THE AMERICAN UNIVERSITY IN DUBAI
Undergraduate Catalog 2007-2008
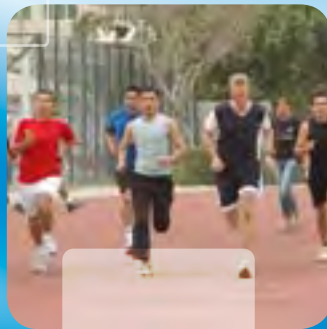
CONTENTS

FROM THE OFFICE OF THE PRESIDENT...

It is my pleasure to preface AUD's 2007-2008 *Undergraduate Catalog*. The university's scope and its two-pronged approach to education (i.e., career preparation and "whole person" development) are reflected throughout its pages.

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

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

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

Lance Edward de Masi
President

OVERVIEW

The American University in Dubai is a private, non-sectarian institution of higher learning founded in 1995. AUD's Enrollment in 2006-2007 averaged 2,600 students. In Spring 2007, eighty-four nationalities were represented in the AUD student body.

AUD offers both undergraduate and graduate degrees. A four-year Bachelor's (BBA) degree is offered in Business Administration (with optional Concentrations in Accounting, e-Business, Finance/Banking, Management, Marketing, and Marketing Communications). BFA (Bachelor's of Fine Arts) degrees are offered in Visual Communication (with optional Concentrations in Advertising [Creative], Graphic Design, Illustration and Photography), and Interior Design. The university also offers the Bachelor's of Information Technology (BIT) degree (with optional Concentrations in Application Design and Development, Database Development and Operations and Network Infrastructure Design and Administration) and a Bachelor's of Communication and Information Studies (BCIS). The AUD School of Engineering, established in 2001 through collaboration with the Georgia Institute of Technology, offers the Bachelor's of Science (BS) degree in Civil, Computer, and Electrical Engineering.

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

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

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

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

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

AUD GOVERNING BOARD*

Richard Perry
Board Chair, Wood & Perry

Gaylen D. Kemp Baxter
Board Vice Chair, Retired Attorney

Nancy Mann
Board Secretary, AIU Alumna

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American InterContinental University

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Patrick Pesch
Career Education Corporation

Jeremy J. Wheaton
Career Education Corporation

David J. Kaufman
Duane Morris LLP

* The Governing Board of American InterContinental University also serves as the AUD Governing Board

ADMINISTRATION

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

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

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Director of Central Services
Lebanese Baccalaureate (1986)

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Manager of IT Services
M.S. (2003), Boston University; B.S., Northeastern University

Sajida Shroff
Director of Institutional Effectiveness
M.B.A. (2004), Emory University; Ed.M., Harvard University; B.A., University of British Columbia; B.Ed., University of British Columbia

AUD AS AN AMERICAN INSTITUTION OF HIGHER LEARNING

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

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

But as with any institution of higher learning, The American University in Dubai – albeit by working within an American framework – has developed a character of its own. This is in large part inspired by its sensitivity to the needs of the student populace of the Middle Eastern terrain in which it operates. While the university's faculty tend to be more teaching

than research-oriented, they often enjoy a professional status uncommon among academics.

AUD's curriculum across all disciplines is skill-directed and career-oriented. Furthermore, a student-centeredness permeates university life: everything from academic advising to the approach to faculty-student interaction in- and outside the classroom, as well as career counseling is implemented with attention to the needs of the individual student. It is for this reason that class sizes are relatively small, and all faculty follow an "open door" policy with regard to office hours. Finally, the globalization of business and communications makes it imperative that the university's educational programs be delivered with an international

perspective and that a tolerance for cultural diversity be promoted through both curricular and extra-curricular activities.

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

ACCREDITATION AND LICENSURE SUMMARY

☐ The American University in Dubai is a branch campus of American InterContinental University, Atlanta, Georgia. American InterContinental University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's, and Master's degrees. This umbrella accreditation includes all approved branch campuses of the university, including AUD operating in Dubai*. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of American InterContinental University and/or The American University in Dubai*.

* AUD no longer offers Associate degrees (as of Oct., 2004)

☐ AUD is officially licensed by the Ministry of Higher Education and Scientific Research of the United Arab Emirates and the DC Education Licensure Commission (Washington). The Ministry has accredited the university's programs in Business Administration (both undergraduate and graduate), Communication and Information Studies, Engineering, Information Technology, Interior Design and Visual Communication.

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

The American University in Dubai, through its School of Business Administration, has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE):

- Bachelor's of Business Administration with Concentrations in Accounting, e-Business, Finance/Banking, Management, Marketing and Marketing Communications;

- Master's of Business Administration.

Furthermore, the university's undergraduate Concentrations in Marketing Communications and Advertising (Creative) have been accredited by the International Advertising Association (IAA) in New York.

Note:

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

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

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

IACBE: PO Box 25217, Overland Park, Kansas 66225 USA; tel: 913-631-3009

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

MISION AND GOALS

AUD MISSION

The Mission of The American University in Dubai is to provide for the varying educational needs of a culturally diverse and geographically dispersed student body with the goal of preparing students academically, personally, and professionally for successful careers.

PHILOSOPHY AND PURPOSE OF THE UNIVERSITY

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

PURPOSE-RELATED GOALS OF THE UNIVERSITY

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

☐ To enable an international student population to achieve personal and professional goals;

☐ To enable students to rely on their cultural heritage and background as a foundation for their learning, growth, and change;

☐ To guide students in adapting their knowledge, training, and skills to the workplace;

☐ To foster the development of critical thinking and lifelong learning skills;

☐ To instill the importance of ethical behavior, responsibility, and professional standards;

☐ To provide academic programs, services, facilities, and technologies that support team-based learning and contribute to students' intellectual development and personal growth;

☐ To retain a diverse faculty comprised of experienced, qualified educators with industry-current expertise;

☐ To coach and prepare students for job placement and career success utilizing a network of professional and business contacts.

VISION

☐ Enhanced standards and quality in program offerings;

☐ Greater diversification in program portfolio;

☐ Greater emphasis on the liberal arts;

☐ Ever more "American" in terms of the total educational experience;

☐ Strengthened integration with local community (university as a "point of reference");

☐ Expanded facilities and technology application.

VALUES

There are six (6) Values that underpin AUD's operations and development and that characterize its dealings with students, faculty, staff, and other constituents:

☐ *Whole Person Education* – AUD values the intellectual, personal and professional development of its students;

☐ *Excellence* – AUD values excellence in all that it does and is committed to continuous improvement in its educational offerings and services;

☐ *Integrity* – AUD values honesty and transparency and has high standards of legal-adherence, morality and ethics;

☐ *Service* – AUD values all of its constituencies and partners with its stakeholders in the achievement of their objectives and aspirations;

☐ *Diversity* – AUD values diversity in all its manifestations and recognizes its contribution to the quality of university life;

☐ *Tolerance* – AUD values respect and open-mindedness as proper responses to concepts, opinions and customs that are diverse, new or unfamiliar.

STATEMENT ON INTEGRITY AND COMMITMENT

As an institution committed to quality, The American University in Dubai views integrity as an underlying tenet to its Mission and

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

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

STATEMENT ON ACADEMIC EXCELLENCE

AUD's foremost objective is the fostering of academic excellence. The university's administration is uncompromisingly dedicated to the principle that the maintenance of high standards is in the ultimate interest of both the institution and its students. Nothing is more important to AUD than its reputation for quality, and nothing is more important to our students than the quality of their degrees. Our on-going success as a respected institution of higher learning depends on the quality of our graduates, and the skill-base possessed by these graduates determines success in their chosen career.

☐ Students are admitted to AUD only if they rigorously meet the criteria for admission;

☐ Teaching excellence is a hallmark of the AUD faculty. Each term, student feedback is obtained through the *Instructional Evaluation Form;* and Deans/Program Chairs are charged with closely monitoring teaching effectiveness;

☐ A's and B's are awarded only to students whose performance is truly exceptional/above average;

☐ The policies governing academic suspension and dismissal are scrupulously applied. Exceptions are rarely made;

☐ Each School/Department's Advisory Council of practicing professionals helps to ensure that the curricula are relevant and up-to-date.

ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS

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

groups, and faculty review of course outcomes.

Student confidentiality is protected in all university assessment processes.

