Critical Reading and Math is at least 1,000 (with a minimum of 320 in Critical Reading and a minimum 560 in Math), will be exempt from taking the ACCUPLCER™ Exam (Math). For B.F.A. applicants, the sum of the Critical Reading and Math must be at least 900 (with a minimum of 320 in Critical Reading and a minimum 550 in Math) for exemption from taking the ACCUPLCER™ Exam (Math).

*Placement in Mathematics for applicants to the Bachelor of Architecture program is described on p. 22 of this [Catalog](#).*

*The SAT is required for Engineering applicants (see p. 21 of this [Catalog](#)).*

- Official letters of recommendation from two referees (high school teachers) endorsing the student’s ability to successfully complete university work. Letters should be in the original, on letterhead, stamped and sealed. If they prefer, students may use the reference forms found in the *AUD Admissions Kit* for this purpose.  
  
Transfer and visiting students (see below) are not required to submit letters of recommendation.
- 2 passport-size photographs and colored passport photocopy.

# 18 | Undergraduate Admissions

## TRANSFER STUDENTS

**In addition to the above requirements**, students transferring in to AUD should submit:

- official transcripts from which transfer credit is sought (Transfer Students must be in good academic standing [i.e., with a minimum 2.0 CGPA on a 4.0 scale or equivalent] at the institution from which they are transferring. AUD may require higher than this 2.0 minimum CGPA. As this depends on the university from which the student is transferring, all transfer applicants should consult the AUD Admissions Office for the requirement pertinent to his/her institution).
- course descriptions for all courses for which transfer credit is sought (Students should be aware that they will be held responsible for any courses taken at AUD prior to receipt of required course descriptions.). Separately, requests for transfer credit that accompany late applications (i.e., those received two months or less prior to the original date of entry) may not be processed prior to the beginning of the semester.

Transfer credit is accepted by AUD solely at its discretion. In the case of courses taken five (5) or more years prior to enrollment, the “age” of such courses may be reason for refusal of transfer credit, contingent upon the assessment of the Dean/Chair of the academic unit for which transfer credit is sought.

In order for AUD to consider transferring credit from an institution, this institution must be licensed or officially recognized by the Department/Ministry of Education of the country where it is in operation.

Regulations governing the awarding of transfer credit are contained on pp. 77-78 of this *Catalog*. Transfer students should read these pages carefully.

## VISITING AND STUDY ABROAD STUDENTS

***Students joining AUD for one semester or more with the intention of transferring credits back to their home institution (i.e., visiting) should submit the following documents:***

- A completed *Application for Admission*.
- Non-refundable application fee of AED 200. Due to the high number of applicants, students are requested to pay a (non-refundable) deposit of AED 5,000, which is fully applied toward tuition within two months of the start of the term of entry. *No Application* will be accepted after this date without the reservation deposit.
- Official transcript from university. A min. CGPA of 2.0 on a 4.0 scale or the equivalent of a good average is required.
- Letter of approval from the student’s university for the courses to be taken at AUD and that would transfer towards the student’s program at the home institution.
- International TOEFL (min. score required is 550/CAT 213 and 4.0 TWE or Internet Based 79-80 + writing skills range 24-30) or the equivalent score on another internationally-recognized exam (English). Original TOEFL

score required for verification. AUD’s international code for TOEFL is 0063. ***This requirement may be waived for non-native English speakers who are studying at American-accredited institutions.***

- 2 passport-size photographs and colored passport photocopy.

## ADVANCED STANDING CREDIT

Students desiring to request credit evaluations for advanced standing credit, including standardized assessments and proficiency examinations, should contact the Admissions Office for information on university processes and procedures for advanced standing.

## STANDARDIZED ASSESSMENT

In addition to college credit earned at accredited postsecondary institutions, the following can also be evaluated for lower-level academic credit equivalency at AUD:

- College-Level Examination Program (CLEP) or DANTES Examination (DSST)
- Advanced Placement (AP) Examination

***NOTE: Transfer credit or proficiency credit awarded for CLEP, AP or DANTES cannot be used to meet the university’s residency requirement.***

Applicants should contact the Admissions Office for Advanced Standing requirements.

CLEP is a national (i.e., USA) program of credit by examination to obtain recognition of college level achievement. AUD is a registered CLEP credit granting institution and students should consult <http://www.collegeboard.com> to find a CLEP examination center in their area. AUD awards proficiency credit for lower level comparable coursework based on CLEP examination scores as recommended by the American Council on Education (ACE) for the respective lower level course requirements. Students must submit an official CLEP score report to be evaluated for this proficiency credit award.

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in non-traditional ways. Originally designed for military service members, DANTES examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegetcredit.com>. Proficiency credit is awarded for passing scores according to ACE recommendations for the respective lower level course requirements. Students must submit an official DANTES score report to be evaluated for this proficiency credit award.

Examinations are available in the following areas:

- Business
- Social Science
- Physical Science
- Applied Technology
- Humanities

Advanced Placement (AP) Examinations provide students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination, proficiency credit is awarded according to ACE recommendations for the respective lower level course requirements. Students must submit an official AP score report to be evaluated for this proficiency credit award.

#### ACADEMIC PROFICIENCY ASSESSMENT

As previously noted, selection of students for admission into degree programs of study is based on an individual evaluation of each applicant's capability or potential for successful completion of the program. To assist the institution in academically advising students, assessment of academic proficiency is required for all undergraduate first time applicants and transfer students who have not satisfied the institution's English/Mathematics requirements. AUD will use the results of this assessment to determine appropriate academic placement and the need for developmental course work.

If it is determined that a student does not possess the minimal standards of proficiency in language, reading or mathematics, he or she will be enrolled in the appropriate developmental course.

#### DEVELOPMENTAL STUDIES

Developmental studies courses enable the university to accept students (either into mathematics courses or

the Intensive English Language Program [IELP]) who require academic support to develop basic academic proficiency in the areas of Mathematics and English.

Enrollment in all developmental courses is determined by placement exam scores. Developmental courses carry *no university credit*; however, these courses will appear on the student's transcript and will be calculated in a student's academic progress. Students in the IELP Program have not been accepted into the university as degree candidates.

***“P” is the minimum passing grade in all developmental courses.***

#### Intensive English Courses (IELP)

Descriptions for the following Developmental English courses (non-credit) are listed under the section of this *Catalog* entitled “Center for English Proficiency Program” (pp. 169-171):

IELP 096 *Basic Intensive English*

IELP 097 *Low Intermediate Intensive English*

IELP 098 *High Intermediate Intensive English*

IELP 099 *Advanced Intensive English*

#### ENGL 100

Students accepted into the university as degree candidates, but who do not achieve a sufficiently high score on the ACCUPLACER™ or another internationally-recognized exam are placed in ENGL 100. This is a non-credit course. Placement in ENGL 101 requires passing ENGL 100 and/or placement by International TOEFL and TWE or another internationally-recognized exam.

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### **ENGL 100 | BASIC COLLEGE ENGLISH**

*Prerequisite: IELP 099 with a grade of P+/P and placement by ACCUPLACER™, or other internationally-recognized exam | F, S, SI, SII*

The last of the five non-credit English courses, ENGL 100 prepares students for university level English classes. It focuses heavily on mastering basic writing skills - creating a thesis statement, providing specific and relevant support, using transitions and other paragraphing conventions and proofreading for accuracy in spelling, grammar and punctuation. Students in ENGL 100 may take four regular university courses concurrently with ENGL 100; however, ***any student who does not earn a P+/P in the course may not be allowed to take additional courses while he or she repeats ENGL 100.***

### **Mathematics Courses**

#### **MATH 098 | DEVELOPMENTAL MATHEMATICS I**

*Prerequisite: placement by ACCUPLACER™ | F, S, SI, SII*  
The first of two courses to provide skills presupposed by college level mathematics. Topics include a review of arithmetic and elementary geometry and algebra.

#### **MATH 099 | DEVELOPMENTAL MATHEMATICS II**

*Prerequisites: placement by ACCUPLACER™ or a grade of P+/P in MATH 098 | F, S, SI, SII*  
The second of two courses to provide skills presupposed by college level mathematics. Topics include the study of polynomial, rational and radical expressions, exponents, solutions of linear equations and systems of equations, quadratic equations, graphing and applications.

### **COMPUTER PROFICIENCY EXAMINATION**

Students who believe that on the basis of computer proficiency acquired prior to joining university they should be exempt from taking COMP 101 may sit for the AUD Computer Proficiency Examination.

***If exempted, the student will be required to substitute COMP 101 with a course in the Social Sciences. (Engineering majors are not required to substitute any course if they have been exempted from COMP 101.)***

### **APPLICANTS FOR A SECOND DEGREE**

Applicants for a second undergraduate degree must provide a written petition explaining the rationale behind their application. An applicant may not apply for a second degree in the same field of study. The petition will be evaluated by the head of the academic unit (Program Chair or Dean) offering the second degree to determine the level of similarity between the first and second degrees, and approval of the petition may or may not be granted accordingly. Once enrolled, an applicant for a second degree may not change his/her program without the approval of the Provost and Chief Academic Officer. Credits from the first undergraduate degree are transferable following the same policies and procedures as for regular transfer students.

### **READMISSION FOLLOWING INTERRUPTION OF DEGREE PROGRESS**

Students who seek re-entrance following a period of suspension must follow the procedures listed on p. 76 of this *Catalog* under “Readmission from Academic Suspension.”

***Regardless of his/her academic status at the time of leaving AUD, if the period of interruption of degree progress is for one calendar year or more, the student must reapply to the university through the Admissions Office.*** Returning students will be required to complete the degree requirements as stated in the *Undergraduate Catalog* in effect at the time of their re-enrollment. Should the student have taken courses at another institution during his/her absence from AUD, a minimum CGPA of 2.0, supported by an official transcript, is required for re-admission. The granting of transfer credit is at AUD’s discretion. AUD may require higher than a 2.0 minimum CGPA. As this depends on the university from which the student is returning to AUD, all returning students should consult an AUD Admissions Coordinator for the requirement pertinent to the institution attended during the interruption of degree progress.

### **ADMISSIONS – MOHAMMED BIN RASHID SCHOOL FOR COMMUNICATION**

- B.C.I.S. applicants following the Arabic track must sit for an Examination of Proficiency in Arabic
- ***Applicants are required to submit one written essay as part of the application process.*** Student should write the essay in Arabic or English depending on the track the student will be following. Essay topics can be downloaded from the AUD website: [www.aud.edu](http://www.aud.edu).
- A portfolio consisting of samples of their literary/artistic work is also required.

## ADMISSIONS – SCHOOL OF ENGINEERING

### Standardized Testing

- Applicants must take the SAT Reasoning Test. Students should have their scores for each time they have taken this test sent to AUD.  
*It is highly recommended that this test be taken by November of the senior year of high school with a minimum score of 320 in Critical Reading and a minimum of 560 required in Math. The sum of the Critical Reading and Math must be at least 1,000.*
- A readiness for MATH 210 (Calculus I) will be determined by the university-administered ACCUPLACER™ Exam. Students who have the equivalent of MATH 210 transferred from another recognized university will be exempted from taking this Exam.
- Applicants who have the required SAT Reasoning scores, but fail to place in Math 210 through the ACCUPLACER™ Math Exam, will be placed in MATH 191.
- Engineering students are required to take the university's Computer Proficiency Exam prior to their first term of admission into Engineering. A student who fails the Exam will be required to enroll in and pass COMP 101 within his/her first term of admission. In such cases, COMP 101 credit will not count towards engineering program credit hour requirements.

### Non-Degree-Seeking (NDS) Status

Students who do not fulfill the SAT requirement prior to their semester of entrance and are placed in MATH

191 or MATH 210 may be admitted provisionally with the status of non-degree-seeking (NDS). Failure to submit required SAT scores according to the following schedule will result in automatic cancellation of this provisional status and exclusion from registration in any engineering courses until the SAT requirement is fulfilled:

Term of Admission	Score Submission Required by
Fall	end-December
Spring	end-June
Summer I or II	end-December

Students who fail to secure admission into Engineering may continue their studies at AUD in a discipline other than Engineering, provided they are accepted for admission into a new program. The university does not assume any responsibility for loss of credit due to the student's change of program (i.e., from NDS Engineering to another program).

If the student remains in Engineering, it should be noted that MATH 191 credit will not be considered as part of the Engineering program requirements.

### High School Course Requirements for Prospective Freshmen

Students must have accumulated secondary school course work in: Physics and two (2) other laboratory sciences. Applicants who have not accumulated such course work at the secondary school level will be required to take undergraduate courses in science (other than those required by AUD's degree programs in Engineering) prior to admission as degree candidates in Engineering.



### ADMISSIONS – ARCHITECTURE

In addition to satisfying AUD's general admissions requirements, students who are admitted to the B.Arch. program must submit a portfolio online ([archportfolio@aud.edu](mailto:archportfolio@aud.edu)), consisting of:

- Three (3) art works of the student's production, which may include but are not limited to paintings, drawings, photographs, models, calligraphy or animation – please note that relevance to architecture is encouraged;
- A short paragraph commenting on each work of art;
- Photos of three (3) buildings selected worldwide;
- A short paragraph justifying the choice of each of the three (3) buildings.

In order to place in MATH 195 (*Precalculus for Architecture*), students must achieve the following: 550 in Math and 320 in Critical Reading, plus a minimum of 900 combined, or achieve the required score on the university-administered ACCUPLACER™ Exam (Math). AUD's international code for SAT is 2688. Architecture students may begin their Math sequence with MATH 099.



### ADMISSIONS - CERTIFICATE IN MIDDLE EASTERN STUDIES

#### General Requirements

In order to qualify for admission to the Certificate in Middle Eastern Studies program, students must:

- Be in good academic standing at AUD or their primary university of study;
- Be pursuing a bachelor's degree at an institution accredited by the MOHESR in the UAE or by the relevant national or regional institutional accrediting body in the case of international applicants; or have earned a bachelor's degree at an institution accredited by the MOHESR or by the relevant national or regional institutional accrediting body in the case of international applicants;
- Have successfully completed ENGL 102 (*Advanced Composition and Research*) or its equivalent;
- Satisfy all other requirements for admission to AUD (see pp. 17-18 of this *Catalog*);
- Satisfy the English language requirements.

#### English Language Requirements

All students must achieve a TOEFL score of 550 and 4.0 on the TWE (CBT 213, 79-80 Internet-based TOEFL) or an equivalent score on a test approved by the MOHESR in order to qualify for admission at AUD.

Exceptions:

- A native speaker of English who has completed his/her undergraduate education in an English medium institution in a country where English is the official language;
- A student admitted to and graduated from an English medium institution who can provide evidence of having achieved a TOEFL score of 500 or its standardized equivalent approved by the MOHESR upon admission to the undergraduate program;
- A visiting student, Study Abroad Program student, or exchange student from a regionally accredited institution in the United States.

**Transfer Credits**

Please see p. 59 of this *Catalog*.



## FINANCIAL INFORMATION/ SCHOLARSHIPS

- Tuition and Fees
- Medical Insurance
- Refunds
- The HH Sheikh Mohammed Bin Rashid Al Maktoum Scholarships for Academic Achievement
- The HH Sheikh Mohammed Bin Rashid Al Maktoum Athletic Scholarships
- Mohammed Bin Rashid School for Communication Scholarship
- The William Jefferson Clinton Scholarship at The American University in Dubai
- DAMAC Achievers Scholarship Program
- Young Arab Leaders (YALs) Scholarship
- The Daniel Newell Pendergrass Memorial Scholarship

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### TUITION AND FEES

University institutional policy requires all students to pay tuition and fees in advance. Students who owe money to the institution will not be allowed to register for the subsequent semester until the balance owed is paid in full. SAP students receiving financial aid may be allowed a tuition deferment based upon the anticipated receipt of funds. This is granted solely at the discretion of AUD based on the official notice of approval from the granting or lending agency. The university evaluates institutional tuition and fee rates in the second semester of each academic year, and rates may be subject to change at the beginning of the following academic year.

A tuition and fee schedule is included in this *Catalog*.

### MEDICAL INSURANCE

Private health insurance covering care in the UAE is mandatory for all AUD students except UAE nationals. In order to meet this requirement by enrolling in the AUD-sponsored health insurance plan, students are charged a non-refundable fee on their Fall semester bill covering the period September 1 through August 31.

For this fee to be waived, students are required to provide evidence of currently valid private health insurance covering care in the UAE (Original Insurance Card) to the Finance Office. ***Deadline to do so is the last day of the Fall semester Drop/Add (see AUD Academic Calendar).***

Failure to provide this evidence before the deadline will result in cancellation of the option to waive the health insurance coverage and associated fee.

### REFUNDS

All refund requests will be processed within **30 days**.

Refunds are governed by the following regulations:

#### (1) **Tuition (except IELP)**

In the event that a student withdraws or is dismissed from all classes during the term, refunds of tuition and fees will be calculated according to the following schedule:

<b>Schedule</b>	<b>Refund</b>
During the first week*	75%
During the second week**	50%
During the third week	25%
After third week	0%

In the event that a student withdraws from partial classes during the term, refunds will be calculated according to the following schedule:

<b>Schedule</b>	<b>Refund</b>
Until the end of Drop/Add***	100%
After Drop/Add	0%

#### (2) **Tuition (IELP)**

<b>Schedule</b>	<b>Refund</b>
Until the end of Drop/Add	75%
After Drop/Add	0%

#### (3) **Housing Fees and Charges**

Fees and charges for university housing (where applicable) are non-refundable.

\* 100% for new students in the first semester of attendance with the exception of the reservation and enrollment deposit of AED 5,000 which is non-refundable.

\*\* Sunday-Thursday

\*\*\* The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form. Check the AUD Academic Calendar for dates of Drop/Add.

**Note:** AUD has a separate Refund Policy for legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of *Georgia's Minimum Standards and Criteria for NPEC Institutions*. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's, and the office of the Director of Institutional Effectiveness.

### THE HH SHEIKH MOHAMMED BIN RASHID AL MAKTOUM SCHOLARSHIPS FOR ACADEMIC ACHIEVEMENT

#### **Background and Objective**

In May, 1999, on the occasion of the Second Commencement Exercises of The American University in Dubai held under his patronage, His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, announced the creation of scholarships for eligible prospective AUD students. The university's Administration has designated the scholarships to carry Sheikh Mohammed's name, citing how His Highness' gesture reflects a deep commitment to education as the driving force in the accomplishment of Dubai's and the UAE's public agenda. ***The HH Sheikh Mohammed Bin Rashid Al Maktoum Scholarships for Academic Achievement*** have been conceived with the objective of rewarding academic excellence and responding to financial need; as such, they will act as an incentive and reward for superior scholastic performance, as well as providing an economic contribution to the acquisition of an American-accredited university degree.

### Eligibility

In order to be eligible for a Scholarship, a new student must be an applicant to one of AUD's degree programs, undergraduate or MBA. High school applicants should have at least a 90% grade average (or equivalent). MBA applicants (for UAE Nationals only) must have a minimum of 3.0 CGPA.

### Selection Criteria

**Academic performance** will be determined by a high school average or CGPA of the last three years. Academic letters of recommendation and TOEFL/ SAT scores will be used in case of ties. It is expected that recipients will have earned an academic status well above the minimum required for admission or continuance in a degree program.

**Financial need** as demonstrated by insufficiency of financial support to fund educational expenses.

### Coverage/Renewal

A Scholarship entitles the recipient to a waiver of tuition for one academic year (2 semesters/30 credit hours) until graduation. The Scholarship does not cover courses taken in the Summer terms. The Student must enroll for two successive semesters and carry a full load of academic credits (12 to 16 hours) each semester. Scholarships are renewed on a yearly basis and students are expected to maintain a Grade point Average of 3.0 or above by the end of each academic year. Failure to comply with any of the above could result in the withdrawal of the scholarship.

### Application Process

In order to apply, a new student must fill out an AUD application for The HH. Sheikh Mohammed

Bin Rashid Al Maktoum Scholarships for Academic Achievement no later than **July 15**. Upon examination of a student's academic status and the submission of updated documents, renewal of a scholarship for existing holders will be reassessed once a year prior to beginning of the Fall semester.

### THE HH SHEIKH MOHAMMED BIN RASHID AL MAKTUUM ATHLETIC SCHOLARSHIPS

Details concerning these Scholarships are available at the Admissions Office.

### MOHAMMED BIN RASHID SCHOOL FOR COMMUNICATION SCHOLARSHIP

#### Eligibility

In order to be eligible for a Scholarship, a new student must be an applicant to the Arabic track of the B.C.I.S. degree program, concentrating in either Digital Production and Story Telling or Journalism. High school applicants should have at least a 90% grade average (or equivalent). Transfer students must have a minimum 3.0 CGPA.

#### Selection Criteria

Applicants must be exceptional students with an outstanding high school average; i.e. among the top performers in the class, whether from a private or public school. In addition, applicants must submit a portfolio consisting of samples of their literary/artistic work, along with one qualifying essay in Arabic. All applicants must sit for a qualifying Exam of Arabic Proficiency.

### Coverage/Renewal

A Scholarship entitles the recipient to a waiver of tuition, books, and housing (subject to approval) for one academic year (two semesters/30 credit hours) until graduation. The Scholarship does not cover courses taken in the Summer terms. The student must enroll for two successive semesters and carry a full load of academic credits (12-16) each semester.

Scholarships are renewed on a yearly basis, and students are expected to maintain a Grade Point Average of 3.0 or above, measured at the end of each academic year. Failure to comply with any of the above may result in the withdrawal of the Scholarship.

### Application Process

In order to apply, a new student must fill out an *AUD Application for the Mohammed Bin Rashid School of Communication Scholarship* no later than **July 15**. Upon examination of a student's academic status and the submission of updated documents, renewal of a Scholarship for existing holders will be assessed each year prior to the beginning of the Fall semester.

### THE WILLIAM JEFFERSON CLINTON SCHOLARS AT THE AMERICAN UNIVERSITY IN DUBAI

#### Introduction

The William Jefferson Clinton Scholars at the American University in Dubai seeks to further the goals of the Clinton Foundation to strengthen the capacity of people in the United States and throughout the world to meet the challenges of global interdependence. In partnership with the American University in Dubai, the program will provide US-based students the opportunity to expand their

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educational and cultural horizons by studying in the Arab world.

President Clinton has acknowledged the leadership of HH Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, to make Dubai a model for intercultural harmony and understanding. President Clinton gave public recognition to this during his keynote Address at AUD's Fifth Commencement (June, 2002) in which he cited the multi-cultural composition of AUD's student body consisting of over eighty nationalities, as a microcosm of Dubai's multi-ethnicity. In this spirit, the Clinton Presidential Foundation and AUD have established this program to encourage others to witness this diversity.

### Eligibility

In order to be eligible for a scholarship, a student must currently be enrolled as a full-time undergraduate degree candidate at an accredited four-year college/university in the United States. It is expected that recipients will demonstrate exemplary academic achievement.

Provision has been made for up to ten students per semester.

Preference will be given to students who show interest in being exposed to the Middle Eastern and Islamic cultures for the first time.

### Program Information

Clinton Scholars will receive:

- A full waiver of tuition for one term;
- Dormitory housing at the American University in Dubai on a shared-room basis

Scholars must carry a full load of academic credit (12-16 hours) during each semester of study and 9 credits during the summer session. If scholars fail to remain in good academic standing as defined by AUD's academic standards or fail to adhere to the AUD code of conduct, program participation will be terminated. Board, texts, transportation and extracurricular activities are the financial responsibility of the student.

### Application Process

In order to apply, a student must complete an application for *The William Jefferson Clinton Scholars at The American University in Dubai*. A student must complete and submit together the following for the application to be deemed complete:

- *The Clinton Scholars Application Form*;
- A 500-word personal statement addressing the qualities that distinguish the applicant for The William Jefferson Clinton Scholars Program;
- Two letters of recommendation;
- Official copy of the applicant's current undergraduate transcript showing that the applicant
  - is in good academic standing [i.e., 3.0 CGPA or equivalent] at the institution from which he/she is applying;
  - has completed or is completing one full year of study as a full-time student at a four-year accredited U.S. college or university;
- A résumé indicating work and leadership experience;
- Written approval from his/her advisor at his/her educational institution, indicating that the applicant is eligible to study abroad and have credits earned at AUD counted towards his/her degree program;

- Students of consent age or their legal guardian(s) must sign the Clinton Foundation Waiver;
- Disclosure of Educational Records Form.

### Submission deadlines are as follows:

Term	Deadline
Fall	March 15
Spring	October 15
Summer I	February 15

### DAMAC ACHIEVERS SCHOLARSHIP PROGRAM

#### Philosophy

Knowledge is a power beyond measure. At DAMAC Holding, we believe that everyone should be given the opportunity to develop their skills and enhance their knowledge in every aspect. And to help achieve their dreams, DAMAC Holding has created the DAMAC Achievers Scholarship Program. The Program offers deserving UAE national students an opportunity to hone their knowledge at American University in Dubai without the financial burden. The Scholarship rewards academic excellence and gives impetus to students to achieve greater scholastic levels. It also provides a fitting reward for hard work and outstanding achievement.

#### Eligibility

The scholarships are open to all AUD prospective Engineering, Visual Communication, Interior Design and Business undergraduate students. New applicants to one of AUD's degree programs must have at least an 85% grade average (or equivalent). Students should submit all the required documents for admission upon applying. Incomplete files may not be considered.

Students whose academic results are issued after the Scholarship deadline (i.e., students following the British, IB, etc. curricula) may be conditionally awarded a Scholarship based on high school grades.

Financial Need must be demonstrated by insufficiency of financial support to fund educational expenses.

### **Selection Criteria**

As academic performance is the most important prerequisite, it is expected that averages will be well above the minimum requirements mentioned above. In the case of a tie, academic letters of recommendation and TOEFL/SAT scores will be used.

### **Coverage/Renewal**

A Scholarship entitles the recipient to a waiver of tuition for one academic year (two semesters/30 credit hours) until graduation. The Scholarship does not cover courses taken in the Summer terms. The Student must enroll for two successive semesters and carry a full load of academic credit (12 to 16 hours) each semester.

Scholarships are renewed on a yearly basis, and students are expected to maintain a Grade Point Average of 3.0 or above (measured at the end of each academic year). Failure to comply with any of the above could result in the withdrawal of the scholarship.

### **Application Procedures**

New students must submit a completed AUD Application for the DAMAC Achievers scholarship by **July 15**.

### **Admissions Criteria and Procedures**

Students are admitted to The American University in Dubai on the basis of the Admissions Committee's assessment of their ability to pursue university level work as evidenced by their academic record and recommendations.

### **YOUNG ARAB LEADERS (YALs) SCHOLARSHIP**

#### **Background and Objectives**

YALs was founded on January 25, 2004 at the World Economic Forum. YALs is a network of Arab men and women eager to trigger change in the world around them by contributing to development through the empowerment and nurturing of youth.

It is from this principle of empowering Arab youth through education that YALs and AUD have partnered to provide seven scholarships for eligible candidates.

#### **Eligibility and Selection Criteria**

In order to be eligible for a Scholarship, new students must meet the following requirements:

- Must be a UAE National;
- Possess a high school grade average of 90%;
- Show a record of good conduct;
- Be proficient in English and Arabic;
- Possess proven leadership and entrepreneurial skills;
- Require financial assistance;
- Students with financial need will be given priority;
- Receive acceptance into AUD's undergraduate program;
- Participate in the interview screening process with the YALs panel;

- A short list emanating from the YALs panel will be evaluated by the AUD Admissions Committee for final approval and acceptance.

### **Coverage/Renewal**

A Scholarship entitles the recipient to a waiver of tuition for one academic year (two semesters/30 credit hours) until graduation. The Scholarship covers courses taken in the Summer terms. The Student must enroll for two successive semesters and carry a full load of academic credits (12-16) each semester.

Scholarships are renewed on a yearly basis, and students are expected to maintain a Grade Point Average of 3.0 or above, measured at the end of each academic year. Failure to comply with any of the above could result in the withdrawal of the Scholarship.

### **Application Process**

In order to apply, a new student must fill out the YALs Scholarship Application by **July 15**.

### **THE DANIEL NEWELL PENDERGRASS MEMORIAL SCHOLARSHIP**

In memory of Daniel Pendergrass, Instructor in English (C/EP) at the time of his death in 2007, each year the university awards a full-tuition scholarship to the highest-ranking entering student who is placed in IELP 097. Provided that the recipient maintains adequate academic performance, the scholarship is renewable through to completion of IELP 099. Further details and application procedures are available in the Admissions Office.



## OFFICE OF THE REGISTRAR

- Mission
- Purpose
- Goals
- Policies



**T**he Registrar's Office supports AUD's academic initiatives by fulfilling the following functions:

- maintaining student academic information;
- conducting and managing the process of registration;
- monitoring and reporting on student satisfactory academic progress and academic eligibility such as degree completion, probations and suspensions, honor roll and graduation roll;
- coordinating and issuing official enrollment and academic certifications as required by the students, such as proof of enrollment letters, ID cards and transcripts and diplomas;
- posting of transfer credits for new and in-school transfers;
- entering and updating student grades and degree audits;
- furnishing data for advising, instruction and policy development.

### **MISSION**

The Mission of the AUD Registrar's Office is to support the educational goals of the institution, with an emphasis on conducting registration and keeping academic records.

### **PURPOSE**

The purpose of the Registrar's Office is to provide students, faculty and administration with those support services required in the planning/implementation of academic activities. The Registrar's Office strives to fulfill its Mission by creating and maintaining records that accurately reflect student achievement; and endeavors to accomplish this through an effective scheduling and registration process; database management and reporting as well as other daily services required by its constituents.

### **GOALS**

- To ensure the implementation of academic policies and procedures that support the Mission of the institution;
- To facilitate the student registration process enabling students to become more efficient in planning for their needs and to improve retention;
- To support the university's efforts to provide quality service for students making office-related functions as efficient and seamless as possible;
- To support AUD's continuous assessment process by providing timely and accurate information for administrative purposes and accreditation bodies;
- To contribute significantly to improving academic support infrastructure by collaborating with both academic and administrative departments.

## POLICIES

### Policy on Academic Record Retention and Storage

In order to fulfill its commitment to the security, confidentiality and integrity of its student academic records, The American University in Dubai follows a Policy on Academic Record Retention and Storage. Details of this Policy are available in the Office of the Registrar and the Office of Institutional Effectiveness.

### Directory Information Changes

It is the responsibility of the student to contact the Registrar's Office immediately in the event of any address, telephone number, e-mail address or name change. Certain directory changes, such as surname changes, etc., may require the submission of additional documentation. Queries should be made to the Registrar's Office.

### Undergraduate Classification

A student's enrollment status or classification is based upon the number of credit hours completed. A student with 0-30 credit hours is a freshman, a student with 31-60 credit hours is a sophomore, a student with 61-90 credit hours is a junior and a student with more than 90 credit hours is a senior.

### Release of Grades

All grade reports are mailed to the student. When the student has an overdue library book, has an incomplete admissions file, is in possession of school properties or is delinquent in payment of fees he/she will not be allowed to register until the irregularity is remedied.

### Drop/Add

Students may make schedule changes without penalty during each semester's Drop/Add period. Only

those students with less than 45 credit hours and Engineering and Information Technology students must obtain their advisor's signature to drop/add a course. ***Drop/Add is not allowed outside this period.***

### Official Student Schedule

Students are advised that their official schedule is as recorded by the Registrar at the end of Drop/Add. Students may view this schedule on the AUD Student Portal.

### Request for Transcripts

A transcript is not considered official unless it is issued by AUD. Requests for transcripts from The American University in Dubai must be made by filling out a request form at the Registrar's Office. The fee for each official transcript is 20 Dhs.\* ***The student should allow two to four working days for the processing of transcript requests.*** He/she must first obtain approval from the Finance office, the Library and the Director of Central Services (if applicable). Students can request special mail services at an additional cost.

***No official transcripts are issued to a student whose file is incomplete.***

\* The university prefers payment by money order, cashier's check or cash. If payment is made by personal check, transcripts will be held for 10 full days or until the check has cleared.

### Withdrawal from the University

AUD students intending to withdraw from the university must submit a written notice to the Registrar's Office. Any outstanding tuition or fee charges owed must be paid at the time of withdrawal. A student is not granted requests for official or unofficial AUD transcripts if any outstanding charges are not paid.

The Last Date of Attendance is used as the official date of withdrawal in all cases for refund calculations. ***W or F grades will be assigned to all courses based on whether the withdrawal occurs before (W) or after (F) the term withdrawal date specified in the university Calendar.***

A student desiring to re-enroll at AUD after a period of one year from the official date of withdrawal is considered a new student. Students in this situation must contact the Admission's Office to re-activate their files. They will be required to provide updated information and pay the current Reservation and Enrollment deposit. A student desiring to re-enroll after less than a one year period since the official date of withdrawal should contact the Registrar's Office to initiate the reenrollment process.

### Diploma Replacement

If an original AUD diploma is destroyed or lost, a duplicate may be ordered from the Registrar's Office.

The *Duplicate Diploma Request Form* must be filled by the graduate; and any evidence that the original diploma was lost, stolen or destroyed must be attached to the *Request Form* (e.g., police report, fire department report). If the original diploma is damaged, the *Duplicate Diploma Request Form* must be submitted to the Registrar's Office with the damaged diploma attached. The reverse side of the duplicate diploma will be stamped with the words, "Duplicate issued on DD/MM/YY to replace lost/destroyed original diploma." In order to receive this duplicate, graduates must pay the university's diploma fee.



## EXTERNAL RELATIONS

- Mission
- Purpose
- Goals
- Collaborative Relationships
- AUD Alumni Association

## 36 | External Relations

### MISSION

The Mission of the External Relations Office is to build and sustain enduring relationships between the university and its alumni and with academic, corporate and government entities that will help increase visibility and awareness of AUD while ultimately benefiting members of the university community, most notably the students and faculty.

### PURPOSE

The External Relations Office aims to establish and manage local, regional and international relations, alumni relations and special projects/events that will help further increase the visibility and awareness of AUD's programs and activities while fostering intercultural understanding among its students and preparing them for the global community.

### GOALS

- To establish relationships locally, regionally, and internationally with different entities and to build programs such as student exchange/study abroad programs, internships, and scholarships;
- To ensure recruitment and participation of students in study abroad and exchange programs;
- To organize workshops, conferences, and activities to cultivate and maintain AUD's relationship with its students and external partners;

- To identify external events/activities/conferences beneficial to our students/faculty while encouraging them to take part and serve as AUD Ambassadors;
- To properly implement an action plan for increasing awareness of AUD's External Relations Office by liaising with respective departments at AUD;
- To establish a solid Alumni Association through varied activities and programs.

### COLLABORATIVE RELATIONSHIPS

The American University in Dubai maintains a series of collaborative relationships with universities, government entities, and corporations in the private sector. These relationships are designed to service the interests of students and faculty, in addition to helping to fulfill those dimensions of the university's Mission and Purpose-related Goals that deal with service to AUD's other constituencies.

The university has signed agreements with the following institutions of higher learning, which among other collaborative measures, provide opportunities for student/faculty exchange:

- **Florida International University, Miami, Florida** ([www.fiu.edu](http://www.fiu.edu)) – student exchange for undergraduate level in: Business Administration, Communications and Information Studies (Journalism), Engineering, Information Technology, Interior Design, Visual Communications (Advertising);

- **Georgia Tech, Atlanta Georgia** ([www.gatech.edu](http://www.gatech.edu)) – student/faculty in Engineering;
- **International University in Geneva, Geneva, Switzerland** ([www.iun.ch](http://www.iun.ch)) –student/faculty exchange in Business Administration and Media and Communications;
- **Università Commerciale Luigi Bocconi, Milan, Italy** ([www.unibocconi.eu](http://www.unibocconi.eu)) – student/faculty exchange in Business Administration;
- **University of St. Gallen, St. Gallen, Switzerland** ([www.unisg.ch](http://www.unisg.ch)) – student/faculty exchange in Business Administration.

To avail themselves of such opportunities, students/faculty must consult and obtain authorization from their Dean/Chair and make application through the External Relations Office.

In addition, AUD has signed agreements with the following institutions:

- **Florida International University Middle Eastern Studies** – Miami, Florida ([www.fiu.edu](http://www.fiu.edu));
- **The University of Southern California – Annenberg School for Communication** – Los Angeles, California ([www.usc.edu](http://www.usc.edu));
- **The University of Southern California – The School of Cinematic Arts** – Los Angeles, California – ([www.usc.edu](http://www.usc.edu));

- **Ohio University – Schools of Education and Communication** – Athens, Ohio ([www.ohio.edu](http://www.ohio.edu)).

The provisions of these Agreements cover various spheres of collaboration, including curricular consultancy and opportunities for professional development and faculty/student exchange.

Students wishing to spend a *term (i.e., semester or summer session(s))* abroad at one of the universities listed above may seek authorization to do so with the intention of transferring up to 15 credit semester hours or equivalent. If student wishes to study abroad with other universities (subject to AUD approval), they are allowed to transfer up to 9 credit semester hours or equivalent. Students should familiarize themselves with AUD's Transfer Credit Policy on pp. 77-78 of this *Catalog*.

#### Events Abroad

It is the role of the External Relations Office to identify conferences and events that will help increase awareness of AUD's visibility and that are beneficial to our students who will serve as AUD Ambassadors.

#### CGIU

The *Clinton Global Initiative University (CGI U)*, based on the successful model of the Clinton Global Initiative ([www.clintonglobalinitiative.org](http://www.clintonglobalinitiative.org)), was launched in 2007 and is hosted by President William Jefferson Clinton every year bringing together students, national youth organizations, and university officials to discuss global challenges, while joining hands as they take real, concrete steps towards solving.

For the second year in a row, AUD (in 2009) was the only educational institution from the Middle East to participate in CGI U's annual meeting held in Austin, Texas. Members of the AUD International Aid Club (AIA) joined thousands of students from around the world and committed to provide educational and cultural assistance for seven villages in North West Province of Cameroon. The Club has an established partnership with local non-governmental organizations (NGOs) for this project, and travelled to Cameroon in July 2009 to dedicate their time and skills to support the Mission.

For further information on this event please contact the External Relations Office.

#### HCAP

For the second year in a row as well, The American University in Dubai has served as one of six partner schools for the *Harvard College in Asia Program*, a non-profit student organization at Harvard University that promotes academic, cultural, and social exchange among the future leaders of the United States and Asia. In February 2009, ten AUD students attended a conference at Harvard in Cambridge, Massachusetts, while in March 2009, 15 Harvard students attended a conference at AUD in Dubai focusing their discussions around the theme of *Opportunities and Challenges: Education in Globalized World*. Both groups were afforded the opportunity to interact with their peers from different cultures and to participate in an open exchange of ideas, opinions, and perspectives.

AUD students wishing to apply to participate in this program must fill-out a *Harvard Exchange Conference*

*Application* for submission to the External Relations Office by **October 1, 2009**. The names of those students chosen as AUD delegates will be announced by October 20, 2009. Students should be aware that conference participation is a non-credit-bearing experience.

#### AUD ALUMNI ASSOCIATION

The AUD Alumni Association (AUDAA) is the student's link to the university after graduation. The Association extends the AUD community beyond graduation, forging a lifelong bond with the university. The purpose of the Association is to promote excellence in all aspects of its alumni, establish a relationship between each graduate and the university, promote communication amongst graduates and the community, and to create a powerful professional network.

The Association offers professional and social development and support through yearly events and gatherings. All members receive regular communication from the Association, in addition to enjoying the privilege of continued use of university facilities. AUD graduates are encouraged to actively participate in the Association and to continue to strengthen the AUD community.



## STUDENT SERVICES

- Mission
- Purpose
- Goals
- Divisions of Student Services
- Student Services Programs

**A**UD faculty and staff work with students from the time of their admission to their graduation and beyond to ensure their academic and professional success, and their social integration and general well being. These caring professionals are available to help students in many ways, providing support and referrals as needed. AUD prides itself in taking an active role in the Dubai community, and offers its students unparalleled opportunities to be part of Dubai's development through participation and interaction with the local community organizations and initiatives.

The Student Services Office plays a vital role in the campus community. The Office provides personal counseling referrals, special needs assistance, academic support and special tutoring, student activities planning, sports and recreational programs, health and housing services.

### **MISSION**

The Office of Student Services supports the university's Mission and Purpose by providing support and resources for orientation, transition, retention and graduation of AUD students; so that they may be prepared both personally and professionally throughout their university experience and careers.

### **PURPOSE**

The purpose of the Office of Student Services is to assist students in the integration process so that they can readily become part of the university community. In addition, a range of services, such as tutoring, workshops, academic support, psychological

counseling, and athletic, cultural, and recreational activities are offered to help students attain their professional and personal goals.

### **GOALS**

- To support the purpose and goals of the institution;
- To provide services that will enable students to become more effective and efficient in utilizing and enhancing their knowledge;
- To provide the individual student with experiences to promote self-discipline, self-assurance and mastery of the intricacies of personal and professional challenges; and
- Together with the Office of Academic Affairs, to produce graduates for the business and professional communities who possess the integrity, determination, judgment, motivation, ability and education to assume responsible positions of leadership and who can meet the demanding challenges posed by contemporary society.

### **DIVISIONS OF STUDENT SERVICES**

#### **Dean of Student Services**

The Dean's Office, in the person of the Dean of Student Services, assists students with the assimilation process so they can readily become part of the university community. The Dean helps students interpret, clarify and understand university policies and procedures and receives student complaints, suggestions, and concerns. The Dean serves on all

honor and conduct councils. One of the primary responsibilities of the Dean is to safeguard and represent students' interests.

The Dean of Student Services manages and provides direction to all divisions of Student Services and is available to meet with students and parents who have concerns related to any aspect of university life.

#### **Health Services**

Health Services, headed by the Health Center Director (Registered Nurse) and supported by two staff nurses, offers both preventive and daily health care and health education designed to support the physical and emotional health of students and staff. Health services are available 24 hours a day. The Health Center is open weekdays from 8:00 am – 9:30 pm. After working hours and during weekends, emergency health services are provided by staff nurses who reside on campus and are on call. Students who need to contact the nurse on call for emergency cases should call the University hotline 555. The security guard on duty will then contact the nurse on duty who will attend to the student's needs. There are two treatment rooms equipped for emergencies in the Male and Female Dormitories. First Aid Guides are posted in all dorm rooms, in the Library, in the Adjunct Rooms, at the Main Reception, and at all the security guard locations.

Health services are available for all students, faculty and staff. Services include treatment for minor health emergencies and conditions, dispensing medication for minor health problems, providing individuals with medical referrals, and offering information on health-related issues.

The university Health Center maintains a close relationship with the American Hospital in Dubai (AHD). The university Health Center refers students to this facility and others in the area. Special AUD student rates are offered at the AHD.

Preventive medicine is also emphasized at AUD. The university Health Center promotes health awareness and education through health days conducted throughout the academic year. Past sessions have included Nutrition and Eating Disorders, Blood Drives, Drugs and Narcotics Awareness, Sexually Transmitted Diseases, Anxiety and Stress Management, Stop Smoking Campaign, Healthy Skincare, Health Hazards in Youth, and Vision Disorders.

The university Health Center maintains health records on all AUD students. Students should make sure that their health records are current and up-to-date. Newly enrolled students complete a medical history form that is kept on file in Student Health Services. All students are required to have this form completed by a licensed physician. Students with medical problems or disabilities that may require care or restrict their campus activities *must* submit to the Health Director and/or Student Support Manager a letter from their family physician describing their conditions, restrictions, and special requirements. Information about a student's health is not released to those not involved in the student's immediate care without the expressed permission of the student. All health forms are included in the AUD admissions packet.

Blood testing for residence visas is conducted at the AUD Health Center. This service is offered only to students and staff sponsored by the university.

***AUD Health Services does not issue statements or excuses for class absence.***

### **Housing**

The motto of AUD Housing is "Making our dorm your home." The Housing Division does this by ensuring safe, clean, and comfortable housing for students who require on-campus housing. The Housing Manager, assisted by two Dormitory Controllers, and eight Student Resident Assistants, manages the Division. AUD student housing consists of four residential buildings, two for males and two for females. The male and female dormitories are totally segregated. On the ground floor of each building there is a fully equipped kitchen, a student lounge, a laundry room, and a TV room. AUD has clear guidelines for what constitutes inappropriate behavior in student housing. It is the responsibility of students to abide by these rules at all times.

The Housing Manager oversees security, receives and arranges for maintenance and repairs in the dorms, handles roommate conflicts and general complaints, enforces housing rules and regulations, and offers emotional support to students to ensure a safe, comfortable, and peaceful living and learning environment. There are a number of important rules and regulations that govern student housing. The *AUD Housing Kit* contains all housing information.

Resident Assistants work in both the dormitories and the Housing Office. They report directly to the Housing Manager and assist with various duties. These include, but are not limited to: receiving maintenance requests, recording complaints, answering questions, making appointments for the Housing Manager, and



## 42 | Student Services

conducting tours for prospective students and their parents. In addition, Resident Assistants report any violations of housing rules, damage to dormitories, maintenance needs and suggestions for improvements in the dorms. Resident Assistants, working in close collaboration with the Housing Manager and Student Activities Coordinator, plan and host various dorm activities and programs. Any dorm student interested in applying for a Resident Assistant position should contact the Housing Manager.

### **Counseling**

Students face a variety of challenges which affect their personal growth, emotional wellbeing and success in university. Conflicts and problems often arise which prevent students from reaching their full-potential. Students may find that their usual ways of handling problems are not working well for some reason.

That is why AUD offers one-on-one personal counseling services. The Personal Counselor's role is to assess the problem and provide support and guidance for students experiencing personal problems. The confidentiality of the counseling sessions is protected by the counselor's code of ethics.

Students can talk about the problems they are facing, explore related thoughts, feelings and understand their personal resources. For some students, one conversation is all they need to make things better, while others may return for several appointments. The Personal Counselor provides referrals to qualified, certified, and experienced counselors, psychologists, psychiatrists and therapists equipped to aid students with psychological problems, learning disabilities, and/or other serious issues. This list is also available to

students who wish to obtain external counseling.

Counseling Services also offer seminars and work shops on mental health detection and prevention. These are designed to help student's identify, understand and respond to general mental health issues.

### **Student Activities**

Involvement in student activities at university is an important component of student life. AUD's American educational philosophy stresses a well-rounded student experience. Through participation in clubs and organizations, students not only become involved in university life, but also strengthen their socialization, team-building, leadership, event planning and organizational skills. Membership in student clubs and organizations also enables students to make new friends and share mutual interests with fellow students. The memories created on campus, through activities, is an essential part of the holistic development of a university student. The aim of the Office of Student Activities is to create and offer those opportunities for AUD students.

The Coordinator of Student Activities, with assistance from the Student Government Association, creates and plans numerous activities for students throughout the year. These activities, designed to be social and cultural, include desert safaris, dhow trips, beach parties, guest lectures, dinners, international celebrations, plays, music nights and other events.

AUD-sponsored activities introduce students to many of the diverse social and cultural events held in each city. A calendar of events is available on the university's website ([www.aud.edu](http://www.aud.edu)). Any student having an idea

for a student activity should contact the Coordinator of Student Activities.

### **Athletics**

The AUD Athletics Office provides an athletic outlet for all students, faculty, and staff. The AUD athletic program offers unique opportunities to "get involved".

For the highly competitive student athlete who is interested in competing against universities from the UAE and elsewhere, AUD offers a number of intercollegiate team sports.

The AUD Intramural Program for student, faculty and staff is offered as per the schedule for each semester. Students who are unable to commit to the mandatory training that is involved with playing on an intercollegiate team may want to consider this alternative. The Athletics Coordinator also offers guidance and assistance to students who want to organize new sports activities, or who want to start new athletics clubs

See p. 11 of this *Catalog* for a description of sports facilities.

### **Career Services**

The Career Services Division manages the student's job-seeking process.

AUD offers full-time Career Services that provide degree seeking AUD students and AUD alumni the opportunity to receive individualized career guidance career research assistance. The Career Services Office also provides assistance throughout all stages of students' career development. A wide spectrum of

individualized services is provided, including résumé and cover letter writing, interview techniques, job search strategies, salary negotiation advice, aptitude and skill assessment, and general career advice.

The Career Services Manager liaises with local and multinational companies, creating a business network to offer employment and internship opportunities to AUD students and alumni. With the increasing competition of today's global marketplace, students need every competitive advantage available; consequently, AUD encourages students to complement their academics with solid work experience, ensuring that upon graduation they will meet the high expectations of the marketplace. Early exposure to the work environment will solidify students' academic commitment, and allow a better understanding of the relationship between the classroom and the marketplace. Entering students should visit the Career Services Office during their first academic year and work with the Career Services Manager to begin to develop their career strategies in parallel with their academics.

#### Internship Program

The opportunity to participate in university approved internships is an option available to students in all Majors, and students are encouraged to take advantage of this program. Students participating in internships will complement the traditional classroom experience and earn credit toward their degree in an approved off-campus program that provides practical learning and application in a real-life corporate or professional setting.

Undergraduates are eligible for internships after completing course work as specified by the School/Department. Additional School/Department requirements (including minimum CGPA) may apply. Host companies for internships must be located in the UAE. The Career Services Division ensures that an adequate number of quality internship opportunities are available for selection by students. To this end, the Career Services Division, in consultation with the appropriate School Dean or Department Chair, will contact companies and organizations that can potentially provide quality internships. Arrangements with host companies must include a detailed program for each internship opportunity, showing what activities the student intern will be engaged in during the full term of the internship as well as the name(s) of the host company staff member(s) who will be supervising the student during that period.

