



الجامعة الأمريكية في الإمارات

American University in the Emirates

# Undergraduate Catalog 2017/18

*The Pathway To Success*



[www.aue.ae](http://www.aue.ae)



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# UNDERGRADUATE CATALOG



## I. Using the Catalog

This general information introduces the American University in the Emirates (AUE) and its programs covering topics such as Admissions, Registration, Comprehensive Foundation, Bachelor Degree, and Masters Requirements, Tuition and Refund Policies, Instruction and Assessment Methods. Efforts are made to ensure that the information provided in this catalog is accurate. AUE will inform students if any changes are deemed necessary to implement due to exceptional circumstances.

This catalog is a contract between AUE and the current and prospective students. The Catalog contains course information, academic policies, study plans of the various academic programs, and description of the courses offered at AUE

## II. Accreditation

The American University in the Emirates was officially licensed as of July 1st, 2006 by the Ministry of Education (Higher Education Affairs) of the United Arab Emirates to award accredited degrees. The Commission for Academic Accreditation of the MOE licenses AUE to award degrees and accredits all programs offered by the University. The American University in the Emirates has been granted re-licensure by the Commission for Academic Accreditation effective 26th September 2012.

## III. Brief History

The AUE has grown into a highly regarded university in a short span of time.

The University has established itself as a premier institution offering quality accredited academic programs. The Vision of AUE is to prepare exemplary leaders, scholars and practitioners in a range of disciplinary fields so that the young graduates, from the United Arab Emirates and abroad, are enabled to become lifelong learners in their chosen professional field.

The ambitious goals that were drawn up in 2007 in pursuit

of a quality education with measurable outcomes have added several dimensions to its prior structure. At present, the University has seven Colleges: College of Business Administration (COBA), College of Computer Information Technology (CCIT), College of Education (CEDU), College of Design (CDES), College of Media and Mass Communication (CMMC), College of Security and Global Studies (CSGS) and College of Law (CLAW), Guidance and Disability Center.

The Founders of AUE believe that the academic freedom is an essential principle underlying the achievement of the University's goals. Academic freedom is based upon the creation of an institutional environment that offers unrestricted exchanging of ideas and information, and the promotion of liberal, educated discourse on all academic matters. Academic freedom allows faculty members the autonomy to conduct their teaching and research duties and commitments, and pursue their responsibilities. Faculty members are entitled to complete freedom in responsibly pursuing their duties in teaching, preparing courses material, discussions, publications, and evaluating students' work, free from internal or external restraints that would restrict their academic endeavors.

The University has committed itself to develop and sustain its faculty members in a long-term initiative, which encourages faculty development and excellent performance. This provides a basis on which faculty members can engage their students in a best-practice teaching and learning environment which is conducive to enhanced international understanding allowing students to meet the requirements of an ever-challenging world. The technology of the current millennium requires that knowledge is supplemented by institutional and individual efforts to encourage international peace and stability, and greater human understanding, using tools such as negotiation, partnerships and agreements.

To ensure that an environment of trust and confidence is prevailing, the AUE now has a well-educated faculty, committed to student teaching and learning, state-of-art facilities, and accredited university partners, resulting in an ever-growing number of students. This continuing trend reflects the cultural richness of the society, the growing knowledge of the people, the applied learning of the population, and the use of new technologies that enhance the quality of life.

In meeting the above requirements, all universities and colleges seek to offer accredited undergraduate and graduate programs. The American University in the Emirates focuses on contemporary issues and imparts knowledge to its students effectively, so as to encourage continuing personal growth, meet employment market expectations, and allow its graduates to rise to the challenges of the 21st Century.

The AUE has emerged as a national leader in professional education. Stakes are shared by the students and the teacher-scholar community as knowledge-takers and knowledge-imparters respectively. It is noteworthy that the majority of the programs in each department are planned in a comprehensive manner to allow practical exposure.

The AUE remains committed to excellence in teaching, learning, research, community service, and to the implementation of its Vision and Mission.

Being a standard American educational institution, AUE never

fails to preserve the Culture and values of the United Arab for students seeking to penetrate the market of professionalism, AUE is one of the best choices. Coursework in the proposed Colleges of AUE is designed to prepare graduates to foster innovation, collaborate effectively, and assume leadership roles within diverse organizations.

## Vision statement

AUE is dedicated to be one of the leading higher educational institutions, providing an integrated pathway for students to become creative, effective and productive members of the UAE and the regional communities.

## Mission Statement

AUE is committed to offer quality, multidisciplinary, research and career-oriented academic degree programs that prepare students for successful employment and continuing higher education.

## University Goals

Goal 1: Offer quality career-oriented academic programs to meet market demands.

Goal 2: Provide Holistic Education and Prepare students for pursuing their higher education to further their knowledge and skills.

Goal 3: Establish and enhance interrelationships among the University, businesses, and communities.

Goal 4: Develop knowledge base on the applied and basic research in respective fields of study.

## Core values

- a. Respect and Dignity for all.
- b. Openness, Trust and Integrity.
- c. Innovation and Creativity.
- d. Teamwork and Partnership for Common Goals.
- e. Persistence and Entrepreneurialism.
- f. Stewardship and Economic Viability.
- g. Equal Opportunities and Recognition.
- h. Improved Quality of Life.
- i. Safety and Environmental Responsibility

## IV. Campus

### 1. Campus services

AUE provides a broad selection of services and facilities to the students starting from the on-campus to the off-campus facilities. The Department of Student Affairs has a vital role in the campus life and activities.

AUE has well-resourced facilities designed to create a welcoming environment that allow students to be engaged smoothly in the university life.

#### 1.1 Resident Halls

The American University in the Emirates does provide accommodation to students upon the request. It is an off campus housing that the university has a full access to. However, AUE bears no legal or financial responsibility for any accommodation that might be secured in this way.

#### 1.2 Recreational Facilities

AUE students have access to recreational facilities that engage students in common activities such as video games and other entertainment activities. The recreational area is available to all AUE students in the ground floor of block 6.

#### 1.3 Student's Visa

AUE can provide one-year renewable residence visa for its students.

AUE students who want to apply for student visas should proceed as follows:

- Secure Admission Approval from ARD.
- Pay the Admission and Registration fees and minimum of 3 courses in advance (Non ELI program).
- Pay the visa fees, Medical and EID fees as well as refunded security deposit.
- Submit all invoices and fill the visa request form the Protocol and Public Relations Department (PRPD) in order to start the process

#### 1.4 Reception Desks

Located in the main entrance of block 6 and in the main lobby of each floor in AUE campus, the reception desks are for general inquiries and information about AUE. Queries about General Services are: lost and found and transportations, both available in the main entrance of block 6.

#### 1.5 Parking & Transportations

AUE provides a large space of free parking lots for the students, faculty, administrative staff, and visitors. Beside the parking lots facility, AUE transportation service is offered for the students upon their request. The student shall contact the General Services Department for the shuttle bus services which are provided to the Emirates of Dubai and Sharjah only.

#### 1.6 Vending Machines

Vending Machines are available in every floor within the campus.

#### 1.7 AUE Bookstore

AUE has its own bookstore in the ground floor of the campus. It provides students with all the necessary resources like books, text books, and documents needed to have an academic assistance.

#### 1.8 AUE Library

Located in the ground floor of the campus, block 7. The Library facilitates learning in a very productive environment and a peaceful, quiet space for all students.

#### 1.9 AUE Copy Center

Located in the ground floor of Block 6 in the campus, the AUE Copy Center facilitates faculty, staff members and students' needs related to printing, documentation and lamination, inter alia, which are reasonably affordable.

#### 1.10 Cards (AUE Membership)

Students should request their AUE ID cards upon registration from the Admission & Registration Department located in the second floor of Block 6. AUE ID cards must be available with the student all the time. Students cannot enter the final exams without their IDs.

#### 1.11 Dining Services

The Food Court is located within the AUE Campus under the authority of the Dubai International Academic City (DIAC) authority. There are many international restaurants and coffee shops which offer delivery service within the Campus.

#### 1.12 Mini-Market

The mini-market is located outside AUE campus.

#### 1.13 AUE Prayer Rooms

Male and female Prayer Room are available for students, AUE employees and visitors. The prayer rooms are located on the second floor of Block 7.

#### 1.14 Lost and Found Services

The Lost and Found services are available at the General Services Department located in the ground floor of Block 6. Lost and Found services are responsible for the items found within the campus. Lost and Found Items will be kept in the General Services department and can be collected anytime.

#### 1.15 AUE Security

Security is part of the General Services offered by AUE. Security men are the authorized guards/agents on campus. They secure and monitor the entire campus 24/7, including campus halls and University buildings. The security ensures the safety and the security of students, faculty and staff members during their presence in AUE campus. In case of any type of violation or incidence, they have the right to report it.

### 1.16 Health Services

An ambulance is available 24/7 in front of the entrance of block 6. It provides necessary medical care to students, faculty and administrative staff members in case of emergency. If needed, free transportation to hospital will be offered. AUE also provides insurance that covers accidents that may take place on campus.

### 1.17 ATM Machines

ATMs are located in the open-area beside the Food Court.

### 1.18 Publications

AUE students and faculty members periodically publish a newsletter filled with informational articles about current affairs on campus. Interview techniques, job search, resume preparation and career planning can be found in the newsletters which include information regarding activities and events in the American University in the Emirates. The publications of the newsletter are the responsibility of the University Council.

## 2. Facilities and resources

### 2.1 Online Admission

The university provides online admission service with quick response and close follow up till the applicant finish the initial requirement. However, students need to visit the university campus to proceed with the entry essay writing and admission interview.

### 2.2 Online registration

Students have access to course schedule and have the possibility of registering courses based on study plan available on student portal. Students are still advised to meet with their academic advisors to validate their course registration.

### 2.3 The Library

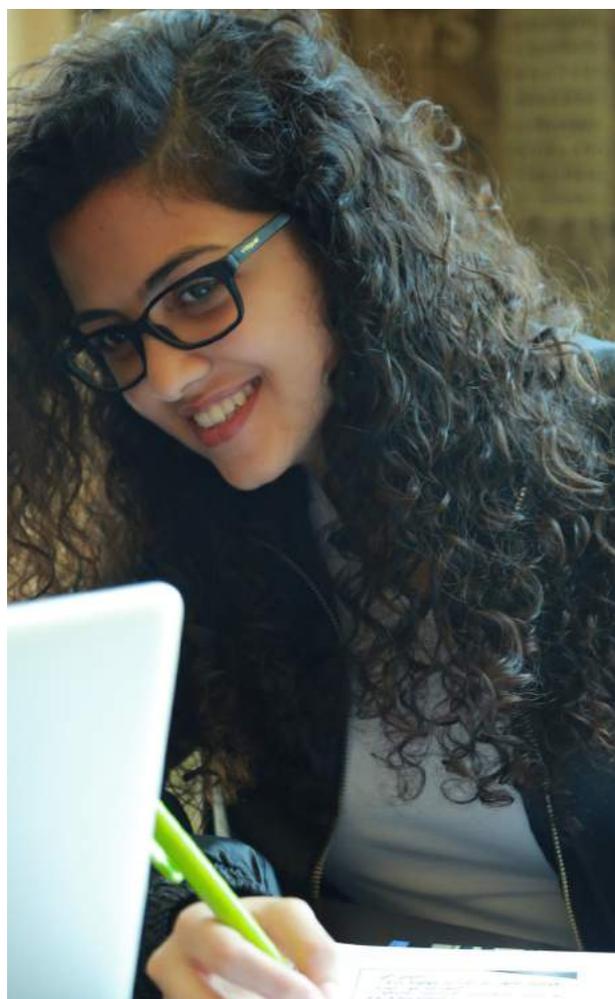
The library is key resource in the educational and research process at the AUE. With the introduction of The Integrated Library and Information Management System (ILIMS) that automates all AUE library activities, AUE library became a national leader in the implementation of the modern technologies and industrial standards, and in putting into everyday practice the latest informational products and new types of library services.

Providing easy and convenient access to information by both student and faculty is the major function of the library, as defined in its mission statement: The mission of the AUE Library is to provide quality services, learning resources, and information literacy programs in support of students, faculty, and the general information needs of the diverse community. Over a period of only 8 years the library managed to develop a core collection of 11,960 volumes. As the language of instruction at the AUE is English, 7,588 of the books are in English, while the rest are in Arabic and some other languages (when the book is of high academic quality and it is not translated in English). For the last five years (2010 – 2015) years the library holdings have been developed at a high and

steady rate, and the number of the new books, acquired by purchasing or donations, for that period amounts to 7,500, so the average yearly collection growth is 1,500 new volumes. With the introduction of the electronic format as a valid format for scholarly communication, the library started to acquire full-text electronic journals, aggregated in different vendors' databases: EBSCO Host on-line containing 11 subject databases; ProQuest – a database containing full-text e-journals in all subject areas; JSTOR – containing 4 subject collections of the full run of 400 leading journal titles in humanities and social sciences; Ebrary, a database for on-line E-books, Web of Science, and Encyclopedia Britannica. The total number of the original electronic journals titles is more than 19,700. All the journals titles, regardless of format, retrospectively go back to 15 years at minimum. Most of them are present in the databases with their full runs, and the access to their content is provided through print and electronic indexes, which give the readers the opportunity to search by various options – author, titles, ISSN, key words, subjects and periodicals titles.

### 2.4 Computer Laboratories

The American University in the Emirates provides students with access to its computer laboratories for experimental learning purposes. Either computer labs or special labs, students are encouraged to have hands on experience through practicing the course assets through these specialized labs.



## 2.5 Advising and Success Center

Students throughout the academic year. At the heart of its function the Advising and Success Center is a focus on enabling students to fulfill their academic potential at every stage of their journey towards fulfilling the requirements of their degrees. The goals of the Advising and Success center are as follows:

- To provide advising support services that compliment the advising function at the college-level while enabling students to achieve their academic goals.
- To provide the academic support needed for students to achieve their course-specific goals and acquire the skills needed for success in achieving the learning outcomes of their programs.

The Advising & Success Center provides students support in two important areas:

- Advising services which center on providing students with the support needed as they make fundamental decisions

about their academic goals, course registration in line with their study plans, providing students with the information needed to better understand their academic standing, and developing strategies that enables students to confidently move towards their academic goals.

- Success support services which focuses on providing students with the support needed in acquiring specific skills and obtaining course-specific support in the form of tutoring. This process is particularly important given that it is built on a system in which students with a demonstrated record of academic excellence are given the opportunity to develop their own skills and gain practical experience as they deliver tutoring sessions to their peers in subjects in which they may be struggling. This student-centric learning process provides a unique learning experience for the students and enables them to more actively engage in the learning process whether as tutors or tutees.

## 3. Academic Calendar

### FALL SEMESTER 2017-2018

SEP-17	1	Arafat
	1 - 2	Eid Adha
	3 - 7	Add drop period
	3	Start of weekday classes
	8	Start of weekend classes
	10 - 21	Withdraw courses without penalty "W"
	14	Last day of registration without late fees
	15 - 21	Last day for admitting new students late registration
	22	Islamic New Year
OCT-17		
	22 - 6 Dec	Withdraw courses with penalty "WF"
NOV 2017	22 Oct - 6 Dec	Withdraw courses with penalty "WF"
	29	UAE National Day Celebration
	30	Prophet Birthday

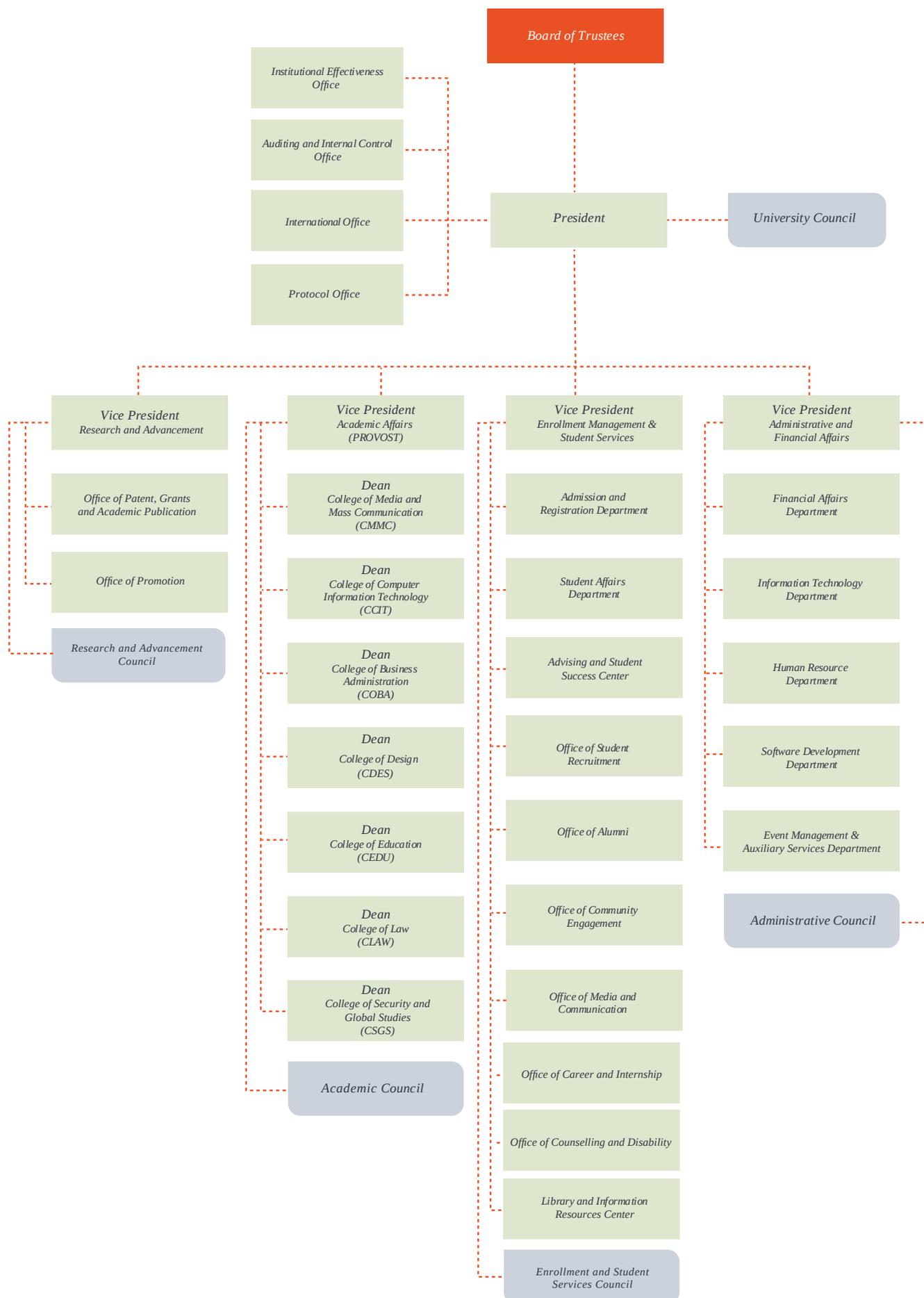
<b>DEC 2017</b>	22 Oct - 6 Dec	Withdraw courses with penalty "WF"
	1	Commemoration Day
	2	UAE National Day
	7	Final Exam Start
	17	Fall Break Starts
<b>JAN-18</b>	7	End of Fall Break
	12 - 18	Add - Drop
	12	Start of weekend classes
	14	Start of weekday classes
	19 - 25	Last day of registration with late fees
	19 - 1 March	Withdraw courses without penalty
	25	Last day for admitting new students
<b>SPRING SEMESTER 2017-2018</b>		
<b>JAN-18</b>	7	End of fall break
	12 - 18	Add - Drop
	12	Start of weekend classes
	14	Start of weekday classes
	19 - 25	Last day of registration with late fees
	19 - 1 March	Withdraw courses without penalty
	25	Last day for admitting new students
<b>MAR-18</b>	19 Jan - 1	Withdraw courses without penalty
	2 - 2 May	Withdraw courses with penalty "WF"
	25	Spring break start
<b>APR-18</b>	2 March - 2 May	Withdraw courses with penalty "WF"
	8	Spring break end
	13	Israa and Miraj
<b>MAY-18</b>	2 March - 2	Withdraw courses with penalty "WF"
	3	Final exam start
	12	Final exam end
	18	Start of weekend classes
	20	Start of weekday classes

## SUMMER SEMESTER 2017-2018

<b>MAY-18</b>	2 March - 2	<i>Withdraw courses with penalty "WF"</i>
	3	<i>Final exam start</i>
	12	<i>Final exam end</i>
	18	<i>Start of weekend classes</i>
	20	<i>Start of weekday classes</i>
<b>JUN-18</b>	14 - 15	<i>Eid Fitr</i>
<b>JUL-18</b>	15	<i>End of summer term</i>

## 4. Organizational Structure:

Below is the Organizational Chart of the University which outlines the reporting structure of the University units.



# V. Students Rights and Responsibilities

The American University in the Emirates, guarantee a fair treatment, equal opportunities to access the university's resources, facilities and activities. Furthermore, it is in fact the student responsibility to gather all necessary information, policies, rules and regulations that governs the university and precise the basis of the relationship between the student and his/her colleague, academic and administrative units. Student's rights and responsibilities include but not limited to the following

## 1. Student Rights

- Students have the right to be respected by academic and administrative staff within the university and treated fairly regardless of their "race, religion, color, nationality, age, sex, disability and any other differentiation
- Students have the rights to be informed with course objectives and requirements as per the syllabus.
- Students have the right to be informed about the course grading scale and criteria with guarantee of equity and fair evaluation
- Students have the right to receive the course work prior to sitting for the final examination
- Students have the right to file a grievance, report an inappropriate conduct, or submit a written concern including grading grievance. The time of filling the grievance should not exceed 7 days from the occurrence of the incident.
- The students have the right to access library information, IT Labs and specialized software and hardware to pursue knowledge and career development.
- The students have the right to access an e-mail address within the domain of AUE, which stands for a communication tool that supports the University's institutional activities, including research, teaching, learning, and administration.
- Student has the right to access computers in the Laboratories, Library work stations and references and Multimedia Labs which shall be used for academic assistance.

## 2. Student Responsibilities

- Students shall totally comply with published university policies (Student Handbook, Undergraduate and graduate manual).
- Students bear the responsibility of familiarizing themselves with the university policies and procedure through accessing the published university policies.
- Students shall attend the orientation scheduled at the beginning of each semester to be informed about the university

policies and other important information.

- Students shall respect and abide completely by the university codes of conduct.
- Students shall be fully engaged in class and shall not engage themselves in activities that may disrupt the class.
- Students shall bear the responsibility of seeking academic and administrative assistance for faculty and admin staff which give them help in meeting their major and course requirements.
- Students shall contact their academic advisor at least once a semester to seek help related to course registration, study plan review and other academic related subject matters.
- Students shall ensure their completion of their degree requirements through meeting the academic and administrative graduation requirements.
- Students shall bear the responsibility of all classes missed due to any reasonable and non-reasonable excuses.

# VI. Partnership and Agreement

The American University in the Emirates (AUE) is proud of establishing academic partnership agreements with reputable and internationally recognized universities. AUE's strategic partnerships also include non-academic institutions, which we believe will help develop our students in various career fields.

## Academic Partner

- Kansas State University
- Suleyman Demirel University, Turkey
- Telecom Ecole de Management
- Normandy Business School: E.M Normandie
- Morgan State University
- Al-Isra University
- Rajamangala University of Technology Thanyaburi
- Villanova University
- The Owen School of Business Administration, Vanderbilt University
- Atletico De Madrid Foundation
- American University of Afghanistan
- Liftoff Health
- University of Peloponnese (UoP)
- Aligarh Muslim University (AMU)
- Institute of Cultural Diplomacy (ICD)
- American University in Cairo
- Egyptian Olympic Academy (EOA)
- Stroke for Egypt Academy
- Yemen Embassy
- Association of African Sports Confederations (AASC)
- Open University of Sudan (OUS)
- Al-Khawarizmi Institute of Computer Science
- University of Jordan

### Non-Academic Partner

- Phoenix East Aviation Academy
- AMIDEAST for TOEFL
- Cisco Networking Academy
- Oracle Academy
- Dubai Media Inc. (DMI)
- Decision Makers TV

## VII. Admission to Undergraduate studies

### Freshman Admission

#### Secondary education certificate

The minimum Secondary School requirements depends on the educational system of the applicant.

For applicants with General Secondary School Certificates that follow the UAE Ministry of Education curriculum, the minimum Secondary School average required for admission is 60% for Scientific, Literary, Advanced and General Tracks or new ADEC tracks. Other streams will require a minimum score average of 70%.

Applications by holders of a non-UAE

High School Certificate, obtained abroad, are processed in accordance with decrees No. 200/2004 and 312 /2004 of His Excellency the Minister of Higher Education & Research. In general, holders of the National High School Certificate from a foreign country are eligible for admission if:

1. The certificate is accepted for admissions to public universities of the country in which it was obtained.
2. The certificate was obtained after at least 11 years of schooling.
3. The certificate includes a minimum of six subjects covering the four subject areas: Mathematics, Sciences, Languages and Social Sciences & Humanities or Arts,
4. Holders from countries of two-level High School Certificates must submit the certificate of the highest level.
5. Applicants are required to submit a certificate of equivalency for their High School Certificates from the UAE Ministry of Education.

### International Recognition

The following are examples for standard Secondary School Certificates, along with individual minimum requirements.

#### American High School Diploma

- Original High School Diploma with a minimum CGPA of 2.0 out of 4.0
- SAT in Mathematics with a minimum score of 400.

#### British Secondary School Certificate GCSE/IGCSE/AS/A2/O

- The minimum required for university admission is a total of seven subjects at either O-level or AS/A2 level, with a minimum grade of “C” for the O-level, “D” for the AS and “E” for A2.
- The subjects should cover at least four of the following fields:
  - a- Mathematics
  - b- Languages
  - c- Sciences
  - d- Social Studies and Humanities
  - e- Art and Design
- School Leaving Certificate (Grade 11 or 12)

#### International Baccalaureate

- Minimum of six subjects with a minimum grade of four at each subject.
- Proof of successfully completing 12 years of schooling.

#### Iranian Certificate

- Completion of Pre University year is required.
- The minimum average required for university admission is 12/20.

#### Indian Certificate

- Senior Secondary School Certificate (12th Standard) is required, with an average equivalent to 60%.

#### Pakistani certificate

- Higher Secondary School Certificate (Part II) is required, with an average equivalent to 60%.

#### French Baccalaureate

- Obtaining the Baccalaureate with an average equivalent of 10 out of 20.

#### Lebanese/ Moroccan/ Tunisian/ Algerian and all other

French-patterned educational systems.

- Obtaining the Baccalaureate with an average equivalent of 10 out of 20.

### English Requirement

**For all undergraduate programs except Bachelor of Public Relations-Arabic and Bachelor of Law:**

**TOEFL PBT with a score of 500 or above, (The TOEFL PBT should be taken at AUE in order for it to be accepted). OR TOEFL iBT, with a score of 61 or above. ORIELTS Academic, with a score of 5.0 or above. OR The Cambridge Test of Advanced English, with a score of 154 or above. OR The City & Guilds International Test of English for Speakers of Other Languages ESOL (IESOL), with a score of B1/B2 or above. OR The Pearson Test of English Academic (PTE Academic), with a score of 44 or above. OR EmSAT English 1100**

## For Bachelor of Public relations- Arabic

**TOEFL PBT with a score of 450 or above, (The TOEFL PBT should be taken at AUE in order for it to be acceptable). OR IELTS Academic, scored at 4.5 or above. OR**

**The Cambridge Test of advanced English, scored 147 or above. OR**

**The City & Guilds International Test of English for Speakers of Other Languages ESOL (IESOL), scored at A2/B1 or above. OR**

**The Pearson test of English Academic (PTE Academic), scored 38 or above. OR**

**EmSAT English 950**

## Interview/essay

**All applicants are required to attend an admissions interview with the Program Representative.**

**All applicants are required to write a one-page (250 word) personal admissions statement in English. Personal admissions statements for CLAW or Bachelor of Public Relations (Arabic) programs need to be in Arabic.**

## Other identification requirements

Beside the academic records and English requirements, students must submit their identification documents as follow:

**Valid passport copy**

**Valid copy of UAE residency Visa**

**Valid copy of UAE ID card**

**Four photos**

**Certificate of good conduct behavior from local police authority**

## Undecided admission

Freshman students who still did not decide on which college/major can enroll, may hold an undecided admission status and enroll in General Education courses where he/she can explore their interests and develop passions. In time, the student will be able to decide the college/major.

## Readmission

Students that have voluntarily withdrawn from the university or otherwise suspended their studies for one or more regular academic periods, and are now readmitted or re-enrolled in the university. Once readmitted, the recent admission requirements will be applied and student will be assigned a new ID number moreover the previous earned credit hours are retained graded.

## Transfer admission

### Admission requirements:

Students who are transferring from another higher education institution may be considered for admission at AUE upon availability of seats and after meeting the following requirements:

- Transfer students must be in good academic standing and have a CGPA of 2.00 out of 4.00 and should not be in academic probation or disciplinary dismissal.

- The Higher education institution attended must be accredited by the Ministry of Higher Education and Scientific Research in UAE. International students must provide authenticated transferred credit by the relevant Ministry or entity in the country of origin.
- Transfer students must satisfy all the AUE admission requirements including English proficiency prior to their admission at AUE; non-conditional admission is granted to transfer students.
- Transfer students should provide the admissions office with all required documents of admission, including official transcripts and course syllabi of courses attended at the previous university.

## Transfer credit policies:

All students must complete their last two years at AUE to be awarded an AUE degree. However, students are required to submit their official transcripts and course syllabi in the first semester of admission as no transfer credit will be awarded after the first semester. All transfer courses are only evaluated once.

Below is the criteria for transfer credit:

**Students are illegible to transfer no more than 50% of their program credit.**

**The transfer course is evaluated course by course.**

**Student CGPA at the previous university/institution should be at a minimum of 2.00 out of 4.00 or above.**

**The transferable course credit is only at level 100 and 200 at AUE.**

**Courses with a grade of "C" (GPA 2.00) or above will be eligible for transfer of credit.**

**3 and 4 credit hours will be considered equivalent to AUE's three credit hours.**

**No more than two courses will be transferred from a student's chosen concentration.**

**Transfer of credit will not be granted for Upper Level courses.**

**All courses transferred to AUE must be conducted in English (except CLAW and Public Relations (Arabic)).**

**The transfer course will be recorded in the student's transcript as "TR" and will not be part of the student's GPA.**

Credits are awarded solely by the appropriate Dean of College. Transfer students must complete the Transfer Credit Form. Transferring students will be informed in writing about transfer credits before they enroll at AUE.

## Advanced Standing Policy

As part of its admission process, the American University in the Emirates does not award advanced standing to students. Credit

transfer towards fulfillment of degree requirements is granted subject to policy 5.3 Transfer Admission Policy.

## Prior Learning

As part of its admission process, the American University in the Emirates does not exempt students from any of the requirements for the completion of their degree programs via recognition of prior learning gained through formal or informal experience and/or achievement.

## Admission for special needs students

Students who have psychological, emotional or physical difficulties that requires academic accommodation or special setting that facilitate learning in an accommodated environment

## Confirmation of admission

Undergraduate Students accepted by AUE must pay a non-refundable enrollment confirmation fee within a month of receiving the admissions offer and before starting the orientation, registration and advising process. The offer of admission is only valid for the same semester in which the student applied for.

The Assessment of the Admission procedure will permit AUE to individually assess each applicant. This procedure will serve as a model for admission decisions as it has predictive powers. It is the duty of the Admission and Registration Department to always collect such scoring data to help AUE maintain its standards on admissions.

## Forged admission documents

The American University in the Emirates reserves the right to take the necessary disciplinary actions, which may include a suspension or dismissal from the University at any time, if the student submits forged documents and/or provides incorrect information to obtain admission at AUE.

## Visiting student admission

Visiting students are students from other universities who attend courses at AUE without the intent to complete a degree at AUE. They should:

- a- Check with their home institution in regards to the transferability of courses.
- b- Submit their applications with non-refundable admission fees to the Admission and Registration Department.
- c- Submit a permission letter from their home institution, listing the courses they wish to attend at AUE.
- d- Submit a copy of their TOEFL or IELTS score or any other English proficiency test as proof of their use of the English language.
- e- Earn up to (15) credit hours per semester once accepted at AUE, for a maximum of one year.
- f- Visiting students may enroll at any course listed by their home institution, as long as they have the required academic background.

- g- In the case of courses with limited enrollment, priority to attend the course is given to AUE students.

## Exchange student admission (Incoming Students) Requirements

- a- Students must meet current admission rules applicable to foreign students with regard to immunization requirements, insurance requirements and availability of adequate funding.
- b- Students must be nominated by their home university.
- c- Student should be regular student of the said home institution; to which they should pay whatever fees they are required to in order to be registered at AUE.

## Fees accommodation & travelling expenses

- a- Tuition fees to be paid to the home institution per the fee policy and number of courses opted for, unless otherwise specified as per the affiliation agreement with partner institution/ host institution.
- b- Student should pay all other costs, such as application fee, visa, accommodation, meals, transport, health insurance, library card, student association, etc.

## Admission Requirements

Student must:

- a- Submit an application file including transcripts at Undergraduate level and a motivation letter explaining why they want to join the program at AUE.
- b- Taking a personal interview with a full time representative of AUE prior to admission.
- c- Students must have a minimum score of 500+ in TOEFL exam or it's equivalent prior to departure.

## Admission status

### Full admission

Applicants who submit all the required documents and meet all the admission requirements in the first semester are given a full admission.

### Provisional admission

Qualified applicants who are unable to submit one or more of the required documents for admission processes (please see Required Admission Documents) will be admitted provisionally for their first semester. All admission provisions must be cleared by the end of the first semester.

If provisionally admitted students fail to clear their provisional status by the end of their first semester, administrative holds will be placed on their academic records and on their portal, preventing students' registration for future semesters until they submit all the required admission documents.

### Conditional admission

Freshman students who are unable to obtain the required score for TOEFL/IELTS or its equivalent in the first semester of admission are conditionally admitted to the Intensive English Program (IEP), which is offered by the English Language Institute (ELI) and requires students to obtain the mandatory scores in a maximum period of 12 months; otherwise students will be prevented from registering for any course. Transfer students are not subject to any conditional admission.

Students can obtain a maximum of 12 credit courses whilst enrolling in the ELI, as listed in the table below:

TOEFL LEVEL	NO. OF COURSES ALLOWED PER SEMESTER	POOLED COURSES TO CHOOSE FROM
<b>TOEFL/IELTS PREPARATION</b>	Four Courses	Social or Behavioral Sciences Arabic Language Islamic Studies Natural Science Communication and Study Skills
<b>ADVANCED</b>	Three Courses	Social or Behavioral Sciences Arabic Language Islamic Studies Natural Science Communication and Study Skills
<b>INTERMEDIATE</b>	Two Courses	Social or Behavioral Sciences Arabic Language Islamic Studies Natural Science Communication and Study Skills
<b>BEGINNER</b>	One Course	Social or Behavioral Sciences Arabic Language Islamic Studies Natural Science Communication and Study Skills

English Language Institute are as follows:

DETAILS	TOEFL LEVEL			
	BEGINNER	INTERMEDIATE	ADVANCED	TOEFL/IELTS
<b>WEEKS</b>	15	15	15	15
<b>HOURS PER WEEK</b>	8	8	8	4
<b>TOTAL HOURS PER SEMESTER</b>	120	120	120	60
<b>MIDTERM EXAM</b>	IEP EXAM	IEP EXAM	TOEFL/IELTS EXAM	TOEFL/IELTS EXAM
<b>FINAL EXAM</b>	IN HOUSE FINAL EXAM	IN HOUSE FINAL EXAM	TOEFL/IELTS EXAM	TOEFL/IELTS EXAM

## VIII. Academic policies and regulations

### Academic Integrity

#### Plagiarism

Students shall submit a work which must be the result of their own efforts. References, quotations, ideas or data if ever used should contain a proper acknowledgment of the sources without exceeding the percentage set by the course instructor.

#### Inappropriate collaboration

AUE does encourage collaborative learning through class discussion, group presentation and research which is a method often used by instructors. However, students should distinguish between shared learning that should be guided by the course instructor and collaboration in working on assignments, projects, exams or any course work which should be individual. All instructors will guide students through the process and limitation of course collaboration. The instructor has the authority to take disciplinary actions against any proved inappropriate shared work.

#### Impersonation

Impersonating another student's identity in examination, class attendance, course work submission or presentation will make students bear the disciplinary measures.

#### Cheating / Academic dishonesty

The American University in the Emirates (AUE) seeks to ensure that student assessment processes are reliable, and that students are strongly encouraged to learn. AUE's cheating policy aims at protecting the University's academic integrity which is based upon the certain core values as Honesty, Trust, Fairness, Respect and Responsibility. These values apply to all academic activities required for degree program completion. Cheating or academic dishonesty will not be tolerated at all. Students found guilty will have to accept the consequences, as stated below.

#### Definition of Cheating

Cheating is actual or attempted act of deception to secure unfair or lawful gain for the purpose of getting credit or grade on any assessment required from the course. This includes but not limited to the following:

1. Taking information from another student when completing an assignment of any kind to be evaluated. The detection may occur during an examination or in the exam grading process.
2. Submitting an assignment or project that was done and submitted by another student either in the current or previous academic year.
3. Submitting projects or research with fabricated results or

evidence.

4. Impersonate a student identity (which means allowing another person to sit for the exam instead of the concerned student).
5. Faking or changing any academic record.
6. Faking or submitting any false medical, academic or any kind of reports required by any unit of the University.
7. Attaining any exam (quiz, midterm or final) prior to the examination date either by bribery, conspiracy, robbery or any other inappropriate means.
8. Assisting any other student in cheating.
9. Using a headset, mobile telephone, iPod or any electronic device during the exam.
10. Talking to another student during the examination process.
11. Using unauthorized material to copy during examination, such as papers, books or phones.

NB: Any cheating offence may be detected either by the Proctor or the Instructor during the examination process.

#### Procedures

All instructor's/ faculty member in charge of the course shall ensure that all course work assessment is conducted fairly. If an offense of cheating was proved against a student during any course work, the case shall be reported to the college dean and the department of student affairs.

The below penalties shall be applied accordingly:

- **Academic:** Zero grades will be given to the assessment.
- **Discipline:** A Warning letter will be given and the student (s) referred to the Department of Student Affairs (record will be kept there).

Since the final exam is not conducted in the regular classes, cheating reports shall be submitted by the proctors to the exam committee. The Vice President Enrollment Management & Student Services will form a Disciplinary Committee to review the case. The Department of Student Affairs will inform the student that he/she has allegedly been caught cheating.

#### Penalties:

If student(s) is proven guilty, the following will be the penalties:

First offence: students will get zero (o) on the exam/ assignments/project etc. They shall be put in an academic probation for one regular semester and be part of a community project within the university before the of that Academic Year. Second Offense: students will fail the course he/she is currently enrolled in and get "XF" grade. Students shall get suspended for one semester that might include irregular semester (summer).

Third Offense: students shall be dismissed from the University with immediate effect with failing in ALL courses he/she are enrolled and receiving "XF". The students have the right to receive upon request a transcript with academic dismissal. All penalties shall be accompanied with documented warning letters to be kept in students' file

## Appeal:

Students have the right to appeal for decision made by the Discipline Committee. An Appeal Committee should be formed by the Provost office in order to review the case and arrive at a final decision.

# IX. Student records

## 1. Definition of student records

Submitted documents by the student, such as transcripts from a previous university, high school certificates, diplomas, English proficiency scores and other academic records are considered the property of AUE and maintained by the Admission and Registration Department. However, student records can also be accessible through their Academic and Career Advisors.

AUE student records are confidential and therefore only accessible to specific AUE Personnel, Units, Offices, Governmental entities, Accredited/audit agencies reviewing AUE programs.

Two main AUE departments hold records of all students. The Admission and Registration Department maintains information pertaining to students' enrollments (registration) and their official academic records (admissions application, test scores, letters of recommendation, copy of academic record, notes (if any) made by academic counselors, information on honors awarded and/or academic discipline imposed and similar items). The Financial Affairs Department also maintains information about charges assessed and payments made to students' accounts.

## 2. Student's privacy right

Students may:

- Access and review information reflected in their educational records. AUE is not required to deliver any copies of these documents.
- Notify and request updates of their profile and database for their phone number, home and email address.
- Agree to any disclosure of personal information of educational records, in accordance with UAE federal and local laws. AUE reserves the right to release students' information and academic records to an immediate guardian and sponsor, if any.

## 3. Student records policy

The following are the policies which administer the access, preservation, audit and the final record handover to the students:

- a- A designated AUE Staff member is accountable for no more than one specific type of student record and only that person is authorized to release the record.
- b- AUE personnel who need information from students' records for certain reasons, can obtain them from the responsible department or staff who are listed among the authorized persons to access these records.
- c- Students' records are regularly assessed and updated. Any alteration of specific records must be reported.

- d- Students are entitled to check their own records and may obtain a copy of a payment record upon request. It is understood that this provision excludes medical and counselling records, in addition to, records that have been waived by the student.
- e- A filed documentation of students' records relevant for advising is made available to the student's Advisor who usually keeps the file. This file may also be accessible in the related Academic Department Office for other purposes. When the student changes Majors or Advisors within the same field, their records are handed over to the next Advisor
- f- Medical and counseling records will be delivered to any external medical or psychological entity or to AUE Staff upon a written request from the student.
- g- All AUE Staff, who are in possession of students' records, are not permitted to deliver them to outsiders, unless authorized in writing by the student.
- h- Records of requests and disclosures of private information are secured by the staff member responsible for the custody of students' records.
- i- Ordinary information that would be published in a newsletter, a student directory or any other materials, can be released by AUE without seeking the student's consent. These include: student's name, home address, email address, major field of study (including degree program(s), fields, Major(s), Minor(s), year of study, awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams and all related information. Students may request that the Registration and Admission Department and/or the Students Affairs Department withhold their information.
- j- Students' photographs may be used occasionally for AUE publications, with the consent of the student.

## 4. Retention of student records

The educational records of all enrolled students are maintained by the Admission and Registration Department.

### Duration of holding student records:

- Student records are kept for 10 years after the date of graduation, withdrawal or dismissal from the University.
- Visiting student records are kept for one year after the last attended semester in the University.

### Documents to be maintained electronically before disposable:

- Academic qualifications (High school, Bachelor degree, Diploma)
- Transcript records of previous attended universities/institutes.
- English Proficiency Test (TOEFL/IELTS) or it's equivalent.
- Entry exam (interview/essay).
- Student identification: (passport/Emirates ID card)

### Record disposal:

- All the above student documents will be shredded under controlled conditions.

## 5. Holding of student records

In case of academic violations, financial requirements or not meeting the academic evaluations carried out by departments during a given semester, students' records status will be set on hold, and it's their responsible for clearing their own status. Remaining on a 'hold' status will affect a student's grades, transcripts, registration, accounts receivable and graduation.

# X. Registration

## 1. Orientation Program

New students are encouraged to attend the Orientation Program prior to their registration. The Orientation Program allows students to:

- a- Be introduced to AUE academic life.
- b- Gain information on the general academic policies and regulations.
- c- Socialize with peers.
- d- Meet the faculty members and administration staff of AUE.
- e- Discuss relevant issues as a freshmen.
- f- Gain information on the University facilities and services.
- g- Go on campus tours and visit the departments.

With the assistance of the Students Affairs Department, each college/department organize an orientation for their students to allow them to familiarize themselves with the college study plan, requirements, regulations and any other academic issues. Students who fail to attend their Orientation Program will miss crucial information relevant to their journey at AUE, which provides updates concerning all campus-wide or program issues and changes each year. AUE introduced the Orientation Program under the name "University Life" in the "Study and Learning" course to ensure students who could not attend the Orientation Program could also benefit from it.

## 2. Academic advising

AUE believes that the process of academic advising develops life and career goals through continuous and multifaceted sequential and logical steps taken by the students and their advisors, which develops student growth. A student can build a personal plan for education and career commitment with the help of the Academic Advisors.

Students are assigned Academic Advisors, who are full-time faculty members in the area of the student's specialization, to assist them through course selection, schedule planning and approving the final course schedule. However, it is the student's responsibility to select the courses to be registered each semester in respect of the course prerequisite. In accordance with academic policies and procedures, AUE requires Academic Advisors to meet with students at least once every semester.

### Goals of Academic Advising:

- a- Help students to determine their goals according to their capabilities, skills, concerns, career and educational interests and job markets.

- b- Help students to select courses and determine their educational plans according to their goals and career interests.
- c- Help students develop their decision-making skills.
- d- Provide useful information to students on programs, resources, procedures and policies.
- e- Assist students in connecting with institutional services.
- f- Help students evaluate their educational plans and career goals.

Students who are in academic probation and experiencing academic difficulties in classes are supported by the Success Center, where they can receive further academic advising assistance.

In addition, students may refer to their Chair of Department, Program Director, Associate Dean or College Dean.

## 3. Registration procedures

With the assistance of their Academic Advisors, students should register before the beginning of each semester, and comply with the policies and procedures related to the registration, which involve the following main phases:

- **Academic advising.**
- **Selecting courses and registering courses online.**
- **Payment of tuition fees.**

However, visiting and exchange students must register for their courses at the office of the Registrar. Freshman and transfer students are advised to meet with their respective Academic Advisor to select their courses prior to registering for courses online.

In order to register for courses earlier, all students are required to complete the course evaluation prior to registering for any course in the following semester. Graduated students are given the priority to register for courses in the case of limited seats, and the University reserves the right to withdraw students from courses they repeat in order to give opportunity to other graduated students and students taking the course for the first time. Students are required to comply with the following registration steps:

1. Students should start reviewing their academic program and their study plan.
2. Students should plan to meet with their Academic Advisors and review the offered courses in order to choose the right courses and complete the online registration procedure.
3. The Academic Advisor will keep a signed copy of the student's course registration to retain in the student's file.
4. Students must proceed to the Financial Affairs Department to settle their financial dues within five days, otherwise, the selected online courses will be cancelled and students would be required to re-register for the courses.
5. If students are unable to register during the registration period (as noted in the Academic Calendar), they may register in the second week of classes of the regular semester, upon payment of the late registration fee.

## Course load

A regular full-time student may register for a minimum of nine credit hours (equivalent to three courses) and a maximum of 18 credit hours (equivalent to six courses) during a regular semester, taking into consideration that the regular load is 15 credit hours (equivalent to five courses). A maximum of only nine credit hours is permitted on Summer term of a duration of eight weeks.

However, the course load may be less if the student is enrolled in preparatory courses (English Preparatory).

### Under load students:

In certain circumstances, students can drop their load below nine credit hours (three courses), upon the recommendation

and approval of the Academic Advisor, College Dean and Provost.

### Overload students:

A student with a high CGPA of 3.60 and above or a graduating student may be permitted to register for a total of 21 credit hours (seven courses), upon the recommendation and approval of the Academic Advisor, College Dean and Provost.

### Course load of students in academic probation:

Being on first time probation status, a full-time student can register for 12 credits (four courses) and nine credits (nine courses) if the student receives a second warning. Grades for the Summer courses will not be considered in the probation calculations.

The total number of credit hours and academic period to be successfully completed by a student is dependent on the degree awarded and as follows:

TYPE OF ACADEMIC DEGREE	TOTAL NUMBER OF CREDIT HOURS REQUIRED	ACADEMIC PERIOD OF DEGREE COMPLETION		
		NIMUM (SEMESTERS)	NORMAL (SEMESTERS)	MAXIMUM (SEMESTERS)
BACHELOR	120-130	7	8	14

## Independent study

In the event of a legitimate reason, students may be allowed to complete one to three hours of independent study work. However, Independent Study is not something that AUE advises the students to do.