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

AUD DEGREE PROFILE

UNDERGRADUATE

BACHELOR'S DEGREE PROGRAMS

☐ Business Administration (BBA)
- Accounting
- e-Business
- Finance/Banking
- Management
- Marketing
- Marketing Communications

☐ Communication and Information Studies (BCIS)
- Radio/TV/Cinema

☐ Engineering (BS)
- Civil
- Computer
- Electrical

☐ Information Technology (BIT)
- Application Development for Commerce and Industry

- Database Development and Operations
- Network Infrastructure Design and Administration

☐ Interior Design (BFA)

☐ Visual Communication (BFA)
    - Advertising (Creative)
    - Graphic Design
    - Illustration
    - Photography

GRADUATE

MASTER'S DEGREE PROGRAM

☐ Business Administration (MBA)
    - General
    - International Finance
    - International Marketing

Details of this Program are contained in the *AUD 2007-2008 MBA Catalog*.

AUD AND GEORGIA TECH

The Georgia Institute of Technology (Georgia Tech), whose Engineering College is consistently ranked among the top five schools of engineering in the US, was intimately involved in the original conception of AUD's engineering programs (consultation regarding establishment of entrance requirements, curriculum design, determination of facilities requirements, composition of advisory boards, etc.).

Several of Georgia Tech's international programs are of value to students pursuing undergraduate engineering programs at AUD, including the Georgia Tech Lorraine Summer Program. This is a regular Georgia Tech summer term program offered at Georgia Tech Lorraine, in Metz, France. The courses are identical to those offered on the Atlanta main campus; the main focus is on required engineering courses, along with electives of broad interest to a wide student population. The courses are taught in English by regular Georgia Tech faculty who are assigned to Georgia Tech Lorraine for the Summer term. The primary audience are students from the main Atlanta campus wishing to incorporate an international component in their academic program while still taking regular courses. Transient students, in good academic standing from other academic institutions, may register for the Georgia Tech Lorraine Summer Program; these may include AUD engineering students.

The following programs have more limited capacity to enroll non-Georgia Tech students:

☐ Oxford Summer Program;

This is an abbreviated program offered at the campus of Oxford University.

☐ College of Computing Summer Program in Barcelona;

☐ International Affairs Summer Program in Brussels;

☐ Chemistry Summer Programs in London;

☐ Distance Learning Programs.

EXCHANGE PROGRAM BETWEN AIU CAMPUSES

The opportunity for an international education is enhanced by the option for students to transfer between Dubai and the other AIU campuses in Buckhead, Dunwoody, Houston, London, Los Angeles, and South Florida. Students who take advantage of this exchange program are provided a variety of multicultural experiences and self-development options to meet the challenges and requirements of today's rapidly changing world.

To transfer to another AIU campus to take courses in an academic program offering the same degree pursued at AUD, a student must:

☐ be in good academic standing with the institution (CGPA of 2.0 for undergraduate programs);

☐ be in good standing with the AUD Housing Department (if applicable);

☐ have met all AUD financial obligations.

Students need to check with the Registrar's Office to obtain the appropriate forms and details at least **three months** prior to the term in which the transfer is expected. ***(Students should note that all other AIU campuses follow a quarter calendar and that upon returning to AUD, courses taken at other AIU campuses are treated as transfer credit.) All policies regulating transfer credit (found on pages 55-56 of this Catalog) apply to the transfer of credit from AIU.***

UNDERGRADUATE ADMISSIONS

MISSION

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

PURPOSE

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

GOALS

☐   To provide access to higher education;

☐   To recruit students consistent with AUD's goals;

☐   To provide accurate information on educational opportunities to prospective students; and

☐   To provide quality services to prospective and new students.

ADMISSIONS PHILOSOPHY

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

FIRST-TIME FRESHMAN

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

COLLEGE TRANSFER STUDENTS

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

UNDERGRADUATE ADMISSIONS

PROCESS/REQUIREMENTS

(Students should be aware that all records, letters and other documents provided in the original to AUD as part of the admissions process will remain university property. The university reserves the right to evaluate the adequacy of all credentials submitted for admission. Furthermore, students are reminded that omission or falsification of information constitutes sufficient reason for rejection or dismissal. This dismissal, requiring the President's approval, may occur at any time during a student's residence at AUD; i.e., upon discovery of the omission/falsification.)

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

☐   A completed *Application for Admission.*

☐   Non-refundable application fee of AED 180 or US $50. A reservation deposit (nonrefundable) of AED 5,000, which is

fully applied toward tuition, is required upon acceptance for admission. Due to the high number of applicants, students are requested to pay this deposit within two months of the start of the term of entry. No application will be accepted after this date without the reservation deposit.

☐ An official UAE high school/secondary school certificate or its equivalent as approved by the Ministry of Education and an official high school/secondary school transcript (academic record) in the original covering the last three years and reflecting a good academic standard. (Required averages vary by school systems. Students should consult an AUD admissions Representative for pertinent requirements.) For British qualifications, the following standard applies to IGCSE/GCE: grade "C" or above. AS-level and A-level will also be considered. A combination of 7 subjects (O/AS/A) or 4 subjects (AS/A) may be submitted. Proof of eleven years of school is required for students applying with IGCSE subjects.

High School Certificate Attestation

Applicants from schools in the UAE who seek UAE Ministry of Higher Education and Scientific Research attestation of their university degrees should consult the Ministry for the requirements of high school attestation/equivalency prior to commencing their studies at AUD. Applicants in possession of high school diplomas/certificates received outside the UAE should seek information from

the AUD admissions office regarding the requirements for attestation by the UAE Ministry of Higher Education and Scientific Research. These may vary according to the country granting the diploma/certificate.

☐ International TOEFL score of 550 (CAT 213) + TWE of 4.0 or Internet-based TOEFL score of 79-80 + writing skills range 24-30 is required or the equivalent score on another internationally-recognized exam (English). (AUD's international code for TOEFL is 0063.)

☐ SAT I or the appropriate score on the university–administered ACCUPLACER™ Exam (Math). (AUD's international code for SAT is 2688.) *SAT I is required for Engineering applicants (see Engineering section).*

☐ Official letters of recommendation from two referees (high school teachers or university professors in the case of transfer students) endorsing the student's ability to successfully complete university work.

Letters should be in the original, on letterhead, stamped and sealed. If they prefer, students may use the reference forms found in the *AUD Admissions Kit* for this purpose.

☐ 2 passport-size photographs and passport photocopy.

☐ *Transfer Students* — In addition to the above, students transferring in to AUD

should submit:

- official transcripts from which transfer credit is sought *(Transfer Students must be in good academic standing [i.e., with a minimum 2.0 CGPA or equivalent] at the institution from which they are transferring. AUD may require higher than this 2.0 minimum GPA. As this depends on the university from which the student is transferring, all transfer applicants should consult the AUD Admissions Office for the requirement pertinent to his/her institution);*

- course descriptions for all courses for which transfer credit is sought *(Students should be aware that they will be held responsible for any courses taken at AUD prior to receipt of required course descriptions.).*

Regulations governing the awarding of transfer credit are contained on pages 55-56 of this *Catalog*. Transfer students should read these pages carefully. As previously noted, selection of students for admission into degree programs of study is based on an individual evaluation of each applicant's capability or potential for successful completion of the program. To assist the institution in academically advising students, assessment of academic proficiency is required for all undergraduate first time applicants and transfer students who have not satisfied the institution's English/Mathematics requirements. AUD will use the results of this assessment to determine appropriate academic placement and the need for developmental course work (see "Academic Proficiency" in the Academic Policies section of this *Catalog).*

TRANSIENT STUDENTS

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

☐ An *Application for Admission* (accompanied by application fee);

☐ An **official** college transcript (GPA minimum 2.0);

☐ Transient students should seek academic advisement at their home institution to determine whether the courses taken at AUD are applicable to their degree program. Written approval should be submitted along with the application;

☐ 2 passport-size photographs and passport photocopy.

SAP STUDENTS

The Study Abroad Program (SAP) is intended for visiting students who are currently enrolled in degree programs at other colleges or universities, but who wish to attend AUD for one or more semesters. The purpose of completing this AUD course work is to provide students with an international component to their formal education while fulfilling academic requirements that will transfer credit back to the home institution.

Study Abroad applicants must:

☐ complete a *Study Abroad Program Application for Admission* and submit a non-refundable application fee;

☐ seek academic advice and approval at their home institution to determine those AUD courses which are transferable.

The Study Abroad Program is for students who attend institutions other than AIU. Students currently attending an AIU campus and interested in attending the Dubai campus should contact the Office of Academic Affairs of their home campus; or alternatively, the AUD Admissions Office. Information is also available in the US by calling 1-800-255-6839.