***Before a student can start the internship, the School Dean or Chair of the Department offering the student's degree program must approve the host company and the internship program. The total amount of internship credit must not exceed three credit hours towards completion of the student's degree program. An exception to this limit, granted by the Dean/Chair, may be granted in the case of students with double concentrations.***

During the internship, the student is expected to exhibit initiative, cooperation, enthusiasm and creativity and to maintain a professional appearance. Reliability and promptness are emphasized. Students should be aware that they are representing AUD, and professionalism in their approach to internship will reflect on AUD and its students and alumni,



potentially leading to an enhanced relationship with the employer and greater employment opportunities.

Each internship must last the full duration of the semester or term, and must be completed in accordance with the approved internship program. Total weekly working hours must, as a minimum, equal three times the credit hours earned, and these hours must be logged in a student diary. Weekly variance in hours is permitted, provided the total required hours for the internship are completed.



***Upon completion of the internship program, the student must submit a word processed internship report to the Career Services Division.*** The report format and content must be of professional quality and must include the daily log, a description of learning activities undertaken, and a summary of the student's key findings and recommendations based on the internship experience. Additionally, the host company supervisor must send the Career Services Division a written evaluation of the student's internship work. The Career Services Division will forward the student's internship report and the host company supervisor's evaluation to the student's Dean or Department Chair. The Dean or Chair will, in turn, ask a faculty member to read the internship report and the host company supervisor's evaluation, and assign a grade for the internship.

***Internships are graded on a Pass (P or P+)/Fail (F) basis.***

### **Student Support**

The central Mission of the Office of Student Support is to enrich and support the educational, intellectual and

personal growth of AUD's diverse student population. The Student Support Manager assists students in developing skills and strategies to help respond effectively to specific academic challenges and to ultimately achieve academic success through life-long learning habits.

The Office of Student Support offers a range of services to help students develop their own educational goals and succeed in their chosen program of study. These academic support services include: individualized academic counseling, access to tutoring and peer-tutoring, workshops and disability support services. The Student Support Manager also retains a list of tutors who offer individual tutoring sessions for students in need of academic assistance.

### **STUDENT SERVICES PROGRAMS**

#### **Academic Support Workshops/Brochures**

Workshops and brochures on topics of concern to all students are offered each semester. Past workshops have focused on time management, test taking anxiety, skills and strategies, academic reading and writing, working in groups, improving memory and presentation anxiety. Students should contact the Student Support Manager for information on upcoming workshops and brochures.

#### **General Housing Meetings**

General housing meetings are held once per semester for all of AUD's dorm residents. All residents have the opportunity to freely voice their concerns and ask questions. The Housing Manager and Dean of Student Services facilitate the meetings. The Student Support Manager, the Student Athletics Coordinator, and the

Student Activities Coordinator may also attend these meetings on a periodic basis.

### **Orientation**

All new students are required to participate in orientation activities. A portion (5%) of the student's grade for *UNIV 100 (The University Experience)*, required during the student's first semester at AUD, is derived from participation in orientation. During orientation, student orientation leaders acquaint students with the campus environment and the city of Dubai, explain policies and procedures, and conduct a variety of activities to introduce the students to the university experience. Further orientation takes place throughout the year through student activities, which may include seminars, workshops, tours and informal discussion sessions. AUD distinguishes itself with a unique student orientation program planned and orchestrated by AUD Student Orientation Leaders. All second through fourth year students are eligible to apply for this student leadership opportunity. Applications are available through the Dean of Student Services.

### **Student Organizations/Athletics**

Involvement in student organizations/athletics is important for making new friends and provides the opportunity to share mutual interests with fellow students. The student activities program strengthens students' socialization skills and offers encouragement to those who are making a transition to university life. AUD-sponsored activities introduce students to many of the diverse social and cultural events held in the city. Information regarding campus student organizations can be found in the *AUD Student Handbook*.

Student organizations are responsible for the conduct of all persons at university-related functions. All students and guests must conform to the UAE law. Please note that the Code of Student Conduct contained in this *Catalog* applies to all student activities on or off campus. Every organization has the responsibility to take all reasonable steps to prevent any infraction of the university rules and UAE laws related to the activities of the organization. Any individual/group whose conduct is in violation of the Code of Student Conduct will be subject to disciplinary action.

In addition, outlined penalties and disciplinary procedures will apply. Such action may include suspension or dismissal of individuals or suspension or termination of a particular activity or club. The university has authority over all student organizations and activities. To provide for the efficient use of AUD's buildings and facilities and to protect the integrity and reputation of the university, student organizations must complete a *Proposed Event Form* two weeks prior to any event. Prior approval for use of AUD facilities is required. These forms are available from the Student Activities Coordinator.

### **AUD Student Leadership Programs**

AUD is pleased to offer a number of leadership programs for students. Through these leadership programs, AUD students are provided with the opportunity to develop their leadership, management, and public relations skills.

#### Student Orientation Leaders

Student Orientation Leaders assist in all student orientation programs. AUD's Orientation Leaders

welcome new students and their parents to AUD and facilitate the transition of new students into the academic, social, extracurricular and cultural and career dimensions of the AUD educational experience. Orientation Leaders act as group facilitators during AUD's orientation programs and acquaint new students with campus activities, facilities, rules, procedures and policies.

#### Peer Tutors

AUD Student Tutors provide academic support and encouragement for those students who are experiencing academic distress. Tutors assist students with content-related issues and questions; discuss difficult academic concepts and provide novel and creative approaches to understanding them; listen attentively and provide clear explanations of academic problem areas and create a welcoming environment for students in academic distress.

#### Peer Advising Leaders (PALs)

Peer Advising Leaders are trained Junior and Senior students who are available to first-year and other new students in order to answer general academic questions and address concerns. These student leaders will contribute to the academic and personal growth of new students by offering their insights and experiences into academic issues primarily affecting freshman and undeclared students.

Peer Advising Leaders will help these students:

- Understand the course sequences of their programs;
- Connect with campus resources;

- Evaluate different majors (if undecided);
- Make the most of the new student orientation and the first year experience; and
- Participate in study skills workshops.

### Resident Assistants

AUD Residence Assistants (RAs) work as an administrative link between residents and the Housing Office. RAs help residents with personal problems, roommate conflicts and other dorm-related issues. RAs also keep the Housing Office advised of residents' concerns and issues. They play a major role in presenting programs in the dorms that provide residents with a variety of educational, cultural, recreational, and social activities.

\*All students who fulfill the obligation of their student leadership contract are invited to attend the annual Student Leadership Luncheon held in the spring of each academic year.

### **AUD Annual Gala Dinner and Awards Ceremony**

The AUD Gala Dinner/Awards Ceremony is an annual AUD event held in the spring of each academic year. The Awards Ceremony recognizes students who have strongly contributed and brought glory to AUD through athletics, club activities, community service, leadership and academics. The ceremony is scheduled during the middle of April with a reception following the ceremony.

### Student Leadership Awards

These awards are presented to students who have demonstrated outstanding leadership on campus. This is a highly selective award only given to those students who have helped unite others, created and orchestrated

activities/events, and/or emerged as leaders at the university.

### Student Service Awards

These awards are presented to active students who have volunteered regularly and consistently over the course of the academic year and/or intensively for a particular project. Students must show consistent effort, dedication, and commitment.

### Student Government Awards

These awards are presented to any student, who through an active role in the SGA for the current academic has truly made a difference to university life.

### Outstanding Student Organization

Awarded to the one student organization/club that met regularly through the course of the academic year, hosted at least two events per semester, had an agenda for development, and an organizational plan.

### Outstanding Event of the Year

Awarded to the one student-created and executed activity that has been the most successful as demonstrated by high attendance at the event.

### AUD Ambassador Awards

Awarded to students who enhance the distinction of AUD by placing first in external competitions and participating in community projects.

### Outstanding Male Athlete

Awarded to the male athlete who has excelled athletically, was deemed to be the most valuable to the team, and who embodies the spirit of AUD Athletics (sportsmanship, citizenship, team work, and understanding the spirit of the game).



### Outstanding Female Athlete

Awarded to the female athlete who has excelled athletically, was deemed to be the most valuable to the team, and who embodies the spirit of AUD Athletics (sportsmanship, citizenship, team work, and understanding the spirit of the game).

### President's Awards

#### - Student Excellence

Awarded to a student who has excelled at AUD through academics and leadership as well as participation and involvement in several university activities. The selected student emulates AUD's values and beliefs.

#### - Teaching Excellence

Awarded to the faculty member who has contributed to the university through extraordinary performance as a teacher. Evaluation criteria include service to students/mentoring outside the classroom.

#### - Institutional Effectiveness

Awarded annually to a faculty or staff member for a superlative contribution to AUD's institutional effectiveness initiatives. The basis for this Award will be an outstanding achievement within the IE sphere (e.g., assessment/measurement, continuous improvement, strategy formulation, establishment of learning outcomes, etc.) resulting in a significant enhancement in the achievement of AUD's Mission.

#### - Distinguished Service

Awarded to a faculty or staff member who has made significant ongoing contributions to AUD above and beyond the call of duty. The selected faculty or staff member is one whose impact on the institution is formidable and universally recognized.

**DATE DUE**

JUL 12 2004	MAY 02 2004
JUL 20 2004	MAY 31 2004
JUL 26 2004	JUN 11 2004
JUL 31 2004	JUL 02 2004
AUG 04 2004	



## LIBRARY

- Mission
- Purpose
- Goals
- Library Overview



#### MISSION

The Library has both primary and complementary Missions. The *primary Mission* of the American University in Dubai Library is to provide information resources and services to support the instructional programs and educational goals of the university; namely, to help students prepare for a career, develop life-long learning and critical thinking skills and to promote diversity in the student body and educational programs. The *complementary Mission* is to support the research and staff development needs of AUD faculty and staff.

#### PURPOSE

The AUD Library supports the institution's goal to prepare students personally and professionally for their careers. The Library, along with the AUD administration, is committed to acquiring resources and establishing services that support and enhance the curriculum and respond to the needs of patrons.

#### GOALS

The Library's operational goals include facilitating access to information through:

- the development of the library print collection, electronic information resources and access to external information sources;
- the library's organization and arrangement for access;

- appropriate reference services and user education programs;
- the maintenance of facilities of an adequate size and quality to house collections, resources, and equipment and to provide adequate space for patrons and library personnel.

#### LIBRARY OVERVIEW

The Library at the American University in Dubai provides books, magazines/journals and electronic resources to enrich the university's educational program. AUD's Library has a large English language collection of over 77,000 print/e-books. The Library provides a rich collection of over 46 online resources offering access to full-text journals, magazines and international newspapers. The Library also provides over 345 print journals, magazines and newspapers. The collection is particularly strong in resources for disciplines in which AUD grants degrees: business, communication and information studies, interior design, visual communication, information technology, and engineering.

An interlibrary loan agreement is maintained with the British Library to enable students to access information not found in the AUD Library.

The Library catalog and many databases can be accessed both on-campus and off-campus. Such access creates a "library without walls" open 24/7 for students.

The AUD Library provides the tools needed to complete research and create presentations. It contains two computer labs (22 computers) and one teaching lab (25 computers) in addition to 11 computer workstations in the Reference area, photocopier, two printers, two scanners and four study rooms.

AUD's library staff is committed to the student. Their knowledge of information resources, professionalism and willingness to assist, provides a learning environment where students feel comfortable knowing they can always receive help. Professional library staff acquaint students with various search techniques and offer advice about which resources to use for their information searches. Course-integrated library sessions are provided to ensure that students develop the skills needed to research the full range of information resources. Workshops are held regularly to increase the students' ability to navigate the databases.



## GENERAL POLICIES

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### INSTITUTIONAL CHANGE

This *Catalog* is current as of the time of printing. From time to time, it may be necessary or desirable for AUD to make changes due to the requirements and standards of the university's accrediting bodies, state licensing agency, or U.S. Department of Education; or due to market conditions, employer needs, or other reasons. AUD thus reserves the right to make changes to any provision of this *Catalog*, including the amount of tuition and fees, academic programs and courses, policies and procedures, faculty and administrative staff, the calendar and other dates, as well as other provisions.

AUD also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes. ***Students have the responsibility to understand and be familiar with the information presented in this Catalog.***

### GOVERNMENT REGULATIONS

The American University in Dubai makes every effort to operate in compliance with all applicable U.S. federal/state legislation and policies and rules. However, AUD recognizes that it is bound by the applicable laws and regulations of the territorial jurisdiction in which its campus is located. AUD seeks to comply generally with the spirit of the appropriate U.S. legislation in so far as it is possible given the cultural, historical, architectural, and legal contexts within which the university must operate in the United Arab Emirates.

### CIVIL RIGHTS COMPLIANCE

AUD does not discriminate on the basis of race, religion, age, national origin, gender, sexual orientation, or handicap among qualified persons in the recruitment and admission of students, the operation of any of its educational programs and activities, and the recruitment and employment of faculty and staff. The Dean of Student Services serves as the compliance coordinator for Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of gender or handicap. The university provides a means to ensure a prompt resolution of all complaints regarding violations of the above policies and a means to ensure due process to all employees and students who believe that the university's policy of non-discrimination is being violated or that they have been victims of sexual harassment.

### DRUG-FREE ENVIRONMENT

Two US federal laws, the *Drug-free Workplace Act* of 1988 (P.L. 101-690) and the *Drug-free Schools and Communities Act* (P.L. 101-226), require institutions receiving federal financial assistance to provide a drug-free workplace, and to have a drug-free awareness program and a drug and alcohol abuse prevention program for students and employees. As a matter of rigorous policy, AUD prohibits the manufacture and unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees on its property and at any university activity. Further information on the university's policies can be found in the *Student Handbook*. Any violation of these policies will result in appropriate disciplinary actions up to and including dismissal in the case of

students and termination in the case of employees, even for a first offense. ***Violations of the law will also be referred to the appropriate law enforcement authorities.*** Students or employees may also be referred to abuse help centers. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Office of the Dean of Student Services.

### UNLAWFUL HARASSMENT

AUD is committed to the policy that all members of the university community, including its faculty, students, and staff, have the right to be free from unlawful discrimination in the form of sexual harassment by any other member of the university community. Should a student or staff member feel that he/she has been unlawfully harassed, they should immediately inform the Dean of Student Services (students) or supervisor (staff)\*. Unlawful harassment refers to behavior that is not welcome, which is personally offensive or undesirable to the recipient. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful harassment undermines the employee/student/university relationship, and it will not be tolerated.

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### STUDENT RECORDS INTEGRITY

AUD practices the standard of developing and implementing effective management systems that ensure integrity, confidentiality, security and accurate interpretation of institutional records. As such, AUD has implemented policies and procedures to protect

the security of the student records in our electronic database (CampusVue), created adequate backup procedures, and updated procedures for approving grade changes. The integrity and confidentiality of student record information continues to be one of the highest priorities of the university.\*

\* AUD upholds the commitment to respect and protect the privacy of student information according to AUD policy and the Family Educational Rights and Privacy Act (FERPA) of 1974.

### STUDENT RECORDS ACCESS AND RELEASE

The university has established a policy for the release of records containing information on students.

- Each student attending AUD shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Parents are not entitled to inspect and review financial records of their students. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986 (USA).
- A student's education records are defined as files, materials, or documents including those in electronic format that contain information directly related to the student and are maintained by the institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.
- Students may request a review of their education records by submitting a written request to the Provost and Chief Academic Officer. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Provost and Chief Academic Officer will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified of the Provost and Chief Academic Officer's decision. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
- Directory information is information on a student that the university may release to third parties without the consent of the student. AUD has defined directory information as the



student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, credential awarded. If a student does not want some or all of his or her directory information to be released to third parties without his/her consent, the student must present such a request in writing to the Registrar within the term of the student's initial enrollment.

- The written consent of the student is required before personally identifiable information from education records on that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. All students are requested to complete the *Release Form* as part of the admission process.
- A student who believes that AUD has violated his or her rights concerning the release of or access to his or her records may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

### HEALTH HISTORY

AUD prides itself in offering quality health services. To maintain our standards and fully address the health and medical needs of our students, the AUD Health Center requires that all AUD students submit the *Student Health History Form* (available at the AUD Health Center) to the Health Center. ***This Form must be endorsed by a physician.***

All health information is confidential. Only the following staff members have access (as needed): President, Executive Vice President, Dean of Student Services, and Housing Manager (for dorm students). All student medical records are kept under a locked filing system, and they are not released to others without the written consent (*Authorization of Health Information Release*) of the student or his/her parents.

### STUDENTS WITH SPECIAL NEEDS/DISABILITIES

#### Non-Discrimination Statement

AUD does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by AUD.

#### Special Needs

The American University in Dubai is committed to providing reasonable accommodations and equal access to university programs and activities for students with documented disabilities/special needs. A reasonable accommodation is one that is consistent with academic standards of the university and does not require substantial course or program alteration.

The Office of Student Support welcomes and encourages students with disabilities to identify themselves and to seek access to needed accommodations.

***It is the responsibility of all special needs students to contact the Assistant Dean of Student Services for an interview and needs assessment prior to their first term of enrollment.*** To ensure that accommodations are provided in a timely fashion, the university strongly encourages students to submit accommodation requests well in advance of the start of any coursework for which the accommodation is requested. The Assistant Dean maintains a file on each special needs student including specifics on needed accommodations and adaptations.

This information will be kept confidential except that relevant faculty and staff may be informed if they are expected to provide accommodations or if emergency treatment may be required.

For more information, students should contact Student Support within the Student Services Department.

### CAMPUS SECURITY/CRIME AND SAFETY PREVENTION PROGRAM

AUD is concerned about the safety and welfare of its students and employees. Therefore, AUD has implemented a security policy for the protection of students, staff and faculty. This policy is in compliance with the *Student Right-to-Know and Campus Security Act*. AUD maintains a log of all crimes committed and reported on its campus. Information is updated annually. Updated information for the prior calendar year is made available, upon request, to all continuing students, faculty and staff each year. For emergency situations, students are asked to call the University hotline at 555. A security guard will get in

touch with the appropriate authority or university staff member for appropriate action.

#### **DISCLOSURE**

Students are encouraged to share personal experiences while participating in classes at AUD. However, students must be aware that should they disclose to any AUD faculty member or staff information that may cause harm to themselves or others. Faculty members and staff are required to report such information to the Deans/Chairs, Provost and Chief Academic Officer, or President.

#### **GENERAL STATEMENT OF PHILOSOPHY ON STUDENT CONDUCT**

AUD believes strongly in promoting the development of personal and social responsibility and also believes in a humanistic approach to discipline conducive to academic pursuits; however, AUD recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. The administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Policies and procedures on offenses related to persons, property, campus operations and welfare, health or safety can be found in the *AUD Student Handbook*.

#### **CODE OF STUDENT CONDUCT**

AUD is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges

or that impedes the educational process is unacceptable and may lead to sanctions up to and including dismissal from the university. An explanation of violations of university regulations can be found in the *AUD Student Handbook*.

#### **CONDUCT COUNCIL**

The Conduct Council is a committee of academics, administrative staff and students which serves to investigate alleged breaches of the AUD Code of Student Conduct, determine culpability and prescribe penalty. The Council operates on an ad hoc basis under the chairmanship of the Dean of Student Services. Its composition and mode of operation mirror that of the Honor Council (see *AUD Student Handbook*), except that an administrative staff member replaces the Dean/Chair of the unit alleging disintegrity.

#### **AUD TECHNOLOGY USE POLICY**

AUD invests in technology resources in order to accomplish more effectively university-specific tasks, goals, and learning objectives.

Information technology resources include all university-owned computers, peripherals, and related equipment and software; voice and data communications infrastructure, all other associated tools, instruments, and facilities; and the services that make use of any of these technology resources. Users are encouraged to use the university computing systems in an effective, efficient, ethical, and lawful manner.

Computer users at AUD are required to use proper social and professional etiquette when using the AUD systems. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. University e-mail services shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with use of e-mail or e-mail systems.

AUD does not condone the use of inappropriate language and visuals when storing, replicating or transmitting messages by/to instructors, staff or students. The AUD computing facilities and network infrastructure is a distributed and shared environment. Improper behavior that could disrupt the computing resources may be ground for termination of access or other penalties deemed appropriate. Anyone accessing or utilizing university computer systems, related data files, and information shares the responsibility for the security, integrity, and confidentiality of information.

#### **GRIEVANCE PROCESS**

##### **Grievance Officer**

The Grievance Officer facilitates the resolution of grievances within the AUD community through the Grievance Process as outlined below. The Grievance Officer offers confidential, informal, independent, and neutral dispute resolution services by providing mediation, information, advice and referrals as appropriate.



**Grievance Procedure**

To resolve an issue,

- Grievants should *directly communicate* with the person with whom they have a complaint. It is the grievant’s responsibility to do this before any further action is pursued;
- If grievants wish to formalize the process; they are required to seek the counsel of the **Grievance Officer within ten working days** of the incident leading to the complaint;
- If the grievant wishes to pursue the matter further, he/she should submit a written complaint to the Grievance Officer with the following information:
  - his or her description of the incident(s);
  - the name of the person with whom he/she has a concern/complaint;
  - a suggested remedy.
- The Grievance Officer will then contact the respective Dean/Program Chair (academic issues), Department Director (non-academic issues), or Supervisor (as appropriate) and provide them with the information regarding the complaint;
- The Program Dean/Chair (academic issues), Department Director (nonacademic issues) or Supervisor will then begin the investigation of the complaint;
- The Dean/Chair (academic issues), Department Director (non-academic issues) or Supervisor will provide a report reflecting the findings and

giving recommendations *within ten working days* of the filing of the written complaint;

- If a written report is not received within this timeframe, the Grievance Officer will forward the grievance to the Provost and Chief Academic Officer (academic issues), Dean of Student Services (non-academic issues) or respective Senior Supervisor;
- The Grievance Officer *in consultation* with the Provost and Chief Academic Officer (academic issues), Dean of Student Services (non-academic issues) or Senior Supervisor, will summarize the decision and rationale in writing *within ten working days* to the grievant, the respondent, and the Dean/Chair (academic issues), Department Director (nonacademic issues) or Supervisor.
  - Appropriate action will be taken by the Program Dean/Chair (academic issues), Department Director (non-academic issues) or Supervisor within *five working days* after receiving the summary of the decision/rationale.
  - Confirmation in writing that action has been taken will be provided to the Grievance Officer within *five working days*.

*If at anytime during this process, input is not provided within the stated timeframe, the Grievance Officer will collaborate with the appropriate parties to move the process forward. It is the responsibility of the Grievance Officer to keep the university Complaint Log.*

### Grievance Appeal Process

In the event that the above procedure does not yield a satisfactory resolution, the grievant may appeal to the President in writing. The grievant may seek the counsel of the Grievance Officer in preparing the appeal.

- This appeal must be received in the Office of the President *within five working days* after the grievant, the respondent, and the Program Dean/Chair, Department Director or Supervisor have received written notification of the action.
- The decision previously made can only be overturned by the President if *additional extremely compelling information* is deemed relevant to the case outcome.

### CONFLICT OF INTEREST CLAUSE

No Council member shall sit in review of any decision he or she previously rendered which comes before the Council for review. This imperative applies to situations where the Council's decision is actually being challenged and applies in situations where there may be an appearance of impropriety for a Council member to review a decision based on either direct or indirect contact with the matter in question.

### INTERRUPTION OF DEGREE PROGRESS

When a student interrupts progress towards completion of his/her degree for one calendar year or more, *helshe must re-apply to the university in order to resume their studies*. The application for re-admission will entail a review of the student's record by the Admissions Office which, in consultation with the Office of Academic Affairs, may require the student

to fulfill (in all or in part) the degree requirements in effect at the time readmission is requested. These requirements may differ from those in effect at the time the student was first admitted to the university.

### TRANSFER OF CREDIT FROM AUD TO OTHER COLLEGES AND UNIVERSITIES

AUD neither implies nor guarantees that credits completed will be accepted by other institutions. Each institution has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at AUD to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

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## ACADEMIC AFFAIRS

- Office of Academic Affairs
- Mission
- Purpose
- Goals
- Faculty Recognition
- Academic Support Center
- Academic Advising Center

### OFFICE OF ACADEMIC AFFAIRS

The office of Academic Affairs (synonymous with the Office of the Provost and Chief Academic Officer) is responsible for the design and delivery of AUD's academic programs and the quality of academic life at the university.

#### Provost and Chief Academic Officer

The Provost and Chief Academic Officer oversees the appointment and promotion of all academic staff (Deans, Chairs, Directors, faculty members and academic support staff), chairs the Academic Council and the University Committee on Academic Standing, serves on the Administrative Council, and chairs or is a member of various standing and ad hoc committees whose work impacts academic life at the university.

The Provost and Chief Academic Officer also performs external outreach and representation functions that are aimed at building collaborative relationships and promoting the academic well-being and reputation of the university with the academic and professional communities and with government bodies, locally, regionally, and internationally.

#### MISSION

As the Chief Academic Officer of The American University in Dubai, the Provost and Chief Academic Officer is responsible for overseeing all aspects of academic affairs at the university. Working closely with the President, the primary Mission of the Office of the Provost and Chief Academic Officer is to lead the development and supervise the implementation of academic strategies, policies and procedures whose purpose is to ensure the fullest achievement

of the university's educational Mission and Goals. To this end, the Provost and Chief Academic Officer collaborates with the President and the Executive Vice President in allocating resources to the different academic units and academic support functions through the budgetary process.

#### PURPOSE

The purpose of the Office of the Provost and Chief Academic Officer is to ensure that students are provided with an educational experience of the highest quality. Corollary to this purpose is the provision of an academic environment that is conducive to faculty members' growth and accomplishment through excellence in teaching, scholarly and professional contributions, and service.

#### GOALS

- To foster academic leadership in all academic units at AUD;
- To help new faculty to integrate quickly and successfully into AUD's teaching-focused, student-centered culture;
- To pursue excellence in student learning by continually upgrading the quality of teaching and enhancing teaching effectiveness;
- To enhance communication between faculty, Deans and Chairs, and the Provost and Chief Academic Officer's Office;
- To recognize, publicize, and celebrate faculty accomplishments;

- To oversee the planning and budgeting process for academic units;
- To upgrade the organizational and administrative setup of the academic units for higher effectiveness in program delivery and student learning;
- To provide faculty with opportunities for professional involvement and outreach that would serve the community and enhance student learning.

#### FACULTY RECOGNITION

In addition to the President's Award for Teaching Excellence, Institutional Effectiveness, and Service, the following Awards, granted annually by the Provost and Chief Academic Officer, serve to recognize faculty achievement in teaching, research and other spheres of endeavor:

#### Provost's Award for Innovation in Teaching

Awarded according to the following criteria:

- evidence of effective use of the innovation to enhance student learning;
- support for the innovation by academics, both within and outside AUD, and by professionals in the discipline;
- potential for continued use and long-term impact of the innovation on teaching and learning.

### Provost's Award for Outstanding Research

Awarded according to the following criteria:

- track record of activity and productivity in research and scholarly work;
- originality and quality of the research or scholarly work;
- local and international recognition of the research or scholarly work;
- contribution of research to conceptual knowledge in the academic discipline;
- contribution of research to applications and practices in the professional discipline.

### Provost's Award for Creativity in Design and the Visual Arts

Awarded according to the following criteria:

- originality of the creative work;
- evidence of local and international recognition of the creative work such as participation in local and international exhibitions, displays, competitions, etc., and/or presentation at adjudicated conferences and/or publication in adjudicated journals;
- evidence (e.g., through media coverage) of cultural and social significance of the creative work and its impact on the human experience and on public opinion.

### Provost's Award for Outstanding Literary Achievement

Awarded according to the following criteria:

- originality of the literary work;
- evidence of local and international recognition of the literary work such as interviews with the author, discussions in the media, citations, participation in local and international literary competitions and contests, presentations at adjudicated literary events, publication in adjudicated journals;
- evidence (e.g., through media coverage) of cultural and social significance of the literary work and its impact on the human experience



### ACADEMIC SUPPORT CENTER

The Academic Support Center provides a valuable and complementary service for members of the AUD community. Located in the Engineering Building (Room 415), it houses both the MATH Tutorial Center and the AUD Writing Center. Hours of operation are published at the beginning of every academic term.

### Writing Center

The American University in Dubai offers the services of a Writing Center where all members of the AUD community (students/staff/faculty) can receive one-to-one assistance on writing tasks. Students can receive assistance on assignments at various stages of the process of completion. Assistance is provided by full- and part-time instructors on writing tasks in any

discipline with a focus on developing overall academic writing skills. Throughout each semester, Writing Center staff offer workshops for all AUD members on various topics related to writing (e.g., sentence combining, in-text documentation).

### Math Tutor Center

The Math Tutor Center provides students enrolled in mathematics courses (including Math 098, 099, 111, 160, 191, 210, and 220) at AUD the opportunity to receive assistance in their efforts to be successful in these courses. The Center operates as a walk-in service. There is no need to make an appointment. The tutors who staff the Center include students who have demonstrated an excellent ability to understand mathematics as well as an ability to help others understand. Additionally, there are several full-time and adjunct faculty members who also help to staff the Center. Students are encouraged to utilize the Center as often as needed. The Center operates throughout the semester (except for the first week of classes and the week of final exams) and is open Sunday through Thursday.

### ACADEMIC ADVISING CENTER

The AUD Academic Advising Center (AAC), located in Admin 109, provides advising *services to students who have completed fewer than 45 credit hours.*

The AAC assists each student in adopting a program of study and creating an individual program of study document. Prior to the beginning of each term, these students are required to meet with the Advisor to whom they are assigned in order to review the status of their degree progress, to discuss university policies

and departmental requirements, and to select courses.

***An Advisor's signature is required in order for these students to register.***

### Mission

The Academic Advising Center aims to enhance each student's university experience. This is accomplished through the assessment and monitoring of and response to student needs by providing services that result in student development and academic success.

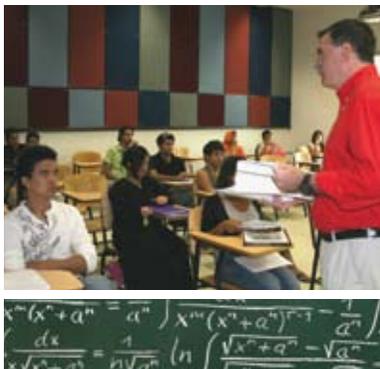
### Goals

In accordance with our statement and AUD's vision of promoting student learning and development, the Center's goals are to:

- Impart accurate, judicious and timely information on AUD policies, academic programs, and campus resources;
- Form educational advising partnerships with advisees and encourage the shared responsibility of academic decisions with advisors;
- Contribute to the student's personal development and effective decision-making skills; and
- Evaluate and re-assess the AAC services to better serve the advisees' needs and enhance their educational experience at AUD.

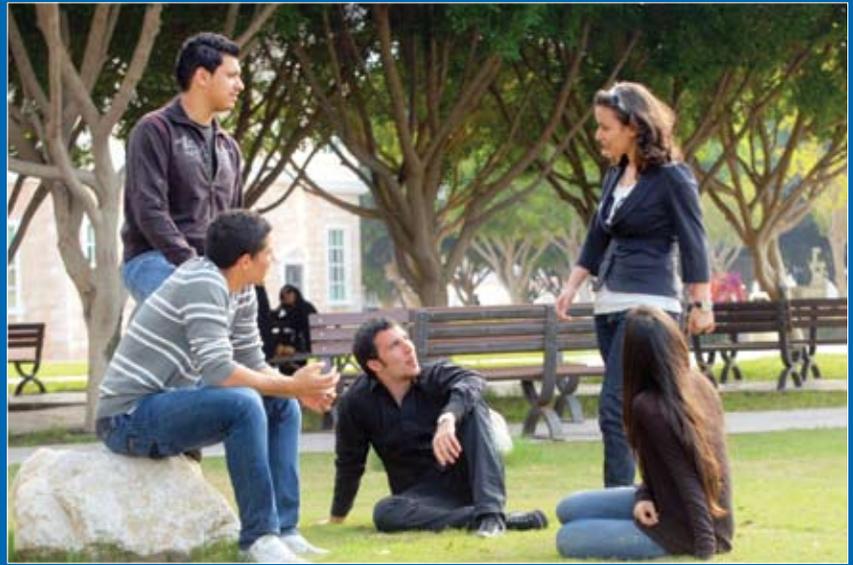
### Outcomes

- Students will read and accurately interpret AUD policies and academic program requirements and will recognize campus resources.



- Students will value the advising partnership and select an appropriate course sequence accordingly.
- Students will understand how their academic performance impacts their individual progress towards graduation.
- Prospective graduates will acknowledge the academic guidance provided by the AAC.

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# ACADEMIC POLICIES AND PROCEDURES

- Statement on Academic Freedom
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#### STATEMENT ON ACADEMIC FREEDOM

**A**cademic freedom is the freedom for faculty to discuss all relevant matters in the classroom, to pursue other professional academic activities related to student learning and research, and to explore all avenues of inquiry, learning and instruction in an institution of higher learning. However, academic freedom is accompanied by academic responsibility, which implies faithful performance of assigned academic duties and obligations including a presentation of course content that meets the requirements and learning objectives of each course. Academic responsibility also requires that faculty members make clear that they are not speaking for the institution, unless expressly authorized to do so by AUD, particularly in areas of politics, topics related to religious beliefs, and commercial endorsements. Faculty members should at all times act with integrity, express themselves within the confines of law and competent authority, show respect for the rights of others to hold differing opinions, be accurate, exercise appropriate restraint, be culturally sensitive, and make every effort to indicate that statements they make express their own views and not those of AUD.

The American University in Dubai recognizes and will uphold for all its faculty, full-time and adjunct, the freedom to pursue knowledge wherever it may lead, the freedom to test received wisdom, and the freedom to research, review and put forward new, controversial, or unpopular ideas or opinions within the standards of scholarly inquiry and professional ethics, without interference and without placing themselves in jeopardy of losing their jobs or any of their rights or privileges as AUD faculty.

#### DEFINITION OF “MAJOR” AND “CONCENTRATION”

Per the nomenclature of the university, with the exception of Engineering, “major” is used synonymously with “program.” “Concentration” means a specialization within a program. Hence, Business Administration, Communication and Information Studies, Information Technology, Architecture, Visual Communication and Interior Design are majors. Marketing Communications, Finance and Management are examples of concentrations within the Business Administration program. AUD’s School of Engineering offers three degree programs. Civil, Computer, and Electrical Engineering are three majors.

The number of credit hours required by each program is clearly stated in the appropriate sections of this *Catalog*. Optional concentrations, where applicable, are also listed together with the required credit hours for each.

#### DECLARATION OF PROGRAM/CONCENTRATION

All undergraduate students must declare both their choice of a degree program and, if applicable, concentration prior to their **Junior** year (i.e., by the completion of **60** credit hours). Undecided students must do so by submitting the required form to the Registrar’s Office. Students wishing to change their degree programs and/or concentrations must obtain the required approvals and submit the form for this purpose to the Registrar.

### MULTIPLE CONCENTRATIONS

A student may choose multiple (i.e., more than one) concentrations within a degree program. Any course listed in this *Catalog* under more than one concentration may be used to satisfy the requirements of each concentration under which it is listed. This reduces the credit-hour burden for students pursuing double or triple concentrations, while essentially preserving the specialization represented by each concentration. Credit hours are not, however, applied more than once in the calculation of total hours earned.

### ACADEMIC PROGRAM/CONCENTRATION CHANGES

Students may change their program of study at anytime with the approval of the Dean/Program Chair of the new program. ***It is the prerogative of the new department to set the conditions (if any) for approving these changes.*** Students are advised to discuss changes with the appropriate Dean/Program Chair as these may cause a delay in graduation. Formal notification of an unapproved change is forwarded to students in writing by the office of the Registrar. All approved changes are reflected in the students' degree audits in the term following the approval of the changes.

### TIME LIMIT FOR COMPLETION OF UNDERGRADUATE DEGREE PROGRAMS

All course work and other requirements for baccalaureate degrees must be completed no later than ten (10) calendar years from the date of initial admission to the program. Study terms and inactive terms, during which the student was not registered

in any courses, will all be counted in determining adherence to this time limit.

### ACADEMIC ADVISING/REGISTRATION

Students receive advising and are registered for their first term at AUD by an Admissions Coordinator.

***During subsequent terms (up to the completion of 45 credit hours), undergraduate students receive advising and obtain authorization to register from an Academic Advisor housed in the AUD Academic Advising Center (Admin 109).***

A student who has earned greater than 45 credit hours is assigned a faculty member who acts as his/her advisor. With the exception of candidates in Engineering and Information Technology, upon completion of 45 credit hours, students no longer need to obtain an Advisor's signature in order to register. ***(Engineering and IT students must obtain a signature throughout their residency at AUD.)***

Students are encouraged to maintain close contact with their Advisor during their time at AUD. Advisors provide them with information and perspective related to academic policy and concerns, specific course related problems/issues and other academic professionally related development. ***Nonetheless, students are expected to assume responsibility for program planning and course selection since ultimately the responsibility for fulfilling degree requirements rests squarely with the student. They are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing.***

### ACADEMIC YEAR

AUD defines the academic year as a period of time in which a full-time student is expected to complete two semesters (Fall, Spring) of instructional time. A full-time student is expected to complete a minimum of 24 credits within the academic year. (Students on the university's visa must register for 15 credits per semester in the Fall and Spring semesters in order to maintain the required full-time status.)

AUD's academic calendar operates on the semester system with each semester consisting of 15 weeks of scheduled classes plus a 16<sup>th</sup> week for study/make-up classes and final examinations. The Summer sessions are optional and fall outside the academic year. A detailed Academic Calendar is included in this *Catalog*.

### ACADEMIC CREDIT HOURS

One unit of academic credit is awarded for each scheduled class hour (clock hour) per week, e.g. three hours of academic credit is equal to approximately three hours in the classroom per week. Therefore, for every three hours of academic credit awarded, the student receives approximately 45 hours of instruction. The relationship between hours spent in labs or studios and credit hours is indicated in the Course Description section of this *Catalog*.

### COURSE LOAD

The normal academic load at the university is 15 credit hours per semester and 9 credit hours for either Summer term. Students wishing to carry additional hours may do so with the permission of their advisor. Overloads are permitted only for students in good academic standing (i.e., carrying a minimum 2.0

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CGPA); and occasionally, depending on the courses comprising the student's proposed schedule, a higher CGPA may be required.

### AUDITS

A student may audit a course at his/her discretion and with the permission of the Dean or Chair of the academic unit offering the course. ***An audited (i.e., not-for-credit) course may not be taken for credit at a later date.*** The normal fee schedule governs audited courses.

### COURSE SEQUENCING

While it is difficult to generalize from program to program (and student to student), the university has firm beliefs concerning course sequencing in terms of what makes academic sense and will enable students to complete their degree requirements by the expected date of graduation.

***Students should consult the course sequencing charts in the program-specific sections of this Catalog.*** See pp. 86-88 of this *Catalog* for regulations regarding the satisfaction of Arts and Sciences requirements.

### ENGLISH AS A PREREQUISITE

University-level competency in English is instrumental in student success at AUD. Where ENGL 101/ ENGL 102 are indicated as specific pre-requisites to a course, the prerequisites will be rigorously enforced. Furthermore, even if ENGL 102 is not explicitly stated as a pre-requisite, ***students should never register for a 300 or 400-level course without having completed ENGL 102.*** The same is advisable for most 200-level

courses, which as a minimum, require the completion of ENGL 101. The completion of ENGL 101/102, required by all academic programs, will help students complete program-specific course work successfully. Students should consult their academic advisor if they have any questions.

### FIRST YEAR EXPERIENCE

AUD recognizes the challenge of attending a university for the first time and supports the success of all new undergraduate students through a first year experience program. The program includes a comprehensive campus Orientation, workshops, and a course on university success. ***The UNIV 100 (The University Experience)*** course helps to maximize a student's ability to benefit from higher education and to ease his or her transition into the university environment.

### UNIV 100

To be successful at The American University in Dubai, students need to understand and adapt to the standards, approaches and expectations of the American university system. Because these may differ significantly from the standards, approaches and expectations that incoming students have experienced in previous educational institutions, it is important for AUD to facilitate the socialization process. Therefore, all students entering The American University in Dubai\* are required to take ***UNIV 100 (The University Experience)***. In this course, first year students are introduced to the structure, norms and expectations which underpin American education and which guide the university's assessment of student performance. These aspects of American education give priority to critical thinking, oral and written communication skills, goal-directed behavior, personal

initiative, ethics and cultural tolerance. In essence, UNIV 100 enables students to adopt the posture of "student-as-a-professional" and to reach their full potential during their tenure at AUD and beyond.

***Students who delay UNIV 100 will not be exempted from this requirement.***

\*Except those aged 23+ years or students who have completed one year of study at a recognized college or university, having successfully completed ten courses (semester-basis) or nine courses (quarter-basis).

### REQUIRED ARTS AND SCIENCES COURSES (INCLUDING DEVELOPMENTAL)

All candidates for an AUD degree are required to complete successfully *ENGL 101 (Composition and Rhetoric)*, *ENGL 102 (Advanced Composition and Research)*, *COMP 101 (Introduction to Computers)*; and depending on their Major and placement test results, *MATH 111 (Mathematics for the Arts)* or *MATH 160 (Mathematics with Business Applications)* ***within their first 45 credits earned.*** If applicable, *ENGL 100 (Basic College English)*, *MATH 098 (Developmental Mathematics I)*, and *MATH 099 (Developmental Mathematics II)* must also be successfully completed within this time period.

Students are required to complete successfully *ENGL 103 (Introduction to Literature)* ***within their first 60 credits earned.*** (Math requirements for Engineering and Architecture students vary, and students should consult their advisors for Years I and II sequencing.) All eligible first year students must take *UNIV 100 (The University Experience)* ***within their first 30 credits earned.***

Failure to comply with this Policy may result in dismissal from the university.

#### ELIGIBILITY FOR FOREIGN LANGUAGE STUDY

Students educated in a language other than English or who have earned two years of high school credit or its equivalent in that language (*regardless of the grade received*) are not eligible to register for courses at the 101 level. Students desiring to study at a more advanced level (i.e., 102 and above) should consult the Arts and Sciences Chair to obtain authorization to register.

#### CLASS ATTENDANCE

Students are expected to be in class for all scheduled class periods (including make-up classes). All matters related to student absences (making up work missed, tests missed, etc.) are specified in the course syllabus. Because the university believes that attendance in classes is an indispensable part of the learning experience, the following rules regulate attendance and grading:

- There is no difference between excused and unexcused absences. An absence is an absence;
- *Excessive absence, defined by the equivalent of two weeks (semester) or one week (summer session), may lower the student's class participation grade.* The degree to which the class participation grade is lowered is at the discretion of the instructor, as clearly defined in the course syllabus;

- Absences are counted from the first day of the term.

Students are expected to be in class on time.

*The instructor will be responsible for denoting the attendance policy (including tardiness) and including guidelines for assessing class participation on the class syllabus.* The policy for handing in assignments late is determined by the instructor and is stated on the class syllabus.

At the discretion of the Office of Academic Affairs, absences incurred due to participation in AUD-sponsored activities or sports tournaments may not figure in the calculation of a student's total absences. Students must complete an *Absence Notification Form* at least **two weeks** prior to the actual absence. This Form is available from the Student Activities Coordinator. Prior authorization by the Office of Academic Affairs is required.

Any student who is experiencing psychological distress and is unable to attend his/her scheduled classes must first see the AUD Counselor. The Counselor will carefully assess the student's psychological state. Should the Counselor determine the student is unable to attend classes, the Counselor will immediately contact the Provost and Chief Academic Officer and inform him of the student's condition. Respecting the confidentiality policy of counseling services, the Counselor will only disclose the minimal information needed to explain the situation. The Provost and Chief Academic Officer will authorize any absences, if any, from the course. (The student retains the options of withdrawing or seeking an Incomplete.)



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### GRADING SYSTEM

Grade reports are issued to students at the completion of each semester/term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a three-credit course with a grade of B would earn nine quality points [credit value of course (3) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	Excellent	Yes	Yes	Yes	4.00
A-	Very Good	Yes	Yes	Yes	3.70
B+	Good	Yes	Yes	Yes	3.30
B	Good	Yes	Yes	Yes	3.00
B-	Good	Yes	Yes	Yes	2.70
C+	Satisfactory	Yes	Yes	Yes	2.30
C	Average	Yes	Yes	Yes	2.00
C-	Below Average	Yes	Yes	Yes	1.70
D+	Poor	Yes	Yes	Yes	1.30
D	Poor	Yes	Yes	Yes	1.00
F	Falling	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
P+	Passing with Distinction	Yes	Yes	No	n/a
P	Passing	Yes	Yes	No	n/a
Grade*	Repeat	No	Yes	No	n/a
TC	Transfer	Yes	No	No	n/a
W	Withdrawal	No	Yes	No	n/a

*All IELP courses and developmental Math courses (098/099) are graded P+, P, and F, with P as the lowest passing grade. It is also the lowest passing grade in ENGL 100 and UNIV 100. Internships and study tours are graded on a P+, P and F scale.*

- I** An incomplete (I) is issued no sooner than the last two (2) weeks of the semester to a student who has satisfactorily completed a substantial portion of the course work, but for *nonacademic reasons beyond the student's control*, he/she is unable to meet the full course requirements on time. The course instructor issues this grade, subject to approval by Dean/Program Chair and the Provost. The incomplete course work must be completed by the end of the subsequent semester/summer session. If the student does not complete the work within the stipulated time, the incomplete is changed automatically to the grade of F. An incomplete must be processed at the time of the concession (e.g., authorized suspension of attendance, accepted tardiness/non-completion of assignments, etc.). *The university does not grant incompletes retroactively.*

**AU** *No credit is given for audit (AU) classes, nor is the grade included in the student's academic average.* Students must receive written permission from the Dean or Chair to audit a class, or classes, prior to the first day of the semester. Instructor approval may be required for some courses.

**W** *A student is allowed to withdraw officially from a course no later than the Tuesday of the ninth week of the semester (end of the fourth week in a summer session).* The W is calculated in Satisfactory Academic Progress but is not calculated in the CGPA. *Students are not permitted to withdraw after this deadline.*

W is used to denote withdrawal of students in the case of dismissal by a Conduct Council.

#### APPLICATION OF GRADES AND CREDITS/ REPEATING A COURSE

The previous chart describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (Failing), W (Withdrawal), and I (Incomplete) are counted as hours attempted, but are not counted as hours successfully completed.

A student may repeat a course either to replace a failing grade with a passing grade or to try to improve a passing grade achieved the first time the student took the course. A previously passed course may be repeated only once. A previously failed course which is repeated and failed again may be retaken only one more time, for a total of three attempts. *A course may only be repeated within one year from receiving the initial*

*grade or as soon as the course is offered again if it is not offered during this one-year period. A student who has completed all degree requirements will not be allowed to repeat courses for the purpose of improving grades.*

When a course is repeated, the best grade received is calculated into the CGPA. The lower grade(s) will be followed by an asterisk (\*) indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. In the case of repeating a course from which the student has previously withdrawn, a W remains on the student's transcript, while the new grade (also shown on the transcript) substitutes for the W in the calculation of the CGPA.

In order to receive credit, the student must repeat any required course in which a grade of F or W is received.

#### MID-SEMESTER REPORTS

The university informs the student at midterm when his/her grade in any course is less than C. This is done in person by the instructor; and the report provides reasons for the poor performance as determined by the instructor.

#### ACADEMIC RECOGNITION AND DEAN'S LIST

Undergraduate full-time students earning a semester grade point average of 3.67 or above will be named to the Dean's List. The Dean's List designation applies only to undergraduate bachelor's degree programs and is only made for the two semesters (Fall and Spring) of the academic year.

#### GRADE APPEAL

Questions and concerns about grades often result from misunderstandings about grading practices and expected standards. Direct communication between instructors and the students usually clear up these misunderstandings. In some cases, however, a grade appeal is warranted.

Students have the right to appeal a grade and request a reconsideration of the assigned grade; however, they must provide sufficient, tangible evidence to support their request for a re-examination of the assigned grade. Reasons for reconsideration of a grade appeal may include:

- Miscalculation of marks;
- Misgrading of a paper, project or exam;
- Application of an evaluation or grading system which was not included in the course syllabus;
- A departure from the instructor's previously announced standards;
- Assignment of a grade on some basis other than the student's performance in the course;
- **Demonstrable** evidence of discrimination or prejudice in the assignment of the grade;
- Arbitrary assignment of grade (lack of consistent and equitable standards for grading).

Grade Appeals will be dismissed if:

- Allegations by the student do not indicate erratic grading;
- The basis of the disagreement is with the instructor's particular grading standards;
- The appeal is not submitted within the given one month period subsequent to the issuance of the grade.

Students should follow the steps listed below to clarify any questions about a particular grade or the instructor's grading policy:

1. The student should make an appointment with the appropriate instructor when there is any question about a particular grade or the instructor's grading policy. Students in the Study Abroad Program (SAP) may contact the instructor via telephone or e-mail;
2. The student seeking additional clarification related to grading should make an appointment with the appropriate Dean or Program Chair;
3. The student seeking further recourse related to a grade received should make an appointment with the Provost and Chief Academic Officer. The Provost and Chief Academic Officer will discuss the questions raised with the instructor, give the student a perspective regarding the grade and review the mechanism for appeal;

4. The student may request a Grade Appeal Council to review the matter. Composition/operations of the Council parallel those of the Honor Council;
5. In the event that the grade in question is received in a course taught by the Provost and Chief Academic Officer, the Dean or Program Chair will discuss the matter with the President, give the student a perspective regarding the grade and review the mechanism for appeal. All grade appeals must be submitted within one month subsequent to issuance of the grade;
6. If a student chooses to appeal a decision beyond the Grade Appeal Council decision, all documentation can be submitted to the Provost and Chief Academic Officer for review. Final review may be requested of the university's Grievance Officer.