- An application for Independent Study must be submitted to the relevant College Dean two weeks prior to the start of the semester, during which the work should be completed.

- A three hour Independent Study Course covers approximately seven to 10 hours of work per week. Therefore, a student has sufficient time to conduct their reading/writing on a specific topic to complete a Research paper.

Students undertaking an Independent Study Course should provide written evidence stating:

- Purpose for application for Independent Study rather than a regular course.
- Description of the course.
- Description of work to be completed.
- The Supervisor's name and a written statement to undertake the supervision process of the project.
- Indication of the deadline for Independent Study Course completion.

Students should submit the written justification and a copy of their transcripts to the chair of the designated department, who will discuss with the student's Academic Advisor their eligibility

for an Independent Study Course. Students will be notified of the decision within two weeks of application submission.

## 4. Exchange student (outgoing students)

### Requirements

- a- Students must meet current admission rules applicable to foreign students with regard to immunization requirements, insurance requirements and availability of adequate funding.
- b- Students must be nominated by AUE to partner institution.
- c- Student should be regular student of AUE, to which they should pay whatever fees they are required to in order to be registered to the partner institution.
- d- Student must be fluent in English.
- e- Student must be having a CGPA of not below 3.0
- f- For undergraduate program should have completed the first year of study at AUE.
- g- Undergraduate student can spend one semester at any partner institution with a total of no more than 15 credits.

### Fees accommodation & travelling expenses

- a- Tuition fees to be paid by the student to the AUE per the fee policy and number of courses they opted for, unless otherwise specified as per the affiliation agreement with partner institution.

- b- Student should pay all other costs, such as application fee, visa, accommodation, meals, transport, health insurance, library card, student association, etc. to the host institution/ partner institution.
- c- Partner institution will grant them a tuition waiver depending with the agreement between AUE and the partner institution.

## Admission Requirements

Student must:

- a- Submit an application file including transcripts at Undergraduate level and a motivation letter explaining why they want to join the program.
- b- Taking a personal interview with a full time representative of the partner institution prior to admission.

## 5. Transient student

AUE undergraduate students may choose to undertake courses at other UAE universities or abroad to complete their courses; abiding by the following conditions:

- a- The student should justify the reason for taking the course outside AUE to the Academic Advisor, Program Director, College Dean and the Registrar and explain whether:
  - The student is graduating.
  - The University is not offering the said course.
  - Graduation plan of the student is affected.
- b- Students should submit the duly approved Transient Student Form, upon approval from the VPAA/Provost, College Dean, Program Director, Academic Advisor and the Registrar for taking the course outside AUE.
- c- The VPAA/Provost, College Dean, Program Director, Academic Advisor and the Registrar should ensure that the proposed university in which the course is taken, whether in the UAE (American University of Sharjah, American University of Dubai, Abu Dhabi University and UAE University) or abroad (Universities approved by the Ministry of Education - Higher Education Affairs (MOE) or the Universities that AUE has a partnership with, are duly approved by AUE.
- d- The number of total credits per regular semester (Fall and Spring), including Summer semesters should not exceed 18 credit hours from the total credits of the program they are enrolled in.
- e- Total credit hours to be taken during the Summer term should not exceed six credits.
- f- The Internship/Capstone /Practicum Courses are not allowed to be taken outside AUE.
- g- An extra load of only three credits can be added during the Fall/Spring semesters, totaling 21 credit hours and subject to the following conditions:
  - Students are graduating.
  - CGPA of 3.6 and above.
- h- The learning outcomes and the syllabi of the courses taken at any other university should match an appropriate manner with the one offered by the AUE.

i- The student should obtain prior approval and an official letter from the Registrar, should they decide to take any courses outside the University.

j- The student should submit a letter of acceptance, duly stamped from the host university, with the official syllabi to registration within a week of approval of the student's application.

k- Students should earn a minimum Grade of "C" for the courses to be considered.

l- The chosen course should not be a repeated course.

m- The student must provide the official transcript for the course in order to receive credit.

n- The student is in no case allowed to exceed the number of credit hours as stipulated above by simultaneously taking the courses in both host and home university.

## 6. Add/drop

Upon the approval of their Academic Advisors, students are allowed to add and/or drop courses during the add/drop period as published in the Academic Calendar.

Dropped courses will not be recorded in the student transcript, and the tuition fees will be recalculated accordingly with no charges of add/drop.

## 7. Class Attendance policy

Students' attendance is recorded for their own benefit. It is strongly recommended that students be assiduous in attending and participating in class activities. Instructors should keep records of their students' attendance and may request them to justify their persistent absences and lateness.

The attendance policy should be clarified to the students during the first class meeting. Attendance requirements depend on the nature of the course and may be imposed by the instructor for specific courses. Attendance is particularly essential for participation courses, where the student is expected to actively participate through discussion or written assignments.

Students with poor attendance records will receive attendance warnings in the following manner:

**1st Warning: For 10% absence of the total class hours per semester.**

**2nd Warning: For 20% absence of the total class hours per semester.**

**3rd Warning: For 25% absence of the total class hours per semester, and will receive an "FA" "Failed due to Absence" grade for that particular course.**

## 8. Course withdrawal

Students who cancel a course after the add/drop period can withdraw from the course by submitting the Course Withdrawal Form to the Registration Department along with the signature of the Academic Advisor, College Dean, Registrar and Provost. If the withdrawal occurred before the end of week nine of the regular semester, a grade of "W" will be recorded in the student transcript without any academic penalty and the refund policy will apply as per the refund calendar.

From week 10 leading to the last day of classes, any student who withdraws from a course will receive a grade of "WF" which will be recorded in the student's transcript and will affect the student's GPA.

However, If a student submits an official document (medical report, serious health conditions, official work commitment) to support their request to withdraw from a course after week nine, their grade may be recorded as “W” instead of “WF” upon approval from the College Dean, Registrar and Provost.

Students are expected to maintain a minimum load of nine credits in each regular semester. In addition, students who are granted a scholarship or are sponsored from an external organization should consult the Students Affairs Department before withdrawing from any course.

REFUND POLICY CALENDAR (*)	
<b>100% REFUND OF COURSE FEE</b>	Withdrawal from a course within seven days after the last day of add/drop
<b>75% REFUND OF COURSE FEE</b>	Withdrawal from a course within 14 days after the last day of add/drop period.
<b>25% REFUND OF COURSE FEE</b>	Withdrawal from a course within 28 days after the last day of add/drop period.
<b>0% REFUND</b>	Withdrawal from a course over 28 days after add/drop period.

(\*) The full refunded amount is only credited on the student account and no cash is given unless a student is withdrawing from the University or graduating.

## 9. Withdrawal from the University

In order for students to withdraw from the University, they need to visit the Registration Department and complete the “Withdraw from the University Form” and the “Final Clearance Form”. Prior to submitting the forms, students shall meet with the College Dean, Guidance and Disability Center and Department of Student Affairs to discuss the reason(s) for withdrawal from the University and if any additional support can be provided to the student. According to the Academic Calendar, the withdrawn courses registered during the semester in which the withdrawal occurred, will be recorded as “W” or “WF”. However, the refund will apply as per the above Refund Policy Calendar.

If a student wishes to return back to AUE, they need to reapply and be readmitted. Any new admission requirements and tuition fees will also apply.

## 10. Deferment regulations

Students may take some time off from their studies as they are eligible for a leave for two consecutive semesters or three non-consecutive semesters during the whole period of their study at AUE.

Students who are seeking to postpone the semester must notify the Registration Department, fill the required “Deferment Form” and submit it to the Registration Department. In case of emergency and where the student is unable to come in person to the university to submit the required form, a family member/friend may apply for the deferment on their behalf upon receiving a signed authorization letter from the student. Failure to follow the process of deferment, the student will automatically be dropped from the university due to the absence for more than one academic year.

During the sixth week period at the start of the semester, a student can postpone studying upon the approval of the Academic Advisor and receive a “W” grade.

In the case of medical reason or some special and valid reasons

approved by the VPAA/Provost, students may exceed three non-consecutive semesters of absence under strict regulations:

- a- Student should write an official letter for reason(s) of deferment.
- b- Student must reregister and obtain a new Registration ID number.
- c- Student must pay the admission fees again.
- d- The course taken before at AUE can be transferred.
- e- New admission requirements if any will apply.
- f- The current tuition fees will apply.
- g- The duration of absence will be included in the program duration
- h- Any course the student attends at another institution while he/she is away from the University will not be transferred.

## 11. Grading system and academic standing

### Grading system

The grading system of AUE is designed to:

- a- Assess and recognize a student’s performance within a specific course.
- b- Provide evaluation that helps the instructor decide on the relevance of other courses, programs, or further education.
- c- Reinforce students’ passion for learning.
- d- Advise prospective sponsors on student performance.

### Grades Description

#### a- A Excellent

Indicates the student’s outstanding level of performance and proficiency. Exemplary work can only be performed by talented students.

#### b- B B+ Very Good Work

Indicates that the student invested himself in a subject matter/skill in an appropriate manner, producing work of high quality but not necessarily excellent.

**c- C C+ Adequate Work**

Indicates that the student has successfully completed classroom work, homework and examinations for the subject.

**d- D D+ Minimally Acceptable Work**

Indicates that the student has met the course minimum requirements at the minimal level in the subject.

**e- F Unacceptable Work**

Indicates that the student did not fulfill the minimum requirements of the course and has performed below the University Quality Standards.

**f- I Incomplete Work**

Units attempted are included in GPA after a maximum of one year.

### Grading Key

GRADE	PERCENTAGE	GRADE POINTS
A	90.00 –100	4.00
B+	85.00-89.99	3.50
B	80.00-84.99	3.00
C+	75.00 -79.99	2.50
C	70.00-74.99	2.00
D+	65.00-69.99	1.50
D	60.00-64.99	1.00
F	Less than 60	0.00
IP		0.00
I		0.00

### Academic Standing Table

CGPA RANGE	ACADEMIC STANDING
3.60-4.00	Excellent
3.01-3.59	Very Good
2.60-3.00	Good
2.00-2.59	Satisfactory

## The role of the Vice President for Academic Affairs in approving grades

The grade forms which accumulate the final registered grades, signed by the concerned instructor in a particular course, are signed by the Registrar, the concerned Program Coordinator and the Dean of College. The Vice President of Academic Affairs is responsible for checking grades of students to make sure that the grading form is accurate and ready for release to the student community.

## Incomplete grade

All students are expected to accomplish the course work requirements, including the final exam, in order to earn a final grade successfully.

Students who do not attend the final exam due to serious and exceptional reasons, such as:

- a- Emergency Illness
- b- Road Accident
- c- Death of next of kin
- d- Official/Governmental Mission

Can apply for an Incomplete Exam within the Registration Department. However, the request for an Incomplete Exam can only proceed upon the approval of the Course Instructor, College Dean and Provost. Only students who achieve the satisfactory course work requirements and are not dismissed under any grounds (disciplinary/attendance) can be considered for an Incomplete Exam.

Once approved, a grade of "I" will be recorded on the student's transcript and will be pending until the end of the second regular semester, otherwise the grade of "I" will be reverted to "F" or to the grade as assigned by the Academic Instructor. Students may request for an extension for the Incomplete Exam by submitting a written extension request to the College Dean, which is subject to approval or rejection.

It is the student's responsibility to coordinate with their Academic Instructor to reschedule the date of the Incomplete Exam.

Students are unpermitted to register for a course with a grade of "I" on the following semester.

## Grade Appeal

A Grade Appeal applies when a student suspects that an incorrect or unfair grade has been assigned to his work, and has to be supported by evidence. Student are required to comply with the below policy:

**First:** Discuss the issue with the concerned instructor

**Second:** Unless convinced by the instructor, the student may seek arbitration from the Department Chair and the concerned Dean.

**Third:** Unless a resolution is attained, the student may request a Grade Appeal Hearing to the Provost with an ad-hoc Grade Appeal Committee.

- **The responsible Dean will respond in writing to the grade appeal in 7 working days from date of receipt of the appeal.**
- **The ad-hoc committee which consist of college dean/ Chair of department, university registrar and student affairs manager shall meet and decide upon the student's grade appeal**

No further review shall be made upon the decision of the grade appeal ad-hoc committee

Grade Appeal Procedure:

- a- Grade appeal is accepted from the student after submitting the grade appeal request and payment of grade appeal fees to the Financial Affairs Department.
- b- The grade appeal form is forwarded to the Dean of the appropriate Department.
- c- Dean releases the form to the teaching faculty of the subject in the semester.
- d- Faculty scrutinizes the appeal comparing with final result.
- e- Faculty writes his observations at the back of the paper justifying changes, if required, or hold the present grade.
- f- Faculty forwards observations to the Dean of the College, through Deputy Dean or Program Coordinator.
- g- Grade appeal form along with the comments and observations of the faculty member shall be submitted to the ad-hoc committee for review and final decision



### **In Progress grade**

An “IP” (In Progress) grade is assigned to students who could not finish their Internship/Capstone within the same semester. In this case, their Supervisor and Associate/College Dean need to submit an “IP Grade Form” to the Registrar Office during the grade publishing period to record the “IP” grade on the student’s transcript.

Students are expected to finish the course requirements of the Internship/Capstone before the deadline agreed with the Supervisor and Registrar, otherwise, the “IP” grade will revert to “F”.

It is the student’s responsibility to coordinate with their Supervisor to accomplish the Internship/Capstone requirements and meet the deadline.

### **Pass/Fail grade**

When students obtain a Pass/Fail grade, a “P” grade is granted if they obtain a percentage equal to “D” or higher. This will be counted towards their credit but not their GPA. However, an “F” grade is equal to 0.0 points and the student is considered to have failed the course, which affects their GPA.

### **XF grade**

The XF grade is recorded on the transcript of student who upon the decision of the cheating committee caught cheating. The XF grade indicate the failure of the student on specific course due to a cheating case and the grade is equal to 0.0 points which affects student GPA.

### **W/WF grade**

If a student withdraws from a course after the add/drop period and before mid-semester, a grade of “W” will be posted on their transcript. A “W” grade is not posted on the student’s GPA. If they withdraw after mid-semester, a “WF” grade will be posted on the student’s transcript and will affect their overall GPA.

### **FA grade**

Students who exceeded the limit of absence and get dismissed from a course will receive an “FA” grade “Failure due to Absence” on that particular course and will be computed on the GPA.

### **Repeating courses**

Students are permitted to repeat a course with a grade less than D+; upon the approval of the College Dean and the availability of the course and seat. Students are not permitted to repeat the course at another institution or through Independent Study. In this case, the higher received grade will be posted on the student’s CGPA.

If the student registered for a Free Elective and did not pass or the course was removed from the program study plan, the student may study another Free Elective, upon the approval of the College Dean.

Students who gain a scholarship or financial aid should visit the Student’s Affairs Department prior to deciding to repeat a course as the University will not cover the monetary expenses of the repetition of any course at AUE.



## Class standing

Class standing refers to the academic level determined by the number of credit hours completed. The below table summarizes the earned credit hours equivalent to each class:

CREDIT HOURS	CLASS STANDING
Less than 30.00 Credit Hours	Freshman
30.00 – 59.99 Credit Hours	Sophomore
60.00 – 89.99 Credits Hours	Junior
90.00 and more Credit Hours	Senior

## Academic Standing

Students are expected to maintain a CGPA no less than 2.00. Students who perform below the acceptable requirements will be placed on academic probation.

At the end of each semester and upon attending 30CH at AUE, students with a CGPA less than 2.00 will receive an academic warning.

Full-time students under a probation status for the first time can register for a maximum of 12 credits (four courses) and nine credits (three courses) if they receive a second warning. Only students with a CGPA of 2.00 (good academic standing) can register for a normal course load. Summer course grades will not be considered when with the probation calculations. Students will be on academic probation as long as their CGPA is under 2.00 and will receive a formal notification. Their Academic Advisor, Sponsor (if available), College Dean and guardian will be informed. These students can register for only 12 credits and only nine credits for the first and second probationary period respectively, otherwise, students will undergo the following procedures:

**Action 1:** Students must repeat courses with grades lower than “C” to improve their CGPA. The maximum number of courses that can be repeated should not exceed three courses.

**Action 2:** If the student remains at the second academic warning status, they will be transferred to another College that accepts a lower admission average, upon a student petition signed by the Academic Advisor and concerned Dean and approved by the VPAA/Provost. However, only students who have passed courses part of the program can be considered for transfer. Their grade will be added on the CGPA.

**Action 3:** If a student on academic probation does not achieve a good academic standing in the second college they will be automatically dismissed after receiving three academic warnings.

Students who completed 75% of the program credit hours and more and their CGPA less than 2.00, they will remain in the same specialization and college and only repeat courses until achieving a CGPA of 2.00 with respect of the maximum duration to accomplish the program.

## University honors and awards

Promoting students’ excellence is central to AUE’s organizational culture. At the end of every semester an Honors list is published displaying the outstanding students who receive awards depending on the Grade Point Average (GPA) achieved.

AUE students will be placed on the Honors list for the semester in which they complete a minimum of 15 course hours with a semester Grade Point Average (GPA) of 3.50 and above. Students who hold Pass, Fail, Exempted, Transferred, Withdrawn and Incomplete statuses cannot be considered for the Honors list. In addition, students should not hold a record of violation of code of conduct or any disciplinary action to be considered for the Honors list.

AUE awards students who achieved very good academic standing as follow:

**Dean’s List: 3.50 - 3.74**

**President’s List: 3.75 – 4.00**

The Office of Registrar will announce the name of students awarded Honors approximately five weeks after the end of the semester. Any grade change or repeated course after the Honors are announced does not permit the student eligible for the Honors list. Instead, the student will receive a letter of appreciation from the Office of Registrar to recognize their academic achievement.

## Graduation Honors

Recognition of academic Honors at graduation is an important aspect of the commencement exercise. Students at AUE are granted Latin Honors as described in the below table and wear “Honor Sashes” as a kind of appreciation to their academic achievement.

HONOR	CGPA
Summa Cum-Laude	3.90 – 4.0
Magna Cum-Laude	3.70 – 3.89
Cum-Laude	3.50– 3.69

## Degree completion and graduation requirements

To graduate from AUE at Undergraduate level every student is responsible for:

- a- Applying for graduation.
- b- Completing all courses as described in the study plan.
- c- Completing all core curriculum and general education courses.
- d- “Incomplete” grades are given to non-fulfilled requirements of the Bachelor Degrees. Students must reapply for graduation in the following semester when the final grade has been officially recorded.
- e- Successfully completing all the program requirements without exceeding the allowed time frame, including those degrees which have practicum.
- f- Have official transcripts from previous Institutions on file for Admission and Records.
- g- Earn at least a GPA of 2.00 on a 4.00 scale on any transfer course.
- h- Complete and submit the “Clearance Form” to the Admission and Registration Department.
- i- Earn a CGPA of 2.00 out of 4.00 to graduate from an undergraduate program.

**Important:** As the University is committed to improving its academic programs, course code, course prerequisite, course requirements and content may change. Thus, all students must fulfill the most recent program requirements.

## 12. Graduation Procedures

### Applying for Graduation

Once the Graduation Ceremony is announced, all students who are eligible to attend the commencement exercise will be notified by email and phone to visit the Registration Department, complete the “Graduation Application Form” and all other requirements, such as, gown measurements and yearbook photograph. However, students must respect the deadline to submit their application for processing. Students who do not wish to attend the commencement ceremony must submit the request to the Registrar Office and complete the

“Absentia Form”. In this case, the student will not receive any additional or supplementary items from the University for the Graduation Ceremony (gowns, caps and yearbook) and will not be allowed to participate in another graduation ceremony of their degree.

### Degree Audit

Prior to announcing the final list of students who will participate in the Graduation Ceremony, the appropriate college academic will conduct a preliminary degree check and maintain a checklist of degree requirements and then forward the application to the Registrar’s Office. The Registrar will perform a degree check of their own and notify the student of whether they are on track to graduate. The degree audit is a reliable process, hence the degree requirements are reviewed on a regular basis.

### Degree Lists

AUE only confer degrees to students who complete degree requirements. Candidates on the degree list are submitted to the College Dean, Registrar and Provost for approval and ultimately to the Board of Trustees. However, the Degree Certificates are confer to students upon the Board of Trustees approval and by the end of each academic semester.

### Names on degree

AUE will issue certificates to graduated students in English and the names will be spelled as per the passport or Emirates ID card copy.

## XI. Tuition fees and other Financial Payments:

### 1. Tuition fees:

The below table describe the tuition fees that an Undergraduate student pays per credit hour depend on the college/specialization.

AUE reserves the right to revise its tuition and service fees annually. AUE announce the new fees in the University Catalog and AUE website.

UNDERGRADUATE DEGREES PROGRAMS	FEES PER CREDIT HOUR		FEES PER COURSE	
	AED	AED	USD	
General Education (CEDU)	1,167	3,500	959	
College of Computer Information Technology (CCIT)	1,500	4,500	1,233	
College of Design ( CDES)	1,500	4,500	1,233	
College of Business Administration (COBA)	1,333	4,000	1,096	
College of Media and Mass Communication (CMMC)	1,333	4,000	1,096	
* Bachelor of Public Relations (Arabic)	1,500	4,500	1,233	
College of Security and Global Studies (CSGS)	1,600	4,800	1,315	
College of Law (CLAW)	1,400	4,200	1,151	

## 2. Student service fees:

SERVICES	FEES	
	AED	USD
Admission Fees - Undergraduate Degrees (including ID + Application Fees)	3,000	822
Admission Fees - Graduate Degrees (including ID + Application Fees)	3,500	959
Admission Fees - Undergraduate Degrees (Visiting Students)	1,000	274
Admission Fees - Graduate Degrees (Visiting Students)	1,500	411
Admission Application Form Fee - ELI Fees	750	205
Late Registration Fees	1,500	411
Graduation Fee	2,000	548
Internet & Lab Fees (per semester)	500	137
Replacement ID Fees	200	55
Grade Appeal Fee / per course	350	96
External Transfer Fee / per course	500	137
Official Transcript	300	82
Graduation Certificate Fee	650	178
Attested Graduation Certificate Fee	300	82
Official Letter Request	75	21
Fee Quotations	100	27
Student Lockers (per semester)	150	41
Visa Processing Fee - Inside UAE	4,000	1,096
Visa Processing Fee - Outside UAE	3,500	959
Passport Deposit / Security Fee (In Lieu of Passport)	5,500	1,507
Visa Renewal Fee	1,000	274
Visa Cancellation Fee - Inside UAE	500	137
Visa Cancellation Fee - Outside UAE	750	205
Transport - Dubai after Mall of the Emirates	1,000	274
Transport - Dubai before Mall of the Emirates	900	247
Transport – Sharjah	1,200	329
Penalty for bouncing cheque	500	137
Health Care Services / per regular semester	120	33
Health Care Services in Summer Semester	60	16
Change Major/College Fees	200	55
Course Syllabus (Printed & stamped)	200	55
TOEFL Test - AUE students	650	178
TOEFL Test - Outsiders	750	205
IETLS Test	1,000	274

### 3. Additional notes on tuition fees and fines:

- There will be no remission of fees in whole or in part except when remission is a specified part of scholarship, prize, bursary, or similar award.
- Once the normal period for a course is completed, a student whose qualification is incomplete will be required to pay a continuation fee.
- A student who is permitted or required to repeat a complete year of the curriculum for a Bachelor's Degree will pay the Registration Fee.

#### Payment policy:

Cash, credit cards, and cheques (current and post-dated) will be acceptable form of payment. AUE will hold postdated checks until specified dates are due. AUE utilizes fees payment through different options.

#### Payment options:

**Enrolled Self Sponsored Students**

Enrolled students at AUE must choose one of the following payment options and finalize the arrangements with the Financial Affairs Department:

**Option 1:** Full Payment (Payment should be made on the first day of registration)

**Option 2:** 50% down payment for the total tuition fees should be made on the same day of registration, the second 50% must be done by two months postdated check.

**Option 3:** 60% down payment of the total tuition fees should be made on the same day of registration; the equal second and the third installments (20% each) should be made by two months and three months postdated checks respectively.

#### Enrolled Sponsored Students

Students who are sponsored by governmental, semi-governmental and private sectors should submit a sponsorship letter along with the registration form indicating that the sponsor organization will bear all student's financial liabilities. Upon receipt of the invoice from AUE Financial Affairs Department.

#### Student financial aid:

AUE grants students with financial difficulties the opportunity to apply for financial aid which is subject to the submission of all necessary supporting documents, review and approval of the concerned committee. However, the responsibility of financing higher education rests with students and their families. Students can apply for a financial aid by submitting a completed Financial Aid Form together with the required supporting documents to the Department of Student Affairs. Based on the student and the university financial aid budget, a discount will be applied to the student's balance. The discount will be reviewed on yearly basis and not included in summer semesters.. Financial aid will be awarded to students regardless of race, color, sex, national origin, or disability. All students are guaranteed fair and equal treatment in the allocation of financial aid.

#### Financial Aid requirements:

- A financial Aid Form to be filled in details
- A valid copy of passport and resident visa for parents and student
- Detailed financial status of both parents: Salary certificate and bank statement of last six months
- If the student is self-sponsored: Salary certificate and bank statement of last six months
- Certificates verifying education tuition fees for all family members
- A copy of the rental contract for accommodation
- A documentation of loans or family difficult circumstances (sickness/ death...)

#### University Grants

- Newly admitted students who achieve an average of 95 percent and above in high school are eligible for a merit discount of 20 percent of tuition fees.
- Students who achieve an average of 90.00 to 94.99 percent in high school are eligible for a merit discount of 15 percent of tuition fees.
- Students who achieve an average of 85.00 to 89.99 percent in high school are eligible for a merit discount of 10 percent of tuition fees.
- Students, who maintain a minimum CGPA of 3.60 after completion at least 45 C.H in order to be eligible for a merit discount of 10 percent of tuition fees.
- The University grants 20% discount on tuition fees for siblings enrolled in the University on sharing basis.

More details are available in the Student Handbook



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## University Terminology

<i>Academic Advisor</i>	<i>Faculty member assigned to guide the student in choosing courses by providing information about the university study requirements and all academic policies and procedures</i>
<i>Academic Calendar</i>	<i>Where all the official dates and deadlines of the academic year are listed</i>
<i>Academic Standing</i>	<i>Is determined by the number of credit hours attended and the number of grade points earned by the student (Good standing, Academic warning, Academic dismissal)</i>
<i>Academic Year</i>	<i>The period of the year during which students attend classes; usually starting from the beginning of the Fall semester and ending in the Summer semester</i>
<i>Add/Drop</i>	<i>The process when students need to change a schedule (courses/sections) for which they have already registered; this process usually occurs in the beginning of each semester</i>
<i>Admission</i>	<i>The process of being granted acceptance as student</i>
<i>Alumni</i>	<i>Students who graduated and earned a degree from a university</i>
<i>CGPA</i>	<i>Cumulative Grade Point Average of the grades earned on all courses attended at a university</i>
<i>Class Standing</i>	<i>Referred as academic level determined by the number of credit hours completed (Freshman, Sophomore, Junior, Senior)</i>
<i>College Dean</i>	<i>Head of the college within the university</i>
<i>Commencement</i>	<i>Graduation ceremony</i>
<i>Co-requisite</i>	<i>Two or more courses which must be taken simultaneously in the same semester</i>
<i>Course Load</i>	<i>The number of credit hours carried by a student during a given semester</i>
<i>Course withdrawal</i>	<i>The act of cancelling a course after the drop period but before the final exam. The Withdrawn course is recorded on the student transcript by “W” or “WF”</i>
<i>Credit hour</i>	<i>Related to the number of hours of instruction per week during the academic semester</i>
<i>Deferred</i>	<i>When a student decides to postpone his registration until a future semester</i>
<i>Dismissal</i>	<i>When the student is involuntary separated from the university due to unacceptable academic achievement or misconduct</i>
<i>Enrollment</i>	<i>The process by which a student who has been admitted to a university program, formally registers to undertake courses within their program as either a new or continuing student.</i>
<i>Free elective course</i>	<i>Courses which are not compulsory for students. Electives may be free—selected by the student from any course offerings, or restricted—chosen from a pre-determined list of options.</i>
<i>General education course</i>	<i>General education is that aspect of the curriculum intended to provide students with critical thinking skills; a broad understanding of the approaches to knowledge such as the humanities, the arts, the social sciences or the sciences; a common core of understanding among students (such as in Islamic studies or other cultural studies); and a level of skill appropriate to higher education in mathematics, information literacy, the application of technology and communications (oral and written).</i>

<i>GPA</i>	<i>Grade Point Average of the grades earned in the course</i>
<i>Prerequisite</i>	<i>A course that students must take prior to attending another course</i>
<i>Registration</i>	<i>The process of enrolling in classes for an upcoming semester. Registration may be accomplished by accessing student's portal, "eduGate"</i>
<i>Regular Semester</i>	<i>A semester is a period of time, typically a minimum of 15 weeks, during which an institution offers courses.</i>
<i>Term</i>	<i>Some courses may be offered in a time-shortened period, often called a term, such as a summer term, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course</i>
<i>Schedule</i>	<i>A list of offered courses during a semester's specified days, hours, locations and name of instructors</i>
<i>Student</i>	<i>A person who was admitted at the University within one of the colleges/specializations, holding a University Identity number and paid the non-refundable admission fees.</i>
<i>Specialization</i>	<i>An approved area of study, having a specific curriculum, within a particular graduate degree</i>
<i>Syllabus</i>	<i>The document that an instructor provides as a course outline. A syllabus usually includes assignments, due dates, grading procedures and attendance policies</i>
<i>Transcript</i>	<i>The official record of a student's academic achievement at AUE, listing credit courses, grades and credit hours earned or attended by a student</i>
<i>Transfer student</i>	<i>A student who attended another institute and receives acceptance at AUE. Courses completed at the student's previous institute might be considered for transfer after satisfying the transfer policies.</i>
<i>Transient student</i>	<i>AUE student who would like to attend courses at a different university, upon approval of the University</i>
<i>University withdrawal</i>	<i>The process of officially leaving the AUE for reasons other than graduation</i>
<i>Visiting student</i>	<i>A student who has enrolled in an accredited university and is granted permission from his University to register for specific courses (for two semesters) at AUE and earn transferable grades.</i>
<i>Directed Study/Independent Study</i>	<i>A course in which a student is individually supervised by a faculty member, which enables a student to undertake a learning opportunity which is otherwise unavailable. Directed learning or independent study courses must have an appropriate learning plan (typically a syllabus), learning outcomes, end of term evaluations and appropriate assessment. The Standards limit the amount of such credit that can be applied to an undergraduate qualification.</i>
<i>Internship</i>	<i>The term applies to an experience in which a student has a program-related assignment involving attachment to a recognized business, agency or organization. The internship must be appropriate to the major or program of study of the student. The term —practicum is sometimes synonymous with internship.</i>
<i>Major</i>	<i>The major is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs. The major usually requires that a student complete a minimum of 30 semester credits (or equivalent) in the subject area. To earn a double major, a student must meet the subject-area requirements of each of the two majors. Typically a student receiving a degree with a major will be issued a diploma that includes the name of the major: for instance, Bachelor of Arts in History or Bachelor of Science in Biology</i>

*Minor*

*A minor is a separate field of study outside the major or concentration in which a student has a secondary area of specialization, requiring less course work than the major. Minors usually require that students earn 12-18 semester credits in subject area courses*

*Track*

*A track is a narrow area within the major field, which the student may choose to follow, but which does not lead to a specialized award or degree and is not listed on the diploma or degree certificate. The number of credit hours in a track may vary, but is typically a minimum of 9 semester credits (or equivalent).*

*Concentration*

*Concentrations are best thought of as a grouping of courses which represent a sub-specialization taken within the major field of study. For example a student majoring in biology might have a concentration in genetics, or a student in electrical engineering may have a concentration in telecommunications or instrumentation and control. A concentration may be specified on the diploma or in the student's academic record (transcript). The CAA requires a concentration to include at least 15 semester credits of study, or equivalent, in the specialized field in order to be recognized by the Ministry and included in the listing on the CAA Web site*



# COLLEGE OF BUSINESS ADMINISTRATION (COBA)

The College of Business Administration is committed to providing quality education to its students and to prepare them to become business professionals through academic programs and applied learning approaches. We seek to inculcate life-long learning aspirations in students, so that they keep advancing themselves to meet the changing needs of the market. The College's portfolio of programs aspires to prepare students for employment and to inspire them to the highest standards of professionalism and integrity. Such programs promote critical thinking, creativity and advanced practices, with an interdisciplinary approach to applying fundamental, theoretical, and practice-led enquiries into contemporary business and management solutions.

Undergraduate programs can be chosen from a variety of multidisciplinary backgrounds. They are tailored for the business environment in the GCC and timed to coincide with the emerging business solutions in the 21st century environment. The in-house classroom atmosphere and practical exposures offered to each participant increases their confidence, self-esteem, sense of accomplishment, and prepares

them to be successful young businessmen or businesswomen, or educators following graduation.

## Offered degree programs

COBA offers the following programs:

1. Bachelor of Business Administration – Accounting
2. Bachelor of Business Administration – Finance
3. Bachelor of Business Administration – Business Management
4. Bachelor of Business Administration – Human Resource Management
5. Bachelor of Business Administration – E-Commerce and marketing
6. Bachelor of Business Administration – Logistics and Supply Chain Management
7. Bachelor of Business Administration – Hospital and Healthcare Management
8. Bachelor of Business Administration – Insurance and Risk Management

## Program Study plan

REQUIREMENTS	TYPE	BSC. COMPUTER SCIENCE	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	12	36
Core	Compulsory	16	48
Specializations (*)	Compulsory	10	30
Free Elective	Elective	4	12
<b>Total</b>		<b>42</b>	<b>126</b>
(*) 11 courses (33CH) required for Logistics and Supply Chain Management			

### A: English, Arabic or other Languages

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Research Skills	General Statistics & Academic writing	Mandatory

### B: Arabic Language

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

### C: The Natural Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Natural Science	-	Optional
2	Sustainable Energy	-	Optional
3	Environmental Science	-	Optional

### D: The Social or Behavioral Sciences

The student selects 3 credit hours (1 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Mandatory

### E: Information Technology or Quantitative

The student selects 3 credit hours (1 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Math for Business	-	Mandatory
2	General Statistics	Math for Business	Mandatory

### F: The Humanities or Arts

The student selects 6 credit hours (2 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Drawing 1	-	Optional
3	Contemporary Arab Art	-	Optional
4	Introduction to Philosophy	-	Optional
5	Introduction to Sociology	-	Optional
6	Introduction to Anthropology	-	Optional
7	Art History 1	-	Optional

### G: Islamic Studies, History or Arts

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional

## H: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

## Core Requirements/Business Compulsory courses (16 courses/48 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MGT 100	Principles of Management	3
2	ACC 100	Principles of Accounting	3
3	ACC 105	Managerial Accounting	3
4	ECO 100	Microeconomics	3
5	MGT 200	Management Information System	3
6	MGT 202	Business Statistics	3
7	MKT 200	Principles of Marketing	3
8	FIN 200	Financial Management	3
9	ECO 200	Macroeconomics	3
10	MGT 205	Organizational Behavior	3
11	MGT 300	Production and Operations Management	3
12	MGT 301	Business Law	3
13	MGT 303	Quantitative Analysis	3
14	MGT 302	Business Practice in UAE and GCC	3
15	MGT 405	Strategic Management	3
16	MGT 400	International Business	3

## Compulsory courses – Accounting Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	ACC 200	Intermediate Accounting I	3
2	ACC 205	Intermediate Accounting II	3
3	ACC 300	Cost Accounting	3
4	FIN 300	Corporate Finance and Investment	3
5	ACC 301	Accounting Information System	3
6	ACC 306	Planning, Budgeting and Control	3
7	ACC 400	Auditing	3
8	ACC 401	Advanced Accounting	3
9	ACC 402	Advanced Cost Accounting	3
10	ACC 405	International Accounting	3

### Compulsory courses – Finance Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	ACC 200	Intermediate Accounting I	3
2	ACC 300	Cost Accounting	3
3	FIN 301	Money and Banking	3
4	FIN 302	Islamic Banking and Finance	3
5	FIN 300	Corporate Finance and Investment	3
6	ACC 306	Planning, Budgeting and Control	3
7	FIN 400	Management of Financial Institutions	3
8	FIN 401	Investment and Financial Strategies	3
9	FIN 402	Security Analysis and Portfolio Management.	3
10	FIN 404	International Financial Management	3

### Compulsory courses – Business Management Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MGT 304	Small Business Management	3
2	MGT 305	Negotiation Skills	3
3	MGT 306	Managing in the Service Environment	3
4	HRM 300	Human Resource Management	3
5	MGT 402	Project Management	3
6	MGT 403	Entrepreneurship Management	3
7	MGT 404	Organization Theory and Design	3
8	MGT 406	Total Quality Management	3
9	MGT 408	Leadership and Organizational Creativity	3
10	MGT 410	Computer Applications in Management	3

### Compulsory courses – Logistics and Supply Chain Management Specialization (11 courses/33 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	LSC 200	Supply Chain Operations	3
2	LSC 300	Transportation and Distribution	3
3	MGT 305	Negotiation Skills	3
4	LSC 302	Service Operations Management	3
5	LSC 305	Purchasing and Supply Management	3
6	LSC 400	Inventory and Materials Management	3
7	MGT 402	Project Management	3
8	LSC 403	SCLM Technologies and Information	3
9	MGT 406	Total Quality Management	3
10	LSC 402	Warehouse Management and material Handling	3
11	LSC 405	Global Logistics and Supply Chain Management	3

### Compulsory courses – Human Resource Management Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	HRM 205	UAE Labor Law and Relations	3
2	HRM 300	Human Resource Management	3
3	MGT 305	Negotiation Skills	3
4	HRM 302	Human Resource Information System	3
5	HRM 304	HRM in the Public Sector	3
6	HRM 400	Staffing and Techniques for Employee Selection	3
7	HRM 401	Employees Training and Development	3
8	HRM 402	Compensation and Benefits Management	3
9	HRM 405	Strategic Human Resource Management	3
10	HRM 404	Special Topics in HR	3

### Compulsory courses – E-Commerce and Marketing Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MKT 202	Consumer Behavior	3
2	MKT 204	Marketing Channels	3
3	MKT 300	e-Commerce	3
4	MKT 301	Advertising and Promotion	3
5	MKT 303	Computer Applications in Marketing	3
6	MKT 400	Business to Business Marketing (B2B)	3
7	MKT 401	Marketing Research	3
8	MKT 403	International Marketing	3
9	MKT 402	Marketing Management	3
10	MKT 404	Special Topics in Marketing	3

### Compulsory courses – Hospital and Healthcare Management Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	HHM 200	Introduction to Health Care Industry	3
2	HHM 305	Healthcare Management	3
3	HHM 300	Healthcare Law and Regulatory	3
4	HHM 302	Economics of Hospital and Healthcare Sector	3
5	HHM 304	Ethics and Fraud in Healthcare	3
6	MGT 306	Managing in the Service Environment	3
7	HHM 400	Hospital and Healthcare Information Technology	3
8	HHM 401	Clinic Services Management	3
9	HHM 402	Hospital Support Services Management	3
10	HHM 404	Hospital Strategic Management	3

## Compulsory courses – Insurance and Risk Management Specialization (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	IRM 200	Introduction to Insurance and Risk Management	3
2	IRM 300	Insurance Law	3
3	IRM 305	Risk Analysis and Evaluation	3
4	IRM 302	Life and Health Insurance	3
5	IRM 304	Personal Property-Liability Insurance and Risk Management.	3
6	IRM 400	Insurance Operations, Regulations, and Statutory Accounting	3
7	IRM 401	Commercial Property Risk Management and Insurance	3
8	IRM 402	Commercial Casualty Risk Management & Insurance	3
9	IRM 404	Alternative Risk Financing and Capital Markets	3
10	IRM 405	Risk Management Strategy	3

### Free Electives courses (4 courses/12 CH)

15 Credit Hours must be chosen from any other college/ specialization in condition the prerequisites of the chosen courses are met.

## Course Description

### General Education Courses:

#### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context. It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

#### B: Arabic Language

**ARLAA 100 Communication Skills in Arabic (3CH):**

صُمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضر الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا غُني المساق بتدريب الطالب على المهارات الأساسية للكتابة؛ كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نبذة عامة: يرتكز المساق على محورين أساسيين: 1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية. 2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تتناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية.

#### C: The Natural Sciences

**ASC 210 Natural Science (3CH):** The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analysing, interpreting, understanding and discussing scientific terminology and facts.

**ASC 212 Sustainable Energy (3CH):** This course provides an introduction to sustainable energy, conservation, and energy efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social sciences perspectives. Students will be introduced to a variety of topics including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

**ASC 211 Environmental Science (3CH):** The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics,

biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management.

### **D: The social or behavioral sciences**

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

### **E: Information technology or Quantitative**

**ASC 205 General Statistics (3CH):** The General Statistics course is designed to develop good understanding of the basic concepts of statistical theorems, and applications. The course covers topics such as data collection methods, organization of data, analysis and interpretation of results. A software package will be used to analyze the statistical data.

### **F: The Humanities or Arts**

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**FAD 105 Drawing I (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

**?? Contemporary Arab Art (3CH):** Courses in the Natural Sciences introduce students to the basic concepts of Sciences and the scientific method and enhance awareness of scientific developments and their impact on society and the environment. This area provides students with an understanding of scientific terms, concepts and theories, and the ability to formulate

empirically testable hypotheses derived from the study of physical processes and living things.

**ASC 201 Introduction to Philosophy (3CH):** This course will introduce the students to the key concepts of philosophy and its principle tools. The course will discuss major thinkers and different schools of philosophical thought, and will apply philosophical analysis to the topics of knowledge, religion, mind, freedom, responsibility, and ethics.

**ASC 104 Introduction to Sociology (3CH):** This course introduces the science of Sociology. Students will examine Society, Institutions and the relationships that make up a social context. The scientific methodology used to study social interactions, stratification and other elements of sociological enquiry will be discussed to emphasize the core concept of sociology as a systematic study of societies and social structures.

**ASC 102 Introduction to Anthropology (3CH):** This course introduces the student to the development of the human race. You will study a Four Field introduction to Anthropology wherein you will gain an understanding of Human Development and how both ancient and modern humans are studied. An understanding of Anthropology, the study of culture and human development is an important pillar in a degree which aims to develop educators in multi-cultural and economically diverse settings.

**FAD 122 Art History I (3CH):** This course is a chronological survey of art and design offering students an in-depth understanding of the role of art throughout history with a strong focus on aesthetic values, socio-cultural influences and technical terminology. Architecture, sculpture, painting, decorative arts, prehistoric art, design of the ancient world, the world beyond Europe, early Christian and Islamic art and the art of the Middle-Ages and Gothic period form the foundation of the course material spanning a period from 40,000 BC to 1300 AD.

### **G: Islamic Studies, History or Culture**

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** The course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

### **H: UAE Studies**

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with

its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

### Core Courses:

**MGT 100 Principles of Management (3CH):** This course marks students' first journey into the discipline of management. The focus of this course is to expose students to the fundamentals of the four functions of management of planning, organizing, leading and controlling. Within each function students are introduced to a multitude of managerial areas of focus including decision-making, organizational structure, power and politics, leadership, teams, motivation, and communication. Students are also equipped with the soft skills crucial for management students via group work, debates, projects, and presentations.

**ACC 100 Principles of Accounting (3CH):** This principle level course introduces students with the fundamentals of accounting terms, rules, concepts, procedures, and systems. Topics covered include the art of recording, classifying and analyzing the data into useful information for both the internal and external users. Students are introduced to the double entry accounting concepts, general journals and the accounting cycle.

**ACC 105 Managerial Accounting (3CH):** This course introduces management accounting concepts and how accounting information is used for making internal management decisions related to operational planning and control. Emphasis is placed upon accounting as a tool for planning, managing, and control.

**ECO 100 Microeconomics (3CH):** This course is designed to introduce students to basic microeconomics concepts relating to individual decision-making. The course exposes students to the meaning, nature, and methods of studying Microeconomics. The concepts of supply, demand, and elasticity are used to analyze the behaviors of consumers and firms in different types of markets. Main topics covered include: consumer behavior, firm production costs, Pure Competition, Monopolistic Competition, Monopoly, and Oligopoly.

**MGT 200 Management Information Systems (3CH):** The course discusses the information systems planning, and organizing and the application of information technology advancements. This course has a managerial perspective that describes how IS supports business goals and functions are applicable to management, what information resources are available to the manager, and how the manager is involved in the information development process.

**MGT 202 Business Statistics (3CH):** This course aims to acquire a sound education in those statistical concepts and its applications in the fields of business and economics. This course requires fundamental understanding of basic statistics like frequency distribution, averages, measures of variability, probability, confidence intervals. The course also recommends a prior understanding of software application and MS Excel. Course covers statistical concepts and methods like hypothesis testing, variance Tests, chi-Square analysis and ANOVA with an emphasis on business application.

**MKT 200 Principles of Marketing (3CH):** This course will familiarize the student with the scope, terminology, topics, and procedures of marketing in a modern firm. It introduces the principles of marketing. The four basic ingredients of the marketing mix - product, price, place, and promotion are discussed. Other topics include marketing channels, market research, consumer behavior, societal marketing, and new product planning are also discussed.

**FIN 200 Financial Management (3CH):** This course examines the financial strategic and operational decisions in organizations. It aims to provide the decision maker with the financial theory, concepts, and tools necessary to make better financial managerial decisions as well as enable the student to make sound decisions regarding financial analyses and judgments performed by others.

**ECO 200 Macroeconomics (3CH):** This course is concerned with the study of the behaviour of the economy as a whole. It analyses how the overall level of output, employment and prices are determined and how these in turn are affected by fiscal and monetary policies. Issues to be covered include GDP determination, the use of fiscal and monetary policies in stabilizing the economy and the role of government policy in promoting long-term economic growth.

**MGT 205 Organizational Behavior (3CH):** Organizational behavior studies the influence that individuals, groups, and structure have on behavior within organizations' its chief goal is to apply that knowledge toward improving an organization's effectiveness. This course introduces students to the core concepts of organizational behavior including attitudes, emotions, and moods; communication; conflict and negotiation; diversity; group behavior and work teams; individual decision making; leadership and power; motivation; organization culture and structure; organizational change; and personality and values. Students will work individually and in groups on assessments including case studies, discussions, in-class exercises, and presentations to increase their understanding of the curriculum in a practical context.

**MGT 300 Production and Operations Management (3CH):** This course interprets the key theories in production and operations management, it equips the students with the necessary tools and techniques to effectively and efficiently manage the operations as well as providing the necessary decision making problem solving applications to evaluate the proper decisions Affecting the performance of operations.

**MGT 301 Business Law (3CH):** This course familiarizes students with the concept of the rule of law as a mechanism for ordering people's (and companies') behavior, and for providing predictability and certainty in planning business transactions. Students will consider the legal issues inherent in business, considered from the standpoint of various business roles such as business owner, corporate officer, board member, shareholder, partner, officer, manager, employer and employee, customer and client. It aims to have students anticipate potential legal issues in business transactions so that they can plan to avoid legal problems and, when they do occur, formulate solutions.

**MGT 303 Quantitative Analysis (3CH):** This course discusses the essence of Quantitative Analysis and covers various types of analysis including: decision analysis and risk attitudes, inventory control, linear programming, transportation problem, queuing theory, and simulations. Emphasis is on the formulation of problems and their solutions by standard methods and by computer packages such as MS Excel and QM.