READMISSION FOLLOWING INTERRUPTION OF DEGREE PROGRESS

Students who seek re-entrance following a period of suspension must follow the procedures listed on page 31 of this *Catalog* under "Readmission from Academic Suspension."

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

ADMISSIONS – SCHOOL OF ENGINEERING

STANDARDIZED TESTING

☐ Freshman applicants must take the Scholastic Assessment Test (SAT I). Students should have their scores for each time they have taken this test sent to AUD. ***It is highly recommended that this test be taken by November of the senior year of high school***. ***A minimum score of 440 is required in Critical Reading and a minimum of 560 is required in Math.***

☐ A readiness for MATH 202 (Calculus I) will be determined by the university–administered ACCUPLACER™ Exam. Students who have the equivalent of MATH 202 transferred from another recognized university will be exempted from taking this Exam.

☐ Engineering students who have the required SAT I score (Math 560), but fail to achieve the required score on the ACCUPLACER™ Math Exam, will be placed in MATH 190. Only after passing MATH 190 (min. grade "C") will these students receive acceptance into the School of Engineering.

☐ Engineering students are required to take the university's Computer Proficiency Exam prior to their first semester of enrollment at AUD. A student who fails the Exam will be required to enroll in and pass COMP 101 within his/her first two terms of residence. In such cases, COMP 101 credit will not count towards engineering program credit hour requirements.

☐ Transfer students who have been granted AUD credit for MATH 202, MATH 203 and MATH 204 (i.e., the calculus sequence) are exempted from the SAT I requirement. This does not apply to AUD students who take one/more of these courses outside AUD.

NON-DEGREE-SEEKING (NDS) STATUS

Students who do not fulfill the SAT I requirement prior to their semester of entrance and are placed in MATH 190 or MATH 202 may be admitted provisionally with the status of non-degree-seeking (NDS). *Failure to submit required SAT I scores according to the following schedule will result in automatic cancellation of this provisional status:*

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

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

If the student remains in Engineering, it should be noted that MATH190 credit will not be considered as part of the Engineering program requirements.

HIGH SCHOOL COURSE REQUIREMENTS FOR PROSPECTIVE FRESHMEN

Students must have accumulated secondary school course work in: Chemistry and two (2) other laboratory sciences.

TRANSFER ADMISSION

In addition to all admissions requirements, transfer students must meet all requirements for transfer students stated above.

TUITION AND FEES

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

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

REFUNDS

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

Refunds are governed by the following regulations:

(1) Tuition (except IELP)

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

Schedule	Refund
During the first week*	75%
During the second week**	50%
During the third week	25%
After third week	0%

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

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

(2) Tuition (IELP)

Schedule	Refund
Until the end of Drop/Add+	75%
After Drop/Add	0%

+ Check the IELP Calendar for dates of Drop/Add period.

(3) Housing Fees and Charges

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

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

**   Sunday-Thursday

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

Note: Legal residents of the U.S. State of Georgia are entitled to refunds per the more favorable of either the AUD Institutional Policy or Georgia's Minimum Standards. Consult the Finance Office for details.

AUD SCHOLARSHIPS

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

BACKGROUND AND OBJECTIVE

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

ELIGIBILITY AND RENEWAL

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

eligible students should be aware that selection is based on the highest averages among applicants. MBA (for UAE Nationals only) must have a minimum of 3.0 GPA.

SELECTION CRITERIA

Academic Performance will be determined by: high school average (last three years). Academic letters of recommendation and TOEFL/SAT I scores will be used in case of ties. It is expected that recipients will have earned an academic status well above the minimum required for admission or continuance in a degree program. Students should submit all the required documents for admission upon applying. Incomplete files may not be considered. Students whose academic results are issued after the Scholarship deadline (i.e. students following the British, IB, etc., curricula) may be conditionally awarded a Scholarship based on high school grades.

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

COVERAGE/MAINTENANCE OF FINANCIAL AID

A Scholarship entitles the recipient to a waiver of tuition for one academic year (2 semesters/30 credit hours) until graduation. The Scholarship does not cover courses taken in the Summer terms. The Student must enroll for two successive semesters and carry a full load of academic credits (12 to 16 hours) each semester.

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

APPLICATION PROCESS

In order to apply, a new student must fill out an AUD application for The HH. Sheikh Mohammed Bin Rashid Al Maktoum Scholarships for Academic Achievement by *July 10* prior to the academic year for which aid is requested. For renewal, students must submit an application by *May 15.* Upon examination of a student's academic status and the submission of updated documents, renewal of a scholarship for existing holders will be reassessed once a year prior to beginning of the Fall semester.

THE HH SHEIKH MOHAMMED BIN RASHID AL MAKTOUM ATHLETIC SCHOLARSHIPS

Details concerning these Scholarships are available at the Admissions Office.

THE WILLIAM JEFFERSON CLINTON SCHOLARSHIP AT THE AMERICAN UNIVERSITY IN DUBAI

INTRODUCTION

The William Jefferson Clinton Scholars at the American University in Dubai Program seeks to further the goals of the Clinton Presidential Foundation to strengthen the capacity of people in the United States and throughout the world to meet the challenges of global interdependence through its work in racial, ethnic and religious reconciliation. In partnership with the American University in Dubai, the program will provide US-based students the opportunity to expand their educational and cultural horizons by studying in the Arab world.

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

ELIGIBILITY

In order to be eligible for a scholarship, a student must currently be enrolled as a full-time undergraduate degree candidate at an accredited 4-year college/university in the United States. It is expected that recipients will demonstrate exemplary academic achievement.

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

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

PROGRAM INFORMATION

Clinton Scholars will receive:

- A full waiver of tuition for one semester;

- Dormitory housing at the American University in Dubai on a shared-room basis

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

APPLICATION PROCESS

In order to apply, a student must complete an application for *The William Jefferson Clinton Scholars at The American University in Dubai Program*. Students of consent age or their legal guardian(s) must sign the Clinton Foundation waiver for the application to be deemed complete.

Applicants will be evaluated upon the submission of:

- *The Clinton Scholars Application Form*;

- A 500-word personal statement addressing the qualities that distinguish the applicant for The William Jefferson Clinton Scholars Program;

- Two letters of recommendation;

- *Waiver and Release Form*;

- Résumé indicating work and leadership experience;

- Official copy of applicants current undergraduate transcript;

- Course approval letter from student's advisor at home institution.

Furthermore:

- Students must be in good academic standing [i.e., minimum 2.0 CGPA or equivalent] at the institution from which they are applying;

- Students should seek academic advisement at their home institution to determine whether the courses taken at AUD are applicable to their degree program. Written approval should be submitted along with the application. The schedule for filing applications is as follows:

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

NOKIA SELECT SCHOLARSHIPS

PHILOSOPHY

Life is a puzzle, and without all the pieces you'll never get a chance to see how beautiful the picture could be. Nokia believes that everyone should have the chance to make the most of their abilities. To help more people achieve this, Nokia has created the *Nokia Select* scholarship program, offering prospective AUD students the opportunity to continue their studies without financial burdens. The scholarship rewards academic excellence and acts as an incentive to achieve greater scholastic heights as well as a reward for hard work and outstanding achievement.

ELIGIBILITY AND RENEWAL

The scholarships are open to all AUD prospective IT, Engineering and Business undergraduate students. New applicants to one of AUD's degree programs must have at least a 90% grade average (or equivalent).

Students should submit all the required documents for admission upon applying. Incomplete files may not be considered.

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

SELECTION CRITERIA

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

COVERAGE/MAINTENANCE OF FINANCIAL AID

A Scholarship entitles the recipient to a waiver of tuition for one academic year (2 semesters/30 credit hours and 1 summer term/9 credit hours) until graduation. The Student must enroll for two successive semesters and carry a full load of academic credits (12 to 16 hours) each semester.

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

APPLICATION PROCEDURES

New students must submit a completed *AUD Application for the Nokia Select Scholarship* by **July 10** prior to the academic year for which the scholarship/renewal is sought.

DAMAC ACHIEVERS SCHOLARSHIP PROGRAM

PHILOSOPHY

Knowledge is a power beyond measure. At DAMAC Holding, we believe that everyone should be given the opportunity to develop their skills and enhance their knowledge in every aspect. And to help achieve their dreams, DAMAC Holding has created the DAMAC Achievers Scholarship Program. The Program offers deserving UAE national students an opportunity to hone their knowledge at

American University in Dubai without the financial burden. The Scholarship rewards academic excellence and gives impetus to students to achieve greater scholastic levels. It also provides a fitting reward for hard work and outstanding achievement.