Additional information/documentation on the grade appeal process can be obtained at the Office of the Provost and Chief Academic Officer.

### ACADEMIC HONESTY

At AUD, students are expected to demonstrate academic integrity by completing their own work, assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student; previously graded papers; papers submitted without proper source citation; or submitting the same

paper to multiple courses without the approval of all instructors involved can result in a failing grade or be reported to the Dean/Program Chair for appropriate sanction or disciplinary actions. All students are expected to maintain the standards as set forth in the Code of Student Conduct and Statement on Academic Honesty.

### AUD Honor Code Pledge

The administration, faculty and student government of AUD believe strongly in the Academic Policies and Procedures concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the AUD academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the university, which includes reporting incidents that violate the Statement on Academic Honesty.

To this end, all students are asked to adhere to an honor pledge that reads as follows:

*“As a student of The American University in Dubai, I pledge that all tests taken by me and that all work submitted by me will be original and solely the results of my own efforts. Furthermore, as a student and member of the academic community of The American University in Dubai, I am bound to uphold standards of personal integrity and honesty and to accept my personal, academic and professional responsibilities in the community.”*

*Specifically, I pledge:*

- *to adhere to the university's policy on cheating and plagiarism;*
- *not to lie or steal in my university undertakings;*
- *not to evade the truth or deceive;*
- *to inform the appropriate faculty member and Dean or Program Chair of my School or Department of any and all cases of academic dishonesty and violations of the Honor Code.”*

Violations of the Honor Code are handled as set forth in the *Student Handbook*. All members of the AUD academic community, including faculty, students and administration, are expected to assist in maintaining the integrity of the university, which includes reporting incidents that violate the Statement on Academic Honesty.

#### **PENALTIES FOR ACADEMIC INTEGRITY VIOLATION**

##### **First-time Offense**

Following deliberation, the Honor Council will determine a penalty commensurate with the seriousness of the offense and the degree of student culpability. Students should be aware that this penalty may be as severe as receiving a grade F in the course.

##### **Second-time Offense**

The sanction for second-time offenders *is permanent dismissal from The American University in Dubai*. A student found guilty will be immediately withdrawn

from all courses for which he/she is registered and assigned a grade of F in the course in which the violation occurred. Dismissal from the university must be ratified in writing by the Chief Academic Officer before going into effect.

*Students who aid in someone else's cheating or plagiarism are equally at fault and will be sanctioned accordingly.*

Students in need of clarification of the above Policy may consult the Dean of Student Services. All other academic staff – faculty/Deans/Program Chairs – may also be of assistance, particularly as students seek to apply the principles of this Policy to their specific discipline/program of study.

#### **COMMITTEE ON ACADEMIC STANDING**

The Mission of the University Committee on Academic Standing (UCAS) is to oversee the implementation of AUD's academic policies and procedures pertaining to academic standing (warning, probation, suspension, return from suspension, and dismissal) on a university-wide basis, in a uniform and consistent manner. In addition, the UCAS periodically evaluates and assesses the effectiveness of academic standing management and reports the results of this assessment to the Academic Council.

#### **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

All students must maintain satisfactory academic progress in order to remain enrolled at the university. Satisfactory academic progress is determined by measuring the student's cumulative

grade point average (CGPA). Students are expected to meet minimum CGPA requirements in order to be considered making satisfactory academic progress. ***Undergraduate students are required to maintain a minimum CGPA of 2.0 throughout their enrollment.*** A student's CGPA will be reviewed at the end of each term after grades have been posted to determine if the student's CGPA is in compliance.

If/when a student changes programs/concentrations, the grades received in the former program/concentration continue to be calculated as part of the student's cumulative GPA.

#### **Academic Warning, Probation, Suspension and Dismissal**

At the end of each semester after grades have been posted, each student's CGPA is reviewed to determine whether the student satisfies the university's minimum requirements for good academic standing.

- A student will be placed on ***Academic Warning*** at the end of the first semester in which his/her CGPA falls below 2.0.
- At the end of the next semester, the student is removed from Academic Warning and returned to good academic standing if he/she achieves a CGPA of 2.0 or higher.
- If at the end of the next semester immediately following placement on Academic Warning, the student's CGPA continues to fall below 2.0, he/she will be placed on ***Academic Probation***.

- Students placed on Academic Warning at the end of Summer I or Summer II are assessed at the end of the immediately following Fall semester, for purposes of removal of Academic Warning or placement on Academic Probation.
- Once a student is placed on Academic Probation, he/she has *one semester* to revert to good academic standing. A student who, at the end of one semester on Academic Probation, raises his/her CGPA to 2.0 or higher is removed from Academic Probation and returned to good academic standing.
- *If a student's CGPA by the end of one semester on Academic Probation is still below 2.00, he/she is placed on Academic Suspension from the university for the semester immediately following.*
- A student placed on Academic Probation at the end of the Spring semester has until the end of Summer II to revert to good academic standing. If he/she fails to remove Academic Probation by the end of Summer II, the student is suspended for the Fall semester immediately following.
- A student placed on Academic Probation at the end of the Spring semester, who decides not to register in Summer or to register in only one Summer term, has until the end of the Fall semester immediately following to revert to good academic standing. If he/she fails to remove Academic Probation by the end of that Fall

semester, the student is suspended for the Spring semester immediately following.

- Notification of placement on Academic Warning, Academic Probation, Academic Suspension, and Dismissal is in writing.

### Appeals of Academic Suspension

A student with compelling supporting evidence may appeal an Academic Suspension in writing. The UCAS, chaired by the Provost and Chief Academic Officer, will review the case.

*Appeals should be sent to the Student Support Manager who will provide the Committee on Academic Standing with all necessary information/documentation.* Committee meeting dates are posted in the Academic Calendar, and all documentation relevant to an appeal must be received by these dates.

Students may appeal a decision of the UCAS in writing to the **President**. Such an appeal must be received by the President by the first day of Drop/Add of the semester/term in which a student wishes to continue his/her studies.

### Conditions Applicable to Students on Academic Warning and Academic Probation

Students on Academic Warning and Academic Probation must consult with the Student Support Office prior to selecting their courses and obtaining their academic advisor's approval to register. As long as a student remains on Academic Warning or Academic Probation, the Student Support Office will monitor the student's performance and will continue to provide

support through regular contact with the student. Students on Probation must give priority to repeating all required failed courses, and are advised to repeat other courses in which they obtained failing or low grades.

### Re-admission from Academic Suspension

*Should a student placed on Academic Suspension wish to return to the university following the suspension period, he/she must submit (by the date shown in the Academic Calendar for the meeting of the Committee on Academic Standing) a written request for re-admission to the Student Support Manager for presentation to the Committee.* This request should detail his/her activities during the exclusion period and should provide an explanation why the student believes his/her academic performance will improve in the future. At that time, the student's file will be reviewed; and the Committee on Academic Standing will make the decision on re-admittance. Transfer credit for any courses taken during the period of suspension will be considered only for those courses for which approval was obtained from the Offices of Admissions and Dean/Chair prior to the commencement of study.

### *Students granted readmission from Academic Suspension will be placed on Academic Probation.*

The course load for these students will be not less than 9 credit hours and not more than 13 credit hours per semester, and must be 6 credit hours in Summer terms. A student's Dean or Program Chair may set other appropriate conditions and expectations regarding courses to be taken and academic performance.

### Removal of Academic Probation for Students Readmitted from Academic Suspension

Students returning from academic suspension are readmitted on probation. They are expected to revert to good academic standing by achieving a CGPA of 2.0 or higher, upon attempting a minimum of 24 credit hours following readmission. Probation will be removed at the end of the semester or term in which this result is achieved.

### Dismissal from the University

A readmitted student will be dismissed from the university if, upon attempting a minimum of 24 credit hours following his/her re-admission from academic suspension, the student fails to achieve a CGPA of 2.0 or higher. A readmitted student will also be dismissed from the university if, *at the end of any semester or term* after removal of probation, the student's CGPA once again drops below 2.0. The decision to dismiss must be ratified by the University Committee on Academic Standing.

### Appeal of Dismissal

Petitions for readmission, accompanied by compelling supporting evidence, should be forwarded to the Student Support Manager for presentation to the UCAS. Committee meeting dates are posted in the Academic Calendar.

A decision of the Committee may only be appealed to the *President* of the university. Such an appeal must be received by the President before the beginning of the Drop/Add period of the semester/term for which the student wishes to continue his/her studies.

### TRANSFER CREDIT/RESIDENCY REQUIREMENTS

All students must complete a minimum of 50 percent of their degree program credit requirements in residency at AUD in order to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study. *Furthermore, all students must complete their last two semesters (i.e., obtain a minimum of 30 credit hours) at AUD to be awarded an AUD degree.*

Students enrolled at AUD are required to have on file within their first term of residence official transcripts for any institutions of higher learning previously attended. The Admissions Office will ultimately verify/certify the institution's eligibility for transfer credit.

In order for AUD to accept transfer credit from an institution outside the UAE, such institution must be licensed or officially recognized by the Education Department or Ministry of the country where it is in operation.

Several transcript evaluation services are available to students. Services which are either recognized by AACRAO (Association of Collegiate Registrars and Admissions Officers) or a member of NACES (National Association of Credential Evaluation Services, Inc.) are acceptable services. Students are responsible for all applicable fees.

Specific requirements for the evaluation and award of transfer credit at AUD include:

- Application for transfer credit must be made in the student's first semester of residence.

*Records received following the first semester will not be considered for transfer credit.*

- Students may transfer in a maximum of 50% of the required program credits.
- In those cases in which students present courses for transfer constituting greater than 50% of a program's credit hour requirement, courses will be eliminated (to get to 50%) per the following order of priority:
  - Concentration
  - Core
  - Professional Elective
  - Foundation
  - Arts and Sciences
- Official college or military transcripts are evaluated on a course-by-course basis.
- Only courses at the 100 level or above will be eligible for transfer credit.
- In order to be granted transfer credit for 300/400 AUD-equivalent courses, a minimum grade of B or better is required.
- In order for other AUD-equivalent courses to be eligible for transfer credit, a grade of C or better is required.
- 3-semester and 4-quarter credit courses may be considered equivalent to AUD's 3 credit courses. A course-to-course analysis of outcomes may result in credit transfer from accredited institutions of higher learning.

- Under no circumstances will the total number of credit hours transferred exceed six (i.e., two courses) of the student's chosen concentration.
- Under no circumstances will the university grant transfer credit for courses designated as capstone, senior project, portfolio, internship or study tour. Examples include: MGMT 499, MCOM 431, VICD 455/456, IDES 455, IDES 480, IDES 481.
- Transfer credit is never granted for upper division (i.e., 300/400 level) courses in the B.I.T. program.
- Following a student's initial enrollment at AUD, he/she may transfer a maximum of 9 credit semester hours or equivalent, subject to approval by their Dean/Program Chair. This rule does not apply to students who receive authorization from their Dean/Program Chair to spend *a term (i.e., semester or summer session[s])* abroad, either at a university with which AUD has an exchange agreement or another university chosen by the student (subject to AUD approval). In these cases, students may be authorized to transfer up to 15 credit semester hours or equivalent. In no case may the total number of transfer credits following admission to AUD exceed 15; and these must fall within the 50% of credits earned in residence required to be granted an AUD degree. See pp. 36-37 of this *Catalog* for those institutions with which AUD has exchange agreements.

AUD students who wish to earn credit at another university must obtain prior approval for the courses they intend to take. (Forms for this purpose are available at the Registrar's Office.) ***Failure to do so prior to the commencement of study may result in AUD's denial of transfer credit.***

#### STUDY TOURS

One of the exciting opportunities for students at AUD is the opportunity to earn academic credit toward their degree while traveling on university-sponsored study tours. In the past, study tours have included New York, Paris, Milan and Florence. ***A student may only receive credit (three hours) towards graduation for one study tour.*** In order to register for a second study tour, a student must obtain the written approval of the Study Tour Advisor. Academic credit will be granted and a grade assigned for the second tour, but not in fulfillment of degree requirements.

***Withdrawals from study tours are not permitted. Study tours are used by students to fulfill General Elective requirements*** and carry the following course codes: NYST 275 (New York) and ITST 275 (International). Should students majoring in a given discipline wish to take a study tour specific to that discipline, the Office of Academic Affairs will consider authorizing such a Tour to fulfill Professional Elective requirements. In such cases, the course discipline-specific code will be used (e.g., BUSI, VICD, IDES).

***Study Tours are graded on a Pass (P or P+)/Fail (F) basis.***

#### GENERAL EDUCATION EXIT EXAMINATION

As part of its assessment of student acquisition of general education competencies, The American University in Dubai administers General Education Entrance and Exit Examinations to entering freshmen and graduating seniors, respectively. ***Sitting for these Examinations is mandatory.***

The ***General Education Exit Examination*** is administered once in the Fall semester. The date for this Examination is announced within the first two weeks of the semester. Students completing degree requirements in the Fall, Spring, or either of the succeeding Summer sessions must sit for the Examination scheduled in the Fall semester.

***Fulfillment of a student's request for a diploma will not be finalized until the Director of Institutional Effectiveness (see below) confirms that the student has taken the General Education Exit Examination.***

#### GRADUATION/DIPLOMA

A student may not request a diploma any earlier than the scheduled date of graduation. An *Intent to Graduate Form* must be completed and returned to the Registrar's Office prior the end of the student's final semester. Failure to complete the *Intent to Graduate Form* by the specified date may result in either a delay in receiving the diploma or an additional charge.

Diplomas are available for personal pick-up by students at the Registrar's Office. A student who prefers an alternative for collecting or receiving his/her diploma should consult the Registrar's Office. (For purposes of graduation verification, the university can provide a letter [stamped] to the student until their diploma is issued.)

## GRADUATION MODALITIES

In order to qualify for graduation, students must meet the following eligibility requirements:

- Minimum CGPA of 2.0;
- Clearance by their Dean/Program Chair and Provost and Chief Academic Officer that all program requirements have been met;
- Clearance by the Director of Institutional Effectiveness that the student has taken the *General Education Exit Examination*;
- Clearance by the Student Financial Affairs Officer for all financial aid requirements and financial obligations (including AED 500 Diploma Processing Fee);
- Clearance by the Library for all financial obligations (if applicable);
- Taking the *Completion Survey* (administered online);
- Clearance by Central Services if the student is on a university-sponsored visa.

Separately, only those students who complete the last 30 credit hours at AUD are eligible to be awarded an AUD degree.

AUD will award degrees at the end of the academic semester or summer session. A student may not request a diploma any earlier than the scheduled graduation date. For the purposes of graduation verification, the

university will provide a letter (stamped) to the student until his/her diploma has been provided.

## PARTICIPATION IN ANNUAL GRADUATION CEREMONY (ELIGIBILITY)

The American University in Dubai holds its Commencement Exercises once a year following the Spring semester. In order to be eligible to participate, candidates for *undergraduate* degrees:

- (1) must be in good academic standing (cumulative GPA of 2.0 or higher) as of the end of the *Spring* semester; and
- (2) must complete *all* their degree requirements by the end of the *Spring* semester preceding the graduation ceremony.

## GRADUATION WITH HONORS

Bachelor's degree graduates who have maintained a record of outstanding academic achievement will be recognized as follows:

***Summa Cum Laude*** – a student graduating with a cumulative grade point average of **3.90** or above.

***Magna Cum Laude*** – a student graduating with a cumulative grade point average of **3.70 – 3.89**.

***Cum Laude*** – a student graduating with a cumulative grade point average of **3.50 – 3.69**.





# ACADEMIC UNITS, PROGRAMS, AND DEGREE REQUIREMENTS

*Introduction*



## DEGREE REQUIREMENTS

To be recommended by the faculty for graduation with a Bachelor's degree, students must fulfill all degree requirements. Students on a previous curriculum may choose to fulfill the requirements of that curriculum or the current one. Program-specific requirements as they now stand are outlined on the following pages.

## STUDENT RESPONSIBILITY

*It is the student's responsibility to fulfill the degree requirements of his/her program. Regulations will not be waived nor exemptions granted based on a student's claimed lack of awareness of degree requirements as per this [Catalog](#) and subsequent changes.* Although a number of university personnel (e.g. advisors, faculty, etc.) assist students, it is ultimately the student who is accountable for adhering to the mandates of his/her degree program. *Citing as an excuse misinformation provided by university personnel will not exonerate a student from this accountability.*

## CREDIT HOUR REQUIREMENTS

The total number of credit hours required in each degree program is clearly stated in the respective sections of this [Catalog](#).

The same course may not be used to satisfy multiple components of the requirements for a degree. For example, once a course is used to fulfill the Professional Elective or Concentration component, it may not then be used as a General Elective. Similarly, a course used to satisfy a requirement of the Arts and

Sciences Core may not be simultaneously counted as a General Elective. Separately, credit may not be used simultaneously to fulfill a degree requirement and a requirement for the Certificate in Middle Eastern Studies.

Students pursuing multiple concentrations are bound by the regulation found on p. 69 of this [Catalog](#).

A student must fulfill the requirements of any degree program in which he or she is enrolled. In the rare case of a student's enrollment in more than one program, the amount of credit applicable to any/all degrees will be determined by the Provost and Chief Academic Officer in consultation with the appropriate Deans or Chairs.

*Division of Arts and Sciences*



## MISSION

The Division of Arts and Sciences advances students' intellectual awareness, historical understanding, global perspective, and critical thinking/problem-solving skills. Through study of the content and methods of multiple disciplines, students develop their understanding and mastery of the academic standards and practices that are critical for success in their major programs of study. The Arts and Sciences Core is central to AUD's goal of graduating students with the intellectual skills that distinguish a well-rounded and meaningful education.

## GOALS

Students will...

- Organize and communicate ideas and information in written and oral forms demonstrating analytical and quantitative reasoning;
- Effectively employ widely used computer applications;
- Demonstrate the understanding of the development of knowledge by exploring major domains of thought and methods of inquiry;
- Demonstrate a breadth of knowledge that supports their specializations and contributes to their personal and professional development;
- Identify and explain meaningful connections across disciplinary boundaries.

## LEARNING OUTCOMES

Students will...

- Demonstrate effective communication skills in reading, writing, and speaking;
- Demonstrate a scientific knowledge of human behavior and recognize global cultural diversity;
- Use an understanding of the historical and social development of current cultures to demonstrate respect for human values and perspectives;
- Demonstrate and value individual thinking, self-awareness, and ethical behavior for responsible global citizenship;
- Demonstrate appropriate technological literacy and skills for personal and professional use;
- Identify and appreciate artistic expressions from historical, philosophical, and cultural perspectives;
- Demonstrate the use of appropriate critical thinking skills to solve problems;
- Demonstrate an understanding of the fundamental concepts of mathematics, science, and scientific methods.

## ARTS AND SCIENCES CORE REQUIREMENTS

All undergraduate degree programs have incorporated the university's Arts and Sciences Core requirements. The following apply to all programs; however, degree candidates in Engineering should consult the Programs section of this *Catalog* for the Arts and Sciences Core requirements specific to their programs.

The Arts and Sciences Core consists of 36 credit hours of required courses distributed as follows:

	<b>Credit Hours</b>
<b>I. General (0 credits)</b>	
UNIV 100* The University Experience	0
<b>II. Information Systems (3 credits)</b>	
COMP 101 Introduction to Computers	3
<b>III. Mathematics/Natural Sciences (6 credits)</b>	
MATH 111 Mathematics for the Arts or	
MATH 160 Mathematics with Business Applications**	3
SCIE ELE Natural Science Elective	3
<b>IV. English/Communications (12 credits)</b>	
ENGL 101 Composition and Rhetoric	3
ENGL 102 Advanced Composition and Research	3
ENGL 103 Introduction to Literature	3
PSPK 101 Public Speaking	3
<b>V. Cultural Studies (6 credits)</b>	
WLDC 201 World Cultures I	3
WLDC 202 World Cultures II	3
<b>VI. Islamic Cultural Studies (3 credits)</b>	
<b>Options:</b>	
MEST 310 Islamic Contributions to World Civilization	3
MEST 318 Comparative Middle Eastern Cultures	3
MEST 319 Comparative Middle Eastern Politics	3
MEST 323 Introduction to Islam	3

\* Unless exempted

\*\* Architecture majors are required to take MATH 195 (*Pre-Calculus for Architecture*).

## ARTS AND SCIENCES CORE REQUIREMENTS (Continued)

MEST	327	Introduction to Islamic Politics	3
MEST	329	Islamic Art and Architecture	3

**VII. Humanities/Fine Arts (3 credits)****Options:**

ARTS	200	History of Art I	3
ARTS	201	History of Art II	3
ARTS	203	Artistic Forms of Expression	3
ARTS	215	Multicultural Art Forms	3
ARTS	305	Art and the Electronic Age	3
ENGL	210	Creative Writing I	3
ENGL	211	British Literature to Restoration	3
ENGL	212	British Literature from Romantic to Present	3
ENGL	221	American Literature from the Colonial Period to the American Renaissance	3
ENGL	222	American Literature from the Civil War to the Present	3
ENGL	301	World Literature from Ancient Times through the Renaissance	3
ENGL	302	World Literature from the Enlightenment to the Present	3
ENGL	310	Topics in Comparative Literature	3
HUMN	275/475	Special Topics in Humanities	3
MEST	317	Middle Eastern Literature in Translation	3
MEST	329	Islamic Art and Architecture	3
PHIL	201	Introduction to Philosophy/Logic	3

**VIII. Social/Behavioral Sciences (3 credits)****Options:**

GEOG	101	World Geography	3
HIST	410	The U.S. in World Affairs	3
MEST	210	A Survey of Middle Eastern History	3
MEST	310	Islamic Contributions to World Civilizations	3
MEST	315	History of the Middle East in the Twentieth Century	3
MEST	318	Comparative Middle Eastern Cultures	3
MEST	319	Comparative Middle Eastern Politics	3

## ARTS AND SCIENCES CORE REQUIREMENTS *(Continued)*

MEST	323	Introduction to Islam	3
MEST	327	Introduction to Islamic Politics	3
MEST	350	Religions of the Middle East	3
MEST	352	Conflict in the Middle East	3
POLS	201	Comparative Political Systems	3
PSYC	201	General Psychology I	3
PSYC	313	Social Psychology	3
SOCI	101	Introduction to Sociology	3
SOCI	217	Cross-cultural Relations	3
SSCI	275/475	Special Topics in Social/Behavioral Sciences	3
<b>Total Arts and Sciences Requirements</b>			<b>36</b>

Any courses in the Arts and Sciences (in- or outside the Core) that are *not used to fulfill the Core requirements* may be used as General Electives except by B.C.I.S candidates who should check their General Electives options on pp. 106-107 of this *Catalog*.

## CERTIFICATE IN MIDDLE EASTERN STUDIES

**T**he certificate program may be of interest to all baccalaureate degree candidates. Students who following graduation will seek employment within the Middle East will gain a deeper understanding of the environment – historical, cultural, and political – which will serve them well, regardless of the profession they choose. Study Abroad students benefit from the structured study of the Middle East as a means of complementing the understanding gained from living in the region. The Certificate serves to complement the undergraduate degree program in which the student is enrolled, the result being a broadening of cultural knowledge and sensitivity – both of which play a role in professional endeavor and success.

## MISSION, GOALS, AND LEARNING OUTCOMES

### **Program Mission**

The Middle Eastern Studies Certificate is an 18-credit hour program designed to give students in the area an appreciation and understanding of the region in which they are currently studying and in which many will be pursuing professional careers. It is an opportunity for these students to enhance their knowledge of the cultural, historical, and political factors that have shaped the Middle East through time and to a large extent, explain the profile and texture of the current Middle Eastern landscape.

For students outside the region (Study Abroad, etc.), the certificate program offers the unique opportunity to develop their interest in and awareness of Middle Eastern culture by living in a Middle Eastern country while earning credit at an American-accredited university.

### **Program Goals**

The Certificate in Middle Eastern Studies program seeks to:

- Educate students to such a level that they can function successfully in a contemporary global forum with an understanding of other ethnicities and nationalities, specifically those in the Middle East;
- Provide students with a comprehensive understanding of the culture(s) of the Middle East region;
- Provide students with the necessary skills to critically analyze current situations/events in the Middle East region, considering both cultural and historical backgrounds; and
- Provide students with an understanding of the geopolitical role of the region in the context of the current concept of “globalization”.

### Program Learning Outcomes

Upon completion of the Certificate in Middle Eastern Studies, students will be able to:

- Demonstrate required familiarity with Modern Standard Arabic;
- Exhibit a geographic knowledge of the region including both physical and economic aspects;
- Identify and discuss the historical underpinnings of the region;
- Explain the basic tenets of the Islamic faith and the role various religions play in the societies of the Middle East;
- Identify and discuss the various cultures whose presence contributes to and presents challenges to the cohesiveness of the region;
- Identify the various political systems historically and currently practiced in the region; and
- Identify significant contributions to human culture by civilizations in the region.

### Summary of Certificate Requirements

Course Components	Credit Hours
Arabic Language	3
Required Courses	6
Humanities/Social Sciences	3
Religion	3
Area Studies	3
<b>Total</b>	<b>18</b>

The Certificate in Middle Eastern Studies will not be awarded to students who don't complete a bachelor's degree program or who do not possess a bachelor's degree.

**COURSE\* COMPONENTS (RQ, CR, HRS.)****Language (3)**

MEST	101	Arabic I
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MEST	102	Arabic II
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MEST	103	Arabic III
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**Required Courses (6)**

MEST	210	A Survey of Middle Eastern History
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One of the following courses:

MEST	310	Islamic Contributions to World Civilizations
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MEST	323	Introduction to Islam
------	-----	-----------------------

MEST	343	Business in the Modern Middle East
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**Humanities/Social Sciences (3)**

MEST	310	Islamic Contributions to World Civilizations
------	-----	--

MEST	315	History of the Middle East in the Twentieth Century
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MEST	317	Middle Eastern Literature in Translation
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MEST	318	Comparative Middle Eastern Cultures
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MEST	319	Comparative Middle Eastern Politics
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MEST	323	Introduction to Islam
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MEST	327	Introduction to Islamic Politics
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MEST	329	Islamic Art and Architecture
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MEST	352	Conflict in the Middle East
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**Religion (3)**

MEST	323	Introduction to Islam
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MEST	327	Introduction to Islamic Politics
------	-----	----------------------------------

MEST	329	Islamic Art and Architecture
------	-----	------------------------------

MEST	350	Religions of the Middle East
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**Area Studies (3)**

MEST	380	The Gulf: Culture and Economics Since 1970
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MEST	381	North Africa: Nation, Society and Culture
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MEST	382	The Levant: Internal and External Influences
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\* All courses carry three hours of credit

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## COMPLETION REQUIREMENTS

The certificate will be awarded to a student at the time of the granting of the bachelor's degree. All courses applied towards the Certificate in Middle Eastern Studies program must be completed with a grade of C or above, and students must achieve a minimum 2.0 CGPA for the Certificate.

For students who already have a bachelor's degree and are only pursuing the Certificate in Middle Eastern Studies, the certificate will be awarded upon completion of the required courses with a grade of C or above in each, and students must achieve a minimum 2.0 CGPA for the Certificate.

## COURSE SEQUENCING

The recommended course sequence for students pursuing the Certificate in Middle Eastern Studies is as follows:

Semester I (SIX credits)	Semester II (SIX credits)	Semester III (SIX credits)
MEST 210 and MEST 310 or MEST 323 or MEST 343	Arabic language course and MEST Religion course	MEST Area Studies course and MEST Humanities/Social Sciences course

Naturally, Study Abroad students who only take courses within the scope of the Certificate may complete the program in one semester by incurring one overload.

## ELIGIBILITY

- Any student pursuing a bachelor's degree at AUD, attending AUD as a visiting student, in the Study Abroad Program, or as an exchange student.

OR

- Students who have already completed a bachelor's degree and are only seeking admissions to the Certificate in Middle Eastern Studies program.

**A LINK TO FLORIDA INTERNATIONAL UNIVERSITY (FIU)****AUD and Florida International University (FIU)**

The American University in Dubai has established a consortial agreement with Florida International University (FIU). Through this agreement, FIU students have the opportunity to enroll at AUD to study courses in the Middle Eastern Studies Program. In addition, AUD students have the opportunity to study at FIU in order to broaden their perspectives of additional regional concepts through FIU's Certificate Program in Middle East and Central Asian Studies. Students are eligible to receive both the AUD and FIU certificates provided they meet all the requirements for each.

*School of Business Administration*



## SCHOOL MISSION

The Mission of the School of Business Administration (SBA), is to provide UAE, GCC and international students with high-quality, forward-looking, career-oriented educational programs in the management of business organizations, with the option of selecting concentrations in one or more functional areas of business management.

## SCHOOL GOALS

- Ensure the highest levels of student satisfaction with the School's educational experience;
- Ensure that the School's educational programs are continually aligned with the employment needs of the market for business professionals;
- Ensure the School's sustainable growth through recruitment and retention of appropriately qualified faculty;
- Provide faculty with a supportive environment that is conducive to their professional growth;
- Continually enhance the School's reputation and visibility through maintaining a close relationship with the business community.

The School of Business Administration offers two programs, a Bachelor of Business Administration (B.B.A.) and a Master of Business Administration (M.B.A.) program. The curricula in both the undergraduate and graduate programs are rich in conceptual content; however, the primary emphasis of our educational experience is on equipping students with the applied skills and the professional and ethical perspectives necessary for success in the global marketplace.

## BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.) PROGRAM

### Program Mission

The Mission of the B.B.A. program is to prepare students with the knowledge, skills and abilities needed to become effective and responsible managers and leaders in today's global economy. The program prepares graduates for a wide-array of careers in business-related fields and/or graduate studies. The program promotes problem-solving, ethical values, social responsibility, and cultural diversity.

## Program Goals

The B.B.A prepares graduates who will...

- Possess a comprehensive background in both the theoretical and practical aspects of business education, in preparation for successful entry-level careers in business;
- Effectively communicate to diverse audiences;
- Have developed a broad and deep understanding of the challenges to today's global businesses;
- Have attained greater awareness of social responsibility and ethical decision-making.

## Program Learning Outcomes

Students completing the B.B.A. program will...

- Demonstrate a well-rounded foundation in the functional disciplines of business and in the cognate areas;
- Demonstrate a holistic view of the firm and an ability to integrate the different functional areas of business;
- Demonstrate effective use of oral, written and technology-supported communication skills;
- Demonstrate proficiency in the business applications of information technology;
- Demonstrate a global outlook and an appreciation of the international dimensions of business;
- Demonstrate awareness of ethical issues and of the importance of ethical conduct in business practice;
- (For concentration students) students will gain a broad and deep understanding of their selected functional area of concentration.

## Summary of Degree Requirements

Course Classification	Credit Hours Required
	<b>B.B.A.</b>
Foundation	24
Business Core	30
Concentration Option	21
Professional Electives	9
Arts and Sciences Core	36
General Electives	3
<b>Total</b>	<b>123</b>

## CURRICULUM/COURSES

<b>Foundation</b>			<b>Credit Hours</b>
ACCG	201	Principles of Financial Accounting	3
ACCG	211	Principles of Managerial Accounting	3
BUSI	101	Introduction to Business	3
BUSI	201	Business Communications	3
BUSI	211	Business Ethics	3
ECON	201	Principles of Micro-Economics	3
ECON	202	Principles of Macro-Economics	3
QUAN	201	Introduction to Business Statistics	3
<b>Total Foundation Requirements</b>			<b>24</b>
<b>Business Core</b>			
BUSI	301	Business Research	3
BUSI	311	Business Law I	3
BUSI	321	Business in the International Environment	3
BUSI	331	Information Systems and Technology	3
FINA	301	Principles of Finance	3
MGMT	301	Principles of Management	3
MGMT	313	Operations Management I	3
MGMT	499	Strategic Management (Capstone)	3
MKTG	301	Principles of Marketing	3
QUAN	301	Quantitative Methods for Decision Making	3
<b>Total Business Core Requirements</b>			<b>30</b>
<b>Concentration Options:</b>			
<b>Accounting</b>			
ACCG	301	Intermediate Accounting I ( <i>Req.</i> )	3
ACCG	302	Intermediate Accounting II ( <i>Req.</i> )	3
ACCG	311	Managerial Accounting ( <i>Req.</i> )	3
ACCG	341	Accounting Information Systems	3
ACCG	352	Fraud Auditing and Forensic Accounting	3
ACCG	401	Advanced Accounting ( <i>Req.</i> )	3
ACCG	421	Auditing	3
ACCG	431	U.S. Taxation	3

**Accounting** *(Continued)*

ACCG	441	International Accounting <i>(Req.)</i>	3
ACCG	491	Special Topics in Accounting	3
BUSI	312	Business Law II	3
<b>Total Concentration Requirements</b>			<b>21</b>

**Economics**

ECON	302	Money and Banking	3
ECON	310	History of Economic Thought <i>(Req.)</i>	3
ECON	311	Managerial Economics <i>(Req.)</i>	3
ECON	312	Intermediate Microeconomics <i>(Req.)</i>	3
ECON	313	Intermediate Macroeconomics <i>(Req.)</i>	3
ECON	401	Industrial Organization	3
ECON	410	Urban and Regional Economics	3
ECON	411	Economic Development	3
ECON	430	Institutional Economics	3
ECON	431	Health Care Economics	3
ECON	441	Public Finance	3
ECON	442	Oil and Energy Economics	3
ECON	460	Applied Econometrics [Capstone] <i>(Req.)</i>	3
ECON	491	Special Topics in Economics	3
FINA	331*	Risk and Insurance	3
FINA	451*	Financial Modeling and Empirical Analysis	3
<b>Total Concentration Requirements</b>			<b>21</b>

\* Students may count both courses towards their double concentration in Economics and Finance

**Finance**

ECON	302	Money and Banking <i>(Req.)</i>	3
FINA	311	Corporate Finance <i>(Req.)</i>	3
FINA	321	Financial Institutions Management <i>(Req.)</i>	3
FINA	331*	Risk and Insurance	3
FINA	401	International Trade and Finance	3
FINA	411	Investment and Portfolio Management <i>(Req.)</i>	3
FINA	431	Real Estate Finance and Investment	3

**Finance** *(Continued)*

FINA	441	International Investment Management	3
FINA	451*	Financial Modeling and Empirical Analysis <i>(Req.)</i>	3
FINA	461	Derivative Securities	3
FINA	491	Special Topics in Finance	3
<b>Total Concentration Requirements</b>			<b>21</b>

\* Students may count both courses towards their double concentration in Economics and Finance

**Management**

MGMT	314	Operations Management II	3
MGMT	321	Organizational Behavior <i>(Req.)</i>	3
MGMT	331	Human Resource Management <i>(Req.)</i>	3
MGMT	341	Project Management <i>(Req.)</i>	3
MGMT	401	International Management <i>(Req.)</i>	3
MGMT	431	Leadership	3
MGMT	441	Entrepreneurship	3
MGMT	451	Supply Chain Management	3
MGMT	461	Managing Change and Innovation <i>(Req.)</i>	3
MGMT	491	Special Topics in Management	3
<b>Total Concentration Requirements</b>			<b>21</b>

**Marketing**

MKTG	311	Sales Management <i>(Req.)</i>	3
MKTG	321	Retail Management	3
MKTG	341	New Product Management	3
MKTG	351	Marketing Channel Management	3
MKTG	361	Marketing Research <i>(Req.)</i>	3
MKTG	371*	E-Marketing	3
MKTG	401	Consumer Behavior <i>(Req.)</i>	3
MKTG	411	Services Marketing	3
MKTG	421	International Marketing <i>(Req.)</i>	3
MKTG	431	Direct Marketing Management	3
MKTG	461	Brand Management	3
MKTG	471	Strategic Marketing Management <i>(Req.)</i>	3
MKTG	491	Special Topics in Marketing	3
<b>Total Concentration Requirements</b>			<b>21</b>

\* Students may count MKTG 371 towards their double concentration in Marketing and Marketing Communications

**Marketing Communications**

MCOM	331	Public Relations Management	3
MCOM	341	Consumer and Market Research for Advertising and IMC ( <i>Req.</i> )	3
MCOM	401	Creative Execution for IMC ( <i>Req.</i> )	3
MCOM	411	Media Planning and Buying ( <i>Req.</i> )	3
MCOM	421	IMC Strategy and Management ( <i>Req.</i> )	3
MCOM	431	IMC Campaign Development ( <i>Req.</i> )	3
MCOM	481	Study Internship ( <i>Req.</i> )	3
MCOM	491	Special Topics in IMC	3
MKTG	371*	E-Marketing	3
<b>Total Concentration Requirements</b>			<b>21</b>

**PROFESSIONAL ELECTIVES**

*Professional electives include the three courses listed below and courses from any Business concentration (other than the student's chosen concentration.) Students concentrating in Marketing Communications are required to take, as one of their professional electives, MCOM 301:*

BUSI	221	Personal Financial Management (not open to students in the Finance Concentration)	3
BUSI	481	Internship	3
MCOM	301	Principles of Advertising and Integrated Marketing Communications	3
<b>Total Professional Elective Requirements</b>			<b>9</b>

**ARTS AND SCIENCES CORE**

See pp. 86-88 of this *Catalog* for Arts and Sciences Core Requirements.

<b>Total Arts and Sciences Core Requirements</b>	<b>36</b>
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**GENERAL ELECTIVES**

3

<b>Total Bachelor of Business Administration (B.B.A.) Degree Requirements</b>	<b>123</b>
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**B.B.A. COURSE SEQUENCING**

All candidates for the B.B.A. degree should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	BUSI 101 COMP 101 ENGL 101 MATH 160 SCIE Elective UNIV 100	ACCG 201 BUSI 201 ENGL 102 HUMN or SSCI Elective QUAN 201
<b>Year II</b>	ACCG 211 BUSI 211 ECON 201 QUAN 301 ENGL 103	BUSI 301 ECON 202 FINA 301 MGMT 301 MKTG 301
<b>Year III</b>	BUSI 311 BUSI 321 Concentration* Concentration WLDC 201 PSPK 101	BUSI 331 Concentration Concentration MGMT 313 WLDC 202
<b>Year IV</b>	Concentration Concentration General Elective HUMN or SSCI Elective Professional Elective	Concentration ISST ELE MGMT 499 (Capstone) Professional Elective Professional Elective

\* For those students concentrating in MCOM, this course **must be** MCOM 301.

MCOM 481 (*Study Internship*) is completed in Summer following completion of all other degree requirements.

*Mohammed Bin Rashid  
School for Communication*



## PROGRAM MISSION

The Bachelor of Communication and Information Studies program at the American University in Dubai prepares practitioners and scholars to work in twenty-first century media. Graduates will be proficient in areas ranging from ethics and media policy to writing and production skills. They will be committed to providing the public with media content that meets local and regional needs and is global in outlook and standard.

## PROGRAM GOALS

Graduates will:

- Possess sophisticated communication skills, in Arabic and English, including the ability to comprehend and comment upon news coverage, elements of media business, and social responsibility of media;
- Be proficient in storytelling using journalism, television, cinema and new media contexts;
- Understand the theoretical and practical elements of the broad historical, cultural, economic, and technological foundations of mass media;
- Appreciate the significance of ethical standards and behavior on the part of all institutions and individuals involved with mass media, including the public's responsibility to understand the role of media and to wisely gather and disseminate information through the media;
- Relate media theory and practice to fields such as politics, economics, law, business, information science, and the liberal arts;
- Recognize the role of media as an element of individual and global cultures, with particular emphasis on respect for diversity related to race, gender, religion, ethnicity, and other personal characteristics and orientations.

## PROGRAM LEARNING OUTCOMES

Students graduating from the B.C.I.S. program will be able to:

- Identify and administer various media platforms to communicate with diverse audiences about a wide range of topics;
- Analyze the complexities of information gathering, evaluate the credibility of sources and ensure the highest possible reliability of information provided to the public;

- Demonstrate proficiency in production aesthetics, particularly in using digital media platforms, to provide various forms of media content to the public;
- Determine and analyze elements of communication theory, including the societal responsibilities and professional practices of news, entertainment, and other media industries;
- Identify various facets of issues, think independently and critically, and make informed judgments;
- Determine the importance of media independence while recognizing legal and ethical principles that govern media practices;
- Appreciate the value of lifelong learning about the constantly changing practices and influence of the mass media, and the importance of being able to innovate within the evolving world of media;
- Recognize the importance of being able to interact with fellow media professionals and the larger public in ways that reflect sensitivity to diverse interests.

#### SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	<b>B.C.I.S.</b>
Language	6
Foundation	19
Concentration	24
Arts and Sciences Core	36
Arts and Sciences Electives	24
General Electives	15-16
<b>Total</b>	<b>124-125</b>

#### CURRICULUM/COURSES

Language			Credit Hours
FREN	101	French I	3
FREN	102	French II	3
FREN	103	French III	3
MEST	101	Arabic I	3

**Language** *(Continued)*

MEST	102	Arabic II	3
MEST	103	Arabic III	3
MEST	301	Arabic Proficiency I	3
MEST	302	Arabic Proficiency II	3
SPAN	101	Spanish I	3
SPAN	102	Spanish II	3
SPAN	103	Spanish III	3
<b>Total Language Requirements</b>			<b>6</b>

**Foundation**

COMM	101	Introduction to Global Media	3
COMM	102	Research Fundamentals	1
COMM	103*	Media, Culture and Society	3
COMM	201	Media Economics and Research	3
COMM	202	Ethical and Legal Responsibilities in the Mass Media	3
COMM	221*	Media Writing Skills	3
COMM	222*	Multiplatform Storytelling	3
<b>Total Foundation Requirements</b>			<b>19</b>

**Concentration****Options:****Digital Production and Storytelling**

DPST	302	Media and Public Service	3
DPST	321*	Digital Storytelling	3
DPST	341	Digital Production	3
DPST	361	Online Communities	3
DPST/JOUR	441*	The Documentary	3
DPST	442*	Capstone Project - Storytelling	3
DPST	443	Capstone Project - Production	3
DPST	461	Internship	3

**Total Digital Production and Storytelling****Concentration Requirements** 24

**Journalism**

JOUR	301	Visualizing News	3
JOUR	302	Newsroom Management and Decision Making	3
JOUR	321*	Reporting	3
JOUR	322*	Advanced Reporting	3
JOUR/DPST	441*	The Documentary	3
JOUR	461	Media and Politics in the Middle-East	3
JOUR	462*	Capstone Project	3
JOUR	463	Internship	3
<b>Total Journalism Concentration Requirements</b>			<b>24</b>

\* Courses with sections conducted in either Arabic or English.

**Arts and Sciences Electives**

ARTS	201	History of Art II	3
ARTS	203	Artistic Forms of Expression or	
MEST	329	Islamic Art and Architecture	3
ARTS	305	Art and the Electronic Age	3
ENGL	210	Creative Writing I	3
GEOG	101	World Geography	3
MEST	210	An Introduction to Middle Eastern History	3
MEST	315	History of the Middle East in the Twentieth Century	3
MEST	318	Comparative Middle Eastern Cultures or	
MEST	319	Comparative Politics in the Middle East	3
MEST	323	Introduction to Islam	3
PHIL	201	Introduction to Philosophy/Logic	3
POLS	201	Comparative Political Systems	3
PSYC	415	Psychology of Advertising and Mass Media	3
SOCI	217	Cross-Cultural Relations	3
<b>Total Arts and Sciences Electives Requirements</b>			<b>24</b>

**General Electives**

BUSI	101	Introduction to Business	3
DESI	201	Basic Principles of 2D Design	4
DESI	203	Color Theory and Practice	3

**General Electives** *(Continued)*

DPST	301	The Global Art of Entertainment	3
DPST	362	Games of the Digital World	3
DPST	401	Current Issues in Digital Production and Storytelling	3
ECON	201	Principles of Micro-Economics	3
ECON	202	Principles of Macro-Economics	3
GRAD	202	History of Graphic Design	3
JOUR	323	Editorial and Critical Writing	3
JOUR	401	Current Issues in Journalism	3
JOUR	402	Contemporary Perspectives in Journalism	3
MCOM	301	Principles of Advertising and Integrated Marketing Communications	3
MCOM	311	Strategic Writing for Advertising and Integrated Marketing Communications (IMC)	3
MKTG	301	Principles of Marketing	3
PHOT	201	Photography I	3
<b>Total General Electives Requirements</b>			<b>15-16</b>

**ARTS AND SCIENCES CORE**

See pp. 86-88 of this *Catalog* for Arts and Sciences Core Requirements.

**Total Arts and Sciences Core Requirements**      **36**

**Total Bachelor of Communication  
and Information Studies (B.C.I.S.) Degree  
Requirements**

**124-125**

## B.C.I.S. COURSE SEQUENCING

All candidates for the B.C.I.S. degree should adhere to the following course sequencing:

	Digital Production and Storytelling		Journalism	
	Fall	Spring	Fall	Spring
<b>Year I</b>	COMM 101 COMM 102 ENGL 101 UNIV 100 MATH 111 or MATH 160 Language	COMM103 ARTS 200 COMP 101 ENGL 102 Language	COMM 101 COMM 102 ENGL 101 UNIV 100 MATH 111 or MATH 160 Language	COMM 103 ARTS 200 COMP 101 ENGL 102 Language
<b>Year II</b>	COMM 201 COMM 221 WLDC 201 ENGL 103 PSPK 101 A and S ELE	COMM 202 COMM 222 WLDC 202 SSCI ELE A and S ELE	COMM 201 COMM 221 WLDC 201 ENGL 103 PSPK 101 A and S ELE	COMM 202 COMM 222 WLDC 202 SSCI ELE A and S ELE
<b>Year III</b>	DPST 321 DPST 361 A and S ELE GEN ELE ISST ELE	DPST 341 DPST 302 A and S ELE A and S ELE SCIE ELE GEN ELE	JOUR 301 JOUR 321 A and S ELE ISST ELE GEN ELE	JOUR 302 JOUR 322 A and S ELE GEN ELE GEN ELE SCIE ELE
<b>Year IV</b>	DPST 441 DPST 442 A and S ELE A and S ELE GEN ELE	DPST 443 DPST 461 A and S ELE GEN ELE GEN ELE	JOUR 441 JOUR 461 A and S ELE A and S ELE GEN ELE	JOUR 462 JOUR 463 A and S ELE A and S ELE GEN ELE





## SCHOOL MISSION

**T**he School of Engineering prepares a culturally diverse student population for successful professional careers in engineering at the regional and global levels. The School's educational experience provides all students with the knowledge needed for technical excellence in engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future engineers.

## SCHOOL GOALS

- To prepare our graduates for engineering practice, pursuit of advanced degrees, and leadership roles within their professional communities by providing them with a solid engineering education complemented by a general education component;
- To instill in students the importance of critical thinking, cultural diversity, and lifelong learning, and personal and professional skills that will enable them to continually adapt to a global engineering workplace;
- To foster a constructive learning environment through positive faculty-student interactions, recruitment and retention of highly qualified faculty, and promotion of professional and personal growth among all constituents;
- To provide our students with unique traineeship and job placement opportunities by maintaining strong ties with industry professionals and periodically aligning the School's strategies and curricula with the evolving needs of the engineering industry;
- To effect positive change within the local and regional communities through professional engineering contributions by the faculty and students.

## SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required		
	B.S.C.E.	B.S.COMPE.	B.S.E.E.
Mathematics/Natural Sciences	23	23	23
Engineering Core	9	9	9
Major Core	51	51	51
Major Electives	15	15	15
Arts and Sciences Core	36	36	36
General Electives	3	3	3
<b>Total</b>	<b>137</b>	<b>137</b>	<b>137</b>

Undergraduate students in the School of Engineering are required to maintain a minimum program (major) grade point average (MGPA) of 2.0 throughout their enrollment. The MGPA is calculated based on the student's grades in the Engineering Core, Major Core, and Major Electives. An Engineering student whose MGPA falls below 2.0 at the end of an academic term is required to raise the MGPA to a minimum of 2.0 within two semesters of enrollment. If the MGPA remains below 2.0 beyond the specified period, the student may not enroll in any new engineering courses, but may either repeat previously taken courses to raise the MGPA to 2.0, or seek admission into another program at AUD outside the School of Engineering. An Engineering student who has completed all required coursework, but whose MGPA is below 2.0, will *not* be eligible for graduation until he/she raises the MGPA to a minimum of 2.0.

## CIVIL ENGINEERING

### PROGRAM MISSION

The Civil Engineering Program prepares a culturally diverse student population for successful professional careers in civil engineering at the local, regional and global levels. The Program is designed to ensure excellence in multiple technical areas within the broad field of civil engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future civil engineers.

### PROGRAM GOALS

In support of its Mission, the Civil Engineering Program strives to produce graduates who will succeed in their professional careers. The Program's Broad-Based Goals are to prepare graduates who will:

- Pursue successful careers in civil engineering or related disciplines, by building upon the professional skills acquired during their undergraduate studies;
- Engage in further education through graduate studies, professional licensure, technical training, or similar continuing education activities;
- Demonstrate social and ethical responsibility through personal and professional contributions to society;
- Utilize effective written and oral communication skills and teamwork abilities to succeed in multi-cultural environments;
- Promote professional practice by providing opportunities for training, placement, professional development, and research.

## BACHELOR OF SCIENCE IN CIVIL ENGINEERING (B.S.C.E.) PROGRAM

### Program Learning Outcomes

Civil Engineering graduates will demonstrate...