**MGT 302 Business Practice in the UAE and GCC (3CH):** Throughout its history, the Arab Gulf Area has been a major center of world affairs and business. In modern times, the UAE and GCC (i.e. the UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, and Oman) remain a strategically, economically, politically, culturally, and religiously sensitive region for world business. The UAE and GCC remains the focus of global business interest and economic initiatives from the US, Europe, and other nations. The rise in oil prices has created momentum for regional growth and investment flows that is expected to be secular. This course provides students with a deep understanding of the business opportunities and practices and in the UAE and GCC at a time when such understanding is increasingly vital. It focuses on current investment opportunities taking into consideration the political, cultural and economic history of the region.

**MGT 405 Strategic Management (3CH):** In today's business world gaining and maintaining competitive advantages is more challenging than ever. Considering the need of the time this course captures the complexity of current business environment and offers contemporary concepts and skills. In the course the skill oriented approach to Strategic Management develop students to design cutting-edge strategy through skills building exercises. Further it benefits attendees to gain necessary knowledge to manage consistent higher organizational performance by reading, analyzing and designing suitable working environment. Different models and tools in the course are practically applicable to find out strengths, weakness of the organizations, this analysis finally helps students to design the effective strategies and strategic plan for the business. Starting from strategy formulation, action and evaluation this course includes, vision and mission, external and internal assessment, strategies in action, strategy choices through analysis, organizational functional issues, business ethics, social responsibilities and strategic management case presentation etc.

**MGT 400 International Business (3CH):** In the present day business has developed from a simple word to a global practice. Even the local business industries started facing competition from global business giants. This has brought in continued competition not in profits, but in quality, cost, skills, and even business dynamics. The course in International Business provides emphasis to the global business scenario, analyze interrelation between governments and business across borders. Further it studies the economic dynamics between countries/regions. The course provides a detailed insight into the international monetary system, international trade and foreign direct investment. The basic objective of the course is to introduce International Business as a subject and to provide an understanding of the global economy to gain the best understanding of the subject with the major issues related to

the business environment. This course is generally "macro" in its composition, which is developed to provide intellectual focus with emphasis on the impact and overriding theories best describing the International Business scenario.

### **Business Management Specialization Courses:**

**HRM 300 Human Resource Management (3CH):** This is an introductory course for HRM specialization that will help students to acquaint with the roles and the functions of the HRM. From the beginning of its life until its end, every business is faced with people issues. People are the essence of any business and it is Human Resources that makes or breaks a business. Students in this course are going to gain knowledge on the evolution of the subject matter to understand its origin and reasons for why it was developed. They will analyze different HR trends and challenges from both an employee's point of view and an employer's point of view. The topics are designed in the way that will improve students' understanding and knowledge of the course. The course will cover the topics such as the importance of equal employment opportunity, compensation, training, job analysis, recruitment and selection, performance appraisal, talent management, labor relations and collective bargaining, etc. This course challenges the students to recognize, understand, and apply HRM concepts and functions. Further, it helps students enhance their HR skills through use of case studies, in-class assignments, projects discussions, and develop the necessary analytical and critical thinking required to understand problems that HR managers face and to handle them responsibly.

**MGT 304 Small Business Management (3CH):** This course introduces students to the spirit of entrepreneurialism as they explore the stages of small business planning, development, and execution. Students are exposed to the various elements of establishing and maintaining a small business including the business plan, financing, location, marketing, staffing, leading, competing and exiting. Special focus is paid to the challenges and opportunities for small businesses in an increasingly globalized, ever-changing environment.

**MGT 305 Negotiation Skills (3CH):** Negotiation is an interactive process between two or more parties working together to determine a mutually agreeable solution to an issue of shared interest or mutual dispute. In business effective negotiation can ensure success, but the inverse can cripple a company. This course introduces students to best practices and core concepts of negotiation including coalitions; communication; distributive bargaining; ethics, strategy, and planning; integrative negotiation; international and cross-cultural negotiation; difficult negotiations; perception, cognition, and emotion; power and influence; relationships and roles. Students will work individually and in groups on assessments including case studies, discussions, in-class exercises, and presentations to increase their understanding of the curriculum in a practical context.

**MGT 306 Managing in the Service Environment (3CH):** This course introduces students to different areas of service industry and the various aspects that go into managing this sector. Furthermore, customer satisfaction is a key area that this course delves into through different types of quality services

being discussed. *Managing in the Service Environment* course is an amalgamation of highlighting different service sectors and the management within them. Different spectrums such as Hospitality, Travel and Tourism are also used as an example industry to showcase the different areas that the theoretical aspects studied could be utilized. Topics covered in this course initially introduces the service industry and the challenges in it, the course then goes into an in-depth analysis of evaluating the problems and providing solutions for them along with providing strategies for future success with the help of empowerment of both staff and oneself, the course then discusses the importance of communication and how it plays an essential role in dealing with difficult customers, furthermore it draws attention to the role of a leader and its importance in dealing with customers while providing them a service, that then helps in measuring the customer satisfaction as well as the retention rate of customers, importance of technology too is highlighted in this course to achieve excellence in customer service and is one of the primary tools for reaching that optimum level when providing a good service.

**MGT 402 Project Management (3CH):** This course provides intensive coverage of management in a wide range of project applications from theory and concepts through operations. Defining project management and its typical structure and project team roles; the project cycle; methods for project selection; and activities such as planning; budgeting; monitoring and controlling; and risk management are principal areas covered in this course.

**MGT 404 Organizational Theory and Design (3CH):** Organizations across the world are structured on the basis of an internal system which frames the organization and an external system – for which the organization is formed. The course focus to the structure of the organizations from its external and internal environment. The course provides an insight into the ways of developing an organizational culture and an organizational management structure. The course is framed in such a way to make the student navigate from the basics to the much advanced ideas on the practice and policies for an organizational structure and its development. On completion of the course, students will have a better understanding with practical emphasis on development of organizations at all frameworks, whether small scale, medium or large scale, at the local, national or international level, in whichever market and management situations.

**MGT 403 Entrepreneurship Management (3CH):** Entrepreneurship management course has a practical focus. The course is designed to instruct students on how to formulate, plan and implement a new venture. It exposes students to detailed descriptions and analytical study. Actual case studies and entrepreneurial profiles are utilized to help illustrate the elements of successful and not-so-successful ventures. This subject offers the rules, the roadmap, and the reasoning how to bring creative business ideas out of mind into being.

**MGT 406 Total Quality Management (3CH):** This course offers an introduction to principles, philosophy, and application of Total Quality Management. This course

draws upon the writings of quality experts to develop an understanding to the concept of quality from the perspectives of customers and product/service organizations. The course also evaluates the criteria used in well-known quality awards, and reviews the performance of selected quality-award winning companies.

**MGT 408 Leadership and Organizational Creativity (3CH):** Leadership is a creative art; bringing change, setting direction, and focusing organizational energy. This course builds skill in thinking “outside the box” and aligning with others to enact a vision of the future. Topic covered includes empowerment of middle managers, corporation/ non-profit entrepreneurship, innovation, influence, charisma and self-management, creativity and vision exercises.

**MGT 410 Computer Applications in Management (3CH):** The course represents an attempt to explore the potential of certain computerized software, statistical packages and programs in summarizing, organizing, interpreting and analyzing management data, in addition to the use of a host of advanced statistical packages in predicting specific business management issues.

### Accounting Specialization Courses:

**ACC 200 Intermediate Accounting I (3CH):** Intermediate Accounting I is the first course in a two-course sequence with a focus on the continued study of the accounting and reporting processes within the framework of accounting theory. Main topics include in-depth analysis of IFRS (International Financial Reporting Standards), accounting theory, and requirements for publicly owned corporations. The course is targeted towards undergraduate accounting and finance specializations and focuses on the importance of preparing, analyzing, and communicating business information in ways that are relevant and useful to the end users of financial reports. This course builds upon the theories, principles and practices surveyed in ACC 100 (Principles of Accounting) and incorporates the examination of current real-world issues in financial reporting and analysis.

**ACC 205 Intermediate Accounting II (3CH):** Accounting objectives are ever changing. Students must know how to generate financial information for interested parties and to provide managers with useful information, “Accountants must act as well as think”. The course is a continuation of Intermediate Accounting I and focuses on financial reporting requirements for public corporations. Core elements of accounting and financial statements including determining shareholder equity and long-term liabilities, income and cash flow reporting, and income tax and inflation accounting will be examined in the context of International Financial Reporting Standards (IFRS).

**ACC 300 Cost Accounting (3CH):** This course introduces students with the techniques used by cost accountants in the organizations. Approaches include cost control and product costing which assists in managerial decision making. Topics include cost accounting concepts, procedures, methods and techniques used for personnel, production, factory overhead costs, inventory, work-in-progress, costs allocation of service department, job orders, process, joint and by-product costing, cost control, and standard costing.

**ACC 402 Advanced Cost Accounting (3CH):** This course advances students in acquiring the in-depth knowledge of Costing concepts. It aims to equip students with various costing methods and techniques like job order costing, activity based costing and balanced score card to help management in decision making. This course is the second one in the series of Cost Accounting, and students will already have a basic understanding of relevant cost accounting concepts.

**ACC 401 Advanced Accounting (3CH):** This accounting course advances students into partnership accounting and addresses businesses in the global market place. It introduces concepts of transfer of business ownerships, mergers and acquisitions and their accounting treatments, as well as understanding the different forms of partnership concerns which are fundamental in the Arab world. Students will be understanding the consolidation of financial statements in different currencies and more emphasis will be laid on the practical aspect of accounting.

**ACC 301 Accounting Information Systems (3CH):** This computerized Accounting course brings together two business areas of accounting and information technology. The traditional accounting functions are carried out technically with acquiring the contemporary accounting and finance skills within this course. The ever-changing business environment and technological advancements require a different knowledge skill set which is embodied in this course to help students achieve the dynamic business demands. This practically driven course is mostly taught in the accounting labs with the appropriate use of accounting software.

**FIN 300 Corporate Finance and Investments (3CH):** This finance course advances the preliminary concepts covered at the introductory level and applies them to fundamental activities of financing, investing and valuation of corporations. This involves allocation and acquisition of resources, leveraging the capital structure of the firms and analysis of corporate transactions. This course aims at determining the best methodology to achieve wealth maximization for shareholders. It acquaints the students with valuation of financial assets, financial investing decisions, capital budgeting, and dividend payout policies, with emphasis on both short-term and long-term managerial policies.

**ACC 400 Auditing (3CH):** This course aims at introducing the basic concepts, standards and procedures necessary for carrying out an external audit. Emphasis is laid on the Audit of the Financial Statements, the resulting outcome and how to form an opinion based on ethical and legal aspects.

**ACC 405 International Accounting (3CH):** This course is the last one in the Accounting specialization and requires students to have a sound knowledge of the accounting concepts. It aims to equip students with a global understanding of the accounting information relevant to both the internal and external users. Topics include all the relevant techniques and skills acquired in financial accounting and applying them in a foreign context.

**ACC 306 Planning, Budgeting and Control (3CH):** This course lays emphasis on the planning process including short-term plans, and the budgetary goals and objectives of management. It explains how adequate planning and budgeting can help with financial problem solving and foster growth in the long run. This course, also, explains control concepts and fundamentals; the preparation and

presentations of the processes and how to analyze results and variances. This results in applying the practical techniques at various managerial levels within a business environment. Topics covered include, targets, direction, budgeting resource allocation, and control activities.

### Finance Specialization Courses:

**FIN 301 Money and Banking (3CH):** Money is the blood stream of any economy; this course introduces the students into the basic concepts of banking and how changes in the money supply can affect any economy. It covers topics including barter, the evolution of money, the gold system, trade, investments and currencies. The accounting treatment of the financial banking products is also discussed to acquaint students with the technical knowledge of banking and reserve systems. Monetary policy.

**ACC 200 Intermediate Accounting I (3CH):** Intermediate Accounting I is the first course in a two-course sequence with a focus on the continued study of the accounting and reporting processes within the framework of accounting theory. Main topics include in-depth analysis of IFRS (International Financial Reporting Standards), accounting theory, and requirements for publicly owned corporations. The course is targeted towards undergraduate accounting and finance specializations and focuses on the importance of preparing, analyzing, and communicating business information in ways that are relevant and useful to the end users of financial reports. This course builds upon the theories, principles and practices surveyed in ACC 100 (Principles of Accounting) and incorporates the examination of current real-world issues in financial reporting and analysis.

**ACC 300 Cost Accounting (3CH):** This course introduces students with the techniques used by cost accountants in the organizations. Approaches include cost control and product costing which assists in managerial decision making. Topics include cost accounting concepts, procedures, methods and techniques used for personnel, production, factory overhead costs, inventory, work-in-progress, costs allocation of service department, job orders, process, joint and by-product costing, cost control, and standard costing.

**FIN 302 Islamic Banking and Finance (3CH):** This course introduces the students with the second mode of banking; the Islamic banking. It introduces the students with the core concepts of Islamic banking and the understanding between the differences and similarities in conventional and Islamic way of banking within the global market place. Topics include the evolution of Islamic banking, the law and financial instruments involved within the financial market place.

**FIN 400 Management of Financial Institutions (3CH):** This course advances students in acquiring the in-depth knowledge of Finance and Financial Institutions and its management. Emphasis is laid on the global financial markets and how the financial instruments play a key role in governing the money market around the world. Business interactions are explained between the banking industry instruments and the capital markets to understand the characteristics and behavior of such markets. Students analyze the banking products and their performance for effective management of assets, liabilities and resources.

**FIN 300 Corporate Finance and Investment (3CH):** This finance course advances the preliminary concepts covered at the introductory level and applies them to fundamental activities of financing, investing and valuation of corporations. This involves allocation and acquisition of resources, leveraging the capital structure of the firms and analysis of corporate transactions. This course aims at determining the best methodology to achieve wealth maximization for shareholders. It acquaints the students with valuation of financial assets, financial investing decisions, capital budgeting, and dividend payout policies, with emphasis on both short-term and long-term managerial policies.

**FIN 401 Investment and Financial Strategies (3CH):** This course provides important insights of basic investment concepts, strategies, and theories in the contemporary financial environment. It introduces students to various investing strategies and focuses on the application and the implementation of the same. Topics covered include, the determinants of stock prices, dividend growth models; knowledge of fund management and investment strategic policy; analytical approach as to how investors identify critical success factors; and explain how effective investors and fund managers plan and implement strategies related to wealth management and international investment.

**FIN 404 International Financial Management (3CH):** This course advances students into the international aspects of financial management and being effective in the global financial market. It involves theories related to foreign currencies, hedging techniques, swaps, interest rates and global political risk. Students will be exposed to the foreign market dynamics to analyze the multinational firms within the global financial market arena.

**ACC 306 Planning, Budgeting and Control (3CH):** This course lays emphasis on the planning process including short-term plans, and the budgetary goals and objectives of management. It explains how adequate planning and budgeting can help with financial problem solving and foster growth in the long run. This course, also, explains control concepts and fundamentals; the preparation and presentations of the processes and how to analyze results and variances. This results in applying the practical techniques at various managerial levels within a business environment. Topics covered include, targets, direction, budgeting resource allocation, and control activities.

**FIN 402 Security Analysis and Portfolio Management (3CH):** This course aims to equip the students with the theory and practice of security analysis and portfolio management. It covers security valuation and modern portfolio theory, asset pricing models, portfolio management strategies, and portfolio performance evaluation. Both fundamental and technical analysis are covered for estimation.

## Human Resources Management

### Specialization Courses:

**HRM 300 Human Resource Management (3CH):** This is an introductory course for HRM specialization that will help students to acquaint with the roles and the functions of the HRM. From the beginning of its life until its end, every business is faced with people issues. People are the essence of any business and it is Human Resources that makes or breaks a business. Students in this course are going to gain knowledge on the evolution of the subject matter to understand its origin and reasons for why it was developed. They will analyze different HR trends and challenges from both an employee's point of view and an employer's point of view. The topics are designed in the way that will improve students' understanding and knowledge of the course. The course will cover the topics such as the importance of equal employment opportunity, compensation, training, job analysis, recruitment and selection, performance appraisal, talent management, labor relations and collective bargaining, etc. This course challenges the students to recognize, understand, and apply HRM concepts and functions. Further, it helps students enhance their HR skills through use of case studies, in-class assignments, projects discussions, and develop the necessary analytical and critical thinking required to understand problems that HR managers face and to handle them responsibly.

**HRM 205 UAE Labor Law and Relations (3CH):** This course is designed to cater the needs of HR students within the United Arab Emirates (UAE). Law is one of the most essential aspects of Human Resource Management hence this course is going to be very crucial for the development of students' knowledge about the rules and regulations within the UAE. Topics such as law enforcement, conditions of employment, employment contracts, probationary periods as well as wages and working hours are going to help students understand some of the elements they need to look into when dealing with employees' relations and creating HR contracts in the UAE. Additional topics such as youth employment, leave, records of employees, disciplinary code, accidents at work, termination of contracts, repatriation of employees, payments of gratuity, dispute settlement and labor inspections are important for the know-how of the students. When they start working in an organization, they will have a practical knowledge on the subject matter and will be able to handle similar cases if they occur in their work place.

**MGT 305 Negotiation Skills (3CH):** Negotiation is an interactive process between two or more parties working together to determine a mutually agreeable solution to an issue of shared interest or mutual dispute. In business effective negotiation can ensure success, but the inverse can cripple a company. This course introduces students to best practices and core concepts of negotiation including coalitions; communication; distributive bargaining; ethics, strategy, and planning; integrative negotiation; international and cross-cultural negotiation; difficult negotiations; perception, cognition, and emotion; power and influence; relationships and roles. Students will work individually and in groups on

assessments including case studies, discussions, in-class exercises, and presentations to increase their understanding of the curriculum in a practical context.

**HRM 400 Staffing and Techniques of Employee Selection (3CH):** This course deals with an in-depth analysis of recruitment strategies, legal and regulatory factors, equal employment opportunity, selection methods, career planning and organizational exit. Topics such as Strategic staffing gives a deeper understanding to the students on how they should well in advance plan on recruitment of employees in an organization. Moreover, the topic of staffing is essential for the crucial understanding of how to hire the right people for the right position and whether it should be internal or external. The emphasis of this course is on the formal expression of plans, goals, and objectives of managing staffing that covers an amalgamation of the first and most critical HRM activity. Furthermore, course helps in developing skills for conducting effective interviews to make the best selection of employees. Students will identify the effective staffing techniques, design job interview questions and conduct job interviews. Topics that will be covered in this course are analyzing strategic staffing techniques from employees and employer's perspective, workforce forecasting and planning, identify suitable candidates and assessing both external and internal candidates.

**HRM 302 Human Resource Information Systems (3CH):** The course emphasis on important aspects of setting up computer based information system specially designed for HRM functions such as job analysis, staffing, employees' development, salaries and employees record keeping etc. It helps students to understand the development of HR information systems over the period of time, from its beginnings to its current evolution and ongoing developments that can or will take place. Topics that are covered are employees need assessment, HR system design & development, cost benefit analysis of HR system, project management, HRIS acceptance, implementation, integration, and maintenance of the HRIS, HRIS administration, job analysis and workforce planning in technological context in addition to information security and privacy from legal and ethical compliance. These topics help in providing an experiential learning to the students with the help of computer systems. Students are not only encouraged to give their viewpoints related to the systems but are also motivated to provide their own ideas for further development in the systems. Critical thinking is promoted through team projects and class assignments to improve learning of the individuals.

**HRM 402 Compensation and Benefits Management (3CH):** This course is an important function of human resource management that deals with employees' compensation and benefits. It covers analysis of compensation system and its issues, further it covers financial and non-financial rewards that leads to employee's motivation and commitment towards work and organization. Compensable factors in this course helps in formulating an equitable pay structure for employees working hourly or full-time. This field discusses the strategic aspects of compensation overall by designing equal pay

structure both internally and externally and evaluating a compensation system based on merit or performance of an employee. Different systems are incorporated to understand incentive and variable pays along with assessing the benefits that are provided to the employees through a creation of an equal pay system. Furthermore, a system to take care of diverse employee's compensation and compliance issues is addressed and discussed. Topics covered in the course deals with the classical approach to creating a pay system and evaluating different types of jobs and person based structures, assessing the competition in the market and designing different levels of compensation, compensating employees based on their performance through appraisals or performance plans, deciding on the key benefits to be provided to the employees and the options along with that, influence of unions towards employee benefits, creating national and international pay systems compensation for special assignments and groups, and compensation budgets.

**HRM 304 HRM in the Public Sector (3CH):** The primary purpose of the course is building understanding of contemporary issues and solutions in Public Sector Human Resource Management from employees and employers perspective. Students study about different governmental departments and analyze the HR practices and how each and every of these areas are so widely different from the other. This course includes various topics i.e. The Public Service Heritage, Legal Rights and Responsibilities, Civil Service Commissions, The Bases and Origin of Selection, Position Management, Judicious Plan, Employee Engagement, Strategies for Pull, Push and Drive, Tools of Engagement, Employees rewards, Working Policies, HR capacity building, Career Management, Employees Union and Collective Bargaining. All these HR topics are completely taken from a different point of view when it comes to governments. The methodologies used in governments for hiring people is very different compared to that of organizations. Hence, studying HRM in public sector helps students to understand how vast the whole learning of HR is and how different it is from field to field.

**HRM 401 Employees Training and Development (3CH):** Training and Development is the base for any organization to grow effectively and efficiently. The focus of the course will be to familiarize students to different strategies of employees training & development. Further it will help to identify the underlying challenges that occur while creating, executing, implementing and evaluating different training sessions in the company. Students will be able to understand reasons behind the incorporation of different strategies used while conducting the training and designing it. Analysis of the history of training is also discussed to understand the evolution of this course. Unique topics like E-Learning and Special Challenges in Career Management will enable students to get a more practical learning on the potential pitfalls that could arise when encountering different training strategies. The topics covered in the course include importance of training and development, strategic perspective of training, training need assessment, training delivery, evaluating training programs and learnings, past and future training styles, usage of advance

technology in training, employee capacity building, issues in T&D, career management and its challenges.

**HRM 405 Strategic Human Resource Management (3CH):** This course is designed in the way that students can comprehend the strategic role of Human Resource Management in providing a sustainable competitive advantage significant to the success of the organization. The course examines the employees and team members' involvement in appraising of colleagues and how line managers employ and develop efficient and effective HR practices to enhance the strategic objectives of their departments and an overall organization. Strategic Human Resource Management course outlines the various spectrums of the field of HRM but from a different point of view and from many additional perspectives such as understanding the importance of having various strategic partnerships, the external and organizational environments, performance management, employee separation and retention, etc. These topics are the backbone of planning and executing a company's business. The course covers following topics such as: managing human resources strategically, understanding from HRM point of view external organizational environment, social responsibility and strategic HRM, strategic job analysis, strategic workforce planning, strategic recruiting and selection, training and development, global strategic human resource management. Projects, case study and individuals along with team work semester long assignments help in the students better learning of the course overall and helps them understand the deep-rooted purpose of SHRM in a more enhanced manner.

**HRM 404 Special Topics in HR (3CH):** This course is one of the most innovative and learning courses for students. It deals with the ongoing developments in HR such as understanding the role of HRM in the 21st century. Furthermore, some of the elements discussed in this course are dealing with carving of architectures of the 21st century corporations through job design. The course helps in the development of students by taking them to different areas of HRM, one step further from all the learnings they have had so far. Topics such as HR technologies for attracting and retaining talent, HR technologies for rethinking the future, health and wellbeing, managing the international workforce, statistical techniques, etc. are being analyzed from HRM futuristic perspective. By using class projects, case studies, different journals and article readings, students are going to critically comprehend and assess future developments and challenges that will be faced in the HR field and providing solutions to resolve them.

## Logistics and Supply Chain Management

### Specialization Courses:

**LSC 200 Supply Chain Operations (3CH):** This course explores the key issues associated with the design and management of industrial Supply Chain (SC). Supply chains are the management of complex networks and flows between partners. In this course, we explore the different measures and practices to achieve optimum cost saving and maximum service level.

**LSC 300 Transportation and Distribution (3CH):** Globalization is opened doors for companies to operate internationally leaving national boundaries, which lead to the need of having a strong transportation network for the smooth flow of goods

and services from one end to another. This demand creates many logistics issues and call for an efficient and smooth network and modes for transportation for effective and efficient management in supply chain department of organizations. This course give students required knowledge and in-depth analysis of transportation and distribution management with its opportunities and challenges. It equips the students in creating decision making skills in various factors of transportation such as various models of transportation, its cost and time factor, insurance factor, efficiency and modernization, technology and various documentation need while shipping goods internationally. It also give insights about the various distribution models and the managerial functions of distribution.

**MGT 305 Negotiation Skills (3CH):** Negotiation is an interactive process between two or more parties working together to determine a mutually agreeable solution to an issue of shared interest or mutual dispute. In business effective negotiation can ensure success, but the inverse can cripple a company. This course introduces students to best practices and core concepts of negotiation including coalitions; communication; distributive bargaining; ethics, strategy, and planning; integrative negotiation; international and cross-cultural negotiation; difficult negotiations; perception, cognition, and emotion; power and influence; relationships and roles. Students will work individually and in groups on assessments including case studies, discussions, in-class exercises, and presentations to increase their understanding of the curriculum in a practical context.

**LSC 305 Purchasing and Supply Management (3CH):** This Course discusses the fundamentals of purchasing management, Purchasing technologies and techniques on supply chain management.

While the focused of this course is on procurement and supply chain management, a concentration on contract management especially partnership contracts are discussed and analyzed.

**LSC 302 Service Operations Management (3CH):** This course examines the service concept and environment to familiarize the student with the fundamental areas of knowledge comprising managing in the service sector. Focus is made on the characteristics of service , strategies for efficient implementation.

**LSC 400 Inventory and Materials Management (3CH):** This course addresses the issues and approaches associated with managing the inventory and flow of raw materials, work-in-process, finished goods, and supplies to ensure / enhance the organization's competitiveness and profitability.

**LSC 403 SCLM Technologies and Information Systems (3CH):** Supply chain management and logistics information systems focuses on the integration of various ERP systems like CRM, SRM, SCM and production planning modules. It focuses as well on the integration of new technologies such as RFID and Bid data in the supply chain.

**LSC 402 Warehouse Management & Material Handling (3CH):**

This course offers an overview of the structure and management of the physical distribution system. Course content includes warehousing, order processing, packaging, inventory control, physical location analysis, classifications and material handling.

**LSC 405 Global Logistics & Supply Chain Management(3CH):**

This course explores an understanding and knowledge on the global logistics strategy, link between competitive strategy and supply chain strategy, global facility location and capacity planning, designing and managing global supply networks, the role and the impact of risk management in global supply chains, global sourcing and distributions strategies, global exchange rate risk management, global supplier selection.

**MGT 402 Project Management (3CH):** This course provides intensive coverage of management in a wide range of project applications from theory and concepts through operations. Defining project management and its typical structure and project team roles; the project cycle; methods for project selection; and activities such as planning; budgeting; monitoring and controlling; and risk management are principal areas covered in this course.

**MGT 406 Total Quality Management (3CH):** This course offers an introduction to principles, philosophy, and application of Total Quality Management. This course draws upon the writings of quality experts to develop an understanding to the concept of quality from the perspectives of customers and product/service organizations. The course also evaluates the criteria used in well-known quality awards, and reviews the performance of selected quality-award winning companies.

## E-Commerce and Marketing Specialization

### Courses:

**MKT 202 Consumer Behavior (3CH):** This course will provide students with introduction to the consumer behavior and relates insights. An overview of the standard psychological process influencing consumer behavior and decision making will be provided with emphasis on consumer attitudes and motivation. The course will specifically discuss decision making and purchasing process, psychographic profiling and family, social, and cultural influences that affect buying decisions.

**MKT 300 E-Commerce (3CH):** This course provides an overview of contemporary trends in e-commerce and e-business. Students will learn about major trends in e-commerce, the Internet audience and online consumer behavior, online payment and transactions and issues related to privacy and security of online transactions. Additionally, students will engage in analysis of online marketing strategies, learn to prepare e-business plan, develop e-commerce presence and use web and social media tools to promote and sell products and services online.

**MKT 204 Marketing Channels (3CH):** The course tracks a well-recognized and well established approach towards marketing channel structures by focusing on the critical

features, systems and approaches that are involved product and service distribution. This course sheds more detailed concurrent on all basic concepts of marketing channels including channel structure, channel types, channel management, channel conflict and behavior. Students will construct a detailed marketing channel plan and implement course concepts to theoretical and practical test.

**MKT 301 Advertising and Promotion (3CH):** This course emphasizes the Marketing communication function of informing, reminding and persuading customers. This function is one of the four pillars embodied in marketing literature named as the promotional mix. It is consisting of advertising, public relations, sales promotion and personal selling. Advertising and promotion course allows students to understand the basis of communication model, consumer behavior and buyer persona decision making process, underlying effective advertising and promotion activities. At the same time knowledge, supported with numerous practical examples allow students to understand how the above mentioned variables interact for constituting a coherent, integrated and synergic impact and final impact easily translated into profits.

**MKT 303 Computer Applications in Marketing (3CH):** The aim of this course is to provide students with comprehensive knowledge of different computer applications and software solutions that are applied in contemporary marketing. Course will provide an overview of the most recent marketing management software solutions along with introducing students to the social media and sentiment analysis software. The emphasize of the course is placed on training students to utilize data collection and data analysis software for collecting, analyzing and presenting marketing data in different formats.

**MKT 400 Business to Business Marketing (B2B) (3CH):** Course of Business to Business Marketing creates basis for understanding activities and model of companies functioning within this area. Altered handling of product creation, as well as its segmentation, targeting and positioning strategies underlie significantly different selling styles from the ones available on the B2C market. Course will explore different B2B oriented business and marketing strategies and will also take into the consideration the importance of e-commerce and digital presence in contemporary B2B market.

**MKT 401 Marketing Research (3CH):** This course provides the key concepts of all phases of marketing research process, introducing students to both qualitative and quantitative marketing research methods and techniques. The primary goal of the course is to enable students to plan and conduct marketing and consumer research and to apply research findings for data-driven business decision making and problem solving. Course explores various types of qualitative and quantitative research, providing students with an opportunity to apply learned concepts and methods in practice by actively conducting a marketing research studies both individually and as a group.

**MKT 403 International Marketing (3CH):** The interdependence among countries has forced business organizations for marketing outside local boundaries. This course addresses this issue and seeks to expose students to international marketing and marketing strategies and methods applied in the global environment.

**MKT 402 Marketing Management (3CH):** This course help students relate all previously gained knowledge in the area of marketing and apply it into practice by enabling them to evaluate and analyze marketing problems and offer solutions and recommendations. Course will focus on marketing planning, by developing skills of critical thinking and strategic management in all phases of marketing process.

**MKT 404 Special Topics in Marketing (3CH):** Course aims at presenting contemporary topics in marketing, follows the most current trends in the sector as well includes the specificity of GCC and UAE markets. Equally in relation to presence of guest speakers, it will provide students with numerous networking opportunities.

## Hospital and Healthcare Management Specialization Courses:

**HHM 200 Introduction to Health Care Industry (3CH):** This course outlines and examines health care environments and venues, systems, need, capacity, contemporary issues, and opportunities. The course also discusses topics concerning health care access, funding, services delivered, careers opportunities, areas of employment, and leadership opportunities for enhancements in health care services.

**HHM 305 Healthcare Management (3CH):** The course provides an overview of the management theories, functions and the role of managers in healthcare organizations. Students will acquire enough understanding of the overall health system, its operations, and the level of healthcare services. This course also exposes the students to different managerial and operational topics, and equips with the necessary applicable knowledge to follow in the real life. The course handles the leadership and management functions, overall approach and management of human resources, the staffing arrangements, information technology, financial management, supply chain, in addition to equipping them with necessary theories and practical skills related to healthcare marketing, and event management. Moreover, it provides the real concept of quality assurance, its elements, approaches and improvement tools. Furthermore, the students will be exposed to the methods, approaches, tools and techniques used to control and measure organizational performance.

**HHM 300 Healthcare Law and Regulatory (3CH):** With the increasing intersection between hospital and healthcare delivery and law, the sector executives encounter a wide range of legal and regulatory issues, including patients' rights, antitrust, institutional liability, and employee relations. Therefore, this course introduces students to the basic public and private regulatory and principles that affect hospital

and healthcare sector. The course discusses concepts such as public policy, risk management, and fraud and abuse, as well as a discussion of the healthcare administrator's role in organizational compliance, including licensing and accreditation. The roles of public regulatory agencies and accrediting bodies, the enforcement of governmental guidelines, standards, regulations, and financial topics and revenues are also included.

**HHM 302 Economics of Hospital & Healthcare Sector (3CH):** This course is an overview of health economics. It analyzes the economics of healthcare with particular attention paid to the role of government. The course discusses the economic concepts, principles, theories, and evaluation tools of health and healthcare industry. Governmental intervention and market related topics concerning physician, hospital, pharmaceutical, and services are also examined.

**HHM 304 Ethics and Fraud in Healthcare (3CH):** This course examines current and historical legal and ethical issues impacting health administration, including professional ethics, ethical theories, fraud and abuse, privacy and confidentiality, professional standards and institutional Ethics; Quality Review, the Ethics of distribution: Public Health. Moreover, the students will explore and inspect some ethical dilemma related top some clinical issues faced by health professional in their healthcare facilities, such as; end of life, test and screening, transplant, and biomedical research. By the end of this course, the students will obtain comprehensive practical knowledge of management of sensitive health information, along with electronic health rerecords and information security, through practical case studies to explore the ethical questions, and the best ethical options to be opted.

**MGT 306 Managing in the Service Environment (3CH):** This course introduces students to different areas of service industry and the various aspects that go into managing this sector. Furthermore, customer satisfaction is a key area that this course delves into through different types of quality services being discussed. Managing in the Service Environment course is an amalgamation of highlighting different service sectors and the management within them. Different spectrums such as Hospitality, Travel and Tourism are also used as an example industry to showcase the different areas that the theoretical aspects studied could be utilized. Topics covered in this course initially introduces the service industry and the challenges in it, the course then goes into an in-depth analysis of evaluating the problems and providing solutions for them along with providing strategies for future success with the help of empowerment of both staff and oneself, the course then discusses the importance of communication and how it plays an essential role in dealing with difficult customers, furthermore it draws attention to the role of a leader and its importance in dealing with customers while providing them a service, that then helps in measuring the customer satisfaction as well as the retention rate of customers, importance of technology too is highlighted in this course to achieve excellence in customer service and is one of the primary tools for reaching that optimum level when providing a good service.

#### **HHM 400 Hospital and Healthcare Technology (3CH):**

This course provides an overview of the need of health information in healthcare facilities, to be used for clinical and administrative issues. It also explains the process of selecting and implementing health information system within a hospital. The course also addresses the most important applications; hardware, software, and generic applications; and also focuses on property management systems for various functions and departments; features of computerized management systems; the selection and implementation of computer systems; the impact of the Internet and private intranets on the hospital and healthcare. Uses of software such as word processing, spreadsheet, database and presentation applications are also examined.

#### **HHM 401 Clinic Services Management (3CH):**

This course provides the students with more details about the policies and procedures undertaken and utilized when managing healthcare clinic services. The students will be exposed to different topics related to clinic administration planning, and equipment. Students will explore the challenges of staff management in clinics, and be introduced to the quality assurance and auditing and inspection process. Patient safety, food safety, housekeeping and sanitation are very important when managing the clinics, students will analyze and critically discuss these topics. Finally, the students will participate in developing a measurements tools for improvement of the performance and crises management in healthcare facilities.

#### **HHM 402 Hospital Support Services Management (3CH):**

This course provides full understanding and comprehension of all support services related to hospital, definitions, design, location, roles and functions, it also examines the principles of planning a new healthcare facility, financial planning, along with the policies and procedures required to set up the hospitals. The students will explore the special requirements of the support services, in terms of structure, equipment, technology and human resource. The students will also be exposed to the importance of sanitary and workplace safety to protect patients and health workers, and keep them away from physical or chemical hazards. This course will provide effective tools to monitor and evaluate the quality of hospital support services, besides discussing the challenges and solutions faced by hospital support services management.

#### **HHM 404 Hospital Strategic Management (3CH):**

This course provides the students with required conceptual knowledge about general healthcare environment. It introduces comprehensive definition about the nature, value, process, and needs of strategic management in hospital settings. The students will examine formulation of hospital strategic management, as well as analyze and reflect on the effect of both external and internal environment, and their competitive advantages or disadvantages, the student will evaluate and develop directional strategies and strategic alternatives using the effective leadership skills, quality performance measurements, as long as learning and reflecting on joint ventures, strategic alliances, strategic analysis, and strategic surveillance. Students will analyze and critical appraise the role of the management of human resources, advertising,

marketing and sales in healthcare facilities, and also recognize the process of decision making regarding culture, structure and strategic resources, that needs to be maintained or changed.

### **Insurance and Risk Management**

#### **Specialization Courses:**

##### **IRM 200 Introduction to Insurance and Risk Management**

**(3CH):** This principal level courses introduces the concepts of insurance and risk management. It acquaints students with the growing importance of insurance and risk from various perspectives like finance, law, management and ethics to make informed decisions within the global market place.

**IRM 300 Insurance Law (3CH):** This course introduces the fundamentals of Insurance Law. It also addresses issues related to insurance policy and regulation and ethical issues encountered in the field of insurance law. Students will learn the basic legal concepts underlying the formation and enforcement of insurance agreements.

**IRM 305 Risk Analysis and Evaluation (3CH):** This course examines how risk is analyzed and evaluated both within organizations and by the external users. A specific emphasis is placed on the principles of risk management in insurance. Advance topics in risk management such as financial risk and underlying cycle in insurance are also introduced.

**IRM 302 Life and Health Insurance (3CH):** This course builds on the concepts of insurance with the introduction and evaluation of life and health insurance contracts. Within the financial services and the insurance industry; life and health insurance continues to grow and change rapidly. Students are acquainted with concepts from all perspectives, either as an insurance buyer or an insurance financial advisor.

**IRM 304 Personal Property-Liability Insurance and Risk Management (3CH):** This course will give the student an overview in personal risk management and insurance. It examines topics related to the insurance and coverage of personal properties, residential articles, automobiles, physical damages, medical payments etc.

**IRM 400 Insurance Operations, Regulation and Statutory Accounting (3CH):** This course will give the student an understanding about the operations and regulations of the insurance companies. Topics include claim functions, liability claims, adjustments and reinsurance regulations in times of calamities. It includes detailed analysis of financial statements from the insurance perspectives.

**IRM 401 Commercial Property Risk Management and Insurance (3CH):** This course introduces students to the Commercial Property Risk Management and Insurance. Topics include insurance plans for property, buildings, commercial property, marine and ocean cargo insurance as well as the factors leading up to crime insurance. Students analyze the income and expenses for these various business insurance coverages and provide options to the diverse business organizations.

**IRM 402 Commercial Casualty Risk Management & Insurance (3CH):** This course is designed to provide the students with a comprehensive view of Commercial Casualty Risk Management with-in the Insurance Industry. Students are exposed to liability losses, risk mitigation techniques, insurance covers for vehicle, marine and aviation insurance and the estimation of such contracts.

**IRM 404 Alternative Risk Financing and Capital Markets (3CH):** This course introduces students with the dynamics of choosing the best among the alternatives. The globalization of financial markets and the increased risks are pushing business towards innovations in raising capital and addressing the futuristic market demands. Change is inevitable and financial

capital markets are mostly triggered by the international political environment. The insurance industry is at the helm of such risks and strategies are introduced to follow best practices.

**IRM 405 Risk Management Strategy (3CH):** This course examines the importance of risk management and its strategy. The course review methods and contracts to change the risk profile and managing the risk strategy and the impact on the firm's valuation. It also measures the exposure on the risk and the value that is created by undertaking the risk strategies through capital adjustments and other financial policies. The course analyses various risk metrics to measure the risk management strategies and its impact on risk exposure.

## COBA Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Dr. Asma Salman	Pakistan	Ph.D. in Finance & Economics	Harbin Institute of Technology	China
2	Dr. Mahesh Pillai	India	Ph.D. in Management	Birla Institute of Technology	India
3	Prof. Akram Haddad	Jordan	Ph.D. in Economics	Nagpur University	India
4	Dr. Azzam Hannon	Jordan	Ph.D. in Accounting	The Arab Academy for Banking & Financial Sciences	Jordan
5	Prof. Salaheddin Abosedra	United States of America	Ph.D. in Economics	University of Colorado	United States of America
6	Dr. Tahir Masood	Pakistan	Ph.D. in Human Resource Management	Mohammad Ali Jinnah University	Pakistan
7	Mr. Nauman Munir	Pakistan	Masters in Accounting and Finance	New Port University	Pakistan
8	Mr. Matthew Gilbert	United States of America	Masters in Marketing & Management	Woodbury University	United States of America
9	Ms. Shireen Chaya	United States of America	Masters in Project Management	British University in Dubai	United Arab Emirates
10	Dr. Narcisa Mosteanu	Romania	Ph.D. in Finance	Bucharest University of Economics Studies	Romania
11	Dr. Nikolina Ljepava	Canada	PhD in Marketing	University of Belgrade	Serbia
12	Ms. Jazla Fadda	Syria	Masters in Public Health	Liverpool University	United Kingdom
13	Dr. Mounir Kehal	Algeria	Ph.D. in Computing	University of Surrey	United Kingdom
14	Dr. Kevin Heisy	United States of America	Ph.D. in Sport Economics	German Sport University-Cologne	Germany
15	Dr. Suhail Bhat	India	Masters in Marketing	Huddersfield University	United Kingdom
16	Ms. Astha Bhandari	India	Masters in Finance and Human Resource Management	Central Michigan University	United States of America
17	Mr. Haytham Omar	Egypt	Masters in Global Supply Chain Management	Kedge Business School	France
18	Prof. Assem Tharwat	Egypt	Ph.D. in Operations Research	Charles University	Czech Republic
19	Prof. Mohamed Youssef	United States of America	Ph.D. in Business- Operations and Supply Chain Management	City University of New York	United States of America
20	Dr. Marija Ristic	Serbia	Ph.D. in Human Resource Management	University of Novi Sad	Serbia
21	Dr. Asli Milla	Turkey	Ph.D. in Business Administration & Marketing	Universitat Jaume I	Spain
22	Dr. Edyta Skibinska	Poland	PhD in Medicine	Medical University of Lodz	Poland
23	Ms. Rania Traboulssi	Lebanon	Masters in Business Administration	LEBANESE AMERICAN UNIVERSITY	Lebanon
24	Prof. Kamilla Swart	South Africa	EdD: Sport Tourism	Illinois State University, USA	USA
25	Dr. Rabeb Ben Abdallah	Tunisia	PhD in Management	Paris-Est Marne la Vallée University	Paris
26	Dr. Hamzah Elrehail	Jordan	Ph.D. in Business Management (Leadership & Innovation)	Girne American University	Cyprus
27	Dr. Agim Mamuti	Macedonia, Former Yugoslav Republic	PhD in Economic Sciences	University "Ss. Cyril and Methodius"	Macedonia
28	Dr. Anand Agrawal	India	Ph.D. in Marketing	ICFAI University	India
29	Dr. Mohamed Shamout	Palestine	PhD. Business Administration (Operations and Supply Chain Management)	Girne American University	Cyprus
30	Dr. Nahia Mourad	Lebanon	PhD in Applied Mathematics	Université Paris Est, Ecole Nationale des Ponts et Chaussée	Paris
31	Dr. Deepika Gaur	India	Ph.D. in Management	Pacific Academy of Higher Education & Research University	India
32	Prof. Hikmat Al Rawi	Iraq	Ph.D. in Accounting	University of Hull	United Kingdom
33	Dr. Lindsey Griffith	United States of America	Masters in Juris Doctor	University of Dayton	United States of America



# COLLEGE OF MEDIA AND MASS COMMUNICATION (CMMC)

The mission of the College of Media & Mass Communication is to educate students in the knowledge, skills and perspectives necessary for future careers in their respective specialties, prepare students for life-long learning and/or advanced study in mass communications- related disciplines, and diplomacy, provide a strong liberal arts education, and achieve recognition among professionals, public organizations/agencies and scholars as a pre-eminent program in mass communications and diplomacy education, research and service. The CMMC programs empower students through a sustainable environment of academic practices to meet challenges of a collaborative and competitive environment that provides opportunities of cultural inclusiveness, internationalism, and higher education.

## Offered degree programs

CMMC offers the following programs:

1. Bachelor of Arts in Media and Mass Communication – International Relations
2. Bachelor of Arts in Media and Mass Communication – Public Relations
3. Bachelor of Arts in Media and Mass Communication – Integrated Marketing Communication
4. Bachelor of Arts in Media and Mass Communication – Radio and Television
5. Bachelor of Public Relations (Arabic)

## Program Study plan

REQUIREMENTS	TYPE	BA- MMC	
		NO. OF COURSES	CR. HRS.
General Education Courses	Compulsory	11	33
Liberal Arts	Compulsory	10	30
Core Courses	Compulsory	13	39
Specialization Courses	Compulsory	5	15
Free/Elective Courses	Elective	3	9
<b>Total</b>		<b>42</b>	<b>126</b>

## A: English Language

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Research Skills	General Statistics & Academic writing	Mandatory

## B: Arabic Language

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

### C: The Natural Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Natural Science	-	Optional
2	Sustainable Energy	-	Optional
3	Environmental Science	-	Optional

### D: The Social or Behavioral Sciences

The student selects 6 credit hours (2 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Optional
2	Introduction to Social Science	-	Optional
3	Women and Politics	-	Optional
4	Religion and Society	-	Optional

### E: The Humanities or Arts

The student selects 6 credit hours (2 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Drawing 1	-	Optional
3	Contemporary Arab Art	-	Optional
4	Art History	-	Optional

### F: Islamic Studies, History or Arts

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional

### G: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

### Liberal Arts required courses (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	ASC 102	Introduction to Anthropology	3
2	ASC 104	Introduction to Sociology	3
3	ASC 205	General Statistics	3
4	ASC 201	Introduction to Philosophy	3
5	ASC 203	World-History	3
6	ASC 204	Middle East History	3
7	ASC 206	Introduction to Geography	3
8	ASC 300	American Literature	3
9	ASC 302	Introduction to Political Science	3
10	ECO 100	Microeconomics	3

### Core requirements/ Compulsory courses (13 courses/39 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MMC 200	Introduction to Mass Communication	3
2	MMC 201	Understanding Public Relations	3
3	MMC 208	Fundamentals of News	3
4	MCC 205	Introduction to Social Media	3
5	MMC 300	Introduction to Multimedia Production	3
6	MMC 301	Information and Media Studies	3
7	MMC 303	Writing for the Mass Media	3
8	MMC 305	Internship	3
9	MMC 302	Public Opinion and Propaganda	3
10	MMC 304	Organizational Communication	3
11	MMC 400	Mass Communication Theory and Practice	3
12	MMC 401	Photojournalism	3
13	MMC 403	Editing for the Mass Media	3
14	MMC 402	Media Law and Ethics	3

### Core requirements/ Compulsory courses (14 courses/42 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	IRE 300	Introduction to International Relations	3
2	IRE 301	Introduction to Diplomacy	3
3	IRE 400	Public International Law	3
4	IRE 402	Intercultural Communication	3
5	IRE 405	Capstone-Graduation Project	3

### Compulsory courses –Public Relations Specialization (5 courses/15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	PRE 300	Public Speaking	3
2	PRE 302	Writing in Public Relations	3
3	PRE 400	Media Strategies and Implementations	3
4	PRE 402	Crisis Management Communication	3
5	PRE 405	Capstone-Graduation Project	3

### Compulsory courses –Integrated Marketing Communication Specialization (5 courses/15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	IMC 300	Principles of Advertising	3
2	IMC 302	Global Media and Marketing	3
3	IMC 400	Digital Media Management	3
4	IMC 402	Media Planning	3
5	IMC 405	Capstone Graduation Project	3

### Compulsory courses –Radio and Television Specialization (5 courses/15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	RTV 300	Writing for Radio and TV	3
2	RTV 302	Radio Production	3
3	RTV 400	Broadcast & Digital Media Advertising	3
4	RTV 402	Television & Digital Video Production	3
5	RTV 405	Capstone Graduation Project	3

#### Free Electives courses (3 courses/9 CH)

6 Credit Hours must be chosen from any other college/ specialization in condition the prerequisites of the chosen courses are met.