ELIGIBILITY AND RENEWAL

The scholarships are open to all AUD prospective Engineering, Visual Communication, Interior Design and Business undergraduate students. New applicants to one of AUD's degree programs must have at least an 85% grade average (or equivalent).

Students should submit all the required documents for admission upon applying. Incomplete files may not be considered.

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

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

SELECTION CRITERIA

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

COVERAGE/MAINTENANCE OF FINANCIAL AID

A Scholarship entitles the recipient to a waiver of tuition for one academic year(2 semesters/30 credit hours) until graduation . The Scholarship does not cover courses taken in the Summer terms. The Student must enroll for two successive semesters and carry a full load of academic credit (12 to 16 hours) each semester.

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

APPLICATION PROCEDURES

New students must submit a completed AUD Application for the DAMAC Achievers scholarship by **July 10.**

ADMISSIONS CRITERIA AND PROCEDURES

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

REQUIREMENTS

Students seeking admission to the university under the DAMAC Achievers Scholarship

Program must submit the following:

- ☐ A completed DAMAC Scholarship Application for Admission;

- ☐ An application fee of AED 180;

- ☐ An official high school/secondary school transcript (academic record) reflecting performance of an excellent academic standard of 85% or above;

- ☐ Last 3 years of high school records are required;

- ☐ International TOEFL score of 550 (CAT 213) + TWE of 4.0 or above or an equivalent score on another internationally-recognized exam (International code for TOEFL is 0063; for SAT I, 2688);

- ☐ SAT I or a passing score on the university's Math Placement Test;

- ☐ Official letters of recommendation from two referees (high school teachers) stating the student's ability to successfully complete university work. Letters should be on letterhead, stamped and sealed;

- ☐ 2 passport-size photographs + photocopy of passport.

ENGINEERING APPLICANTS

Engineering applicants in all disciplines are required to submit SAT I scores.

DEYAAR SCHOLARSHIP PROGRAM

PHILOSOPHY

Deyaar Developments, one of the world's leading real estate companies, is delighted to announce the UAE National Scholarship Program without a 'return-to-work' commitment. With Deyaar Developments, you can define your own space as we provide financial support towards your educational costs with no obligation of having Deyaar as your only employment choice. We believe in developing local talent and encourage all qualified applicants interested in our unique scholarship intern program. In partnership with the American University of Dubai, we are privileged to launch this truly outstanding opportunity. Applications are available online (www.aud.edu).

ELIGIBILITY AND RENEWAL

The Scholarships are open to all AUD prospective Engineering, Interior Design and Business undergraduate students. New applicants to one of AUD's degree programs must have at least a 80% grade average (or equivalent).

Students should submit all the required documents for admission upon applying. Incomplete files may not be considered.

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

Applicants should submit salary certificates of all employed members in their family. Financial Need must be demonstrated by insufficiency of financial support to fund educational expenses.

SELECTION CRITERIA

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

COVERAGE/MAINTENANCE OF FINANCIAL AID

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

Scholarships are renewed on a yearly basis, and students are expected to maintain a Grade Point Average of 2.5 or above calculated at the end of each academic year. Failure to comply with any of the above could result in the withdrawal of the scholarship.

Students on the scholarship program should work with DEYAAR during summer breaks for a month or two. This agreement will be drafted between DEYAAR and the student.

APPLICATION PROCEDURES

New students must submit a completed AUD Application for the DEYAAR scholarship by **July 10.**

ADMISSIONS CRITERIA AND PROCEDURES

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

REQUIREMENTS

Students seeking admission to the university under the DEYAAR Scholarship Program must submit the following:

- ☐ A completed DEYAAR Scholarship Application for Admission;

- ☐ An application fee of AED 180;

- ☐ An official high school/secondary school transcript (academic record) reflecting performance of a good academic standard of 80% or above;

- ☐ Last 3 years of high school records are required;

- ☐ International TOEFL score of 550 (CAT 213) + TWE of 4.0 or above or an equivalent score on another internationally -recognized exam (International code for TOEFL is 0063; for SAT, 2688);

- ☐ SAT I or a passing score on the university's Math Placement Test;

- ☐ Official letters of recommendation from two referees (high school teachers) stating the student's ability to successfully complete university work. Letters should be on letterhead, stamped and sealed;

- ☐ 2 passport-size photographs + photocopy of passport.

ENGINEERING APPLICANTS

Engineering applicants in all disciplines are required to submit SAT I scores.

YOUNG ARAB LEADERS (YAL) SCHOLARSHIP

BACKGROUND AND OBJECTIVES

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

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

ELIGIBILITY AND SELECTION CRITERIA

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

- ☐ Possess a high school grade average of 90%;

- ☐ Show a record of good conduct;

- ☐ Be proficient in English and Arabic;

- ☐ Possess proven leadership skills;

- ☐ Require financial assistance;

- ☐ Receive acceptance into AUD's undergraduate program;

- ☐ Participate in the interview screening process with the YAL panel;

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

COVERAGE/MAINTENANCE OF FINANCIAL AID

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

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

APPLICATION PROCESS

In order to apply, a new student must fill out the YAL Scholarship Application by **July 10** of each academic year.

THE DANIEL NEWELL PENDERGRASS MEMORIAL SCHOLARSHIP

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

UNIVERSITY POLICY AND PROGRAM CHANGES

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

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

GOVERNMENT REGULATIONS

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

CIVIL RIGHTS COMPLIANCE

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

DRUG-FREE ENVIRONMENT

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

UNLAWFUL HARASSMENT

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

* of accused

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

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

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

To obtain an accommodation for a disability, the student must present a current medical certification stating the nature of the disability and the type of accommodation needed. To be considered current, the certification must have been completed by a health care professional within one year from the date it is presented to the university. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to AUD's grievance process.

CAMPUS SECURITY/CRIME AND SAFETY PREVENTION PROGRAM

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

OFFICE OF THE REGISTRAR

The Registrar's Office supports AUD's academic initiatives by fulfilling the following functions:

☐ maintaining student academic information;

☐ conducting and managing the process of registration;

☐ monitoring and reporting on student satisfactory academic progress and academic eligibility such as degree completion, probations and suspensions, honor roll and graduation roll;

☐ coordinating and issuing official enrollment and academic certifications as required by the students, such as proof of enrollment letters, ID cards and transcripts and diplomas;

☐ posting of transfer credits for new and in-school transfers;

☐ entering and updating student grades and degree audits;

☐ furnishing data for advising, instruction and policy development.

MISSION

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

PURPOSE

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

GOALS

☐ To ensure the implementation of academic policies and procedures that support the mission of the institution;

- To facilitate the student registration process enabling students to become more efficient in planning for their needs and to improve retention;

- To support the university's efforts to provide quality service for students making office-related functions as efficient and seamless as possible;

- To support AUD's continuous assessment process by providing timely and accurate information for administrative purposes and accreditation bodies;

- To contribute significantly to improving academic support infrastructure by collaborating with both academic and administrative departments.

STUDENT RECORDS INTEGRITY

AUD practices the standard of developing and implementing effective management systems that ensure integrity, confidentiality, security and accurate interpretation of institutional records. As such, AUD has implemented policies and procedures to protect the security of the student records in our electronic database (CampusVue), created adequate backup procedures, and updated procedures for approving grade changes. The integrity and confidentiality of student record information continues to be one of the highest priorities of the university.*

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

STUDENT RECORDS ACCESS AND RELEASE

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

- Each student attending AUD shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Parents are not entitled to inspect and review financial records of their students. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986 (USA).

- A student's education records are defined as files, materials, or documents including those in electronic format that contain information directly related to the student and are maintained by the institution. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, and advising, and determining financial aid eligibility.

- Students may request a review of their education records by submitting a written request to the Provost and Chief Academic Officer. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.

- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Provost will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified of the Provost's decision. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

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

□ The written consent of the student is required before personally identifiable information from education records on that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law. All students are requested to complete the *Release Form* as part of the admission process.

□ A student who believes that AUD has violated his or her rights concerning the release of or access to his or her records may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

FACILITIES

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

Indeed, the facilities that comprise the multi-edifice campus are nothing less than impressive, whether they be found in the *academic wings, cafeteria, student and faculty housing or administrative complex.* Specifically, eleven buildings dot the campus today, a 10-story faculty housing unit being the latest addition. A Student Center, housing indoor sports facilities and food court in addition to several other amenities, is currently under construction.