- Proficiency in both basic and applied aspects of differential calculus, physics, probability and statistics, chemistry, and biology;
- Thorough familiarity with the analytical and quantitative skills needed to identify and solve civil engineering problems, and to analyze and interpret data;
- A strong technical knowledge in structural, geotechnical, transportation, environmental and water resources engineering;

- An ability to conduct laboratory and field experiments, evaluate material properties, and design civil engineering systems and processes using traditional methods, modern tools, and software;
- An aptitude to work effectively on teams in both intra-disciplinary and cross-disciplinary settings;
- Competency in professional writing, oral communication, graphic presentation, project documentation, and construction project management;
- An understanding of ethical and professional issues, and the role of professional licensure in civil engineering practice;
- A recognition of the non-technical constraints on civil engineering systems and processes, including economic, political, social, and environmental factors;
- An awareness of current issues in civil engineering and an appreciation for professional development through educational experiences outside the classroom.

## CURRICULUM COURSES

<b>Mathematics/Natural Sciences*</b>			<b>Credit Hours</b>
CHEM	201	General Chemistry	3
MATH	220	Calculus II	3
MATH	230	Linear Algebra and Complex Variables	3
MATH	231	Differential Equations	3
MATH	240	Multivariable Calculus	3
PHYS	201	Introductory Physics I, w/lab	4
PHYS	202	Introductory Physics II, w/lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>			<b>23</b>

\* The following are additional Mathematics or Natural Science courses that satisfy other curricular requirements: BIOL201, MATH210, ENGG222, and ENGG300.

<b>Engineering Core</b>			
ENGG	222	Numerical Methods in Engineering, w/lab	3
ENGG	255	Engineering Design and Economics	3
ENGG	300	Probability and Statistics in Engineering	3
<b>Total Engineering Core Requirements</b>			<b>9</b>

**Civil Engineering Core**

ECVL	260	Statics, w/lab	4
ECVL	265	Dynamics	3
ECVL	268	Mechanics of Materials, w/lab	4
ECVL	300	Engineering Graphics and Visualization	3
ECVL	305	Geomatics, w/lab	3
ECVL	310	Engineered Materials, w/lab	3
ECVL	330	Fluid Mechanics, w/lab	3
ECVL	340	Environmental Engineering, w/lab	3
ECVL	360	Structural Analysis I	3
ECVL	368	Reinforced Concrete Design I	3
ECVL	370	Geotechnical Engineering I, w/lab	4
ECVL	399	Field Experience in Civil Engineering	2
ECVL	420	Construction Engineering and Management	3
ECVL	450	Transportation Engineering, w/lab	3
ECVL	470	Geotechnical Engineering II	3
ECVL	499	Civil Engineering Design Project	4
<b>Total Civil Engineering Core Requirements</b>			<b>51</b>

**CIVIL ENGINEERING ELECTIVES**

Students must complete 15 credit hours of Civil Engineering Electives, *with at least 9 credit hours of Primary Electives.*

**Primary Electives:**

ECVL	422	Infrastructure Management Systems	3
ECVL	433	Hydraulic Engineering	3
ECVL	444	Water and Wastewater Engineering	3
ECVL	455	Traffic Engineering	3
ECVL	466	Structural Steel Design	3
			<b>9-15</b>

**Secondary Electives:**

ECVL	430	Hydrology	3
ECVL	440	Sustainable Engineering Design	3

ECVL	451	Pavement Engineering	3
ECVL	460	Structural Analysis II	3
ECVL	462	Structural Dynamics	3
ECVL	464	Bridge Engineering	3
ECVL	468	Reinforced Concrete Design II	3
ECVL	475	Foundation Design and Construction	3
ECVL	480-489	Special Topics in Civil Engineering	3
			<b>0-6</b>
		<b>Total Civil Engineering Elective Requirements</b>	<b>15</b>

## ARTS AND SCIENCES CORE

BIOL	201	Principles of Biology	3
COMP	180	Fundamentals of Programming	3
ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Research	3
ENGL	103	Introduction to Literature	3
MATH	210	Calculus I	3
PSPK	101	Public Speaking	3
UNIV	100	The University Experience	0
PHIL	222	Professional Ethics	3
WLDC	201	World Cultures I	3
WLDC	202	World Cultures II	3
SSCI ELE		Social/Behavioral Sciences Elective	3
ISST ELE		Islamic Cultural Studies Elective	3
		<b>Total Arts and Sciences Core Requirements</b>	<b>36</b>

## GENERAL ELECTIVES

3

**Total Bachelor of Science in Civil  
Engineering (B.S.C.E.) Degree Requirements**      **137**

**B.S.C.E. COURSE SEQUENCING**

Civil Engineering students should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Year I</b>	BIOL 201 CHEM 201 ENGL 101 MATH 210 PHYS 201 UNIV 100	COMP 180 ENGL 102 MATH 220 PHYS 202 SSCI Elective	
<b>Year II</b>	ECVL 260 MATH 230 MATH 231 PSPK 101 ENGL 103	ECVL 265 ECVL 268 ENGG 222 ENGG 255 MATH 240	
<b>Year III</b>	ECVL 300 ECVL 310 ECVL 330 ECVL 360 ENGG 300 WLDC 201	ECVL 305 ECVL 340 ECVL 368 ECVL 370 ECVL Elective WLDC 202	ECVL 399
<b>Year IV</b>	ECVL 420 ECVL 450 ECVL 470 ECVL Elective ECVL Elective PHIL 222	ECVL 499 ECVL Elective ECVL Elective General Elective ISST Elective	

## COMPUTER ENGINEERING

### PROGRAM MISSION

The Computer Engineering Program prepares a culturally diverse student population for successful professional careers in computer engineering at the local, regional and global levels. The Program is designed to ensure excellence in the rapidly-evolving field of computer engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future computer engineers.

### PROGRAM GOALS

In support of its Mission, the Computer Engineering Program strives to produce graduates who will succeed in their professional careers. The Program's Broad-Based Goals are to prepare graduates who will:

- Propose, analyze, design, and implement integrated hardware-software systems under realistic constraints, using knowledge in digital systems, computer networks, and software;
- Remain updated, through graduate studies and professional certification, on the latest hardware and software technologies in the rapidly evolving field of computer engineering;
- Benefit the community through knowledge in computer ethics, network security, and public safety networking;
- Share new knowledge by facilitating opportunities for computer training, certification, and practice in software and hardware design;
- Utilize effective written and oral communication skills and teamwork abilities to succeed in professional multi-cultural environments.

## BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (B.S.COMPE.) PROGRAM

### Program Learning Outcomes

Computer Engineering graduates will demonstrate...

- Proficiency in both basic and applied aspects of differential and integral calculus, discrete mathematics, data structures, statistics, and basic science;
- Thorough familiarity with the analytical and quantitative skills needed to identify and solve computer engineering problems, and to analyze and interpret data;
- A strong technical knowledge in microelectronics, digital and computer system design, computer network design, and software engineering;

- An ability to conduct laboratory experiments and simulations, and design complex computer systems by integrating hardware and software components;
- An aptitude to work effectively on teams in both intra-disciplinary and cross-disciplinary settings;
- Competency in professional writing, oral communication, graphic presentation, and engineering project documentation;
- An understanding of ethical and professional issues in computer engineering practice;
- A recognition of the non-technical constraints on computer engineering system designs and processes, including manufacturability, safety, economics, and social and environmental factors;
- An awareness of current issues in computer engineering, and an appreciation for professional development through educational experiences outside the classroom.

## CURRICULUM COURSES

<b>Mathematics/Natural Sciences*</b>			<b>Credit Hours</b>
CHEM	201	General Chemistry	3
MATH	220	Calculus II	3
MATH	230	Linear Algebra and Complex Variables	3
MATH	231	Differential Equations	3
MATH	250	Discrete Mathematics	3
PHYS	201	Introductory Physics I, w/lab	4
PHYS	202	Introductory Physics II, w/lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>			<b>23</b>

\* The following are additional Mathematics or Natural Science courses that satisfy other curricular requirements: BIOL201, MATH210, ENGG222, and ENGG300.

### Engineering Core

ENGG	222	Numerical Methods in Engineering, w/lab	3
ENGG	255	Engineering Design and Economics	3
ENGG	300	Probability and Statistics in Engineering	3
<b>Total Engineering Core Requirements</b>			<b>9</b>

**Computer Engineering Core**

EECE	200	Linear Circuit Analysis I, w/lab	4
EECE	205	Linear Circuit Analysis II, w/lab	4
EECE	240	Digital System Design, w/lab	4
EECE	250	Intermediate Programming	3
EECE	300	Microelectronic Devices and Circuits, w/lab	3
EECE	320	Signals and Systems, w/lab	3
EECE	323	Fundamentals of Digital Signal Processing	3
EECE	340	Introduction to Microprocessors, w/lab	3
EECE	345	Computer Architecture	3
EECE	350	Data Structures and Algorithms	3
EECE	355	Software Engineering	3
EECE	360	Communication Networks	3
EECE	399	Field Experience in Computer Engineering	2
EECE	440	Embedded System Design, w/lab	3
EECE	450	Operating Systems	3
EECE	499	Computer Engineering Design Project	4
<b>Total Computer Engineering Core Requirements</b>			<b>51</b>

**COMPUTER ENGINEERING ELECTIVES**

Students must complete 15 credit hours of Computer Engineering Electives, *with at least 12 credit hours of Primary Electives.*

**Primary Electives:**

EECE	442	Synthesis with HDL	3
EECE	445	Advanced Computer Architecture	3
EECE	452	Database Engineering	3
EECE	455	Digital Image Processing	3
EECE	458	Compiler Construction	3
EECE	460	Network Design and Simulation	3
EECE	480-489	Special Topics in Electrical and Computer Engineering	3

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**Secondary Electives:**

EECE	305	Analog Electronics	3
EECE	310	Applied Electromagnetics I	3
EECE	326	Communication Systems I, w/lab	3
EECE	470	Systems and Controls	3
			<b>0-3</b>
<b>Total Computer Engineering Elective Requirements</b>			<b>15</b>

**ARTS AND SCIENCES CORE**

BIOL	201	Principles of Biology	3
COMP	180	Fundamentals of Programming	3
ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Research	3
ENGL	103	Introduction to Literature	3
MATH	210	Calculus I	3
PSPK	101	Public Speaking	3
UNIV	100	The University Experience	0
PHIL	222	Professional Ethics	3
WLDC	201	World Cultures I	3
WLDC	202	World Cultures II	3
SSCI ELE		Social/Behavioral Sciences Elective	3
ISST ELE		Islamic Cultural Studies Elective	3
<b>Total Arts and Sciences Core Requirements</b>			<b>36</b>

**GENERAL ELECTIVES****3**

**Total Bachelor of Science in Computer  
Engineering (B.S.COMPE.) Degree Requirements 137**

## B.S.COMPE. COURSE SEQUENCING

Computer Engineering students should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Year I</b>	BIOL 201 ENGL 101 MATH 210 PHYS 201 SSCI Elective UNIV 100	CHEM 201 COMP 180 ENGL 102 MATH 220 PHYS 202	
<b>Year II</b>	EECE 200 EECE 250 MATH 230 MATH 231 PSPK 101 ENGL 103	EECE 205 EECE 240 MATH 250 ENGG 222 ENGG 255	
<b>Year III</b>	EECE 300 EECE 320 EECE 340 EECE 350 ENGG 300 WLDC 201	EECE 323 EECE 345 EECE 355 EECE 360 CompE Elective WLDC 202	EECE 399
<b>Year IV</b>	EECE 440 EECE 450 CompE Elective CompE Elective PHIL 222	EECE 499 CompE Elective CompE Elective General Elective ISST Elective	

## ELECTRICAL ENGINEERING

### PROGRAM MISSION

The Electrical Engineering Program prepares a culturally diverse student population for successful professional careers in electrical engineering at the local, regional and global levels. The Program is designed to ensure excellence in multiple technical areas within the broad field of electrical engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future electrical engineers.

### PROGRAM GOALS

In support of its Mission, the Electrical Engineering Program strives to produce graduates who will succeed in their professional careers. The Program's Broad-Based Goals are to prepare graduates who will:

- Excel as professionals in power systems engineering, communication systems, or related areas, by building upon the design and problem-solving skills acquired through their studies;
- Develop and implement innovative solutions in technical fields such as energy systems, electronics, or telecommunication engineering;
- Pursue post-graduate learning opportunities including advancement studies, professional training, or engineering licensure;
- Combine technical knowledge, team-work abilities, and communication skills to excel professionally in culturally diverse environments;
- Communicate and share technical innovations through mentorship programs, job placement, internships, and technology transfer projects.

## BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (B.S.E.E.) PROGRAM

### Program Learning Outcomes

Electrical Engineering graduates will demonstrate...

- Proficiency in both basic and applied aspects of differential and integral calculus, complex variables, linear and discrete mathematics, statistics, and basic science;
- Thorough familiarity with the analytical and quantitative skills needed to identify and solve electrical engineering problems, and to analyze and interpret data;
- A strong technical knowledge in microelectronics, communication systems, electromagnetics, and power systems engineering;

- An ability to conduct laboratory experiments and simulations, and design electrical engineering systems using hardware components and software tools;
- An aptitude to work effectively on teams in both intra-disciplinary and cross-disciplinary settings;
- Competency in professional writing, oral communication, graphic presentation, and engineering project documentation;
- An understanding of ethical and professional issues in electrical engineering practice;
- A recognition of the non-technical constraints on electrical engineering system designs and processes, including manufacturability, sustainability, health, safety, and economics;
- An awareness of current issues in electrical engineering, and an appreciation for professional development through educational experiences outside the classroom.

## CURRICULUM COURSES

<b>Mathematics/Natural Sciences*</b>			<b>Credit Hours</b>
CHEM	201	General Chemistry	3
MATH	220	Calculus II	3
MATH	230	Linear Algebra and Complex Variables	3
MATH	231	Differential Equations	3
MATH	240	Multivariable Calculus	3
PHYS	201	Introductory Physics I, w/lab	4
PHYS	202	Introductory Physics II, w/lab	4
<b>Total Mathematics/Natural Sciences Requirements</b>			<b>23</b>

\* The following are additional Mathematics or Natural Science courses that satisfy other curricular requirements: BIOL201, MATH210, ENGG222, and ENGG300.

<b>Engineering Core</b>			
ENGG	222	Numerical Methods in Engineering, w/lab	3
ENGG	255	Engineering Design and Economics	3
ENGG	300	Probability and Statistics in Engineering	3
<b>Total Engineering Core Requirements</b>			<b>9</b>

**Electrical Engineering Core**

EECE	200	Linear Circuit Analysis I, w/lab	4
EECE	205	Linear Circuit Analysis II, w/lab	4
EECE	240	Digital System Design, w/lab	4
EECE	250	Intermediate Programming	3
EECE	300	Microelectronic Devices and Circuits, w/lab	3
EECE	305	Analog Electronics	3
EECE	310	Applied Electromagnetics I	3
EECE	315	Applied Electromagnetics II, w/lab	3
EECE	320	Signals and Systems, w/lab	3
EECE	323	Fundamentals of Digital Signal Processing	3
EECE	326	Communications Systems I, w/lab	3
EECE	330	Electric Power Systems, w/lab	3
EECE	340	Introduction to Microprocessors, w/lab	3
EECE	398	Field Experience in Electrical Engineering	2
EECE	470	Systems and Controls	3
EECE	498	Electrical Engineering Design Project	4
<b>Total Electrical Engineering Core Requirements</b>			<b>51</b>

**ELECTRICAL ENGINEERING ELECTIVES**

Students must complete 15 credit hours of Computer Engineering Electives, *with at least 12 credit hours of Primary Electives.*

**Primary Electives:**

EECE	410	Antenna Theory	3
EECE	414	Optical Fiber Communications	3
EECE	416	Microwave Electronics	3
EECE	426	Communication Systems II	3
EECE	428	Wireless Communications	3
EECE	430	Energy Engineering	3
EECE	433	Electric Drives	3
EECE	440	Embedded System Design, w/lab	3
EECE	480-489	Special Topics in Electrical and Computer Engineering	3

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**Secondary Electives:**

EECE	345	Computer Architecture	3
EECE	350	Data Structures and Algorithms	3
EECE	360	Communication Networks	3
EECE	442	Synthesis with HDL	3
EECE	455	Digital Image Processing	3
			<b>0-3</b>
<b>Total Electrical Engineering Elective Requirements</b>			<b>15</b>

**ARTS AND SCIENCES CORE**

BIOL	201	Principles of Biology	3
COMP	180	Fundamentals of Programming	3
ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Research	3
ENGL	103	Introduction to Literature	3
MATH	210	Calculus I	3
PSPK	101	Public Speaking	3
UNIV	100	The University Experience	0
PHIL	222	Professional Ethics	3
WLDC	201	World Cultures I	3
WLDC	202	World Cultures II	3
SSCI ELE		Social/Behavioral Sciences Elective	3
ISST ELE		Islamic Cultural Studies Elective	3
<b>Total Arts and Sciences Core Requirements</b>			<b>36</b>

**GENERAL ELECTIVES****3**

**Total Bachelor of Science in Electrical  
Engineering (B.S.E.E.) Degree Requirements**

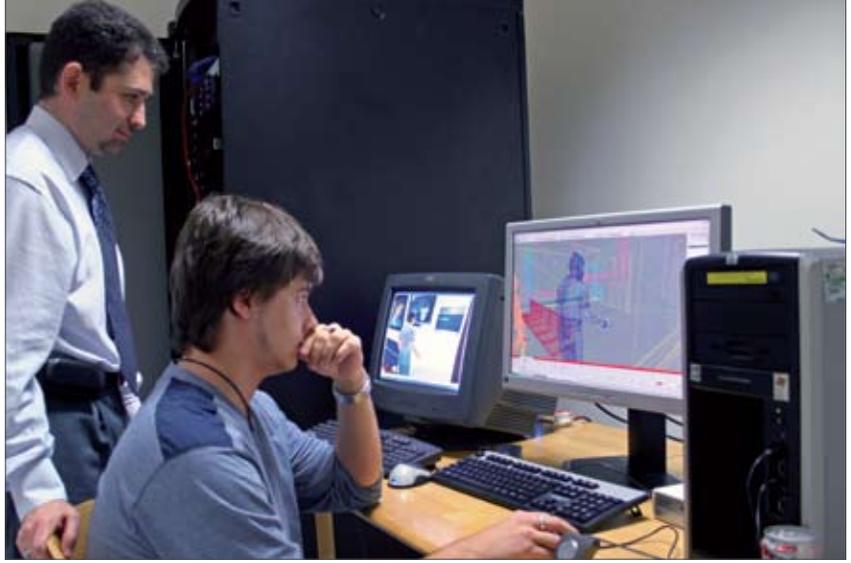
**137**

**B.S.E.E. COURSE SEQUENCING**

Electrical Engineering students should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Year I</b>	BIOL 201 ENGL 101 MATH 210 PHYS 201 SSCI Elective UNIV 100	CHEM 201 COMP 180 ENGL 102 MATH 220 PHYS 202	
<b>Year II</b>	EECE 200 EECE 250 MATH 230 MATH 231 PSPK 101 ENGL 103	EECE 205 EECE 240 MATH 240 ENGG 222 ENGG 255	
<b>Year III</b>	EECE 300 EECE 310 EECE 320 EECE 340 ENGG 300 WLDC 201	EECE 305 EECE 315 EECE 323 EECE 326 EECE 330 WLDC 202	EECE 398
<b>Year IV</b>	EECE 470 EE Elective EE Elective EE Elective PHIL 222	EECE 498 EE Elective EE Elective General Elective ISST Elective	

*Information Technology*



## INTRODUCTION: WHY INFORMATION TECHNOLOGY (I.T)?

**T**his era requires Information Technology professionals that are able to apply their understanding of end user needs, business requirements, and technological constraints to solve real world problems through the design, implementation and operation of multiplatform systems and applications.

The Information Technology program at AUD emphasizes learning and problem-solving skills. Students graduating from this program have skills that will allow them to understand and communicate business requirements and technology constraints to the stakeholders of all IT projects. They also know how to design, implement, operate, and maintain current and future IT systems in order to solve business problems. Graduates leave the program with the latest technologies in the areas of networks, databases, and application development. In fact, they leave it with skills necessary to continue their education independently and to successfully work in inter-disciplinary teams.

## PROGRAM MISSION

The Information Technology Program prepares students for professional careers in the identification, design, and creation of computer technology solutions in support of government, business, and societal needs particularly within the UAE and the region. The program also provides graduates with a comprehensive foundation in order to pursue professional opportunities and graduate studies in related fields.

## PROGRAM GOALS

Graduating students will be able to:

- Propose technology solutions and work effectively with business leaders resulting in operational improvements;
- Design, build, operate, and maintain successful information system products in a particular domain;
- Acquire new technical knowledge and skills through professional licensure, graduate studies, or similar opportunities;
- Work individually and in a team to contribute to the computing profession and the community at large while maintaining the highest ethical and professional standards.

## BACHELOR OF INFORMATION TECHNOLOGY (B.I.T.) PROGRAM

### Program Learning Outcomes

Students graduating from the B.I.T. program will be able to:

- Have a command of mathematical principles related to logic, relations and Boolean algebra;
- Know the role of computer technology and tools in facilitating practical solutions in particular domains such as business and healthcare;
- Know how to take on a problem statement and translate it into practical computer technology-based solutions, while observing high ethical and professional standards;
- Learn to work with other team members in order to create practical computer technology-based solutions;
- Gain depth in a particular computing domain, e.g. networking, database, application development, etc., which usually involves analysis, design, implementation, operation, administration, and/or security of the domain;
- Have competency in professional writing, oral communication, and professional project documentation.

### SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	<b>B.I.T.</b>
Business Administration	24
IT Core	21
Concentration Requirement	30
IT Electives	6
Business/IT Electives	3
Arts and Sciences Core	36
<b>Total</b>	<b>120</b>

## CONCENTRATION REQUIREMENTS

- Students are expected to take all IT core courses (ITCC courses) before declaring a concentration and beginning the third year sequence.
- In order to be able to declare a concentration and move on to the third year sequence, the student must have taken all the core courses required by the concentration of interest, and have a CGPA of 2.0+ in these courses as outlined below:
  - Application Development: completed with a 2.0+ CGPA for ITCC100, ITCC222, ITCC230;
  - Database: completed with a 2.0+ CGPA for ITCC100, ITCC110, ITCC210;
  - Network Infrastructure: completed with a 2.0+ CGPA for ITCC100, ITCC110, ITCC200.
- Students must complete any leftover ITCC courses by the first half of their third year. Under special circumstances, the Chair may extend this deadline to the end of the third year sequence.
- Under no circumstances will a student be allowed to begin the fourth year sequence without completing all ITCC courses.
- Should a student not have a 2.0+ CGPA in any of the above concentration core course combinations, then the student will not be allowed to progress and will have the choice of either raising his average in these courses to 2.0 (by repeating D's and F's) or changing major, subject to the usual procedure for doing so.

## CURRICULUM/COURSES

<b>Business Administration</b>			<b>Credit Hours</b>
ACCG	201	Principles of Financial Accounting	3
BUSI	101	Introduction to Business	3
FINA	301	Principles of Finance	3
MGMT	301	Principles of Management	3
MGMT	313	Operations Management I	3
MGMT	341	Project Management	3
MKTG	301	Principles of Marketing	3
QUAN	201	Introduction to Business Statistics	3
<b>Total Business Administration Requirements</b>			<b>24</b>

**IT Core**

ITCC	100	Discrete Mathematical Structures for IT	3
ITCC	101	Advanced Discrete Mathematical Structures for IT	3
ITCC	110	Introduction to Computer Systems	3
ITCC	200	Introduction to Networks	3
ITCC	210	Introduction to Data Modeling	3
ITCC	222	Web Site Management and Design	3
ITCC	230	Introduction to Programming (IT)	3
<b>Total IT Core Requirements</b>			<b>21</b>

**Concentration****Options:****Application Development for Commerce and Industry**

ITAD	310	Object Oriented Programming and Design	3
ITAD	320	Web Application Design and Development	3
ITAD	330	Business Process Modeling	3
ITAD	400	Mobile Application Design and Development	3
ITAD	411	Principles of Open Source and Enterprise Computing with Java	3
ITAD	420	Object Oriented Design Patterns	3
ITAD	430	Enterprise System Architecture and Integration	3
ITAD	440	Core Technologies	3
ITAD	450	Capstone Project	3
ITDD	310	Advanced SQL Programming	3
<b>Total Concentration Requirements</b>			<b>30</b>

**Database Development and Operations**

ITDD	302	Database Application Development Using JAVA	3
ITDD	310	Advanced SQL Programming	3
ITDD 404/ITAD 411		Principles of Open Source and Enterprise Computing with JAVA	3
ITDD	410	Advanced Database Administration I	3
ITDD	415	Advanced Database Administration II	3
ITDD	420	Advanced DBMS Design and Architecture	3
ITDD	440	Advanced Database Application Design	3

**Database Development and Operations** *(Continued)*

ITDD	450	Senior Project	3
ITID	310	Network Operating Systems Principles	3
ITID	326	Linux Network Operating System I	3
<b>Total Concentration Requirements</b>			<b>30</b>

**Network Infrastructure Design and Administration**

ITID	310	Network Operating Systems Principles	3
ITID	315	Windows Network Operating System	3
ITID	320	Data Networks I	3
ITID	325	Data Networks II	3
ITID	326	Linux Network Operating System I	3
ITID	410	Data Security I	3
ITID	415	Data Security II	3
ITID	425	Linux Network Operating System II	3
ITID	430	Fault Tolerant Network Servers	3
ITID	450	Senior Project	3
<b>Total Concentration Requirements</b>			<b>30</b>

**IT ELECTIVES**

6

Students may choose IT courses outside their chosen concentration and the following courses to fulfill this requirement: ITPE 310, ITPE 320, ITPE 330, ITPE 390, ITPE 391, ITPE 410, ITPE420, ITPE 421, and ITPE 430.

**BUSINESS/IT ELECTIVES**

3

Students may use any course in Business Administration or IT (other than those in the chosen concentration) to fulfill this requirement. This includes those courses listed under IT Electives.

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## ARTS AND SCIENCES CORE

See pp. 86-88 of this *Catalog* for Arts and Sciences Core Requirements.

**Total Arts and Sciences Core Requirements** **36**

**Total Bachelor of Information  
Technology (B.I.T.) Degree Requirements** **120**

## B.I.T. COURSE SEQUENCING

All candidates for the B.I.T. degree should adhere to the following course sequencing:

### Application Development for Commerce and Industry

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 ENGL 101 HUMN ELE MATH 160 UNIV 100 ISST ELE	BUSI 101 ENGL 102 ITCC 100 ITCC 110 SSCI ELE
<b>Year II</b>	ACCG 201 ITCC 101 ITCC 200 ITCC 210 ENGL 103	ITCC 222 ITCC 230 PSPK 101 QUAN 201 SCIE ELE
<b>Year III</b>	ITAD 310 ITDD 310 MGMT 301 MKTG 301 WLDC 201	ITAD 320 ITAD 330 MGMT 313 MGMT 341 WLDC 202
<b>Year IV</b>	IT Elective FINA 301 ITAD 400 ITAD 411 ITAD 420	IT Elective BUSI/IT Elective ITAD 430 ITAD 440 ITAD 450

**Database Development and Operations**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 ENGL 101 HUMN ELE MATH 160 UNIV 100 ISST ELE	BUSI 101 ENGL 102 ITCC 100 ITCC 110 SSCI ELE
<b>Year II</b>	ACCG 201 ITCC 101 ITCC 200 ITCC 210 ENGL 103	ITCC 222 ITCC 230 PSPK 101 QUAN 201 SCIE ELE
<b>Year III</b>	ITDD 310 ITID 310 MGMT 301 MKTG 301 WLCD 201	ITDD 302 ITID 326 MGMT 313 MGMT 341 WLDC 202
<b>Year IV</b>	IT Elective FINA 301 ITDD 404/ITAD 411 ITDD 410 ITDD 420	IT Elective BUSI/IT Elective ITDD 415 ITDD 440 ITDD 450

**Network Infrastructure Design and Operations**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 ENGL 101 HUMN ELE MATH 160 UNIV 100 ISST ELE	BUSI 101 ENGL 102 ITCC 100 ITCC 110 SSCI ELE
<b>Year II</b>	ACCG 201 ITCC 101 ITCC 200 ITCC 210 ENGL 103	ITCC 222 ITCC 230 PSPK 101 QUAN 201 SCIEL ELE
<b>Year III</b>	ITID 310 ITID 320 MGMT 301 MKTG 301 WLDC 201	ITID 315 ITID 325 ITID 326 MGMT 313 WLDC 202
<b>Year IV</b>	IT Elective FINA 301 ITID 410 ITID 425 ITID 430	IT Elective BUSI/IT Elective ITID 415 ITID 450 MGMT 341



*Architecture*



## PROGRAM MISSION

**T**he Mission of the Architecture program is to prepare highly qualified graduates for professional employment in the field of architecture by educating students in the fundamental skills and knowledge of architecture, while integrating technological, artistic, socio-cultural, legal, and financial dimensions. The program will promote professional ethical values, cultural diversity, and environmental awareness.

## PROGRAM GOALS

- Prepare students who are able to think in a multidimensional and interactive way, integrating design skills, and human and physical aspects in a professional manner;
- Prepare students for making choices and decisions with regards to technologies available in the market;
- Instill in students a critical attitude in their approach to the history and theory of architecture and product design;
- Prepare students who understand the human, socio-cultural, and economic dimensions of architectural design;
- Prepare students who are aware of the physical context of environmental protection;
- Graduate students who are ethically and technically prepared to embrace the profession of architecture;
- Prepare students who are able to communicate effectively.

## BACHELOR OF ARCHITECTURE (B.ARCH.) PROGRAM

### Program Learning Outcomes

Upon completion of the B.Arch., students will be able to:

- Generate design that responds to and integrates fundamental design skills with knowledge in history and theory of architecture, building technology, socio-cultural and economic considerations, as well as professional, legal and ethical aspects in an interactive manner;
- Produce design that integrates building technology, construction, systems, and materials in a creative and original manner;
- Produce design that demonstrates knowledge of fundamental design skills, as well as history and theory of architecture;

- Produce design that acknowledges and integrates the human, socio-cultural, and economic aspects at the local, regional, and global levels;
- Produce design that demonstrates awareness, concern, and understanding of the physical context, as well as environmental and ecological issues;
- Produce design that demonstrates understanding of architectural practice in administrative, financial, and legal terms and observes ethical standards;
- Demonstrate the ability to produce and present architectural designs by communicating clearly and effectively in oral, written and graphical forms, as well as in advanced digital software and media.

## SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	<b>B.Arch.</b>
Foundation	18
Design Core	93
Professional Electives	12
Arts and Sciences Core	37
General Electives	6
<b>Total</b>	<b>166</b>

## CURRICULUM

Foundation			Credit Hours
ARCH	101	Architectural Design Studio I	4
ARCH	102	Architectural Design Studio II	4
ARCH	151	History and Theory of Architecture I	3
MATH	210	Calculus I	3
PHYS	201	Introductory Physics I	4
<b>Total Foundation Requirements</b>			<b>18</b>
Design Core			Credit Hours
ARCH	201	Architectural Design Studio III	6
ARCH	202	Architectural Design Studio IV	6
ARCH	211	Materials and Methods of Construction	3

**Design Core** *(Continued)*

ARCH	212	Construction Process and Building Economics	3
ARCH	252	History and Theory of Architecture II	3
ARCH	253	History and Theory of Architecture III	3
ARCH	301	Architectural Design Studio V	6
ARCH	302	Architectural Design Studio VI	6
ARCH	311	Structural Analysis	3
ARCH	312	Structural Design	3
ARCH	321	Environmental Systems	3
ARCH	351	Theory of Architecture	3
ARCH	401	Architectural Design Studio VII	6
ARCH	402	Architectural Design Studio VIII	6
ARCH	422	Sustainability and Energy Conservation	3
ARCH	441	Professional Practice and Ethics	3
ARCH	501	Architectural Design Studio IX	6
ARCH	502	Architectural Design Studio X	6
ARCH	542	Life Safety and Codes	3
ARCH	561	Internship	3
IDES	268	Computer-Aided Design I	3
IDES	474	Building Information Modeling I	3
IDES	475	Building Information Modeling II	3
<b>Total Design Core Requirements</b>			<b>93</b>

**Professional Electives**

ARCH	322	Basic Elements of Landscape Architectural Design	3
ARCH	352	Environmental Psychology	3
ARCH	380	Special Topics in Architecture	3
ARCH	423	Sustainable Urbanism	3
IDES	270	Digital Design Illustration	3
IDES	280	Three-Dimensional Design	3
IDES	374	Hospitality Design	3
IDES	462	Historic Restoration	3
IDES	463	Computer-Aided Design II	3
IDES	466	Computer-Aided Design III	3

**Professional Electives** *(Continued)*

IDES	467	Computer-Aided Design Management	3
IDES	473	Virtual Environments	3
<b>Total Professional Electives Requirement</b>			<b>12</b>

**ARTS AND SCIENCES CORE**

See pp. 86-88 of this *Catalog* for Arts and Sciences Core Requirements.

<b>Total Arts and Sciences Core Requirements</b>	<b>37</b>
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**GENERAL ELECTIVES**

6

<b>Total Bachelor of Architecture (B.Arch.) Degree Requirements</b>	<b>166</b>
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## COURSE SEQUENCING

All candidates for the B.Arch. degree should adhere to the following course sequencing:

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	ARCH 101 ARCH 151 UNIV 100 ENGL 101 MATH 195	ARCH 102 ENGL 102 MATH 210 PHYS 201 COMP 101
<b>Year II</b>	ARCH 201 ARCH 252 ARCH 211 ENGL 103 IDES 268	ARCH 202 ARCH 253 SCIE ELE PSPK 101 ARCH 212
<b>Year III</b>	ARCH 301 ARCH 311 SSCI ELE WLDC 201 ARCH 351	ARCH 302 ARCH 321 WLDC 202 ARCH 312 ISST ELE
<b>Year IV</b>	ARCH 401 IDES 474 HUMN ELE ARCH 422 GEN ELE	ARCH 402 IDES 475 PROF ELE GEN ELE ARCH 441
<b>Year V</b>	ARCH 501 ARCH 542 PROF ELE ARCH 561	ARCH 502 PROF ELE PROF ELE

*Visual Communication*



## PROGRAM MISSION

**T**he Visual Communication Program informs and guides aspiring artists and designers in the UAE so that they can contribute to the advertising, art, and design realms. The curriculum encourages the amalgamation of aesthetics, technique, concept development, critical thinking, and digital technology. The program also endeavors to develop awareness and critical perception of the historical, cultural, and theoretical foundation for art and design work. Students graduate from the program with a strong knowledge base along with an appreciation for the roles of authorship and personal expression and the responsibilities of proper communication in the field of a growing multicultural society.

## PROGRAM GOALS

The B.F.A. in Visual Communication prepares graduates who will:

- Demonstrate ingenuity, imagination, and intellect in the subject of visual communication;
- Demonstrate the value of life-long learning while remaining focused on the ever-changing needs of today's marketplace;
- Demonstrate the skill sets required to become a part of the advertising, art, and design communities.

## BACHELOR OF FINE ARTS IN VISUAL COMMUNICATION (B.F.A.) PROGRAM

### Program Learning Outcomes

Students graduating from the B.F.A. in Visual Communication will be able to:

- Evaluate contemporary artistic development by analyzing the works of leading artists and designers;
- Effectively articulate and communicate the conceptual underpinnings of visual projects;
- Describe, apply and evaluate the design process, methodologies and techniques that are integral to and required for their chosen professional design/art field of study;
- Recognize the designer's responsibilities in the design process and the role of ethics in professional design practices.

## Summary of Degree Requirements

Course Classification	Credit Hours Required
	<b>B.F.A.</b>
Foundation	25
Design Core	9-13
Concentration Option	30-40
Professional Electives	6-12
Arts and Sciences Core	36
General Electives	6
<b>Total</b>	<b>125</b>

*Students are recommended to take MEST 329 to fulfill their Humanities/Fine Arts requirements.*

## BACHELOR OF FINE ARTS (B.F.A.) DEGREE

### Concentration requirements

- Students must successfully complete all Foundation Courses in Visual Communication before declaring a concentration.
  - In order to be able to declare a concentration and begin the third year sequence, the student must have successfully completed all the Foundations courses with a CGPA of 2.0+ in these courses.
- A minimum of a 2.3 CGPA is required for those courses in the declared concentration. A student failing to maintain a 2.3 CGPA within a concentration will become ineligible to graduate with that specific concentration.
- With the Advertising (Creative), Graphic Design, Photography, and Studio Art Concentrations, all course grades below C- must be repeated if a student wishes to continue in that Concentration.

## CURRICULUM/COURSES

Foundation			Credit Hours
ARTS	200	History of Art I	3
ARTS	201	History of Art II	3
DESI	201	Basic Principles of 2D Design	4
DESI	202	Basic Principles of 3D Design	4
DESI	203	Color Theory and Practice	3

**Foundation** *(Continued)*

DESI	204	Freehand Drawing I	4
DESI	205	Freehand Drawing II	4
<b>Total Foundation Requirements</b>			<b>25</b>

**Design Core**

VICD	206	Computer Graphics I	3
VICD	207	Computer Graphics II	3
VICD	455	Senior Project*	4
VICD	456	Business Practices and Final Portfolio	3
<b>Total Design Core Requirements</b>			<b>9-13</b>

\* Not required for Studio Art students.

**Concentration Options****Advertising (Creative)**

GRAD	202	History of Graphic Design	3
GRAD	251	Graphic Design I	4
GRAD	351	Graphic Design II	4
MCOM	301	Principles of Advertising and Integrated Marketing Communications	3
MCOM	311	Strategic Writing for Advertising and Integrated Marketing Communications (IMC)*	3
MCOM	401	Creative Execution for IMC	3
MCOM	421	IMC Strategy and Management	3
MCOM	431	IMC Campaign Development	3
MCOM	481	Study Internship	3
MKTG	301	Principles of Marketing	3
VICD	251	Typography I	4
VICD	351	Typography II	3
<b>Total Concentration Requirements</b>			<b>39</b>

\* May not be used by students concentrating in Marketing Communications or Marketing/Marketing Communications to satisfy their professional elective requirements.

**Graphic Design**

GRAD	202	History of Graphic Design	3
GRAD	251	Graphic Design I	4

**Graphic Design** *(Continued)*

GRAD	351	Graphic Design II	4
GRAD	451	Graphic Design III	4
GRAD	478	Internship in Graphic Design	3
VICD	351	Typography II	3
VICD	451	Typography III	4
VICD	251	Typography I	4
VICD	453	Production Design	3
WEBD	452	Web Design	4
<b>Total Concentration Requirements</b>			<b>36</b>

**Photography**

PHOT	201	Photography I	3
PHOT	202	History of Photography	3
PHOT	251	Photography II	4
PHOT	252	Studio I	4
PHOT	351	Photography III	3
PHOT	352	Studio II	3
PHOT	353	Photography IV	4
PHOT	451	Studio III	3
PHOT	452	Contemporary Trends in Photography	3
PHOT	478	Internship in Photography	3
<b>Total Concentration Requirements</b>			<b>33</b>

**Studio Art**

ADST	401	Advanced Studio I	3
ADST	402	Advanced Studio II	3
PHOT	201	Photography I	3
PHOT	251	Photography II	4
PRIN	201	Printmaking I	4
PRIN	202	Printmaking II	3
SCUL	201	Sculpture I	4
SCUL	202	Sculpture II	3
STUD	401	Studio Art: Seminar	3
STUD	402	Studio Art: Thesis	3
VICD	210	Painting I	4
VICD	211	Painting II	3
<b>Total Concentration Requirements</b>			<b>40</b>

**Professional Electives\*\***

*(a minimum of 6 credit hours for AADV majors; 9 for GRAD majors; 12 for PHOT majors; and 9 for STUD majors)*

ARTS	301	Photography as an Art Form	3
DESI	210	Figure Drawing	4
DESI	401	Advanced Drawing	3
GRAD	452	Package Design	3
GRAD	453	Poster Design	3
GRAD	454	Book Design	3
ILLS	251	Illustration I	3
ILLS	355	2-D Animation	3
ILLS	358	Computer Animation I	3
ILLS	458	Computer Animation II	3
NYST	275	New York Study Tour	3
PHOT	456	Photojournalism	3
VICD	302	Gallery Management	3
VICD	358	Special Topics in Visual Communication I	3
VICD	412	Painting III	3
VICD	450	Community Service Workshop	3
VICD	458	Special Topics in Visual Communication II	3
VICD	459	Multimedia	3
VIDE	301	Video Art	3

\*\* May also include courses from any Visual Communication concentration (except for MCOM 301, MCOM, 401, MCOM 421, MCOM 481, and MKTG 301).  
Students who concentrate in Advertising (Creative) may use any of the following Marketing Communications Concentration (School of Business) courses as a Professional Elective: MCOM 491, MKTG 361, MKTG 401.

It is recommended that students concentrating in Studio Art choose their Professional Elective courses from the following: ARTS 301, DESI 210, DESI 401, GRAD 251, ILLS 251, ILLS 358, ILLS 458, PHOT 202, PHOT 252, PHOT 351, PHOT 452, VICD 251, VICD 302, VICD 358, VICD 412, VIDE 301.

**Total Professional Elective Requirements****6-12**

# 150 | Visual Communication

## ARTS AND SCIENCES CORE

See pp. 86-88 of this *Catalog* for Arts and Sciences Core Requirements Total Arts and Sciences Core Requirements.

**Total Arts and Sciences Core Requirements** 36

## GENERAL ELECTIVES

6

**Total Bachelor of Fine Arts (B.F.A.)**

**Degree Requirements** 125

**B.F.A. COURSE SEQUENCING**

All candidates for the B.F.A. degree in Visual Communication should adhere to the following course sequencing:

**Advertising (Creative)**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 DESI 201 DESI 203 DESI 204 ENGL 101 UNIV 100	ARTS 200 BUSI 101 DESI 202 DESI 205 ENGL 102
<b>Year II</b>	ARTS 201 MATH 111 MKTG 301 VICD 206 VICD 251	ENGL 103 GRAD 202 GRAD 251 MCOM 301 VICD 207
<b>Year III</b>	WLDC 201 GRAD 351 VICD 351 MCOM 311 HUMN Elective	WLDC 202 MCOM 401 SSCI ELE SCIE Elective PSPK 101
<b>Year IV</b>	MCOM 421 VICD 455 VICD 456 Gen. Elective Prof. Elective	MCOM 431 Gen. Elective Prof. Elective ISST Elective

MCOM 481 (*Study Internship*) is completed following completion of all other degree requirements

**Graphic Design**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 DESI 201 DESI 203 DESI 204 ENGL 101 UNIV 100	ARTS 200 DESI 202 DESI 205 ENGL 102 MATH 111
<b>Year II</b>	ARTS 201 VICD 206 VICD 251 ENGL 103 ISST ELE	GRAD 202 GRAD 251 VICD 207 PSPK 101 SSCI Elective
<b>Year III</b>	GRAD 351 VICD 351 HUMN Elective WLDC 201 Gen. Elective	GRAD 451 VICD 451 SCIE Elective Prof. Elective WLDC 202
<b>Year IV</b>	VICD 453 VICD 455 VICD 456 Prof. Elective Gen. Elective	WEBD 452 GRAD 478 Gen. Elective Prof. Elective

**Photography**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 DESI 201 DESI 203 DESI 204 ENGL 101 UNIV 100	ARTS 200 DESI 202 DESI 205 ENGL 102 MATH 111
<b>Year II</b>	ARTS 201 VICD 206 PHOT 201 ENGL 103 WLDC 201	PHOT 202 PHOT 251 VICD 207 WLDC 202 PSPK 101
<b>Year III</b>	PHOT 252 PHOT 351 HUMN Elective Prof. Elective SSCI Elective	PHOT 352 PHOT 353 SCIE Elective Prof. Elective ISST Elective
<b>Year IV</b>	PHOT 451 VICD 455 VICD 456 Prof. Elective Gen. Elective	PHOT 452 PHOT 478 Prof. Elective Gen. Elective Gen. Elective

**Studio Art**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	COMP 101 DESI 201 DESI 203 DESI 204 ENGL 101 UNIV 100	ARTS 200 DESI 202 DESI 205 ENGL 102 MATH 111
<b>Year II</b>	VICD 206 ARTS 201 PHOT 201 SCUL 201 ENGL 103	ISST Elective PRIN 201 VICD 207 VICD 210 PSPK 101
<b>Year III</b>	HUMN Elective VICD 211 SCUL 202 SSCI Elective WLDC 201	PHOT 251 PRIN 202 SCIE Elective Prof. Elective WLDC 202
<b>Year IV</b>	Prof. Elective Gen. Elective ADST 401 STUD 401 Gen. Elective	Gen. Elective VICD 456 ADST 402 STUD 402



*Interior Design*



## PROGRAM MISSION

The Interior Design Program at the American University in Dubai is aimed at producing a highly qualified career-oriented graduate who is able to integrate art, design, technology and business practice, with the skills and knowledge to produce highly functional and aesthetically appealing interior environments. In addition, the program enforces ethical values in regards to the profession and ethnic and cultural diversity, as well as environmental considerations.

## PROGRAM GOALS

The B.F.A. in Interior Design prepares graduates who have:

- Learned cutting edge techniques by maintaining close ties with current design practices and industries;
- Developed the necessary skills to be competitive in the global marketplace;
- Developed high ethical values vis-à-vis the profession, cultural diversity, and environmental considerations;
- Acquired high oral and graphic communication skills.

## BACHELOR OF FINE ARTS (B.F.A.) IN INTERIOR DESIGN PROGRAM

### Program Learning Outcomes

Students graduating from the B.F.A. in Interior Design will be able to:

- Demonstrate an integrated method in designing interiors and space planning;
- Discuss architectural conceptual design, history and theory by relating styles, movements and Philosophies to interior design;
- Design interiors that acknowledge and integrate the human, socio-cultural and economic aspects at the local, regional and global levels;
- Demonstrate the ability to produce, analyze and present interior design by communicating clearly and effectively in oral, writing and graphical forms as well as advanced digital software and media;
- Effectively apply technical skills in the areas of building materials, technologies, interior detailing, lighting, textiles and building codes to design aesthetically appealing and environmentally responsive interiors;
- Produce design that demonstrates understanding of administrative, financial, legal issues as they relate to the practice of the profession of Interior Design and observe ethical standards.

## Summary of Degree Requirements

Course Classification	Credit Hours Required
	<b>B.F.A.</b>
Foundation	19
Design Core	48
Professional Electives or Concentration Option	18
Arts and Sciences Core	36
General Electives	3
<b>Total</b>	<b>124</b>

## CURRICULUM/COURSES

### Bachelor of Fine Arts (B.F.A.) Degree

Foundation			Credit Hours
IDES	101	Freehand Drawing and Color Theory	4
IDES	102	Interior Design Studio I	4
IDES	201	Interior Design Studio II	4
IDES	202	Interior Design Studio III	4
IDES	214	Textiles for Interiors	3
<b>Total Foundation Requirements</b>			<b>19</b>
Design Core			
IDES	261	History of Interior Design I	3
IDES	266	Resources and Materials	3
IDES	268	Computer-Aided Design (CAD)	3
IDES	301	Interior Design Studio IV	4
IDES	302	Interior Design Studio V	4
IDES	351	Furniture Design	3
IDES	362	History of Interior Design II	3
IDES	363	Interior Lighting	3
IDES	369	Building Systems and Codes	3
IDES	370	Working Drawing and Detailing	3
IDES	400	Interior Design Studio VI	4
IDES	402	Interior Design Studio VII	6

**Design Core** *(Continued)*

IDES	423	Professional Business and Portfolio	3
IDES	478	Internship	3
<b>Total Design Core Requirements</b>			<b>48</b>

**Professional Electives****Options:**

IDES	270	Digital Design Illustration	3
IDES	280	Three-Dimensional Design	3
IDES	374	Hospitality Design	3
IDES	461	Innovative Design	3
IDES	462	Historic Restoration	3
IDES	463	Computer-Aided Design (CAD) II	3
IDES	466	Computer-Aided Design (CAD) III	3
IDES	467	Computer-Aided Design Management	3
IDES	469	Lighting Design II	3
IDES	470	Special Topics in Interior Design	3
IDES	472	Kitchen and Bath Design	3
IDES	473	Virtual Environments	3
IDES	474	Building Information Modeling I	3
IDES	475	Building Information Modeling II	3
<b>Total Professional Elective Requirements</b>			<b>18</b>

**Integrated Computational Design (ICD) Concentration**

IDES	270	Digital Design Illustration	3
IDES	463	Computer-Aided Design (CAD) II <i>(Req.)</i>	3
IDES	466	Computer-Aided Design III	3
IDES	467	Computer-Aided Design Management <i>(Req.)</i>	3
IDES	469	Lighting Design II	3
IDES	473	Virtual Environments	3
IDES	474	Building Information Modeling (BIM) I <i>(Req.)</i>	3
IDES	475	Building Information Modeling (BIM) II	3
<b>Total Concentration Requirements</b>			<b>18</b>

# 160 | Interior Design

## ARTS AND SCIENCES CORE

See pp. 86-88 of this *Catalog* for Arts and Sciences Core Requirements.

Note that *all students* majoring in Interior Design must take ARTS 200 (*History of Art I*) to fulfill the Core requirement in Humanities/Fine Arts.