### Course Description

#### General Education Courses:

#### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context. It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays

since brief research methods are applied in student projects and assignments.

#### B: Arabic Language

**ARLAA 100 Communication Skills in Arabic (3CH):**

صُمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضر الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا عُني المساق بتدريب الطالب على المهارات الأساسية للكتابة: كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نبذة عامة: يرتكز المساق على محورين أساسيين: 1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية. 2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية.

#### C: The Natural Sciences

**ASC 210 Natural Science (3CH):** The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of

astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analysing, interpreting, understanding and discussing scientific terminology and facts.

**ASC 212 Sustainable Energy (3CH):** This course provides an introduction to sustainable energy, conservation, and energy efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social sciences perspectives.

Students will be introduced to a variety of topics including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

**ASC 211 Environmental Science (3CH):** The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics, biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management.

### D: The Social or Behavioral Sciences

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

**ASC 110 Introduction to Social Sciences (3CH):** This course serves as an introduction into the interdisciplinary and multifaceted social sciences. The content on the course covers the range of different disciplines that social sciences consists of, namely: anthropology, sociology, psychology, political science, economics and to a lesser extent also history and geography. The secondary aim of the course is moreover for students to develop their critical thinking skills by engaging actively with material about social issues, social change and social institutions.

**ASC 111 Women and Politics (3CH):** This course will examine how women participate and effect political change in a global context. Through a focus on the status of women in society,

this course will introduce students to contemporary issues surrounding women's political participation, representation, and citizenship. Students will develop the ability to think critically about the relationship between sex and gender and the intersections of race, class, religion, law and nation. This course will explore women's diverse histories, movements, and feminist activism. Students will evaluate whether women's efforts to achieve equal political rights have worked and what obstacles women still face in accessing political institutions. In addition, students will reflect on a wide-range of policy issues related to violence against women, employment, family values, and reproductive health. This course will also ask what possibilities are available for individuals to take action to improve society and enable women's full participation as citizens, activists, voters, and politicians.

### E: The Humanities or Arts

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**FAD 105 Drawing 1 (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

**?? Contemporary Arab Art (3CH):** This course introduces students to contemporary Arab arts and aesthetics from the beginning of twentieth century up to date. Emphasize is placed on the formation of contemporary art and design movement in the Arab countries, the driving forces behind the changes in aesthetics from Islamic to Arabic and expression of cultural identity. Special concentration on the role of pioneer figures and the various generations of artists and their influence on contemporary Arab art.

**FAD 122 Art History 1 (3CH):** This course is a chronological survey of art and design offering students an in-depth understanding of the role of art throughout history with a strong focus on aesthetic values, socio-cultural influences and technical terminology. Architecture, sculpture, painting, decorative arts, prehistoric art, design of the ancient world, the world beyond Europe, early Christian and Islamic art and the art of the Middle-Ages and Gothic period form the foundation of the course material spanning a period from 40,000 BC to 1300 AD.

## F: Islamic Studies, History or Culture

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** The course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

## G: Islamic Studies, History or Culture

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## Liberal Arts Courses:

**ASC 102 Introduction to Anthropology (3CH):** This course introduces the student to the development of the human race. You will study a Four Field introduction to Anthropology wherein you will gain an understanding of Human Development and how both ancient and modern humans are studied. An understanding of Anthropology, the study of culture and human development is an important pillar in a degree which aims to develop educators in multi-cultural and economically diverse settings.

**ASC 104 Introduction to Sociology (3CH):** This course introduces the science of Sociology. Students will examine Society, Institutions and the relationships that make up a social context. The scientific methodology used to study social interactions, stratification and other elements of sociological enquiry will be discussed to emphasize the core concept of sociology as a systematic study of societies and social structures.

**ASC 205 General Statistics (3CH):** The General Statistics course is designed to develop good understanding of the basic concepts of statistical theorems, and applications. The course covers topics such as data collection methods, organization of data, analysis and interpretation of results. A software package will be used to analyze the statistical data.

**ASC 201 Introduction to Philosophy (3CH):** This course will introduce the students to the key concepts of philosophy and its principle tools. The course will discuss major thinkers and different schools of philosophical thought, and will apply philosophical analysis to the topics of knowledge, religion, mind, freedom, responsibility, and ethics.

**ASC 203 World-History (3CH):** This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History.

**ASC 204 Middle East History (3CH):** This course provides an overview of Middle-Eastern History, including the sources of Middle Eastern History. The course will conclude with discussions about perspectives on Middle-Eastern History.

**ASC 206 Introduction to Geography (3CH):** This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. The course will cover physical geography from landforms to the effects of various types of erosion. This physical geography is followed with work on Social and Cultural Geography and the relationships between these three means of mapping, analyzing and presenting information.

**ENG 300 American Literature (3CH):** This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

**ASC 302 Introduction to Political Science (3CH):** This course will introduce the students to the key concepts of Political Science and its principle tools. It will discuss the role of main political actors in the field of politics and their function.

**ECO 100 Microeconomics (3CH):** This course is designed to introduce students to basic microeconomics concepts relating to individual decision-making. The course exposes students to the meaning, nature, and methods of studying Microeconomics. The concepts of supply, demand, and elasticity are used to analyze the behaviors of consumers and firms in different types of markets. Main topics covered include: consumer behavior, firm production costs, Pure Competition, Monopolistic Competition, Monopoly, and Oligopoly.

## Core Courses:

**MMC 200 Introduction to Mass Communication (3CH):** This course is an introduction to the fundamental questions, methods, and theories that define the communication discipline and the communication professions (journalism, public relations, multimedia productions, and organizational communications.) An emphasis is placed on the emergence of mass communication in the UAE and gulf region.

**MMC 201 Understanding Public Relations (3CH):** This course provides an introduction and overview of public relations including history, public relations models and communication theories along with legal and ethical aspects in public relations work. The course tackles the PR strategies in conflict and crisis management, the PR activity in governmental and private organizations, as well as PR strategies and tactics within different situations.

**MMC 208 Fundamentals of News (3CH):** This course serves as the foundation for the skills-based curriculum at the CMMC-AUE.

The course is intended to be an amazingly thorough and testing knowledge. You will do a considerable measure of writing in the classroom, so participation is basic. There is likewise an overwhelming heap of writing for news media and different activities to be done outside the classroom. We will spend significant time where you will take in the elements of convincing news stories and news highlights, alongside essential procedures of news-casting, for example, how to discover story leads, track down data sources, get meetings, compose with clarity, exactness and style, and take advantage of the altering procedure. Furthermore, serving the prompt objective of setting you up for ensuing courses in reporting, the

aptitudes and ideas you ace in this course ought to enhance the way you listen, think and convey/communicate.

**MMC 205 Introduction to Social Media (3CH):** Social media are constantly changing the ways masses communicate with each other and the business. Students comprehend different types of social mediums, tactics, and how social media changed the way we interconnect and collaborate with the world, professionally and in personal lives. Students will be required to apply their insight about the subject by contributing on available social mediums and platforms through intuitive course projects. The course will investigate the connection amongst media and human conduct, and will examine how corporations are capitalizing through social mediums.

**MMC 300 Introduction to Multimedia Production (3CH):** This course provides the students in a Hands-On approach with fundamentals and principles of how to produce multimedia projects by effectively using the tools involved in the typical multimedia development process. Basic technical skills such as lighting, sound design and camera work will be emphasized.

**MMC 303 Writing for the Mass Media (3CH):** This course will provide the students with a comprehensive overview of writing for the Mass Media. The students are expected to understand the basic principles of writing for the mass media.

**MMC 305 Internship (3CH):** The internship course is an experience external to the university for a student in a specialized field involving a written agreement between AUE and an external firm. The internship provides hands on experience related to students' area of specialization and is open to all MMC students who have completed 90 credit hours, with a GPA of at least 2.00.

**MMC 302 Public Opinion and Propaganda (3CH):** This course teach the students the basics of public opinion and propaganda. Also some skills will be introduced concerning the topic. The main focus will be the political and social aspect of public opinion and propaganda.

**MMC 304 Organizational Communication (3CH):** This middle level undergraduate course focuses on the study and the analysis of the principles of communication in organizations. It will provide an understanding of the tools of organizational communication along with development of the skills, knowledge, and values needed for success. The course will emphasize the application of theories and approaches in the organizational setting.

**MMC 400 Mass Communication Theory and Research (3CH):** This course examines the role of the mass media in modern society and the influence of media institutions and messages on individuals, communities, and society. The course includes an overview of the basic methods associated with media research. Students will be asked to integrate theoretical knowledge into media research areas relevant to communication professionals today.

**MMC 401 Photojournalism (3CH):** The course will introduce the students in a Hands-On approach to the photographic techniques, such as composition, depth of field, and sport photography, in order to tell a compelling news story through images as well as the advanced use of Digital Imaging and Post-production software. Examine the history and significance of the photographs for newspapers, news magazines, and other visual communication platforms.

**MMC 403 Editing for the Mass Media (3CH):** The MMC 403 is designed to show the basics of editing. All those who take this course are to understand the basic structure and practice in editing.

**MMC 402 Media Law and Ethics (3CH):** The Media Law and Ethics is a course which teaches the ethical and judicial issues in mass communication. Regulations concerning advertising, PR and journalism including the social media are also topical in this course. Issues such as censorship, libel, personal privacy, ownership of information will be leaned in a basic sense.

### International Relations Specialization Courses:

**IRE 300 Introduction to International Relations (3CH):** This is the introductory course on international relations which is a foundational one for all students who wants to major in international relations and security studies. This course is also interesting and useful for students in business, trade, and economics. We will introduce students with the basic theories, concepts, methods, and principles used in the field as well as with the formation, evolution and expansion of the modern state system and its challenges and difficulties. The course will also focus on major issues and events in world politics like the World Wars, Cold War, diplomacy, North-South debate, global war on terrorism, global trade and so on. Special attention will be given on the analysis of the formation and evolution of global and regional organizations like the UN system and the EU. The concepts of power, security, war, and conflict will also be analyzed in the class. It is expected that after finishing the course students will not only be familiar with the international system, the mechanism of its functions and activities but will also be able understand and analyze them from their own views and perspectives based on acquired knowledge and informed interests.

**IRE 301 Introduction to Diplomacy (3CH):** This course introduces the students to the practice of modern diplomacy in the field of International Relations. Identifying the aspects of diplomacy and negotiation and how it addresses international affairs. The course provides the students with an overview of writing for diplomacy with analytical reading and writing skills for a variety of diplomatic purposes.

**IRE 400 Public International Law (3CH):** This course identifies public international law, its sources, jurisdictions and states' rights and obligations. Special topics to be addressed will include law of the sea, international criminal law, environmental law, human rights, and humanitarian international law. In addition, this course will provide a conceptual framework for the analysis of international law, contemporary debates and future trends.

**IRE 402 Intercultural Communication (3CH):** This block course examines the communication processes involved when individuals or groups from different cultures or subcultures attempt to interact. The course addresses possible sources of misunderstandings in intercultural communication, (e.g., time/space factors, linguistic and nonverbal factors, and ethnocentric communication) along with communication problems encountered by persons engaged in personal or professional intercultural contacts.

The course also analyzes in depth the communication concepts through theoretical and methodological tools in order to develop an intellectual and ethically informed sense of self-awareness in relation to the outside world.

Given the professional orientation and career specialization of most students in the College of Media and Mass Communication towards either Diplomacy, or Media, or Radio and TV, this course puts special emphasis on a combination of everyday as well as workplace applicability of its concepts and insights.

During and ever increasingly towards the end of this course, students should feel enabled and empowered to handle situations, issues and challenges of intercultural communication and interaction on a personal and group level, and in all kinds of straightforward as well as complex settings.

This practical and professional focus accounts for some slightly more “managerial” choice of material and readings (for instance the second main textbook used). To provide humanistic, cultural and communicative depth and breadth, literature and film elements are supplied in the classroom, further readings, and audiovisuals.

**IRE 405 Capstone-Graduation Project (3CH):** Media and Mass Communication students are required to complete a three-credit hour course on the Capstone Graduation Project. To be graduated, students are requested to demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and can show capability in learning aptitudes in the four specializations. It will be a challenging and thorough adventure however the reward for undertaking a significant experience are enormous and will without a doubt give AUE graduates a capable begin in vocation they may pick. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone Graduation Projects ought to be as field-based contextual analyses. The Capstone Graduation Project is intended to give students a helpful working comprehension of the requirements and desires expected to move on from AUE.

### Public Relations Specialization Courses:

**PRE 300 Public Speaking (3CH):** A course designed for the student interested in developing speaking skills. Emphasis will be placed on organization, supporting material, delivery, and audience analysis. Further attention is given to the study of social relationships and the communication process.

**PRE 302 Writing in Public Relations (3CH):** This course is an introduction to the elements needed for creative public relations writing projects. It will be particularly useful for students interested in entering the field of public relations. The course will address public relations writing for broadcast, print, and online media. The students will be introduced to this creative art by writing news releases, media advisories, pitch letters, public service announcements, informational brochures and feature articles.

**PRE 400 Media Strategies and Implementations (3CH):** This course is designed to provide students with an understanding of the role of strategic media planning in the overall context of media selection, marketing and advertising decision. The course covers consumer environment, product positioning, media selection, media objectives, strategies and purchase guidelines.

**PRE 402 Crisis Management Communication (3CH):** Focuses on crisis management communication, the significance of crisis management in the age of digital and interactive media,

crisis management stages and processes, crisis management team. Considerable attention will be placed on: Crisis communication preparation, developing a crisis management plan, crisis response strategies and role of social media during crisis.

**PRE 405 Capstone-Graduation Project (3CH):** Media and Mass Communication students are required to complete a three credit hour course on the Capstone Graduation Project. To be graduated, students are requested to demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and can show capability in learning aptitudes in the four specializations. It will be a challenging and thorough adventure however the reward for undertaking a significant experience are enormous and will without a doubt give AUE graduates a capable begin in vocation they may pick. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone Graduation Projects ought to be as field-based contextual analyses. The Capstone Graduation Project is intended to give students a helpful working comprehension of the requirements and desires expected to move on from AUE.

### Integrated Marketing Communication Specialization Courses:

**IMC 300 Principles of Advertising (3CH):** This course exposes students to a survey of the principles and practices of advertising. It examines the advertising industry from the client's perspective, to the professionals who craft ad messages, to the salient effects of advertising on the society. Topics include advertising ethics, advertising research, media strategies, global advertising, communication and social change.

**IMC 302 Global Media and Marketing (3CH):** This course examines the intersection of the mass media and marketing across international and cultural divides. Anchored on the [cultural] theories of globalization, i.e., heterogeneity, hybridization, and homogenization, the course focuses on how the contemporary media shape, and mediate, emerging techniques that marketing employs to present products and services in other economic terrains. The course also explores how, through the media, the local culture influences marketing narratives, on concepts, such as promotion, price, place, products, etc., across the globe.

**IMC 400 Digital Media Management (3CH):** This course gives a precise prologue to digital media management by concentrating on the focused technique and operations of media enterprises. The course prepares the students for leadership and management roles and additionally entrepreneurial exercises in interactive and digital communications. Particular consideration is given to the creation and management of competitive advantage, media division, and the management of advancement. Ideologies are applied to exercise through the use of real-world case studies.

**IMC 402 Media Planning (3CH):** This course is intended to equip the students with an understanding of the part of vital media arranging in the in general setting of advertising and marketing. The course will cover audience and market research, selection, evaluation, and planning of all advertising media and consider different choices and issues that emerge in the media arranging process.

**IMC 405 Capstone-Graduation Project (3CH):** Media and Mass Communication students are required to complete a three-credit hour course on the Capstone Graduation Project. To be graduated, students are requested to demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and can show capability in learning aptitudes in the four specializations. It will be a challenging and thorough adventure however the reward for undertaking a significant experience are enormous and will without a doubt give AUE graduates a capable begin in vocation they may pick. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone Graduation Projects ought to be as field-based. The Capstone Graduation Project is intended to give students a helpful working comprehension of the requirements and desires expected to move on from AUE.

### Radio and Television Specialization Courses:

**RTV 300 Writing for Radio and TV (3CH):** Enables the students' script writing skills in the field of radio and TV, by providing them with a deep understanding of the fundamentals of scripting, such as structure, formatting, and character/plot development. Enhances the students' skills in pitching their well-crafted spec script to the industry.

**RTV 302 Radio Production (3CH):** With focus on a hands on approach, this course educates students in the basic principles and technical skills of radio/audio production. The focus lies on recording, scripting and editing a variety of radio production forms.

**RTV 400 Broadcast & Digital Media Advertising (3CH):** This course provides the students with inside knowledge to

the advertising industry. Differentiating the specifications of advertising for broadcast and digital media. The students will learn the techniques and skills needed to successfully write and produce radio and television commercial copy and storyboard.

**RTV 402 Television & Digital Video Production (3CH):** This course introduces the students to the Television and digital video production, incorporating both, studio and field production techniques, and provides an overview of the three phases of Production for entertainment and News Casting. Students will also learn how to develop, plan, budget, produce, shoot, direct and edit a variety of television and digital video productions. The usage of the multi camera system, television field reporting, a variety of cameras and different camera gears, green screen, and initial anchoring skills are emphasized.

**RTV 405 Capstone-Graduation Project (3CH):** Media and Mass Communication students are required to complete a three credit hour course on the Capstone Graduation Project. To be graduated, students are requested to demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and can show capability in learning aptitudes in the four specializations. It will be a challenging and thorough adventure however the reward for undertaking a significant experience are enormous and will without a doubt give AUE graduates a capable begin in vocation they may pick. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone Graduation Projects ought to be as field-based contextual analyses. The Capstone Graduation Project is intended to give students a helpful working comprehension of the requirements and desires expected to move on from AUE.

## Bachelor of Public Relations (Arabic)

### Program Study plan

REQUIREMENTS	TYPE	BA - PR	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Liberal Arts Courses	Compulsory	12	36
Core Requirements	Compulsory	05	15
Specialization	Compulsory	09	27
Free/Electives	Elective	02	06
Specialization Elective	Elective	03	09
<b>Total</b>		<b>42</b>	<b>126</b>

### أ: اللغات

يختار الطالب جميع المساقات (3 مساقات) بعدد 9 ساعة معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اجباري	??	المهارات الدراسة والتواصل	1
اجباري	ENG 100AR	اللغة الانجليزية	2
اجباري	MMC 316	مناهج البحث العلمي	3

يختار الطالب مساق واحد | 3 ساعات معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اختياري	??	الكتابة التحريرية	1
اختياري	??	مهارات التواصل في اللغة العربية	2

### ب: علوم الطبيعة

يختار الطالب مساق واحد | 3 ساعات معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اجباري	ASC 210AR	العلوم الطبيعية	1

### ج: العلوم الاجتماعية

يختار الطالب مساقين | 6 ساعات معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اجباري	ASC 110AR	مقدمة في العلوم الاجتماعية	1
اجباري	ASC 200AR	علم النفس العام	2

### هـ: العلوم الانسانية والفن

يختار الطالب مساقان | 6 ساعات معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اجباري	??	الابتكار	1
اختياري	LAW 213	حقوق الانسان بالمواثيق الدولية والشريعة الاسلامية	2
اختياري	FAD 105	Drawing 1	3

### و: الثقافة والتاريخ و الحضارة الاسلامية

يختار الطالب مساق واحد | 3 ساعات معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اختياري	ASC 105L	الثقافة الاسلامية	1
اختياري	??	الحضارة الاسلامية	2

### مجتمع الامارات

يختار الطالب مساق واحد | 3 ساعات معتمدة

ملاحظات	COURSE CODE	المساقات	NO.
اجباري	ASC 300AR	مجتمع الامارات ودول مجلس التعاون	1

الخطة الدراسية الحالية

الساعات المعتمدة	عدد المساقات	المساقات	NO.
15	5	المعارف العامة	1
93	36	المتطلبات الاجبارية	2
7	2	بحث التخرج و التدريب	3
12	4	المتطلبات الاختيارية في التخصص	4
3	1	المتطلبات الاختيارية الحرة	5
<b>130</b>	<b>48</b>		

الخطة الدراسية المقترحة (مطلوب المراجعة)

الساعات المعتمدة	عدد المساقات	المساقات	NO.
27	9	المعارف العامة	1
84	33	المتطلبات الاجبارية	2
7	2	بحث التخرج و التدريب	3
12	4	المتطلبات الاختيارية في التخصص	4
0	0	المتطلبات الاختيارية الحرة	5
<b>130</b>	<b>48</b>		

Liberal Arts required courses (12 courses/36 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	ASC 102 AR	مقدمة في علم تطور الاجناس	3
2	ASC 205 AR	الإحصاء العام	3
3	ASC 201 AR	مقدمة في الفلسفة	3
4	ASC 203 AR	تاريخ العالم	3
5	ASC 204 AR	تاريخ الشرق الأوسط	3
6	ASC 206 AR	مقدمة في علم الجغرافيا	3
7	ASC 302 AR	مقدمة العلوم السياسية	3
8	IRE 300 AR	المدخل إلى العلاقات الدولية	3
9	ECO 100 AR	مبادئ علم الاقتصاد	3
10	LAW 100	المدخل إلى القانون	3
11	MGT 100 AR	مبادئ الإدارة	3
12	MKT 200 AR	مبادئ التسويق	3

### Core requirements/ Compulsory courses (05 courses/15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MMC 200 AR	المدخل إلى الاتصال الجماهيري	3
2	MMC213	وسائل الاتصال في دولة الإمارات	3
3	MMC 315	فن الإقناع	3
4	MMC 316	مناهج البحث العلمي	3
5	MMC 412	الرأي العام	3

### Specialization requirements/Compulsory courses (09 courses/27 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	PRP 222	مبادئ العلاقات العامة	3
2	PRP 321	الاتصال التنظيمي: (يطرح باللغة الإنجليزية) «Organizational Communication»	3
3	PRP 225	فنون التحرير الصحفي (عملي)	3
4	PRP 331	العلاقات العامة الاستراتيجية	3
5	PRP 332	الكتابة للعلاقات العامة: (عملي)	3
6	PRP 431	العلاقات العامة الدولية (يطرح باللغة الإنجليزية) «International Public Relations»	3
7	PRP 432	تشريعات الإعلام وأخلاقياته	3
8	PRP 425	التدريب العملي الميداني	3
9	PRP 446	مشروع التخرج في العلاقات العامة	3

### Core requirements/ Compulsory courses (05 courses/15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	PRP 226	العلاقات العامة عبر الانترنت	3
2	PRP 227	لبروتوكول والإتيكيت: (عملي)	3
3	PRP 333	التصوير الرقمي: (عملي)	3
4	PRP 334	اتصال إدارة الأزمات	3
5	PRP 426	إنتاج المواد الإعلامية للعلاقات العامة (عملي)	3
6	PRP 435	الاتصالات التسويقية المتكاملة	3
7	PRP 444	موضوعات خاصة في العلاقات العامة «يتناول الموضوعات والاتجاهات الجديدة في مجال العلاقات العامة»	3

### Free Electives courses (02 courses/06 CH)

06 Credit Hours must be chosen from any other college/specialization in condition the prerequisites of the chosen courses are met.

## Course Description

### المتطلبات الجامعية الإجبارية

#### أ: اللغات

#### ENG 100AR اللغة الانجليزية

يزود هذه المساق الطلاب بمهارات اللغة الإنجليزية الضرورية لتخصصاتهم المختلفة. فالمساق يساعد الطلاب على تطوير و تحسين مهارات الاستماع و المحادثة و القراءة و الكتابة. كما يزود المساق الطلاب بالمهارات اللازمة لإعداد المقالات و البحوث

#### MMC 316 مناهج البحث العلمي

مساق متقدم يستعرض الاتجاهات الحديثة في مناهج البحث العلمي والاستراتيجيات الأساسية المستخدمة في مجال العلاقات العامة والإعلان. ويولي المساق أهمية معتبرة للبحوث الميدانية و الوصفية والتحليلية وتحليل المحتوى (المضمون)، والبحوث الكيفية وخاصة دراسة الحالة ومجموعات النقاش المركزة. مع التركيز على خطوات البحث العلمي الإعلامي والأخلاقيات المتبعة في سياق إعداد البحوث للعلاقات العامة الاستراتيجية

#### ?? مهارات التواصل في اللغة العربية

#### ب: علوم الطبيعة

#### ج: العلوم الاجتماعية

#### ASC 110AR مقدمة في العلوم الاجتماعية

هذا المساق يقدم للطلاب دراسة واسعة و مؤثرة في العلوم الاجتماعية. يركز المساق على العلوم الإنسانية، علم النفس، و العلوم السياسية، الاقتصاد، و أحيانا على التاريخ و الجغرافيا. و هذا المساق أيضا ينمي المهارات في التحليل النقدي و يسلط الضوء على التغيرات في القضايا الاجتماعية في المجتمع و مؤسساته

#### ASC 200AR علم النفس العام

يتضمن مساق علم النفس المبادئ الأساسية للمقرر، بما فيها النظريات النفسية والعوامل البيولوجية المؤثرة في السلوك والتعلم والذاكرة والتفكير والذكاء والتعلم والشخصية .

#### هـ: العلوم الانسانية والفن

#### LAW 213 حقوق الإنسان في المواثيق الدولية والشريعة الإسلامية

توصيف المساق: يتناول هذا المساق دراسة تطور حقوق الإنسان والتعريف بها منذ بداية المجتمعات القديمة مروراً بالعصور الوسطى وانتهاءً بالمرحلة الدولية. وكذلك دراسة حقوق الإنسان وضمانياتها في القانون الدولي قبل وبعد وضع ميثاق الأمم المتحدة. وكذلك دراسة أبرز الاتفاقيات الدولية في هذا الشأن، وبعض الاتفاقيات الدولية ذات المستوى الإقليمي ومقارنة ذلك مع حقوق الإنسان في الشريعة الإسلامية

**FAD 105 Drawing 1 (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

## و: الثقافة والتاريخ و الحضارة الاسلامية

### ASC105L الثقافة الاسلامية:

This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

#### ?? الحضارة الاسلامية

تم تصميم هذا المساق أولاً للتعريف بالمفاهيم العامة، والنظريات ذات القاعدة العريضة عن التنمية المستدامة وكذلك علاقة التنمية الاقتصادية بالتنمية البشرية، والبيئة. وسيكون الطلبة على دراية بنظريات التنمية. والتعمق بدراسة التحقيق في خصائص ونوعية الحياة في دول مجلس التعاون الخليجي ومقارنتها بتلك الموجودة

#### اسم المساق: مبادئ علم الإدارة

#### رقم المساق: MGT 100

#### الساعات المعتمدة: 3 ساعات معتمدة

#### توصيف المساق:

يغطي المساق أربعة مهام أساسية للإدارة: التخطيط، التنظيم، القيادة، السيطرة. وتشمل المادة بعض المواضيع الإدارية المتصلة بفتح القرار، والتخطيط، والهيكل التنظيمي و النظام المؤسسي، القوة والسلطة، والتفويض والقيادة والعمل الجماعي، وشبكات الاتصالات التنظيمية، والنظريات التحفيزية.

#### اسم المساق: مبادئ التسويق

#### رقم المساق: MKT 200

#### المتطلب السابق: ECO 100

#### الساعات المعتمدة: 3 ساعات معتمدة

#### توصيف المساق:

يهدف المساق الي تعريف الطالب بمبادئ ومفردات ومضامين ومجالات واجراءات التسويق في زمننا الحاضر. حيث يشتمل علي شرح مبادئ التسويق واهم مكونات المزيج التسويقي (المنتج، السعر، المكان، التشييط) كما يتضمن شرح مواضيع اخري هامة مثل منافذ التوزيع و ابحاث السوق وسلوك المستهلك و التسويق من منظور اجتماعي وتخطيط المنتج الجديد.

## متطلبات الكلية الإجبارية

#### اسم المساق: المدخل إلى الاتصال الجماهيري

#### رقم المساق: MMC 200 AR

#### الساعات المعتمدة: 3 ساعات معتمدة

#### توصيف المساق:

تم تصميم هذا المساق ليكون فاتحة لدراسة تخصص الع قات العامة ا استراتيجية ، وتقديم خلفية ثنينة وشاملة عن مفهوم ا اتصال ، ومستوياته ونشأته وتطوره ، ووسائله التقليدية ، والحديثة ، والوظائف التي يؤديها في الحياة المعاصرة. كما يركز المساق بشكل أساسي على دراسة نظريات ا اتصال قصير وطويل المدى وتأثيراتها المحتملة في جماهير المتلقين المتباينة . مع ا اهتمام بتنبؤ الطلبة بنظم وأخلاقيات العمل الاعلامي.

#### اسم المساق: وسائل الاتصال في دولة الامارات

#### رقم المساق: MMC 213

#### المتطلب السابق: MMC 200

#### الساعات المعتمدة: 3 ساعات معتمدة

#### توصيف المساق:

مساق متوسط يسعى إلى تزويد الطلبة بتاريخ ومراحل تطور وسائل الاتصال في دولة الامارات العربية المتحدة، و هياكل مؤسسات الاتصال ووظائفها، ويستعرض المساق ويحلل بنية المؤسسات الصحفية والإذاعية والتلفزيونية ووكالة أنباء الإمارات، مع التركيز على دور الإعلام الإماراتي في ترسيخ الاتحاد ، كما يناقش غط الحرية المتناس ، و الاطر القانونية والتشريعات الإعلامية التي تحدد المسار العام للممارسة المهنية للإعلام المطبوع والإلكتروني . وتتاس للطلبة فرص لزيارة مقرات الصحف ومحطات الاذاعة والتلفزيون.

#### اسم المساق: فن الإقناع

#### رقم المساق: MMC 315

#### المتطلب السابق: MMC 200

#### الساعات المعتمدة: 3 ساعات معتمدة

#### توصيف المساق:

يقدم المساق لمحة تاريخية عن نشأة وتطور فن الإقناع ، وعلاقة الإقناع بفن الخطابة . ويركز المساق بشكل أساسي علي شرح وتحليل نماذج ونظريات الإقناع الأكثر تطبيقاً في الوقت والراهن. وسعى المساق أيضاً على إكساب الطلبة المهارات الخاصة باستراتيجيات وأساليب وتقنيات الإقناع.

اسم المساق: مناهج البحث العلمي

رقم المساق: MMC 316

المتطلب السابق: MMC 200

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق متقدم يستعرض الاتجاهات الحديثة في مناهج البحث العلمي والاستراتيجيات الأساسية المستخدمة في مجال العلاقات العامة والإعلان. ويولي المساق أهمية معتبرة للبحوث الميدانية والوصفية والتحليلية وتحليل المحتوى) المضمون(، والبحوث الكيفية وخاصة دراسة الحالة ومجموعات النقاش المركزة. مع التركيز على خطوات البحث العلمي الإعلامي والأخلاقيات المتبعة في سياق إعداد البحوث للعلاقات العامة الاستراتيجية.

اسم المساق: الرأي العام

رقم المساق: MMC 412

المتطلب السابق: MMC 200

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق متوسط المستوى ، يهدف إلى تزويد الدارسين بالمعارف المتنوعة التي تختص بتحديد مفهوم الرأي العام ونشأته وتطوره وأنواعه وخصائصه. ويركز المساق بصورة أكثر تفصيلاً على عوامل تشكيل الرأي العام ، وطرق قياسه ، وأهمية بحوث وإستطلاعات الرأي العام في لممارسي العلاقات العامة في الوقت الراهن.

اسم المساق: مبادئ العلاقات العامة

رقم المساق: PRP 222

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يولي هذا المساق أهمية متعاظمة لنشأة وتطور العلاقات العامة وفماذجها المختلفة، وإكساب الطلبة مهارات التخطيط والتنظيم للعلاقات العامة وتقويم برامج العلاقات العامة. كما يحلل أدوار وخصائص ممارسي العلاقات العامة ، وضرورات تحليلهم بالقيم الرفيعة ، ويركز المساق بصفة جوهرية على وسائل الاتصال التقليدية والإنترنت التي يستخدمها ممارسو العلاقات العامة ، ويحلل أهمية تحديد جمهور العلاقات العامة

اسم المساق: الاتصال التنظيمي Organizational Communication

رقم المساق: PRP 321

المتطلب السابق: PRP 222

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

This middle level undergraduate course focuses on the study and the analysis of the principles of communication in organizations. It will provide an understanding of the tools of organizational communication along with development of the skills knowledge, values needed for success. The course will emphasize the application of theories, approaches in the organizational setting through case studies

اسم المساق: فنون التحرير الصحفي

رقم المساق: PRP 225

المتطلب السابق: MMC 200

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يهدف المساق إلى تزويد الطلبة بالمعارف والمهارات الأساسية لفنون الخبر والتقرير والحديث والتحقيق والمقال . ويركز المساق بشكل خاص على كيفية إستقاء الأخبار وكتابتها طبقاً للقواعد الفنية، وإعداد وكتابة التقارير، وإجراء وإعداد الأحاديث والحوارات والتحقيقات ، وكتابة المقالات الصحفية طبقاً لأحدث التطبيقات العملية.

اسم المساق: العلاقات العامة الإستراتيجية

رقم المساق: PRP 331

المتطلب السابق: PRP 222

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

متطلب تخصص إجباري متوسط المستوى يسعى إلى تعزيز قدرات الطلبة ومدعم بالمعارف الأساسية والمهارات اللازمة لاستيعاب وتحليل الاتصال الاستراتيجي في المنظمات وإدارات العلاقات العامة والإعلان. ويطرس المساق بشكل مكثف النماذج والنظريات المتبعة والقواعد الأخلاقية والمهنية التي تمكن الدارسين من إتخاذ القرارات الملائمة وإدارة المنظمات وهيئات العلاقات العامة ووكالات الإعلان ، وكيفية التعامل مع الجماهير وأصحاب المصلحة لتطبيق الاتصال الاستراتيجي بصورة فعالة.

اسم المساق: الكتابة للعلاقات العامة

رقم المساق: PRP 332

المتطلب السابق: PRP 222

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق متقدم المستوى يولي أهمية معتبرة للكتابة التخصصية بما في ذلك: حتمية الكتابة للعلاقات العامة الإستراتيجية ومقارنتها بالنصوص الأخرى والتعرف على أنماط الاتصال التي تتضمنها الكتابة للعلاقات العامة والتوجه لكتابتها بوضوح ودقة وشفافية، ويركز المساق بصفة جوهرية على إكساب الدارسين الرؤى والقدرات النقدية والتحليلية، ومهارات الكتابة والمؤثرة للعلاقات العامة والإعلان بما في ذلك: البيانات الإخبارية ، والمذكرات، والمطويات، والتقارير والكتيبات والبريد الإلكتروني، والنصوص الإذاعية والتلفزيونية، بصورة تحقق أهداف المؤسسات، وحل المعضلات الماثلة . كما يحتوي المساق على تطبيقات عملية على إعداد النصوص وتصميمها وإخراجها.

اسم المساق: العلاقات العامة الدولية International Public Relations

رقم المساق: PRP 431

المتطلب السابق: PRP 331

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

The course provides students with an overview of international public relations through theories and models explaining international public relations, as well as planning based on scientific research, studying the effects of media and communication in international public relations, and discussing public relations experiences in this field such as America, Europe, Africa and the Middle East.

اسم المساق: تشريعات الإعلام و أخلاقياته

رقم المساق: PRP 432

المتطلب السابق: PRP 331

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يسعى المساق إلى تقديم وطرح معارف متقدمة وإكساب الدارسين مهارات التفكير الناقد والتحليل الموضوعي لاستيعاب وتحليل الاتجاهات الفلسفية والمفاهيم والنظريات التي أسست لأخلاقيات العمل الإعلامي في السياقات السياسية والاقتصادية والاجتماعية. مع التركيز على التطبيقات العملية ودراسات الحالات التي تشكل نماذج للممارسات المهنية في واقع العلاقات العامة الإستراتيجية المعاصر.

اسم المساق: التدريب العملي الميداني

رقم المساق: PRP 425

المتطلب السابق: 90CH

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يمثل التدريب العملي خبرة خارجية (خارج الحرم الجامعي) يكتسبها الطالب في مجال تخصص العلاقات العامة الإستراتيجية. ويستند المساق على اتفاقية خطية ما بين الجامعة الأمريكية في الإمارات و ما بين إدارات العلاقات العامة ومراكز التدريب الحتملة في الدولة ، حيث يزود الطالب بالخبرة اللازمة في مجال تخصصه ودراسه الأكاديمية. ويورد المساق الطالب بالخبرة المتعلقة في مجال دراسته الأكاديمية فيما يخص العلاقات العامة الإستراتيجية". و يفتح هذا المساق المجال لكل الطلاب الذين أنهوا 90 ساعة معتمدة في كلية الإعلام والاتصال الجماهيري و بمعدل تراكمي لا يقل عن: 2.00. ويعتبر مساق التدريب حلقة دراسية مستمرة ما بين الأستاذ و الطالب وسوق العمل. يقدم الطالب في نهاية المساق تقريراً شاملاً للأستاذ المشرف على المساق، عن الخبرة التدريبية التي اكتسبها وأهميتها على عمله الوظيفي المستقبلي.

اسم المساق: مشروع التخرج في العلاقات العامة

رقم المساق: PRP 446

المتطلب السابق: MMC 316

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يمثل مشروع التخرج تجسيداً للخبرات والمهارات المتكاملة التي تعلمها و اكتسبها الطالب خلال السنة الدراسية السابقة، مما يحفزها للعمل المستقبلي بكفاءة وإقتدار. شريطة أن يعكس المشروع مهارات الطالب في التواصل المؤسسي الفعال ، والكتابة، والتخطيط الإستراتيجي ، وإجراء البحوث والإستطلاعات ، وإستخدامات الإنترنت. وتتاح للطالب فرص التسجيل في هذا المساق بعد إنهاء الساعات المعتمدة الأخرى. ويعد الطالب مشروعاً للتخرج في أحد موضوعات العلاقات العامة الإستراتيجية. على أن يتسم المشروع بالإبتكار والتفرد . تحت إشراف أحد أساتذة القسم المعنيين .

## متطلبات التخصص الإختيارية

اسم المساق: العلاقات العامة عبر الإنترنت

رقم المساق: PRP 226

المتطلب السابق: MMC 200

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق تخصص إختياري يهدف إلى تعريف الطلبة بالكيفية التي يستخدم بها ممارسة العلاقات العامة عبر شبكة الإنترنت لتحقيق الأهداف التواصلية لمؤسساتهم، من حيث الإعلام والترويج وبناء الصورة الذهنية الإيجابية. ويتيح المساق للطلبة فرص التعرف على مفاهيم العلاقات العامة الاستراتيجية المرتبطة بشبكة الإنترنت، مثل إعلانات الويب، والعلاقات العامة الافتراضية، وتفاعلية المؤسسة مع جمهورها عبر الشبكة، وحضور المؤسسة الفاعل ضمن شبكات التواصل الاجتماعي، واستراتيجيات أبحاث الجمهور عبر الشبكة.

اسم المساق: البروتوكول والإتيكيت

رقم المساق: PRP 227

المتطلب السابق: PRP 222

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق

يختص هذا المساق بتزويد الطلبة بالمفاهيم والمبادئ الأساسية بفنون البروتوكول والإتيكيت، وتزويدهم بالمعارف الجوهرية الخاصة بالقواعد التي تنظم الإجتماعات والمؤتمرات واللقاءات والحفلات الدبلوماسية و الأسبقيات المحددة في هذا السياق. ويركز المساق بصورة تفصيلية على إكساب الطلبة المهارات الأساسية التي يتوجب أن يكتسبها أعضاء العلاقات العامة في مجالات البروتوكول والإتيكيت المتنوعة.

اسم المساق: التصوير الرقمي

رقم المساق: PRP 333

المتطلب السابق: PRP 226

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق تقني التوجه، يسعى إلى تزويد بالمعارف والتقنيات الأساسية وإكساب الطلبة مهارات التصوير الرقمي المتنوعة . ويشتمل المساق على مسارين نظري وتطبيقي حيث يتناول الجانب النظري التعريف بالصورة الفوتوغرافية التعليمية وأسس تصميمها وكذلك التعريف بكاميرا التصوير الفوتوغرافي وكاميرا التصوير الرقمي. ويتناول الجانب العملي استخدام كاميرا التصوير الفوتوغرافي والرقمي وعمليات إنتاج الصورة الفوتوغرافية الأبيض واسود والملونة وكذلك الصورة الرقمية واستخدام برامج الكمبيوتر لتعديل الصور الرقمية وطابعها والاستفادة من المهارات التي يتعلمها الطالب في إنتاج الصورة الفوتوغرافية الرقمية وتوظيفها في مجالات الإعلام والعلاقات العامة

اسم المساق: اتصال إدارة الأزمات

رقم المساق: PRP 334

المتطلب السابق: PRP 321

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق إختياري متقدم المستوي يسعى إلى تحديد المفاهيم وإيضاح الفروقات الجوهرية بين الأزمة والكارثة. ومد الطلبة بالمعلومات الأساسية بأنواع ومراحل الأزمة ، والعوامل المؤثرة في طبيعة الأزمة ، وأهمية الاتصال في إدارة الأزمة ، وإكساب الطلبة مهارات التخطيط لمرحلة ما قبل الأزمة ، وإدارة الاتصال أثناء الأزمة وبعدها. ويتطرق المساق إلى الأزمات الدولية وقواعد إدارتها ، والتقنيات الإعلامية المستخدمة في إدارة الأزمات الدولية بشكل عام.

اسم المساق: إنتاج المواد الإعلامية للعلاقات العامة

رقم المساق: PRP 426

المتطلب السابق: PRP 332

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يهدف هذا المساق إلى تعريف الطلبة بالمفاهيم والمصطلحات المستخدمة في إعداد وتصميم المطبوعات للعلاقات العامة؛ وإكسابهم المعارف والمهارات اللازمة لإنتاج المطبوعات التي تستخدم في التواصل الخارجي والداخلي وتعزيز صورة المؤسسة وهبتها لدى الجمهور. يتضمن المساق أسس تصميم مطبوعات ومواد العلاقات العامة الورقية و الإلكترونية والإذاعية، كالمجلات والنشرات الإخبارية والمطويات والملصقات وبطاقات العمل والمواد الإذاعية والتلفزيونية ، والإعلانات... وغيرها. بالإضافة إلى العمليات الطباعة سواء داخل المؤسسة أو خارجها.

اسم المساق: الاتصالات التسويقية المتكاملة

رقم المساق: PRP 435

المتطلب السابق: MKT 200

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق متقدم المستوى يسعى إلى بلورة مفهوم الاتصالات التسويقية المتكاملة ، وترويج المنتجات والسلع والخدمات. ويركز المساق على إكساب الطلبة المعارف العامة والمهارات الضرورية الخاصة بالاتصالات التسويقية المتكاملة وتحديد وظائفها وخصائصها المتنوعة والتفريق والتمييز بينها وكيفية استخداماتها طبقاً لمتطلبات التسويق.

اسم المساق: موضوعات خاصة في العلاقات العامة الاستراتيجية

رقم المساق: PRP 444

المتطلب السابق: PRP 331

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق

مساق متقدم يتناول مجموعة متنوعة من الموضوعات والاتجاهات الجديدة في مجال العلاقات العامة. وتتنبأ الموضوعات طبقاً لاهتمامات الدارسين وبروز موضوعات جديدة في مجال العلاقات العامة. ترفق الكلية توصيفات لعدد من المساقات التي قد تدرج ضمن هذا المساق. ولا يتوقف الإختيار عندها بل يتخطاها ليشمل مجموعة أخرى متنوعة ومتجددة.

## Course Description

### المتطلبات الجامعية الإيجابية

#### أ: اللغات

#### ENG 100AR اللغة الانجليزية

يزود هذه المساق الطلاب بمهارات اللغة الإنجليزية الضرورية لتخصصاتهم المختلفة. فالمساق يساعد الطلاب على تطوير وتحسين مهارات الاستماع والمحادثه والقراءة والكتابة. كما يزود المساق الطلاب بالمهارات اللازمة لإعداد المقالات والبحوث

#### MMC 316 مناهج البحث العلمي

مساق متقدم يستعرض الاتجاهات الحديثة في مناهج البحث العلمي والاستراتيجيات الأساسية المستخدمة في مجال العلاقات العامة والإعلان. ويولي المساق أهمية معتبرة للبحوث الميدانية والوصفية والتحليلية وتحليل المحتوى (المضمون)، والبحوث الكيفية وخاصة دراسة الحالة ومجموعات النقاش المركزة. مع التركيز على خطوات البحث العلمي الإعلامي والأخلاقيات المتبعة في سياق إعداد البحوث للعلاقات العامة الاستراتيجية

#### ؟؟ مهارات التواصل في اللغة العربية

#### ب: علوم الطبيعة

#### ج: العلوم الاجتماعية

#### ASC 110AR مقدمة في العلوم الاجتماعية

هذا المساق يقدم للطلاب دراسة واسعة ومؤثرة في العلوم الاجتماعية. يركز المساق على العلوم الإنسانية، علم النفس، و العلوم السياسية، الاقتصاد، وأحياناً على التاريخ والجغرافيا. وهذا المساق أيضا ينمي المهارات في التحليل النقدي و يسلط الضوء على التغيرات في القضايا الاجتماعية في المجتمع و مؤسساته

#### ASC 200AR علم النفس العام

يتضمن مساق علم النفس المبادئ الأساسية للمقرر، بما فيها النظريات النفسية والعوامل البيولوجية المؤثرة في السلوك والتعلم والذاكرة والتفكير والذكاء والتعلم والشخصية .

## هـ: العلوم الانسانية والفن

وتحليل المتباينات، ويشمل ، z-scores, t-scores, X2 test ، والتقدير وفترات الثقة واختبارت الفرضيات، ومستويات الأهمية المساق أيضاً الإحصاءات الاستنتاجية، ونقاط وتقدير الفواصل الزمنية واختبارت الفروض الإحصائية والاستدلالات الخاصة بهم. كما يشمل المساق استخدام أجهزة الكمبيوتر لتحليل حزم البيانات الإحصائية.

اسم المساق: مقدمة في الفلسفة

رقم المساق: ASC 201

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يعرف هذا المساق الطلبة بالمفاهيم والأدوات الرئيسية للعلوم السياسية. ويناقش المساق دور ووظيفة الأقطاب الرئيسية في المجال السياسي.

اسم المساق: تاريخ العالم

رقم المساق: ASC 203

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يقدم هذا المقرر لمحة عامة عن التاريخ العالمي / العام. وسيختم هذا المساق مناقشات حول وجهات النظر بشأن التاريخ العالمي.

اسم المساق: تاريخ الشرق الأوسط

رقم المساق: ASC 204

المتطلب السابق: ASC 203

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يقدم المساق نظرة عامة لتاريخ الشرق الأوسط وكذلك مصادر المعلومات بالنسبة لموضوعها. وتشمل نهاية المساق نظرات مستقبلية بالنسبة لهذه المنطقة.

اسم المساق: مقدمة في علم الجغرافيا

رقم المساق: ASC 206

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يقدم هذا المساق نظرة شاملة للجغرافيا. مع التركيز على المفاهيم الضرورية لفهم القضايا العالمية والإقليمية والمحلية. هذا بالطبع يشمل أيضاً مواضيع في الجغرافيا البشرية والمادية على حد سواء.