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

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

AUD's School of Engineering houses several labs. The physics lab is equipped with PASCO equipment for conducting simple to very sophisticated experiments in electricity and magnetism. The Analog and Digital lab comprises over 14 stations with a complete set of Agilent equipment; namely, oscilloscopes, digital multimeters, triple dc power supplies and function generators. This lab is equipped with various components and accessories such as bread boards, capacitors, resistors, inductors, and assorted probes, cables and connectors. There is also one high-end spectrum analyzer for advanced courses and senior projects. The third lab is the engineering computer lab, which houses over 30 PC's. Each is equipped with the Matlab software, PSPICE, Java and Maple. Soil, Material/Surveying, Matlab and Linux labs are additional labs in the School of Engineering. Finally, the latest addition is a power engineering lab.

The accomplishment of AUD's objective to deliver a genuinely American education is facilitated by sports facilities *(soccer field, outdoor track, tennis/volleyball/basketball courts, swimming pool)* that provide students with the opportunity to engage in extracurricular activities which constitute student life on a typical US-based campus. A 1,000-seat *auditorium* serves as a venue for student assemblies, conferences and cultural events.

AUD LIBRARY

MISSION

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

educational programs. The *complementary mission* is to support the research and staff development needs of AUD faculty and staff.

PURPOSE

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

GOALS

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

☐ the development of the library print collection, electronic information resources and access to external information sources;

☐ the library's organization and arrangement for access;

☐ appropriate reference services and user education programs;

☐ the maintenance of facilities of an adequate size and quality to house collections, resources, and equipment and to provide adequate space for patrons and library personnel.

LIBRARY OVERVIEW

The Library at the American University in Dubai provides books, magazines/journals and electronic resources to enrich the university's educational program. AUD's Library has a large English language collection of close to 31,000 print volumes supplemented by over 40,000 e-books. The Library provides a rich collection of over 50 online resources offering access to full-text journals, magazines and international newspapers. The Library also provides over 260 print journals, magazines and newspapers. The collection is particularly strong in resources for business, interior design, visual communication, information technology, and engineering.

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

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

The AUD Library provides the tools needed to complete research and create presentations. It contains two computer labs (22 computers) and one teaching lab (24 computers) in addition to computer workstations in the Reference area, photocopier, two printers, two scanners and four study rooms.

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

UNDERGRADUATE CLASSIFICATION

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

GENERAL STATEMENT OF PHILOSOPHY ON STUDENT CONDUCT

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

DISCLOSURE

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

STUDENT CODE OF CONDUCT

AUD is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges or that impedes the educational process is unacceptable and may lead to sanctions up to and including dismissal from the university. An explanation of violations of university regulations can be found in the *AUD Student Handbook*.

CONDUCT COUNCIL

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

AUD TECHNOLOGY USE POLICY

Staff and students at AUD are advised to use proper social and professional etiquette when using the AUD systems. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. AUD does not condone the use of inappropriate language when writing messages to instructors, staff or students.

Information technology resources include all university-owned computers, peripherals, and related equipment and software; voice and data communications infrastructure, all other associated tools, instruments, and facilities; and the services that make use of any of these technology resources. Any part of AUD's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. There is zero tolerance for any student, faculty or staff who violate this policy, and immediate dismissal may result.

Anyone accessing or utilizing university computer systems, related data files, and information shares the responsibility for the security, integrity, and confidentiality of information.

University e-mail services shall not be used for purposes that could reasonably be expected to cause directly, or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with use of e-mail or e-mail systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of network resources is prohibited. Penalties for misuse of AUD's Information Technology Resources are to be determined by the Dean/Program Chair or the employee's supervisor, following consultation with the President.

AUD technology resources should only be used to accomplish university-specific tasks, goals, and learning objectives. No other use is sanctioned.

GRIEVANCE OFFICER

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

GRIEVANCE PROCEDURE

To resolve an issue,

- ☐ Grievants should ***directly communicate*** with the person with whom they have a complaint. It is the grievant's responsibility to do this before any further action is pursued;

- ☐ If grievants wish to formalize the process; they are required to seek the counsel

of the **Grievance Officer within ten working days** of the incident leading to the complaint;

☐ If the grievant wishes to pursue the matter further, he/she should submit a written complaint to the Grievance Officer with the following information:

- his or her description of the incident(s);
- the name of the person with whom he/she has a concern/complaint;
- a suggested remedy.

☐ The Grievance Officer will then contact the respective Dean/Program Chair (academic issues), Department Director (non-academic issues), or Supervisor (as appropriate) and provide them with the information regarding the complaint;

☐ The Program Dean/Chair (academic issues), Department Director (nonacademic issues) or Supervisor will then begin the investigation of the complaint;

☐ The Dean/Chair (academic issues), Department Director (non-academic issues) or Supervisor will provide a report reflecting the findings and giving recommendations **within ten working days** of the filing of the written complaint;

☐ If a written report is not received within this timeframe, the Grievance Officer will forward the grievance to the Provost (academic issues), Dean of Student Services (non-academic issues) or respective Senior Supervisor;

☐ The Grievance Officer **in consultation** with the Provost (academic issues), Dean of Student Services (non-academic issues) or Senior Supervisor, will summarize the decision and rationale in writing **within ten working days** to the grievant, the respondent, and the Dean/Chair (academic issues), Department Director (non-academic issues) or Supervisor.

- Appropriate action will be taken by the Program Dean/Chair (academic issues), Department Director (nonacademic issues) or Supervisor within **five working days** after receiving the summary of the decision/rationale.

- Confirmation in writing that action has been taken will be provided to the Grievance Officer within **five working days**.

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

GRIEVANCE APPEAL PROCESS

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

☐ This appeal must be received in the Office of the President **within five working days** after the grievant, the respondent, and the Program Dean/Chair, Department Director or Supervisor have received written notification of the action.

☐ The decision previously made can only be overturned by the President if **additional extremely compelling information** is deemed relevant to the case outcome.

CONFLICT OF INTEREST CLAUSE

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

DIRECTORY INFORMATION CHANGES

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

TRANSFER OF CREDIT FROM AUD TO OTHER COLLEGES AND UNIVERSITIES

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

INTERRUPTION OF DEGREE PROGRESS

When a student interrupts progress towards completion of his/her degree for one calendar year or more, *he/she must re-apply to the University in order to resume their studies*. The application for re-admission will entail a review of the student's record by the Admissions Office which, in consultation with the Office of Academic Affairs, may require the student to fulfill (in all or in part) the degree requirements in effect at the time readmission is requested. These requirements may differ from those in effect at the time the student was first admitted to the university.

WITHDRAWAL FROM THE UNIVERSITY

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

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

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

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

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

MISSION

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

PURPOSE

The purpose of the Office of Student Services is to assist students in the integration process so that they can readily become part of the university community. In addition, a range of services, such as tutoring, workshops, academic support, psychological counseling, and athletic, cultural, and recreational activities are offered to help students attain their professional and personal goals.

GOALS

☐ To support the purpose and goals of the institution;

☐ To provide services that will enable students to become more effective and efficient in utilizing and enhancing their knowledge;

☐ To provide the individual student with experiences to promote self-discipline, self-assurance and mastery of the intricacies of personal and professional challenges; and

☐ Together with the Office of Academic Affairs, to produce graduates for the business and professional communities who possess the integrity, determination, judgment, motivation, ability and education to assume responsible positions of leadership and who can meet the demanding challenges posed by contemporary society.

DIVISIONS OF STUDENT SERVICES

DEAN OF STUDENT SERVICES

The Dean's Office, in the person of the Dean of Student Services, assists students with the assimilation process so they can readily become part of the university community.

The Dean helps students interpret, clarify and understand university policies and procedures and receives student complaints, suggestions, and concerns. The Dean serves on all honor and conduct councils. One of the primary responsibilities of the Dean is to safeguard and represent students' interests.

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

HEALTH SERVICES

Health Services, headed by the Health Center Director (Registered Nurse) and supported by two staff nurses, offers both preventive and daily health care and health education designed to support the physical and emotional health of students and staff.

Health services are available 24 hours a day. The Health Center is open weekdays from 8:00 am – 9:30 pm. After working hours and during weekends, emergency health services are provided by staff nurses who reside on campus and are on call. Students who need to contact the nurse on call for emergency cases should call the UNIVERSITY HOTLINE 555. The security guard on duty will then contact the nurse on duty who will attend to the student's needs. There are two treatment rooms equipped for emergencies in the Male and Female Dormitories. First Aid Guides are posted in all dorm rooms, in the Library, in the Adjunct Rooms, at the Main Reception, and at all the security guard locations.