**Total Arts and Sciences Core Requirements** 36

GENERAL ELECTIVES 3

**Total Bachelor of Fine Arts (B.F.A.) Degree Requirements** 124

**B.F.A. COURSE SEQUENCING**

All candidates for the B.F.A. degree in Interior Design should adhere to the course sequencing noted on the chart below.

*Students should also note that the following design courses MUST be taken in the sequence indicated: IDES 101, IDES 102, IDES 201, IDES 202, IDES 301, IDES 302 and IDES 400, IDES 402. No exceptions to this sequencing will be permitted.*

**No Concentration Option**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	IDES 101 COMP 101 ENGL 101 MATH 111 UNIV 100 SCIE Elective	IDES 102 ARTS 200 ENGL 102 IDES 214 General Elective
<b>Year II</b>	IDES 201 IDES 261 IDES 268 ENGL 103 WLDC 201	IDES 202 IDES 266 PSPK 101 WLDC 202 Prof. Elective
<b>Year III</b>	IDES 301 IDES 362 IDES 363 Prof. Elective IDES 369	IDES 302 IDES 351 IDES 370 SSCI Elective IDES 478
<b>Year IV</b>	IDES 400 IDES 423 Prof. Elective Prof. Elective ISST Elective	IDES 402 Prof. Elective Prof. Elective

**Concentration Option**

	<b>Fall</b>	<b>Spring</b>
<b>Year I</b>	IDES 101 COMP 101 ENGL 101 MATH 111 UNIV 100 SCIE Elective	IDES 102 ARTS 200 ENGL 102 IDES 214 General Elective
<b>Year II</b>	IDES 201 IDES 261 IDES 268 ENGL 103 WLDC 201	IDES 202 IDES 266 PSPK 101 WLDC 202 ICD Elective
<b>Year III</b>	IDES 301 IDES 362 IDES 363 IDES 463 IDES 369	IDES 302 IDES 351 IDES 370 SSCI Elective IDES 478
<b>Year IV</b>	IDES 400 IDES 423 IDES 474 ICD Elective ISST Elective	IDES 402 IDES 467 ICD Elective



*IAA Diploma in Marketing  
Communications*



**T**he Marketing Communications and Advertising (Creative) Concentrations offered by the *School of Business Administration* and *Visual Communication Department* lead to the degrees of B.B.A. and B.F.A. respectively.

The requirements for these degrees are detailed in the appropriate sections of this *Catalog* (see Business Administration and Visual Communication Degree Requirements).

*As these programs are accredited by the IAA in New York, students who complete degree requirements receive upon graduation an IAA Diploma in Marketing Communications in addition to their AUD degree.* This is an internationally recognized Diploma which reflects that the student's undergraduate program meets IAA requirements. Several current and past practitioners teach in AUD's program, ensuring that curricula remain up-to-date and that students have ample contact with the marketing communications industry prior to graduation. An internship is required of all candidates for the B.B.A./B.F.A. degrees.

*B.B.A. students should note that in addition to successfully completing their course work, a passing grade on a comprehensive exam is required to obtain the Diploma.* This exam, which covers the material in all course work of the MCOM Concentration, is given twice annually (November and June); and Diploma candidates must sit for the exam either concurrent with or immediately subsequent to fulfillment of their degree requirements.

Students who fail the exam the first time will only be permitted to sit for it the next time it is offered.

*Pursuance of the Diploma is also open to working professionals* who must complete the required Concentration/other courses and (in the case of business students) pass the comprehensive exam. Courses taken at another university may count towards the Diploma.

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## BUSINESS TRACK

All candidates for the IAA Diploma in Marketing Communications must complete the following:

<b>Course Title</b>	<b>Credit Hours</b>
BUSI 201 Business Communications	3
BUSI 321 Business in the International Environment	3
MKTG 371 E-Marketing or	
MCOM 491 Special Topics in IMC	3
MCOM 301 Principles of Advertising and Integrated Marketing Communications	3
MCOM 401 Creative Execution for IMC	3
MCOM 411 Media Planning and Buying	3
MCOM 421 IMC Strategy and Management	3
MCOM 431 IMC Campaign Development	3
MCOM 481 Study Internship	3
MGMT 499 Strategic Management	3
MKTG 301 Principles of Marketing	3
MKTG 361 Marketing Research*	3
MKTG 401 Consumer Behavior	3
<b>Total Requirements</b>	<b>39</b>

\* Requires QUAN 201 or equivalent as pre-requisite. All other pre-requisites are waived for IAA Diploma candidates.

## CREATIVE TRACK

All candidates for the IAA Diploma in Marketing Communications must complete the following:

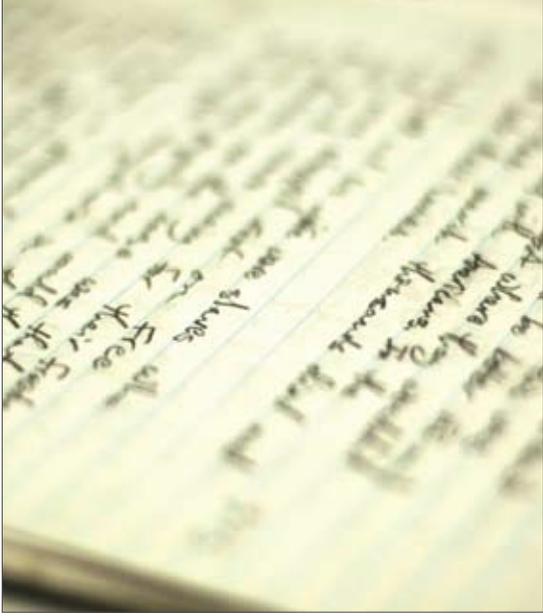
<b>Course Title</b>	<b>Credit Hours</b>
GRAD 202 History of Graphic Design	3
GRAD 251 Graphic Design I	4
GRAD 351 Graphic Design II	4
MKTG 301 Principles of Marketing	3
MCOM 301 Principles of Advertising and Integrated Marketing Communications	3
MCOM 311 Strategic Writing for Advertising and Integrated Marketing Communications (IMC)	3

**CREATIVE TRACK** *(Continued)*

MCOM	401	Creative Execution for IMC	3
MCOM	421	IMC Strategy and Management	3
MCOM	431	IMC Campaign Development	3
MCOM	481	Study Internship	3
VICD	251	Typography I	4
VICD	351	Typography II	3
<b>Total Requirements</b>			<b>39</b>

*Several of the above courses have prerequisites. Students should consult this Undergraduate Catalog for details. These may be waived provided that a candidate's academic experience indicates the level of prior preparation required to follow the course without handicap. The Chair of the Visual Communication Department will make the decision regarding prerequisite waivers (if any).*

*Center for English Proficiency (CfEP)*



**F**or students whose English language skills need improvement, AUD's Center for English Proficiency (C/EP) offers a non-credit Intensive English Language Program (IELP). The IELP builds general English proficiency *as well as* develops the English skills necessary in an *academic* environment. It is designed for students whose goal is to enter the university, but it is also open for people preparing to enter careers requiring English proficiency, for working professionals, and for those seeking general English skills development. *Upon successful completion of this program, students may apply for admission to the university with the status of degree candidate. Those meeting AUD's admissions requirements will be accepted.*

#### MISSION OF THE CENTER

The Mission of the Center for English Proficiency is to provide non-English speaking students with the English language education that they need to succeed academically, professionally, and/or socially. The program promotes cultural awareness, citizenship, critical thinking, and ethical behavior, in addition to effective communication.

#### THE INTENSIVE ENGLISH LANGUAGE PROGRAM

##### Program Goals

- To provide students the opportunity to develop into responsible learners by enhancing their critical and intellectual activity through academic and social experiences;
- To improve each student's ability to read, write and recognize organizational patterns within the English language;
- To improve each student's ability to use English effectively in its cultural context by developing the appropriate communication approach and increasing cultural awareness;
- To foster critical thinking and ethical behavior;
- To encourage students to become active participants in the learning process.

#### Program Learning Outcomes

At the completion of the IELP program, students will be able to:

- Demonstrate orally and in writing the ability to think critically by bringing together evidence in support of an argument;
- Exemplify efficient writing and reading abilities by producing and understanding multiple diverse perspectives in a set framework;
- Demonstrate ideas by speaking extemporaneously in a social or academic environment;
- Demonstrate the ability to learn new words and recognize parts of speech in various word forms;
- Respond to questions that call for reasoned analysis of given information.

There are *four levels of instruction* in the IELP: IELP 096 (basic), IELP 097 (low intermediate), IELP 098 (high intermediate), and IELP 099 (advanced). Students in each level study in instructor-guided classes for four hours daily, Sunday through Thursday. Each course is approximately fifteen weeks in Fall and Spring, and approximately seven weeks in Summer I and Summer II. Each course also develops three skill sets: Reading/Vocabulary, Listening/Speaking, and Writing/Grammar. Initial placement in the IELP must be done through the ACCUPLACER™ assessment, an on-line test administered on the AUD campus.

*Students should be aware that in order to advance to ENGL 100 (Basic College English), they must satisfy the prerequisites of: placement in ENGL 100 by TOEFL and TWE, ACCUPLACER™ or other internationally-recognized exam.*

### **IELP Program Dismissal**

Students who fail, withdraw, or are withdrawn from an IELP course three consecutive terms will be dismissed from the IELP program. Students will be given the chance to write a petition and provide a credible reason why they were unable to succeed in a particular course, and this petition will be taken into consideration by the Coordinator of the CfEP.

*Note: The petition needs to be submitted at least one week prior to the beginning of Drop/Add period for the term for which the student desires to register.*

### **IELP Course Descriptions**

#### **IELP 096 | BASIC INTENSIVE ENGLISH**

*Prerequisite: Placement by ACCUPLACER™ or with permission of Program Coordinator. Limited English is assumed*

It is assumed that an incoming student is able to:

- respond appropriately to simple classroom commands, instructional explanations, and questions;
- write simple grammatically correct sentences in responses to oral or written cues;
- read and understand of level appropriate texts especially main ideas by answering questions; and,
- verbally ask and answer questions and ask for clarification.

For non-native speakers of English who have a basic understanding of English, IELP 096 builds a foundation in speaking, reading, writing, and listening. Students develop their reading skills, build their vocabulary, and learn to write simple paragraphs with grammatically correct sentences. Class activities include oral and written communicative tasks, short presentations, using an English-only dictionary, research projects, and taking notes from a simple lecture. Students also develop their overall competence in listening, grammar, and computer use.

#### **IELP 097 | LOW INTERMEDIATE INTENSIVE ENGLISH**

*Prerequisite: IELP 096 with a grade of P+/P or placement by ACCUPLACER™*

It is assumed that an incoming student is able to:

- write a paragraph (9-12 sentences) containing multiple ideas with a concise topic sentence that uses parallel structure;
- write concluding statement which restates the topic sentence;
- articulate an opinion verbally and in writing through use of descriptive, narrative, and opinion modes;
- use various strategies to read and understand level-appropriate academic texts and academic vocabulary; and,
- understand and respond appropriately to classroom instruction, questions, and directions as well as speak extemporaneously for short periods and deliver short prepared speeches.

For intermediate non-native speakers of English, IELP 097 expands existing proficiency in speaking, writing, reading and listening. It also begins to develop academic skills of students whose goal is to enter the university. Students will build their vocabulary, acquire academic reading strategies, and write complex, well-developed paragraphs with grammatically correct sentences. They participate in group discussions, give informal presentations, and learn to support opinions by giving reasons and explanations. Class activities include grammar review and expansion, oral and written communicative tasks, taking notes from a simple lecture, projects, and computer-based instruction.

### **IELP 098 | HIGH INTERMEDIATE INTENSIVE ENGLISH**

*Prerequisite: IELP 097 with a grade of P+/P or placement by ACCUPLACER™*

It is assumed that an incoming student is able to:

- write a topic sentence using parallel structure with three points of discussion (subtopics);
- write a complex paragraph developing multiple ideas that support the topic sentence and provide adequate explanations and examples;
- write well-developed paragraphs using various rhetorical modes;
- write concise concluding sentences which restate the topic sentence using parallel structure;
- use various strategies to read and understand level-appropriate academic texts and academic vocabulary; and,
- speak extemporaneously on given topics for short periods and deliver short prepared speeches.

For high intermediate non-native speakers of English, IELP 098 expands proficiency in speaking, writing, reading and listening. It also further develops academic skills of students whose goal is to enter the university. Students participate in more complex listening activities such as listening and taking notes from lectures. They also participate in more challenging speaking activities such as giving formal presentations and discussing causes, effects, and solutions to a problem. They continue to build their vocabulary, acquire reading strategies, and review and expand grammar. They write multi-paragraph essays demonstrating mature thought. This course places more emphasis on communicative tasks, projects, and computer-based learning.

### **IELP 099 | ADVANCED INTENSIVE ENGLISH**

*Prerequisite: IELP 098 with a grade of P+/P or placement by ACCUPLACER™*

It is assumed that an incoming student is able to:

- write a clear thesis statement using parallel structure indicating the content of body paragraphs in the order presented in essay;
- write topic sentences using parallel structure with three points of discussion (subtopics);
- write a short five-paragraph essay using multiple rhetorical modes that are sufficiently developed and support the thesis statement by providing adequate explanations and examples;
- write a concluding paragraph which restates the thesis statement using parallel structure;
- use various strategies to read and understand level-appropriate academic texts and develop academic vocabulary; and,
- speak extemporaneously on given topics for short periods and deliver short prepared speeches.

Designed for advanced non-native English speakers bound for university studies, IELP 099 is focused on equipping students with the linguistic and academic competence they will need to succeed in university classes. It focuses on writing essays using sophisticated sentence structure in coherent, well-developed paragraphs. Students will learn to construct an outline, structure an essay, create a thesis statement, provide specific and relevant support, use transitions, and proofread for accuracy. IELP 099 also develops listening and speaking skills useful in university classes, such as note-taking from lectures, writing reports, and making formal presentations. It develops university level vocabulary and advanced proficiency

in reading English, with emphasis on using various reading strategies to increase reading speed and comprehension. Vocabulary expansion is accomplished through study of word structure (stems, prefixes, and suffixes), deducing meaning from context, and learning high frequency academic words.

*Center for Executive Programs and  
Professional Services (CEPPS)*



**T**he Center for Executive Programs and Professional Services (CEPPS) is the business and professional outreach arm of The American University in Dubai.

The Mission of CEPPS is to provide top quality executive education, training, professional development and consulting services to private and public sector organizations in the UAE, the GCC region, and the wider Middle East. CEPPS programs and services encompass the entire range of expertise resident at AUD, as well as world-class expertise made available through knowledge partnerships and alliances with leading international providers of executive education and professional know-how.

CEPPS offers a wide range of programs and services designed to satisfy the organization's needs for relevant, state-of-the-art, application-oriented skills and know-how. The offerings consist of:

- Executive and Professional Development
- Programs (Customized)
- Consulting Services
- Conferences
- Other Professional Services



# UNDERGRADUATE COURSE DESCRIPTIONS

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## COURSE NUMBERING LEGEND\*

<b>00-99</b>	Developmental Courses
<b>100-199</b>	Freshmen Courses
<b>200-299</b>	Sophomore Courses
<b>300-399</b>	Junior Courses
<b>400-499</b>	Senior Courses

\* This Legend generally applies. Students should consult their advisors to discuss specific exceptions.

## COURSE CODE/LEGEND

ACCG	Accounting
ARCH	Architecture
ARTS	Fine Arts
BIOL	Biology
BUEL	Business Professional Elective (Transfer-in)
BUSI	Business
CHEM	Chemistry
COMM	Communication
COMP	Computer Information Systems
DESI	Design
DPST	Digital Production and Storytelling
ECON	Economics
ECVL	Civil Engineering
EECE	Computer/Electrical Engineering
ENGG	Engineering
ENGL	English
FINA	Finance
FREN	French
GRAD	Graphic Design
GEOG	Geography
HIST	History
HUMN	Humanities
IDEL	Interior Design Professional Elective (Transfer-in)

IDES	Interior Design
IELP	Intensive English Language Program
ILLS	Illustration
ITAD	Application Development for Commerce and Industry
ITCC	IT Core
ITDD	Database Development and Operations
ITEL	Information Technology Elective (Transfer-in)
ITID	Network Infrastructure Design and Administration
ITST	International Study Tour
JOUR	Journalism
MATH	Mathematics
MEST	Middle-Eastern Studies
MGMT	Management
MKTG	Marketing
MCOM	Marketing Communications
MATH	Mathematics
NYST	New York Study Tour
PHIL	Philosophy
PHOT	Photography
POLS	Political Science
PSYC	Psychology
PHYS	Physics
QUAN	Quantitative Methods
SCIE	Natural Sciences
SOCI	Sociology
SSCI	Social Sciences
SPAN	Spanish
VCEL	Visual Communication Professional Elective (Transfer-in)
VICD	Visual Communication
WEBD	Web Design

The Courses carry the following hours' legend:

*(lecture – lab/studio – credits)*

The frequency of the course offering is indicated per the following legend:

**F** = Fall                      **S** = Spring  
**SI** = Summer I              **SII** = Summer II

If a course does not list a prerequisite, that means that students are allowed to register without previous specific coursework. However, students should be mindful of the considerations made under *ENGLISH AS A PREREQUISITE* on p. 70 of this *Catalog* and any other course sequencing advice provided by an Academic Advisor.

**ACCG 201 | PRINCIPLES OF FINANCIAL ACCOUNTING (3-0-3)**

*Prerequisites:* BUSI 101, MATH 160 | **F, S, SI, SII**

This introductory course focuses on external financial reporting, providing a general overview of basic financial statements and the accounting process that produces them. This course covers topics such as the nature and purpose of accounting and accounting information, fundamental accounting concepts, principles and methods, the accounting cycle, accounting for current and fixed assets, introduction to liability and owners' equity, with emphasis on sole proprietorship and partnership accounts, and introduction to financial statement analysis. Students must receive at least a C grade in this course in order to register for additional Accounting Concentration courses.

**ACCG 211 | PRINCIPLES OF MANAGERIAL ACCOUNTING (3-0-3)**

*Prerequisite:* ACCG 201 | **F, S, SI, SII**

The emphasis of this course is on the use of accounting information internally by managers in an organization. Students will gain an understanding of the information needed by managers in planning, control and decision making. This course covers cost concepts and cost behavior, activity based costing, costing systems, operational budgets, standard costing, introduction to capital budgeting, cost-volume- profit analysis and relevant costs in decision making.

**ACCG 301 | INTERMEDIATE ACCOUNTING I (3-0-3)**

*Prerequisite:* Completion of ACCG 201 with a grade of C or higher | **F, S**

This course focuses on theory and applications of financial accounting. It introduces the conceptual framework, the process of creating generally accepted accounting principles, and the fundamentals of financial statements – income statements, balance sheets, and statements of cash flow. Issues examined include cash and receivables, inventories, long-lived tangible and intangible assets. Moreover, the course investigates the foundations and applications of international accounting practices.

**ACCG 302 | INTERMEDIATE ACCOUNTING II (3-0-3)**

*Prerequisite:* ACCG 301 | **S, SI**

This course is a continuation of the Intermediate Accounting I. It continues the in-depth analysis of accounting theory, and procedures underlying preparation of financial statements. Topics covered include short-term and long-term liabilities, stockholders' equity, including dilutive securities and earnings per share, investments, revenue recognition, income taxes, pension and retirement benefits, leases, accounting changes and errors, statements of cash flows, and full disclosure in financial reporting.

**ACCG 311 | MANAGERIAL ACCOUNTING (3-0-3)**

*Prerequisite:* ACCG 211 | **F, S, SI**

This course is the second module in the managerial accounting series. The course examines various means by which control can be exercised and the types of accounting information that allow for different means of control. It also covers the behavioral and qualitative aspects of managerial accounting, such as the nature of control, responsibility centers, performance evaluation, pricing of intermediate products, strategic planning, advanced topics in budgeting, the balanced scorecard, executive compensation, and control for differentiated strategies.

**ACCG 341 | ACCOUNTING INFORMATION SYSTEMS (3-0-3)**

*Prerequisite:* ACCG 211 | **F**

Provides an overview of major accounting subsystems with an emphasis on computer systems and internal control. It provides an overview of the design of information systems that support the accounting function of a firm. It focuses on business transaction cycles and processes, including Order Entry/Sales/ Receivables; Purchase/Payables; Payroll/Human Resources; Fixed Assets; Production; Financing, and the General Ledger in the context of Enterprise Resource Systems (ERSs). Topics covered also include Computer Control & Audit; Computer Crime; & Reporting with XRBL.

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### ACCG 352 | FRAUD AUDITING AND FORENSIC ACCOUNTING (3-0-3)

*Prerequisite:* ACCG 302 | **S**

This course investigates the deceptions in financial and accounting processes. It is concerned with the detection and prevention of financial statement fraud. Topics covered include fraud examination techniques, internal control methodology, financial statement misrepresentation, conversion investigation methods, inquiry methods and fraud reports.

### ACCG 401 | ADVANCED ACCOUNTING (3-0-3)

*Prerequisite:* ACCG 302 | **F, S**

The course deals largely with inter-corporate investments. It covers accounting and disclosures for both short-term and long-term investments, associated companies and subsidiary companies. Students will learn various accounting methods such as the cost method, the market value method, equity accounting and consolidation. This course also covers foreign currency accounting, accounting for reorganization and liquidation, and accounting for private not-for-profit organizations, estates and trusts.

### ACCG 421 | AUDITING (3-0-3)

*Prerequisite:* ACCG 302 | **SI**

This course presents both the theoretical and practical aspects of auditing, including the responsibilities and function of the independent auditor. Topics include auditing objectives and concepts, types of audits, auditing standards, auditors' professional code of ethics and auditors' liability, risk and internal control, and the audit process.

### ACCG 431 | U.S. TAXATION (3-0-3)

*Prerequisite:* ACCG 401 | **SI**

This course covers knowledge applicable to federal income, estate and gift taxation and its application in practice. The content of this course is consistent with the AICPA Federal taxation specification outline tested in the CPA exam. The course covers topics such as taxation of individuals, corporations, partnerships, estates and trusts, exempt organizations, and preparers' responsibilities.

### ACCG 441 | INTERNATIONAL ACCOUNTING (3-0-3)

*Prerequisite:* ACCG 401 | **F, S, SI**

This course gives a broad overview of the global financial and accounting environment and addresses three distinct, but overlapping topic areas: financial reporting, financial analysis, and planning and control of multinational enterprises. The course covers topics such as financial reporting regimes, harmonization of international accounting differences, international accounting standard setting process, financial reporting issues relating to segment reporting, international financial ratio analysis, business combinations, intangible assets, foreign currency translation, accounting for changes in exchange rates, translation of financial statements, and managerial accounting issues relating to control of and performance measurement for foreign operations.

### ACCG 491 | SPECIAL TOPICS IN ACCOUNTING (3-0-3)

*Prerequisite:* Senior status or approval of the Department Chair | **Upon demand**

This course presents a critical study of theory, research and practical applications related to advanced topics in accounting, not covered in any other accounting course. The specific topics will be determined by the interests of the students and the instructor.

### ADST 401 | ADVANCED STUDIO I (3-0-3)

*Prerequisites:* SCUL 202, PRIN 202, VICD 211, PHOT 251, *Corequisite:* STUD 401

This course focuses on the development of the student's studio practice. Students will be encouraged to actively discuss the development of their studio work in both form and content. A personal direction regarding choices of media, technique, and content is essential.

### ADST 402 | ADVANCED STUDIO II (3-0-3)

*Prerequisite:* ADST 401, *Corequisite:* STUD 402 | **S**

This capstone course is a continuation of Advanced Studio I with the final result being a comprehensive body of work that is exhibited in a gallery setting. The work must be of professional quality. A committee of faculty will examine the final body of work and determine if they are ready to enter their professional discipline.

**ARCH 101 | ARCHITECTURAL DESIGN  
STUDIO I (0-4-4)*****F, SI***

In this foundation course, the student is introduced to the fundamentals of manual drafting and the tools used in this technique. Students will learn basic interior drafting vocabulary, line quality, lettering and drafting conventions for a site, plot, roof and floor plan, interior and exterior elevations, and building sections. This course involves presentation techniques axonometric and perspective drawings. Anthropometrics and ergonomics will also be introduced.

**ARCH 102 | ARCHITECTURAL DESIGN  
STUDIO II (0-4-4)*****Prerequisite: ARCH 101 | S, SII***

ARCH 102 builds upon media and process skills gained in ARCH 101. The design exercises emphasize the role of research, analysis, proposition formulation, decision-making, and collaboration in the design process. The semester is divided into three parts. During the first part, students work individually on a series of one-week exercises that take them from research, through problem-formulation, to design development. Next, they spend three weeks putting together a portfolio of their work from ARCH 101 and ARCH 102. During the last part of the semester, they work in teams, focusing on particular aspects (detailing, fabrication) of the projects developed by their peers in the first part of the semester.

**ARCH 151 | HISTORY AND THEORY OF  
ARCHITECTURE I (3-0-3)*****F, SI***

This is the first of three sequential courses that cover the History of Architecture from the third millennium BC through to the Twenty-first century. This course is characterized by a series of lectures and presentations that examine the development of architecture and urbanism from the ancient world through to the late medieval period. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture, along with their environmental, technological and social relevance.

**ARCH 201 | ARCHITECTURAL DESIGN  
STUDIO III (0-6-6)*****Prerequisite: ARCH 102 | F, SI***

This second year studio course focuses upon the understanding of architectural convention in relation to cultural, sociological and general human related aspects. Based on a socio-cultural understanding of design approach students are encouraged to develop their analytical problem-solving skills which function as the basis for design invention and as the foundation of ethical action in the process of architectural designing.

**ARCH 202 | ARCHITECTURAL DESIGN  
STUDIO IV (0-6-6)*****Prerequisite: ARCH 211 | S, SII***

This is a studio course that introduces the strategies of architectural design. Students develop an architectural project based on a building program and site. Issues concerning building assemblies, structural systems, building envelope systems, and environmental systems are covered. The integration of these issues into building design is complemented by studio exercises.

**ARCH 211 | MATERIALS AND METHODS OF  
CONSTRUCTION (3-0-3)*****Prerequisite: ARCH 101 | F, SI***

This course introduces students to the role of architectural technology in the design process. Building materials and methods of construction are studied. Students become aware of the appropriate application and performance of construction materials, components, and assemblies. Students acquire the knowledge to make competent choices with regards to building materials and assembly techniques.

**ARCH 212 | CONSTRUCTION PROCESS AND  
BUILDING ECONOMICS (3-0-3)*****Prerequisite: ARCH 201 | S, SII***

This course introduces students to the basic principles and techniques of management and control of a building construction project from conception through occupancy. Students are introduced to the principles and practices of estimating project cost, scheduling methods, and controlling techniques.

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## **ARCH 252 | HISTORY AND THEORY OF ARCHITECTURE II (3-0-3)**

*Prerequisite:* ARCH 151 | **F, SI**

This is the second of three sequential courses that cover the History of Architecture from the third millennium BC through the Twenty-first century. This course is characterized by a series of lectures and presentations that examine the development of architecture and urbanism in Europe and elsewhere from the late medieval period through the Renaissance until the late eighteenth century. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture, along with their environmental, technological and social relevance.

## **ARCH 253 | HISTORY AND THEORY OF ARCHITECTURE III (3-0-3)**

*Prerequisite:* ARCH 252 | **S, SII**

This is the third of three sequential courses that cover the History of Architecture from the third millennium BC through to the Twenty-first century. This course is characterized by a series of lectures and presentations that examine the development of architecture and urbanism in Europe and elsewhere from the industrial revolution through to the early Modernism period of Europe and North America and on to a world setting for the variations in late Modernism before considering various new movements of the Twenty-first century. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture, along with their environmental, technological and social relevance.

## **ARCH 301 | ARCHITECTURAL DESIGN STUDIO V (0-6-6)**

*Prerequisite:* ARCH 202 | **F, SI**

This third year studio course focuses upon the understanding of Architectural theories and methodologies, their implication on understanding and approaching design methods. Students are encouraged to develop new ways of analysis and criticism for architectural objects. This will be the basis for the process of design invention of this course.

## **ARCH 302 | ARCHITECTURAL DESIGN STUDIO VI (0-6-6)**

*Prerequisites:* ARCH 301, ARCH 351 | **S, SII**

While the first and second year Architectural Design Studios I through V introduces students to design basics, principles, theory, methods and structure-related issues, this studio course starts to focus and examine the impact of environmental issues with the aim to design an environmentally responsive building within the design process.

## **ARCH 311 | STRUCTURAL ANALYSIS (3-0-3)**

*Prerequisite:* ARCH 211 | **F, SI**

This course explains the relationship between architectural and structural design. Students will study the behavior of structures through an understanding of the concepts of load and load path, internal forces, different types of stress, structural materials, the role of geometry in structural design and finally basic mathematical calculations.

## **ARCH 312 | STRUCTURAL DESIGN (3-0-3)**

*Prerequisite:* ARCH 311 | **S, SII**

This course prepares students for structural design decisions based on the necessary knowledge of both conceptual and mathematical aspects of structure. It covers the primary structural materials: steel, wood, concrete and masonry in terms of loads, materials and properties, structural elements and systems and bending systems.

## **ARCH 321 | ENVIRONMENTAL SYSTEMS (3-0-3)**

*Prerequisite:* ARCH 102 | **S, SII**

This core course introduces design with climate and site resources for conservation, efficiency, and appropriateness to the local, regional, and global contexts. Fundamentals of thermal, lighting, acoustical, aqueous, and waste are covered. Passive solar heating and cooling are taught as well as HVAC and associated issues of indoor air quality, energy and power consumption. It also enhances the understanding of the principles of building services, complex environmental issues of indoor air/thermal and lighting quality, construction and environmental constraints in relation to the development of sustainable architecture. Details and constructional components of this design project and regulatory appraisals relating directly to the design project will integrate with other related courses within the curriculum.

**ARCH 322 | BASIC ELEMENTS OF LANDSCAPE ARCHITECTURAL DESIGN (3-0-3)**

*Prerequisite:* ARCH 202 | S, SII

This course presents the thoughts and key design theories fundamental to landscape architecture in simple words and illustrations, it also offers the vocabulary, significance, characteristics, potential uses, and design guidelines for landform, plant materials, buildings, pavement, site structures, and water in landscape architectural design. It will help students overcome common mistakes and misconceptions typical in the early phases of their design career and will heighten their understanding and awareness of the major physical components of the outdoor environment.

**ARCH 351 | THEORY OF ARCHITECTURE (3-0-3)**

*Prerequisites:* ARCH 253, ARCH 202 | F, SI

This advanced lecture course focuses upon the understanding of architectural theories and methodologies, and their implication on understanding and analyzing architectural design. Students are encouraged to develop new ways of analysis and criticism for architectural objects as well as to reformulate ideas and theories.

**ARCH 352 | ENVIRONMENTAL PSYCHOLOGY (3-0-3)**

*Prerequisite:* ARCH 202 | F, SI

This course introduces students to semiotics and behavioral studies. It emphasizes the relationship between cultural values and the perception of the built environment and the way the latter impacts on design.

**ARCH 380 | SPECIAL TOPICS IN ARCHITECTURE (3-0-3)**

*Prerequisite:* ARCH 202 | F, S, SI, SII

This is an advanced course in which students participate in topics to be selected by the instructor, with the approval of the program chair, and which develops an aspect of design and/or presentation. Research, critical analysis, application of the research and analysis to the design, and presentation will be required in the course.

**ARCH 401 | ARCHITECTURAL DESIGN STUDIO VII (0-6-6)**

*Prerequisite:* ARCH 202 | F, SI

This is a design studio course that introduces students of Architecture to elements that create a design within an urban context and facilitates their planning of urban layouts. The focus of this course is on implementing analytical methods, representation techniques and provisional approaches that is a capstone of any urban design and physical planning. Through studio-based exercises, students will be introduced to tools that aid their interpretation, visualization, and implementation of urban plans. This will range from mapping of social, geographical, cultural, and historical experiences in that region; also the development of approaches for the provision of infrastructure site parcelization in future developments; massing and their uses and height zoning of the 3rd dimension. A number of studio-based exercises and assignments will place students in a broad range of urban conflicts and situations through various scales and cultural perspectives that give rise to a city.

**ARCH 402 | ARCHITECTURAL DESIGN STUDIO VIII (0-6-6)**

*Prerequisite:* ARCH 401 | S, SII

Design studio introducing students to the procedure of critical inquiry specifically as it relates to architecture investigations focusing on heritage conservation strategies and technologies. Special awareness to the legibility and amenity of heritage properties; responsive environments; social, aesthetic and economic goals; design guidelines, public and private exercises, heritage and streetscape conservation; local and international case examples. The course is designed to provide students investigational opportunity to focus on cultural landscape history, theoretical and cultural heritage practice in the area and around the world. The course also stresses the multidisciplinary nature of contemporary heritage conservation and design, covering a diversity of topics including community involvement, field study analysis, tourism planning and heritage, and the preservation of heritage buildings. The course provides professional training in enhancement of historic buildings which will facilitate student's integration of educational study with work experience.

**ARCH422 | SUSTAINABILITY AND ENERGY CONSERVATION (3-0-3)**

*Prerequisites:* ARCH 302, ARCH 321 | F, SI

This course exposes students to the concepts of sustainability and energy conservation at the global, regional, and urban scales by assessing the different forms of energy available and the way each relates to the building industry.

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### **ARCH 423 | SUSTAINABLE URBANISM (3-0-3)**

*Prerequisites:* ARCH202, ARCH321, ARCH422 | **S, SII**

This course combines expertise in New Urbanism with a thorough understanding of environmental issues and techniques. It also exposes students to a comprehensive and technically informed way on how to design and build places that are environmentally responsible and also gratifying to inhabit.

### **ARCH 441 | PROFESSIONAL PRACTICE AND ETHICS (3-0-3)**

*Prerequisites:* PSPK 101, ARCH 302 | **S, SII**

Specific to the practice of Architecture, this course, through lectures and presentations, is designed to introduce business practices and procedures to final year students. The course will relate to private practice and the various members of the design and construction teams. Students will demonstrate their knowledge and understanding of contemporary professional practice through examinations and assignments. Lectures and studio exercises will assist students in marketing themselves by developing the communication skills necessary for professional practice. Field trips to design offices and building sites supplement instruction, and specialists may contribute to class discussions. Students are required to produce portfolios, including electronic, to a professional standard. Interviews by a jury, comprising interior design professionals both practitioners and academics, will constitute the final examination.

### **ARCH 501 | ARCHITECTURAL DESIGN STUDIO IX (0-6-6)**

*Prerequisite:* ARCH 402 | **F**

In this course, students prepare a thesis proposal which consists of collecting, analyzing, and writing a summary about data pertinent to a particular building type and use it to produce a preliminary design to be carried out in detail during the final semester. Students will build a comprehensive knowledge as to building standards and norms leading to space programming, codes, and regulations and design theory. Throughout the process, students will learn to plan, structure and write a research document as well as developing familiarity with research techniques and methods in the field of Architecture.

### **ARCH 502 | ARCHITECTURAL DESIGN STUDIO X (0-6-6)**

*Prerequisites:* ARCH 501, ARCH 542 | **S**

This is a capstone course in which students implement their thesis research by developing a project that incorporates all the principles of design demonstrating a comprehensive understanding of architectural design and evidence of professional capability. A final presentation of the resulting design to an advisory panel will be required.

### **ARCH 542 | LIFE SAFETY AND CODES (3-0-3)**

*Prerequisite:* ARCH 401 | **F, SI**

Life Safety and Codes refer to danger and hazard to life from fire. The Safety Codes deal with those construction, protection, and occupancy possessions necessary to reduce threat to life from the effects of fire flames, including burn-up, smoke, high temperature, and deadly gases produced during flames. The Safety Codes set up the basic criteria for the design of egress amenities so as to allow timely and quick evacuation by occupants from buildings or, where desirable, into protected areas within buildings. Life Safety Codes address and take design measures and plan for proper actions for fire and life safety issues in public and private buildings. They also present proper safety standards. The Safety Codes also tackle protective aspects and systems, building facilities, operating elements, repair operations, and other necessities respecting the fact that accomplishing a satisfactory measure of life safety depends on additional protection to provide proper egress time or safeguarding for occupants exposed to fire. The Safety Codes also tackle other concerns that, while essential in fire situations, supply constant help in other circumstances of use, including non-fire emergencies. The safety Codes tackle the fire prevention with the necessary building construction elements and features.

### **ARCH 561 | INTERNSHIP (3-0-3)**

*Prerequisite:* Senior status and approval of the Department Chair | **F, S, SI, SII**

Status and Approval of the Department Chair  
With the aid of the supervising instructor, the student participates in a practical “on-site” internship in which theoretical principles are applied to work situations under professional supervision.

**ARTS 200 | HISTORY OF ART I (3-0-3)**

*Prerequisite: ENGL 101 | F, S, SI*

This is a traditional art and architecture history survey course, which begins with the cave paintings and continues through to the Renaissance. Artworks will be analyzed in their historical, sociological, and political context through slide and video presentations, including major works from Islamic, Chinese, and Mesopotamian cultures.

**ARTS 201 | HISTORY OF ART II (3-0-3)**

*Prerequisites: ARTS 200, ENGL 102 | F, S, SI*

This course surveys the major developments in art and architecture from the Baroque era until the present day, comparing the tools used to make works of art, the sociological environment in which they are made, and the changing attitudes of art history. Additionally, the course covers major works from Mesoamerica, India, and Africa.

**ARTS 203 | ARTISTIC FORMS OF EXPRESSION (3-0-3)**

**S**

In this course, selected art forms are surveyed and presented as attempts of human beings to express themselves artistically in historical and cultural contexts; literary, theatrical, visual, and musical art forms are covered.

**ARTS 215 | MULTI-CULTURAL ART FORMS (3-0-3)**

**F**

This is a survey course on the study of art forms represented in various world cultures. This course introduces the student to a variety of art forms from the world over which has influenced various cultures and their lifestyles.

**ARTS 301 | PHOTOGRAPHY AS AN ART FORM (3-0-3)**

*Prerequisites: ARTS 201, PHOT 201 | SI*

This course aims to introduce to students a diverse range of photographer's work from the turn of the century to the contemporary, paralleling some of the major art movements of the 20th century. It will also offer students the opportunity to develop their own visual skills utilizing the digital camera. The course will invite students to address the current state of art photography through a series of presentations, discussions and topic specific projects.

**ARTS 305 | ART AND THE ELECTRONIC AGE (3-0-3)**

*Prerequisite: ARTS 201 | S, SI*

This course is an overview of each of the main advanced electronic art sectors, including the artists active in each of them. The sectors are: computer art, video art, and installation art. The course aims to give an account of the relationship between the artists and audiences, and to examine how art is received in virtual, public, interactive or traditional spaces. The course will address the current state of electronic art through a series of presentations, discussions and topic specific projects and/or research papers.

**BIOL 201 | PRINCIPLES OF BIOLOGY (3-0-3)**

*Corequisite: ENGL 101 | F, S, SI*

An introduction to the basic principles of modern biology, including biomacromolecules, bioenergetics, cell structure, genetics, homeostasis, evolution, and ecological relationships.

**BUSI 101 | INTRODUCTION TO BUSINESS (3-0-3)**

*F, S, SI, SII*

An introductory survey of the business world, with consideration of the structure and forms of business enterprise, the nature of business relationships, and the diversity and choice of business careers. This course explores perceptions and misperceptions of business and its role in society, in a multi-cultural setting.

**BUSI 201 | BUSINESS COMMUNICATIONS (3-0-3)**

*Prerequisites: BUSI 101, ENGL 101 | F, S, SI, SII*

This course covers the applications of effective communication principles in writing business letters, memoranda, and reports. Psychological elements of business correspondence and oral communication are studied.



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### **BUSI 211 | BUSINESS ETHICS (3-0-3)**

*Prerequisite: BUSI 101 (also applies to non-Business Majors) (not open to students who have previously been granted credit for PHIL 222) | F, S, SI*

This course introduces students to the ethical context of business operating domestically as well as internationally. This course introduces students to a cooperative framework, which will embrace the foundations of regional differences and influences with respect to ethical decision making. The difficult issue of ethical relativism and other problems associated with multiple ethical systems are examined from theoretical as well as case-based applied perspectives.

### **BUSI 221 | PERSONAL FINANCIAL MANAGEMENT (3-0-3)**

*Prerequisite: MATH 160 (not open to students in the Finance Concentration) | F*

This course covers fundamentals of personal finance including salary and compensation, budgeting, savings, investments, renting, establishing a home, property acquisition, installment contracts, purchase acquisition, scams and frauds, credit, insurance, retirement, taxes, and other financial issues. Exploration of current technology tools available for planning, organizing, execution, and evaluation in wealth generation will be made.



### **BUSI 301 | BUSINESS RESEARCH (3-0-3)**

*Prerequisites: BUSI 101, QUAN 201 | F, S, SI*

This course explores the role of research in business decision-making. Students will learn research concepts and terminology. Also, students will identify an actual business problem and apply research principles and procedures to reach a solution. The course includes development of a proposal as well as data collection and analysis culminating in a presentation of all steps used in the research process.

### **BUSI 311 | BUSINESS LAW I (3-0-3)**

*Prerequisites: BUSI 101, BUSI 211 | F, S, SI*

This course serves as an introduction to the issues arising in the legal environment in which businesses operate. Consideration is given to the law of contracts, business torts, warranties, agency law and business formation including potential liability exposure.

### **BUSI 312 | BUSINESS LAW II (3-0-3)**

*Prerequisite: BUSI 311 | F, S*

This course is a continuation of the introductory business law course and examines the following areas of law: corporate mergers, sales and lease contracts, negotiable instruments, debtor-creditor relationships including secured transactions and creditors rights and bankruptcy, intellectual property and internet law, securities regulations, the international legal environment and labor and employment law including discrimination.

### **BUSI 321 | BUSINESS IN THE INTERNATIONAL ENVIRONMENT (3-0-3)**

*Prerequisite: ECON 202 | F, S, SI*

Consideration is given to comparative analysis of market conditions and business practices in the global economy, with an emphasis on international economic factors and institutions, including trade, financing, exchange rates, development and government policies. Selected topics in international management are covered.

### **BUSI 331 | INFORMATION SYSTEMS AND TECHNOLOGY (3-0-3)**

*Prerequisites: COMP 101, MATH 160 | F, S, SI, SII*

This course ensures that business students have exposure (beyond the learning outcomes of COMP 101) to the effective use of spreadsheets in analytical situations and also includes a serious, in-depth introduction to relational databases. The overall aim of this course, taken at the beginning of the junior year, is to provide students with the knowledge and skills to use information technology as a part of managerial decision making. This course is not open to IT majors.

### **BUSI 481 | INTERNSHIP (3-0-3)**

*Prerequisite: Senior status and approval of the Department Chair | Upon demand*

With the aid of a supervising instructor, and under the direct supervision of a member of the host organization, the student participates in a practical onsite internship in which theoretical principles are applied to work situations. Upon the end of the internship, the student submits a report to the supervising instructor.

**CHEM 201 | GENERAL CHEMISTRY (3-0-3)**

*Corequisite: ENGL 101 | F, S, SI*

Fundamental laws and theories of chemical reactions. Topics include atomic structure, bonding theory, stoichiometry, properties of solids, liquids, and gases; chemical thermodynamics, electrochemistry, and kinetics; introduction to organic chemistry.

**COMM 101 | INTRODUCTION TO GLOBAL MEDIA (3-0-3)**

**F, S**

Provides introduction to the theories and practices of globalized media, with particular emphasis on the rise of digital media, ethical norms in a shifting media environment, the relationships between news producers (professionals and “amateurs”) and news consumers; entrepreneurial skills needed by new journalists, and other topics, all examined in an international context. Students participate in a “digital homeroom,” with individual reporting blogs.

**COMM 102 | RESEARCH FUNDAMENTALS (1-0-1 CREDITS)**

**F, S**

In addition to reinforcing basic research skills such as how to use library facilities, citation formats, research paper requirements, legal issues related to research and accessing public records, this course enables students to master the use of the new internet based search from Google to YouTube in order to acquire the modern tools of information gathering that are essential for today’s journalists; therefore, this course also enables the students to be ready for graduate school.

**COMM 103 | MEDIA, CULTURE AND SOCIETY (3-0-3)**

**F, S**

Explores relationship between the media and the larger society, encompassing cultural and political issues affected by news and non-news media. Topics include pre-twentieth century media history; the rise of film, radio, and television; and the arrival of the Internet. Issues addressed include media effects on politics, consumer behavior, and public discourse.

**COMM 201 | MEDIA ECONOMICS AND RESEARCH (3-0-3)**

**F**

Addresses basic economic realities of the news, entertainment, and other media industries and instructs students in using statistical tools – such as audience research – that measure media organizations’ performance.

**COMM 202 | ETHICAL AND LEGAL RESPONSIBILITIES IN THE MASS MEDIA (3-0-3)**

**S**

Provides students, through case study approach, with understanding of traditions of media-related law that might be used as paradigms in countries with evolving media systems. Assesses ethical duties that accompany the influence of journalism, entertainment, advertising, and public relations.

**COMM 221 | MEDIA WRITING SKILLS (3-0-3)**

**F**

Emphasizes “cross-training” by teaching writing techniques suited for print, broadcast, and online media.

**COMM 222 | MULTIPLATFORM STORYTELLING (3-0-3)**

*Prerequisite: COMM 221 | S*

Continuing the themes of COMM 221, provides training in writing for multiple media platforms, ranging from ink on paper to multimedia venues. Different media require different storytelling skills, and this course emphasizes new media technologies, including basic production techniques.

**COMP 101 | INTRODUCTION TO COMPUTERS (3-0-3)**

**F, S, SI, SII**

This course develops students’ skills and critical thinking abilities that will enable them to understand computers and computer technology, trouble shoot problems, and improve their understanding of Information Technology applications in many career paths. This course builds a foundation for success in computer applications by introducing students to fundamental technology concepts such as Internet services and architecture, Data Security, Database Management System, and giving students essential computer skills.

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## **COMP 103 | THE INTERNET (3-0-3)**

*Prerequisite:* COMP 101 | **F, S, SI, SII**

After an introduction to the Internet and HTML, students will learn how to navigate through The World Wide Web (WWW), restrict their search of Internet sources, retrieve and edit information, and create and receive email. After reviewing and critiquing websites that illustrate various formats and purposes, students will create a hypothetical company, organization or personality and then devise an informative and appealing web page.

## **COMP 180 | FUNDAMENTALS OF PROGRAMMING (3-0-3)**

*Prerequisite:* Placement by Computer Proficiency

*Examination or* COMP 101 | **F, S, SI**

Fundamentals of programming in common microcomputing languages. Program structure, procedural statements, input/output, file handling, and basic algorithms. Applications including sorting and matching.

## **DESI 201 | BASIC PRINCIPLES OF 2D DESIGN (4-0-4)**

*Prerequisites:* DESI 203, DESI 204 | **F, S, SI**

This foundation class introduces the elements and principles of art through black and white two dimensional projects. Students develop a vocabulary for art through class critique, presentation, and reading assignments. Students learn basic skills of craftsmanship and how to solve visual problems.

## **DESI 202 | BASIC PRINCIPLES OF 3D DESIGN (4-0-4)**

*Prerequisite:* DESI 201, *Corequisites:* DESI 205,

ARTS 200 | **F, S, SI**

Relief or free-standing sculpture is common in commercial art such as packaging design, displays, exhibition signage, window decoration, etc. This foundation level course introduces students to the basics of design in three dimensions: height, width, and depth. Students learn to think three-dimensionally and explore the potential of a variety of media.

Practical applications in the design world and a conceptual approach with art historical references are emphasized through slide lectures and discussions.

## **DESI 203 | COLOR THEORY AND PRACTICE (3-3-3)**

*Corequisites:* DESI 201, DESI 204 (*not applicable to Interior Design majors*) | **F, S, SI**

This is a theoretical and practical course examining the visual forces of color and color relationships in traditional and electronic mediums. The foundation level class is essential to all design students. Through knowledge of color principles, the ability to manipulate hue, value and chroma as well as the sensitivity to aesthetic and psychological qualities is developed in the class. The student also learns proper electronic applications of CMYK color from print, and RGB color for the web and broadcast.

## **DESI 204 | FREEHAND DRAWING I (4-0-4)**

*Corequisites:* DESI 201, DESI 203 (*not applicable to Interior Design majors*) | **F, S, SI**

The techniques of drawing basic forms and shapes are developed through exercises, which develop perceptual skills. The student studies volume, tone, texture, perspective and composition. The exercises are presented in sequence and are designed to develop the individual student's basic drawing methods and techniques.

## **DESI 205 | FREEHAND DRAWING II (4-0-4)**

*Prerequisite:* DESI 204, *Corequisites:* DESI 202,

ARTS 200 | **F, S, SI**

A continuation of part I (DESI103), this course continues student's practice of composition, tone, and composition. Additionally, students study the human figure, gesture drawing, and explore different drawing media. Students are introduced to different drawing techniques in a historical context.

## **DESI 210 | FIGURE DRAWING (4-0-4)**

*Prerequisite:* DESI 204 | **F**

Working from live models, students learn the basic fundamentals of drawing the human body in proportion and scale. Through the use of primarily black and white media, the student uses line and tone to structure the human figure.

**DESI 401 | ADVANCED DRAWING (3-3-3)**

*Prerequisite: DESI 205 or DESI 210 | S*

Using the drawing media of their choice, students will push their drawing skills to a higher level through a series of in-depth drawing projects. A personal style will be emphasized.