اسم المساق: مقدمة في العلوم السياسية

رقم المساق: ASC 302

المتطلب السابق: ASC 110

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

مساق مفتاحي ومتطلب كلية، ويهدف إلى تعريف الطالب بالأسس العامة للعلوم السياسية والمنطلقات الأيديولوجية والفلسفية، ومقومات الدولة الحديثة، والمبادئ التي تنطلق منها سياسة الدولة. ونشأة وتطور مفهوم الديمقراطية، والفردي، والعلاقة بين الدولة والأفراد. وعناصير الأحداث المعاصرة، كما يناقش المساق الدساتير والأحزاب، ودور الفاعلين السياسيين في عمليات صناعة القرارات.

اسم المساق: المدخل إلى العلاقات الدولية

رقم المساق: IRE 300

المتطلب السابق: ASC 302

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يقدم هذا المساق للطلبة المبادئ الأساسية للعلاقات الدولية، ومنظمات وهيئات الأمم المتحدة التي تظل ثابتة على الرغم من تحديات الصراب الدولي الراهن. ويركز المساق بصفة أساسية على قضايا الأمن الدولي، والعملية وتداعياتها وتأثيراتها، والنظام العالمي المعاصر، ودراسة سياسات القوة والبدائل إلى السلطة. وسيتم فحص وتحليل الصراب الدولي في أعمال المنظمات الدولية. وسيناقش أيضاً هذا المساق القانون الدولي واستخدامه في حل النزاعات.

اسم المساق: مبادئ علم الاقتصاد

رقم المساق: ECO 100L

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق تعريف الاقتصاد وتحديد مفهومه، وموضوع علم الاقتصاد والمشكلة الاقتصادية، والمبادئ العامة الاقتصادية في الإسلام، وخصائص النظام الاقتصادي الرأسمالي. الاقتصاد الوحدوي (الجزئي) ويشتمل: الطلب والعرض والتوازن الجزئي، سلوك المنتج المنافسة والاحتكار الاقتصادي الكلي (التجميعي) ويشتمل الدخل القومي وتوازنه.

## LAW 213 حقوق الإنسان في المواثيق الدولية والشريعة الإسلامية

توصيف المساق: يتناول هذا المساق دراسة تطور حقوق الإنسان والتعريف بها منذ بداية المجتمعات القديمة مروراً بالعصور الوسطى وانتهاءً بالمرحلة الدولية. وكذلك دراسة حقوق الإنسان وضماناتها في القانون الدولي قبل وبعد وضع ميثاق الأمم المتحدة. وكذلك دراسة أبرز الاتفاقيات الدولية في هذا الشأن، وبعض الاتفاقيات الدولية ذات المستوى الإقليمي ومقارنة ذلك مع حقوق الإنسان في الشريعة الإسلامية

**FAD 105 Drawing 1 (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

## و: الثقافة والتاريخ و الحضارة الاسلامية

### ASC105L الثقافة الاسلامية:

This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

### ؟؟ الحضارة الاسلامية

تم تصميم هذا المساق أولاً للتعريف بالمفاهيم العامة، والنظريات ذات القاعدة العريضة عن التنمية المستدامة وكذلك علاقة التنمية الاقتصادية بالتنمية البشرية، والبيئة. وسيكون الطلبة على دراية بنظريات التنمية. والتعمق بدراسة التحقيق في خصائص ونوعية الحياة في دول مجلس التعاون الخليجي ومقارنتها بتلك الموجودة في بلدان أخرى. كما سيتم التركيز على الأسباب والمشكلات والتحديات المختصة بتطوير دول مجلس التعاون الخليجي مثل التركيبة السكانية وسياسات التوطين، وجدوى دمج دول مجلس التعاون الخليجي، وأثر الإنتاج النفطي وغير النفطي على التنمية.

## المتطلبات الجامعية الإجبارية/ العلوم الإنسانية

اسم المساق: مقدمة في الأنتروبولوجيا

رقم المساق: ASC 102

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يركز هذا المساق على تطور الجنس البشري ويربط ما بين التطور البشري والاقتصاد والمجتمع والصحة.

اسم المساق: الإحصاء العام

رقم المساق: ASC 205

المتطلب السابق: MAT 100

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يهدف هذا المساق إلى تطوير الاستيعاب الجيد للمفاهيم الرئيسية للنظريات الإحصائية والاحتمالات، وتطبيق التقنيات، وخاصة تلك المفاهيم الخاصة بالتطبيقات المعاصرة. هذا المساق يلقي النظر في مجالات الطبيعة، والأدوات، واللغة، وتفسير الإحصاءات العامة. تنظيم وتحليل البيانات، وتوزيع الترددات والمتوسطات، والاحتمالات والتقلبات، وتقنيات العد، والتوزيع الطبيعي، وطرق أخذ الأمثلة،

اسم المساق: المدخل إلى القانون

رقم المساق: LAW 100

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يدرس هذا المساق نظرية القانون وأقسامه، وفروعه، وتقسيم القاعدة القانونية من حيث قوتها في الإلزام ومعيار التمييز بين القواعد الآمرة والمكملة، وماهية فكرة النظام العام والآداب وتطبيقاتها في القانون العام والخاص، ومصادر القاعدة القانونية ونطاق تطبيقها، كذلك يدرس نظرية الحق، من حيث تعريف الحق وأنواعه ومصادره وأركانه ومحلّه، والأشخاص الطبيعية والاعتبارية والتمييز بين العقار والمنقول، والأشياء المتلبّة والأشياء القيمة، والنتائج التي تترتب على التفرقة بينهما.

## CMMC Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Nabeel Jurdi	United States of America	Ph.D. in International Communication	Claremont Graduate School	United States of America
2	Mr. Asad Ullah Khalid	Pakistan	Masters in Business Administration	Institute of Business Administration	Pakistan
3	Dr. William Gueraiche	France	Ph.D. in History	University of Toulouse	France
4	Mr. Ahmad Abdalla	Jordan	Masters in Motion Pictures and Television	Academy of Arts University	United States of America
5	Dr. Bassant Eyada	Egypt	Ph.D. in Advertising	Helwan University	Egypt
6	Mr. Mohammad Hatamleh	Jordan	Masters in Digital Media Production	Oxford Brookes University	United Kingdom
7	Dr. Tarik Emre	Turkey	Ph.D. in Communication Studies	Marmara University	Turkey
8	Dr. Konrad Gunesch	Germany	Ph.D. in Education and Cultural Studies	University of Bath	United Kingdom
9	Dr. Samia Hashim	Iraq	Ph.D. in Mass Communication Journalism	Baghdad University	Iraq
10	Ms. Mai ElNawawy	Egypt	Master of Arts in Journalism and Mass Communication	American University in Cairo	Egypt
11	Mr. Mohamed Shaker	Egypt	MA in Diversity and the Media	University of Westminster	UK



# COLLEGE OF SECURITY AND GLOBAL STUDIES

## Program Study plan

REQUIREMENTS	TYPE	NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Courses	Compulsory	19	60
Specialization Courses	Compulsory	5	15
Elective Courses	Elective	5	15
<b>Total</b>		<b>40</b>	<b>123</b>

### General Education Courses

Total 11 Courses - 33 Credit Hours

#### A: English Language

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Research Skills	General Statistics & Academic writing	Mandatory

#### B: Arabic Language

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

#### C: The Natural Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Natural Science	-	Optional
2	Sustainable Energy	-	Optional
3	Environmental Science	-	Optional
4	Introduction to Geography	-	Optional

#### D: The Social or Behavioral Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Optional
2	Introduction to Social Science	-	Optional
3	Women and Politics	-	Optional
4	Religion and Society	-	Optional

### E: Information Technology or Math

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Statistics	-	Mandatory

### F: The Humanities or Arts

The student selects 6 credit hours (2 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Introduction to Sociology	-	Optional
3	World History	-	Optional
4	Middle East History	-	Optional

### G: Islamic Studies, History or Culture

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional

### H: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

### Core requirements/ Compulsory courses (19 courses/ 60 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	SS 300	Theoretical Basis of Security & Strategic Studies	3
2	SS 301	Basic of Social Science Research	3
3	SS 302	Introduction to International Relations	3
4	ASC 302	Introduction to Political Science	3
5	SS 303	Introduction to Strategic Thought	3
6	SS 304	International Law	3
7	SS 305	Security and Environmental Politics	3
8	SS 306	Geopolitics in International Relations	3
9	SS 307	Comparative Politics	3
10	SS 308	Weapons of Mass Destruction	3
11	SS 309	National Security and Arms Race	3
12	SS 310	Communication and Diplomacy	3
13	SS 311	Media Strategies and Implementation	3
14	SS 312	Special Topics in Security and Strategic Studies	3
15	SS 401	International Conflict Management	3
16	SS 402	Terrorism	3
17	SS 403	Defense Policies of Major Powers	3
18	SS 404	The Emerging World Powers	3
19	SS 410	Internship	6

### Specialization courses - Disaster Management (5 courses/ 15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	SSDM 400	Disaster Management	3
2	SSDM 401	Catastrophe Sciences	3
3	SSDM 402	Economics of Natural Disasters	3
4	SSDM 403	Incident Response and Disaster Recovery	3
5	SSDM 404	Capstone Graduation Project	3

### Specialization courses –Emergency Management (5 courses/ 15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	SSEM 400	Emergency Management	3
2	SSEM 401	Community Preparedness	3
3	SSEM 402	Response and Recovery	3
4	SSEM 403	Prevention and Planning	3
5	SSEM 404	Capstone Graduation Project	3

### Specialization courses –Risk Management (5 courses/ 15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	SSRM 400	Risk Management	3
2	SSRM 401	Risk and Mitigation	3
3	SSRM 402	Enterprise Risk Management	3
4	SSRM 403	Risk Analysis	3
5	SSRM 404	Capstone Graduation Project	3

### Compulsory courses –Crisis Management Communication Specialization (5 courses/15 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	SSCM 400	Crisis Management Communication	3
2	SSCM 401	Crisis Management and Business Continuation	3
3	SSCM 402	Intergovernmental Crisis and Security Management	3
4	SSCM 403	Crisis Psychology and Mental Health	3
5	SSCM 404	Capstone Graduation Project	3

## Free Electives courses (05 courses/15 CH)

15 Credit Hours must be chosen from any other college/specialization in condition the prerequisites of the chosen courses are met.

## Course Description

### General Education Courses:

#### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context. It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

#### B: Arabic Language

##### ARLAA 100 Communication Skills in Arabic (3CH):

صُمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضر الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا غني المساق بتدريب الطالب على المهارات الأساسية للكتابة؛ كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نبذة عامة: يركز المساق على محورين أساسيين: 1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية. 2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية.

#### C: The Natural Sciences

**ASC 210 Natural Science (3CH):** The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analysing, interpreting, understanding and discussing scientific terminology and facts.

**ASC 212 Sustainable Energy (3CH):** This course provides an introduction to sustainable energy, conservation, and energy efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social sciences perspectives. Students will be introduced to a variety of topics including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

**ASC 211 Environmental Science (3CH):** The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics, biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management.

**ASC 206 Introduction to Geography (3CH):** This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. The course will cover physical geography from landforms to the effects of various types of erosion. This physical geography is followed with work on Social and Cultural Geography and the relationships between these three means of mapping, analyzing and presenting information.

#### D: The social or behavioral sciences

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

**ASC 110 Introduction to Social Sciences (3CH):** This course serves as an introduction into the interdisciplinary and multifaceted social sciences. The content on the course covers the range of different disciplines that social sciences consists of, namely: anthropology, sociology, psychology, political science, economics and to a lesser extent also history and geography. The secondary aim of the course is moreover for students to develop their critical thinking skills by engaging actively with material about social issues, social change and social institutions.

**ASC 111 Women and Politics (3CH):** This course will examine how women participate and effect political change in a global context. Through a focus on the status of women in society, this course will introduce students to contemporary issues surrounding women's political participation, representation, and citizenship. Students will develop the ability to think critically about the relationship between sex and gender and the intersections of race, class, religion, law and nation. This course will explore women's diverse histories, movements, and feminist activism. Students will evaluate whether women's efforts to achieve equal political rights have worked and what obstacles women still face in accessing political institutions. In addition, students will reflect on a wide-range of policy issues related to violence against women, employment, family values, and reproductive health. This course will also ask what possibilities are available for individuals to take action to improve society and enable women's full participation as citizens, activists, voters, and politicians.

### **E: Information technology or Math**

**ASC 205 General Statistics (3CH):** The General Statistics course is designed to develop good understanding of the basic concepts of statistical theorems, and applications. The course covers topics such as data collection methods, organization of data, analysis and interpretation of results. A software package will be used to analyze the statistical data.

### **F: The humanities or arts**

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**ASC 104 Introduction to Sociology (3CH):** This course introduces the science of Sociology. Students will examine Society, Institutions and the relationships that make up a social context. The scientific methodology used to study social interactions, stratification and other elements of sociological enquiry will be discussed to emphasize the core concept of sociology as a systematic study of societies and social structures.

**ASC 203 World History (3CH):** This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History.

**ASC 204 Middle East History (3CH):** This course provides an overview of Middle-Eastern History, including the sources of Middle Eastern History. The course will conclude with discussions about perspectives on Middle-Eastern History.

### **G: Islamic Studies, History or Culture**

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** The course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

### **H: UAE Studies**

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

### **Core Courses:**

**SS 300 Theoretical Basis of Security & Strategic Studies (3CH):** This course is designed as a broad survey of the contemporary Security and Strategic Studies and has two interrelated objectives: The first is to familiarize students with the theoretical foundations of the Security and Strategic Studies. The second objective is to encourage students to link the theoretical debates in the discipline to empirical observations in Global Politics.

**SS 301 Basic of Social Science Research (3CH):** Research is one of the most crucial objectives within a BA Program. Getting to accustomed and developing on conducting a research, firstly in social sciences, specifically in Strategic topics in the world, is the main objective of this program and course. Conducting the research and especially orchestrating a social survey, problem of objectivity in strategic research, cultivating a specific formula on research problems and most importantly propound a right hypothesis on a deep subject are the assets of this course. To ensure and develop above mentioned processes and steps, scanning current articles, books and different studies in a specific area and pursuing selective reading techniques are cardinal elements to be studied.

Preparing extended outline in accordance with hypothesis assembled in Security Studies, extending and transformation techniques, data collection, and research writings are the steps which will be learnt in this course. Some research

topics are included into study such as security history, strategic geography, modern phenomena of peacemaking and peacekeeping, disarmament, counterinsurgency, important military strategists, types of strategies, effect of military and industrial complexes on the conflicts.

**SS 302 Introduction to International Relations (3CH):** This course examines the key themes in IR: state and non-state actors, international norms, international law, international institutions and international system. The “Four Cs” (confrontation, compromise, co-operation and conflict) will be analysed in depth. Last but not least, this course will focus on international security – in particular, the major threats at the dawn of the 21st century.

**ASC 302 Introduction to Political Science (3CH):** This course will introduce the students to the key concepts of Political Science and its principle tools. The course will discuss the role of main political actors in the field of politics and their function.

**SS 303 Introduction to Strategic Thoughts (3CH):** The course will help the students develop and understanding about various schools of thoughts of strategic studies. Furthermore, it will bridge the gap between theory and practice of strategic studies through the study of different works by classical and contemporary experts of this field. The course will help the students understand various themes of strategic studies to develop strategic thinking. The course will create a balance between mindboggling theories and their applications.

**SS 304 International Law (3CH):** This course is an introduction to international law, generally understood as the set of rules binding the international conduct of Nation-states actors and non-state actors. Until the 20th century, International law was largely the law of nations, but today it also encompasses the rights and duties of transnational organizations and individuals.

**SS 305 Global Security and Effects on Environmental Policies (3CH):** The link between International security and environmental politics is centuries old. Increased pace and frequency of conquests and annexations, supported by mechanized and well developed equipment's (an outcome of industrial revolution), were responsible for making the relation more explicit. This basic fact apart, throughout human history, we see a trend of ignorance towards environmental issues as greater importance always remained associated with apparatus and procedures which were considered a pre-requisite for ensuring security. These problems finally caught human attention and focus in the mid twentieth century. Since then a vast discourse has emerged to solve environmental problems by attempting to reduce the conflict between environment and International security endeavors. The main objective of designing this course is to make students familiar with this intricate web existing between security and environment. The particular discourse introduced in this subject is based primarily on liberal and feminist approaches

towards International Relations as well as International Security; the approach similar to that held by Peace studies.

**SS 306 Geopolitics in International Relations (3CH):** The study of geopolitics involves the analysis of relation between state's geography and its political power and position in regional and international system. Geopolitics combines anthropology, demography, economics, geography, international security, military policy, natural resources policy, and political science with reference to state's foreign policy. In this course particular emphasis will be put onto political geography, states' strategic choices and geopolitical constraints in modern international relations.

**SS 307 Comparative Politics (3CH):** This course introduces a sub-field of Politic Science which concerns itself with the study of political relationships and processes within particular countries (e.g. China). Comparative politics identifies the principal similarities and differences among these cases and answers why certain countries (e.g. the USA) are administered in a particular way.

**SS 308 Weapons of Mass Destruction (3CH):** Weapons of mass destruction are a form of modern monstrosity. The different views of these kind of weapons have one common ability – they are all very dangerous to men and the environment, because the impact of such weapons would cause catastrophic casualties, and those who are in possession of these weapons must work on their safety.

This course will discuss the development of Weapons of mass destruction in the beginning of the 21st century in the rise of globalization and complex international relations. Today, WMDs are needed for different purposes, especially because of their role to completely stop a potential aggressor from using chemical weapons. However, with the further development of WMDs throughout the world, potential hazards are created for the entire Earths population.

Therefore, we can conclude that Weapons of mass destruction are still being produced today, and the arms race is completely shrouded by the improvement of nuclear weapons from the strongest forces, which are being held in order to protect these forces from the aggression of the others. Also, different viruses and bacteria, created in laboratories are a certain danger for mankind and the environment.

**SS 309 National Security and Arms Race (3CH):** The course is designed to provide the students with deeper insight and perspectives towards national security and the arms race in the era of globalization. After the WWII, the dominant actors in the world politics have spent major portion of their national budget pursuing missile defense system, transnational threats, proxy wars, and star wars to shield against the threat of nuclear attacks, thus, provoking new arms races among nations and states.

The emergence of 21st century is experiencing the most critical concerns of national security, which reflects the balance of power politics and the global arms race. The rapid changes

emanating from the susceptibility of the transnational threats observed after post 9/11 symptoms demands more dynamic thought process to examine pure military expeditions have resulted in further alienation and paralysis of statehood theory and to some extent the democratic apparatus system. The course looks more deeply into the national security, statecraft, emergence of faith based ideological aspects, conflict resolution and peacemaking. The present trends on the arms races has seen countries both developed and under developing to set their security strategies covering risk assessment, security analysis, and public policy to long-term strategic goals. The course will help students to understand responsibility of the governments to address these threats to national and international security. Students will learn basic terminologies and discusses strategic and policy debates about new forms of terrorism after the 9/11. The sessions are designed to stimulate interest and debate among the students, professionals, public and policy-makers, by providing solid facts and analysis. This also allows scientific, geopolitical, historical and strategic analysis of various components to critique the delusion of perfect national security.

**SS 310 Communication and Diplomacy (3CH):** This course aspires to introduce students to the fundamental principles and techniques of modern diplomacy. The course will include, inter alia, discussions of the international legal obligations, diplomatic policy and the role of publicity in diplomacy.

**SS 311 Media Strategies and Implementation (3CH):** This course is designed to provide students with a framework for understanding the role of strategic media planning in the overall context of marketing and advertising decision. The course will cover audience research as well as selection, evaluation, and planning of all major advertising media and consider various decisions and problems that arise in the media planning process. The knowledge gained in this course will be useful for those interested in any career that requires them to interact with the media industries, such as brand management, advertising, research, as well as the media and entertainment industry.

**SS 312 Special Topics in Security and Strategic Studies (3CH):** The Special Topics in Strategic Studies' is intended to showcase the diversified areas of teaching that has wide relevance in local, regional and global context. The course stands as a cognitive learning tool and bridge between number of additional subjects for the students who seek to gain further in-depth knowledge on policy analysis, assessment and development in strategic studies. Students will learn about contemporary challenges to security such as terrorism, insurgencies, organized crime and new means of strategy and warfare. The course seeks to identify and address current and emerging strategic challenges, and to identify strengths and weakness of the newly emerged threats. 'Special topics' will offer a new outlook for the innovative interdisciplinary subjects in regional and international strategic studies, and of multidimensional security character.

**SS 401 International Conflict Management (3CH):** ICM and negotiation is the science of securing agreements between two or more interdependent parties in international arena. The central issues of this course deal with understanding the behavior of individuals, groups, and organizations in the context of competitive situations. This course ensures to understand and think about the nature of negotiation. This objective is paramount because many of the important phenomena in negotiation (such as interests, goals, and cooperation) are ambiguous and often do not have "right" answers we cannot teach a set of formulae that will always maximize your profit (although they might help). It also studies to gain a broad, intellectual understanding of the central concepts in negotiation. These concepts will be the building blocks from which we can systematically understand and evaluate a negotiation process. It explains how to develop confidence in the negotiation process as an effective means for resolving conflict in organizations process.

**SS 402 Terrorism (3CH):** After 9/11 terrorism studies has emerged as a science and made a considerable number of social scientists and scholars write and debate about complex dynamics of terrorism. In all these debates paradoxes and controversies have divided scholarly approaches evidently. This course is designed to make the students understand Contemporary Debates on Terrorism in detail regarding number of key issues in contemporary studies on terrorism from both 'traditional' and 'critical' perspectives. A purely debate course is structured in such a way that covers two totally opposite positions for one controversy. These two perspectives represent two different schools of thoughts regarding same issues.

**SS 403 Defense Policies of Major Powers (3CH):** This course examines the defense policies of major world powers (e.g. the USA/Russia) in an effort to understand the policy-making issues with regards to national security. In addition, the inter-connection between strategy and defense will be briefly analyzed.

**SS 404 The Emerging World Powers (3CH):** The course aspires to introduce the students to the 21st century's international system and, in particular, examine the causes and the processes behind the rise of new world powers such as the BRICS (Brazil, Russia, India, China and South Africa).

**SS 410 Internship (6 CH):** This Internship course offers students a substantial industry placement. The Internship course intends to provide students the opportunity to apply and develop their classroom and academic learning in the workplace environment related to their study discipline and chosen specialization prior to graduation. Students typically enroll in this course in their penultimate or final semester. Employers increasingly expect university graduates and their graduate employees to have gained practical and vocationally specific experience as part of an undergraduate degree program. Employers increasingly expect graduates to behave

with an accomplished professionalism and to have developed professional attitudes, skills and behaviors. Undergraduate students, likewise, wish to have the academic and practical skill set to be valued as a potential employee. Undergraduate students also seek knowledge about the various career possibilities and opportunities in security field. An internship allows current students to understand the relationship between their academic and career choices and build a personal portfolio to assist them to make their career ambitions become a reality. The AUE motto “Nothing is Impossible” takes seriously our commitment to assisting students ensure that their career aspirations are indeed possible. The academic advisor and the Internship supervisor will work with students enrolled in the Internship course to identify the right workplace placement for individuals. Host organizations and businesses will be chosen on their ability to provide specialized training relevant to Security Studies, such as Risk Management, Crisis Management, and Emergency Management.

## Specialization Courses - Disaster Management:

**SSDM 400 Disaster Management (3CH):** This course introduces students to the process and practice of disaster/emergency planning. The goal is to create broad experience that includes the many elements of planning as the primary path to preparedness. Students will learn the relationship of Emergency planning to the field of disaster management. The students will learn the bases of incident management systems and emergency operations centers.

**SSDM 401 Catastrophes Sciences (3CH):** This course will consider those events so dramatic and catastrophic that they leave evidence in the geologic record and threaten life on Earth. Included will be violent volcanic eruptions, mega-earthquakes and the tsunami arising from them, rapid climatic changes and associated storms, and impacts from asteroids and comets. The course will use the examples of catastrophic events in the history and identify the processes related to them to help interpret.

The content of the course incorporates definitions of basic geologic terminology and describes those concepts required to proceed irrespective of background knowledge.

**SSDM 402 Economics of Natural Disasters (3CH):** Since the turn of the millennium, more than one million people have been killed and 2.3 billion others have been directly affected by natural disasters including wild fires around the world. In cases like the 2010 Haiti earthquake or the 2004 Indian Ocean tsunami, these disasters have time and time again wrecked large populations and national infrastructures. While recognizing that improved rescue, evacuation, and disease control are crucial to reducing the effects of natural disasters, in the final analysis, poverty remains the main risk factor determining the long-term impact of natural hazards. Furthermore, natural disasters have themselves a tremendous impact on the poorest of the poor, who are often ill-prepared to deal with natural haz-

ards and for whom a hurricane, an earthquake, or a drought can mean a permanent submersion in poverty. This course is a study of the economics associated with international, national, state, or local level disaster. Students will study, analyze, and conduct research on the direct and indirect economic losses associated with disaster. The course will cover the economics associated with both public and private institutions.

**SSDM 403 Incident Response and Disaster Recovery (3CH):** The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will learn about the nature of emergencies and disasters, and assess alternative viewpoints about how practitioners should deal with them. While reviewing the disaster research literature, important functions will be mentioned along with various strategies and tools to be utilized for the effective management of response activities. The course will also survey recovery policies and programs, and methods to promote a quick return to normalcy with the mitigation of future disasters in mind. This course focuses on the standards and technologies used to establish organization structures that will support information technology incident response, business continuity and disaster recovery efforts. This course introduces incident response, business continuity and disaster recovery planning concepts as well as tools and techniques. Topics include the development and implementation of incident response, business continuity and disaster recovery plans, attack traffic analysis, and network based and host based hardware and software. Concepts will be examined and evaluated with appropriate exercises.

**SSDM 404 Capstone Graduation Project (3CH):** Global Security and Strategic Studies students are required to take a three credit hour course on the Capstone Graduation Project. To be graduated, students are requested not only to passing courses and earning required credits, but also they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in the four concentrations. It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience are immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated. The Capstone Graduation Projects should be in the form of field-based case studies. The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE.

## Specialization Courses - Emergency Management:

**SSEM 400 Emergency Management (3CH):** The course aims to develop a theory-cum-practical base for the participants who enjoy background and share responsibilities in the field of Emergency Management. However to meet growing demands, yet, the course is designed to meet the needs and interests of people and groups from private, corporate and public sectors who deal or want to develop keen knowledge on the protection of life and properties. These groups come from host areas like

security forces, emergency services, police, ambulance, fire services, local government, community emergency services, health services, risk and insurance and manufacturing industry.

There is a quantum increase in the damage caused due to the natural hazards and incidents in the world in recent times. This has duly affected communities and people from natural and technological hazards. The response to meet these hazards had been significant through governmental initiatives to prepare, prevent, reduce, readiness, response and recovery from emergency situations. In the course the concepts will be addressed broadly and principles of emergency management demonstrated, contextualized and applied in practice. Besides, the management of disasters is more formalized through legislation that has helped to establish emergency management organizations, which now have plans and developed the mechanism to maintain community based counter-emergency preparedness at all levels of the society.

The participants will also have clear knowledge and insight to understand how communities become more resilient and sustainable from an emergency management perspective, as they ensure that they continue to develop the emergency management capabilities. The development phase of the plan, assessment, strategy, hazard, risk, emergency management operational management and community recovery aspects will assist in reversing the hazard trend by reducing the risk of hazards, occurrence and the consequences. Such activities are essential aspect of comprehensive emergency management practices and students should effectively learn and apply on the key areas of emergency management planning, emergency operational management and emergency recovery principles and practices associated with the management of emergencies within the communities.

**SSEM 401 Community Preparedness (3CH):** This course provides an understanding of how communities prepare for disasters through social vulnerability analysis and community capacity analysis. It examines historical, geographical, social, and cultural factors and conditions that put people differentially at risk in the community and require integration and coordination among agencies and organizations.

**SSEM 402 Response and Recovery (3CH):** The response and recovery to any disaster event both small and large scale, natural, unnatural or manmade cannot be anticipated. More rationally early preparedness to handle disaster situation, response and appropriate recovery measures can limit damages to facilities, public lives, properties, human resources, services and operation systems. This course analyzes the methods by which governmental organizations, private sector entities, and the general public can respond to and recover from natural, intentional, and technical disasters.

The outline of the course deals with Disaster Response and Recovery plans that are aimed to assess the potential risks and impact to the business and operations in all sectors in the event of a disaster. It also enumerates plan of actions with allocated responsibilities to be followed in order to provide an adequate immediate response and a responsible follow-up

for recovery should a disaster occur. The emphasis is also placed upon facilitating swift and effective reaction to disaster emergencies and implementing suitable recovery procedures. Disaster prevention methods, including studying appropriate structural design and maintenance rules. It covers topics such as crisis action planning, conducting a needs assessment, establishing unity of effort, and integrating key personnel and organizations.

This course also positions various organizational capabilities in an innovative partnership, outlining their inherent strength and uniqueness to evolving areas in the disaster recovery and response. This will allow students to gain knowledge about humanitarian professionals, the techniques of supporting and building sustainable, resilient communities and nations covering existing practice-knowledge with the right blend of academic and practical approaches to reduce vulnerabilities and risks to hazards. The course addresses these areas in a comprehensive and holistic manner; including pre-disaster preparedness and mitigation, rescue and relief in the context of disaster, post disaster rehabilitation, reconstruction and recovery, disaster risk reduction, development planning and disaster response and recovery. There will also be a project paper writing component as work assignment.

**SSEM 403 Prevention and Planning (3CH):** This course analyzes the methods by which governmental organizations, private sector entities, and the general public can prevent and prepare for natural, intentional, and technical disasters. It will discuss topics such as vulnerability and threat assessments, resources and capabilities identification/integration, and training and exercise programs.

**SSEM 404 Capstone Graduation Project (3CH):** MGlobal Security and Strategic Studies students are required to take a three credit hour course on the Capstone Graduation Project. To be graduated, students are requested not only to passing courses and earning required credits, but also they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in the four concentrations. It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience are immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated. The Capstone Graduation Projects should be in the form of field-based case studies. The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE.

## Specialization Courses - Risk Management:

**SSRM 400 Risk management (3CH):** Risk management in security studies is a systematic, analytical process to consider the likelihood that a threat will harm an asset or individuals and to identify actions that reduce the risk and mitigate the consequences of an attack or event. Risk management principles acknowledge that while risk generally cannot be

eliminated; enhancing protection from known or potential threats can reduce it. A risk management approach has three elements: assessments of threat, vulnerabilities, and criticality. A threat assessment is used to evaluate the likelihood of terrorist activity against a given asset. It is a decision support tool that helps to establish and prioritize security-program requirements, planning, and resource allocations. A vulnerability assessment is a process that identifies weaknesses in physical structures, personnel protection systems, processes, or other areas that may be exploited by terrorists and may suggest options to eliminate or mitigate those weaknesses. For example, a vulnerability assessment might reveal weaknesses in an organization's security systems, financial management processes, computer networks, or unprotected key infrastructure such as water supplies, bridges, and tunnels. A criticality assessment is a process designed to systematically identify and evaluate important assets and infrastructure in terms of various factors, such as the mission and significance of a target.

**SSRM 401 Risk and Mitigation (3CH):** This course explores the use of "risk" in making individual and group decisions. It explores qualitative and quantitative methods for evaluating risk and develops practices to use such information to improve decision making processes in the context of emergency management. It is related with Risk Management which is a systematic, analytical process to consider the likelihood that a threat will harm an asset or individuals and to identify actions that reduce the risk and mitigate the consequences of an attack or event. Risk Mitigation is the systemic reduction in the extent of exposure to a risk and likelihood of its occurrence. The main idea of this course is decreasing the risk or risk reduction. A vulnerability assessment is a process that identifies weaknesses in physical structures, personnel protection systems, processes, or other areas that may be exploited by the "others" will be main core ideas to eliminate or mitigate those weaknesses.

**SSRM 402 Enterprise Risk Management (3CH):** Organizations have long practiced various parts of what has come to be called enterprise risk management. Identifying and prioritizing risks either with a foresight or following a disaster has long been a standard management activity. Treating risks by transfer, through insurance or by other products has also been a common practice as has contingency planning and crisis management. Although practices and theories have not been progressed uniformly through different industries, organizations and environments the general evolution toward Enterprise Risk Management can be characterized by a number of driving forces. This course focuses on these driving forces by explaining Benefits of the Risk management, Line Corporate, Portfolio, Market, and Operational Risk Managements

**SSRM 403 Risk Analysis (3CH):** Risk Analysis is a technique to identify and assess factors that may jeopardize the success of a project or achieving a goal. This technique also helps to define preventive measures to reduce the probability of these factors from occurring and identify countermeasures to successfully

deal with these constraints when they develop to avert possible negative effects on the competitiveness of the company. The analysis of risk is being increasingly viewed as a field in itself, and the demand for a more orderly and formal treatment of risk is great.

The course focuses on Vulnerability, Cost and Benefit Analysis, Response Planning, Management Audit Techniques and further analysis.

**SSRM 404 Capstone Graduation Project (3CH):** Global Security and Strategic Studies students are required to take a three-credit hour course on the Capstone Graduation Project. To be graduated, students are requested not only to passing courses and earning required credits, but also, they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in the four concentrations. It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience are immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated. The Capstone Graduation Projects should be in the form of field-based case studies. The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE.

## Specialization Courses - Crisis Management Communication :

**SSCM 400 Crisis Management Communication (3CH):** This course offers students the basic s in identifying, preventing, and controlling crisis situations. It also helps students identify potential risks or situations that may precipitate a crisis or emergency and learn approaches on how to respond to such incidents.

**SSCM 401 Crisis Management and Business Continuation (3CH):** This course is an introduction to crisis management and organizational continuity from private sector and public/private sector partnership perspective. Course topics and content reflect the changes in crisis management following the tragic events of September 11, 2001 and the lessons learned in recent disasters and catastrophes, particularly Hurricane Katrina and Tsunami. The topics include comprehensive emergency management, public and private roles and partnerships for emergency and crisis management, the risk management process, strategic crisis management, contingency planning, training and exercises, emergency response, business continuity and recovery, the role of the crisis management team, and crisis communication.

**SSCM 402 Intergovernmental Crisis and Security Management (3CH):** This course will help students to understand the way governments manage crises and security threats. Governments at all levels of society (from local government to federal or national governments, from local police to international organizations) are traditionally obliged and naturally eager

to protect its citizens. This course is organized around two main issues: the nature of intergovernmental relations and the management of crises and emergencies. The course informs about the political system in which emergency managers navigate and provides an overview of key governmental agencies and actors involved in the management of crises and emergency situations.

**SSCM 403 Crisis Psychology and Mental Health (3CH):** The informative and practical course on crisis mental health in theory and practice covers the psychology of the victim of crisis and disasters and discusses how to assist these victims of dramatic, life-changing events. The primary aim of this course is to support and empower those mental health practitioners and students who will be working in the trenches of disaster's aftermath. An ancillary goal is to arm disaster responders who are not mental health specialists with sufficient knowledge to consider the role of mental health and how it might be helpful. The course is a tool for disaster preparedness and planning. The course explains mental health interventions in a practical manner so that readers may obtain and develop additional skills in the wake of disaster.

**SSCM 404 Capstone Graduation Project (3CH):** students are required to take a three-credit hour course on the Capstone Graduation Project. To be graduated, students are requested not only to passing courses and earning required credits, but also, they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in the four concentrations. It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience are immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated. The Capstone Graduation Projects should be in the form of field-based case studies. The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE.

## CSGS Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Dr. Marios Panagiotis	Greece	Ph.D. in Political Science	University of Crete	Greece
2	Dr. Wojciech Michnik	Poland	Ph.D. in International Relations	Jagiellonian University	Poland
3	Prof. Dusko Tomic	Serbia	PhD in Political Sciences	University of Belgrade	Serbia
4	Dr. Spyridon Plakoudas	Greece	PhD in International Politics	University of Reading	UK
5	Dr. Michal Matyasik	Poland	Ph.D. in Political Science	Jagiellonian University in Cracow	Poland
6	Prof. Panteleimon Sklias	Greece	PhD in International Political Economy	University of Sussex	UK
7	Dr. Eldar Sajlic	Serbia	Ph.D. in Terrorism	International University of Novi Pazar	Serbia
8	Prof. Golam Mostafa	Canada	Ph.D. in Political Science	Carleton University	Canada

# COLLEGE OF COMPUTER INFORMATION TECHNOLOGY (CCIT)

The College of Computer Information Technology (CCIT) provides a long-term focus on building excellence in its accredited programs and developing a quality learning environment for its students so that the mission, goals and objectives are met and the vision of the University is upheld. Achieving these goals requires resources to build and sustain faculty capacity, enhance student experiences inside and outside of the classroom, and improve the teaching and research infrastructure. CCIT aims to offer hands-on training integrated within the accredited Bachelor, and Master's Degree, which require students to be simultaneously and sequentially involved with diverse disciplines and concepts. The programs are structured to teach the fundamentals of disciplines, and to reflect changes in the profession. Currently,

CCIT provides quality teaching that creates an environment in which interested students can achieve full potential and allow them to choose from a broad range of Bachelor and Master's Degree Programs.

## Offered degree programs

CCIT offers the following programs:

1. Bachelor of Science in Computer Science – Digital Forensics
2. Bachelor of Science in Computer Science – Network Security
3. Bachelor of Science in Information Technology Management

## Program Study plan

REQUIREMENTS	TYPE	BS - CS	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	13	39
Core Requirements	Compulsory	24	72
Specialization/Electives	Compulsory	05	15
<b>Total</b>		<b>42</b>	<b>126</b>

REQUIREMENTS	TYPE	BS - ITM	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	13	39
Core Requirements - Business	Compulsory	16	48
Core Requirements - IT	Compulsory	10	30
Free Electives	Elective	03	09
<b>Total</b>		<b>42</b>	<b>126</b>

### A: English Language

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Research Skills	General Statistics & Academic writing	Mandatory

### B: Arabic Language

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

### C: The Natural Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Physics	-	Mandatory

### D: The Social or Behavioral Sciences

The student selects 3 credit hours (1 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Optional
2	Introduction to Social Science	-	Optional
3	Women and Politics	-	Optional
4	Religion and Society	-	Optional

### E: Information Technology or Quantitative

The student selects 12 credit hours (4 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Mathematics	-	Mandatory
2	Introduction to Computer Systems	-	Mandatory
3	General Statistics	MAT100	Mandatory

### F: The Humanities or Arts

The student selects 6 credit hours (2 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Drawing 1	-	Optional
3	Contemporary Arab Art	-	Optional
4	Introduction to Philosophy	-	Optional
5	Introduction to Sociology	-	Optional
6	Introduction to Anthropology	-	Optional
7	Art History 1	-	Optional

### G: Islamic Studies, History or Arts

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional

### H: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

### Core required courses (24 courses/72 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MAT 110	Calculus	3
2	CSC 111	Introduction to Programming	3
3	CSC 200	Network Essentials	3
4	CSC 201	Digital Logic and Design	3
5	MAT 200	Calculus II	3
6	CSC 210	Data Structures and Algorithms	3
7	MAT 210	Linear Algebra	3
8	CSC 211	Website Design	3
9	CSC 212	Discrete Mathematics	3
10	CSC 300	Multimedia Technology	3
11	CSC 301	Introduction to Operating Systems	3
12	CSC 302	Network Essentials	3
13	CSC 303	Computer Threats and Risks	3
14	MAT 300	Calculus III	3
15	CSC 310	Numerical Analysis	3
16	CSC 311	Database Systems	3
17	CSC 312	Cryptography and Internet Security	3
18	CSC 313	Computer Architecture and Organization	3
19	CSC 314	Computer Ethics	3
20	CSC 320	Internship	3
21	CSC 400	Enterprise Systems	3
22	CSC 401	Software Engineering	3
23	CSC 410	System Analysis and Design	3
24	CSC 411	Capstone Graduation Project	3

Specialization courses (5 courses/15 CH) students are free to choose 15CH from the following courses  
**BSc. Computer Science - Digital Forensics:**

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	CIT 208	Network Security	3
2	CSC-S 403	Introduction to Computer Forensics	3
3	CSC-S 404	Intrusion Forensics	3
4	CSC-S 413	Computer Crime and Investigation Techniques	3
5	CSC-S 410	Advanced Topics in CIT	3
6	CSC-S 414	Reverse Engineering	3

**BSc. Computer Science - Network Security:**

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	CSC-S 310	Network Security	3
2	CSC-S 400	Server OS & Network Management	3
3	CSC-S 401	Mobile Technology	3
4	CSC-S 402	Human Computer Interaction	3
5	CSC-S 410	Advanced Topics in CIT	3
6	CSC-S 411	Decision Support System and Business Intelligence	3
7	CSC-S 412	Distributed Systems	3

**Information Technology Management**

**A: English Language**

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Research Skills	General Statistics & Academic writing	Mandatory

**B: Arabic Language**

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

**C: The Natural Sciences**

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Natural Science	-	Optional
2	Sustainable Energy	-	Optional
3	Environmental Science	-	Optional

**D: The Social or Behavioral Sciences**

The student selects 3 credit hours (1 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Mandatory

### E: Information Technology or Quantitative

The student selects 9 credit hours (3 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Mathematics	-	Mandatory
2	Introduction to Computer System	-	Mandatory
3	General Statistics	MAT100	Mandatory

### F: The Humanities or Arts

The student selects 6 credit hours (2 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Drawing 1	-	Optional
3	Contemporary Arab Art	-	Optional
4	Introduction to Philosophy	-	Optional
5	Introduction to Sociology	-	Optional
6	Introduction to Anthropology	-	Optional
7	Art History 1	-	Optional

### G: Islamic Studies, History or Culture

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional

### H: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

### Core Requirements/IT Compulsory courses (10 courses/30 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	ITM 200	Visual Basic Programming	3
2	ITM 210	Database Systems	3
3	CIT 205	Website Design	3
4	ITM 300	Multimedia Technology	3
5	ITM 301	Database Administration	3
6	ITM 310	Server OS and Network Management	3
7	ITM 311	Computer Ethics	3
8	ITM 320	Internship	3
9	ITM 400	E-Business & E-Commerce Sys	3
10	ITM 401	IT Project Management	3
11	ITM 402	Human Computer Interaction	3
12	ITM 403	Advanced Topics in CIT	3
13	ITM 410	System Analysis and Design	3
14	ITM 411	Capstone	3
15	ITM 412	Decision Support Systems	3

## Core Requirements/Business Compulsory courses (16 courses/48 CH)

### BSc. In Information Technology Management:

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	MGT 100	Principles of Management	3
2	ACC 100	Principles of Accounting	3
3	ACC 105	Managerial Accounting	3
4	ECO 100	Microeconomics	3
5	MGT 200	Management Information System	3
6	MGT 202	Business Statistics	3
7	MKT 200	Principles of Marketing	3
8	FIN 200	Financial Management	3
9	ECO 200	Macroeconomics	3
10	MGT 205	Organizational Behavior	3
11	MGT 300	Production and Operations Management	3
12	MGT 301	Business Law	3
13	MGT 303	Quantitative Analysis	3
14	MGT 302	Business Practice in UAE and GCC	3
15	MGT 405	Strategic Management	3
16	MGT 400	International Business	3

### Free Electives courses (03 courses/09 CH)

09 Credit Hours must be chosen from any other college/specialization in condition the prerequisites of the chosen courses are met.

## Course Description

### General Education Courses:

#### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context. It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

#### B: Arabic Language

##### ARLAA 100 Communication Skills in Arabic (3CH):

صُمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضر

الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا عُني المساق بتدريب الطالب على المهارات الأساسية للكتابة؛ كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نيزة عامة: يرتكز المساق على محورين أساسيين: 1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية. 2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية.

#### C: The Natural sciences

**PHY 100 Physics (3CH):** General Physics course introduces the basic concepts, theories and the terminologies of the scientific method in the context of the science of physics. Students will reinterpret and express ideas and views from the study of physics, and differentiate between the various multitudes of energy and momentum.

#### D: The social or behavioral sciences

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

**ASC 110 Introduction to Social Sciences (3CH):** This course serves as an introduction into the interdisciplinary and multifaceted social sciences. The content on the course covers the range of different disciplines that social sciences consists

of, namely: anthropology, sociology, psychology, political science, economics and to a lesser extent also history and geography. The secondary aim of the course is moreover for students to develop their critical thinking skills by engaging actively with material about social issues, social change and social institutions.

**ASC 111 Women and Politics (3CH):** This course will examine how women participate and effect political change in a global context. Through a focus on the status of women in society, this course will introduce students to contemporary issues surrounding women's political participation, representation, and citizenship. Students will develop the ability to think critically about the relationship between sex and gender and the intersections of race, class, religion, law and nation. This course will explore women's diverse histories, movements, and feminist activism. Students will evaluate whether women's efforts to achieve equal political rights have worked and what obstacles women still face in accessing political institutions. In addition, students will reflect on a wide-range of policy issues related to violence against women, employment, family values, and reproductive health. This course will also ask what possibilities are available for individuals to take action to improve society and enable women's full participation as citizens, activists, voters, and politicians.

### **E: Information technology or Quantitative**

**MAT 100 General Mathematics (3CH):** This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

**CSC 110 Introduction to Computer System (3CH):** The purpose of this introductory course is to study computers and data. It gives an establishment to utilizing computers in different courses and educational module for research, correspondence, and writing. Students will be exposed to the fundamentals of hardware and its associated software and systems improvement. The course will show how the computer automates the processing of information.

**ASC 205 General Statistics (3CH):** The General Statistics course is designed to develop good understanding of the basic concepts of statistical theorems, and applications. The course covers topics such as data collection methods, organization of data, analysis and interpretation of results. A software package will be used to analyze the statistical data.

### **F: The humanities or arts**

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking,

creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**FAD 105 Drawing I (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

**?? Contemporary Arab Art (3CH):** This course introduces students to contemporary Arab arts and aesthetics from the beginning of twentieth century up to date. Emphasize is placed on the formation of contemporary art and design movement in the Arab countries, the driving forces behind the changes in aesthetics from Islamic to Arabic and expression of cultural identity. Special concentration on the role of pioneer figures and the various generations of artists and their influence on contemporary Arab art.

**ASC 201 Introduction to Philosophy (3CH):** This course will introduce the students to the key concepts of philosophy and its principle tools. The course will discuss major thinkers and different schools of philosophical thought, and will apply philosophical analysis to the topics of knowledge, religion, mind, freedom, responsibility, and ethics.

**ASC 104 Introduction to Sociology (3CH):** In this course students will be introduced to the discipline of sociology. Students will study the importance of social structure to our everyday lives; they will develop skills to help them understand and critically assess their own societies as well as those of others and they will explore different ways in which we can improve our societies and in which we can engage with other societies than our own.

**ASC 102 Introduction to Anthropology (3CH):** This course introduces the student to the development of the human race. You will study a Four Field introduction to Anthropology wherein you will gain an understanding of Human Development and how both ancient and modern humans are studied. An understanding of Anthropology, the study of culture and human development is an important pillar in a degree which aims to develop educators in multi-cultural and economically diverse settings.

**FAD 122 Art History I (3CH):** This course is a chronological survey of art and design offering students an in-depth understanding of the role of art throughout history with a strong focus on aesthetic values, socio-cultural influences and technical terminology. Architecture, sculpture, painting, decorative arts, prehistoric art, design of the ancient world, the world beyond Europe, early Christian and Islamic art and the art of the Middle-Ages and Gothic period form the foundation of the course material spanning a period from 40,000 BC to 1300 AD.

## G: Islamic Studies, History or Culture

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** e course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

## H: UAE Studies

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## Core Courses:

**MAT 110 Calculus I (3CH):** The Calculus I course is the starter to differential and integral calculus. First, the course begins with a general review of functions and models. Then, introduces the concept of a limit to a function. It then unfolds to the study of derivatives. Thereafter it considers the area problem and its solution, the definite integral.