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

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

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

The university Health Center maintains health records on all AUD students. Students should make sure that their health records are current and up-to-date. Newly enrolled students complete a medical history form that is kept on file in Student Health Services. All students are required to have this form completed by a licensed physician. Students with medical problems or disabilities that may require care or restrict their campus activities **must** submit to the Health Director and/or Student Support Manager a letter from their family physician describing their conditions, restrictions, and

special requirements. Information about a student's health is not released to those not involved in the student's immediate care without the expressed permission of the student. All health forms are included in the AUD admissions packet.

For students who do not possess a medical insurance, the Health Center offers them the possibility of acquiring a Student Health Insurance Plan

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

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

HOUSING

The motto of AUD Housing is *MAKING OUR DORM YOUR HOME.* The Housing Division does this by ensuring safe, clean, and comfortable housing for students who require on-campus housing. The Housing Manager, assisted by two Dormitory Controllers, and eight Student Resident Assistants, manages the Division.

AUD student housing consists of four residential buildings, two for males and two for females. The male and female dormitories are totally segregated. On the ground floor of each building there is a fully equipped kitchen, a student lounge, a laundry room, and a TV room. AUD has clear guidelines for what constitutes inappropriate behavior in student housing. It is

the responsibility of students to abide by these rules at all times.

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

Resident Assistants work in both the dormitories and the Housing Office. They report directly to the Housing Manager and assist with various duties. These include, but are not limited to: receiving maintenance requests, recording complaints, answering questions, making appointments for the Housing Manager, and conducting tours for prospective students and their parents. In addition, Resident Assistants report any violations of housing rules, damage to dormitories, maintenance needs and suggestions for improvements in the dorms. Resident Assistants, working in close collaboration with the Housing Manager and Student Activities Coordinator, plan and host various dorm activities and programs. Any dorm student interested in applying for a Resident Assistant position should contact the Housing Manager.

COUNSELING

Students face a variety of challenges which affect their personal growth, emotional

wellbeing and success in university. Conflicts and problems often arise which prevent students from reaching their full-potential. Students may find that their usual ways of handling problems are not working well for some reason.

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

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

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

STUDENT ACTIVITIES

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

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

AUD-sponsored activities introduce students to many of the diverse social and cultural events held in each city. A calendar of events is

available on the university's website (www.aud. edu). Any student having an idea for a student activity should contact the Coordinator of Student Activities.

ATHLETICS

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

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

The AUD Intramural Program for student, faculty and staff is offered as per the schedule for each semester. Students who are unable to commit to the mandatory training that is involved with playing on an intercollegiate team may want to consider this alternative.

The Athletics Coordinator also offers guidance and assistance to students who want to organize new sports activities, or who want to start new athletics clubs

AUD Athletics also has a drop-in program for all students who are interested in staying fit. Athletic facilities include a 400 meter track, a 25 meter pool, a soccer pitch, 3 tennis courts and 2 basketball/volleyball courts that are open to all in the AUD community when official games and practices are not scheduled. The AUD dorms also have two fully equipped student gyms available only to dorm students.

STUDENT SUPPORT

The central mission of the Office of Student Support is to enrich and support the educational, intellectual and personal growth of AUD's diverse student population. The Student Support Manager assists students in developing skills and strategies to help respond effectively to specific academic challenges and to ultimately achieve academic success through life-long learning habits.

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

STUDENT SERVICES PROGRAMS

ACADEMIC SUPPORT WORKSHOPS

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

GENERAL HOUSING MEETINGS

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

ORIENTATION

All new students are required to participate in orientation activities. A portion (5%) of the student's grade for **UNIV 101 (The University Experience)**, required during the student's

first semester at AUD, is derived from participation in orientation. During orientation, student orientation leaders acquaint students with the campus environment and the city of Dubai, explain policies and procedures, and conduct a variety of activities to introduce the students to the university experience. Further orientation takes place throughout the year through student activities, which may include seminars, workshops, tours and informal discussion sessions. AUD distinguishes itself with a unique student orientation program planned and orchestrated by AUD Student Orientation Leaders. All second through fourth year students are eligible to apply for this student leadership opportunity. Applications are available through the Dean of Student Services.

STUDENT ORGANIZATIONS/ATHLETICS

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

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

In addition, outlined penalties and disciplinary procedures will apply. Such action may include suspension or dismissal of individuals or suspension or termination of a particular activity or club. The university has authority over all student organizations and activities. To provide for the efficient use of AUD's buildings and facilities and to protect the integrity and reputation of the university, student organizations must complete a *Proposed*

Event Form two weeks prior to any event. Prior approval for use of AUD facilities is required. These forms are available from the Student Activities Coordinator.

AUD STUDENT LEADERSHIP PROGRAMS

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

STUDENT AMBASSADORS

The AUD Student Ambassador Program provides students with the opportunity to offer support in public relations, admissions and events management. AUD Student Ambassadors' major responsibility is to advocate, promote and showcase AUD and its programs in a professional and exemplary manner.

STUDENT ORIENTATION LEADERS

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

PEER TUTORS

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

RESIDENT ASSISTANTS

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

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

AUD ANNUAL GALA DINNER AND AWARDS CEREMONY

The AUD Gala Dinner/Awards Ceremony is an annual AUD event held in the spring of each academic year. The Awards Ceremony recognizes students who have strongly contributed and brought glory to AUD through

athletics, club activities, community service, leadership and academics. The ceremony is scheduled during the middle of April with a reception following the ceremony.

STUDENT LEADERSHIP AWARDS

These awards are presented to students who have demonstrated outstanding leadership on campus. This is a highly selective award only given to those students who have helped unite others, created and orchestrated activities/events, and/or emerged as leaders at the university.

STUDENT SERVICE AWARDS

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

STUDENT GOVERNMENT AWARDS

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

OUTSTANDING STUDENT ORGANIZATION

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

OUTSTANDING EVENT OF THE YEAR

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

AUD AMBASSADOR AWARDS

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

OUTSTANDING MALE ATHLETE

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

OUTSTANDING FEMALE ATHLETE

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

COMMUNITY AWARDS

Special awards given to members of the Dubai media and community organizations who have supported and promoted AUD. Recipients are selected by the External Affairs Department.

PRESIDENT'S AWARD FOR STUDENT EXCELLENCE

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

PRESIDENT'S AWARD FOR TEACHING EXCELLENCE

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

PRESIDENT'S AWARD FOR DISTINGUISHED SERVICE

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

MISSION

The mission of the External Affairs Department is to position AUD as the academic, intellectual, cultural and athletic center of the Gulf region.

PURPOSE

To work with the respective departments at AUD as well as with external bodies, such as the media, corporate entities, the non profit and government sectors and the international community, in order to enhance awareness of AUD's programs, conferences and events. The Department of External Affairs focuses on creating professional and educational opportunities for students and faculty within the community at large.

GOALS

☐ To cultivate media relationships that result in increased awareness of AUD's programs (academic and non-academic) and events;

☐ To attract, organize and host academic, cultural and artistic events that further AUD's educational mission;

☐ To develop relationships with the local and international communities, particularly AUD's external constituencies;

☐ To develop and manage AUD's website;

☐ To liaise with prospective recruiters and organizations in order to provide internship and full-time employment opportunities for AUD students;

☐ To manage AUD's relationship with its alumni.

CAREER SERVICES

The External Affairs Department, by virtue of its relationships with the external public, identifies career opportunities for AUD students and remains abreast of the human resource needs and desires of prospective employers. The Career Services Division of External Affairs manages the student's job-seeking process.

AUD offers full-time Career Services that provide degree seeking AUD students and AUD alumni the opportunity to receive individualized career guidance career research assistance. The Career Services Office also provides assistance throughout all stages of students' career development. A wide spectrum of individualized services is provided, including résumé and cover letter writing, interview techniques, job search strategies, salary negotiation advice, aptitude and skill assessment, and general career advice. The Career Services Manager liaises with local and multinational companies, creating a business network to offer employment and internship opportunities to AUD students and alumni. With the increasing competition of today's global marketplace, students need every competitive advantage available; consequently, AUD encourages students to complement their academics with solid work experience, ensuring that upon graduation they will meet the high expectations of the marketplace. Early exposure to the work environment will solidify students' academic commitment, and allow a better understanding of the relationship between the classroom and the marketplace. Entering students should visit the Career Services Office during their first academic year and work with the Career Services Manager to begin to develop their career strategies in parallel with their academics.