**DPST 301 | THE GLOBAL ART OF ENTERTAINMENT (3-0-3)**

*Upon demand*

Provides an overview of the entertainment industry's history and economics and introduces students to the basics of the profession's scriptwriting, performance, and production techniques.

**DPST 302 | MEDIA AND PUBLIC SERVICE (3-0-3)**

*S*

Explores the role of media in promoting health, education, public safety, and other issues. A case study approach will involve students in research and planning media campaigns in these fields.

**DPST 321 | DIGITAL STORYTELLING (0-3-3)**

*Prerequisite: COMM 222 | F*

Teaches students to use digital formats for story telling, with particular emphasis on online media. This course continues instruction paths begun in COMM 221 and COMM 222.

**DPST 341 | DIGITAL PRODUCTION (0-3-3)**

*Prerequisite: DPST 321 | S*

Trains students in the basic use of video and sound recording tools and in computer-based technologies for editing and other production purposes.

**DPST 361 | ONLINE COMMUNITIES (0-3-3)**

*F*

Examines the establishment, workings, and effects of online communities, ranging from Second Life-type creations to virtual communities of diasporic populations.

**DPST 362 | GAMES OF THE DIGITAL WORLD (3-0-3)**

*Upon demand*

Analyzes digital games and playfulness as a form of communication, with particular attention to the creation of games, ethical issues, and gamer communities.

**DPST 401 | CURRENT ISSUES IN DIGITAL PRODUCTION AND STORY TELLING (3-0-3)**

*Prerequisite: DPST 341 | Upon demand*

Examines a range of topics not covered or covered only briefly in other courses. These may include particular aspects of television, cinema, and online entertainment, new media industry business models, the significance of interactive online features, consumers as participants in creating media products, and other matters with which graduating students should have some familiarity.

**DPST 441/JOUR 441 | THE DOCUMENTARY (0-3-3)**

*Prerequisite: COMM 222 | F*

Studies the history of the documentary and analyzes examples of documentaries in various media. Students working in teams produce mini-documentaries as class projects, which are made available on the MBRSC Web site.

**DPST 442 | CAPSTONE PROJECT- STORY TELLING (0-3-3)**

*Prerequisite: DPST 321 | F*

With a faculty advisor, students will work individually or in small groups on a project such as writing a screenplay or scripts for entertainment programs.

**DPST 443 | CAPSTONE PROJECT- PRODUCTION (0-3-3)**

*Prerequisite: DPST 341 | S*

With a faculty advisor, students will work in small teams to create a visual production that will be viewed on the MBRSC Web site.

**DPST 461 | INTERNSHIP (3-0-3)**

*Prerequisite: Senior status*

A carefully supervised internship with a media organization. Students are required to submit an ongoing journal and summary paper.

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## **ECON 201 | PRINCIPLES OF MICRO-ECONOMICS (3-0-3)**

*Prerequisite:* MATH 160 | **F, S, SI, SII**

Economic theory of the firm; resource allocation and price determination; the free market supply/demand mechanism; and pure and imperfect competition models are analyzed. Students must receive at least a **C grade** in this course in order to register for additional Economics Concentration courses.

## **ECON 202 | PRINCIPLES OF MACRO-ECONOMICS (3-0-3)**

*Prerequisite:* ECON 201 | **F, S, SI, SII**

Factors determining aggregate economic performance; employment, output, income, price level, economic growth and fluctuations, monetary and fiscal governmental policy; and evolution of economic doctrines are studied. Students must receive at least a C grade in this course in order to register for additional Economics Concentration courses.

## **ECON 302 | MONEY AND BANKING (3-0-3)**

*Prerequisites:* ECON 202 and completion of ECON 201 with a grade of C or higher | **F, S**

This course covers the nature of monetary and banking theory; banking history; measurement factors used in determining economic activity; interrelationship of commercial banking system and foreign exchange transactions; balance of international payments; and financial intermediaries.

## **ECON 310 | HISTORY OF ECONOMIC THOUGHT (3-0-3)**

*Prerequisites:* ECON 202 and completion of ECON 201 with a grade of C or higher | **F, SI**

Students completing this course will have obtained in depth knowledge of the history of economic thought, and its relationship to the rise of capitalism as a social, and increasingly global system. It is of important that students majoring in economics understand the historical context in which it has developed. Such knowledge allows students to better grasp complex economic phenomena such as the organization of capital markets, as well as the production and distribution of wealth, form both a historical and contemporary perspective.

## **ECON 311 | MANAGERIAL ECONOMICS (3-0-3)**

*Prerequisites:* ECON 202 and completion of ECON 201 with a grade of C or higher | **S, SI**

This course is an advanced analysis of rational economic decision-making in a managerial context. Topics include demand estimation, project analysis, business and economic forecasting, market structure and competition.

## **ECON 312 | INTERMEDIATE MICROECONOMICS (3-0-3)**

*Prerequisites:* ECON 202 and completion of ECON 201 with a grade of C or higher | **F, S**

This course provides students with a more advanced treatment of the topics covered in principles of microeconomics. Particular emphasis is placed on resource allocation and price determination, as determined by consumers' and firms' behaviors. The course explores in detail the concepts of equilibrium and non-competitive markets. It also includes an introduction to game theory, and an advanced treatment of welfare economics, beyond that covered in principles courses.

## **ECON 313 | INTERMEDIATE MACROECONOMICS (3-0-3)**

*Prerequisites:* ECON 202 and completion of ECON 201 with a grade of C or higher | **F, S**

This course provides students with a more advanced treatment of the topics covered in principles of macroeconomics. Topics include detailed treatment of factors which determine national income, employment, and price levels, with particular attention to the effects of monetary and fiscal policies. It extends the analytical skills and knowledge of undergraduate students, with respect to economic aggregates that are the foundation of macroeconomics. Aggregates such as interest, income, consumption, investment, government expenditures, money supply and international transactions are the cornerstones of macroeconomics.

**ECON 401 | INDUSTRIAL ORGANIZATION**  
**(3-0-3)**

*Prerequisite: Completion of ECON 201 with a grade of C or higher | S*

The course begins with an examination of basic theoretical models of the behavior of firms under different market structures such as perfect competition, oligopoly and monopoly. The focus then shifts to the applications of economics in antitrust cases. Industry cases and applications of antitrust policies are studied with an emphasis on the structure-conduct-performance approach to industrial organization.

**ECON 410 | URBAN AND REGIONAL ECONOMICS (3-0-3)**

*Prerequisite: ECON 312 | SI*

The focus of this course is on the spatial impacts of economic processes within urban environments. It emphasizes economic theory and the assessment of urban problems, such as: housing, transportation, environmental quality, and public policy.

**ECON 411 | ECONOMIC DEVELOPMENT**  
**(3-0-3)**

*Prerequisites: ECON 312, ECON 313 | S*

This course will provide students with a basic understanding of the concepts of development and provide them with an in-depth understanding of the various components of the development process: economic growth, income inequality, poverty, sustainable development, education, health and nutrition.

**ECON 430 | INSTITUTIONAL ECONOMICS**  
**(3-0-3)**

*Prerequisite: ECON 312 | S*

This course examines several economic concepts which are useful in understanding legal rules: externalities, the assignment of property rights, and the Coase Theorem. The property rights structure of any society produces significant implications in terms of opportunities, responsibilities and individuals' privileges. Economic organizations such as firms can be modeled as a nexus of contracts.

**ECON 431 | HEALTH CARE ECONOMICS**  
**(3-0-3)**

*Prerequisite: ECON 312 | SI*

This course provides students with a comprehensive overview of the key aspects of health care economics. Students obtain in-depth understanding of the economic attributes of medical care, health insurance, the demand for health and medical care services, and the economic behavior of health care providers. Particular emphasis is placed upon the role of health care technologies in health care cost inflation, as well as its adoption and diffusion among providers.

**ECON 441 | PUBLIC FINANCE (3-0-3)**

*Prerequisite: ECON 202 | F*

The focus of this course is on the economics of the public sector. Topics covered include the government budget and its impact on resource allocation, income distribution and economic stabilization; the government budgeting process and the principles and problems of budget determination, including both tax and expenditure aspects; tax shifting and incidence; and fiscal and debt management policies.

**ECON 442 | OIL AND ENERGY ECONOMICS**  
**(3-0-3)**

*Prerequisites: ECON 312, ECON 313 | S*

The course provides students with an overview of the economics of energy markets, as well as the determinants of recent and historical price trends in the industry. Students are provided with an introduction into energy trading, and how such trading is influenced by economic and political events.

**ECON 460 | APPLIED ECONOMETRICS (3-0-3)**

*Prerequisites: ECON 312, QUAN 301 | E, S*

This course provides students with an introduction into econometrics, emphasizing its practical applications in microeconomics and macroeconomics. Students are required to complete several applied economic research assignments, utilizing econometric model, data collection techniques, and techniques of policy analysis.

**ECON 491 | SPECIAL TOPICS IN ECONOMICS**  
**(3-0-3)**

*Prerequisite: Senior status or approval of the Department Chair | Upon demand*

This course represents a critical study into the theory, research and practical applications of an advanced topic in economic, one that is not covered in other economics courses. The specific topics will be determined by the interest of students and the instructor.

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## **ECVL 260 | STATICS W/LAB (3-3-4)**

*Prerequisites:* MATH 220, PHYS 201 | **F, S**

Forces, moments, and equivalent system of forces. Equilibrium of particles and rigid bodies in two and three dimensions. Center of gravity, distributed forces, and internal forces. Analysis of simple structures. Friction and moment of inertia.

## **ECVL 265 | DYNAMICS (3-0-3)**

*Prerequisites:* ECVL 260, MATH 231 | **S, SI**

Kinematics and kinetics of rigid bodies in plane motion. Work, kinetic energy, impulse and momentum in translational and rotational motion. Vibration analysis of undamped and damped SDOF systems.

## **ECVL 268 | MECHANICS OF MATERIALS W/LAB (3-3-4)**

*Prerequisite:* ECVL 260 | **S, SI**

Analysis of stresses and strains in two and three dimensions. Stress transformation and Mohr's circle. Torsion of circular sections, bending of beams, shear flow, and buckling of axially loaded members.

## **ECVL 300 | ENGINEERING GRAPHICS AND VISUALIZATION (3-0-3)**

*Prerequisite:* ENGG 255 | **F**

Computer-aided drawing, simple wire framing, and solid modeling. Development and interpretation of civil site plans, drawings and specifications for structural, geotechnical, transportation, and water resources applications.

## **ECVL 305 | GEOMATICS W/LAB (3-2-3)**

*Prerequisites:* ECVL 300, ENGG 300 | **S**

Spatial data collection methods including surveying, leveling, and traversing. Adjustment, error correction, and total station measurements. Geometric design of roadways and highways, and cut and fill sections. Lab and field work.

## **ECVL 310 | ENGINEERED MATERIALS W/LAB (3-2-3)**

*Prerequisites:* CHEM 201, ECVL 268 | **F**

Physico-chemical properties of construction materials. Atomic structure and phase diagrams. Corrosion and chemical degradation. Material hardness, durability, fracture, ductility, and strengthening mechanisms. Engineering shop experience.

## **ECVL 330 | FLUID MECHANICS W/LAB (3-2-3)**

*Prerequisites:* ECVL 265, MATH 240 | **F**

Mechanics of fluids with emphasis on control volume analysis of flowing fluids using kinematics, continuity, energy, and momentum principles. Introduction to open channel flow and applications to real fluids.

## **ECVL 340 | ENVIRONMENTAL ENGINEERING W/LAB (3-2-3)**

*Prerequisites:* BIOL 201, CHEM 201, ENGG 300 | **S**

Environmental engineering issues associated with water, air, and land pollution. Risk assessment, groundwater contamination, environmental chemistry, global climate change, and sustainable technologies.

## **ECVL 360 | STRUCTURAL ANALYSIS I (3-0-3)**

*Prerequisites:* ECVL 268, MATH 230 | **F**

Determination of internal forces and deflections in statically determinate trusses, beams and frames. Introduction to analysis of statically indeterminate structures. Compatibility equations, three-moment equation, and moment distribution.

## **ECVL 368 | REINFORCED CONCRETE DESIGN I (3-0-3)**

*Prerequisites:* ECVL 310, ECVL 360 | **S**

Methodologies and codes for design of reinforced concrete elements. Design of members for flexure, shear, and bond development. Detailing of continuous beams, one-way slabs, short columns, and footings. Design project.

## **ECVL 370 | GEOTECHNICAL ENGINEERING I W/LAB (3-3-4)**

*Prerequisites:* ECVL 310, ECVL 330 | **S**

Introduction to engineering classification, mechanical behavior, and compaction of soils. Effective stresses and seepage. Spatial stress distribution and consolidation. Introduction to shear strength, foundation design, and site exploration.

## **ECVL 380-389 | LABORATORY TOPICS IN CIVIL ENGINEERING (0-3-1)**

*Prerequisite:* Approval of the Dean | **Upon demand**

Laboratory topics of interest to students and faculty which are not available in the existing Civil Engineering curriculum can be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

**ECVL 399 | FIELD EXPERIENCE IN CIVIL ENGINEERING (1-8-2)**

*Prerequisites:* ECVL 305, ECVL 360, ECVL 370 | **SI**  
Practical field experience, involving work on real civil engineering projects. Technical work under the supervision of a civil engineer, with emphasis on design and construction. Professional and ethical issues in the engineering workplace.

**ECVL 420 | CONSTRUCTION ENGINEERING AND MANAGEMENT (3-0-3)**

*Prerequisites:* ENGG 255, ENGG 300 | **F**  
Fundamental concepts in planning, design, and construction of civil engineering projects. Introduction to project scheduling, cost estimating, controls, procurement, construction productivity, value engineering, and quality assurance.

**ECVL 422 | INFRASTRUCTURE MANAGEMENT SYSTEMS (3-0-3)**

*Prerequisite:* ECVL 420 | **S**  
Design of integrated systems for management of civil infrastructure. Life-cycle cost analysis, service life prediction, deterioration modeling, optimization & resource allocation, and data modeling. Role of critical infrastructure in society. Design project.

**ECVL 430 | HYDROLOGY (3-0-3)**

*Prerequisites:* ECVL 330, ENGG 300 | **F (even years)**  
Introduction to surface and groundwater hydrology. Global circulation and the hydrologic cycle. Precipitation, infiltration, evaporation, and runoff analysis. Stream networks, river flow, and reservoir routing.

**ECVL 433 | HYDRAULIC ENGINEERING (3-0-3)**

*Prerequisite:* ECVL 330 | **S**  
Applications of fluid mechanics to engineered and natural hydraulic systems. Open channel flow, fluid drag, pipe networks, design of hydraulic structures, and environmental hydraulics. Computational methods in hydraulics. Design project.

**ECVL 440 | SUSTAINABLE ENGINEERING DESIGN (3-0-3)**

*Prerequisite:* ECVL 340 | **F (odd years)**  
Implications of sustainability for engineering design and practice. LEED, life cycle analysis, and environmental impact assessment. Models, software tools, and applications in water management, construction material selection, and energy use.

**ECVL 444 | WATER AND WASTEWATER ENGINEERING (3-0-3)**

*Prerequisites:* ECVL 330, ECVL 340 | **F**  
Unit operations in water, wastewater, and groundwater treatment. Design of water and wastewater treatment operations and processes using bench-scale experiments and software. Preliminary cost estimates. Design project.

**ECVL 450 | TRANSPORTATION ENGINEERING W/LAB (3-2-3)**

*Prerequisite:* ECVL 305 | **F**  
Transportation planning and facility design. Geometric design of highways. Design of flexible and rigid pavements. Traffic control, flow, capacity and level of service analysis. Multimodal transportation systems and travel demand.

**ECVL 451 | PAVEMENT ENGINEERING (3-0-3)**

*Prerequisites:* ECVL 370, ECVL 450 | **S (even years)**  
Analysis and design of flexible and rigid pavements for highways and airfields. Advanced technologies and materials for pavements. Performance evaluation and rehabilitation of distressed pavement.

**ECVL 455 | TRAFFIC ENGINEERING (3-0-3)**

*Prerequisite:* ECVL 450 | **S**  
Human, vehicular and traffic characteristics. Design considerations for traffic systems, including traffic control devices, queuing theory, and highway capacity. Transportation planning and traffic impact studies. Design Project.

**ECVL 460 | STRUCTURAL ANALYSIS II (3-0-3)**

*Prerequisite:* ECVL 360 | **S (even years)**  
Analysis of structures using matrix methods. Flexibility and stiffness techniques. Influence lines, moving loads, and approximate methods of analysis. Introduction to the finite element method.

**ECVL 462 | STRUCTURAL DYNAMICS (3-0-3)**

*Prerequisites:* ECVL 265, ECVL 360 | **S (odd years)**  
Response of single and multiple DOF systems to dynamic excitation under free and forced vibration. Frequency response analysis and response spectra of linear systems. Introduction to earthquake engineering.

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## ECVL 464 | BRIDGE ENGINEERING (3-0-3)

*Prerequisite:* ECVL 368 | **S (even years)**

Design, inspection, and repair methodologies for bridges in emerging and mature infrastructures. Structural systems for short-, moderate- and long-span crossings. Design procedures for steel, concrete, and composite elements. Design project.

## ECVL 466 | STRUCTURAL STEEL DESIGN (3-0-3)

*Prerequisites:* ECVL 310, ECVL 360 | **F**

Behavior of structural steel in tension and compression. Design methods for tension and compression members and beams. Design and analysis of welded and bolted connections. Design project.

## ECVL 468 | REINFORCED CONCRETE DESIGN II (3-0-3)

*Prerequisite:* ECVL 368 | **S (odd years)**

Short columns under biaxial bending, slender columns, and torsion in beams. Direct design and equivalent frame method for two-way slabs, and flat slabs. Design of prestressed concrete for flexure and shear, and loss of prestress.

## ECVL 470 | GEOTECHNICAL ENGINEERING II (3-0-3)

*Prerequisite:* ECVL 370 | **F**

Design and analysis of geotechnical structures, including shallow and deep foundations, and earth retaining structures. Analysis and remediation of slope instability. Ground improvement techniques. Design Project.

## ECVL 475 | FOUNDATION DESIGN AND CONSTRUCTION (3-0-3)

*Prerequisite:* ECVL 470 | **S (odd years)**

Design of shallow and deep foundations using settlement-based criteria and LRFD. Design and construction of shoring, cofferdams and dewatering methods for site excavations. Site investigation, assessment of in-situ soil properties, and evaluation of recommendations for foundation engineering reports.

## ECVL 480-489 | SPECIAL TOPICS IN CIVIL ENGINEERING (3-0-3)

*Prerequisite:* Approval of the Dean | **Upon demand**

Topics of interest to students and faculty which are not available in the existing Civil Engineering curriculum can be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

## ECVL 499 | CIVIL ENGINEERING DESIGN PROJECT (3-3-4)

*Prerequisite:* ECVL 399, *Corequisites:* ECVL 420, ECVL 450 | **F, S**

Interdisciplinary course covering a broad range of civil engineering topics. Integrated team design project involving structural and geotechnical design, transportation planning, environmental assessment, construction management, cost estimates, plans and specifications.

## EECE 200 | LINEAR CIRCUIT ANALYSIS I W/ LAB (3-3-4)

*Prerequisite:* PHYS 202, *Corequisite:* MATH 231 | **F, S**

Physical principles underlying circuit model elements. Basic circuit elements, resistance, inductance, and capacitance. Independent and controlled sources and OpAmps. Analysis of steady-state and transient responses. First- and second-order circuits.

## EECE 205 | LINEAR CIRCUIT ANALYSIS II W/ LAB (3-3-4)

*Prerequisites:* EECE 200, MATH 231 | **S, SI**

Analysis of sinusoidal steady-state systems. Frequency response and Bode plots. Circuit analysis using mathematical transforms, convolution integrals, state variable methods, and transfer functions. Simulation software applications.

**EECE 240 | DIGITAL SYSTEM DESIGN W/LAB (3-3-4)**

*Prerequisites: EECE 200, MATH 230 | S, SI*

Introduction to digital logic design. Boolean algebra and switching theory, logic minimization and K-maps, combinational design, programmable logic, state elements, synchronous sequential design, and basic memory structure.

**EECE 250 | INTERMEDIATE PROGRAMMING (3-0-3)**

*Prerequisite: COMP 180 | F, S*

Object-oriented programming for advanced problem solving. Abstract classes, inheritance, and polymorphism. Advanced flow control instructions, abstract data types, I/O streams, and memory management. Elementary data structures.

**EECE 300 | MICROELECTRONIC DEVICES AND CIRCUITS W/LAB (3-2-3)**

*Prerequisites: EECE 205, CHEM 201 | F*

Conceptual and functional description of the characteristics of microelectronic devices, semiconductors, PN junctions, diode circuits, BJT and FET's. Load-line analysis, bias and small signal equivalent circuits. Design Project.

**EECE 305 | ANALOG ELECTRONICS (3-0-3)**

*Prerequisite: EECE 300 | S*

Analysis and design of electronic circuits and systems. Biasing, small-signal analysis, frequency response, feedback amplifiers, active filters, non-linear operational amplifier applications, and oscillators.

**EECE 310 | APPLIED ELECTROMAGNETICS I (3-0-3)**

*Prerequisites: EECE 205, MATH 240 | F*

Vector analysis, Coulomb's law and electric field intensity. Gauss's law. Energy and potential, conductors, dielectrics and capacitance. Magnetic forces, materials and inductance. Time varying fields and Maxwell's equations.

**EECE 315 | APPLIED ELECTROMAGNETICS II W/LAB (3-2-3)**

*Prerequisites: EECE 310, ENGG 255 | S*

Laws and applications of Electromagnetics to electrical engineering applications including electromagnetic wave propagation, transmission lines, matching networks, Smith chart, waveguides and antennas. Software-based design of matching networks and microstrip lines.

**EECE 320 | SIGNALS AND SYSTEMS W/LAB (3-2-3)**

*Prerequisites: EECE 205, ENGG 222 | F*

Introduction to signals and systems, including time and frequency-domain representations of signals and linear time-invariant systems. Laplace Transform and ztransform. Applications in analog and digital filters, communication systems and linear feedback systems.

**EECE 323 | FUNDAMENTALS OF DIGITAL SIGNAL PROCESSING (3-0-3)**

*Prerequisite: EECE 320 | S*

Fundamental concepts and techniques for digital signal processing. Fourier transforms, DFS, DFT and FFT. Analysis of linear time-invariant systems. Structures for discrete-time systems. Digital filter design.

**EECE 326 | COMMUNICATION SYSTEMS I W/LAB (3-2-3)**

*Prerequisites: EECE 320, ENGG 300 | S*

Random processes. Analysis of amplitude and frequency modulations. Sampling, quantization and pulse amplitude modulation, Frequency and time division multiplexing, Baseband pulse transmission and the effects of noise and inter-symbol interference.

**EECE 330 | ELECTRIC POWER SYSTEMS W/LAB (3-2-3)**

*Prerequisites: EECE 205, ENGG 222 | S*

Balanced three phase real and reactive power. Power factor and power factor correction. System model and per unit analysis. Transmission line parameters and performance. Power flow and usage for system planning and design.



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## EECE 340 | INTRODUCTION TO MICROPROCESSORS W/LAB (3-2-3)

*Prerequisites:* EECE 240, EECE 250 | **F**

Introduction to architecture, operation, and application of microprocessors. Assembly programming language, address decoding, and system timing. Parallel, serial, and analog I/O, interrupts and direct memory access. Interfacing to static and dynamic RAM.

## EECE 345 | COMPUTER ARCHITECTURE (3-0-3)

*Prerequisite:* EECE 340 | **S**

Instruction set architecture (ISA) design and analysis. High-level languages, compilers, and ISA interaction. Simple and pipelined datapath/control path processor design. Memory hierarchy and caches. Performance evaluation and analysis.

## EECE 350 | DATA STRUCTURES AND ALGORITHMS (3-0-3)

*Prerequisites:* EECE 250, MATH 250 | **F**

Abstract data types and data representation in sets, lists, trees and graphs. Storage allocation and collection techniques. Basic algorithms for manipulation and characterization of stored data. Performance characterization and evaluation.



## EECE 355 | SOFTWARE ENGINEERING (3-0-3)

*Prerequisites:* EECE 350, ENGG 255 | **S**

UML modeling and use case diagrams. Requirements elicitation, object models, and system design. Mapping models to code, code optimization, and testing. Configuration management, software maintenance, and lifecycle design methodologies.

## EECE 360 | COMMUNICATION NETWORKS (3-0-3)

*Prerequisites:* EECE 250, ENGG 300 | **S**

Overview of data communications and networking. Multi-layer network architecture and protocols. Network services, applications, and transport architectures. Routing and forwarding. Link layers, LAN, Ethernet, and wireless networks.

## EECE 380-389 | LABORATORY TOPICS IN ELECTRICAL AND COMPUTER ENGINEERING (0-3-1)

*Prerequisite:* approval of the Dean | **Upon demand**

Laboratory topics of interest to students and faculty which are not available in the existing Computer or Electrical Engineering curricula will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

## EECE 398 | FIELD EXPERIENCE IN ELECTRICAL ENGINEERING (1-8-2)

*Prerequisites:* EECE 300, EECE 326, EECE 330 | **SI**

Practical field experience, involving work on real electrical engineering projects. Technical work under the supervision of an electrical engineer. Professional and ethical issues in the engineering workplace.

## EECE 399 | FIELD EXPERIENCE IN COMPUTER ENGINEERING (1-8-2)

*Prerequisites:* EECE 340, EECE 350, EECE 360 | **SI**

Practical field experience, involving work on real computer engineering projects. Technical work under the supervision of a computer engineer. Professional and ethical issues in the engineering workplace.

## EECE 380-389 | LABORATORY TOPICS IN ELECTRICAL AND COMPUTER ENGINEERING (0-3-1)

*Prerequisite:* approval of the Dean | **Upon demand**

Laboratory topics of interest to students and faculty which are not available in the existing Computer or Electrical Engineering curricula will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

## EECE 410 | ANTENNA THEORY (3-0-3)

*Prerequisite:* EECE 315 | **F (odd years)**

Antenna parameters such as radiation pattern, directivity and gain, polarization, input impedance, radiation efficiency. Wire, array, aperture, and microstrip antenna. Softwarebased antenna design. Antenna measurements.

## EECE 414 | OPTICAL FIBER COMMUNICATIONS (3-0-3)

*Prerequisite:* EECE 315 | **S (even years)**

Introduction to optical fibers, optical propagation, step index fibers, graded index fibers, absorption and dispersion in optical fibers, optical fiber cables and connectors, optical sources, optical detectors, optical fiber systems.

**EECE 416 | MICROWAVE ELECTRONICS (3-0-3)**

*Prerequisites: EECE 305, EECE 315 | S (odd years)*

Scattering parameters, the ZY Smith chart, design of matching networks. Basic considerations in active networks, stability, gain and noise. Design of different types of amplifiers such as LNA, HGA, MGA. Software lab for designing amplifiers design.

**EECE 426 | COMMUNICATION SYSTEMS II (3-0-3)**

*Prerequisite: EECE 326 | F*

Geometric representation of signals and signal-space analysis. Digital modulation by phase shift keying, quadrature amplitude modulation, frequency shift keying and their individual variants. Spread spectrum modulation. Error correction coding.

**EECE 428 | WIRELESS COMMUNICATIONS (3-0-3)**

*Prerequisite: EECE 326 | S*

Radio wave propagation, paths loss models, Multipath fading in wireless channels. The cellular concept. Modulation techniques for wireless communication. Equalization, diversity and coding, and multiple access techniques in wireless networks.

**EECE 430 | ENERGY ENGINEERING (3-0-3)**

*Prerequisite: EECE 330 | F*

Introduction to electromechanical power conversion and transformers. Synchronous machines, asynchronous (induction) machines, and operating principles of AC and DC machinery. Introduction to alternative and renewable energy with emphasis on solar and wind energy.

**EECE 433 | ELECTRIC DRIVES (3-0-3)**

*Prerequisite: EECE 330 | S*

Basic AC and DC variable speed motor drives. Variable voltage and variable frequency drives for induction motors, including flux vector control. Fundamentals of power electronics for motor drives. Design of system interface, control, and commissioning.

**EECE 440 | EMBEDDED SYSTEM DESIGN W/ LAB (3-2-3)**

*Prerequisite: EECE 340 | F*

Microcontroller structure, instruction set, and peripherals. Digital and analog I/O, interrupts, timers and event counters, and serial communication. Efficient microcontroller programming with assembly and C. Real-time kernels and scheduling techniques.

**EECE 442 | SYNTHESIS WITH HDL (3-0-3)**

*Prerequisite: EECE 340 | S*

Fundamental concepts, techniques, and tools for computer-aided design of digital systems. Modeling, simulation, and verification of digital systems using hardware descriptive languages at the register transfer level (RTL).

**EECE 445 | ADVANCED COMPUTER ARCHITECTURE (3-0-3)**

*Prerequisite: EECE 345 | F*

Comprehensive coverage of the architecture and system issues that confront the design of high performance workstation/PC computer architectures. Quantitative evaluation of computer architectures.

**EECE 450 | OPERATING SYSTEMS (3-0-3)**

*Prerequisites: EECE 345, EECE 350 | F*

Fundamental issues related to the design of operating systems. Processes and threads. Scheduling, synchronization, and deadlock prevention. Operating system memory and storage management. I/O management, file systems, and security.

**EECE 452 | DATABASE ENGINEERING (3-0-3)**

*Prerequisite: EECE 355 | S (even years)*

Database modeling and design of relational databases. Schema implementation, entity relationship modeling, and table normalization. SQL and advanced SQL. Storage allocation and management. Embedded database systems.

**EECE 455 | DIGITAL IMAGE PROCESSING (3-0-3)**

*Prerequisites: EECE 323, EECE 350 | F (even years)*

Digital Imaging Fundamentals. Human visual perception and color. 2-D Fourier space, sampling, and reconstruction. Image enhancement in the spatial domain. Image enhancement in the frequency domain. Image restoration. Color image processing.

**EECE 458 | COMPILER CONSTRUCTION (3-0-3)**

*Prerequisites: EECE 345, EECE 350 | S (odd years)*

Introduction to the design and construction of compilers. Compilation goals, organization of a translator, grammars and languages, symbol tables, lexical analysis, parsing, code generation, and introduction to optimization.

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## **EECE 460 | NETWORK DESIGN AND SIMULATION (3-0-3)**

*Prerequisite:* EECE 360 | **F**

Design of Local Area Networks (LAN) and Wide Area Networks (WAN). Design of asynchronous transmission mode (ATM) systems. Network simulation using simulation software. Network performance management.

## **EECE 470 | SYSTEMS AND CONTROLS (3-0-3)**

*Prerequisites:* EECE 300, EECE 320 | **F**

Mathematical models of systems. State-variable model. Performance and stability of feedback control systems. Root locus method. Frequency response methods. Design of feedback control systems.

## **EECE 480-489 | SPECIAL TOPICS IN ELECTRICAL AND COMPUTER ENGINEERING (3-0-3)**

*Prerequisite:* approval of the Dean | **Upon demand**

Topics of interest to students and faculty which are not available in the existing Electrical and Computer Engineering curricula will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.

## **EECE 498 | ELECTRICAL ENGINEERING DESIGN PROJECT (3-3-4)**

*Prerequisite:* EECE 398, *Corequisite:* EECE 470 | **F, S**

Interdisciplinary course covering a broad range of electrical engineering topics. Integrated team design project involving design of a multi-component electrical system within realistic constraints, cost estimates, plans and specifications.

## **EECE 499 | COMPUTER ENGINEERING DESIGN PROJECT (3-3-4)**

*Prerequisite:* EECE 399, *Corequisites:* EECE 440, EECE 450 | **F, S**

Interdisciplinary course covering a broad range of computer engineering topics. Integrated team design project involving software and hardware design within realistic constraints, cost estimates, plans and specifications.

## **ENGG 222 | NUMERICAL METHODS IN ENGINEERING W/LAB (3-2-3)**

*Prerequisites:* COMP 180, MATH 230, MATH 231 | **F, S, SI**

Numerical and computational solutions of nonlinear equations and simultaneous-linear equations. Curve fitting and interpolation functions. Numerical integration and differentiation. Solutions to differential equations and boundary and initial-value problems.

## **ENGG 255 | ENGINEERING DESIGN AND ECONOMICS (3-0-3)**

*Prerequisites:* BIOL 201, PHYS 202,

*PSPK 101* | **F, S, SI**

Introduction to the engineering design process. Specifications, product synthesis, iterative analysis, prototyping, testing, evaluation, and economic constraints. Time value of money, equivalence, rate of return, and benefit-cost analysis.

## **ENGG 300 | PROBABILITY AND STATISTICS IN ENGINEERING (3-0-3)**

*Prerequisite:* ENGG 222 | **F, S, SI**

Introduction to random variables and probability. Discrete and continuous distributions, mathematical expectation, and statistical parameters. Estimation, and hypothesis testing. Linear regression and correlation.

## **ENGL 101 | COMPOSITION AND RHETORIC (3-0-3)**

*Prerequisite:* ENGL 100 with a P or P+, or placement by International TOEFL and TWE or another internationally-recognized exam | **F, S, SI, SII**

This course develops students' ability to write unified, cohesive and coherent essays. The rhetorical modes focused on in depth are Exemplification, Comparison-and-Contrast, and Cause-and-Effect. Because English 101 focuses on the revision stage of the writing process, students will engage in thoughtful analysis of their own as well as others' writing. Students will explore the Reading/Writing connection and develop those reading skills which will be required throughout their academic and professional careers. Three process essays are required in the course.

**ENGL 102 | ADVANCED COMPOSITION AND RESEARCH (3-0-3)**

*Prerequisite: ENGL 101 | F, S, SI, SII*

This course, the 2nd in the English sequence of the AUD General Education Requirements, builds upon the basic expository skills developed in ENGL 101. ENGL 102 introduces students to the process of producing discussions in the various rhetorical styles of Argument as well as the proper inclusion of outside source material using proper MLA guidelines in order to avoid plagiarism.

**ENGL 103 | INTRODUCTION TO LITERATURE (3-0-3)**

*Prerequisite: ENGL 102 | F, S, SI, SII*

ENGL 103 is the 3rd course in the English sequence of the General Education Requirements at AUD. The course gives students the opportunity to interact with texts in the genres of fiction, drama, poetry and essay. Texts represent a wide range of authors, cultures and perspectives. The course reinforces skills students acquired in ENGL 101 and ENGL 102, specifically critical reading, forming and supporting an argument, and research.

**ENGL 210 | CREATIVE WRITING I (3-0-3)**

*Prerequisite: ENGL 103 | S*

This class introduces the student to various genres of writing, i.e., short story, memoir, poetry, drama, and provides opportunities to write in each genre.

**ENGL 211 | BRITISH LITERATURE TO RESTORATION (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This course involves the study of the major works and literary movements in British literature from the Old English period to, and including, the British Renaissance.

**ENGL 212 | BRITISH LITERATURE FROM ROMANTIC TO PRESENT (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This second course in the series involves the study of the major works and literary movements in British literature from the Romantic period to the present.

**ENGL 221 | AMERICAN LITERATURE FROM THE COLONIAL PERIOD TO THE AMERICAN RENAISSANCE (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This course involves the study of the major works and literary movements in American literature from the Colonial Period to the American Renaissance (1588-1860).

**ENGL 222 | AMERICAN LITERATURE FROM THE CIVIL WAR TO THE PRESENT (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This second class in the series involves the study of the major works and literary movements in American literature from 1860 to the present.

**ENGL 301 | WORLD LITERATURE FROM ANCIENT TIMES THROUGH THE RENAISSANCE (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This class offers a survey of world literature from ancient times through the Renaissance.

**ENGL 302 | WORLD LITERATURE FROM THE ENLIGHTENMENT TO THE PRESENT (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This second class in the World Literature series provides the student with a survey from 1500 to the present.

**ENGL 310 | TOPICS IN COMPARATIVE LITERATURE (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

This course is offered using various themes as topics for the semester offering.

**Mythology** This course covers three central categories contained in bodies of mythology throughout the world: Creation Myths, Fertility Myths and Hero Myths. A cross-cultural analysis of similarities and differences of the mythology in each category is central to the course presentation.

**Contemporary Female Authors** This course examines the literary works produced by women authors from the midpoint of the 20th century to the present. Genres to be discussed include prose, poetry and essay.

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## **Coming-of-Age-Novels (Bildungsromans)**

This course examines numerous coming-of-age novels from various cultures to explore the potential “sameness” of the experience for the protagonists.

**Children’s Literature** This course explores the historical and cultural development of children’s literature from the 17th century through the latter 20th century.

**Biography/Autobiography** This course examines biography/autobiography as a literary genre. The course focuses on the characteristics of the genre and the personal, cultural and global impact of the genre.

**Prize-Winning Novelists** This course exposes students to works (both in total and in part) produced by those authors recognized by either the Nobel or Booker Prize Committee as outstanding. Authors and works discussed may change according to the instructor.

## **FINA 301 | PRINCIPLES OF FINANCE (3-0-3)**

*Prerequisites: ACCG 201, QUAN 201 | F, S, SI*

The Principles of Finance course begins with cash-flow projections and evaluation of financial strength and weaknesses. Capital structure is dealt with followed by cost of capital and evaluation of capital investment opportunities. Students must receive at least a C grade in this course in order to register for additional Finance Concentration courses.

## **FINA 311 | CORPORATE FINANCE (3-0-3)**

*Prerequisite: completion of FINA 301 with a grade of C or higher | F, S, SI*

This course studies the principles and practices of managerial finance and considers financial instruments, sources and applications of funds, financial ratios, capital market analysis, capital budgeting, investments, and dividend decisions.

## **FINA 321 | FINANCIAL INSTITUTIONS MANAGEMENT (3-0-3)**

*Prerequisite: completion of FINA 301 with a grade of C or higher | F, S*

This course looks at managing the business of managing money. Students study the market structure of global financial services including sources of funds, packaging, management, marketing and distribution of products and services. This course is an overview of the theory and practice of risk management, investment management, investment banking and market making.

## **FINA 331 | RISK AND INSURANCE (3-0-3)**

*Prerequisite: completion of FINA 301 with a grade of C or higher | S*

This course introduces basic risk theory and elementary risk management principles and techniques. Topics covered include individual life insurance and annuity products; property/liability insurance, life/health insurance, and selected social insurance programs; insurers and their operations; guidelines for efficient purchase and use of insurance products.

## **FINA 401 | INTERNATIONAL TRADE AND FINANCE (3-0-3)**

*Prerequisites: ECON 202 and the completion of FINA 301 with a grade of C or higher | S*

This advanced elective course considers the current theories and the practical consequences of international trade. A variety of forms of commercial policy as a means of regulating trade are examined. Internal financial flows and exchange rate mechanisms are also considered. The domestic consequences for organizations of exchange rate policy are examined.

## **FINA 411 | INVESTMENT AND PORTFOLIO MANAGEMENT (3-0-3)**

*Prerequisite: FINA 311 | F, S, SI*

This course is an analysis of the nature and underlying theory of investments and its utilization by the individual investor and portfolio manager. Topics include capital market theory, portfolio theory and management, options contracts, interest rate futures, factors influencing security prices, and the workings of the New York and London Stock Exchanges.

## **FINA 431 | REAL ESTATE FINANCE AND INVESTMENT (3-0-3)**

*Prerequisite: completion of FINA 301 with a grade of C or higher | S*

This course is an introduction to the fundamental concepts, principles, analytical methods and tools used for making investment and finance decisions regarding real estate assets. A key objective of this course is to recognize the unique features that distinguish real estate investments from securities investments and from the corporate finance framework of investment decision making.

**FINA 441 | INTERNATIONAL INVESTMENT MANAGEMENT (3-0-3)**

*Prerequisite: FINA 411 | F, S, SI*

This course surveys and evaluates techniques of investment analysis and portfolio management within an international context. Practical implications of the theories of efficient capital markets and hedging models form a central theme of this course.

**FINA 451 | FINANCIAL MODELING AND EMPIRICAL ANALYSIS (3-0-3)**

*Prerequisite: FINA 311 | F, S, SI*

The objectives of the course are to provide students with an understanding of the theories and methodologies of financial modeling and empirical analysis; to enable students to perform financial analysis using computer models; and to apply financial principles in making corporate decisions. The MS Excel is used as a vehicle for numerically solving and graphically interpreting problems that arise in areas such as financial statement analysis, portfolio management, option valuation, bond and stock valuation and analysis, and foreign exchange.

**FINA 461 | DERIVATIVE SECURITIES (3-0-3)**

*Prerequisite: FINA 411 | F, S*

Topics to be covered in this course include the principles and pricing of options, futures and forward contracts, and swaps; arbitrage, hedging and advanced futures and options strategies. In this course, the concepts of portfolio risk and insurance and financial innovations are examined along with the use of derivative securities in corporate financial management.

**FINA 491 | SPECIAL TOPICS IN FINANCE (3-0-3)**

*Prerequisite: senior status or approval of the Department Chair | Upon demand*

This course is a critical study of theory and research related to selected topics in finance. The specific topics of the course will be determined by the interests of the students and the instructor.

**FREN 101 | FRENCH I (3-0-3)**

*F, S*

This course provides the student with an oral and written approach to beginning French grammar and conversation, with special emphasis on communication skills. Individual daily work with language tapes is an essential part of the program.

**FREN 102 | FRENCH II (3-0-3)**

*Prerequisite: FREN 101 or equivalent | S, SI*

This course is a continuation of French 101, with expansion of vocabulary and possibilities of expression.

**FREN 103 | FRENCH III (3-0-3)**

*Prerequisite: FREN 102 or equivalent | S, SI*

This course is a continuation of French 102, with increased emphasis on vocabulary specific to the individual student's area of specialty.

**GEOG 101 | WORLD GEOGRAPHY (3-0-3)**

*S*

This course presents the important principles basic to the proper understanding of the world in which we live. Emphasis is placed on the study of the changing world map and the importance of this to human, economic, and political relationships.

**GRAD 202 | HISTORY OF GRAPHIC DESIGN (3-0-3)**

*Prerequisites: ARTS 201, VICD 206, VICD 251 | S*

This class traces the events and achievements that have shaped graphic design from its beginnings to the present day electronic revolution. The course is taught through a series of lectures and research projects. Students will learn about innovative concepts and technologies throughout the history of solving visual problems.

**GRAD 251 | GRAPHIC DESIGN I (4-0-4)**

*Prerequisites: VICD 251, VICD 206, Corequisites: GRAD 202, VICD 207 | S*

Graphic design is the translation of ideas and concepts into structural order and visual form. It is the art of books, magazines, advertising, packaging and propaganda. This course aims to familiarize students with a basic language and processes of graphic design as applied to the various specializations and design applications. Students will learn to understand and manipulate visual meaning and concept development, through research, sketching, visual editing, arrangement of design elements and various other topics to prepare for successive classes within the program.

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### **GRAD 351 | GRAPHIC DESIGN II (4-0-4)**

*Prerequisites:* VICD 207, VICD 251, GRAD 202, GRAD 251, *Corequisite:* VICD 351 | **F**

This course takes a broader approach to creative design thinking, and encourages exploration of wider visual sources, media and methods of expression. Skills of visual judgment and critical assessment are developed through projects and critiques which set out more complex and expansive frames of reference, both in terms of research and visual vocabulary. Emphasis is placed upon graphic simplification, symbol creation, the various applications and functions of graphic symbols within contemporary design practice.

### **GRAD 451 | GRAPHIC DESIGN III (4-0-4)**

*Prerequisites:* GRAD 351, VICD 351, *Corequisite:* VICD 451 | **S**

This course continues the approach to creative development established in GRAD 351. The course one of the most essential aspects of graphic design: branding and corporate identities. The students will be expected to develop a whole branding strategy for a given institution and will develop the brand's image through the logo/ symbols, color, type and graphic elements palettes, and will apply these palettes to a number of design applications (2D and 3D). It will introduce students to the various environmental and monumental graphic design (indoor/outdoor signage and public art), and will address issues of place-making and way-finding. The course will lead to an extensive corporate identity manual.

### **GRAD 452 | PACKAGE DESIGN (3-0-3)**

*Prerequisites:* GRAD 351, VICD 207 | **SI**

Package design and production play a vital role in promotion. This course encompasses not only the design of the individual package, but also the design of the carton and shipping carton. The student becomes involved in areas of market research and sales promotion and in identifying consumer likes and dislikes as they relate to packaging. Also included in the course will be visits to firms dealing exclusively in package and production.

### **GRAD 453 | POSTER DESIGN (3-0-3)**

*Prerequisites:* GRAD 351, VICD 207 | **SI**

Posters a vital role in promotion and communication media. This course will introduce students to the power of the poster, its history, its various functions as a promotional design application, and the developments of its printing and production techniques, through a series of slide presentations and design projects.

### **GRAD 454 | BOOK DESIGN (3-0-3)**

*Prerequisites:* GRAD 351, VICD 207 | **S**

This course will introduce students to designing all sorts and types of books. It will focus on various aspects of typographic and typesetting conventions, image/type/visual sequencing for layout purposes, and will also cover non-conventional aspects of artist books and various production and binding techniques. Instruction will be given through showing samples and assigning projects.

### **GRAD 478 | INTERNSHIP IN GRAPHIC DESIGN (3-0-3)**

*Prerequisites:* all Design Core and all Graphic Design Concentration, *Corequisite:* WEBD 452 | **F, S, SI**

Students spend 25+ hours/week employed by an advertising and or graphic design agency. Under the joint supervision of the Program Chair and their supervisor in the workplace, the student's progress against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level employee.

### **HIST 410 | THE U.S. IN WORLD AFFAIRS (3-0-3)**

**F**

This course provides an understanding of the major issues and trends facing the U.S. in the contemporary international system.

### **HUMN/SSCI/SCIE 275/475 | SPECIAL TOPICS IN HUMANITIES OR SOCIAL SCIENCES OR NATURAL SCIENCES (3-0-3)**

*Upon demand*

Topics in the Arts and Sciences not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar to ascertain course classification (i.e., Humanities or Social Sciences or Natural Sciences).

**IDES 101 | FREEHAND DRAWING AND COLOR THEORY (0-4-4)*****F, SI***

In the first part of this course, students learn the fundamentals of color theory as they relate to the interior environment and surface texture. This includes hue, value, intensity, additive/subtractive theory, aesthetic and psychological implications. In the second part students will apply color-theory into a sequential hands-on exercises and practices. This ranges from a volumetric, tonal, and textural study to various types of perspective, isometric and compositional sketches and drawings.

**IDES 102 | INTERIOR DESIGN STUDIO I (0-4-4)*****Prerequisite: IDES101 | S, SII***

This is a foundation studio course which introduces technical drafting and perspective drawing. Students will learn basic interior drafting vocabulary as well as sketching and formal one and two-point perspectives. The studio will integrate the above as part of the design process.

**IDES 201 | INTERIOR DESIGN STUDIO II (0-4-4)*****Prerequisite: IDES 102 | F, SI***

This studio-based course teaches the fundamentals of two/three-dimensional design and rendering techniques as they relate to interior architecture and space analysis.

**IDES 202 | INTERIOR DESIGN STUDIO III (0-4-4)*****Prerequisite: IDES201 | S, SII***

This foundation course introduces the principles and application of interior design such as unity, balance, proportion, scale, rhythm, and emphasis. Students will also learn how to prepare a document and presentation concerning client analysis, selection of finishes, and mood and sample board techniques. Anthropometrics and ergonomics will be reviewed and an orientation to the profession at local and national levels will be achieved. Additionally, students learn multiple methods of color rendering and presentation techniques in various media. The rendering techniques vary from design development color sketches to a full-color, high standard of presentation.

**IDES 214 | TEXTILES FOR INTERIORS (3-0-3)*****Prerequisite: IDES 101 | S, SII***

This course is a study of textiles, patterns and specifications in relation to Interior Design and Interior Architecture.

**IDES 261 | HISTORY OF INTERIOR DESIGN I (3-0-3)*****Prerequisite: ENGL101 | F, SI***

A series of illustrated lectures and special presentations which examines the development of architecture and interior design of the ancient world through the Classical Revival period. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental and social relevance.

**IDES 266 | RESOURCES AND MATERIALS (3-0-3)*****Prerequisite: IDES 102 | S, SII***

This course introduces students to the recognition and specification of appropriate resources and materials used in interior design also the inherent characteristics of those materials. The student learns the application techniques and code regulations that influence a designer's selection. The student will be familiar with the local market materials, prices, and strongly initiated towards the use of new building technologies. Preliminary cost estimating is also introduced.

**IDES 268 | COMPUTER-AIDED DESIGN I (3-0-3)*****Prerequisites: IDES 102 or ARCH 101, ENGL 101 | F, SI***

In this course, the student is introduced to the fundamentals of computer drafting and the tools used in this technique. Students will learn a basic computer drafting vocabulary, line weights and values, as well as the skills necessary to produce floor plans, furniture plans, interior elevations, building sections, and reflected ceiling plan.

## 202 | Undergraduate Course Descriptions

### **IDES 270 | DIGITAL DESIGN ILLUSTRATION** **(3-0-3)**

*Prerequisites: ENGL 102, COMP 101, IDES 268 | S, SII*

The subject focus for this course is the language of architectural exterior and interior graphics. Emphasis is on the tools used to create skillful combination of digitally manipulated images and text to illustrate renderings. The course is designed to build skills and experience in single and batch mode image processing and caption inserts. The importance of tone, texture, color, light and typography is stressed in all technical demonstrations and assignments. Students are required to produce rendered and annotated AutoCAD™ drawings in Photoshop.