**CSC 111 Introduction to Programming (3CH):** The course covers the main principles of Algorithm based problem solving and implementation of the solution using a computer programming language. Students will learn the essential programming concepts such as program design, data types, control structures, functions and handling input and output. Student will learn the software problem solving methodology by following the stages of solving real-world problems by developing and testing basic algorithms. The course includes several labs to give hands-on experience to students.

**CSC 200 Object Oriented Programming:** The course will provide an introduction to object oriented programming languages and their concepts. Topics include objects, classes, abstract data types, information hiding, inheritance, polymorphism, file processing, exception handling, recursion,

method and operator overloading, string, stream input/output, templates and pointers. Furthermore, the course includes hands-on exercises that will help students in developing skills required to program real world programs for solving computing problems.

**CSC 201 Digital Logic and Design (3CH):** This course offers introduction to electronic models with logic design and the basic concepts used in digital systems, especially digital computers. The course covers topics like logic gates, arithmetic circuits, and modern logic devices. Furthermore, topics like flip-flops, sequential circuits, multiplexers, decoder, counters, stacks, registers, and RAM will also be covered. The course will also go into detail of how computer systems are developed by highlighting the basic concepts involved in computer theory like truth tables, binary arithmetic, and Standard Representation of Logic Functions.

**MAT 200 Calculus II (3CH):** Students who have taken calculus I can take this course to extend their skills in the taught subjects. The course will tackle differentiation and integration in depth focusing on various applications and techniques of the aforementioned.

**CSC 210 Data Structures and Algorithms (3CH):** In this course, students apply basic knowledge of essential science, math, and designing standards to solve computational problems. This course aims to strengthen the capability of students to develop algorithm and classify the proper data structure method to solve the problem. Algorithms define the approaches for giving solutions utilizing computer facilities. Regularly, the aim is to develop fast computational methods using the least number of resources. The course will concentrate on Big O notation, arrays, stacks, queue, lists, vectors, trees, heap, graphs and hashing techniques.

**MAT 210 Linear Algebra (3CH):** In this course students will learn linear algebra and develop an appreciating on how the application of this branch of mathematics plays an important role in many computer science undertakings and help solving diverse problems in internet search, data mining, machine learning, graphic design, compilers, bioinformatics, relational database design, and database optimization. The course aims to improve the analytical thinking skills of students through their ability to understand the core principles of linear algebra, such as linear equations, matrices, vector spaces, coordinate systems, determinants, linear operators, linear transformations, eigenvalues, eigenvectors, orthogonality, and quadratic Forms, and then be able to apply these techniques to solve basic problems in IT.

**CSC 211 Website Design (3CH):** This course covers the basic concepts of web design techniques. Its main topics are Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students do not need any programming skills. previous knowledge of HTML or web design. This course introduces to students how to develop webpages and website using different tools such as HTML editors and web browsers. They will learn how to write HTML code using different techniques. They will be taught to enhance the format of

websites using styling and layout, to improve webpage look and feel through images, graphics and tables and to enrich their contents by adding audio, video and multimedia files. In addition, students will work in groups to create a website combining all the techniques they have learned throughout the semester.

**CSC 212 Discrete Mathematics (3CH):** This course will cover the major topics in discrete math that prepare students to solve problems in computer science. It includes logic and proofs concepts, basic structures, set operations, functions, sequence and summations. Moreover, the following concepts constitute part of the course, as well: methods of proving theorems, induction and recursion, basic rules of counting, pigeonhole principles, permutation and combination, discrete probability, advance counting technique, graph terminology, Dijkstra's algorithm, traveling salesman and trees.

**CSC 300 Multimedia Technology (3CH):** Multimedia Technology course will enhance the understanding of fundamentals of multimedia techniques using computer software. The course shall go into deep details of defining features, uses and practical development considerations for each of the major multimedia content such as text, graphics, sound, and video. Several compression algorithms for digital and analog multimedia content will be covered. A portion of this course concentrates on how communication of multimedia content works by highlighting various networking techniques to efficiently communicate by avoiding errors in communication. The course includes several hands-on exercises on creation and manipulation of multimedia content using various tools like Adobe Photoshop, Audacity and Windows Movie Maker etc. These exercises will strengthen the practical multimedia production skills. Furthermore, students will be equipped with skills and knowledge of enhancing the web pages using HTML and ASP.NET language embedded codes for video, sound, text and images.

**CSC 301 Introduction to Operating Systems (3CH):** The students will be provided an introduction to operating systems including a brief history of development through the years and the five managements under each operating system. The course will also cover the topics including processes and threads in context of resource management, memory management and related schemes, CPU scheduling algorithms and file systems. Several alternative algorithms related to page replacement policies and CPU scheduling are discussed along with understanding their advantages and disadvantages. The role of the device manager will be emphasized in the context of resource sharing. Other topics such as concurrent processes and synchronization, deadlocks and security are also presented briefly. Furthermore, the students will get hands-on practical labs on modern Operating Systems including Linux and Windows. The advanced labs will introduce the practice of a scripting language to understand the various topics presented through the course outline.

**CSC 302 Network Essentials (3CH):** This course is designed to provide a needed background to understand computer networks. It describes types of networks, how networking

affects society, and the components and tools that are used to create networks in various business models. The course also provides an introduction to networking, offering easy-to-follow details on hardware, networking protocols, remote access, and security. New networking professionals will first learn what they need to know about network technology, and then how to apply that knowledge to set up, manage, and secure networks.

**CSC 303 Computer Threats and Risks (3CH):** This course examines the threats, risks, and historical perspective of hacking methodology. Furthermore, it covers the main processes that are required for the identification of threats to an organization. The course also emphasizes the importance of constructive thinking in the process of elimination and mitigation of the associated risks that are confronted by businesses in a computer network world. Students will learn the types of vulnerabilities inside a system and crackers who use well-known schemes such as worms, viruses and Trojan horses to vandalize digital systems to steal proprietary information.

**MAT 300 Calculus III (3CH):** Students who have taken calculus II can take this course to excel in the taught subjects. The course will focus on multivariable analysis. The course will demonstrate the use of differential equation in mathematical and real life modeling. In addition, parametric equations and polar coordinates will be tackled later in the course. Furthermore, students will learn various concepts of infinite sequences and series and apply them to derive formulas.

**CSC 310 Numerical Analysis (3CH):** Numerical analysis deals mainly with algorithms that apply numerical estimation to tackle mathematical analysis problems. This course introduces, to students, numerical algorithms as methods to develop solutions to prevalent problems articulated in different disciplines such as science, engineering and mathematics. The emphasis is to make students understand the concepts of construction, application and restrictions of numerical algorithms. The course includes numerical methods to solve equations, polynomial interpolation, differential and integration equations, analysis of numerical errors and applications of these analyses. The course will also help students to acquire skills in problem solving.

**CSC 311 Database Systems (3CH):** This course is designed to introduce database concepts and data models such as hierarchical, network with more focus on the relational databases and ER modeling. The course aims at introducing database normalization process and it also enables students to design basic databases through hands-on exercises, assignments and a group project.

**CSC 312 Cryptography and Internet Security (3CH):** This is an introductory course to cryptography and Internet security which will cover basic principles and practical topics in several encryption algorithms and online security protocols. The class will cover security requirements for communications over the Internet and other communication networks. The course covers various conventional and public-key encryption protocols like RSA and DES cryptographic systems, concept of digital signatures, and secret sharing schemes. Student

will also go through different key agreement/exchange protocols that can be used by two communicating parties to make a consensus upon a key for symmetric cryptography. Moreover, different security protocols used for secure online communication like IPSec, HTTPS, different remote authentication protocols like RADIUS, Kerberos, various protocols used for e-mail security like PGP and S/MIME will also be explained to the students to make them able to use them for designing solutions for different security problems.

**CSC 313 Computer Architecture and Organization (3CH):** This course discusses main concepts of computer architecture and organization such as the behavior and structure of different computer's functional modules. Students will learn as well how these functional modules interact to meet users' processing needs. In addition, the course will introduce students to Basic Computer Organization, Data Representation, Digital Components, Digital Logic Circuits, Register Transfer, Microprogrammed Control, Input-Output Organization, Central Processing Unit, Computer Arithmetic, Memory Organization, Computers' Multiprocessors, Pipeline and Vector Processing.

**CSC 314 Computer Ethics (3CH):** Computer Ethics is an interdisciplinary course. This course explains the rapid expansion of information technology and its impact on the society in terms of the ethical and civic challenges. The course covers various topics to emphasize the numerous privacy issues brought by the massive systems and technologies such as database systems and data mining. The course also highlights the threats of theft that are possible such as theft of Intellectual Property (IP) in the context of government and financial organization's data leaks.

**CSC 320 Internship (3CH):** CCIT offers the Internship program as a graduation requirement for students in the Digital Forensics and Network Security specializations. This program allows students link theory to real world practice. The student is required to complete 280 working hours within 2 months. During this time, the student submits 4 reports explaining the tasks conducted and the skills gained/improved. At the end of the semester, the student provides an oral presentation that explains his/her performance during the internship

**CSC 400 Enterprise Systems (3CH):** This course provides a foundation for students to explore the field of Artificial Intelligence (AI). Students will be given a survey to AI field and will realize the importance of AI in different applications such as computer vision, voice recognition, and voice recognition. This course covers the introduction to basic concepts and techniques that are essential to many AI applications. The topics discussed include intelligent agents and environment, classical search, knowledge representation and reasoning techniques, first order logic with its syntax and semantics, classical planning with its algorithms, and the uncertainty knowledge approaches such as probabilistic and Bayesian networks.

**CSC 401 Software Engineering (3CH):** This course aims to introduce the theoretical concepts and methodologies of

software engineering to students. In particular, this course concerns with software engineering concept, software processes including process models, process activities, process improvement and coping with changes, agile software development and agile methods, requirement engineering, system modelling, implementation, testing and evolution. The course aims to deliver a comprehensive and complete theoretical framework of software development activities and design essentials to students. By the end of course, student will submit a project that addresses the concepts, methods and techniques learnt during the course to tackle certain real life problem. The project is a group project maximum of two students.

**CSC 410 System Analysis and Design (3CH):** This course aims to clarify the processes modifying-on an existing system or proposing a new system that facilitates the achievement of clearly defined business objectives. The course introduces Systems Development Life Cycle (SDLC) methodologies and explains the SDLC phases starting from Planning: by developing a comprehensive system proposal document that includes the business analysis, feasibility analysis and scheduling the tasks of developing the new system, moving to Analysis where requirements are being defined, use case analysis, data flow and entity relationship diagrams are introduced. Then to system design by introducing system acquisition strategies, architecture, user interface, program and database design, to the implementation phase and finally the transition to the new system.

**CSC 411 Capstone Graduation Project (3CH):** The goal of the capstone graduation project is to evaluate the aptitude of students to independently complete a project in an area of their preference (e.g., software and web development, network administration and security systems, database systems, and digital forensics). The responsibilities required are identifying a research area and developing a project proposal identifying the research aim, objectives, research plan, time schedule, and estimated budgets. Students are required to present their findings through an oral presentation and written thesis.

## BSc. Computer Science - Digital Forensics Specialization Courses:

**CIT 208 Network Security (3CH):** Students learn the various network security principles and features including protocols, and implementations used in today's networks. Students should learn about the router configuration using Access Control Lists, configuring Firewalls, and other migration techniques. Topics in this course include Security Policy, Types of Attacks, Firewalls, Virtual Private Networks, Unix Security Issues, Windows Server Security Issues and Wireless Security.

**CSC-S 403 Introduction to Computer Forensics (3CH):** This course provides the student with a comprehensive introductory to the uses of computers in the world of digital forensics. Through this course the student will get familiar

with the known methods of computer investigations and digital evidences, the requirements of work and lab environments of computer forensics, the techniques of data acquisition and data analysis used today in computer forensics, and the legal aspects of forensics investigations.

The course serves as an essential primer to digital forensics investigations. It covers the well-known techniques and tools used by investigators for acquiring, comparing, and analyzing digital evidences in computer in private and public investigations. General legal issues such as handling evidences, chain of custody, admissibility, search warrants, and working with law enforcement are also covered.

Several hands-on lab exercises that includes working, analyzing, and examining digital images and evidences will be carried out throughout this course.

**CSC-S 404 Intrusion Forensics (3CH):** This course provides the student with a comprehensive introductory to the uses of computers in the world of digital forensics. Through this course the student will get familiar with the known methods of computer investigations and digital evidences, the requirements of work and lab environments of computer forensics, the techniques of data acquisition and data analysis used today in computer forensics, and the legal aspects of forensics investigations.

The course serves as an essential primer to digital forensics investigations. It covers the well-known techniques and tools used by investigators for acquiring, comparing, and analyzing digital evidences in computer in private and public investigations. General legal issues such as handling evidences, chain of custody, admissibility, search warrants, and working with law enforcement are also covered. Several hands-on lab exercises that includes working, analyzing, and examining digital images and evidences will be carried out throughout this course.

**CSC-S 413 Computer Crime and Investigation Techniques (3CH):** In this course, the students will be made aware of different types of digital evidence, how to seize electronics devices on crime scene and the way to secure mobile devices from electromagnetic radiations. Students will also learn how to acquire digital evidence from different types of devices like different types of HDDs, USB devices etc. Different techniques to make copies of evidence without modifying the original data will also be studied in the class.

Students will learn to use different write-blocker devices when copying the data from original evidence device. After acquiring the image of evidence device, students will also process them using different open source and licensed software. They will have hand-on practice using Autopsy, AccessData FTK Imager, EnCase etc.

**CSC-S 410 Advanced Topics in CIT (3CH):** Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics and practitioners to discuss various specializations in the Information Technology industry.

Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports.

The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses.

By learning through an array of teaching methods and cutting edge research in Information Technology students are prepared for successful leadership roles in organizations and government. Students on this course also acquire skills and knowledge that ensure any implemented Information System meets industry best practice. Topics covered in this course include Information Technology implementation strategies, Operations and post implementation of Information Technology, Information Technology program and project management, Organizational change and Process Reengineering, global ethics and security management, value chain and data analysis.

**CSC-S 414 Reverse Engineering (3CH):** Students will learn how to tackle legacy software systems challenges and issues. During the semester, students will explore and implement reverse engineering approaches and techniques used in the IT sector to do systems reengineering, understand legacy software systems design and implementation, maintain, evolve and migrate them. Students will be able, as well, to acquire critical thinking in integrating existing software and gain the expertise of practical experience in reengineering and reverse engineering of legacy systems.

## BSc. Computer Science - Network Security Specialization Courses:

**CSC-S 310 Network Security (3CH):** Students learn the various network security principles and features including protocols, and implementations used in today's networks. Students should learn about the router configuration using Access Control Lists, configuring Firewalls, and other migration techniques. Topics in this course include Security Policy, Types of Attacks, Firewalls, Virtual Private Networks, Unix Security Issues, Windows Server Security Issues and Wireless Security.

**CSC-S 400 Server OS & Network Management (3CH):** CIT 301 Introduction to Operating Systems is a pre-requisite for this course. Students learn about operating systems without getting into detail about internal algorithms. Case studies involving operating systems and networks are used by students to gain an understanding of how operating systems work and their role in Computers. The course covers structures of operating systems, processes and process synchronization, main memory, storage structure mass, file systems, operating system protection and security, virtual machine and UNIX flavours. Students learn to monitor, secure and configure an operating system using a UNIX flavours.

**CSC-S 401 Mobile Technology (3CH):** The course builds on prior knowledge gained in CIT 200, network essentials. The course introduces mobile technologies used for cellular communication. The topics covered include transmission fundamentals, TCP/IP suite and related protocols, role of antennas and types of antennas, propagation and coding, error control, satellite communications, mobile IP, Wireless Access Protocol and IEEE 802.11 Wireless LAN Standard. The main goal of the course is for students to learn and demonstrate knowledge of concepts, issues, tools, techniques and methods associated with mobile technologies and future trends in wireless communication.

**CSC-S 402 Human Computer Interaction (3CH):** The course is aimed at introducing the students to the interdisciplinary field of Human Computer Interaction which integrates concepts from Computer Science, Design and Cognitive Psychology. Topics include introduction to Human Computer Interaction, Interaction Design principles, Interaction styles, User Experience, Usability Testing and Evaluating interfaces. The course will be a mix of theory and practice; where the theories concepts will be introduced and interfaces prototyping and evaluation will be conducted.

**CSC-S 410 Advanced Topics in CIT (3CH):** Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics and practitioners to discuss various specializations in the Information Technology industry. Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports. The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses.

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**CSC-S 411 Decision Support System and Business Intelligence (3CH):** The focus of this course is to explain the vital role of decision support systems (DSSs) and for decision making in modern business environment. The course delivers both theory and practice behind DSSs and how Business Intelligence (BI) assist in the different managerial tasks and processes, both for individuals and organizations. The concepts, theories, and technologies of DSSs are explained, and the components and tools of BI, from data collection, data modeling, and data analysis, are also covered. The course provides the knowledge for students to understand the analytical, logical, and mathematical foundations of BI modeling and explains modern technologies used in creating decision support systems. These include data visualization, data warehouses, data mining, and neural network artificial intelligence systems. An emphasis will be given to students to acquire the necessary skills to develop rudimentary decision support systems through several lab exercises using standard software packages, such as Microsoft Excel.

**CSC-S 412 Distributed Systems (3CH):** This course covers the range of concepts related to Distributed systems, and case studies to analyze the design of existing distributed systems and applications. The students will learn about the different models of the Distributed Systems, importance of Synchronization, and the vital role of Operating System layer. Furthermore, the students will be introduced to various communication models including Remote Procedure Invocation, Message Passing Interface (MPI), Indirect communication, Group communication, and Peer-to-peer communication. The course will help students in identifying the components and issues related to different Distributed Systems such as Web-based Systems, File Systems, Mobile and Ubiquitous Systems and Multimedia Systems. The students will get hands-on practical labs to evaluate popular algorithms to support communication and to deal with different issues related to resource management.

## Information Technology Management General Education Courses:

### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context. It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

### B: Arabic Language

**ARLAA 100 Communication Skills in Arabic (3CH):**

ضمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضرات الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا عُني المساق بتدريب الطالب على المهارات الأساسية للكتابة: كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نبذة عامة: يركز المساق على محورين أساسيين: 1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية. 2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تتناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية. تقارب إلى حد ما تخصصات الطالب المستقبلية.

### C: The Natural sciences

**ASC 210 Natural Science (3CH):** The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analysing, interpreting, understanding and discussing scientific terminology and facts.

**ASC 212 Sustainable Energy (3CH):** This course provides an introduction to sustainable energy, conservation, and energy efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social

sciences perspectives.

Students will be introduced to a variety of topics including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

**ASC 211 Environmental Science (3CH):** The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics, biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management.

### D: The social or behavioral sciences

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

### E: Information technology or Quantitative

**MAT 100 General Mathematics (3CH):** This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

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## F: The humanities or arts

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**FAD 105 Drawing I (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

**?? Contemporary Arab Art (3CH):** This course introduces students to contemporary Arab arts and aesthetics from the beginning of twentieth century up to date. Emphasis is placed on the formation of contemporary art and design movement in the Arab countries, the driving forces behind the changes in aesthetics from Islamic to Arabic and expression of cultural identity. Special concentration on the role of pioneer figures and the various generations of artists and their influence on contemporary Arab art.

**ASC 201 Introduction to Philosophy (3CH):** This course will introduce the students to the key concepts of philosophy and its principle tools. The course will discuss major thinkers and different schools of philosophical thought, and will apply philosophical analysis to the topics of knowledge, religion, mind, freedom, responsibility, and ethics.

**ASC 104 Introduction to Sociology (3CH):** This course introduces the science of Sociology. Students will examine Society, Institutions and the relationships that make up a social context. The scientific methodology used to study social interactions, stratification and other elements of sociological enquiry will be discussed to emphasize the core concept of sociology as a systematic study of societies and social structures.

**ASC 102 Introduction to Anthropology (3CH):** This course introduces the student to the development of the human race. You will study a Four Field introduction to Anthropology wherein you will gain an understanding of Human Development and how both ancient and modern humans

are studied. An understanding of Anthropology, the study of culture and human development is an important pillar in a degree which aims to develop educators in multi-cultural and economically diverse settings.

**FAD 122 Art History I (3CH):** This course is a chronological survey of art and design offering students an in-depth understanding of the role of art throughout history with a strong focus on aesthetic values, socio-cultural influences and technical terminology. Architecture, sculpture, painting, decorative arts, prehistoric art, design of the ancient world, the world beyond Europe, early Christian and Islamic art and the art of the Middle-Ages and Gothic period form the foundation of the course material spanning a period from 40,000 BC to 1300 AD.

## G: Islamic Studies, History or Culture

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** The course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

## G: UAE Studies

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## BSc. In Information Technology Management (Business Core Courses):

**MGT 100 Principles of Management (3CH):** This course introduces the four basic management functions: planning, organizing, leading, and controlling. The course discusses certain related managerial topics include decision-making, planning, organizational structure and chain of command, power and authority, delegation, leadership and teamwork, organizational communication networks, and motivational theories.

**ACC 100 Principles of Accounting (3CH):** This principle level course introduces students with the fundamentals of accounting terms, rules, concepts, procedures, and systems. Topics covered include the art of recording, classifying and analyzing the data into useful information for both the internal and external users. Students are introduced to the double entry accounting concepts, general journals and the accounting cycle.

**ACC 105 Managerial Accounting (3CH):** This course introduces management accounting concepts and how accounting information is used for making internal management decisions related to operational planning and control. Emphasis is placed upon accounting as a tool for planning, managing, and control. The prerequisite is ACC 100.

**ECO 100 Microeconomics (3CH):** This course is designed to introduce students to basic microeconomics concepts relating to individual decision-making. The course exposes students to the meaning, nature, and methods of economy study. The concepts of supply, demand, and elasticity are used to analyze consumers and firms behaviors in different types of markets: consumer behavior; firm production costs, pure competition, monopoly, oligopoly, etc. The course discusses, also, scarcity, choice and economic decision-making used by the consumers and firms.

**MGT 200 Management Information Systems (3CH):** The course discusses the information systems planning, and organizing and the application of information technology advancements. This course has a managerial perspective that describes how IS supports business goals and functions are applicable to management, what information resources are available to the manager, and how the manager is involved in the information development process. The prerequisite courses are CIT 100 and MGT 100.

**MGT 202 Business Statistics (3CH):** This course aims to acquire a sound education in those statistical concepts and its applications in the fields of business and economics. This course requires fundamental understanding of basic statistics like frequency distribution, averages, measures of variability, probability, confidence intervals. The course also recommends a prior understanding of software application and MS Excel. Course covers statistical concepts and methods like hypothesis testing, variance Tests, chi-Square analysis and ANOVA with an emphasis on business application. The prerequisite course is ASC 205.

**MKT 200 Principles of Marketing (3CH):** This course will familiarize the student with the scope, terminology, topics, and procedures of marketing in a modern firm. It introduces the principles of marketing. The four basic ingredients of the marketing mix - product, price, place, and promotion are discussed. Other topics include marketing channels; market research, consumer behavior, societal marketing, and new product planning are also discussed. The prerequisite course is ECO 100.

**FIN 200 Financial Management (3CH):** This course is developed to examine the financial strategic and operational decisions in organizations. The course provides the decision maker with the financial theory, concepts, and tools necessary to make better financial managerial decisions as well as enable the student to make sound decisions regarding financial analyses and judgments performed by others. The prerequisite courses are ACC 100 and MGT 100.

**ECO 200 Macroeconomics (3CH):** This introductory course discusses the national income determination, money and banking, inflation, unemployment and economic policy. This course will also expose students to the workings of the national economy. The different economic systems including the free-market and state-controlled systems will be covered. Also, the relationship between savings and investment will be discussed. The prerequisite is ECO 100.

**MGT 205 Organizational Behavior (3CH):** This course examines individual, group, and organizational behavior within various business settings in a culturally diverse workplace. Topics covered include management theory, communication, perceptions, motivation, leadership, managing rewards, stress management, employee counseling, appraisal, employee disciplinary systems, conflict management, training, and organizational development. Throughout the course, students work individually and in teams on cases and business simulations. The prerequisite courses are MGT 100 and ASC 200.

**MGT 300 Production and Operations Management (3CH):** This course evaluates management problems of production and operations in both industrial and service organizations. Topics include scheduling, material requirements, planning, and project management. Utilizing a problem-solving focus as a basis for decision-making is a prime objective. Managerial challenges in productivity, quality and just-in-time systems are also considered. The prerequisite courses are MGT 100 and MGT 202.

**MGT 301 Business Law (3CH):** The aim of this course is to review legal principles and sources of contract law, background of law and legal theory. The following topics are covered in detail: formation of contracts, modifications, terminations, remedies, award law, pricing, patent, business organizations, company law, sales of goods, transfer of ownership rights, employment, and health and safety laws. The prerequisite is MGT 100.

**MGT 303 Quantitative Analysis (3CH):** This course discusses decision analysis and risk attitudes, inventory control, linear programming, transportation problem, queuing theory, and simulation. Emphasis would be made on the formulation of problems and their solution by standard methods or by computer packages. The prerequisite is MGT 202.

**MGT 302 Business Practice in the UAE and GCC (3CH):** Throughout its history, the Arab Gulf Area has been a major center of world affairs and business. In modern times, the UAE and GCC (i.e. the UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, and Oman) remain a strategically, economically, politically, culturally, and religiously sensitive region for world business. The UAE and GCC remains the focus of global business interest and economic initiatives from the US, Europe, and other nations. The rise in oil prices has created momentum for regional growth and investment flows that is expected to be secular. This course provides students with a deep understanding of the business opportunities and practices

and in the UAE and GCC at a time when such understanding is increasingly vital. It focuses on current investment opportunities taking into consideration the political, cultural and economic history of the region. The course also provides students with an introduction to the financial, legal, cultural and social contexts of the business practice in UAE and GCC. The prerequisite courses are MGT 100 and ASC 300.

**MGT 405 Strategic Management (3CH):** This course will provide students with the knowledge and skills necessary to manage the long-term performance of a firm. Taking the perspective and mindset of top management, students will learn to analyze the firm in its environment. By matching opportunities and threats found in this environment with the internal strengths and weaknesses of the firm, you will learn to formulate strategies and develop ways to implement these strategies. Student's performance in this course depends to a significant extent on the successful integration of previous coursework in the various functional areas of business theories. Students must satisfy the following prerequisite courses in order to be able to register the Strategic Management course: MGT 400, ACC 105, FIN 200, MGT 300 & MKT 200.

**MGT 400 International Business (3CH):** International business involves any business transaction between parties from more than one country. Advances in communications and transportation technology, a reduction in import barriers and tariffs worldwide, and the formation of several regional trading alliances (e.g. NAFTA), have made international business an increasingly important part of the global economy. Because of the continuing growth of international business, most business professionals deal with the subject in some direct or indirect way. This class will provide the background necessary to understand the international business environment, and will explore strategies for entering into international business and managing in the international business environment. The prerequisite course is MGT 300.

## BSc. In Information Technology Management (IT Core Courses):

**ITM 200 Visual Basic Programming (3CH):** This course provides a comprehensive introduction to computer programming concepts and Visual Basic environment. The course emphasizes on the basic programming concepts such as data types, decision statements, loops and arrays to enable students to develop a problem-solving mindset to write computer programs. Furthermore, the course focuses on Visual Basic forms and controls that are required for the creation of GUI based applications. The students will be given hand-on labs to practice the studied concepts while writing typical applications.

**ITM 210 Database Systems (3CH):** This course is designed to introduce database concepts and data models such as hierarchical, network with more focus on the relational databases and ER modeling. The course aims at introducing database normalization process and it also enables students to design basic databases through hands-on exercises, assignments and a group project.

**CIT 205 Website Design (3CH):** This course covers the basic concepts of web design techniques. Its main topics are Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students do not need any programming skills, previous knowledge of HTML or web design. This course introduces to students how to develop webpages and website using different tools such as HTML editors and web browsers. They will learn how to write HTML code using different techniques. They will be taught to enhance the format of websites using styling and layout, to improve webpage look and feel through images, graphics and tables and to enrich their contents by adding audio, video and multimedia files. In addition, students will work in groups to create a website combining all the techniques they have learned throughout the semester.

**ITM 300 Multimedia Technology (3CH):** Multimedia Technology course will enhance the understanding of fundamentals of computer hardware and software. The course shall go into deep details of defining features, uses and practical development considerations for each of the major multimedia content such as text, graphics, sound, and video. Several compression algorithms for digital and analog multimedia content will be covered. A portion of this course concentrates on how communication of multimedia content works by highlighting various networking techniques to efficiently communicate by avoiding errors in communication. The course includes several labs on creation and manipulation of multimedia content using various tools like Adobe Photoshop, Audacity and Windows Movie Maker etc. These labs will strengthen the practical multimedia production skills. Furthermore, students will be equipped with skills and knowledge of enhancing the web pages using HTML and ASP. NET language embedded codes for video, sound, text and images.

**ITM 301 Database Administration (3CH):** This course covers the set of technical skills that are essential to program a database solution using Microsoft SQL Server. The course emphasizes the importance of relational databases and the popular Structured Query Language (SQL). Furthermore, the course provides students a comprehensive introduction to SQL by explaining its commands, functions and operators that are used to define, manipulate and control data. Students will learn to install and create databases in SQL server. Moreover, they will also learn to query multiple SQL servers at the same time using optimized queries, stored procedures and triggers. Students will also learn how to ensure concurrency and recoverability of data by generating and managing transaction locks.

**ITM 310 Server OS and Network Management (3CH):** Introduction to Operating Systems is a pre-requisite for this course. Students learn about operating systems without getting into detail about internal algorithms. Case studies involving operating systems and networks are used by students to gain an understanding of how operating systems work and their role in Computers. The course covers structures of operating systems, processes and process synchronization, main memory, storage structure mass, file systems, operating system protection and security, virtual machine and UNIX flavours. Students learn to monitor, secure and configure an operating system using a UNIX flavours.

**ITM 311 Computer Ethics (3CH):** Computer Ethics is an interdisciplinary course. This course explains the rapid expansion of information technology and its impact on the society in terms of the ethical and civic challenges. The course covers various topics to emphasize the numerous privacy issues brought by the massive systems and technologies such as database systems and data mining. The course also highlights the threats of theft that are possible such as theft of Intellectual Property (IP) in the context of government and financial organization's data leaks.

**ITM 320 Internship (3CH):** CCIT offers the Internship program as a graduation requirement for students in the Digital Forensics and Network Security specializations. This program allows students link theory to real world practice. The student is required to complete 280 working hours within 2 months. During this time, the student submits 4 reports explaining the tasks conducted and the skills gained/improved. At the end of the semester, the student provides an oral presentation that explains his/her performance during the internship

**ITM 400 E-Business & E-Commerce Sys (3CH):** The course provides a hands-on introduction to fundamental technologies that are essential in building and marketing e-commerce solutions. Students will learn the skills to utilize available software to create a fully functional ecommerce website with shopping cart and secure order processing, and methods to market it using online advertisement. The course emphasizes the importance of back-end server applications interfacing with a database and teaches its development. Topics covered include business models for e-Commerce, e-Commerce Infrastructure, e-Commerce Security and payments, e-Commerce marketing and advertising, ethics, law and online media. This course requires that students should have working knowledge of HTML and database management before taking this course.

**ITM 401 IT Project Management (3CH):** The goal of this project is to explain the necessary skills of project management with a strong emphasis on issues and problems associated with the successful delivery of IT projects. This course is designed to provide a thorough understanding of the theory and practice of project management through an integrated approach that includes the concepts, tools, methodologies, skills, and techniques managing information technology projects. CIT 404 focuses on information technology projects with the following course objectives: issues associated with information technology projects, successful and failed information technology projects, and teamwork practices in information technology projects. The course covers all related aspects and issues of managing IT projects. These include, project management tools, such as Gantt charts and critical paths, project contexts, processes, and management of integration, cost, scope, time, human resources, quality, communications, and risks of an IT project.

**ITM 402 Human Computer Interaction (3CH):** The course is aimed at introducing the students to the interdisciplinary field of Human Computer Interaction which integrates concepts from Computer Science, Design and Cognitive Psychology. Topics include introduction to Human Computer Interaction,

Interaction Design principles, Interaction styles, User Experience, Usability Testing and Evaluating interfaces. The course will be a mix of theory and practice; where the theories concepts will be introduced and interfaces prototyping and evaluation will be conducted.

**ITM 403 Advanced Topics in CIT (3CH):** Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics and practitioners to discuss various specializations in the Information Technology industry. Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports. The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses.

**ITM 403 Advanced Topics in CIT (3CH):** Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics and practitioners to discuss various specializations in the Information Technology industry. Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports. The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses.

By learning through an array of teaching methods and cutting edge research in Information Technology students are prepared for successful leadership roles in organizations and government. Students on this course also acquire skills and knowledge that ensure any implemented Information System meets industry best practice. Topics covered in this course include Information Technology implementation strategies, Operations and post implementation of Information Technology, Information Technology program and project management, Organizational change and Process Reengineering, global ethics and security management, value chain and data analysis.

**ITM 410 System Analysis and Design (3CH):** This course aims to clarify the processes modifying-on an existing system or proposing a new system that facilitates the achievement of clearly defined business objectives. The course introduces Systems Development Life Cycle (SDLC) methodologies

and explains the SDLC phases starting from Planning: by developing a comprehensive system proposal document that includes the business analysis, feasibility analysis and scheduling the tasks of developing the new system, moving to Analysis where requirements are being defined, use case analysis, data flow and entity relationship diagrams are introduced. Then to system design by introducing system acquisition strategies, architecture, user interface, program and database design, to the implementation phase and finally the transition to the new system.

**ITM 411 Capstone (3CH):** The goal of the capstone graduation project is to evaluate the aptitude of students to independently complete a project in an area of their preference (e.g., software and web development, network administration and security systems, database systems, and digital forensics). The responsibilities required are identifying a research area and developing a project proposal identifying the research aim, objectives, research plan, time schedule, and estimated budgets. Students are required to present their findings through an oral presentation and written thesis. To ensure that high potential is established in all students, lectures must define the university standards to provide guidance toward project improvement. Personalized learning

is ensured during regular meetings within advisory group. Supervisors are continuously advice students through every progression of their graduation projects.

**ITM 412 Decision Support Systems (3CH):** The focus of this course is to explain the vital role of decision support systems (DSSs) and for decision making in modern business environment. The course delivers both theory and practice behind DSSs and how Business Intelligence (BI) assist in the different managerial tasks and processes, both for individuals and organizations. The concepts, theories, and technologies of DSSs are explained, and the components and tools of BI, from data collection, data modeling, and data analysis, are also covered. The course provides the knowledge for students to understand the analytical, logical, and mathematical foundations of BI modeling and explains modern technologies used in creating decision support systems. These include data visualization, data warehouses, data mining, and neural network artificial intelligence systems. An emphasis will be given to students to acquire the necessary skills to develop rudimentary decision support systems through several lab exercises using standard software packages, such as Microsoft Excel.

## CCIT Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Ms. Manal Nasir	United States of America	Masters in Information Technology	American Intercontinental University	United States of America
2	Dr. Abedallah Abualkishik	Jordan	Ph.D. in Software Engineering	University of Putra Malaysia	Malaysia
3	Mr. Jamal Diab	Palestine	Masters in Computer Science	Abu Dhabi University	United Arab Emirates
4	Dr. Ons Al-Shamaileh	Jordan	Ph.D. in Interactive Systems	University of Manchester	United Kingdom
5	Prof. Adel Khelifi	Canada	Ph.D. in Software Engineering	ETS- Univeristy of Quebec	Canada
6	Dr. Razi Iqbal	Pakistan	Ph.D. in Computer Science and Engineering	Akita University	Japan
7	Dr. Mohammad Khaled Alshboul	Jordan	Ph.D. in Library & Information Science	University of Malaya	Malaysia
8	Dr. Muhammad Afzaal	Pakistan	Ph.D. in Information Engineering	University of Naples Parthenope	Italy
9	Dr. Talal Butt	Pakistan	Ph.D. in Computer Science	Loughborough University	United Kingdom
10	Dr. Anas Aloudat	Jordan	Ph.D. in Information Systems and Technology	University of Wollongong	Australia
11	Dr. Anthony Ijeh	United Kingdom	DInfoSec (Doctor of Information Security)	University of East London	United Kingdom
12	Dr. N. Sundar	India	Ph.D. in Library & Information Science	Manonmaniam Sundaranar University	India
13	Mr. Qays Aldeen	Iraq	Masters of Science in Computer Science	SZABIST – Dubai Campus	United Arab Emirates



# COLLEGE OF LAW (CLAW)

تسعى كلية القانون إلى أن تكون واحدة من الكليات المتميزة في الدولة والمنطقة، ومحل ثقة المجتمع والمستفيدين من الدراسات القانونية من خريجي الكلية من خلال توفير بيئة صالحة للتعليم والبحث العلمي ليصبح خريجوها عناصر أساسية في عملية النهوض والتطور، وبما يعود بالنفع على المجتمع، وإحداث تطورات كمية ونوعية في الحركة العلمية والثقافية والتربوية، والبحث العلمي لمختلف نواحي المعرفة القانونية النظرية والتطبيقية، مستندة إلى التراث العربي الإسلامي الذي يعد أبرز سمات الهوية الوطنية في دولة الإمارات العربية المتحدة.

## Program Study plan

REQUIREMENTS	TYPE	BA - PR	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	05	15
Specialization Requirements	Compulsory	38	100
Specialization Elective	Elective	04	12
Free Elective	Elective	01	03
<b>Total</b>		<b>48</b>	<b>130</b>

## متطلبات الجامعة الإلزامية: (05) خمسة مساقات / (15) خمس عشرة ساعة معتمدة

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	ARLAA100	مهارات الاتصال باللغة العربية	3
2	ASC 100 AR	مهارات الدراسة والتعلم	3
3	ENG 100 AR	اللغة الإنجليزية	3
4	CIT 100 AR	مبادئ الحاسب الآلي	3
5	ASC 105 AR	الثقافة الإسلامية	3

## متطلبات اختيارية: (12) إثنا عشر ساعة معتمدة

على الطالب أن يختار مساقين باللغة العربية ومساقين باللغة الإنكليزية من المجموعة التالية :

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	LAW 209	علم الاجرام والعقاب	3
2	LAW 213	حقوق الانسان في المواثيق الدولية والشريعة الاسلامية	3
3	LAW 413	قانون حماية المستهلك	3
4	LAW 417	علم النفس القانوني	3
5	LAW 406	الطب الشرعي	3
6	LAW 408	عقود التجارة الدولية (باللغة الانجليزية)	3
7	LAW 410	التنظيم القانوني للتجارة الالكترونية (باللغة لانجليزية)	3
8	LAW 415	المنظمات الدولية (باللغة الانجليزية)	3
9	LAW 412	النقد و البنوك (باللغة الانجليزية)	3
10	LAW 414	الاقتصاد الدولي (باللغة الانجليزية)	3

## المساق الحر: (3) ثلاث ساعات معتمدة يختارها الطالب من الكليات الأخرى

اسم المساق: فن الخطابة والمرافعة

رقم المساق: MMC 200L

المتطلب السابق: Law 304

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

لقد وضع هذا المساق للإجابة على سؤال مهم جدا وهو كيف تصبح محاميا متزافعا ؟ رغم أن بعض الأساتذة المحامين قد جيلوا على المرافعة بالفطرة وبالموهبة الطبيعية، إلا أنه ينبغي للمحامي المتزافع أن يقوم بتدريب نفسه وإتقان العبارات الجميلة وإتقان العبارات الجميلة والنقاط ما يبدو له مفيدا في مرافعته لذلك عليه حفظ بعض أساليب المرافعة أو خواتيم الخطبة. وكذلك فإن هذا المساق يقوم على تنمية الشجاعة والثقة بالنفس وكذلك معرفة فن تحضير الخطاب ومعرفة الإلقاء الجيد. والإحاطة بالمرافعة وأشكالها وكيفية المرافعة والالقاء.

اسم المساق: مبادئ علم الاقتصاد

رقم المساق: ECO 100L

المتطلب السابق: لا يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق تعريف الاقتصاد وتحديد مفهومه، وموضوع علم الاقتصاد والمشكلة الاقتصادية، والمبادئ العامة الاقتصادية في الإسلام، وخصائص النظام الاقتصادي الرأسمالي . الاقتصاد الوحدى (الجزئي ) ويشتمل:الطلب والعرض والتوازن الجزئي، سلوك المنتج والمنافسة والاحتكار الاقتصاد الكلي (التجميعي ) ويشمل الدخل القومي وتوازنه.

اسم المساق: القانون الدستوري والنظم السياسية

رقم المساق: LAW 102

المتطلب السابق: لا يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق الحديث عن ماهية الدساتير وطبيعتها. كما يتناول ماهية القانون الدستوري وصلته بفروع القانون الأخرى، ومصادر القواعد الدستورية، وأنواع الدساتير وأساليب نشأتها والرقابة القضائية على دستورية القوانين. كما يتناول بالدراسة الدولة وعناصرها، وأنظمة الحكم، ثم بيان النظام الدستوري لدولة الإمارات العربية المتحدة.

اسم المساق: مصادر الإلتزام 1

رقم المساق: LAW 201

المتطلب السابق: LAW 100

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

تتضمن دراسة هذا المساق التعريف بالالتزام ومصادره الإرادية والتي تشمل على ما يلي:  
العقد: دراسة العقد وأركانه وآثاره وانحلاله.  
التصرف الانفرادي: دراسة الأحكام العامة للتصرف الانفرادي وأهم تطبيقاته.

اسم المساق: مدخل الى علم القانون

رقم المساق: LAW 100

المتطلب السابق: لا يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يدرس هذا المساق نظرية القانون وأقسامه، وفروعه، وتقسيم القاعدة القانونية من حيث قوتها في الإلزام ومعيار التمييز بين القواعد الأمرة والمكاملة، وماهية فكرة النظام العام والآداب وتطبيقاتها في القانون العام والخاص، ومصادر القاعدة القانونية ونطاق تطبيقها، كذلك يدرس نظرية الحق، من حيث تعريف الحق وأنواعه ومصادره وأركانه ومحله، والأشخاص الطبيعية والاعتبارية والتمييز بين العقار والمنقول، والأشياء المثلثية والأشياء القيمة، والنتائج التي تترتب على التفرقة بينهما.

اسم المساق: مدخل الى الشريعة الإسلامية

رقم المساق: LAW 103

المتطلب السابق: لا يوجد

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق مقدمة للفقهاء للتعرف بالشريعة الإسلامية وأثرها على حالة العرب الاجتماعية والقانونية والسياسية قبل الإسلام، ومعرفة قانون الأسرة الذي كان سائدا ، وعلاقة الشريعة بالفقه وعلاقة الشريعة بالقانون وشارب من قبلنا وأثره في شاربنا، وكذلك معرفة القواعد الكلية للشريعة الإسلامية، وأدوار الفقه الإسلامي في كافة العصور، ومعرفة المذاهب والفرق الإسلامية التي ظهرت، ومعرفة مصادر الفقه الإسلامي.

اسم المساق: Legal Studies in English

رقم المساق: LAW 105

المتطلب السابق: LAW 100

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

This course deals with the study of legal terminology in English equivalent of the Arabic course of Introduction to Legal Studies. The course defines the law, and indicates its various norms and sources in addition to various judicial principles. Also, it discusses the concept of rights, and outlines their types and principles

متطلبات الجامعة الإلجارية: (05) خمسة مساقات / (15) خمس عشرة ساعة معتمدة

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	LAW 100	المدخل إلى علم القانون	3
2	LAW 103	المدخل إلى الشريعة الإسلامية	3
3	LAW 104	المدخل إلى البحث العلمي	2
4	LAW 105	دراسات قانونية باللغة الانجليزية	3
5	MMC 200L	فن الخطابة والمرافعة	2
6	ECO 100L	مبادئ علم الاقتصاد	3
7	LAW 102	القانون الدستوري والنظم السياسية	3
8	LAW 201	مصادر الالتزام (1)	3
9	LAW 205	مصادر الالتزام (2)	2
10	LAW 200	قانون العقوبات/ القسم العام (1)	2
11	LAW 202	قانون العقوبات/ القسم العام (2)	2
12	LAW 301	أحكام الالتزام	2
13	LAW 203	مبادئ القانون التجاري	3
14	LAW 206	القانون الدولي العام باللغة الانجليزية	3
15	LAW 207	القانون الإداري	3
16	LAW 312	أحكام الإثبات	2
17	LAW 300	الشركات التجارية والإفلاس	3
18	LAW 302	قانون العقوبات / القسم الخاص (1)	3
19	LAW 306	العقود المسماة	3
20	LAW 308	الحقوق العينية	3
21	LAW 303	قانون العقوبات / القسم الخاص (2)	2
22	LAW 310	الأعمال المصرفية والأوراق التجارية	3
23	LAW 400	قانون العمل والضمان الاجتماعي	3
24	LAW 304	قانون الإجراءات المدنية	3
25	LAW 401	القانون الدولي الخاص (1)	2
26	LAW 402	القانون الدولي الخاص (2)	2
27	LAW 407	قانون التنفيذ	2
28	LAW 307	القانون البحري	2
29	LAW 315	الملكية الفكرية	2
30	LAW 404	التحكيم في المنازعات المدنية والتجارية	2
31	LAW 405	قانون حماية البيئة	2
32	LAW 211	المالية العامة والتشريعات الاقتصادية	3
33	LAW 400	قانون الإجراءات الجزائية	3
34	LAW 204	الأحوال الشخصية (1)	3
35	LAW 305	الأحوال الشخصية (2) (أحكام الموارث)	3
36	LAW 403	علم أصول الفقه	3
37	LAW 416	بحث التخرج	3
38	LAW 411	التدريب العملي ( الداخلي و الخارجي)	4

اسم المساق: الحقوق العينية

رقم المساق: LAW 308

المتطلب السابق: LAW 301

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق دراسة الحقوق العينية وفقاً لما يأتي:  
الحقوق العينية الأصلية:

تتضمن دراسة حق الملكية بصورة عامة ونطاق هذا الحق ووسائل حمايته وخصائصه وعناصره والقيود الواردة عليه، وكذلك الملكية الشائعة، مع دراسة صور من أسباب كسب الملكية وما يقرب عنها من حقوق بالإضافة إلى الحقوق العينية التبعية وهي الرهن الحيازي والتأميني وحقوق الامتياز.

اسم المساق: الأعمال المصرفية والأوراق التجارية

رقم المساق: LAW 310

المتطلب السابق: LAW 203

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق دراسة الجوانب القانونية لأهم العمليات المصرفية مثل الودائع المصارفية والتحويلات المصرفية، والحسابات الجارية والقروض المصرفية وخطابات الضمان والاعتمادات المصرفية، ويشمل كذلك الأوراق التجارية مثل: الكمبيالة والشيك والسند الأذني، ودراسة أحكامها والتزاماتها وتداولها والوفاء بها.

اسم المساق: قانون العمل والضمان الإجتماعي

رقم المساق: LAW 400

المتطلب السابق: LAW 312

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق دراسة المبادئ العامة لقانون العمل، عقد العمل الفردي وعقد العمل الجماعي والأمور التي عاجلها القانون في مجال علاقة العمال بصاحب العمل، الضمان الاجتماعي، قانون الضمان الاجتماعي وأهميته، إصابات العمل، وأمراض المهنة، التأمين ضد الشيخوخة وخاصة في دولة الإمارات العربية المتحدة.