INTERNSHIP PROGRAM

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

Undergraduates are eligible for internships after completing course work as specified by the School/Department. Additional School/Department requirements (including minimum GPA) may apply. Host companies for internships must be located in the UAE.

The External Affairs Department ensures that an adequate number of quality internship opportunities are available for selection by students. To this end, the External Affairs Department, in consultation with the appropriate School Dean or Department Chair, will contact companies and organizations that can potentially provide quality internships. Arrangements with host companies must include a detailed program for each internship opportunity, showing what

activities the student intern will be engaged in during the full term of the internship as well as the name(s) of the host company staff member(s) who will be supervising the student during that period.

Before a student can start the internship, the School Dean or Chair of the Department offering the student's degree program must approve the host company and the internship program. In no case shall the total amount of internship credit exceed 3 credit hours towards completion of the student's degree program.

During the internship, the student is expected to exhibit initiative, cooperation, enthusiasm, creativity and professionalism. Reliability and promptness are emphasized.

An internship must last the full duration of the semester or term, and must be completed in accordance with the approved internship program. Total weekly working hours must, as a minimum, equal three times the credit hours earned, and these hours must be logged in a student diary.

Upon completion of the internship program, the student must submit a internship report to the Career Services Manager. The report format and content must be of professional quality and must include the daily log, a description of learning activities undertaken, and a summary of the student's key findings and recommendations based on the internship experience. Additionally, the host company supervisor must send the Career Services Manager a written evaluation of the

student's internship work. The Career Services Manager will forward the student's internship report and the host company supervisor's evaluation to the student's Dean or Department Chair. The Dean or Chair will, in turn, ask a faculty member to read the internship report and the host company supervisor's evaluation, and assign a grade for the internship.

A student may obtain an internship without procuring prior approval of the Dean/ Department Chair if he/ she is not requesting academic credit for that internship.

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

AUD ALUMNI ASSOCIATION

The AUD Alumni Association (AUDAA) is the

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

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

OFFICE OF ACADEMIC AFFAIRS

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

MISSION

As the Chief Academic Officer of the American University in Dubai, the Provost is responsible for overseeing all aspects of academic affairs at the university. Working closely with the President, the primary mission of the Office of the Provost is to lead the development and supervise the implementation of academic strategies, policies and procedures whose purpose is to ensure the fullest achievement of the university's educational mission, goals and objectives. To this end, the Provost collaborates with the President and the Executive Vice President in allocating resources to the different academic units and academic support functions through the budgetary process.

PURPOSE

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

GOALS

☐ To foster academic leadership in all academic units at AUD;

☐ To help new faculty to integrate quickly and successfully into AUD's teaching-focused, student-centered culture;

☐ To pursue excellence in student learning by continually upgrading the quality of teaching and enhancing teaching effectiveness;

☐ To enhance communication between faculty, Deans and Chairs, and the Provost's Office;

☐ To recognize, publicize and celebrate faculty accomplishments;

☐ To enhance the planning and budgeting process for academic units;

☐ To upgrade the organizational and administrative setup of the academic units for higher effectiveness in program delivery and student learning;

☐ To provide faculty with opportunities for professional involvement and outreach that would serve the community and enhance student learning.

PROVOST AND CHIEF ACADEMIC OFFICER

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

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

FACULTY

A major reason students and graduates recommend AUD to their friends is the faculty. Distinguished leaders in the business and professional communities and highly inspired educators comprise the outstanding international faculty. Faculty members, in addition to having appropriate academic credentials, are often actively involved professionals: lawyers, accountants, interior designers, photographers, illustrators, graphic designers and fine artists (just to name a few) who are noted for their expertise and accomplishments in their fields. They bring the experience and high standards of their profession directly into the classroom for the most effective balance between theoretical and practical career preparation. Students and faculty share a close and special bond which comes from dedication and commitment to the same professional goals. A listing of faculty with their credentials begins on page 169 of this *Catalog*.

FACULTY RECOGNITION

In addition to the President´s Award for Teaching Excellence, the following Awards, granted annually by the Provost, serve to recognize faculty achievement in teaching and other contributions to knowledge:

PROVOST'S AWARD FOR INNOVATION IN TEACHING

Awarded according to the following criteria:

- ☐ evidence of effective use of the innovation to enhance student learning;

- ☐ support for the innovation by academics, both within and outside AUD, and by professionals in the discipline;

- ☐ potential for continued use and long-term impact of the innovation on teaching and learning.

PROVOST'S AWARD FOR OUTSTANDING RESEARCH

Awarded according to the following criteria:

- ☐ track record of activity and productivity in research and scholarly work;

- ☐ originality and quality of the research or scholarly work;

- ☐ local and international recognition of the research or scholarly work;

- ☐ contribution of research to conceptual knowledge in the academic discipline;

- ☐ contribution of research to applications and practices in the professional discipline.

PROVOST'S AWARD FOR CREATIVITY IN DESIGN AND THE VISUAL ARTS

Awarded according to the following criteria:

- ☐ originality of the creative work;

- ☐ evidence of local and international recognition of the creative work such as participation in local and international exhibitions, displays, competitions, etc., and/or presentation at adjudicated conferences and/or publication in adjudicated journals;

- ☐ evidence (e.g., through media coverage) of cultural and social significance of the creative work and its impact on the human experience and on public opinion.

PROVOST'S AWARD FOR OUTSTANDING LITERARY ACHIEVEMENT

Awarded according to the following criteria:

- ☐ originality of the literary work;

- ☐ evidence of local and international recognition of the literary work such as interviews with the author, discussions in the media, citations, participation in local and international literary competitions and contests, presentations at adjudicated literary events, publication in adjudicated journals;

- ☐ evidence (e.g., through media coverage) of cultural and social significance of the literary work and its impact on the human experience and on public opinion.

STATEMENT ON ACADEMIC FREEDOM

Academic freedom is the freedom for faculty to discuss all relevant matters in the classroom, to pursue other professional academic activities related to student learning and research, and to explore all avenues of inquiry, learning and instruction in an institution of higher learning. However, academic freedom is accompanied by academic responsibility, which implies faithful performance of assigned academic duties and obligations including a presentation of course content that meets the requirements and learning objectives of each course.

Academic responsibility also requires that faculty members make clear that they are not speaking for the institution, unless expressly authorized to do so by AUD, particularly in areas of politics, topics related to religious beliefs, and commercial endorsements. Faculty members should at all times act with integrity, express themselves within the confines of law and competent authority, show respect for the rights of others to hold differing opinions, be accurate, exercise appropriate restraint, be culturally sensitive, and make every effort to indicate that statements they make express their own views and not those of AUD.

The American University in Dubai recognizes and will uphold for all its faculty, full-time and adjunct, the freedom to pursue knowledge wherever it may lead, the freedom to test

received wisdom, and the freedom to research, review and put forward new, controversial, or unpopular ideas or opinions within the standards of scholarly inquiry and professional ethics, without interference and without placing themselves in jeopardy of losing their jobs or any of their rights or privileges as AUD faculty.

DEFINITION OF "MAJOR" AND "CONCENTRATION"

Per the nomenclature of the university, "Major" is used synonymously with "program". "Concentration" means a specialization within a program. Hence, Business Administration, Engineering, Information Technology, Interior Design and Visual Communication are Majors. Marketing Communications, Finance/ Banking and Management are examples of Concentrations within the Business Administration program. The number of credit hours required by each program is clearly stated in the appropriate sections of this *Catalog*. Optional Concentrations, where applicable, are also listed together with the required credit hours for each.

ACADEMIC PROFICIENCY ASSESSMENT

The assessment of academic proficiency via the administration of English and Math Placement Exams is conducted for all undergraduate students at AUD to determine their level of academic proficiency in language, reading and mathematics to ensure success in their university degree program of study. If it is determined that a student does not

possess the minimal standards of proficiency in language, reading or mathematics, he or she will be enrolled in the appropriate developmental course.

DEVELOPMENTAL STUDIES

Developmental studies courses enable the university to accept students (either into mathematics courses or the Intensive English Language Program [IELP]) who require academic support to develop basic academic proficiency in the areas of Mathematics and English.

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

"P" is the minimum passing grade in all developmental courses.