### **IDES 280 | THREE-DIMENSIONAL DESIGN** **(3-0-3)**

*Prerequisites: ARCH 102 or IDES 202 | F, SI*

This is an elective course in which students study three dimensional form and space using appropriate tools and materials. A three-dimensional sensibility is developed through the use of research, analysis and study models. The conventions of plan, elevation and section are utilized to construct a furnished scale model of a project incorporating interior elements and finishes.

### **IDES 301 | INTERIOR DESIGN STUDIO IV** **(0-4-4)**

*Prerequisite: IDES 202 | F, SI*

This is a fundamental course in which the student develops a residential interior. The course includes lectures, in-class assignments, on-site investigation, field trips and critiques. The student will accomplish projects and learn essential skills such as client analysis, programming, space planning, code analysis, furniture and finish selection. In addition, electrical, lighting, and plumbing requirements are introduced and a set of working drawings is required.

### **IDES 302 | INTERIOR DESIGN STUDIO V** **(0-4-4)**

*Prerequisite: IDES301 | S, SII*

This is a fundamental course in the design of business environments. Through studio projects, lectures and field trips, the student develops a commercial interior that includes critical client analysis, complex programming, space planning, and the use of open-office systems. The student is also introduced to relevant accessibility codes/legislation and standard building and fire safety codes as they pertain to commercial design. In this course also the student produces advanced working drawings techniques, specifications and emphasizing on specific interior detailing technical skills for commercial spaces.

### **IDES 351 | FURNITURE DESIGN (3-0-3)**

*Prerequisites: IDES 201, IDES 266 | S, SII*

This course focuses on the issues related to customized furniture design including construction, styles, function, technical aspects and costs. Through the study of the human form and by researching appropriate materials and construction techniques, students develop a design for a furniture prototype from conception to construction.

### **IDES 362 | HISTORY OF INTERIOR DESIGN II** **(3-0-3)**

*Prerequisite: IDES261 | F, SI*

A series of illustrated lectures and special presentations that examines the development of architecture and interior design of the western world through the late Classical Revival period to the recent past. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental, technological, economic and social relevance. The works of several modern masters will be examined in particular.

**IDES 363 | INTERIOR LIGHTING (3-0-3)**

*Prerequisites: IDES102, MATH111 | F, SI*

This course introduces the student to fundamentals of interior lighting design, recognition of light sources and systems, and light measurement and calculation. Students learn to analyze the spatial requirements for light, select proper systems, calculate the level of lighting, draw reflected ceiling plans, lighting legends and lighting schedules. Emphasis is placed on communicating a design solution by accomplishing projects that are application oriented.

**IDES 369 | BUILDING SYSTEMS AND CODES (3-0-3)**

*Prerequisites: IDES202, IDES266, IDES268 | F, SI*

In this course, the student is introduced to the basic elements of construction and building systems, including structural, plumbing, electrical and mechanical. Emphasis is placed on the development of a related vocabulary and a critical understanding of the interaction between the design idea and the construction method.

**IDES 370 | WORKING DRAWING AND DETAILING (3-0-3)**

*Prerequisite: IDES369 | S, SII*

The course emphasizes the various existing and emerging technologies, materials, assemblies and their characteristics. The influences of building codes, industry standards and programmatic requirements on the selection of both structural and non-structural elements are discussed. The course exposes the Student to construction drawings and detailing and develops an understanding of the relationship between drawings and specifications. The student also develops interior detailing technical skills, emphasizing flooring, walls, fireplaces, stairs, doors, windows, light fixtures, and built-in furniture assembly and details for residential and commercial spaces.

**IDES 374 | HOSPITALITY DESIGN (3-0-3)**

*Prerequisite: ARCH 202 or IDES 301 | Upon demand*

This advanced course emphasizes the hospitality industry and requires the completion of a project from preliminary programming and space planning, utilizing anthropometric theory, through to the selection of furnishings and finishes that are ergonomically correct. Comparative analysis, code/legislation and relevant research and presentation techniques will also be covered in this course.

**IDES 400 | INTERIOR DESIGN STUDIO VI (0-4-4)**

*Prerequisite: IDES 302 | F, SI*

This advanced studio course emphasizes design according to international and universal codes regulating aspects of health and safety for special population groups. Students learn to develop design skills as well as technical skills and the process of producing efficient working drawings.

**IDES 402 | INTERIOR DESIGN STUDIO VII (0-6-6)**

*Prerequisites: IDES 400 and all 300 series required courses, Approval of the Chair | S, SII*

This is a capstone course which consists of a research study followed by design. Students will analyze a building type in terms of program, norms, building codes, form and function, architectural party and site selection and apply the latter to design interiors that demonstrate high professional skills and ethics.



## 204 | Undergraduate Course Descriptions

### **IDES 423 | PROFESSIONAL BUSINESS AND PORTFOLIO (3-0-3)**

*Prerequisite:* IDES 302 | **F, SI**

Specific to the practice of Interior Design, this course, through lectures and presentations, is constructed to introduce business practices and procedures to final year students. The course will relate to private practice and the various members of the design and construction teams. Students will demonstrate their knowledge and understanding of contemporary professional practice through examinations and assignments. Lectures and studio exercises will assist students in marketing themselves by developing the communication skills necessary for professional practice. Field trips to design offices and building sites supplement instruction and specialists may contribute to class discussions. Students are required to produce portfolios, including electronic, to a professional standard. Interviews by a jury, comprising interior design professionals both practitioners and academics, will constitute the final examination.

### **IDES 461 | INNOVATIVE DESIGN (3-0-3)**

*Prerequisites:* Four studio courses | **SI, SII**

This is an advanced course, which involves the research and application of design theory to a competition project. Students will prepare competition entries from conceptual diagrams, preliminary design and code analysis to final presentation. Student projects may emphasize “green” design and/or experimental technology and materials.

### **IDES 462 | HISTORIC RESTORATION (3-0-3)**

*Prerequisites:* ARCH 253, ARCH 301 or IDES 261, IDES 301 | **F, SI**

This is an advanced design studio course that requires in-depth research of an historic property in need of restoration. Students identify and analyze the predominant style as evidenced by the interior and exterior detailing, and conduct on-site investigation, prepare as built drawings, design development drawings and presentation boards. Part of the course includes the preparation of a written research document and the application of the research to the design.

### **IDES 463 | COMPUTER-AIDED DESIGN II (3-0-3)**

*Prerequisite:* IDES 268 | **F, SI**

Students will develop competencies in the production of drawings that require advanced levels of drawing commands and techniques in the manipulation of CAD drawings. Emphasis is given to dimensioning systems, printing techniques, the preparation of construction documents, and developing production speed and efficiency. Students are also required to generate a three-dimensional model of a building.

### **IDES 466 | COMPUTER-AIDED DESIGN III (3-0-3)**

*Prerequisite:* IDES 463 | **F, S**

This is an advanced computer aided drafting course focused on three-dimensional modeling. Students learn how to translate two-dimensional plans and elevations into three-dimensional drawings in order to utilize these drawings for design presentations. Students are required to generate fully rendered perspectives, including photorealistic perspectives. Students are also introduced to animations.

### **IDES 467 | COMPUTER-AIDED DESIGN MANAGEMENT (3-0-3)**

*Prerequisite:* IDES 463 | **F, SI**

In this advanced course, the student is introduced to the principles of streamlining CAD communication between design and construction in an effort to reduce cost and schedule. Students learn how to set up and drive usage of international industry CAD standards. The course covers fundamentals such as licensing, templates and standards centralization, support, and troubleshooting, use of XREF, field attributes, and the tools used to customize tool palettes. Automation is looked at more in depth and detail. Although the course is intended for those who will be managing projects in a networked environment, single users who wish to advance their CAD skills and knowledge are welcomed. Each student produces a written CAD manual which includes respective electronic CAD standard files.

**IDES 469 | LIGHTING DESIGN II (3-0-3)**

*Prerequisites: IDES 302, IDES 463 | F, S*

In this advanced computational lighting design and analysis course, the student is introduced to a range of rapid and exacting digital lighting simulation techniques. The course provides the student with an understanding of the theoretical aspects of lighting design and analysis as well as the knowledge of tools to enhance the integration of lighting analysis into the architectural or interior design process. This is a project oriented course and each student will be required to apply these learned simulation techniques successively onto a previous design project.

**IDES 470 | SPECIAL TOPICS IN INTERIOR DESIGN (3-0-3)**

*Prerequisite: Approval of the Program Chair | F, S*

This is an advanced course in which students participate in topics to be selected by the instructor, with the approval of the Program Chair, and which develops an aspect of design and/or presentation. Research, critical analysis, application of the research and analysis to the design and presentation will be required in this course.

**IDES 472 | KITCHEN AND BATH DESIGN (3-0-3)**

*Prerequisite: IDES 301 | S, SII*

This is an advanced studio course where students are introduced to specific design conditions, products, finishes, and codes/litigation applicable to the kitchen and bathroom market. The student will have an understanding of plumbing, electrical, and accessibility concerns with respect to this industry. Customized cabinetry, installation techniques and product integration are highlighted. This course uses both the imperial and metric systems of measurement.

**IDES 473 | VIRTUAL ENVIRONMENTS (3-0-3)**

*Prerequisite: IDES 466 | F, S, SI, SII*

This is an advanced course which introduces students to the principles of web authoring and Virtual Reality Modeling Language (and its evolving successor, X3D). Students are required to set up on-line portfolios of their architecture and interior design projects as well as include 3D CAD models as web based interactive virtual environments. This is done with the objective of sharing on-line design projects and in some 3D cases, quickly and easily allowing for customization by any visiting web site user.

**IDES 474 | BUILDING INFORMATION MODELING I (3-0-3)**

*Prerequisite: IDES 268 | F, SI*

In this advanced course, the student is introduced to the principles of BIM, which stands for Building Information Modeling. Also known as “Virtual Building” or “Intelligent Building Simulation” BIM is 3D, 4D and 5D. It is an integrated multi-dimensional database. Drawings, building views, calculations, quantity take offs, collision detection, energy efficiency analysis, structural analysis, construction scheduling, etc. are by-products of and automatically derived from BIM. It is a revolutionary technology that CAD is already quickly evolving into. It promises huge savings in cost and time as it integrates architecture, interior design, engineering, construction, and operations for the entire lifecycle of a building. This BIM introductory course explores the implications of this evolving technology and covers BIM essential tools in application.

**IDES 475 | BUILDING INFORMATION MODELING II (3-0-3)**

*Prerequisite: IDES 474 | S, SII*

In this BIM II sequence course, students build on the principles and application essentials learned in BIM I. Students are required to focus on case studies that relate to owners & facility managers, architects, interior designers & engineers, contractors & fabricators. Advanced BIM application tools are introduced for students to exercise some of the BIM by-products such as project collaboration, visualizations, lighting simulations, quantity take offs and clash detection.

## 206 | Undergraduate Course Descriptions

### **IDES 478 | INTERNSHIP (0-3-3)**

*Prerequisites:* IDES 268, IDES 301, and senior status | **F, S, SI, SII**

With the aid of the supervising instructor from the Department in which a student is enrolled, the student participates in a practical “on-site” internship in which theoretical principles are applied to work situations under professional supervision.

### **ILLS 251 | ILLUSTRATION I (4-0-4)**

*Prerequisites:* all Foundation courses, except ARTS 201 | **Upon demand**

This course explores concepts, methods and materials employed in contemporary illustration and 3D animation. Emphasis is placed upon development of ideas and the exploration of varied media. This basic course encourages a creative and open approach to visual thinking and problem solving.

### **ILLS 351 | ILLUSTRATION II (3-0-3)**

*Prerequisites:* ILLS 251, VICD 206, *Corequisites:* ILLS 202, VICD 207 | **Upon demand**

In this course, students begin to explore character illustration and animation. The student’s own visions are built upon as students learn character skeletal systems including walk cycles and facial expressions. Students study introductory plot devices, timing and story elements to create short projects.

### **ILLS 355 | 2-D ANIMATION (3-0-3)**

*Prerequisites:* DESI 205, VICD 207 | **Upon demand**

This course is design to give the student an inclusive survey of the techniques of classic two-dimensional or “cel” animation from concept and development through digital composition of finished scenes and/or sequences. The course will incorporate both practice and theory in covering the three major areas of the animation process including Animation Design, Animation Technique, and Animation Production.

### **ILLS 358 | COMPUTER ANIMATION I (3-0-3)**

*Prerequisite:* ILLS 355 | **Upon demand**

This class is a continuation of 2D Animation I and will build on students’ freehand drawing and character animation skills. Students will create short scenes of animation, including such techniques as facial movements for dialogue, walking from different angles, and running. Projects will require modeled backgrounds with day and night palettes. The basic concepts of 3D animation will be presented.

### **ILLS 458 | COMPUTER ANIMATION II (3-0-3)**

*Prerequisite:* ILLS 358 | **Upon demand**

This class teaches advanced animation skills. The student will generate several short animated films.

### **ITAD 310 | OBJECT ORIENTED**

#### **PROGRAMMING AND DESIGN (3-0-3)**

*Prerequisites:* ITCC 222, ITCC 230; *Corequisite:* ITCC 200, ITCC 210 or with Chair’s permission | **F**

This course emphasizes the concepts, terminology, best practices, and practical applications of developing object-oriented software solutions. On this course, you’ll experience a mixture of theory and practice. On the theoretical side, object oriented concepts such as inheritance, polymorphism, composition, interfaces and much more will be covered in detail. However, the lessons on this course aren’t devoted exclusively to object-oriented theoretical concepts. On the contrary, students will be able to apply all concepts on a practical level using Visual Studio.NET, a heavy-duty fully object oriented development environment.

### **ITAD 320 | WEB APPLICATION DESIGN AND DEVELOPMENT (3-0-3)**

*Prerequisites:* ITDD 310, ITAD 310 | **S**

This Web programming course provides an intensive hands-on experience for developing intelligent, server-side web applications using Microsoft’s .NET platform. The course is designed for the experienced developer and aims to build commercial applications for Internet or intranet use. The course utilizes the capabilities of the .Net framework and demonstrates how to implement fully interactive, browser independent rich web client applications. Furthermore, a large proportion of the course is dedicated to the design and implementation of data driven web applications which are based on the new .NET data management philosophy for both relational and XML data. Along with covering the basics of ASP.NET, the course focuses on best practices and design, stressing the importance of security, usability, accessibility, optimization, and performance.

**ITAD 330 | BUSINESS PROCESS MODELING (3-0-3)**

*Prerequisite:* ITAD 310 | **S**

This course enables students to understand the concept of business modeling for creating business abstractions that in turn can be used to communicate, improve the business, or to innovate new business concepts. The course applies to several IT practitioners such as software managers, developers, system analysts and modelers who are seeking answers to questions such as “But what should I do before start producing the software system?” and “How do I know if I have identified the proper requirements?” The course makes extensive use of the Unified Modeling Language UML. UML is used in a business context to show how business modeling can be integrated with software development. The course approach is to introduce and use software engineering principles that enable development of quality software coupled with the use of UML to model business processes software components. The course follows a well-defined activity roadmap so that students can move in a step-by-step process from requirements to code.

**ITAD 400 | MOBILE APPLICATION DESIGN AND DEVELOPMENT (3-0-3)**

*Prerequisite:* ITAD 320 | **F**

This course provides a detailed analysis of current mobile and wireless network technologies from a software developer’s perspective. The course covers a variety of topics such as mobile devices, wireless networks, mobile application architectures, mobile and wireless security, and messaging technology. Furthermore, students will be exposed to several “thin client” markup languages such as HDML, WML, cHTML, and XHTML, along with the techniques that can be used to generate this technology for the wide range of wireless devices being used today. Furthermore, students will gain hands on experience in developing mobile applications for devices such as cellular phone and mobile PCs using Microsoft .Net solutions. Finally, the course will address issues pertaining to the development, deployment and use of M-commerce applications.

**ITAD 411 | PRINCIPLES OF OPEN SOURCE AND ENTERPRISE COMPUTING WITH JAVA (3-0-3)**

*Prerequisite:* ITAD 310 | **F**

This course provides solid understanding of multi-tier enterprise systems in the Java world. This would include analysis and design of such systems, Development of JSP, Servlets and EJbs, and handling of multi-tier services, e.g. JDBC, JMS, etc. The course will also explore open source technologies and get students acquainted with their position and role in the industry. Some open source technologies that will be used include Eclipse and ant.

**ITAD 420 | OBJECT ORIENTED DESIGN PATTERNS (3-0-3)**

*Prerequisites:* ITAD 320, ITAD 330 | **F**

This course provides an introduction to advanced software development methodology using object-oriented software design patterns. The course focuses on the design of Object-oriented software applications using software design patterns to provide highly modular and highly reusable software components. An emphasis is placed upon understanding all of the standard software design patterns and the best practices surrounding the use of these patterns in the software industry.

**ITAD 430 | ENTERPRISE SYSTEM ARCHITECTURE AND INTEGRATION (3-0-3)**

*Prerequisites:* ITAD 400, ITAD 411 | **S**

The course offers a solid foundation in concepts surrounding distributed architectures, including logical and physical architectures, business objects and distributed objects. The course explores several alternatives for system architectures and investigates their effect on system scalability, fault tolerance and performance. A large proportion of the course is dedicated to the construction of XML Web Services as a technology for solving problems of integrating applications across the enterprise and between disparate companies over the Internet.

## 208 | Undergraduate Course Descriptions

### **ITAD 440 | CORE TECHNOLOGIES (3-0-3)**

*Prerequisites:* ITAD 411, ITAD 420 | **S**

This course explores the theoretical and practical aspects of the latest core technologies and standards that relate to application development in e-commerce and e-Business. This course leverages the current trend in business and management of key information infrastructure technologies, those are: Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Supply Chain Management (SCM), E-Procurement, Knowledge Management Systems and Business Performance Management (BPM). The course will cover the definition, infrastructure, and implementation of these systems with emphasis on ERP systems.

### **ITAD 450 | CAPSTONE PROJECT (3-0-3)**

*Prerequisites:* ITAD 400, ITAD 411, ITAD 420 | **S**

This capstone course provides a genuine real life software development experience prior to graduation. The course utilizes the material presented from all previous courses and aims to design and implement a complete enterprise caliber system. The course is centered on a major project where your instructor will be acting mainly as an advisor. However, there will be a lecture component covering practical aspects of designing a framework capable of supporting the enterprise. The suggested framework covers the full spectrum of application development for the enterprise, including database access, business object building, distributed computing, reporting, and presentation clients for the desktop, the web and mobile devices.

### **ITCC 100 | DISCRETE MATHEMATICAL STRUCTURES FOR IT (3-0-3)**

*Prerequisite:* Placement by ACCUPLACER™ or a grade of P or P+ in MATH 099 | **F, S, SI**

Survey of mathematics that is applied to information technology. Topics include propositional logic, elementary set theory, counting methods, mappings, relations, graphs, Boolean algebra, coding of binary information.

### **ITCC 101 | ADVANCED DISCRETE MATHEMATICAL STRUCTURES FOR IT (3-0-3)**

*Prerequisite:* ITCC100 | **F, S**

This course will give students in-depth knowledge of Discrete Structures, which are an integral part of the Information Technology curriculum. In this course, we learn how theory and applications complement each other to form solutions' models. We motivate proofs by presenting examples to show their relevance to the concept and how these proofs are constructed. Algorithms are introduced in more detail in this course by showing how the algorithm works, and then formally present the algorithm. We provide a rich collection of exercises for each chapter, including a set of programming exercises.

### **ITCC 110 | INTRODUCTION TO COMPUTER SYSTEMS (3-0-3)**

*Corequisite:* ITCC 100 | **F, S**

This is the first computer hardware and operating systems course. Students are first given a conceptual overview of operating system elements (processes, scheduling, memory management, input/output, file systems) and computer hardware components (processors, memory, disk drives, peripherals). This theoretical treatment of operating systems is supplemented by hands-on activities, including work with the Unix and Windows file systems.

### **ITCC 200 | INTRODUCTION TO NETWORKS (3-0-3)**

*Prerequisite:* ITCC110 | **F**

This course covers the primary physical components of a network (routers, hubs, switches, media, etc). Network communication is presented at the conceptual level via the OSI reference model, and then at a practical level with TCP/IP. The TCP/IP portion of the course covers IP addressing, subnetting, and important TCP/IP services and utilities. Emphasis will be given to networking structures, functions, performance, and management.

**ITCC 210 | INTRODUCTION TO DATA MODELING (3-0-3)**

*Prerequisite: ITCC 110 | F*

A presentation of the data modeling process and database implementation fundamentals. Data modeling, SQL fundamental relational concepts, the process of normalization, relational algebra, and guidelines for mapping a data model into a relational database will be covered. Students will model a multimedia or text-only information problem and implement it with a commercially available database package on a single machine.

**ITCC 222 | WEBSITE MANAGEMENT AND DESIGN (3-0-3)**

*Prerequisite: ITCC 100 | S*

This course aims to provide a comprehensive and complete source of web knowledge that will allow students to obtain proficiency in web development techniques with emphasis on how to plan, architect, develop, and deploy technologically advanced websites, applications and services. The course addresses issues surrounding the effective design of a website including page layout, user interface design, graphic design, content flow and site structure. Furthermore, students will be exposed to several current and emerging internet standards such as SHTML, Cascading style sheets, DHTML, client side JavaScript, and XML. Finally, the course will also introduce popular web development and design tools that will significantly reduce the development efforts and also tools that will enhance the look and feel of the application.

**ITCC 230 | INTRODUCTION TO PROGRAMMING (IT) (3-0-3)**

*Prerequisite: ITCC 110 | S*

This course provides an introduction to systematic computer problem-solving using an object-oriented computer language. Emphasis is placed upon application requirement analysis, algorithm development and program implementation. This course is designed for Individuals who are getting started in computer programming or software development. It emphasizes techniques of problem solving, structured programming and modular design. The programming language for the course is C#. The student will learn principals of computer software design, algorithm writing, software engineering principles, procedures, functions, loops, arrays, file handling and much more. The important skills, which govern programming, are abstract ones. The ability to see patterns and to abstract from specific examples to the more general case is crucial. Being able to think logically so students can predict in advance the behavior of a system working to a fixed set of rules is essential. This course will help students build the skills and imagination they need in order to be able to take real world problems and develop useful software applications for them.

**ITDD 302 | DATABASE APPLICATION DEVELOPMENT USING JAVA (3-0-3)**

*Prerequisite: ITCC 210, Corequisites: ITCC 200, ITCC 222, ITCC 230 or with Chair's permission | S*

This course allows students to extend various programming techniques to more advanced problems and solutions using the Java programming language. These concepts will be applied as a connection to a popular database is established using JDBC. In addition, the course will address various computing concepts like sorting, searching, collection handling, Graphical User Interface (GUI) programming, multi-threading, and basic networking.

**ITDD 310 | ADVANCED SQL PROGRAMMING (3-0-3)**

*Prerequisite: ITCC 210, Corequisites: ITCC 200, ITCC 222, ITCC 230 or with Chair's permission | F*

The course describes the statements used to manipulate data and to work with tables, indexes, and views. Users will also be able to describe the functioning of cursors, stored procedures, triggers, and transactions. It teaches students how to create stored procedures, manage distributed data, and transactions, and work with locks. The students will also learn how to optimize the query execution plan developed by SQL Server. Our Introduction to PL/SQL programming course is aimed at power users and application developers. In this class we build the foundation of how to program within the Oracle database using the PL/SQL language. Topics included include basic PL/SQL syntax, the anonymous block structure, functions, procedures packages and triggers.

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## ITDD 404/ITAD 411 | PRINCIPLES OF OPEN SOURCE AND ENTERPRISE COMPUTING WITH JAVA (3-0-3)

*Prerequisite:* ITDD 302 | **F**

See the course description for ITAD 411.

## ITDD 410 | ADVANCED DATABASE ADMINISTRATION I (3-0-3)

*Prerequisites:* ITDD 302, ITDD 310 | **F**

This Course offers new DBA's the foundation that they will need to operate effectively in the role of an Oracle Database Administrator. This course introduces concepts that database administrators and database operators will face on a day to day basis. It includes basic Oracle setup and configuration, user administration and management, spacing considerations and some simple backup and networking concepts. At the end of the class students will be familiar with the Oracle architecture and will be able to perform routine administration tasks.



## ITDD 415 | ADVANCED DATABASE ADMINISTRATION II (3-0-3)

*Prerequisite:* ITDD 410 | **S**

This class builds on the material presented in our Database Administration I class. This course introduces advanced topics concerning Oracle database administration that DBA's will want to know in order to perform effectively. This class covers the Oracle architecture in depth. All aspects of an Oracle setup are discussed including multiple buffer pools, best practices concerning logging and rollback, partitioning, LOB support, and archiving. At the end of the class the students will be familiar with the majority of the architectural components and will be able to effectively setup and administer a complete Oracle system. Some additional concepts in terms of backup and recovery procedures and tuning operations are also discussed.

## ITDD 420 | ADVANCED DBMS DESIGN AND ARCHITECTURE (3-0-3)

*Prerequisites:* ITDD 302, ITDD 310 | **F**

The aim of this course is to explore the subject of Database Management Systems architecture features and design techniques. The course investigates the features and capabilities of DBMS such as implementation of Business Intelligence applications, the design and implementation of user interfaces and the use of performance analysis tools. The course also covers DBMS high availability techniques such as log shipping, replication, mirroring and clustering.

## ITDD 440 | ADVANCED DATABASE APPLICATION DESIGN (3-0-3)

*Prerequisite:* ITDD 420 | **S**

This course expands the concepts of database development into the area of developing and implementing database applications. The course explores forms and reports development and the integration of database systems with other front-end and back-end systems.

## ITDD 450 | SENIOR PROJECT (3-0-3)

*Prerequisites:* ITDD 404, ITDD 410, ITDD 420 | **S**

This course is the capstone for this concentration. Under the supervision of the instructor, students will research and explore the latest technologies and theoretical and practical areas of system design, and will be required to implement an infrastructure to support a small organization.

## ITID 310 | NETWORK OPERATING SYSTEMS PRINCIPLES (3-0-3)

*Prerequisite:* ITCC 200, *Corequisites:* ITCC 210, ITCC 222, ITCC 230 *or with Chair's permission* | **F**

In this course students are introduced to a range of NOS concepts. Topics include DNS, DHCP, WINS, Routing, Remote Access, and IP Security. Students are provided with extensive hands-on projects to experience the different configuration and management aspects of each of the discussed services.

**ITID 315 | WINDOWS NETWORK OPERATING SYSTEM (3-0-3)**

*Prerequisite:* ITID 310 | **S**

This course gives the students an in-depth understanding of the directory service concept following the Windows Active Directory model. Coverage of troubleshooting is followed along with the configuration and administration issues present on any server system. Emphasis is given to the creation and maintenance of Active Directory, use of dynamic DNS in AD, DCPROMO, server roles, sites and replication, domain users and groups, and Domain group policy objects. The Support of web servers, email servers, and SQL servers in Windows is also covered. Security topics are then revisited with attention to the issues and tools introduced by Active Directory.

**ITID 320 | DATA NETWORKS I (3-0-3)**

*Prerequisite:* ITCC 200, *Corequisites:* ITCC 210, ITCC 222, ITCC 230 or with Chair's permission | **F**

This course covers a range of network protocols along with TCP/IP subnetting and supernetting, as well as important TCP/IP services and utilities. Routers are discussed along with the various routers' applications in a network. A great emphasis on the network design is covered to insure students have the necessary knowledge and experience in building a working network.

**ITID 325 | DATA NETWORKS II (3-0-3)**

*Prerequisite:* ITID 320 | **S**

This course introduces the concept of network transition media focusing on line coding and wireless transmission. Topics like wireless protocols and different types of wireless technologies is discussed. Finally, emphasis is given to the use of wireless transmission and its integration to a wired-LAN.

**ITID 326 | LINUX NETWORK OPERATING SYSTEM I (3-0-3)**

*Prerequisite:* ITID 310 | **S**

This course provides students with the skills needed to administer Linux computer systems and to install and manage Linux based services. The course begins with installation options and troubleshooting, including configuration of the X Windows graphics subsystem, peripheral components, and boot options, followed by coverage of system administration tasks: controlling processes, managing disks and file systems, adding users and groups, and analyzing log files. Students are then introduced to shell scripting, the most common means of automating and scaling system administration tasks on Linux systems. At the end, students will be introduced to some of the network services and protocols including DNS, DHCP, and file and printing services applicable to the Linux Platform.

**ITID 410 | DATA SECURITY I (3-0-3)**

*Prerequisite:* ITID 310 | **F**

This course covers the concept of network security starting by covering the different levels of network attacks. Cryptography and authentication techniques are covered with practical examples that are based on Digital Certificates and Digital Signatures. Emphasis is then shifted to cover the different types of security detection and prevention along with implementation techniques to improve the security level of a given network.

**ITID 415 | DATA SECURITY II (3-0-3)**

*Prerequisites:* ITID 410, ITID 425 | **F**

This course teaches the concepts of network security of clients and servers. Topics such as IPSEC and SSL security protocols, Firewall, and Proxy are covered and implemented. Emphasis is then shifted to securing different operating system platforms such as the Unix server. Students also learn different security techniques like securing a remote connection and securing a WLAN.

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### **ITID 425 | LINUX NETWORK OPERATING SYSTEM II (3-0-3)**

*Prerequisite:* ITID 326 | **F**

This course provides an in-depth understanding of the Linux family of network operating systems. This course provides the students with the skills needed to administer Linux computer systems including advanced shell scripting, the most common means of automating and scaling system administration tasks on Unix systems. Focus then shifts from the individual system to the network, with coverage of network services and protocols including LDAP, NFS, Apache web server, MySQL server, and email (SMTP, IMAP, POP). The networking unit of the course concludes with discussions and activities focusing on two of the most challenging and important network administration tasks: interoperability (Samba) and security (Kerberos, SSL, NAT, IPSec, IPChains).

### **ITID 430 | FAULT TOLERANT NETWORK SERVERS (3-0-3)**

*Prerequisites:* ITID 315, ITID 325, ITID 326 | **F**

This course covers fault tolerance in network servers through a solid understanding of the functionality and management of the kernel of a Network Operating System. It discusses the various techniques used to achieve fault tolerance such as mirroring, load balancing, clustering, and replication. Students also learn how to replace failed components in minimal service interruption by implementing hot add memory, hot swap hard drives, hot plug PCI, and redundant power supplies.

### **ITID 450 | SENIOR PROJECT: SYSTEM DESIGN AND ADMINISTRATION CAPSTONE (3-0-3)**

*Prerequisites:* ITID 410, ITID 425, ITID 430 | **S**

This course is the capstone for this concentration. Under the supervision of the instructor, students will research and explore the latest technologies and theoretical and practical areas of system design, and will be required to implement an infrastructure to support a small organization.

### **ITPE 310 | MANAGEMENT INFORMATION SYSTEMS (3-0-3)**

*Upon demand*

This course provides an overview of information systems in the business world. It presents an organizational view of how to use information technology to create competitive firms, manage global organizations, and provide useful products and services to customers. Topics include hardware, software, databases, telecommunications systems, the strategic use of information systems, the developments of information systems, and social and ethical issues involved with information systems.

### **ITPE 320 | SYSTEM ANALYSIS AND DESIGN (3-0-3)**

*Upon demand*

This course presents students with real-world system analysis skills and techniques within the framework of the systems development life cycle (SDLC). Examples and cases are drawn from actual systems projects that enable students to learn in the context of solving problems, much like the ones they will encounter on the job. A blend of traditional development with an emphasis on the latest major software trends, outsourcing, application service providers, ERP, and more provide a well-rounded understanding of fundamental topics. Students will find concepts easy to understand through the clear writing style combined with figures that illustrate current technology and concepts.

### **ITPE 330 | IT IN BUSINESS (3-0-3)**

*Upon demand*

Current issues in the information technology in business. IT relationship to business competition and strategy, the business value of information systems, the use of computer systems to achieve strategic advantage, to support managerial decision-making, to process organizational transactions, to achieve operational control, and to augment personal communications, information resource management, organization, social, legal and ethical issues from information systems.

**ITPE 390 | INTERNSHIP IN IT (3-0-3)**

*Prerequisite: completed 100 credits of the program | F, S, SI, SII*

In this course, the student can gain real-life work experience by working on an IT project for an IT company. Internships can only be taken after finishing two years of study at AUD or equivalently after 100 credits. Usually, this means in the summer months at the end of second year or third year in the program.

**ITPE 391 | SPECIAL TOPICS IN IT (3-0-3)**

*Prerequisite: approval of the Chair | Upon demand*

Topics of interest to students and faculty which are not available in the existing IT curriculum will be offered through this course. Prior approval of the course material and syllabus by the IT Chair is required.

**ITPE 410 | MANAGING IT RESOURCES (3-0-3)**

*Prerequisite: MGMT 341 | Upon demand*

This course introduces the fundamental concepts of management and applies them to IT. It examines the use of IT in business processes and the management issues of integrating IT into organizational processes to gain competitive advantage. Topics include: management, organizations and information systems, development life cycle, project management and systems engineering, processes reengineering, and organizational learning.

**ITPE 420 | IT STRATEGIC MANAGEMENT**

**(3-0-3)**

*Prerequisite: senior status | Upon demand*

This course is a capstone course that includes a review of both IT business models, strategies, and policies utilized in managing a market driven company and IT career strategies for the student. The course examines the interaction of corporate structure, geographic coverage, and marketing, and looks at the creation and implementation of strategic initiatives. Students will identify career goals and work on interviewing, resume development, and writing cover letters. This course provides an opportunity for students to draw upon and integrate materials from the earlier courses.

**ITPE 421 | INFRASTRUCTURE TECHNOLOGIES, MODELS, PERFORMANCE AND CAPACITY PLANNING (3-0-3)**

*Prerequisites: ITAD 320, ITAD 330 | F*

This course examines the fundamental technological requirements for setting up and operating an e-business, with a special focus on infrastructure (hardware and software). The course also offers a comprehensive guide to planning and building E-business sites. Students will be exposed to several performance and capacity planning methods that will allow them to correctly analyze and project site needs and performance. The objective is to create sites that will increase customer confidence, provide better customer service, reduce operating costs, manage tradeoffs between cost and performance, anticipate and handle peak demands and increase enterprise competitive advantage. Furthermore, the course also investigates Web Farms as a technology that will enable web applications to be highly available, stable and scalable. Prerequisites are waived for BBA candidates.

**ITPE 430 | ADVANCED DATA NETWORKS**

**(3-0-3)**

*Prerequisite: ITID 320 | Upon demand*

This course teaches advanced topics in Networking. Students are first introduced to advanced routing algorithm and switching techniques, including classless routing, OSPF, EIGRP, Switching Configuration, Spanning-Tree Protocol, Virtual LANs and virtual Trunking Protocol. Then the topics of connecting a network to WAN would be covered. This includes scaling IP Addresses, WAN technologies, Point-To-Point protocol, ISDN and DDR, and Frame Relay.

**ITST 275 | INTERNATIONAL STUDY TOUR**

**(3-0-3)**

*Prerequisites: ENGL 101, COMP 101, sophomore status | F*

Students journey to exciting international cities for a look at the pacesetters in art, design, and business. To receive credit, students must submit a paper covering various aspects of the trip. Prior to departure, requirements and possible paper topics are discussed by the group and the faculty members, who serve as guides and chaperones for the trip.

**JOUR 301 | VISUALIZING NEWS (0-3-3)**

***F***

Addresses the technologies and aesthetics of various kinds of news imagery: still photography, television video, and video designed specifically for the Web. Course work appears on the MBRSC News Web site.

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## **JOUR 302 | NEWSROOM MANAGEMENT AND DECISION MAKING (3-0-3)**

**S**

Provides experience in real-world challenges of the newsroom, including turning out a journalistically, technologically, and commercially proficient product and addressing ethical questions that arise while covering the news.

## **JOUR 321 | REPORTING (0-3-3)**

*Prerequisite: COMM 222 | F*

Using theoretical outlooks and practical skills introduced in previous courses, instructs students in increasingly complex information gathering and reporting. Students cover on- and off-campus stories and create multimedia reports that appear on the MBRSC News Web site.

## **JOUR 322 | ADVANCED REPORTING (0-3-3)**

*Prerequisite: JOUR 321 | S*

Continues work begun in JOUR 321, with increased expectations of students' reporting. The environment is similar to that of a professional newsroom, with rotating emphasis on specialized reporting, such as politics, science, health, etc.

## **JOUR 323 | EDITORIAL AND CRITICAL WRITING (3-0-3)**

*Prerequisite: ENGL 103 | Upon demand*

Provides intensive evaluation of students' opinion writing, including editorials, op ed columns, arts and entertainment criticism, and opinion pieces related to sports, business, politics, and other fields.

## **JOUR 401 | CURRENT ISSUES IN JOURNALISM (3-0-3)**

*Prerequisite: senior status | Upon demand*

Examines a range of topics not covered or covered only briefly in other courses. These may include coverage of business, environmental issues, sports, conflict, and other matters with which graduating students should have some familiarity.

## **JOUR 402 | CONTEMPORARY PERSPECTIVES IN JOURNALISM (3-0-3)**

*Prerequisite: senior status | Upon demand*

A capstone seminar in which students analyze and discuss in a sophisticated way critical issues in the news business, ranging from media economics to the impact of news coverage on societal institutions.

## **JOUR 441/DPST 441 | THE DOCUMENTARY (0-3-3)**

*Prerequisite: COMM 222 | F*

Studies the history of the documentary and analyzes examples of documentaries in various media. Students working in teams produce mini-documentaries as class projects, which are made available on the MBRSC Web site.

## **JOUR 461 | MEDIA AND POLITICS IN THE MIDDLE-EAST (0-3-3)**

**F**

Analyzes how the news media cover politics and how governments and political figures deal with journalists in the Middle East. Special emphasis is placed on recent media developments such as the political influence of Al Jazeera and other satellite channels, and individuals' political participation through blogs, Web sites, and other new media.

## **JOUR 462 | CAPSTONE PROJECT (0-3-3)**

*Prerequisite: senior status | S*

Provides individual or small groups of students working with a faculty advisor the opportunity to design and carry out an independent venture, such as an extensive research paper, an online magazine article, or other complex journalism project.

## **JOUR 463 | INTERNSHIP (3-0-3)**

*Prerequisite: senior status | S*

A carefully supervised internship with a media organization. Students are required to submit an ongoing journal and summary paper.

**MATH 111 | MATHEMATICS FOR THE ARTS (3-0-3)**

*Prerequisite: placement by ACCUPLACER™ or a Grade of P or P+ in MATH 099 | F, S, SI*

This course, designed for students in non-business programs, focuses on first-degree equations, counting methods, probability and statistics. It also includes basic geometry of interest to students applicable in the arts programs.

**MATH 160 | MATHEMATICS WITH BUSINESS APPLICATIONS (3-0-3)**

*Prerequisite: placement by ACCUPLACER™ or a Grade of P or P+ in MATH 099 | F, S, SI, SII*

This course covers the main mathematical tools, ways of reasoning, and understandings necessary for the successful modeling and solving of business problems. The focus of attention is on the basic calculus concepts such as functions, derivatives, integrals, and the fundamental theorem of calculus. Topics from probability and their application to business are also explored.

**MATH 191 | PRECALCULUS (3-3-4)**

*Prerequisite: placement by SAT or ACCUPLACER™, or MATH 099 with a grade of P+ | F, S, SI*

Analytic geometry. Quadratic, logarithmic, exponential and trigonometric functions. Systems of equations. Conic sections. Limits. Rate and derivative of a function.

**MATH 195 | PRECALCULUS FOR ARCHITECTURE (4-0-4)**

*Prerequisite: placement by SAT or ACCUPLACER™, or MATH 099 with a grade of P | F, SI*

Geometry, the function concept, polynomials, exponentials, logarithms, trigonometric functions and applied trigonometry, mathematical induction and the theory of equations.

**MATH 210 | CALCULUS I (3-0-3)**

*Prerequisite: placement by ACCUPLACER™, or MATH 191 with a grade of C or higher | F, S, SI*

Differential and integral calculus, including anti-derivatives and definite integrals with applications. Techniques for differentiation including trigonometric substitution and integration by parts. Approximate methods and Simpson's rule.

**MATH 220 | CALCULUS II (3-0-3)**

*Prerequisite: MATH 210 with a grade of C or higher | F, S, SI*

Improper integrals, sequence and series including power, Taylor, and Fourier series. Linear approximations and Taylor's theorem. Polar coordinates and parametric equations. Introduction to functions of several variables.

**MATH 230 | LINEAR ALGEBRA AND COMPLEX VARIABLES (3-0-3)**

*Prerequisite: MATH 220 with a grade of C or higher | F, S*

Linear systems, matrices, vector spaces and linear independence. Linear transformations, determinants, eigenvalues, and applications. Complex numbers in Cartesian and polar planes. Applications including trigonometric and hyperbolic functions. Cauchy's integral theorem.

**MATH 231 | DIFFERENTIAL EQUATIONS (3-0-3)**

*Prerequisite: MATH 220 with a grade of C or higher | F, S*

Methods for obtaining numerical and analytical solutions of linear differential equations. Systems of linear and nonlinear differential equations. Laplace Transform with applications. Introduction to Fourier Transform.

**MATH 240 | MULTIVARIABLE CALCULUS (3-0-3)**

*Prerequisite: MATH 230 | S*

Multiple integration and vector calculus including the theorems of Green, Gauss, and Stokes. Functions of several variables. Double and triple integrals. Line and surface integrals.

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### **MATH 250 | DISCRETE MATHEMATICS (3-0-3)**

*Prerequisite: MATH 230 | S*

Introduction to the mathematical foundation of computing, including logical reasoning, sets, relations, and functions. Introduction to Boolean algebra and switching theory. Mathematical induction and counting. Complexity and analysis of algorithms. Recurrence, graphs theory, and trees.

### **MCOM 301 | PRINCIPLES OF ADVERTISING AND INTEGRATED MARKETING COMMUNICATIONS (IMC) (3-0-3)**

*Prerequisite: MKTG 301 | E, S, SI*

This is the foundation course in Integrated Marketing Communications (IMC), covering its basic concepts and methods. Advertising is viewed from the perspective of being simply one of several promotional tools instrumental in brand building. Segmentation, target audience selection and positioning are given ample attention; and the role of data and databases in communication strategy formulation is reviewed. Basic media concepts are also studied, and students learn how to apply their knowledge to the task of determining media objectives and strategies. The organization and functioning of the modern communication agency are considered. Special attention is given to the creative product across all media and tools. IMC values and perspectives permeate coverage of all topics. Students must receive at least a C grade in this course in order to register for additional Marketing Communications Concentration courses.

### **MCOM 311 | STRATEGIC WRITING FOR ADVERTISING AND INTEGRATED MARKETING COMMUNICATIONS (IMC) (3-0-3)**

*Prerequisite: MCOM 301 or MKTG 301 (may not be used by students concentrating in Marketing Communications or Marketing/Marketing Communications to satisfy their professional elective requirements) | F*

This course provides the student with a solid background in developing and writing strategic and persuasive messages for multimedia advertising and Integrated Marketing Communications (IMC).

### **MCOM 331 | PUBLIC RELATIONS MANAGEMENT (3-0-3)**

*Prerequisite: completion of MCOM 301 with a grade of C or higher | S*

The course introduces students to the theory and practical application of publicity relations planning, organizing, implementation and evaluation. In specific, the course focuses on mass media relations and on internal and external public relations. It also covers relationships with trade and professional associations.

### **MCOM 341 | CONSUMER AND MARKET RESEARCH FOR ADVERTISING AND IMC (3-0-3)**

*Prerequisite: completion of MCOM 301 with a grade of C or higher | E, S*

This theory and methodology course introduces Marketing Communications students to the social science and psychological concepts for understanding persuasion, and buyer and consumer behavior. In developing and implementing advertising and Integrated Marketing Communications (IMC) strategies and plans, students are also introduced to various research methods for gathering, measuring, interpreting, analyzing and reporting information about buyers and consumers, offline and online.

### **MCOM 401 | CREATIVE EXECUTION FOR IMC (3-0-3)**

*Prerequisite: completion of MCOM 301 with a grade of C or higher | S*

This course reviews the concept of IMC and focuses on creative development in several disciplines: advertising (TV, press and radio), sales promotion, public relations, etc. Students learn not only how to evaluate executions in these disciplines but experience the rewards and frustrations of creative development, as they are challenged to conceive a variety of creative pieces. Effective correspondence and executional integration is considered in depth, and the student's familiarity with TV and print production techniques is enhanced. Emphasis is placed on the successful completion of out-of-class creative projects.

**MCOM 411 | MEDIA PLANNING AND BUYING (3-0-3)**

*Prerequisite: completion of MCOM 301 with a grade of C or higher | F*

This course presents an overview of the media planning and buying functions within the IMC process. Basic measurements and calculations are reviewed as are the media performance measures of reach, frequency, effective frequency and GRP's. The relationship between marketing strategy and media planning is established, and the strategic media planning process is covered in detail. Other topics: intermedia comparisons, quantitative and qualitative media evaluation, media negotiation as practiced in the Middle East, media research, media budget determination and allocation, media testing and experimentation and new media. Teaching methods consist of lecture, discussion (including case studies), and out-of-class projects.

**MCOM 421 | IMC STRATEGY AND MANAGEMENT (3-0-3)**

*Prerequisite: MCOM 401 | F*

As indicated by its title, this is the concentration's course in IMC strategy and management. The pivotal role of decision-making in communications strategy formulation and agency management provides the context for the course. The variables in decision-making are identified and the contribution of empirical research to issue-resolution is studied in depth. Students learn how to apply the five steps in Schultz' value-based IMC model: customer identification, customer valuation, message/incentive planning, ROCI and post-program analysis and planning. Other specific topics considered: brand equity management, brand valuation, and the structural and human resource dimensions of agency management. While the lecture method of instruction prevails, ample opportunity is given for in-class discussion. Out-of-class projects revolve around real world case histories.

**MCOM 431 | IMC CAMPAIGN DEVELOPMENT (3-0-3)**

*Prerequisite: MCOM 421 | S*

This is the capstone course of the advertising Concentration. Students spend the entire term working in teams to prepare a response to the InterAd Case, a world-wide competition sponsored each year by the International Advertising Association, or another suitable case. The response consists of a fully developed IMC strategy and plan, together with executional solutions across a wide variety of communications disciplines. Class times are used for instructor facilitation, team meetings and lecture/discussion on topics germane to the Case, such as media planning, website construction, sales promotion, etc. Faculty other than the Instructor of Record and outside practitioners also make pedagogical contributions to the course.

**MCOM 481 | STUDY INTERNSHIP (3-0-3)**

*Prerequisites: MCOM 431, senior status and approval of the Department Chair | F, S, SI*

Students spend 25+ hours/week employed by an advertising agency/communications firm. Under the joint supervision of the faculty supervisor and their supervisor in the workplace, students' progress against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level employee. Students must provide the faculty supervisor with a copy of their résumé five weeks prior to the beginning of the term of the Internship.

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### **MCOM 491 | SPECIAL TOPICS IN IMC (3-0-3)**

*Prerequisite: senior status or approval of the Department Chair | **Upon demand***

This course is a special in-depth project undertaken by the MCOM Major under the direction of the Program Chair or is a critical study of theory and research related to advanced topics in IMC. The interests of the students and the instructor will determine the specific topics of this course.

### **MEST 101 | ARABIC I (3-0-3)**

**F, S, SI**

An introduction and continuing study of Modern Standard Arabic. Skills in speaking, listening, reading and writing are developed. Not open to native speakers of Arabic.

### **MEST 102 | ARABIC II (3-0-3)**

*Prerequisite: MEST 101 | **F, S, SI***

This is a continuation of Arabic 101, with expansion of vocabulary and capability of both oral and written expression. Not open to native speakers of Arabic.

### **MEST 103 | ARABIC III (3-0-3)**

*Prerequisite: MEST 102 | **S***

This is a continuation of Arabic 102, with increased emphasis on vocabulary specific to the individual student's area of specialty.

### **MEST 210 | A SURVEY OF MIDDLE EASTERN HISTORY (3-0-3)**

*Prerequisite: ENGL 102 | **F***

The course is a survey of the historical and religious events of the Middle East. The focus will center on a general study of the major periods in the history of the Middle East from before the Christian Era until the beginning of the 20th century from an historical, sociological and political viewpoint. The highlights of the course will include the period before the Christian Era, the advent of Christianity, the rise of Islam and the early Arab conquests, the Caliphate period, the disunity of the tenth to thirteenth centuries, and the rise and fall of the Ottoman empire.

### **MEST 275/475 | SPECIAL TOPICS IN MIDDLE EASTERN STUDIES (3-0-3)**

*Upon demand*

A critical study of theory and research related to topics in Middle Eastern studies not covered by other courses. The specific topics will be determined by interests of the students and the instructor.

### **MEST 301 | ARABIC PROFICIENCY I (3-0-3)**

**F, S, SI, SII**

A course in Modern Standard Arabic at the advanced level designed to provide Arabic-speaking B.C.I.S. Majors with the linguistic skills (writing, reading, speaking, listening) that serve as a solid foundation for journalistic expression in Arabic. Emphasis is placed on grammar review, vocabulary acquisition, and composition. Several modern literary texts are used in the course. This course is open only to students with significant prior knowledge/study of Arabic.

### **MEST 302 | ARABIC PROFICIENCY II (3-0-3)**

*Prerequisite: MEST 301 | **S, SI, SII***

This is a continuation of MEST 301, with expansion of vocabulary and capability of expression, both orally and in writing. Literary texts of increasing sophistication are used in the course. Students exiting this course will be prepared to follow the Arabic track of the B.C.I.S. program.