اسم المساق: قانون الإجراءات المدنية

رقم المساق: LAW 304

المتطلب السابق: LAW 306

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق التعريف بقانون أصول المحاكمات المدنية، ودراسة التنظيم القضائي من حيث تشكيل المحاكم ودرجات التقاضي ورجال القضاء ومعاونتهم وقواعد الاختصاص ونظرية الدعوى والأحكام وأنواعها والطعن فيها.

اسم المساق: القانون الدولي الخاص 1

رقم المساق: LAW 401

المتطلب السابق: LAW 304

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

تتناول الدراسة في هذا المساق التعريف بالقانون الدولي الخاص وبيان مصادره وقواعده ومميزاته وكذلك دراسة أحكام الجنسية (الأصلية والمكتسبة) والقواعد العامة للجنس، وقد اكتسبت في دولة الإمارات العربية المتحدة والمواطن والمعاملة القانوني للأجانب.

اسم المساق: القانون الدولي الخاص 2

رقم المساق: LAW 402

المتطلب السابق: LAW 401

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

تتناول الدراسة العلاقات الخاصة الدولية ومشكلة تنازع القوانين، تنازع القوانين وتنازع الاختصاص القضائي الدولي، وكيفية حلها استناداً لقواعد الإسناد في قانون المعاملات المدنية الاتحادي، كما تتناول الدراسة تحديد ضوابط الاختصاص القضائي الدولي للمحاكم الاتحادية.

اسم المساق: قانون التنفيذ

رقم المساق: LAW 407

المتطلب السابق: LAW 304

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق شرح النظرية العامة في التنفيذ الجبري والتعريف بقانون الإجراء، ودراسة دائرة الإجراء من حيث اختصاصها والقائم عليها، والخصومة في التنفيذ وطرق التنفيذ الجبري على أموال المدين وعلى شخصه وكيفية توزيع حصيلة التنفيذ، وإشكالات التنفيذ.

اسم المساق: القانون البحري

رقم المساق: LAW 307

المتطلب السابق: LAW 203

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق التعريف بالقانون البحري، ودراسة السفينة: تعريفها وحالتها، ملكيتها والحقوق العينية عليها، والحجز على السفن والنظام القانوني لطاقم السفينة، وكذلك دراسة " استغلال السفينة " عقد النقل البحري، والحوادث البحرية، ومسؤولية مالك السفينة، ثم التأمين البحري".

اسم المساق: الملكية الفكرية

رقم المساق: LAW 315

المتطلب السابق: LAW 203

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق دراسة ماهية الملكية الفكرية وعناصرها المتمثلة في حقوق الملكية الأدبية والفنية، وحقوق الملكية التجارية والصناعية وحمايتها على الصعيد الدولي وفي التشريع الداخلي، والتعرض للاتفاقيات الدولية المنظمة لحقوق الملكية الفكرية مثل اتفاقية برن واتفاقية باريس واتفاقيات الجات في نطاق التجارة الدولية.

اسم المساق: التحكيم في المنازعات المدنية والتجارية

رقم المساق: LAW 404

المتطلب السابق: LAW 304

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يتضمن هذا المساق التعريف بمهية التحكيم وأهميته في حل المنازعات التجارية على الصعيد الدولي والقواعد الخاصة بالتحكيم لمختلف مراكز التحكيم الإقليمية والعربية والإنفاقيات الخاصة بتنفيذ أحكام التحكيم وكذلك جهود المنظمات الدولية في إيجاد قواعد محددة للتحكيم وكل ما يتعلق بإتفاقيات التحكيم وشروطه ومشارطة التحكيم وكذلك التحكيم في القوانين والإنفاقيات العربية.

اسم المساق: قانون حماية البيئة

رقم المساق: LAW 405

المتطلب السابق: LAW 207

الساعات المعتمدة: 2 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق التعريف بالبيئة وتلوثها ومصادر التلوث، وحماية البيئة من الناحية القانونية والجزاءات القانونية الجنائية والمدنية والإدارية التي تترتب على تلوث البيئة وذلك من خلال دراسة قانون حماية البيئة الاتحادي.

اسم المساق: المالية العامة والتشريعات الاقتصادية

رقم المساق: LAW 211

المتطلب السابق: ECO 100L

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق دراسة المدخل إلى علم المالية العامة، والقواعد التي تنظم مالية الدولة (الموازنة والنفقات والإيرادات) (مع التركيز على التطبيقات التشريعية لهذه الأساس في التشريعات المالي الاتحادي مثل التشريعات المنظمة للاستثمار والتشريعات المنظمة للجمارك مع الإشارة إلى الضرائب وأنواعها.

اسم المساق: قانون الاجراءات الجزائية

رقم المساق: LAW 400

المتطلب السابق: LAW 303

الساعات المعتمدة: 3 ساعات معتمدة

توصيف المساق:

يتناول هذا المساق التعريف بقانون الإجراءات الجنائية، ودراسة الدعوى العمومية من حيث إقامتها والسلطات المختصة بها، وسبل انقضائها، وكذلك دراسة الدعوى المدنية التابعة للدعوى الجزائية، كما تتضمن الدراسة مرحلة التحري والاستدلال، وهي المرحلة التي تتولاها أجهزة الشرطة المختصة، ومرحلة التحقيق الابتدائي وهي التي تتولاها النيابة العامة، ومرحلة المحاكمة وهي التي تتولاها المحاكم الخاصة. وكذلك دراسة طرق الطعن بالأحكام الجزائية (المعارضة، الاستئناف، التمييز، التماس إعادة النظر).

اسم المساق: مصادر الالتزام 2  
رقم المساق: LAW 205  
المتطلب السابق: LAW 201  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

اسم المساق: Public International Law  
رقم المساق: LAW 206  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق التعريف بالمسؤولية التصيرية والتمييز بينها وبين المسؤولية العقدية والجمع والخبرة بين المسؤولين وأركان المسؤولية التصيرية) الفعل الضار والضرر وعلاقة السببية) ويتناول الفعل الضار والمسؤولية عن الخطأ الشخصي والمسؤولية عن عمل الغير والمسؤولية عن الأشياء، والضرر بنوعيه المادي والأدبي، وعلاقة السببية بين الفعل الضار والضرر، ودراسة دعوى المسؤولية التصيرية والتعويضية، دراسة الفعل النافع والقانون بإعتباريهما مصدران غير إراديين للإلتزام.

اسم المساق: قانون العقوبات القسم العام 1  
رقم المساق: LAW 200  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

اسم المساق: القانون الإداري  
رقم المساق: LAW 207  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق دراسة تفصيلية وتحليلية للنظرية العامة للجريمة، من حيث التعريف بالجريمة وأنواعها، ودراسة ركبتها) المادي والمعنوي (، مع بيان ساريان القانون الجنائي من حيث الزمان والمكان والأشخاص، وبيان الاثبات في الجريمة وأحكامها، وموانع المسؤولية الجنائية وأسباب الإباحة.

اسم المساق: أحكام الإثبات  
رقم المساق: LAW 312  
المتطلب السابق: LAW 205  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

اسم المساق: الشركات التجارية والإفلاس  
رقم المساق: LAW 300  
المتطلب السابق: LAW 203  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

اسم المساق: قانون العقوبات القسم الخاص 2  
رقم المساق: LAW 303  
المتطلب السابق: LAW 302  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

اسم المساق: الشركات التجارية والإفلاس  
رقم المساق: LAW 300  
المتطلب السابق: LAW 203  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق دراسة أهم الجرائم المستحدثة التي أفرزها التقدم العلمي والتقني ومن هذه الجرائم المستحدثة:  
1 جرائم غسيل الأموال.  
2 جرائم الحاسوب والإنترنت.  
3 جرائم بطاقات الائتمان.  
4 جرائم الإتجار بالبشر.  
مع استيعاب هذا المساق للجرائم المستحدثة الأخرى التي يفرزها التقدم العلمي مستقبلا .

اسم المساق: قانون العقوبات القسم العام 2  
رقم المساق: LAW 202  
المتطلب السابق: LAW 200  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

اسم المساق: قانون العقوبات القسم الخاص 1  
رقم المساق: LAW 302  
المتطلب السابق: LAW 202  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

اسم المساق: أحكام الإلتزام  
رقم المساق: LAW 301  
المتطلب السابق: LAW 205  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

اسم المساق: العقود المسماة  
رقم المساق: LAW 306  
المتطلب السابق: LAW 205  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

اسم المساق: القانون التجاري  
رقم المساق: LAW 203  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

اسم المساق: العقود المسماة  
رقم المساق: LAW 306  
المتطلب السابق: LAW 205  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق دراسة مفهوم العقود المسماة والفرقة بينها وبين العقود غير المسماة من حيث مصادرها وطبيعتها وأهدافها، ثم بعد ذلك دراسة أهم ثلاثة من العقود المسماة) عقد البيع وعقد الإيجار وعقد المقاولة( من حيث شروطها وأركانها وعناصرها والالتزامات التي يربتها كل منهما، ودراسة القوانين المحلية والخاصة بإيجار العقار في بعض الإمارات، ودراسة مقارنة مع أحكام قانون المعاملات المدنية الاتحادي وأصولها من الفقه الإسلامي وأحكام القضاء بشأنها.

يتناول هذا المساق التعريف بالقانون التجاري وتاريخه ومصادره، ودراسة نظرية الأعمال التجارية، ودراسة التجار، ومنها صفة التاجر، والتزامات التجار " القيد في السجل التجاري، وإمسك الدفاتر التجارية " وكذلك دراسة العقود التجارية والرهن التجاري والوكالة بالعمولة والسامسارة بصورة عامة والحماية القانونية للمتجر بشاقيها الحماية الاتفاقية والقانونية وحماية المتجر من المنافسة غير المشروعة.

اسم المساق: الأحوال الشخصية 1 احكام الزواج والطلاق  
رقم المساق: LAW 204  
المتطلب السابق: LAW 103  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق بيان مفهوم الأحوال الشخصية وتطور تشريعاتها وأهمية الأسرة والنسب ومكانتهما في الإسلام، كما يدرس مقدمات الزواج، الخطبة وأحكامها، وعقد الزواج من حيث مفهومه وأحكامه ومشروعيته، والولاية في الزواج والمهرات وشروط عقد الزواج وآثاره، والمهر، تعريفه وحكمته وأنواعه، والتفقة وتعريفها وحكمتها وأنواعها ومقارنها وشروطها، ثم بيان الطلاق من حيث تعريفه وحكمته ومشروعيته وتقسيماته والخلع وحكمه ومشروعيته، والتفريق وأنواعه والآثار المترتبة عليه، وبيان العدة وحكمتها وآثارها، وأخيرا بيان التفقة من حيث تعريفها وصورها وحكمتها وآثارها.

اسم المساق: الأحوال الشخصية 2 الوصايا والموارث  
رقم المساق: LAW 305  
المتطلب السابق: LAW 204  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

بيان الحقوق المتعلقة بالتركة وكيفية تقسيم التركة على الورثة من العصباء وذوي الارحام، وبيان نصيب كل منهم في التركة، واصل المسائل الارثية، والرذ والعول، وقسمة المسائل الارثية، والمناسبات والتجارح، واحكام ميراث الجنين والمفقود والخنثى. والتعريف بالوقف ومشروعيته وحكمه وانواعه وشروطه و احكامه، وبيان معنى الوصاية ومشروعيته وحكمها وانواعها واحكامها و اثر نظام الوقف والوصايا والموارث في تحقيق التكافل الاجتماعي في المجتمع المسلم.

اسم المساق: علم أصول الفقه  
رقم المساق: LAW 403  
المتطلب السابق: LAW 103  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق التعريف بأصول الفقه وبيان موضوعه وفائدته ومناهج التأليف فيه وتعريف الحكم الشرعي وبيان قسميه (التكليفي والوضعي)، وأنواع كل واحد منهما وشروط التكليف بالفعل. كما يدرس هذا المساق العام والخاص والأمر والنهي والمطلق والمقيد والمشترك والحقيقة والمجاز والصريح والكنائية والظاهر والنص والمفسر والمحكم والخفي والمشاكل والمجمل والمتشابه، وعجالة النص وإشارة النص ودلالة النص واقتضاء النص ومفهوم المخالفة، ويهتم هذا المساق ببيان الاجتهاد ودوره في تفسير النصوص الشرعية والقانونية ويدرر كذلك مصادر التشريع (مصادر استنباط الاحكام) (القران والسنة والاجماع والقياس والاستحسان والمصالح المرسلة).

اسم المساق: المدخل إلى البحث العلمي  
رقم المساق: LAW 104  
المتطلب السابق: لا يوجد  
الساعات المعتمدة: 2 ساعات معتمدة  
توصيف المساق:

يهدف هذا المساق إلى تزويد الطالب بالمهارات الأساسية في تخطيط وتنفيذ البحوث والدراسات العلمية. وكيفية اختيار المشكلة البحثية وصياغتها، ومقدمة البحث وعنوانه، والإطار المرجعي، وتصميم الفرضيات، وأهداف البحث بطريقة تجعله مترابطا، وكذلك التعرف الدقيق على المصطلحات العلمية المستخدمة في الدراسات والبحوث العلمية، وإكساب الطالب المهارات الضرورية في تحليل مشكلات وفرضيات وأهداف الدراسة، وتفسير النتائج بالأسلوب العلمي.

اسم المساق: بحث التخرج  
رقم المساق: LAW 416  
المتطلب السابق: 110 ساعة  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتضمن الجانب النظري دراسة طرق وأساليب البحث، وكيفية اختيار موضوع البحث ومراحل إعدادة، أدوات البحث وكيفية التعرف عليها والبحث فيها وكيفية إعداد خطة البحث، وإعداد المقدمة والموضوع والخاتمة.

يتضمن الجانب العملي إعداد الطالب بحثا قانونيا في التخصص الذي يختاره الطالب. ويتولى القسم العملي الذي يتبعه موضوع البحث الموافقة على العنوان المقترح للبحث وتعيين مشرفا له لكي يتولى الإشراف عليه خلال مرحلة إعداد البحث. وعند الانتهاء من البحث يقوم الطالب بتسليمه للمشرف ( أربعة نسخ على الأقل) قبل بدء الامتحانات النهائية بأسبوعين على الأقل حيث تتم مناقشة البحث في الموعد المحدد من قبل المشرف وعضو هيئة تدريس آخر يختاره القسم العلمي

اسم المساق: التدريب العملي  
رقم المساق: LAW 411  
المتطلب السابق: LAW 400 & LAW 304  
الساعات المعتمدة: 4 ساعات معتمدة  
توصيف المساق:

يشتمل على التدريب الخارجي والداخلي معا ويتم دمجها في مساق واحد ويشترط أن يكون التدريب الداخلي بالمحكمة التعليمية بالكلية وأن يتم التدريب الخارجي في مختلف الدوائر والجهات القانونية والقضائية الأخرى ذات العلاقة.

اسم المساق: Money & Banking  
رقم المساق: LAW 412  
المتطلب السابق: ECO 100L  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

This course introduces the concepts of money, its functions and the monetary systems. In addition, it explains banking systems including central and commercial banks. It also explains the current development in the financial and credit systems and financing problem of the national economics

اسم المساق: International Economy  
رقم المساق: LAW 414  
المتطلب السابق: ECO 100L  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

This course introduces the concepts of the international economics. It discusses the nature, the development and performance of the international economic system. Also, it addresses the theoretical background of international economic relations, and their connection with the overall economic system.

اسم المساق: International commercial Contract  
رقم المساق: LAW 408  
المتطلب السابق: LAW 208  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

This course covers the concept of the law of international trade at it addresses its origin, development and its relation with other applicable laws. It focuses on the international agreements and organizations that regulate and scrutinize the legal basis of international trade. Also, the course focuses on international sale contracts as the primary tool for conducting contractual relations between parties of international trade by discussing their formation, and the internationality in the legal rules governing such contracts.

اسم المساق: The Legal Regulation of the E-Commerce  
رقم المساق: LAW 410  
المتطلب السابق: LAW 205  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

This course identifies the concepts of E commerce, E Contracts, E signature, and E approval. In addition, it emphasizes the importance of E Commerce, as a common method of conducting business transactions. In doing so, it addresses the concepts of E-Money, E-Payments in addition to those of assurance and privatization within the electronic transactions.

اسم المساق: International Organizations  
رقم المساق: LAW 415  
المتطلب السابق: LAW 206  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

This course describes the definition of the international organization and the historical development they witnessed over the years. The course examines topics such as, the legal status of the international organizations and their employees, their functions, and the consequences of their international recognition. The course recognizes the significant importance of the United Nations as an international organization, so it provides an insight into its role and its main specialized agencies. It also studies some regional and Arab organizations, namely the Arab League.

اسم المساق: حقوق الإنسان في المواثيق الدولية والشريعة الإسلامية  
رقم المساق: LAW 213  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق دراسة تطور حقوق الإنسان والتعريف بها منذ بداية المجتمعات القديمة مرورا بالعصور الوسطى وانتهاج المرحلة الدولية. وكذلك دراسة حقوق الإنسان وضماناتها في القانون الدولي قبل وبعد وضع ميثاق الأمم المتحدة. وكذلك دراسة أبرز الاتفاقيات الدولية في هذا الشأن، وبعض الاتفاقيات الدولية ذات المستوى الإقليمي ومقارنة ذلك مع حقوق الإنسان في الشريعة الإسلامية.

اسم المساق: قانون حماية المستهلك  
رقم المساق: LAW 413  
المتطلب السابق: LAW 205  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق التعريف بالمستهلك العادي والإلكتروني وطرق حمايته في ضوء القواعد العامة مثل عقود الإذعان وخيار الرؤية والالتزام بالإعلام، والقواعد الخاصة مثل الحق في الرجوع، ودور اتفاقات منظمة التجارة العالمية في هذا الخصوص.

اسم المساق: علم الإجرام والعقاب  
رقم المساق: LAW 209  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق التعريف بعلم الإجرام وتطوره وفروعه وأساليب البحث فيه، وبيان أنواع المذاهب المختلفة التي قبلت في تفسير الظاهرة الإجرامية، وكذلك بيان العوامل الخارجية والداخلية في تفسير الظاهرة الإجرامية. كذلك يتناول هذا المساق بيان مفهوم علم العقاب وتطوره وعلاقته بالعلوم الأخرى، وبيان المؤسسات العقابية وأنواعها وتاريخها، ودراسة الجزاء الجنائي في التشريع الاتحادي ومقارنته بالتشريعات الأخرى من حيث أنواعه وطريقة تنفيذه وأساليب المعاملة العقابية داخل المؤسسات العقابية.

اسم المساق: الطب الشرعي  
رقم المساق: LAW 406  
المتطلب السابق: LAW 303  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يمثل موضوع الخبرة في المسائل الجنائية دورا كبيرا في كشف الحقيقة والإسراع في إنهاء التحقيقات الجنائية حيث إن القاضي في أغلب الأحيان يكون بحاجة إلى من يساعده في هذا المجال. ويمثل الطب الشرعي أحد المجالات الفنية التي لا غنى عنها في الكثير من المسائل الجنائية، لذلك فإن هذا المساق سيتناول الموضوعات التالية: ماهية الطب الشرعي وعلاقته بمسرح الجريمة، وحالات الوفاة والحوادث، الأسلحة النارية وحالات الشنق والخنق والغرق وجرائم الاغتصاب والجورس والإصابات.

اسم المساق: علم النفس القانوني  
رقم المساق: LAW 417  
المتطلب السابق: LAW 100  
الساعات المعتمدة: 3 ساعات معتمدة  
توصيف المساق:

يتناول هذا المساق التعاون بين علم النفس والقضاء وخدمة علم النفس للعدالة في ضوء حاجة المجتمع الحديث إلى خدمات علم النفس القضائي، والإحاطة بالدراسات السايكولوجية في القضاء، والإشارة إلى السمات النفسية للقضاء الإسلامي.

## CLAW Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Dr. Khalid Alshoha	Jordan	Ph.D. in Commercial Law	Amman Arab University	Jordan
2	Dr. Mohammad Al Armman	Jordan	Ph.D. in Commercial Law	Amman Arab University	Jordan
3	Dr. Amer Al-Fakhoury	Jordan	Ph.D. in International Public Law	University of Reims	France
4	Dr. Majid Al Kasassbeh	Jordan	Ph.D. in Civil Law	Amman Arab University	Jordan
5	Dr. Saleh Al Shraideh	Australia	Ph.D. in International Law	Macquarie University	Australia
6	Dr. Ehab Alrousan	Jordan	Ph.D. in Criminal Sciences	University of Tunis El Manar	Tunisia
7	Dr. Mahir Albana	France	Ph.D. in Public International Law	University of Nice Sophia-Antipolis	France
8	Prof. Tarek Mohamed	Egypt	Ph.D. in Law	Helwan University	Egypt
9	Dr. Amer Muhsen Alkiswaani	Jordan	Ph.D. in Civil law	Arab institution for research and studies	Egypt
10	Dr. Haytham Mohamed Sherif	Egypt	Ph.D. in Public Finance	Banha University	Egypt
11	Dr. Naser Al-Shrman	Jordan	Ph.D. in Commercial Law	Cairo University	Egypt
12	Dr. Simon Badran	France	Ph.D. in Public Law	UNIVERSITY OF MONTPEL-LIER I	France
13	Dr.Hatem Adela	Egypt	Ph.D. in Economics & Public Finance	Zagazig University	Egypt
14	Prof. Ali Samaka	Iraq	Post Doctorate in Physical Education	Baghdad University	Iraq
15	Dr. Jamal Alassaf	Jordan	Ph.D. in Commercial Law	Amman Arab University for Graduate Studies	Jordan
16	Dr. Salma Abbas Mohamed	Sudan	Ph.D. in Criminal Law	Neelain University	Sudan
17	Dr. Tariq Morchid	Morocco	Ph.D. in International Business law	University of Cergy Pontoise	Paris
18	Dr. Wael El Gendy	Egypt	Ph.D in Criminal Law	Police Academy	Egypt
19	Dr. Wisam Shakir	Iraq	Ph.D in Sharia	Baghdad University	Iraq
20	Prof. Abed Fayed	Egypt	Ph.D in Law	Pantheon Sorbonne University Paris	Paris



# COLLEGE OF DESIGN (CDES)

The Design College is considered one of most dynamic Colleges at the University AUE. It consists of four important programs that are unique, and very technical. The College of Design at AUE provides its students, a wide variety of educational and career opportunities, and encourages creative minds, in order for the students to be able to peruse professional careers in the industry. Students learn the theoretical knowledge, as well as learning the practical experience to prepare them for challenging careers in any of the following programs.

## Offered degree programs

CFAD offers the following programs:

1. Bachelor of Science in Design – Digital Animation
2. Bachelor of Science in Design – Graphic Design
3. Bachelor of Science in Design – Interior Design
4. Bachelor of Science in Design – Fashion Design

## Program Study plan

REQUIREMENTS	TYPE	BSC. COMPUTER SCIENCE	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Requirements	Compulsory	09	27
Specialization	Compulsory (*)	11 - 17	51 - 57
Electives	Compulsory (*)	03 - 05	09 - 15
<b>Total</b>		<b>42</b>	<b>126</b>
(*) the number of courses vary depend on the specialization			

## A: English Language

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Visual Research	-	Mandatory

## B: Arabic Language

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

### C: The Natural Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Natural Science	-	Optional
2	Sustainable Energy	-	Optional
3	Environmental Science	-	Optional

### D: The Social or Behavioral Sciences

The student selects 3 credit hours (1 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Optional
2	Introduction to Social Science	-	Optional
3	Women and Politics	-	Optional
4	Religion and Society	-	Optional
5	Introduction to Sociology	-	Optional
6	Introduction to Philosophy	-	Optional
7	Introduction to Political Science	-	Optional

### E: The Humanities or Arts

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Contemporary Arab Art	-	Mandatory
3	Art History	-	Mandatory

### F: Islamic Studies, History or Culture

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional
3	History of Islamic Art	-	Optional

### G: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

### Core requirements courses (09 courses/27 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	FAD 100	Color Theory and Practice	3
2	FAD 105	Drawing I	3
3	FAD 110	Basic Design	3
4	FAD 200	Fundamentals of Graphic Illustration and Digital Imaging	3
5	FAD 201	Art History I	3
6	FAD 202	Art History II	3
7	FAD 210	Drawing II	3
8	FAD 215	3D Design	3
9	FAD 305	Internship	3

### Compulsory courses –Graphic Design Specialization (11 courses/51 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	GRD 300	Graphic Design I	6
2	GRD 301	Communication Design	3
3	GRD 302	Life Drawing	3
4	GRD 303	Information Design	3
5	GRD 304	Typography I	6
6	GRD 305	Graphic Design II	6
7	GRD 310	History of Graphic Design	3
8	GRD 400	Graphic Design III	6
9	GRD 401	Typography II	3
10	GRD 402	Capstone Graduation Project	6
11	GRD 404	Desktop Publishing	3

### Compulsory courses –Interior Design Specialization (17 courses/57 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	IND 300	Introduction to Interior Design	3
2	IND 301	ID Principles	3
3	IND 302	Materials and Resources	3
4	IND 303	Textiles for Interior Design	3
5	IND 304	Studio II – Residential	3
6	IND 305	Studio I – Drafting	3
7	IND 306	Building Systems and Codes	3
8	IND 310	CAD	3
9	IND 315	Furniture Design	3
10	IND 400	Studio III – Commercial	3
11	IND 401	Lighting for Interior Design	3
12	IND 402	Studio IV: Commercial	3
13	IND 403	Advanced CAD	6
14	IND 404	Detailing	3
15	IND 405	Interior Design Profession	3
16	IND 406	Capstone Graduation Project	6
17	IND 410	History of Interior Design	3

## Compulsory courses –Fashion Design Specialization (12 courses/54 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	FSD 301	Introduction to The Fashion Industry	3
2	FSD 303	Introduction to Textiles, Materials & Processes	3
3	FSD 306	Fashion Illustration	3
4	FSD 307	Garment Construction	3
5	FSD 309	Fashion Studio I	6
6	FSD 304	Fashion Merchandising	3
7	FSD 402	Patternmaking	6
8	FSD 400	CAD for Fashion Design	6
9	FSD 403	Fashion Design by Draping	6
10	FSD 401	Fashion Studio II	6
11	FSD 404	Capstone Graduation Project	6
12	FSD 202	History of Costume	3

## Compulsory courses –Digital Animation Specialization (13 courses/54 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	DIA 300	Basic Animation	3
2	DIA 301	History of Animation	3
3	DIA 302	Storyboarding	3
4	DIA 303	Motion Graphics	3
5	DIA 305	Introduction to Digital Video Production	3
6	DIA 306	Principles of 3D Animation	3
7	DIA 400	Character Rigging and Setup	6
8	DIA 401	3D Modeling and Character Animation	6
9	DIA 402	Animation Production	6
10	DIA 403	Audio for Animation	3
11	DIA 404	Capstone Graduation Project	6
12	GRD 302	Life Drawing Fundamentals	3
13	GRD 304	Typography I	6

### Free Electives courses (03 to 05 courses)

09 to 15 Credit Hours must be chosen from any other college/ specialization in condition the prerequisites of the chosen courses are met.

It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

## Course Description

### General Education Courses:

#### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

## B: Arabic Language

### ARLAA 100 Communication Skills in Arabic (3CH):

: صُمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضر الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا عُني المساق بتدريب الطالب على المهارات الأساسية للكتابة: كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نبذة عامة: يركز المساق على محورين أساسيين: 1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية. 2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تتناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية.

## C: The Natural sciences

**ASC 210 Natural Science (3CH):** The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analysing, interpreting, understanding and discussing scientific terminology and facts.

**ASC 212 Sustainable Energy (3CH):** This course provides an introduction to sustainable energy, conservation, and energy efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social sciences perspectives. Students will be introduced to a variety of topics including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

**ASC 211 Environmental Science (3CH):** The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics, biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management.

## D: The Social or Behavioral Sciences

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

**ASC 110 Introduction to Social Sciences (3CH):** This course serves as an introduction into the interdisciplinary and multifaceted social sciences. The content on the course covers the range of different disciplines that social sciences consists of, namely: anthropology, sociology, psychology, political science, economics and to a lesser extent also history and geography. The secondary aim of the course is moreover for students to develop their critical thinking skills by engaging actively with material about social issues, social change and social institutions.

**ASC 111 Women and Politics (3CH):** This course will examine how women participate and effect political change in a global context. Through a focus on the status of women in society, this course will introduce students to contemporary issues surrounding women's political participation, representation, and citizenship. Students will develop the ability to think critically about the relationship between sex and gender and the intersections of race, class, religion, law and nation. This course will explore women's diverse histories, movements, and feminist activism. Students will evaluate whether women's efforts to achieve equal political rights have worked and what obstacles women still face in accessing political institutions. In addition, students will reflect on a wide-range of policy issues related to violence against women, employment, family values, and reproductive health. This course will also ask what possibilities are available for individuals to take action to improve society and enable women's full participation as citizens, activists, voters, and politicians.

**ASC 104 Introduction to Sociology (3CH):** This course introduces the science of Sociology. Students will examine Society, Institutions and the relationships that make up a social context. The scientific methodology used to study social interactions, stratification and other elements of sociological enquiry will be discussed to emphasize the core concept of sociology as a systematic study of societies and social structures.

**ASC 201 Introduction to Philosophy (3CH):** This course will introduce the students to the key concepts of philosophy and its principle tools. The course will discuss major thinkers and different schools of philosophical thought, and will apply philosophical analysis to the topics of knowledge, religion, mind, freedom, responsibility, and ethics.

**ASC 302 Introduction to Political Science (3CH):** This course will introduce the students to the key concepts of Political Science and its principle tools. The course will discuss the role of main political actors in the field of politics and their function.

### **E: The Humanities or Arts**

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**?? Contemporary Arab Art (3CH):** This course introduces students to contemporary Arab arts and aesthetics from the beginning of twentieth century up to date. Emphasis is placed on the formation of contemporary art and design movement in the Arab countries, the driving forces behind the changes in aesthetics from Islamic to Arabic and expression of cultural identity. Special concentration on the role of pioneer figures and the various generations of artists and their influence on contemporary Arab art.

**FAD 122 Art History (3CH):** This course is a chronological survey of art and design offering students an in-depth understanding of the role of art throughout history with a strong focus on aesthetic values, socio-cultural influences and technical terminology. Architecture, sculpture, painting, decorative arts, prehistoric art, design of the ancient world, the world beyond Europe, early Christian and Islamic art and the art of the Middle-Ages and Gothic period form the foundation of the course material spanning a period from 40,000 BC to 1300 AD.

### **F: Islamic Studies, History or Culture**

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** The course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

**?? History of Islamic Art (3CH):** This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

### **G: UAE Studies**

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

### **Core Courses:**

**FAD 100 Color Theory and Practice (3CH):** This course examines color theory as an element for communications and expression as applied to traditional and digital design in the visual communications field. This fundamental course covers several color topics including color theory, color interaction, and color psychology. This course covers creative and technical aspects of color design issues using digital illustration and traditional media manipulation.

**FAD 105 Drawing I (3CH):** This is an introductory course to drawing, and this course covers the practical or technical basics of drawing. This course equips the student with a variety of basic drawing skills, approaches and concepts explored through a comprehensive range of media. The illusion of volume and space through the use of perspective, line, and value is stressed. From this course, students are expected to develop practical skills in drawing, to sharpen their powers of perception, and to gain an awareness of drawing's historic and contemporary context and expressive potential.

**FAD 110 Basic Design (3CH):** This is an introduction to design concepts with an emphasis on traditional compositional theory, design principles and elements. This course is designed to give students a strong understanding of two-dimensional visual communications.

**FAD 200 Fundamentals of Graphic Illustration and Digital Imaging (3CH):** This course covers fundamental principles of digital imaging using Photoshop as well as use of vector graphic techniques to create images for use in print, multimedia, or web design. Topics for digital imaging include acquisition, manipulation, and output of digital images. Students will generate effective typography, master basic drawing tools, develop unique brushes and patterns, and utilize a variety of color palettes and libraries to achieve transparency and special effects. Transformation of objects to manipulate perspective, use of blends and gradients to produce airbrush effects, and the application of advanced path tools will be covered. This course involves considerable hands-on instruction and multiple projects using Adobe Illustrator CS3.

**FAD 201 Art History I (3CH):** This is an introductory level course designed to help students achieve a better understanding history, the aesthetic categories, specialized categories, and terms of art history. This course deals primarily with architecture, sculpture, painting, related arts, the ancient world, the Middle-Ages, and the world beyond Europe. Incorporated into this course are the Renaissance, baroque, rococo, modern and post-modern periods.

**FAD 202 Art History II (3CH):** This course surveys the artistic styles from the Renaissance through the present. Pictures, sculpture and architecture are studied as individual works in relationship to their social, political, and religious backgrounds. The prerequisite is FAD 201.

**FAD 210 Drawing II (3CH):** Drawing II includes discussion of drawing concepts and related vocabulary, training in freehand drawing, exploration of different drawing techniques and mediums, and growth of personal expression and problem solving. This course builds on the vocabulary, skills and concepts learned in Drawing I. Also, the course includes color theory, figure drawing, and advanced composition. The prerequisite is FAD 105.

**FAD 215 3D Design (3CH):** This is a basic three-dimensional design course. The main objective of this course is to give the students an understanding of the components used in three-dimensional formats and how these components are used to achieve a particular effect or feeling. This course also provides a great deal of technical information on structure, color usage, composition, and theory. The prerequisites are FAD 105 & FAD 110.

**FAD 305 Internship (3CH):** The College considers student internship as one of the most important channels that brings together the college, the students, and the job market. Moreover, internship is a means that integrates the academic theoretical environment to real life practice. The training, although it includes actual operation of the facilities of the employer and is similar to an on-the-job- training. The training is for the benefit of the students. The students do not displace regular employees, but work under the close observation of a regular employee or supervisor and could be guided by an AUE faculty member. The prerequisite is the completion of 90CH.

### Graphic Design Specialization Courses:

**GRD 300 Graphic Design I (6CH):** This course is an introduction to basic theory and skill of visual communications. Students learn elements of design, spatial relationships, typography and imagery as they apply to practical visual solutions for self-promotion, resumes, logo design, web design, and sequential systems. By solving basic visual communication problems involving emphasis, balance and unity, students develop the basic skills necessary for success in graphic communication. The focus will be on combining creative visual solutions with technical skills to solve communication problems. This class will instruct the student in graphic design

skills employing traditional and digital tools, materials and procedures employed in the communication arts industry. The prerequisites are FAD 200 & FAD 215.

**GRD 301 Communication Design (3CH):** This course covers basic design principles. Students learn to use all aspects of design for effective communication while working in a team-based environment, by the end of the course the student should be able to identify, select, and physically locate appropriate resources in a variety of Communication Design. The Co requisite is GRD 303.

**GRD 302 Life Drawing (3CH):** Exploring the skeletal and muscular systems of the human body, this course provides students with a working knowledge of human anatomy and figure construction. The technical and interpretive techniques of drawing are introduced alongside artistic and aesthetic notions. The prerequisite is FAD 210.

**GRD 303 Information Design (3CH):** In this course, students learn the process of conceptualizing and designing information. Students will focus on the planning, creation, and organization of the informational design process as applied to multimedia projects. The Co requisite is GRD 301.

**GRD 304 Typography I (6CH):** Typography I is the study of letterforms including their purpose as communication tools, type anatomy, syntax, and their evolution with technologies in printing and new media. This course will provide the student with a foundation to understand the evolution of typography from both historical and conceptual perspective. Students will be exposed to a vocabulary of professional terms in order to articulately communicate their ideas with their peers, and their future associates and clients. In addition, students will learn to incorporate the basic principles of typography with the essential technical skills necessary to achieve success in graphic design and advertising. The prerequisite is FAD 200.

**GRD 305 Graphic Design II (6CH):** This course supplies the student with specific information of the process of typography and layout as well as how to execute effective graphic design principles. It covers studio projects such as book covers, posters, logo designs, etc. This class will be exploring creativity on a professional standard while learning the basics of how to formally communicate with quality graphic design. The prerequisite is GRD 300.

**GRD 310 History of Graphic Design (3CH):** This course explores the evolution of graphic communication from prehistory through postmodern design and the digital revolution.

**GRD 400 Graphic Design III (6CH):** Graphic Design III is a continuation of Graphic Design II with advanced exercises and projects demonstrating a thorough working knowledge of graphic design elements and principles. Emphasis will be upon learning the business of graphic design and the role of the graphic designer as a member of a creative team. The prerequisite is GRD 305.

**GRD 401 Typography II (3CH):** This course is an in-depth examination of the principles and potential of typography with emphasis on typographic composition. Students explore the role that typography plays in shaping the form and content of communication. Through a series of studio exercises that introduce letterforms and text in relation to images, texture, color, hierarchy and grid structures, students will explore a variety of design problems and build skills in communicating visual meaning. The prerequisite is GRD 304.

**GRD 402 Capstone Graduation Project (6CH):** The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student. The prerequisite is GRD 400.

**GRD 404 Desktop Publishing (6CH):** This course examines desktop publishing using QuarkXPress. Students will learn to prepare a variety of publications including advertisements, brochures, and newsletters. Particular emphasis is given to learning the elements of layout and design. QuarkXPress is a high-end electronic publishing program whose features include extremely tight typographic and photographic controls. Such controls make QuarkXPress a page-layout program well suited for the printing and publishing industry. Class lectures will be supported with practice exercises and demonstrations. The lab portion of this class consists of a series of page layout jobs designed to highlight the features of the program. The prerequisites are GRD 304 & GRD 305.

### Digital Animation Specialization Courses:

**GRD 302 Life Drawing Fundamentals (3CH):** Exploring the skeletal and muscular systems of the human body, this course provides students with a working knowledge of human anatomy and figure construction. The technical and interpretive techniques of drawing are introduced alongside artistic and aesthetic notions. The prerequisite is FAD 210.

**GRD 304 Typography I (6CH):** Typography I is the study of letterforms including their purpose as communication tools, type anatomy, syntax, and their evolution with technologies in printing and new media. This course will provide the student with a foundation to understand the evolution of typography from both historical and conceptual perspective. Students will be exposed to a vocabulary of professional terms in order to articulately communicate their ideas with their peers, and their future associates and clients. In addition, students will learn to incorporate the basic principles of typography with the essential technical skills necessary to achieve success in graphic design and advertising. The prerequisite is FAD 200.

**DIA 300 Basic Animation (3CH):** This course is designed to provide the student with an introduction to visual animation, and in doing so increase their appreciation of animated efforts both past and present. Emphasis is on creating movement and expression utilizing traditional or electronically generated image movement. Projects developed in this course will add to a student portfolio an element of motion from traditional techniques and from modern computer-based techniques.

**DIA 301 History of Animation (3CH):** This course introduces to the history and development of the field of animation. The course will take you from the early magic lantern shows of the late nineteenth century to current and emerging digital animation technologies. This will be accomplished through a series of discussions, lectures, assignments, and viewing DVDs and videos.

**DIA 302 Storyboarding (3CH):** This course introduces to storyboarding and the planning processes of visual storytelling. Students will learn how to translate the concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. Students will also learn cinematic vocabulary and storyboard technique in the creation of both personal and professional expression. The prerequisite is FAD 210.

**DIA 303 Motion Graphics (3CH):** This course concentrates on teaching students how to conceptualize and create time-based graphics to express meaning. The course involves project-based learning with lectures and demonstrations. Students are expected to participate in classroom and collaborate to solve technical and creative challenges. The prerequisite is DIA 300. **DIA 305 Introduction to Digital Video Production (3CH):** This course covers the theory of digital production, compositing and working in digital formats. In addition to production theory, students learn to handle equipment as they shoot, light, record sound, edit, and author simple DVD presentations.

**DIA 306 Principles of 3D Animation (3CH):** This course investigates the fundamental principles of 3D animation. The student will survey the historical development of the animated film and develop basic skills in preproduction, 3D modeling and the basics of 3D animation. The prerequisites are FAD 215 & DIA 303.

**DIA 400 Character Rigging and Setup (6CH):** This course enables students to understand the character rigging techniques in the interface, and then to comprehend how the character rigging scripts relate to the rigging techniques. Students will build a standard bipedal skeleton with properly aligned rotation axes character rig. Students will construct a full body IK control rigging and skin for the model. The character setup and rigging techniques will include kinematics and inverse kinematics, and deformers. Expressions will be used to animate particles. The prerequisites are DIA 306 & GRD 302 & DIA 302.

**DIA 401 3D Modeling and Character Animation (6CH):** This course aims to apply the advanced modeling and animation techniques to produce character animation sequences with artistic quality, and also to introduce the cutting edge

technology in the creation of 3D computer animation. The prerequisites are DIA 306 & GRD 302.

**DIA 402 Animation Production (6CH):** This course covers advanced studies in the production of three-dimensional computer animation. This is a studio course in which students execute a single collaborative animation project, including planning, storyboarding, modeling, lighting, rendering and compositing of computer-generated imagery. In addition to developing a working knowledge of digital animation techniques and processes, a scholarly study of emerging advancements in computer animation technology will be included. The prerequisites are DIA 302 & DIA 401.

**DIA 403 Audio for Animation (3CH):** This course provides a solid foundation to the basic concepts that apply to all aspects of audio production. From acoustical basics to psychoacoustics and digital work paths, this class teaches students how audio works in our multimedia rich world.

**DIA 404 Capstone Graduation Project (6CH):** The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student. The prerequisites are DIA 302 & DIA 401.

### Interior Design Specialization Courses:

**IND 300 Introduction to Interior Design (3CH):** This course introduces the interior design profession and its role in shaping the environment. Students are introduced to the design process as it is followed in a professional office. The elements, vocabulary and principles of design are applied to a series of simple interior design projects, including both residential and commercial space interior design. In addition, students are introduced to life safety codes and accessibility guidelines.

**IND 301 Interior Design Principles (3CH):** This course introduces the principles of interior design, including unity, balance, proportion, scale, rhythm, and emphasis. Students learn about their definition and practical application through related assignments. In addition, students are introduced to basic color psychology, client analysis, selection of finishes, and mood and sample board presentation techniques. Anthropometrics and ergonomics will be reviewed and an orientation to the profession at local and national levels will be achieved. The prerequisite is FAD 110.

**IND 302 Materials and resources (3CH):** This course is a survey of materials used by interior designers for architectural elements and finishes for both residential and non-residential

design. The student will learn to evaluate and select the appropriate materials for a design project, and will be introduced to life safety ratings for finish materials. The student will be introduced to writing specifications for interior design materials. The prerequisite is IND 300.

**IND 303 Textiles for Interior Design (3CH):** Students will learn to identify fiber content, yarn construction, weave and finish, and will understand the effect of these components on the performance of textile products. Student will apply knowledge of textile component properties to the various end uses to which textile products are applied with emphasis on textiles used for finishes, furnishings and soft goods. Students will understand life safety ratings for textile products in various applications.

**IND 304 Studio II – Residential (3CH):** In this course the student develops a residential interior. 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. The prerequisites are IND 300 & IND 301 & IND 303.

**IND 305 Studio I – Drafting (3CH):** This course will introduce students to the fundamentals of drafting and geometric construction. Students will become familiar with drafting equipment and methodology used in architecture. This course will provide basic understanding of drafting techniques necessary to allow students to progress to CAD.

**IND 306 Building Systems and Codes (3CH):** In this course, the student is introduced to interior construction and servicing systems and to the codes and regulations which affect Interior designers. Emphasis is placed on the development of a related vocabulary and a critical understanding of the interaction between the design, construction, services, and codes.

**IND 310 CAD (3CH):** This course is an introduction to the two dimensional methods of graphic communication used by architects and interior designers, with an emphasis on orthographic drawings used for construction drawings. Students will use tools and techniques to hone hand-drafting skills as well as be introduced to computer aided drafting using AutoCAD. Students will learn to read, organize and produce a set of construction drawings. The prerequisites are FAD 210 & FAD 215 & IND 305.

**IND 315 Furniture Design (3CH):** In this course the students will design furniture as well as incorporate furniture selection and design into both residential and public space design projects. The design process will be the framework for all project development. The prerequisites are IND 302 & IND 310.

**IND 400 Studio III – Commercial (3CH):** 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. The prerequisites are IND 303 & IND 310 & IND 315.

**IND 401 Lighting for Interior Design (3CH):** Students will study the technical, aesthetic and psychological aspects of lighting in an environment. Principles of lighting design and selection will be applied to the selection of luminaries and lighting sources. The prerequisite is FAD 100.

**IND 402: Studio IV – Commercial (3CH):** This course emphasizes in programming and space planning for a complex office design. Students will become familiar with several office furniture systems and choose one for use in their office design. The prerequisite is IND 400.

**IND 403 Advanced CAD (3CH):** This course examines the advanced drafting techniques and functions of Autodesk and other applications, applying the concepts to general and advanced interior drafting. Students learn advanced computer graphic communication techniques in interior design for the development of technical and perspective drawings created in presentation formats using 3D modeling and images. The prerequisite is IND 310.

**IND 404 Detailing (3CH):** This course builds on the concepts introduced in CAD, with emphasis on architectural detailing, including millwork, furniture and cabinetry. Computer aided drafting using AutoCAD will be the primary method of graphic communication in this course. The prerequisite is IND 403.

**IND 405 Interior Design Profession (3CH):** In this course, students are exposed to the range of career possibilities in the interior design profession through personal exploration, speakers, lectures, and discussions. Students will apply this knowledge to an evaluation of personal career goals and preparation of a cover letter and resume. Students will be exposed to the business structure and internal organization, marketing techniques, fee structures, and project management procedures of both residential and contract/commercial interior and architectural design firms. Class will include discussions of ethics, education and professional organizations. The prerequisites are IND 300 & IND 200.

**IND 406 Capstone Graduation Project (6CH):** The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student. The prerequisites are IND 304 & IND 400 & IND 403.

**IND 410 History of Interior Design (3CH):** This course aims to focus on the evolution of interiors through a chronological overview of various trends and approaches to interior and furniture design in different cultures throughout history. Covering different cultural periods from pre-history to late modernism of the early 21st century, the course also aims to explore and discuss the evolution of the act of designing, and the changing role of the designer, from the builder and craftsman to the cultural actor. The prerequisite is FAD 202. Fashion Design Specialization Courses:

**FSD 202 History of Costume (3CH):** This course covers the historic development of Western and Asian fashion design and costumes. The evolution of clothing from the ancient times to the present day will be examined, with emphasis on the social, technological and artistic contexts and influences. Students will study the significant fashion designers and their contribution to the field of fashion. They will explore the broader design aspects and attempt to implement the knowledge gained in contemporary design. The prerequisite is FAD 202.

**FSD 301 Introduction to Fashion Industry (3CH):** This course provides students with a complete overview of the fashion industry from inspiration through production. The course explores the factors influencing fashion cycles and fashion change and explains the process of design, development, and apparel production. The students will gain also insights into the working processes and inter-relationships in the international fashion industry, as well as examine relevant areas for design practice and associated career opportunities.

**FSD 307 Garment Construction (3CH):** This course is designed to teach the fundamentals of clothing based on wardrobe planning, purchase and use of fabrics as well as garment construction. Emphasis upon intellectual reasoning, problem-solving, managing, communicating and manual dexterity are used. This course also introduces the students to the basic sewing and construction skills. The prerequisite is FSD 301.

**FSD 309 Fashion Studio I (6CH):** In this course, students will learn to apply clothing construction principles, techniques and skills in apparel construction. The class will use lecture, demonstration and hands-on experience to teach the skills needed to plan and construct four garments during this class. The prerequisite is FSD 307.

**FSD 303 Introduction to Textiles, Materials & Processes (3CH):** This course provides the knowledge required for fabric identification & application. It explores various textile processes, techniques, materials and their performance, serviceability and selection for suitable designs. The social, sustainable and environmental issues associated with textiles practice are also examined to provide a comprehensive view of the textile industry and its relation to fashion design. The prerequisite is FAD 100.