### **MEST 310 | ISLAMIC CONTRIBUTIONS TO WORLD CIVILIZATIONS (3-0-3)**

*Prerequisite: ENGL 102 | **F, S, SI***

This course explores the significant contributions of the Islamic civilization to the development of key aspects of the modern world. The course focuses on those contributions in the areas of science, mathematics, astronomy, and medicine.

### **MEST 315 | HISTORY OF THE MIDDLE EAST IN THE TWENTIETH CENTURY (3-0-3)**

*Prerequisites: ENGL 102, MEST 210 | **S***

This course is a survey of Arab history from 1900 to the present, including colonial rule and decolonization, the Arab-Israeli conflict and the roles played in regional and international arenas.

### **MEST 317 | ARABIC LITERATURE IN TRANSLATION (3-0-3)**

*Prerequisite: ENGL 103 | **S***

This course considers a representative sample of Arabic prose, short stories, novels and plays with a brief account of critical background of the various genres.

**MEST 318 | COMPARATIVE MIDDLE EASTERN CULTURES (3-0-3)**

*Prerequisite: ENGL 102 | F, SI*

This course provides an overview of the various cultures in the Middle East within an anthropological framework. Concepts such as ‘family,’ ‘gender,’ and ‘society’ are used as the basis for comparison of various cultural groups in the region. Discussion will also focus on the interaction of various cultures.

**MEST 319 | COMPARATIVE MIDDLE EASTERN POLITICS (3-0-3)**

*Prerequisite: ENGL 102 | S, SI*

This course is a study of the Middle East as a distinctive arena of politics with emphasis on the contrasting foreign policies of the various entities and the relationships between those countries comprising the modern Arab World.

**MEST 323 | INTRODUCTION TO ISLAM (3-0-3)**

*Prerequisite: ENGL 102 | F, S, SI*

This course will trace Islam from its “pre-history” to its contemporary manifestations. It focuses on the tenets, traditions and observances of Islam. The course will also examine the spread of Islam beyond the Middle East to other parts of the world, including Asia and Africa. The course concludes with a discussion of Islam in the world today.

**MEST 327 | INTRODUCTION TO ISLAMIC POLITICS (3-0-3)**

*Prerequisites: ENGL 102, MEST 323 | SI*

This course will focus on Islam as the language of politics at both the societal level and at the level of state and government. It will examine the influence of the teachings of Islam and Islamic political thought on the organization of society in the Muslim world, and account for the emergence of Islamic states, Islamist movements and the contemporary phenomenon of ‘political Islam’.

**MEST 329 ISLAMIC ART AND ARCHITECTURE (3-0-3)**

*Prerequisite: ENGL 102 | F, S, SI*

This course is a general survey of Islamic art in its various forms from its beginnings in the 7<sup>th</sup> century to the modern period. The development will be traced through the examination of architecture, manuscript illustration, textiles, pottery and other art forms.

**MEST 343 | BUSINESS IN THE MODERN MIDDLE EAST (3-0-3)**

*Prerequisite: ENGL 102 | S*

This course offers descriptive and prescriptive approaches to the economies of the Middle East. The course examines the current status of the economies in the region and how they developed. In addition, discussion will focus on economic challenges in the region. Suggestions for addressing these challenges as well as the consequences of ignoring them will also be discussed.

**MEST 350 | RELIGIONS OF THE MIDDLE EAST (3-0-3)**

*Prerequisite: ENGL 102 | S*

This course examines the beliefs, practices and institutions of the three Abrahamic faiths in the Middle East: Islam, Christianity, and Judaism. This course also considers the shared origins and histories of these three religions, in particular the history of their interaction and interdependence in the Middle East.

**MEST 352 | CONFLICT IN THE MIDDLE EAST (3-0-3)**

*Prerequisite: ENGL 102 | F*

This course examines the conflicts which have taken place in the Middle East since the end of the World War II. These conflicts include those between nations, cultures, and ideologies.

**MEST 380 | CULTURE AND ECONOMICS SINCE 1970 (3-0-3)**

*Prerequisite: ENGL 102 | SI*

This course looks at the modernization of the Gulf region since the withdrawal of Great Britain in 1971. It analyzes the advancements and the dynamics taking place in the Gulf in the political and economic sectors.

**MEST 381 | NORTH AFRICA: NATION, SOCIETY, AND CULTURE (3-0-3)**

*Prerequisites: ENGL 102, MEST 210 | F*

This course examines the art, literature, and other aspects of culture in the nations of North Africa and how these important aspects have contributed to the shaping of those societies during various important recent historical periods.

## 220 | Undergraduate Course Descriptions

### **MEST 382 | THE LEVANT: INTERNAL AND EXTERNAL INFLUENCES (3-0-3)**

*Prerequisites:* ENGL 102, MEST 210 | **S**

This course examines the historical and current developments in the area of the Middle East known as the Levant and what aspects of development make the Levant historically and culturally different from the rest of the region.

### **MGMT 301 | PRINCIPLES OF MANAGEMENT (3-0-3)**

*Prerequisite:* BUSI 101 | **F, S, SI, SII**

This course combines the elements of management (planning, organizing, implementing, controlling and evaluating) and applies leadership principles and characteristics to the exercise of these functions. Management and leadership as topics of study are analyzed and compared. Interpersonal skills required for effective leadership are explored. Students must receive at least a C grade in this course in order to register for additional Management Concentration courses.

### **MGMT 313 | OPERATIONS MANAGEMENT I (3-0-3)**

*Prerequisites:* MGMT 301, QUAN 201 | **F, S, SI**

This course introduces students to the interrelationships that exist among the various functions and activities of the typical manufacturing organization. Focus will be on the production strategic management chain from materials to customers. Topics include types of production processes, job flow and batch, inventory control, plant capacity, computer utilization, delivery and dispatch.

### **MGMT 314 | OPERATIONS MANAGEMENT II (3-0-3)**

*Prerequisites:* MGMT 313, QUAN 301 | **S**

This course builds on the queuing theory introduced in QUAN 301 by providing in-depth analysis in solving waiting time problems. The theoretical aspects are followed through the use of Visual Interactive Discrete Event Simulation software. This software is used for solving real cases.

### **MGMT 321 | ORGANIZATIONAL BEHAVIOR (3-0-3)**

*Prerequisite:* completion of MGMT 301 with a grade of C or higher | **F, S, SI**

Organizational behavior is the interdisciplinary field of study that investigates the impact of individuals, groups, and structure on the behavior of organizations, and how organizations manage their environments. The course covers the major theories, concepts, and tools that are employed in the field. Through the application of theoretical knowledge to exercises and case studies, students arrive at a better understanding of human behavior in the work environment.

### **MGMT 331 | HUMAN RESOURCE MANAGEMENT (3-0-3)**

*Prerequisite:* completion of MGMT 301 with a grade of C or higher | **F, S, SI**

This is an introduction to the principles and practice of human resource management. The role of human resources in the modern business organization will be the main focus. Students will develop proficiency in solving human resource problems through lectures and case studies. The course provides instruction that will help current and aspiring managers to better understand the human resource functions in international, as well as, in the local economies.

### **MGMT 341 | PROJECT MANAGEMENT (3-0-3)**

*Prerequisites:* QUAN 201 and completion of MGMT 301 with a grade of C or higher | **F, S, SI**

This course draws upon the applied fields of organization behavior, management theory/science, and finance to develop a theoretical and very practical understanding of project management for students. The practical learning from this course is accomplished primarily through team-based project simulations.

### **MGMT 401 | INTERNATIONAL MANAGEMENT (3-0-3)**

*Prerequisites: MGMT 321 and completion of MGMT 301 with a grade of C or higher | E, S*

Upon completion of this course, students are familiar with the globalization of markets and the economic interdependence of nations. In addition, the course develops skills that will assist students in designing, implementing and evaluating global strategies. Moreover, the socioeconomic, institutional, and structural variables underlying management practices, with a focus on human resources management in North America, Western Europe, Japan, East Asia, and the Arabian Gulf are considered.

### **MGMT 431 | LEADERSHIP (3-0-3)**

*Prerequisite: MGMT 321 | E, SI*

This course aims to provide students with a basic understanding of the role of leadership in the modern organization. Topics covered include different theories and definitions of leadership, organizational goals and the leader's role, leadership vs. management, leadership traits and characteristics, leadership styles and cultural differences, transformational leadership, charismatic leadership, transactional leadership, and gender and leadership. Case studies will be used to illustrate various leadership concepts, traits and styles in action.

### **MGMT 441 | ENTREPRENEURSHIP (3-0-3)**

*Prerequisite: completion of MGMT 301 with a grade of C or higher | E, SI*

This course is an overview of small business management and includes methods and procedures for establishing a small business; problem solving techniques required for successful operations; entrepreneurial traits and risks; location selection; and franchising.

### **MGMT 451 | SUPPLY CHAIN MANAGEMENT (3-0-3)**

*Prerequisite: completion of MGMT 301 with a grade of C or higher | F*

This course examines the planning and management of the production and distribution of goods and services as an integrated process which connects suppliers, producers, retailers and the transportation system. Different components of this process are analyzed sequentially, including location choice, distribution system design, selection of suppliers and distributors, contracting issues, partnership formation, inventory policies, production plans and electronic data interchange.

### **MGMT 461 | MANAGING CHANGE AND INNOVATION (3-0-3)**

*Prerequisite: MGMT 313 | E, S, SI*

The management of change and innovation is an interdisciplinary global wide field of study that investigates the technologies, intricacies, impact and the power of managing effective change and innovation within business organizations. Through an analysis of several case studies as well as related theory, this course will follow the patterns and change management strategies utilized by successful change agents and innovation leaders and managers. The innovation focus will introduce students to a number of theories and organizational practices in the field of innovation that have made critical contributions to industrial profitability and longevity in the last three decades.

### **MGMT 491 | SPECIAL TOPICS IN MANAGEMENT (3-0-3)**

*Prerequisite: senior status or approval of the Department Chair | Upon demand*

This course is a critical study of theory and research related to selected topics in management. The specific topics of this course will be determined by the interests of the students and the instructor.



## 222 | Undergraduate Course Descriptions

### **MGMT 499 | STRATEGIC MANAGEMENT**

**(3-0-3)**

*Prerequisites: senior status and completion of all business Foundation and Core courses, and at least three required Concentration Electives | F, S, SI*

This course introduces students to the elements of the strategic management theory and process including environmental analysis; internal analysis and diagnosis; generic strategy alternatives; strategic choice; and implementation.

### **MKTG 301 | PRINCIPLES OF MARKETING**

**(3-0-3)**

*Prerequisite: BUSI 101 | F, S, SI, SII*

This class is a study of the integration and coordination of product development, promotional strategy, physical distribution, and pricing activities, which direct the flow of social, ethical, legal economic and international environments. Students must receive at least a C grade in this course in order to register for additional Marketing Concentration courses.

### **MKTG 311 | SALES MANAGEMENT (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | F, S*

The course is designed to equip students with a theoretical and practical understanding of effective sales management. Students will be furnished with the skills necessary to manage a sales department efficiently. Students will learn how to set selling objectives, to design marketing policies and selling strategies, to organize sales departments for firms of varying size, to coordinate a sales force, to recruit and train sales people, and to analyze markets from a sales perspective.

### **MKTG 321 | RETAIL MANAGEMENT (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | F, SI*

The course offers challenging opportunities for those who choose a management level career in the retail business area. It introduces students to the many diverse forces that exert their influence over the retail trade industry. The course covers basic concepts and methods of retail management. It also exposes students to current retail practices and various retailing career opportunities.

### **MKTG 341 | NEW PRODUCT MANAGEMENT**

**(3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | S*

The course will enable students to comprehensively explore the requirements for successful planning, developing, and managing new products. Students will grasp the process of new product development and will be exposed to product risk management. Techniques covered will include amongst others case analysis, simulation exercises and the multivariate approach.

### **MKTG 351 | MARKETING CHANNEL**

**MANAGEMENT (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | SI*

This course focuses on distribution as a key process within the marketing function of the firm. The course surveys, analyzes and integrates the theories and practices relative to current problems of marketing channel management and its use as a key strategic marketing tool. The interface between the distribution process and channel intermediaries, and the impact of the internet on distribution channels are also analyzed.

### **MKTG 361 | MARKETING RESEARCH (3-0-3)**

*Prerequisites: QUAN 201 and completion of MKTG 301 with a grade of C or higher | F, S*

The course will enable students to systematically study, conduct, and evaluate marketing research activities within a firm. Students will be exposed to survey planning, questionnaire construction, interviewing, data collection, data analysis, demand analysis and forecasting, and population sampling procedures.

### **MKTG 371 | E-MARKETING (3-0-3)**

*Prerequisite: MKTG 301 | F, S*

The purpose of this course is to extend marketing theory and management to the e-business environment. The course will cover recent developments in e-marketing technologies, e-marketing strategies, the segmentation of e-markets, e-marketing communication and promotion, new product development and pricing policy in e-markets, and performance evaluation for the marketing function of the e-business firm.

**MKTG 401 | CONSUMER BEHAVIOR (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | F, S*

The emphasis of this course is on the descriptive and conceptual analysis of consumer buying behavior with a focus on the theory and research essential to the understanding of individual choice behavior.

**MKTG 411 | SERVICES MARKETING (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | S*

The course will enable student to focus on the unique challenges of managing services and delivering quality service to customers. It will discuss how services are different from physical products, why they are different, and what strategies result from these differences. Students will appreciate the attraction, retention, and building of strong customer relationships through quality service and will recognize this as the foundation for a strong customer relationship management.

**MKTG 421 | INTERNATIONAL MARKETING (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | S, SI*

The course incorporates marketing concept into the framework of the world market place and international business. Students will be exposed to key global topics such as market segmentation; international physical distribution, pricing, and product life cycle; and regulations and embargoes and their effects on international marketing strategy.

**MKTG 431 | DIRECT MARKETING****MANAGEMENT (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | Upon demand*

This course develops student proficiency in direct marketing management. Students will be exposed to the principles of direct marketing, database construction and management, and developing direct marketing plans and strategies.

**MKTG 461 | BRAND MANAGEMENT (3-0-3)**

*Prerequisite: completion of MKTG 301 with a grade of C or higher | S*

This course addresses important branding decisions regarding building, measuring and managing brand equity. It provides an understanding of the important issues in planning and evaluating brand strategies, and equips students with the appropriate theories, models, and other tools to make better branding decisions.

**MKTG 471 | STRATEGIC MARKETING****MANAGEMENT (3-0-3)**

*Prerequisite: senior status or approval of the Department Chair | F, S*

The course enables students to view the marketing function of an organization from a strategic point of view. Planning, decision-making, implementation of product/price, promotion, advertising, and distribution and other management issues are discussed as they relate to market segmentation, consumer behavior and marketing communications. The course is based on case studies and product analyses.

**MKTG 491 | SPECIAL TOPICS IN MARKETING (3-0-3)**

*Prerequisite: senior status or approval of the Department Chair | Upon demand*

This course is a critical study of theory and research related to selected topics in marketing. The interests of the students and the instructor will determine the specific topics of this course.

**NYST 275 | NEW YORK STUDY TOUR (3-0-3)**

*Prerequisites: sophomore status; ENGL 101 and COMP 101 | Upon demand*

Students spend an action packed week studying in the “Big Apple”. From the bright lights of Broadway to the world famous art museums throughout the city, students will find the trip a valuable learning experience. Students and faculty visit various design houses and business firms. This gives students the opportunity to interact with some of the most successful people in the industry. The group also attends a Broadway production.

**PHIL 201 | INTRODUCTION TO PHILOSOPHY/LOGIC (3-0-3)**

*Corequisite: ENGL 102 | F, S, SI*

This course is a survey of fundamental problems in several major divisions of philosophy, such as ethics, logic, philosophy of religion, philosophy of art and metaphysics. This course offers an overview of the basic aims, approaches and types of issues in philosophy, while enabling students to explore the place of philosophy in the development and justification of personal values.

## 224 | Undergraduate Course Descriptions

### **PHIL 222 | PROFESSIONAL ETHICS (3-0-3)**

*Prerequisite: ENGL 102 (not open to students who have previously been granted credit for BUSI 211) | E, S, SI*

Professional responsibility within the context of meta-ethics and applied ethics. Professional interests of clients and employers. Safety and liability, public welfare, whistle-blowing, and legal obligations. Professional codes of ethics and case studies.

### **PHOT 201 | PHOTOGRAPHY I (3-3-3)**

*Prerequisites: ARTS 200, completed Foundation, Corequisites: ARTS 201, VICD 206 | F*

An intensive exploration of photography as an expressive medium. Initially, specific assignments introduce students to basic camera and darkroom operations; students will then take on more extended problems requiring self-direction. Non-manipulation of subject and the traditional 'found moment' are emphasized. A final portfolio is required for this course.

### **PHOT 202 | HISTORY OF PHOTOGRAPHY (3-0-3)**

*Prerequisites: ARTS 201, PHOT 201, VICD 206, Corequisites: PHOT 251, VICD 207 | S*

This course is a survey of 19th and 20th century photography, emphasizing its relation to aesthetic and cultural practices and values, as well as technical developments that have shaped the nature of the photographic image. Emphasis will be given to the diverse uses of photography such as the illustrated press; amateur photography; advertising, and fashion photography; political/social photography; educational and documentary photography; and photography as a medium of artistic expression.

### **PHOT 251 | PHOTOGRAPHY II (4-0-4)**

*Prerequisites: ARTS 201, PHOT 201, Corequisites: PHOT 202, VICD 207 | S*

This course introduces archival black and white printing techniques, advanced film studies, and advanced darkroom skills. Slides presentations and readings in photographic history and criticism will be included as well as weekly student critiques. A final portfolio is required for this class.

### **PHOT 252 | STUDIO I (4-0-4)**

*Prerequisites: PHOT 202, PHOT 251, VICD 207, Corequisite: PHOT 351 | F*

This course will cover a multitude of lighting techniques used in photography, including natural lighting, flash lighting, portable lighting, and low lighting. The practices and principles involved in commercial photography will be reviewed, as well as the functions of the medium format camera.

### **PHOT 351 | PHOTOGRAPHY III (3-3-3)**

*Prerequisites: PHOT 202, PHOT 251, VICD 207, Corequisite: PHOT 252 | F*

This course is a beginning digital color photography course. Topics covered will include: photo color theory, digital cameras, scanning, Adobe Photoshop, and archival ink jet printing. A final portfolio is required.

### **PHOT 352 | STUDIO II (3-0-3)**

*Prerequisites: PHOT 252, PHOT 351, Corequisite: PHOT 353 | S*

This course will introduce the myriad of issues that surround studio portraiture. Large format photography will also be introduced and thoroughly reviewed. Printing will be done in black and white and in color.

### **PHOT 353 | PHOTOGRAPHY IV (4-0-4)**

*Prerequisites: PHOT 252, PHOT 351, Corequisite: PHOT 352 | S*

This is an intermediate course in digital color photography. Students will be assigned projects that explore the limits to digital photography. Advanced Photoshop techniques, color management techniques, advanced digital output are some of the topics covered. A final portfolio is required for this course. Students will design projects highlighting their own unique interests.

### **PHOT 451 | STUDIO III (3-0-3)**

*Prerequisites: PHOT 352, PHOT 353 | S*

This course focuses on the potential of constructed narrative in photography. The limits to telling the truth, as a visual representation, will be tested. Alternative forms of production and display are encouraged. Students will create their own study topics.

### **PHOT 452 | CONTEMPORARY TRENDS IN PHOTOGRAPHY (3-0-3)**

*Prerequisite: PHOT 451 | F*

This course will introduce photography majors to a wide variety of issues and approaches relevant to current photographic practice. The topic covered in this class will change each semester dependent upon the latest trends in the global photographic community. Sample topic areas include, advanced digital manipulation, pseudo-documentary photography, large format photography, and video based photography. A final portfolio is required.

**PHOT 456 | PHOTOJOURNALISM (3-0-3)**

*Prerequisite: PHOT 451 | Upon demand*

This class is an actual functioning design studio. The students will work on in-house and real life projects for community groups, charity group and non-profit organizations. The class gives the student practical experience and published portfolio pieces.

**PHOT 478 | INTERNSHIP IN PHOTOGRAPHY (3-0-3)**

*Prerequisites: All Design Core and all Photography Concentration, Corequisite: PHOT 452 | F, S, SI*

Students spend 25+ hours/week employed by a photographer or photography studio. Under the joint supervision of the Program Chair and their supervisor in the workplace, the student's progress against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level employee.

**PHYS 201 | INTRODUCTORY PHYSICS I W/ LAB (3-3-4)**

*Corequisite: MATH 210 | F, S, SI*

Motion in two and three dimensions, Newton's laws, concepts of energy and potential, rotation, Gravitational fields, statics, fluid dynamics and thermodynamics.

**PHYS 202 | INTRODUCTORY PHYSICS II W/ LAB (3-3-4)**

*Prerequisite: PHYS 201, Corequisite: MATH 220 | F, S, SI*

Mechanical waves, electrostatics and electrodynamics, DC and AC circuits, Maxwell's equations, properties of light including interference and diffraction.

**POLS 201 | COMPARATIVE POLITICAL SYSTEMS (3-0-3)**

*SI*

This course is designed to survey the governments in England, the former Soviet Union, France and other modern nations. Special emphasis is placed on political theory.

**PRIN 201 | PRINTMAKING I (4-0-4)**

*Prerequisite: DESI 205 | S*

This introductory course explores various forms of traditional and contemporary printmaking, with emphasis on practical and historical knowledge of the tools and materials used in the production of the serial or multiple in art.

**PRIN 202 | PRINTMAKING II (3-0-3)**

*Prerequisite: PRIN 201 | S*

This course explores traditional and contemporary intaglio and relief printmaking practices. With emphasis given on technical problem solving and self-expression within the printmaking genre.

**PSPK 101 | PUBLIC SPEAKING (3-0-3)**

*Prerequisite: ENGL 102 | F, S, SI, SII*

This course develops confidence and poise in the public speaker. Students learn to 1) apply current developments in communications and social psychology as they prepare narrative, persuasive, informative and descriptive speeches, and 2) demonstrate understanding of the interaction between speaker, speech and audience.

**PSYC 201 | GENERAL PSYCHOLOGY I (3-0-3)**  
*F, S, SI, SII*

This course is designed to introduce students to the various theories and contributions in the field of psychology. It includes the topics of learning, memory, language development, perception, theories of emotion, personality theory, child development and social psychology.

**PSYC 313 | SOCIAL PSYCHOLOGY (3-0-3)**

*Prerequisite: PSYC 201 | S*

This course is intended to introduce the students to the basic concepts and topics in the field of social psychology. Topics on this course include the social self, attitudes and persuasion, attribution theory, groups, pro-social behavior and altruism, attraction, non-verbal communication, aggression, prejudice and discrimination, the impact of the environment on behavior, social psychology, and the legal system, and social psychology of health.

## 226 | Undergraduate Course Descriptions

### PSYC 415 | PSYCHOLOGY OF ADVERTISING AND MASS MEDIA (3-0-3)

*Prerequisites:* MCOM 301, PSYC 201 | **S**

This course examines the role of mass media and the effects of advertising in issues of sex roles, sexual attitudes and violence. Emphasis is placed on behavioral, psychological, and physiological reactions on the acquisition of imitative response.

### QUAN 201 | INTRODUCTION TO BUSINESS STATISTICS (3-0-3)

*Prerequisite:* MATH 160 | **F, S, SI, SII**

This foundational course in descriptive and inferential statistics is inclusive of: frequency distribution, grading techniques, correlation, linear regression, probability, hypothesis testing, and confidence intervals.

### QUAN 301 | QUANTITATIVE METHODS FOR DECISION-MAKING (3-0-3)

*Prerequisite:* QUAN 201 | **F, S, SI**

This is an advanced course in the quantitative techniques used in managerial decisions. Building upon foundation coursework in statistics, students participate in advanced applications of deterministic and probabilistic models of decision theory, linear programming, simulation, and dynamic programming.



### SCIE 201 | NATURAL SCIENCE FOR TODAY (3-0-3)

**F, S, SI**

This course introduces students to the diversity of life on earth and integrate current issues to teach biological concepts. Topics covered include: cells, organisms, genetics, evolution and ecology. This course is designed to fulfill the Arts and Sciences requirement in Natural Sciences for all students who are non-Engineering Majors.

### SCUL 201 | SCULPTURE I (4-0-4)

*Prerequisites:* DESI 202, DESI 204 | **F**

Sculptural concerns of mass, volume, scale, line and plane are explored in naturalistic and abstract formats. Students will work with clay, plaster, wood and metal. Issues pertaining to site-specific sculpture, assemblage and installation will also be addressed.

### SCUL 202 | SCULPTURE II (3-0-3)

*Prerequisite:* SCUL 201 | **F**

This course emphasizes the development of a personal style utilizing traditional sculptural methods and materials. The course also incorporates a series of lectures that introduce contemporary trends in sculptural practice.

### SOCI 101 | INTRODUCTION TO SOCIOLOGY (3-0-3)

**F, S, SI**

This introductory course to sociology studies social life and analyzes sociological structure, change and problems.

### SOCI 217 | CROSS-CULTURAL RELATIONS (3-0-3)

*Prerequisite:* SOCI 101 | **SI**

This sociology course examines the dynamics of communication and understanding between cultures and nations. It employs a linguistic and anthropologic approach to solving the universal problems of ethnocentrism and cultural misinterpretation. The course explores the basic structure of language and the roles which syntax, semantics and kinesics play in successful cross-cultural communication. It introduces the anthropological concept of cultural diversity and provides the student with practical insight into how to overcome those perceptual barriers, which often hinder people from appreciating the cultural point of view of others.

### SPAN 101 | SPANISH I (3-0-3)

**F, S**

Long recognized for its cultural significance, the Spanish language continues to grow in importance in the design and business communities. This course provides students with oral and written approaches to beginning Spanish grammar skills. Individual daily work with language tapes is an essential part of the program.

**SPAN 102 | SPANISH II (3-0-3)**

*Prerequisite: SPAN 101 or equivalent | Upon demand*

This course is a continuation of Spanish 101, with expansion of vocabulary and possibilities of expression.

**SPAN 103 | SPANISH III (3-0-3)**

*Prerequisite: SPAN 102 or equivalent | Upon demand*

This is a continuation of Spanish 102, with increased emphasis on vocabulary specific to the individual student's area of specialty.

**STUD 401 | STUDIO ART: SEMINAR (3-0-3)**

*Prerequisites: SCUL 202, PRIN 202 II, VICD 211, ARTS 201, PHOT 251, Corequisite: ADST 401 | F*

This seminar course provides the opportunity for students of various studio practices to discuss traditional and contemporary issues in art theory and practice, with the view of informing their own art making. Visual material, directed readings, exhibitions and studio visits, and invited speakers will present the issues, and students will respond through in class dialog, written work, and presentations.

**STUD 402 | STUDIO ART: THESIS (3-0-3)**

*Prerequisite: STUD 401, Corequisite: ADST 402 | S*

This course will culminate in an extensive written work that describes the influences, intentions, and explains the conceptual and formal choices of the individual student regarding their personal body of work as it has evolved through Advanced Studio I and II.

**UNIV 100 | THE UNIVERSITY EXPERIENCE (1-0-0)**

*F, S, SI, SII*

This course serves as students' introduction to American university life. The content of the course is designed to give students an understanding of how a modern American university functions, their role as students at the university, and the most important skills involved in successfully fulfilling that role. These skills include critical thinking, problem solving and conflict resolution strategies. Students are introduced to many of the academic skills and philosophies which will ultimately be developed to higher levels in specific required and major courses.

**VICD 206 | COMPUTER GRAPHICS I (3-3-3)**

*Prerequisites: ARTS 200, DESI 202, DESI 205 | F, S*

Through lecture, demonstration and practical experience the course covers the basics of page layout programs and image handling, utilizing various DTP software programs.

**VICD 207 | COMPUTER GRAPHICS II (3-3-3)**

*Prerequisite: VICD 206 | F, S*

In this course the student learns advanced image and graphic manipulation, the transfer of files between programs (using EPS, Tiff, and Pict formats), color and resolution theory—a fully integrated system of design exploring the possibilities of the sophisticated equipment and design software.

**VICD 210 | PAINTING I (4-0-4)**

*Prerequisites: DESI 203, DESI 204 | F*

Taught from a fine arts perspective, this course introduces students to contemporary and traditional painting techniques and studio practices. Nearly all of the assignments consist of painting from sight, beginning with black and white, and include still-life, landscape, and the figure.

**VICD 211 | PAINTING II (3-0-3)**

*Prerequisite: VICD 210 | S*

Building upon their formal understanding of painting, each student will be encouraged to pursue a more personal approach to the development of imagery as means of expression. Formal skills will be enhanced through the study of more complex subject matter including the figure. Approaches of 20th century painters will be examined.

**VICD 251 | TYPOGRAPHY I (4-0-4)**

*Prerequisites: ARTS 200, completed Foundation, Corequisite: ARTS 201 | F, S*

Developing sensitivity towards the use of varied lettering and typographic forms is an essential foundation for visual communication students. This course encourages a broad, creative approach to the subject, as well as explaining the history and methodology of modern typography and lettering in practical terms.

## 228 | Undergraduate Course Descriptions

### **VICD 302 | GALLERY MANAGEMENT (3-0-3)**

*Prerequisite: completed Foundation | S*

This course will provide students with the knowledge and training necessary to manage and operate exhibitions in public and private galleries, public spaces, and alternative sites. Topics covered include gallery design, art sales, art and gallery marketing, precious object care and handling. Students will be asked to manage and operate the Visual Communication Gallery at AUD during their enrollment at which time they will practice how to plan for, install, and document artwork.

### **VICD 351 | TYPOGRAPHY II (3-0-3)**

*Prerequisites: GRAD 202, GRAD 251, VICD 207, VICD 251, Corequisite: GRAD 351 | F*

This course introduces students to the various historical developments of type design and technical developments through a series of slide presentations and projects. The course will focus on the understanding of style and design detail both in relation to cultural/art contexts and technical possibilities. The course develops an understanding of structure and engineering of type within design. The concern will be with compositional thinking through examination of various historical publications.



### **VICD 358 | SPECIAL TOPICS IN VISUAL COMMUNICATION I (3-0-3)**

*Prerequisites: junior status and approval of the course instructor | SI*

In consultation with their Program Chair, the students or a faculty member will choose a design project which involves a particular aspect of visual communication. The specific interests of both the students and the instructor will determine the actual course content.

### **VICD 412 | PAINTING III (3-0-3)**

*Prerequisite: VICD 211 | Upon demand*

In this course students pursue a more personal approach to the development of imagery as a means of expression. Both representational and non-representational subject matter may be pursued, including painting on location. Painting as a process from studies to finished works will be emphasized, with consideration given to presentation, exhibition, and marketing of work.

### **VICD 450 | COMMUNITY SERVICE WORKSHOP (3-0-3)**

*Prerequisites: junior status and approval of the course instructor | Upon demand*

This class is an actual functioning design studio. The students will work on in-house and real life projects for community groups, charity group and non-profit organizations. The class gives the student practical experience and published portfolio pieces.

### **VICD 451 | TYPOGRAPHY III (4-0-4)**

*Prerequisites: VICD 351, GRAD 351, Corequisite: GRAD 451 | S*

This course will be concerned with creating a personal style and the bringing together of all relevant typographic elements and skills. The course will focus on type design and the technological aspects of digital font development software (with special emphasis on Arabic and/or non-Latin fonts).

### **VICD 453 | PRODUCTION DESIGN (3-0-3)**

*Prerequisites: GRAD 351, VICD 351 | F*

In this course, the student will be introduced to the various production techniques used in graphic design. The understanding of both manual and computer-aided procedures will enlighten each student to the production phase which is important to the execution, presentation and publication of final designs.

### **VICD 455 | SENIOR PROJECT (4-0-4)**

*Prerequisite: approval of the Department Chair | F*

Senior design project is a comprehensive project, which is designed to evaluate the student's ability to perform on a professional level. It is an individual project that utilizes all the skills the student has learned during the duration of their education in the program. Proper execution of the project will determine if the student is ready to enter and compete in his or her chosen discipline.

**VICD 456 | BUSINESS PRACTICES AND FINAL PORTFOLIO (3-0-3)**

*Prerequisite: senior status | F*

This course is a capstone class that examines the professional environment of the graphic designer/commercial artist. It offers a framework for understanding the career structures, job responsibilities and employment opportunities (including how to establish freelance practice) within the working field. With the background knowledge gained through the series of explanatory lectures, advice from guest speakers from the industry and visits to working studios and agencies, the student is well prepared to make informed decisions about his or her future career plan. The class, is also teaches the student how to present hardcopies (print) of his or her artwork in a creative professional manner that will show a prospective employer what a student can offer them. Proper completion of the portfolio and collateral materials will determined if the student is ready to enter and compete in his or her chosen discipline.

**VICD 458 | SPECIAL TOPICS IN VISUAL COMMUNICATION II (3-0-3)**

*Prerequisites: junior status and approval of the course instructor | SI*

In consultation with their Program Chair, the students or a faculty member will choose a design project which involves a particular aspect of visual communication. The specific interests of both the students and the instructor will determine the actual course content.

**VICD 459 | MULTIMEDIA (3-0-3)**

*Prerequisites: GRAD 351, VICD 207, or approval of the course instructor | F*

Multimedia is a computer course that introduces the student to a wide range of animation, video and audio tools. The goal of the course is to teach the fundamentals of storyboarding and narrative, combined with basic software applications to manipulate and create time-based, interactive media and motion graphics.

**VIDE 301 | VIDEO ART (3-0-3)**

*Prerequisite: VICD 207 | S, SI*

This course will introduce an intermediate level Visual Communication student to video art. The course will cover a preliminary guide to editing visual and sound footage utilizing I-Movie II software. Two different approaches to video art will be examined; these include performance video art and narrative video art. Relevant contemporary artists will be discussed throughout the course. Students will be asked to produce a final assignment that will highlight their basic editing skills.

**WEBD 452 | WEB DESIGN (4-0-4)**

*Prerequisites: GRAD 351, VICD 351 | S*

The purpose of this class is to teach the student how to apply graphic design techniques to develop effective, aesthetically pleasing and useful Web sites. The class serves as an introduction to the basic principles of Web design. The course will teach the student how to plan and develop well-designed Web sites that combine effective navigation techniques with the creative use of graphics, sound and typography. Students will learn the effects of browser and computing platform on their design choices and gain a critical eye for evaluating Web site design.

**WLDC 201 | WORLD CULTURES I (3-0-3)**

*Prerequisite: ENGL 102 | F*

A survey of the culture, ideas, and values of human civilization from their origins in Prehistory to the 17th Century. Emphasis is on the intellectual and artistic achievements of the ancient Middle East, Classical Greece and Rome, the Christian and Arab/Islamic Middle Ages, and Renaissance Italy showing how culture reflects and influences economic, social, and political development. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class.

**WLDC 202 | WORLD CULTURES II (3-0-3)**

*Prerequisite: WLDC 201 | S*

A study of the development of the culture, ideas, and values of the early modern world to the present. Emphasis is on the Protestant Reformation, initial contacts between Europe and other cultures, the rise of modern science, the Enlightenment, the American and French Revolutions, the Industrial Revolution, Baroque, Classical, Romantic and Modern styles in art, music and literature. Students are exposed to the creative process by reading from primary works of literature and philosophy and critically reviewing works of art, music, theater and dance, both in and out of class.



## FACULTY

A major reason students and graduates recommend AUD to their friends is the faculty. Distinguished leaders in the business and professional communities and highly inspired educators comprise the outstanding international faculty. Faculty members, in addition to having appropriate academic credentials, are often actively involved professionals: lawyers, accountants, interior designers, photographers, illustrators, graphic designers and fine artists (just to name a few) who are noted for their expertise and accomplishments in their fields. They bring the experience and high standards of their profession directly into the classroom for the most effective balance between theoretical and practical career preparation. Students and faculty share a close and special bond which comes from dedication and commitment to the same professional goals.

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## **TUITION, FEES AND EXPENSES**

### **2009-2010**

## 242 | Tuition

The standard academic year is comprised of the Fall (September) and Spring (January) semesters. There are two Summer sessions (May and July).

The university evaluates institutional tuition and fee rates in the second semester of each academic year, and rates may be subject to change at the beginning of the following academic year.

### UNDERGRADUATE PROGRAMS

#### Fall and Spring Semesters

- Tuition (less than 12 credit hours) AED 2,750 per credit
- Tuition (12 to 16 credit hours) AED 31,500
- Tuition Overload (over 16 credit hours) AED 2,100 per credit

#### Summer Sessions

- Tuition (less than 7 credit hours) AED 2,750 per credit
- Tuition (7 to 9 credit hours) AED 18,900
- Tuition Overload (over 9 credit hours) AED 2,100 per credit

### GRADUATE PROGRAM

- Tuition (3 credit hours) AED 8,700
- Tuition (6 credit hours) AED 17,400
- Tuition (9 credit hours) AED 26,100

#### Additional Modules, if required:

- |                    |           |
|--------------------|-----------|
| 1. Micro-Economics | AED 2,000 |
| 2. Accounting      | AED 2,000 |
| 3. Finance         | AED 2,000 |
| 4. Statistics      | AED 1,500 |

### INTENSIVE ENGLISH LANGUAGE PROGRAM

#### Fall and Spring Semesters

- |         |            |
|---------|------------|
| Tuition | AED 28,000 |
|---------|------------|

#### Summer Sessions

- |         |            |
|---------|------------|
| Tuition | AED 20,000 |
|---------|------------|

#### SERVICES FEE\*

Services Fee for Undergraduate and IELP students  
AED 100 per semester (AED 50 per summer session)

\* designated for labs and activities

#### FAMILY TUITION WAIVER

For families who have more than one son/daughter enrolled simultaneously at AUD as full-time undergraduates, a tuition remission of 25% is given to each off-spring (sibling) after the first. Students who qualify for this waiver must, upon registration, complete a form available at the Finance Office. Scholarship students are not eligible for a Family Tuition Waiver.

### STUDY ABROAD PROGRAM IN MIDDLE EASTERN STUDIES

[Includes tuition and fees for 5 classes (15 hours), housing and some classroom-related activities]

Tuition and Fees	\$11,260
------------------	----------

(of which \$ 274 is refundable at the end of the semester if no dorm damage has occurred)

### EXPLANATION OF FEES AND EXPENSES

#### Application Processing Fee:

A non-refundable application processing fee of AED 200 must accompany the *Application for Admission*.

#### Reservation Deposit:

A reservation deposit (non-refundable) of AED 5,000, which is fully applied toward tuition, is required upon acceptance for admission. Due to the high number of applicants, students are requested to pay this deposit within two months of the start of the term of entry. No application will be accepted after this date without the reservation deposit.

#### Entrance Exam Fee:

AED 300 (non-refundable)

#### Late Registration Fee:

A late registration fee of AED 1,000 will be charged for those registering after the final advising and registration date set for the semester (see University Academic Calendars).

**Books:**

Students are responsible for buying their own books. Book expense is not included in the tuition.

**Graduation Processing Fee:**

A non-refundable diploma fee of AED 500 will be billed to students earning degrees.

**Part-Time Students:**

A student taking less than 12 credit hours per semester is considered part-time. The fee per 1 credit hour is AED 2,750.

**Health Insurance (Mandatory):**

A fee of AED 1,000 per year is mandatory for Health Insurance. Students showing proof of having their own private health insurance plan will be exempted.

**Housing (optional):**

Accommodation is provided by semester for those who wish student housing. The non-refundable housing fees per semester are:

AED 8,500 (shared)  
AED 12,500\* (single).

A one-time, refundable security fee of AED 1,000 is required. This one-time fee is payable with the student's first housing payment. Housing charges are subject to change. In the summer sessions, housing fees are AED 5,700 for a shared room and AED 8,500 for a single room\*.

\* Single rooms are not available and will not be guaranteed at all. In the event that there are cancellations and there is availability of rooms, applications for single rooms will be considered.

A housing deposit of AED 2,500 is required to reserve a place in the dormitories. This is payable according to the following schedule:

Semester	Deadline
Spring, 2010	November 16, 2009
Summer I, 2010	March 24, 2010
Summer II, 2010	May 24, 2010
Fall, 2010	May 26, 2010

The balance of the student housing fee must be paid in full one month before the beginning of the semester or summer session. Failure to pay the housing fee in full may result in the cancellation of the dorm reservation. In such cases, the housing deposit will not be refunded.

The housing deposit is non-refundable and nontransferable unless the student's application for admission is rejected or the student cancels their admission one month prior to the start of the semester for which he/she has paid.

**Student Residence Visa (optional):**

Only for full-time students. Visa fee AED 1,000. Passport deposit of AED 2,000 is refundable *only upon cancellation of visa*.

**Study Tours (optional):**

AUD Study Tours are scheduled annually. The fee, which is determined annually, covers roundtrip transportation and hotel accommodations. Students are responsible for their meals. Students may earn three hours of academic credit upon satisfactory completion of requirements set by the trip instructor. Previous

Study Tour locations have included New York, Paris, Milan and Florence.

**PAYMENT POLICIES**

Tuition and fees are due upon registration, unless a student is registering on-line, in which case the deadline for payment established by the Registrar's Office must be respected.

Student can pay by cash, checks, and bank drafts at the AUD branch of the Commercial Bank of Dubai. Credit Card payments may be made at the AUD Finance Office subject to a handling fee of about 1.5 %.

Tuition and fees may also be paid by bank transfer or by filling the credit card authorization form below.

**Bank Transfer:** Payable to the "American University in Dubai", account number 1000351229 at the Commercial Bank of Dubai, Dubai Head Office, swift code: CBDUAEADXXB. Include student name and I.D.# on the payment details.

**Credit card paid via written authorization:** by filling out the following information and faxing this sheet to AUD Finance Office +9714-3994566. Only Visa and Master Cards are accepted and will have additional handling fee of 2 % of the total amount paid.

A student not physically present in Dubai who wishes to pay by credit card, will be required to fill-out a form requesting the following information:

## 244 | Tuition

I authorize the American University in Dubai to charge an amount of AED ..... plus handling fees as stated above to my credit card details mentioned below.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Credit Card Type: (Visa, Mastercard) \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

UAE Tel. No.( \_\_\_\_\_ ) Other Tel. No.( \_\_\_\_\_ )

Fax No. ( \_\_\_\_\_ )

Date \_\_\_\_\_ Student Name: \_\_\_\_\_

I.D. #: \_\_\_\_\_ Payment Details: \_\_\_\_\_

*Students who submit non-negotiable checks will be charged an AED 200 non-refundable administrative fee and will henceforth be required to make future payments in the form of cash or bank transfer.*

### Outstanding Balances

A student cannot register until all outstanding balances are cleared. Payments will be credited toward outstanding balances before being applied to current registration charges. Transcripts, grades, diploma and certifications will not be issued for students who have not met their financial obligations.

### Refund Policy

Refunds are governed by the following regulations and will be processed within 30 days of request:

#### (1) Tuition (except IELP)

In the event that a student withdraws or is dismissed from all classes during the term refunds of tuition and fees will be calculated according to the following schedule:

Schedule	Refund
During the first week*	75%
During the second week**	50%
During the third week	25%
After third week	0%

In the event that a student withdraws from partial classes during the term, refunds will be calculated according to the following schedule:

Schedule	Refund
Until the end of Drop/Add***	100%
After Drop/Add	0%

#### (2) Tuition (IELP)

Schedule	Refund
Until the end of Drop/Add	75%
After Drop/Add	0%

#### (3) Housing Fees and Charges

Fees and charges for University housing (where applicable) are non-refundable.

\* 100% for new students in the first semester of attendance with the exception of the reservation and enrollment deposit of AED 5,000 which is non-refundable.

\*\* Sunday-Thursdays

\*\*\* The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form. Check the AUD Academic Calendar for dates of Drop/Add.

**Note:** AUD has a separate Refund Policy for legal residents of the U.S. State of Georgia. This Policy has been written to be in compliance with Standard Nine of *Georgia's Minimum Standards and Criteria for NPEC Institutions*. The existence of this Policy is announced during Student Orientation and referenced at the time of exit from AUD (during the account settlement process) of any Georgia resident who requests a refund. A copy of this Policy is available in the Finance Office, the Registrar's, and the office of the Director of Institutional Effectiveness.



## ACADEMIC CALENDAR



## UNIVERSITY ACADEMIC CALENDAR 2009-2010

## FALL SEMESTER 2009

<b>August 26</b>	Meeting: Committee on Academic Standing
<b>August 27</b>	Arrival of Dorm Students
<b>August 29-30</b>	Final Days for Advising and Registration
<b>August 30</b>	Student Orientation
<b>August 31</b>	Classes Begin
<b>Aug 31-Sept 3</b>	Drop/Add
<b>September 21-22</b>	Eid Al Fitr Holiday
<b>October 29</b>	Last Day for Withdrawal from classes
<b>November 28-30</b>	Eid Al Adha
<b>December 2</b>	National Day
<b>December 8</b>	Last Day of Classes
<b>December 9-10</b>	Study or Make-up Days
<b>December 13</b>	Final Exams Begin
<b>December 17</b>	Semester Ends
<b>December 18</b>	Al Hijra (Islamic New Year)

## SPRING SEMESTER 2010

<b>January 6</b>	Meeting: Committee on Academic Standing
<b>January 7</b>	Arrival of Dorm Students
<b>January 9-10</b>	Final Days for Advising and Registration
<b>January 10</b>	Student Orientation
<b>January 11</b>	Classes Begin
<b>January 11-14</b>	Drop/Add
<b>February 26</b>	Birth of the Prophet
<b>March 9</b>	Last Day for Withdrawal from classes
<b>March 10-11</b>	Spring Break
<b>April 20</b>	Last Day of Classes
<b>April 21-22</b>	Study or Make-up Days
<b>April 25</b>	Final Exams Begin
<b>April 29</b>	Semester Ends

## SUMMER I SESSION 2010

<b>May 6</b>	Meeting: Committee on Academic Standing
<b>May 6</b>	Arrival of Dorm Students
<b>May 6</b>	Final Day for Advising and Registration
<b>May 9</b>	Classes Begin
<b>May 9-11</b>	Drop/Add
<b>May 12</b>	Commencement
<b>June 3</b>	Last Day for Withdrawal from classes
<b>June 21</b>	Last Day of Classes
<b>June 22</b>	Final Exams Begin
<b>June 24</b>	Session Ends

## SUMMER II SESSION 2010

<b>July 1</b>	Meeting: Committee on Academic Standing
<b>July 1</b>	Arrival of Dorm Students
<b>July 1</b>	Final Day for Advising and Registration
<b>July 4</b>	Classes Begin
<b>July 4-6</b>	Drop/Add
<b>July 9</b>	Ascension of the Prophet
<b>July 29</b>	Last Day for Withdrawal from classes
<b>August 16</b>	Last Day of Classes
<b>August 17</b>	Final Exams Begin
<b>August 19</b>	Session Ends

## UNIVERSITY ACADEMIC CALENDAR 2010-2011

## FALL SEMESTER 2010

<b>August 25</b>	Meeting: Committee on Academic Standing
<b>August 26</b>	Arrival of Dorm Students
<b>August 28-29</b>	Final Days for Advising and Registration
<b>August 29</b>	Student Orientation
<b>August 30</b>	Classes Begin
<b>Aug 30-Sept 2</b>	Drop/Add
<b>September 11-12</b>	Eid Al Fitr Holiday
<b>October 28</b>	Last Day for Withdrawal from classes
<b>November 17-18</b>	Eid Al Adha
<b>December 2</b>	National Day
<b>December 6</b>	Last Day of Classes
<b>December 7</b>	Islamic New Year
<b>December 8-9</b>	Study or Make-up Days
<b>December 12</b>	Final Exams Begin
<b>December 16</b>	Semester Ends

## SPRING SEMESTER 2011

<b>January 5</b>	Meeting: Committee on Academic Standing
<b>January 6</b>	Arrival of Dorm Students
<b>January 8-9</b>	Final Days for Advising and Registration
<b>January 9</b>	Student Orientation
<b>January 10</b>	Classes Begin
<b>January 10-13</b>	Drop/Add
<b>February 15</b>	Birth of the Prophet
<b>March 8</b>	Last Day for Withdrawal from classes
<b>March 9-10</b>	Spring Break
<b>April 9</b>	Last Day of Classes
<b>April 20-21</b>	Study or Make-up Days
<b>April 24</b>	Final Exams Begin
<b>April 28</b>	Semester Ends

## SUMMER I SESSION 2011

<b>May 5</b>	Meeting: Committee on Academic Standing
<b>May 5</b>	Arrival of Dorm Students
<b>May 5</b>	Final Day for Advising and Registration
<b>May 8</b>	Classes Begin
<b>May 8-10</b>	Drop/Add
<b>May (TBA)</b>	Commencement
<b>June 2</b>	Last Day for Withdrawal from classes
<b>June 20</b>	Last Day of Classes
<b>June 21</b>	Final Exams Begin
<b>June 23</b>	Session Ends
<b>June 28</b>	Al Israa Wal Miraj

## SUMMER II SESSION 2011

<b>June 30</b>	Meeting: Committee on Academic Standing
<b>June 29</b>	Arrival of Dorm Students
<b>June 29</b>	Final Day for Advising and Registration
<b>July 3</b>	Classes Begin
<b>July 3-5</b>	Drop/Add
<b>July 28</b>	Last Day for Withdrawal from classes
<b>August 15</b>	Last Day of Classes
<b>August 16</b>	Final Exams Begin
<b>August 18</b>	Session Ends



*N.B. All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry.  
Placement exam dates and registration procedures are available each term from the Admissions Office.*



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