**FSD 304 Fashion Merchandising (3CH):** This course deals with the fundamentals of fashion buying with sound knowledge

in planning, pricing, and purchasing retail fashion inventories. Identification of wholesale merchandise and media resources are covered. The prerequisite is FSD 301.

**FSD 306 Fashion Illustration (3CH):** The course introduces basic illustration styles and techniques. Emphasis is on the development of the fashion figure, design details, fabric rendering, flats, customer profile analysis, and collection development. The students will also examine the work of famous fashion illustrators and consequently develop their individual style that will be demonstrated in the portfolio. The prerequisites are FSD 303 & FAD 210.

**FSD 400 CAD for Fashion Design (6CH):** This course will cover the application of computer-aided design (CAD) in the apparel industry. The students will be using digital software packages that are typically used in visual communication for fashion, to create various digital fashion designs including trend and concept boards, storyboards, illustrations and flats. The prerequisite is FSD 306.

**FSD 401 Fashion Studio II (6CH):** Upon successful completion of this course, the student should be able to apply intermediate apparel construction principles, techniques and skills in the production of various garments. This continuation of Fashion Studio I will focus on the planning and construction of an ensemble of intermediate complexity made from muslin fitting samples, with emphasis on precise fitting alteration. The prerequisite is FSD 309.

**FSD 402 Patternmaking (6CH):** In this course, students learn the principles and techniques of flat patternmaking to produce drafts or slopers according to standard measurements. Paper patterns for various types of garment details are made, and an original design is converted into a 3D outfit. Students learn the importance of fit and balance in patterns to get a well finished garment. The prerequisite is FSD 309.

**FSD 404 Capstone Graduation Project (6CH):** The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The purpose of the graduation

project is to evaluate the students' ability to complete a project in their chosen field. It is the responsibility of the student to identify a topic, find a faculty member willing to act as an advisor, develop a proposal for their project that clearly identifies their project goals, objectives, tasks, milestones, and time and budgets. They must communicate their findings by written thesis and an oral presentation. The content of the course will be highly variable depending on the project undertaken by the student. The project is designed to give students an authentic opportunity to direct their own learning through research, self-reflection, and presentation. To allow for differences in aptitude, learning style, and interest, students may choose their own topic from a variety of project types, including academic research, school and community service, internships, student-developed businesses, or an area of personal interest. To make sure that high expectations are established for all students, teachers must clarify their expectations, agree on uniform standards, and define them so they will provide meaningful student feedback and lead to ongoing project improvement. Learning is personalized for students through the use of small advisory groups. Students and teachers are linked in a common academic goal as teachers guide students through each step of the Graduation Project. The project is divided into three distinct phases:

**Phase I: Project Selection, Data Gathering and Program**

**Phase II: Conceptual Development**

**Phase III: Design Development.**

Projects are supervised by an advisor selected by the student based on the topics. Students are expected to display a wide range of skills learned and involves numerous activities consist of the following: project selection, site analysis, case study, program, and conceptual development. The prerequisite is FSD 403.

**FSD 403 Fashion Design by Draping (6CH):** This course is a study of three dimensional fashion design through the technique of draping directly on a body form. Basic silhouettes and garment style features are draped and fitted in muslin, and then converted to flat patterns to have an integrated design approach. Students use the principles of draping to create original apparel designs in fashion fabric for specified target markets. The prerequisite is FSD 401.

## CEDS Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Mr. Wameedh Jameel	Iraq	Masters in Painting & Drawing	Baghdad University	Iraq
2	Mr. Darren Herbert	United Kingdom	PGCHE	University of Wales	United Kingdom
3	Mr. Arun Kumar	India	Masters in Information Technology	Alagappa University	India
4	Dr. Arafat Al Naim	Jordan	Ph.D. in Graphic Arts and Printmaking	National Academy of Arts	Bulgaria
5	Ms. Shlagha Agarwal	India	Masters in Textile & Clothing	University of Delhi	India
6	Ms. Hanan Ahmad	Jordan	Masters in Sustainable Design for the Built Environments	British University in Dubai	United Arab Emirates
7	Ms. Isra Zayed	Canada	Masters in Sustainable Design for the Built Environments	British University in Dubai	United Arab Emirates
8	Mr. Neven Mihic	Croatia	Masters in Costume Design	University of Zagreb	Croatia
9	Ms. Heather Shipman	United States of America	Masters in 3D Animation	Academy of Art University	United States of America
10	Ms. Romana Srncova	Czech Republic	MA in Communication Design	Central St. Martin's College of Arts & Design	UK
11	Dr. Javier Longobardo	Spain	PhD in Fine Arts	University of Granada	Spain
12	Prof. Ali Elamaireh	Jordan	Ph.D. of Architecture Eng. (Interior Design)	University of Glasgow	UK
13	Ms. Ghada Mohamad	United States of America	Masters in Architecture	State University of New York	USA



# COLLEGE OF EDUCATION (CEDU)

Does being one of the first young people in the UAE to receive a unique degree in Education sound interesting to you? The College of Education (CEDU) offers three specializations that are exciting and in demand. Your bachelors of education degree will open doors to a future where you are helping people succeed in their own lives while building your career in fields that are in demand worldwide. You can choose from three tracks of study that prepare you for the world of education. The College of Education gives you the skills and experience to unlock the doors to leadership, helping young people change their lives and becoming part of a constantly growing and changing industry.

## Offered degree programs

*CEAD offers the following programs:*

1. Bachelor of Education – Educational Administration and Leadership
2. Bachelor of Education – Educational Psychology and Counseling
3. Bachelor of Education – Educational Technology

## Program Study plan

REQUIREMENTS	TYPE	BSC. COMPUTER SCIENCE	
		NO. OF COURSES	CR. HRS.
General Education and Liberal Arts courses	Compulsory	18	54
Core Requirements	Compulsory	14	42
Specialization	Compulsory	07	21
Electives	Compulsory	03	09
<b>Total</b>		<b>42</b>	<b>126</b>



### A: English Language

The student selects 9 credit hours (3 courses) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Communications and Study Skills	-	Mandatory
2	Academic Writing	TOEFL	Mandatory
3	Research Skills	General Statistics & Academic writing	Mandatory

### B: Arabic Language

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Arabic Composition	-	Optional
2	Communication Skills in Arabic	-	Optional

### C: The Natural Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Natural Science	-	Optional
2	Sustainable Energy	-	Optional
3	Environmental Science	-	Optional

### D: The Social or Behavioral Sciences

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	General Psychology	-	Mandatory

### E: The Humanities or Arts

The student selects 6 credit hours (2 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Innovation	45 CH+	Mandatory
2	Drawing 1	-	Optional
3	Art History	-	Optional
4	Contemporary Arab Art	-	Optional

### F: Islamic Studies, History or Arts

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	Islamic Culture	-	Optional
2	Islamic Civilization	-	Optional

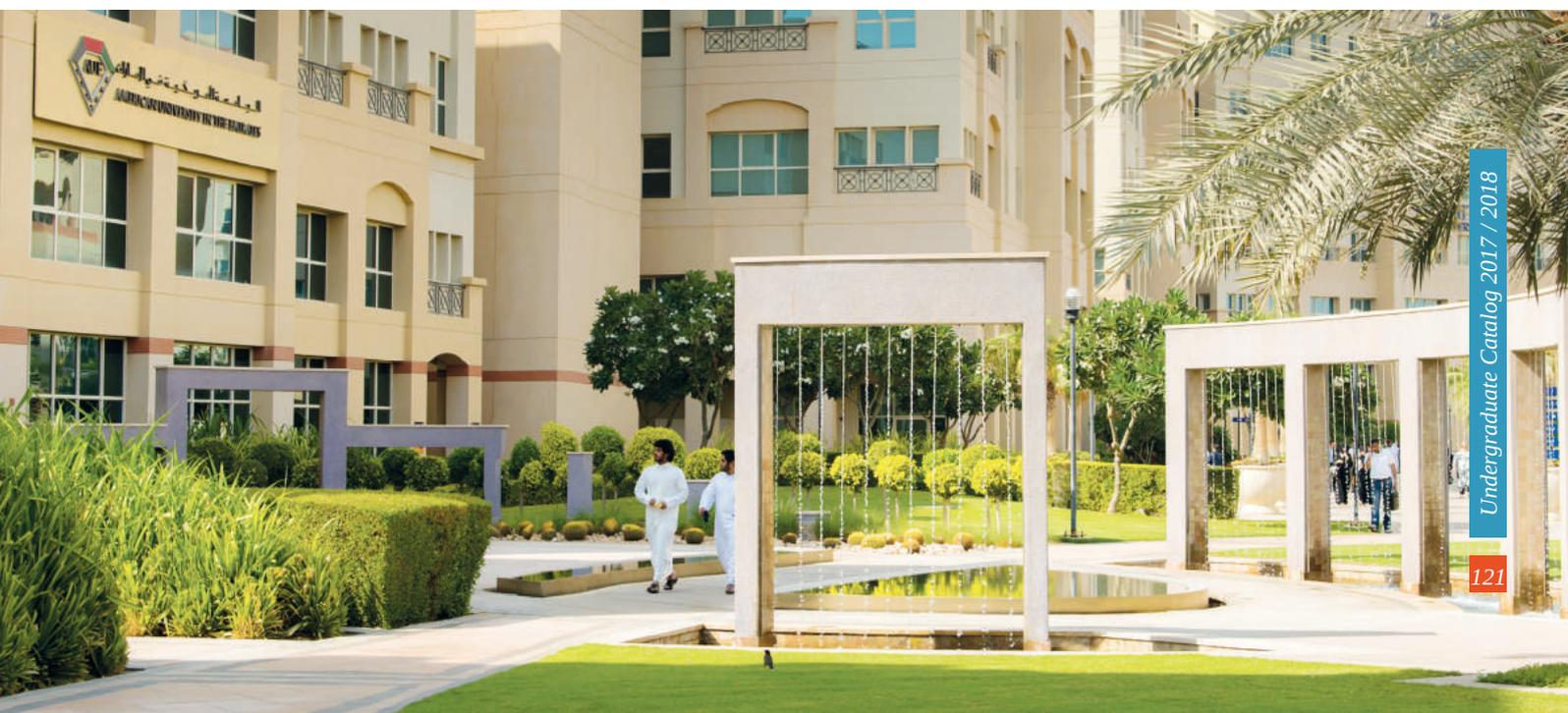
## G: UAE Studies

The student selects 3 credit hours (1 course) from the list below

NO.	COURSE TITLE	PREREQUISITE	REMARKS
1	UAE and GCC Society	-	Mandatory

## Core requirements courses (14 courses/42 CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	EDU 110	Foundation of Education	3
2	EDU 111	Introduction Educational Administration	3
3	EDU 120	Introduction to Instructional Technology	3
4	EDU 121	Introduction to Developmental Psychology	3
5	EDU 122	Introduction to Educational Psychology	3
6	EDU 123	Introduction to Inclusive Education	3
7	EDU 124	Introduction to School Counseling	3
8	EDU 210	School Curriculum: Theory and Development	3
9	EDU 211	Research Methods and Statistics	3
10	EDU 212	Principles and Methods of Teaching	3
11	EDU 213	Teaching in a Multi-Cultural Environment	3
12	EDU 220	Educational Measurement and Evaluation	3
13	EDU 221	Theory and Practice of Early Childhood Education: Implications of Curriculum and Policy	3
14	EDU 222	Designing Instructional Materials	3



## Compulsory courses – Educational Administration and Leadership Specialization (07 courses/21CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	EDA 221	Organizational Behavior in Educational Institutions	3
2	EDA 222	School Finance	3
3	EDA 300	Educational Policies and Legislation	3
4	EDA 311	Human Resource Management	3
5	EDA 410	Leadership and Organizational Creativity	3
6	EDA 420	Practicum in Educational Administration and Supervision	3
7	EDA 421	Capstone - Graduation Project	3

## Compulsory courses – Educational Psychology and Counseling Specialization (07 courses/21CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	EDP 223	School Psychology	3
2	EDP 311	Theories of Individual Counseling	3
3	EDP 313	Learning and Behavioral Problems in Education	3
4	EDP 410	Learning and Behavioral Problems in Education	3
5	EDP 411	Psychological Testing and Assessment	3
6	EDP 420	Practicum in School Counseling	3
7	EDP 421	Capstone - Graduation Project	3

## Compulsory courses – Educational Technology Specialization (07 courses/21CH)

NO.	COURSE CODE	COURSE TITLE	CR. HRS.
1	EDT 200	Introduction to Educational Technology	3
2	EDT 201	Introduction to Instructional Systems Design	3
3	EDT 300	Using Educational Technology for Teaching and Learning	3
4	EDT 301	Technology Planning, Development, Evaluation and Sustainability	3
5	EDT 400	Special Topics: Gamification and Simulation	3
6	EDT 420	420 Practicum in Educational Technology	3
7	EDT 421	Capstone - Graduation Project	3

## Course Description

### General Education and Liberal Arts Courses:

#### A: English Language

**ASC 101 Communications and Study Skills (3CH):** This course is designed to enable students to experience and develop learning and academic skills appropriate for university context. It aims to facilitate the process of orientation and transition into academic excellence and learning culture. Furthermore, it aims to develop confidence in students' ability to succeed in university requirements.

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they

can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

#### B: Arabic Language

##### ARLAA 100 Communication Skills in Arabic (3CH):

صُمم هذا المساق لتمكين الطالب الناطق باللغة العربية من المهارات اللغوية الضرورية، وخاصة التركيز على خطوات كتابة التقارير والرسائل الإدارية والبحوث المنهجية؛ ولتحقيق ذلك جاءت المهارات متنوعة ومتدرجة، لتنمية قدرات الطالب على الفهم الصحيح والأداء المتميز لما يقرأ ويسمع، وليكتسب القدرة على كتابة المقالات والتقارير ومحاضر الاجتماعات وتوصيات المؤتمرات والندوات بصورة سليمة، لذا غُني المساق بتدريب الطالب

على المهارات الأساسية للكتابة؛ كقواعد الإملاء المتعددة وعلامات الترقيم ونظام الفقرة وكتابة المقال على نحو متدرج.

نبذة عامة: يركز المساق على محورين أساسيين

1. تدريب الطلبة على مهارات الكتابة الوظيفية ذات الصلة بتخصصاتهم الجامعية واهتماماتهم الثقافية.

2. مجموعة من المقالات المتنوعة مضموناً، ويغلب عليها طابع التخصص، إذ إنها تتناول موضوعات متعددة تقارب إلى حد ما تخصصات الطالب المستقبلية.

## C: Natural Sciences

**ASC 210 Natural Science (3CH):** The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analysing, interpreting, understanding and discussing scientific terminology and facts.

**ASC 212 Sustainable Energy (3CH):** This course provides an introduction to sustainable energy, conservation, and energy efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social sciences perspectives.

Students will be introduced to a variety of topics including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

**ASC 211 Environmental Science (3CH):** The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics, biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management.

## D: The social or Behavioral Sciences

**ASC 200 General Psychology (3CH):** An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child and personality development, psychological disorders and therapy. The aim of the course is

to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

## D: The Humanities or Arts

**INV 300 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

**FAD 105 Drawing I (3CH):** This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

**FAD 122 Art History I (3CH):** This course is a chronological survey of art and design offering students an in-depth understanding of the role of art throughout history with a strong focus on aesthetic values, socio-cultural influences and technical terminology. Architecture, sculpture, painting, decorative arts, prehistoric art, design of the ancient world, the world beyond Europe, early Christian and Islamic art and the art of the Middle-Ages and Gothic period form the foundation of the course material spanning a period from 40,000 BC to 1300 AD.

**?? Contemporary Arab Art (3CH):** This course introduces students to contemporary Arab arts and aesthetics from the beginning of twentieth century up to date. Emphasize is placed on the formation of contemporary art and design movement in the Arab countries, the driving forces behind the changes in aesthetics from Islamic to Arabic and expression of cultural identity. Special concentration on the role of pioneer figures and the various generations of artists and their influence on contemporary Arab art.

## **E: Islamic Studies, History or Culture**

**ASC 105 Islamic Culture (3CH):** This course will offer students' knowledge to enable them understand the Islamic culture. The course offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

**ASC 106 Islamic Civilization (3CH):** The course is designed to give an in-depth understanding of the Islamic civilization. It deals with the universal principles that went into the making of the Islamic civilization. It examines the basic ideas of Islamic civilization besides exploring their contemporary relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.'

## **F: UAE Studies**

**ASC 300 UAE and GCC Society (3CH):** The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## **Core Courses:**

**EDU 110 Foundation of Education (3CH):** This course aims to expose students to the historical, philosophical and sociological foundations of education. It further seeks to address questions related to the current societal and governmental policies affecting education and teaching profession today and in the future with focus on the United Arab Emirates context.

**EDU 111 Introduction Educational Administration (3CH):** Since school administrators must engage in many decision-making processes in the educational context, this course is designed to prepare students to make data-driven decisions based on reflection of context, theory, research, inquiry, and culturally competent practice. Schools are complex organizations and school administrators are charged with the responsibility of bringing together a diverse array of human resources and creating a cohesive effective group. This course aims to introduce students to the administration of education in general, and the United Arab Emirates (UAE) educational systems, in particular. This course will introduce the prospective school administrator to theories of organizational behavior and practices of managing and leading people within the context of the school organization. Students will better understand the dynamics of schools and school personnel, as well as the organizational culture that guides and defines public education. The relationship of UAE local, state, and federal agencies in the development of educational policy and educational delivery is emphasized.

**EDU 120 Introduction to Instructional Technology (3CH):** This course provides an introduction to the field of instructional technology and examples of how technology is used in educational settings. In this course, students will examine a

brief history and current perspectives of the field, as well as emerging trends and issues. Students will learn the functions and capacities of technology as potentially useful to support teaching and learning endeavors. Students will also have opportunities to work on group projects and hands-on activities in this course. The prerequisite is CIT 100.

**EDU 121 Introduction to Developmental Psychology (3CH):** Developmental Psychology is the study of why and how humans change over the course of our lifespan, from conception to death. This course is designed to explore topics such as biological, cognitive, emotional, and social development, by conceptualizing the individual as a whole, with special attention to various cultural contexts of development and the rich diversity of the human experience across the lifespan. Specific topics will include: behavioral genetics, temperament, parent-child relations, sibling relations, peer relations, the self, intelligence, emotional development, and problems of social development (antisocial behavior, depression). In addition, several theoretical controversies will be discussed, including that of nature versus nurture. Students will have the opportunity to integrate their personal experiences, knowledge of psychology, and their observations of human development with the content of this course. In addition, students will investigate common research methodologies employed by developmental psychologists and have an opportunity to apply principles of developmental psychology in educational settings. The prerequisite is ASC 200.

**EDU 122 Introduction to Educational Psychology (3CH):** This course provides an introduction of learning, motivational, and developmental theories with a focus on their application to the field of education across a variety of learning environments. Course content includes the concepts of behavior, cognitive and constructivist learning theories to teaching and managing an effective learning environment. Units of study also include the principles of motivation, classroom management, assessment of student performance, and learning and cognition influences on the learning process (behavioral & cognitive learning, humanistic aspects of learning, and perspectives on motivation). Additionally, the powerful role of the educator and curriculum decision-making are examined. Theory, research-based strategies, and inclusive pedagogy in an educational environment are emphasized. The prerequisites are EDU 110 & EDU 121.

**EDU 123 Introduction to Inclusive Education (3CH):** This course aims to identify the social, emotional and psychological needs of pupils with special needs in inclusive classroom contexts. Students would be able to develop knowledge, skills and strategies to help pupils with all sorts of needs to learn better and feel comfortable in the classrooms along with their colleagues. Students may need to participate in seminar activities focused on collaborative means to develop skills required to help pupils with needs to learn better in the university or any other professional contexts. The prerequisite is EDU 110.

**EDU 124 Introduction to School Counseling (3CH):** The course will begin with a review of the historical, philosophical, legal, and ethical underpinnings of the school counseling profession. The current and emerging role of the school counselor will be covered with particular attention to areas of recent emphasis in the field of school counseling, including the balance between remedial and developmental activities, academic, career, social/personal development, and consultation and liaison services within and outside of the school setting. Students will also be introduced to various school counseling functions, such as student advocacy, academic planning, individual and group counseling, and developmental programming. Specifically, students will learn about ways to develop and implement developmental, comprehensive school counseling and guidance programs in schools at all grade levels. An additional purpose of this course is to enhance students' interpersonal skills through attention to affective concerns, including paired and small-group activities. Students will examine trends, affective concerns of children and adolescents, and legal and ethical considerations within a multicultural context. The prerequisites are ASC 200, EDU 110.

**EDU 210 School Curriculum: Theory and Development (3CH):** This course aims to acquaint students with the definitions, function, goals, and characteristics of curricula and curriculum development through both theoretical implications and practical experiences. This course contains a 2 credit practicum experience as a requirement that aims to enhance the service learning and outreach vision of the program.. The school site practicum will provide opportunities for candidates to implement selected instructional strategies discussed in class.

Course topics will include: models and approaches to curriculum development, evaluating curriculum, curriculum planning and curriculum evaluation, development and implementation. As curriculum development is a contextual process meeting the needs of both external stakeholders (government departments/ministries), parents and- ultimately- the learners, students in the class will be exposed to the UAE and local government strategy for national curricula; the varied curricula present to meet the needs and expectations of expatriate parents and students. There will be a practical experience in a specific single institution in order for student to see first-hand how choices about the construction and deliver of curricula translate into management and teaching practice. The prerequisites are EDU 111, EDU 121.

**EDU 211 Research Methods and Statistics (3CH):** This is an introductory course on the history, philosophy, and major approaches commonly used to systematically evaluate educational and social programs. The course is designed to provide students with curricular experiences and demonstrated knowledge in basic statistics, testing & assessment, and research and program evaluation. This course covers the essential concepts related to research design and methodology that practitioners need to become critical evaluators of research and prepare for conducting research in their

practices. Students gain a more complete understanding of the research process. Included in this understanding are models of program evaluation and the use of research findings for program modification, while gaining an introductory understanding of measurement issues in research and assessment. Focus is on understanding each component of the research process, qualitative and quantitative designs, program evaluation, measurement issues, and data analysis. The course topics include the basic uses and purposes behind program evaluation, taxonomy of evaluation models (or approaches), descriptions of several important evaluation approaches, and guidelines for planning, conducting, and using evaluations. This course will provide an overview of basic concepts and issues involved in: (1) testing & assessment, (2) applied statistics, and (3) research within the perspective and context of the role of education and human service professionals. The prerequisites are EDU 102, EDU 201.

**EDU 212 Principles and Methods of Teaching (3CH):** This course is designed to provide teacher education candidates with an opportunity to study, reflect, question, become knowledgeable about, and develop skills in instructional methods while applying and practicing these methods in a collaborative learning setting. Major topics include: characteristics of effective and intentional teaching; student diversity, social justice and how understanding students influences learning; planning for instruction; creating effective lessons using a variety of approaches & technologies; classroom management; assessment of student learning; and professional development. Over the course of the semester students will look at varied theories of teaching and have an opportunity to observe teachers in practice as a basis for discussing theory. We will examine how a teacher takes the training and theoretical knowledge they receive and makes sound judgments as to how they are to be applied in specific teaching contexts. The prerequisite is EDU 122.

**EDU 213 Teaching in a Multi-Cultural Environment (3CH):** This course aims to provide a general overview of the issues, principles and strategies associated with effective teaching practices in diverse learning environment (multi-culturalism). It explores how race, ethnicity, culture influence students experiences in school and learn multi-cultural strategies in teaching. This course will focus on theoretical and practical issues of diversity in classroom settings, especially related to culture, race, gender, ethnicity, language and socio-economic level. The classrooms settings represented by the demography present in UAE schools will provide the focus for these examinations. The prerequisites is EDU 212.

**EDU 220 Educational Measurement and Evaluation (3CH):** This is a 3 credit hour course designed to develop skills in the fundamentals of measurement and evaluation. This course is designed to facilitate students acquiring the fundamental concepts, principles, theories, and techniques of educational measurement and classroom assessment. The underlying premise for the value of such knowledge for educators is that it is necessary for sound educational decision-making. Thus, students will develop a broad understanding of the planning

and development of informal classroom assessment, evaluation of standardized tests, test planning and construction, scoring and grading examinations, test analysis, and use of valid and reliable statistical methods.

**EDU 221 Theory and Practice of Early Childhood Education: Implications of Curriculum and Policy (3CH):** This course aims to provide a deep understanding of the physical, cognitive, social development of children from infancy to preschool years including growth, motor and senses development, Piaget's approach to cognitive development, the roots and the development of language and learning, intellectual development, sociability and forming relationships and developing a sense of self. Theory, research, curriculum and policy will guide the discussions of the practical elements of the course on how to apply educational knowledge in practice for the development of young children, and for the benefit of the children, families and the communities. Some of the key issues to be explored are: the importance of play in children's early learning, emerging literacy and mathematics, creative studies, care and education. The prerequisite is EDU 210.

**EDU 222 Designing Instructional Materials (3CH):** This course aims to acquaint students with the importance of using audio-visual aids in teaching. It also acquaints them with some teaching patterns, teaching aids production, and evaluation. It also aims to enable students to implement lesson plans with the use of teaching aids. The prerequisites are EDU 120 & 212.

## Educational Administration and Leadership Specialization Courses:

**EDA 221 Organizational Behavior in Educational Institutions (3CH):** This course presents an authoritative, well-established, timely look at organizational behavior and how leaders can create more effective school cultures. It offers future and current students the most up-to-date thinking and the most in-depth exploration of organizational leadership as it relates to decision making, organizational change, managing conflict and communications, and motivating self and others to achieve organizational goals. The course challenge students to develop and analyze the successful implementation of school reform, while helping them again a professional understanding of the organizational theory and research that are the bedrock of modern practice. The prerequisites are EDU 111 & ASC 200.

**EDA 222 School Finance (3CH):** This course is designed to introduce the concepts and issues related to public school finance and fiscal control. Key concepts will include: history of school finance; legal basis for finance and court challenges; technical aspects of school finance; implication of financial decisions on instruction; sources of revenue - state, local, and federal support; and current issues and challenges in school finance. The course contains topics including the economics of education, recent relevant court decisions, and the ongoing debate about school vouchers, tax credits, and charter schools. The aim of this course is to help students develop the ability to take-up administrative challenges with more analytical skills

and the most up to date information and material regarding education finance. Given the importance of the subject, this course is compulsory for all students. The prerequisites are EDU 111 & ASC 205.

**EDA 300 Educational Policies and Legislation (3CH):** The course presents A Step –by-Step Approach as a guide to the study of educational policy analysis. This course not only discusses and evaluates existing educational policy and relevant literature, but offers a walk through that leads students through the stages of successful policy analysis while providing the background and foundational knowledge that educational administrators need to understand and implement. This course offers instructions for aspiring school leaders on not only how to understand and study educational policy, but how to do it themselves. The prerequisites are EDU 210.

**EDA 311 Human Resource Management (3CH):** This course is designed to provide basic awareness and understanding of Human Resource Management concepts, theories and practices within organizations, including roles of both line managers and HRM specialists in designing and implementing effective HRM policies and practices. Further strengthen students' understanding about contemporary HRM philosophies and challenges so that they can help organizations build and maintain competitive advantage using high performance work practices. As attracting, selecting and motivating suitable talent for companies is emerging challenge, hence course addresses challenges of theory and practical aspects of subject matter. More specifically course examine human resource functions including job analysis, job descriptions, job specification, person specification, orientation, recruitment & selection, training & development, compensation management, performance management, job enrichment, job enlargement, employees engagement, unionization, Labor Relations & Collective Bargaining, employee separation and HRM in a global environment. The prerequisites are EDU 221.

**EDA 410 Leadership and Organizational Creativity (3CH):** Leadership is a creative art when it comes to bringing change, setting direction, and focusing organizational energy. This course builds skill in thinking "outside the box" and aligning with others to enact a vision of the future. Topics covered include empowerment of middle managers and administrators in school and educational settings, innovation, influence, charisma and self-management, creativity, and vision exercises. The prerequisite is HRM 300.

**EDA 420 Practicum in Educational Administration and Supervision (3CH):** Leadership is a creative art when it comes to bringing change, setting direction, and focusing organizational energy. This course builds skill in thinking "outside the box" and aligning with others to enact a vision of the future. Topics covered include empowerment of middle managers and administrators in school and educational settings, innovation, influence, charisma and self-management, creativity, and vision exercises. The prerequisite is the completion of 93CH.

**EDA 421 Capstone - Graduation Project (3CH):** Bachelor of Education students are required to take a three credit hour course on the Capstone Graduation Project. To be graduated, students are requested not only to passing courses and earning required credits, but also they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in their chosen specialization (educational administration, educational psychology and counseling and educational technology) . It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience are immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated. The students have three options for the Capstone Graduation Project: Analytical paper options or Research options (Educational Administration and Educational Psychology and Counseling) and Practical Technological Project (Educational Technology). The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The prerequisite is EDA 420.

## Educational Psychology and Counseling

### Specialization Courses:

**EDP 223 School Psychology (3CH):** This course provides an introduction to the role of the school psychologist, history and foundations of the profession, domains of practice, and trends within the field of school psychology. This course is taken for a maximum of three credits. The prerequisite is EDU 112.

**EDP 311 Theories of Individual Counseling (3CH):** This course provides the basic foundation of the philosophical and theoretical bases of the helping process. Students will examine several contemporary and classical individual intervention approaches based on behavioral, cognitive, humanistic/ experiential, and psychodynamic frameworks. Student will examine how each approach is used in clinical, school, and marriage, family, and child counseling applications. The prerequisite is EDU 124.

**EDP 313 Learning and Behavioral Problems in Education (3CH):** The course aims to transfer of education assessment data into behavioral objectives, instructional planning for implementing such objectives, behavior management, techniques, methods, and materials for instruction, and formative and terminal evaluation techniques for individuals with learning and behavioral problems. The prerequisite is EDU 122.

**EDP 410 Learning and Behavioral Problems in Education (3CH):** This course is designed to introduce students to a variety of theoretical concepts, techniques, and their applications in therapeutic settings. This course is designed as an introduction to interviewing and as a foundation for basic counseling skills in substance abuse and related issues. Student participation in role-plays and experiential exercises is an essential component of classroom activities.

Course topics emphasize culturally responsive techniques and professional dispositions that demonstrate an appreciation for the multicultural issues related to effective counseling, respect for the client and for individual differences in the counseling process, appreciation for incremental change, and awareness of their personal strengths and limitations as a counselor. The student will explore oneself as a helper and learn facilitating skills to bring about change for clients. Emphasis is on self-understanding, verbal and non-verbal communication, and skills essential to effective counseling. The prerequisite is EDP 311.

**EDP 411 Psychological Testing and Assessment (3CH):** The purpose of this course is to introduce the field of psychological assessment and testing. Throughout the course, students will explore the history, roles, and issues involved in the field of psychological assessment. In particular, we will cover principles of psychometrics and statistics, the applications of assessment in various contexts, including a review of various types of psychological tests and measures, and finally an examination of the social and ethical issues involved in psychological assessment. We will cover both theoretical principles involved in the field of testing, as well as an examination of commonly used tests.

Students will develop a basic understanding of the psychometric properties, theories, and tests involved psychological assessment. It is important to note that completion of this course does not qualify students to competently or ethically interpret psychological tests. Course content is aimed at providing a framework for the development of assessment practices. Attention will be given to issues of measurement, identifying appropriate sources of diagnostic information, reliability, validity, identifying and selecting test instruments, conducting the assessment process in an ethical and considerate manner, interpreting norm references and criterion-referenced test scores. The prerequisites are EDP 311 & EDU 211.

**EDP 420 Practicum in School Counseling (3CH):** To enhance the counseling skills and conceptualization processes acquired through direct counseling experience, supervision and classroom interaction. The course is designed to prepare counselors for development as independent professional counselors. The evidence provided through the quality of the course requirements, demonstration of maturity, personal insight and professional presentation as appropriate to the counseling profession, will determine the course grade. This practicum is to be taken in the final semester of the third year of the program and should serve as a practical experience following the theory and intervention courses. Students will be engaged in supervised work experiences in counseling center /student affairs / psychologist / testing /training center and other related field, in addition to participating in a bi-weekly 1 hour seminar (group supervision). Prerequisite: 93 Credit hours. The prerequisite is the completion of 93CH.

**EDP 421 Capstone - Graduation Project (3CH):** Bachelor of Education students are required to take a three credit hour course on the Capstone Graduation Project. To be graduated,

students are requested not only to passing courses and earning required credits, but also they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in their chosen specialization (educational administration, educational psychology and counseling and educational technology). It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience are immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated. The students have three options for the Capstone Graduation Project: Analytical paper options or Research options (Educational Administration and Educational Psychology and Counseling) and Practical Technological Project (Educational Technology). The Capstone Graduation Project is designed to give students a constructive working understanding of the requirements and expectations needed to graduate from AUE. The prerequisite is EDP 420.

## Educational Technology Specialization

### Courses:

#### **EDT 200 Introduction to Educational Technology (3CH):**

This is a foundations course that provides an overview of the field of educational technology. An introduction to the field of educational technology includes definitions, theories, histories, trends, issues, and applications. Students learn the history of the field and explore how educational theories relate to learning with technologies. Students also explore the ways those theories have influenced technology-enhanced teaching and learning, including new instructional strategies and learning environments. Readings, presentations, discussions, and projects will be devoted to broadening an understanding of the field as they relate to learning and performance in a wide range of contexts including K-12, higher education, government agencies, organizations, and online spaces. The prerequisite is EDU 120.

#### **EDT 201 Introduction to Instructional Systems Design (3CH):**

In this course, students explore the idea of instructional systems design (ISD) and practice doing instructional systems design. ISD is used as a broad term, encompassing a wide range of activities, including:

##### analysis

- identifying learning needs and characteristics
- identifying problems, issues, or cases
- analyzing goals, contexts, and tasks

##### design and development of a solution

- designing instruction
- message (visual) design
- instructional strategies
- media production (print, audiovisual, computer-based, and integrated technologies)

##### implementation

- implementing instruction
- media utilization
- diffusion of innovations

##### evaluation

- learner assessment
- formative evaluation and revision
- summative evaluation

##### project management

- consulting with clients
- resource management
- developing policies and regulations
- participating in group processes

(Also, see more details on each activity at: <http://aect.org/standards/initstand.html>.)

The prerequisite are EDU222 & EDU122.

#### **EDT 300 Using Educational Technology for Teaching and Learning (3CH):**

This course is designed to provide students with skills and experiences that will allow them to effectively and appropriately integrate technology into teaching and learning activities. In this course, students are expected to develop individual teaching philosophy and what this means to their future students. They are expected to develop positive attitude towards technology, and awareness of the capabilities and limitations of technology. Students participate in activities that model effective technology integration, students research and develop classroom lessons and activities that utilize emerging technologies, and using technology to support professional development activities. Students also explore the implications of Educational Technology on learners and learning, instructional strategies, classroom management, and access to- and control of- knowledge. Students pedagogically examine an array of learning technologies and practical examples across grade levels and subject areas while conceptualizing the best ways to incorporate learning technologies into a context of interest to them. Finally, students engage in classroom observations through case-based learning and field placements.

The prerequisites are EDU222 & EDU122.

#### **EDT 301 Technology Planning, Development, Evaluation and Sustainability (3CH):**

This course focuses on issues typically encountered by technology leadership personnel at schools, organizations, or agencies. Topics discussed in this class will include planning for, implementing, and integrating technology into instructional activities, staff development and training, Internet acceptable use, acquiring funding for technology initiatives, building stakeholder collaboration, and managing technology systems in diverse settings. An emphasis on developing a vision of transformational technology leadership will be an important component of this course. In addition students will be involved in real-world projects with products that will be shared with an authentic audience. Within their

project work students will experience first-hand the challenging role of “technology leader” and develop an understanding of the complexity of the work that these professionals face every day. The prerequisites are EDU222 & EDU211.

**EDT 400 Special Topics: Gamification and Simulation (3CH):**

Educational games and simulations have been one of the most current and fast moving areas in the field of Educational Technology. Understanding how games and simulations can support both formal and non-formal learning is at the center of this special topics course; how students interact with games, online environments, and other game players, what cognitive processes take place during gaming, and what the educational effects are. This course enables students to gain an understanding of the theories of gaming and simulation. Students will critically address the social phenomenon of games and simulations, and other immersive environments. Students will also evaluate different educational game and simulation designs. In this course, students examine goals for learning with games and design an interactive game or simulation for learners in their concentration area. The prerequisites are EDU 222 & EDT 201

**EDT 420 Practicum in Educational Technology (3CH):** This practicum is to be taken in the final semester of the third year of the program and should serve as a practical experience following the theory and intervention courses. This seminar course is designed as a capstone for the Educational Technology specialization. It focuses on technology integration, planning, implementation, and evaluation at various levels (e.g., individual instructor, course, program and organizational levels, etc.). Through a variety of learning activities, learners in this seminar course will explore various aspects of technology integration within their field placement site. Students will be engaged in supervised work experiences applying skills and knowledge of educational technology in schools or organizations. Students will be required to engage in the design and integration of educational technology theory and curriculum development in addition to participating in a bi-weekly 1 hour seminar (group supervision). Prerequisite: 93 Credit hours. The prerequisite is the completion of 93CH.

**EDT 421 Capstone - Graduation Project (3CH):** Bachelor of Education students are required to take a three credit hour course on the Capstone Graduation Project. Capstone project is a multifaceted assignment that provides students with an opportunity to synthesize their academic, intellectual, and field experiences at the end of the program. In addition to passing courses and earning required credits, students are expected to show their proficiency in core-content knowledge and demonstrate proficiency in applying skills in their specialization area (i.e., educational technology) in order to successfully graduate from this program. Students are also expected to demonstrate English language and technology proficiency. Students have two options for the Capstone Graduation Project: (1) Design a Unit of Blended Learning Project, and (2) Practical Technological Project. The prerequisite is EDT 410.

## Free Electives Courses:

**CIT 201 Introduction to Programming (3CH):** This course covers concepts of computer programming in C. The course covers the basic C programming syntaxes including data formats, string Input / Output, control statements, loops, functions, arrays, file Input / Output operations. The prerequisite is EDU 222.

**EDA 223 Comparative Education (3CH):** The goal of this course is to introduce students to the origins and development of the field of comparative and international education (K-12 and Higher Education systems) and to explore how both scholars and educational policymakers have engaged some of the debates that characterize research in education around the world. The course content presented will be equitably balanced and inclusive of both K-12 and Higher Education systems. Students will be oriented to comparative studies literature and develop understanding of the relative utility of different theoretical approaches and research methods for understanding formal and non-formal educational issues in comparative perspective. Special attention is devoted to similarities and differences in educational policy and practice between advanced and developing societies. Students are invited to consider current educational issues both at home and abroad, while developing global perspective and skills of comparative inquiry to use their own reflective classroom learning. This course presents works that consider “why” particular national systems operate as they do and the interrelated effects of globalization, the distribution of knowledge, and the inherent conflict highly evident in today’s world among people of differing ethnicities, nationalities, genders, races, and religions. The prerequisite are EDU 111& EDU 213.

**EDA 225 Educational Supervision (3CH):** The main purpose of this course is to acquaint the student of education with principles of supervision and evaluation useful for the refinement of the teaching/learning environment. Participants will learn how to develop leadership and supervisory platforms and professional development plans for individuals and school personnel. Therefore, the two major goals of this course are: 1) to familiarize each learner with fundamental concepts relevant to the supervision and evaluation of teachers; and 2) to assist each learner develop and articulate a platform for supervision and evaluation that explicitly relates these concepts to espoused personal practices. Because the platform of this course instructor explicitly values the roles that individual goal setting and self-evaluation play in adult learning situations, a corollary intent of this course is to model an educational structure which both has explicit, rigorous expectations and encourages individual goal setting and self-evaluation. To this end, the articulation and personal assessment of learning goals is expected from each learner taking the course. Special attention will be given to differing perspectives on the supervisory function within the educational organization context. Various supervisory styles introduced, including issues include hiring, mentoring, tenure, dismissal and remediation plans for personnel management. This course emphasizes school culture and climate, teachers as adult

learners, developmental leadership, democratic education, addressing diversity, community building, and how collegial supervision has helped redefine the meaning of supervision and instructional leadership for both scholars and practitioners. The prerequisite is EDU 111.

**EDA 226 School and Community (3CH):** This course provides a thorough examination of the school and its interaction with the community. The course content focuses on the knowledge, dispositions, and skills needed by school administrators in order to understand and respond to diverse community systems, interests, and needs; collaborate effectively with families and community members; mobilize community resources to benefit students and families; and interpret the school to the public through a variety of media and modes. Collaborative and ecological systems-thinking leadership perspectives will be emphasized as well as presentation and communication skills. Consideration will be given to internal and external communities' stakeholders and the relationships between and among the communities of the school as an organization. The role of communications in school community relationships and consideration of the balance of rights and responsibilities between schools and communities will also be considered and addressed. Students will learn to conduct needs assessment, establish a conflict resolution program and a crisis intervention plan, and demonstrate an understanding of public relations, communication, and evaluation of school-community relations. The prerequisite is EDU 111

**EDP 412 Group Counseling (3CH):** This course is designed to provide students with foundational knowledge of the theory and practice of group counseling. The class will focus on how groups function, group dynamics, the process and stages of groups, types of groups, ethical considerations, and techniques used in facilitating groups. This course is an applied course with a focus on integration of theory and clinical group work, and discussion of clinical, professional, and ethical issues. This course is designed for students to gain group counseling skills and self-awareness about how one's own qualities, needs, motivations, and values can either facilitate or interfere with one's effectiveness as a group counselor. The prerequisite is EDU 124

**EDP 413 Mental Health (3CH):** This course is intended to offer an introduction to the profession of clinical mental health counseling with a broad focus on psychological dysfunction that is associated with distress or impaired functioning in a manner that is not typical, or expected, based on cultural and societal norms. Content will be organized in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). This course will use an integrative approach toward the study of mental health including the interaction of biological, developmental, and social factors. Students will learn about the types and causes of mental disorders, their assessment, treatment plans, referrals for services, prognosis, related research in counseling, psychotherapy, and prevention. The legal, ethical, and sociocultural issues related to mental illness, psychopathology, behavior of mental health professionals, and society will be deliberated. Students will be

exposed to the historical, philosophical, societal, economic, and political dimensions of mental health counseling. The course will provide an overview of the issues, needs, populations, skills, and models in mental health settings with an emphasis on prevention and wellness. The prerequisite is EDU 121

**EDP 424 Counseling Children and Adolescents (3CH):** This course will provide counselors the awareness, understanding, practical and theoretical methods and skills to build basic competency in counseling children and adolescents with specific developmental, social, or behavioral issues in a variety of settings (i.e., school, community, family, etc.). Because the primary objective and rationale of this course emerges from a developmental perspective, content will focus on helping children and adolescents grow up feeling relatively normal and healthy, cope with what are diagnostically referred to as adjustment disorders, and to help them adjust to emerging adulthood. The course will also include topics on social and cultural issues challenging children and adolescents, common psychological disorders that affect them, and provision of counseling services for children and adolescents with exceptional issues such as giftedness, abuse, neglect, special needs, etc. The prerequisite is EDU 121.

**EDP 426 Career Counseling (3CH):** Students will develop knowledge about the major career development theories that are used in the school counseling profession. Students will learn to apply theories, assessment and occupational information in the school setting so as to advise appropriately on issues related to occupational and career aspirations. Strategies presented will be related to career exploration, career-related assessment, application of career development materials, technical and college career tracks of curriculum development. Exploration of gender and cultural/ethnicity issues that may impact the career development of individuals in our society are emphasized. The prerequisite is EDU 124.

**EDT 305 Information Design (3CH):** This course is designed to introduce students to the use of design thinking and graphic design for organizing and presenting data and information from different sources in an interdisciplinary environment. Students will learn how to translate data to visual representations that aim at disseminating, documenting, and preserving knowledge in order to improve information communication and reception for different audiences and spaces. Additionally, students learn the process of conceptualizing and designing the presentation of varied types of information. Students will focus on the planning, creation, and organization of the informational design process as applied to multimedia projects. The prerequisite is EDU 222.

**EDT 401 Multimedia-based education (3CH):** This course focuses on multimedia education -learning from text, audio, still images, animation, video, and interactivity, as it has developed in recent years. Areas to be explored by students include online presentations, e-courses, interactive lessons, simulation games, intelligent tutoring systems, slideshows, even textbooks, as those play a crucial role in education and in any

teaching and learning context. This course prepares students to develop the ability to apply theories of multimedia learning and design principles to the design and production of effective Web-based multimedia lessons. It addresses theoretical foundations, principles of multimedia learning, multimedia design process, interface design, typography, graphic design, audio and video production, and instructional animations. Examples of the most recent developments in multimedia learning will be examined based on authentic research evidence and within the context of pedagogical and cognitive theories. The prerequisite is EDU 222.

**FAD 200 Fundamentals of Graphics Design Illustration and Digital Imaging (3CH):** the use of computer as a powerful digital drawing and imaging tool. The course

focuses on mastering fundamental illustration and digital imaging skills, and developing efficient working practices. The learning experiences incorporates a variety of visual art techniques as they relate to the design and execution of layouts, illustrations and design work for advertising, displays, promotional materials, instructional manuals etc. through the study of effective methods used to design products that impart information and ideas. Instruction also covers visual communication design theory and preparation of copy, lettering, posters, vector illustrations, graphics, and artwork in addition to the incorporation of photographic images. The prerequisite is EDU 222.

## CEDU Faculty Members

NO.	NAME	NATIONALITY	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Dr. Mohammad Jalal	Iraq	Ph.D. in Arab Scientific & Ideological Heritage	Arabian History & Scientific Heritage Institute	Iraq
2	Dr. Thaer Oudeh	Syria	Ph.D. in Arabic Language & Linguistics	University of Damascus	Syria
3	Dr. Alexander Arguelles	United States of America	Ph.D. in Germanic Philology & History of Religions	The University of Chicago	United States of America
4	Mr. Wasim Ahmad	India	Ph.D. in Islamic Studies	Hamdard University	India
5	Dr. Janet Madhu	India	Ph.D. in English	Banasthali University	India
6	Dr. Sabina Akhter	India	Ph.D. in Plant Breeding & Genetics	Sher-e-Kashmir University of Agricultural Sciences & Technology	India
7	Mr. Omar Sarhan	Iraq	Masters in Literary and Critical Studies	The World Islamic Sciences & Education University	Jordan
8	Dr. Emad Shahrori	Jordan	Ph.D. in Educational Psychology	Jordan University	Jordan
9	Dr. Olga Pykhtina	Ukraine	Ph.D. in Education & Communication (Counselling pathway)	Newcastle University	United Kingdom
10	Ms. Jessica Davis	United States of America	Masters in Cultural Studies	University of Toulon	France
11	Ms. Hala Albukhari	Kingdom of Saudi Arabia	Masters in Social Anthropology	Brunel University	United Kingdom
12	Ms. Randa Al Teraifi	United Kingdom	Masters in Biometry	Reading University	United Kingdom
13	Ms. Esther Schoorel	Netherlands	Masters in Middle Eastern Studies	Lund University	Sweden
14	Dr. Ahmed Nawfal	Iraq	Ph.D. in Electrical Power Engineering	University Putra Malaysia	Malaysia
15	Ms. Salma Banouri	Canada	Master's English Studies and Postcolonial Literature	Université de Montréal	Canada
16	Dr. Daniel Alemu	United States of America	Ph.D. in Educational Administration	Illinois State University	USA
17	Ms. Hebatalla Elbahwashy	Egypt	MA TESOL	American University of Sharjah	UAE
18	Daniel Alemu	United States of America	Ph.D. in Educational Administration	Illinois State University	USA



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