MATHEMATICS COURSES

MATH 098 DEVELOPMENTAL MATHEMATICS I
Prerequisite: Placement by ACCUPLACER™
The first of two courses to provide skills presupposed by college level mathematics. Topics include a review of arithmetic and elementary geometry and algebra.
F, S, SI, SII

MATH 099 DEVELOPMENTAL MATHEMATICS II
Prerequisite: Placement by ACCUPLACER™ or a grade of P+/P in MATH 098
The second of two courses to provide skills presupposed by college level mathematics. Topics include the study of polynomial, rational and radical expressions, exponents, solutions of linear equations and systems of equations, quadratic equations, graphing and applications.
F, S, SI, SII

INTENSIVE ENGLISH COURSES (IELP)

Descriptions for the following Developmental English courses (non-credit) are listed under the section of this *Catalog* entitled "Center *for* English Proficiency Program:" (pages 113-115).

IELP 095   Basic Introductory Intensive English
IELP 096   Basic Intensive English
IELP 097   Low Intermediate Intensive English
IELP 098   High Intermediate Intensive English
IELP 099   Advanced Intensive English

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

ENGL 100 BASIC COLLEGE ENGLISH
Prerequisite: IELP 099 with a grade of P+/P and placement by TOEFL and TWE or other

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

ACADEMIC ADVISING/REGISTRATION

Students receive advising and are registered for their first semester at AUD by an Admissions Representative.

During subsequent semesters (up to the completion of 45 credit hours), students receive advising and obtain authorization to register from a faculty member who acts as their advisor.

Once a student has completed 45 credit hours, an advisor's signature is no longer required in order to register. In fact, it is no longer the advisor's role to approve the student's selection of courses.

Students are encouraged to maintain close contact with their advisor during their time at AUD. Advisors provide them with information and perspective related to academic policy and concerns, internships, specific course related problems/issues and professional development.

Nonetheless, students are expected to assume responsibility for program planning and course selection since ultimately the responsibility for fulfilling degree requirements rests squarely with the student. They are required to become intimately familiar with the various program requirements and necessary requisite coursework and sequencing.

DROP/ADD

Students may make schedule changes without penalty during each semester's Drop/Add period. Only those students with less than 45 credit hours must obtain their advisor's signature to drop/add a course. **Drop/Add is not allowed outside this period.**

OFFICIAL STUDENT SCHEDULE

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

ACADEMIC YEAR

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

AUD's academic calendar operates on the semester system with each semester consisting of approximately 15 weeks in length. The Summer sessions are optional and fall outside the academic year. A detailed Academic Calendar is included in this *Catalog*.

ACADEMIC CREDIT HOURS

One unit of academic credit is awarded for each scheduled class hour (clock hour) per week, e.g. three hours of academic credit is equal to approximately three hours in the classroom per week. Therefore, for every three hours of academic credit awarded, the student receives approximately 45 hours of instruction. All classes earn three semester credit hours unless otherwise designated.

COURSE LOAD

The normal academic load at the university is 15 credit hours per semester. Students wishing

to carry additional hours may do so **with the permission of their advisor**. Overloads are permitted only for students in good academic standing (i.e., carrying a minimum 2.0 GPA); and occasionally, depending on the courses comprising the student's proposed schedule, a higher GPA may be required.

AUDITS

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

COURSE SEQUENCING

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

Students should consult the course sequencing charts in the program-specific sections of this Catalog. See page 61 of this *Catalog* for regulations regarding the satisfaction of Liberal Arts requirements.

ENGLISH AS A PREREQUISITE

University-level competency in English is instrumental in student success at AUD. Where ENGL 101/ENGL 102 are indicated as specific pre-requisites to a course, the prerequisites will be rigorously enforced. Furthermore, even if not explicitly stated as a pre-requisite, **students should never register for a 300 or 400-level course without having completed ENGL 102**. The same is advisable for most 200-level courses, which as a minimum, require the completion of ENGL 101. The completion of ENGL 101/102, required by all academic programs, will help students complete program-specific course work successfully. Students should consult their academic advisor if they have any questions.

FIRST YEAR EXPERIENCE

AUD recognizes the challenge of attending a university for the first time and supports the success of all new undergraduate students through a first year experience program. The program includes a comprehensive campus Orientation, workshops and a course on university success. **The UNIV 101 (The University Experience)** course helps to maximize a student's ability to benefit from higher education and to ease his or her transition into the university environment.

REQUIRED LIBERAL ARTS COURSES (INCLUDING DEVELOPMENTAL)

All candidates for an AUD degree are required to complete successfully *ENGL 101 (Composition and Rhetoric), COMP 101 (Introduction to Computers);* and depending on their Major and placement test results, *MATH 111 (Mathematics for the Arts)* or *MATH 160 (Mathematics with Business Applications)*

within their first 45 credits earned. If applicable, *ENGL 100 (Basic College English), MATH 098 (Developmental Mathematics I),* and *MATH 099 (Developmental Mathematics II)* must also be successfully completed within this time period.

Students are required to complete successfully *ENGL 102 (Advanced Composition and Literature)* **within their first 60 credits earned**. (Math requirements for engineering students vary, and students should consult their advisors for Years I and II sequencing.)

All eligible first year students must take *UNIV 101 (The University Experience)* **within their first 30 credits earned.**

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

UNIV 101/301

To be successful at The American University in Dubai, students need to understand and adapt to the standards, approaches and expectations of the American university system. Because these may differ significantly from

the standards, approaches and expectations that incoming students have experienced in previous educational institutions, it is important for AUD to facilitate the socialization process. Therefore, all students entering The American University in Dubai* are required to take **UNIV 101 (The University Experience).** In this course, first year students are introduced to the structure, norms and expectations which underpin American education and which guide the university's assessment of student performance. These aspects of American education give priority to critical thinking, oral and written communication skills, goal-directed behavior, personal initiative, ethics and cultural tolerance. In essence, *UNIV 101* enables students to adopt the posture of "student-as-a-professional" and to reach their full potential during their tenure at AUD and beyond.

UNIV 301 (Career Preparation), normally taken during the third year of study, is a mirror-image of University 101, except that its context is the workplace. Students explore career options in general and related to their Major. In addition, they are introduced to the structure, norms and expectations of the workplace. Consideration is given to both personal and professional skills, which will aid the student in the world of work. Students are encouraged to explore professional goals and future career paths. Emphasis is placed on the role that communication skills, professional attitude and demeanor, conformity to corporate culture and commitment play in career success.

The UNIV 101/301 sequence reflects the priority AUD assigns to "whole person"

education, along with preparation for the requirements and challenges of the workplace.

Students who delay UNIV 101/301 will not be exempted from this requirement.

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

COMPUTER PROFICIENCY EXAMINATION

Students who believe that on the basis of computer proficiency acquired prior to joining university they should be exempt from taking COMP 101 are advised to contact the Liberal Arts Program Chair to arrange to take the AUD Computer Proficiency Examination. *If exempted, the student will be required to substitute COMP 101 with another course in the Social Sciences. (Engineering Majors are not required to substitute any course if they have been exempted from COMP 101.)*

ELIGIBILITY FOR FOREIGN LANGUAGE STUDY

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

CLASS ATTENDANCE

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

☐ There is no difference between excused and unexcused absences. An absence is an absence.

☐ **Excessive absence, defined by the equivalent of two weeks (semester) or one week (summer session), may lower the student's class participation grade.** The degree to which the class participation grade is lowered is at the discretion of the instructor, as clearly defined in the course syllabus.

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

Students are expected to be in class on time.

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

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

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

GRADING SYSTEM

Grade reports are issued to students at the completion of each semester/term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a three-credit course with a grade of B would

earn nine quality points [credit value of course (3) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

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

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

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

AU ***No credit is given for audit (AU) classes, nor is the grade included in the student's academic average***. Students must receive written permission from the Dean or Chair to audit

a class, or classes, prior to the first day of the semester. Instructor approval may be required for some courses.

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

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

APPLICATION OF GRADES AND CREDITS/ REPEATING A COURSE

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

Students will only be allowed to repeat courses in which they have received a C– or below, and they may do so twice. When a course is repeated, the better of the two grades received is calculated into the CGPA. The lower grade will be followed by an asterisk (*) indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. In the case of repeating a course from which the student has previously withdrawn, a W remains on the student's transcript, while the new grade (also shown on the transcript) substitutes for the W in the calculation of the CGPA.

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

In the case of students who have been accepted to the university as degree candidates (including those whose majors are "undecided"), *failing and/or withdrawing a required course (including noncredit courses) three times will be grounds for dismissal. When a student registers for a course the third time, he/she may only do so subject to the conditions set by the University Committee on Academic Standing.*

MID-SEMESTER REPORTS

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

GRADE APPEAL

Questions and concerns about grades are often the result of misunderstandings about grading practices and expected standards. Direct communication between the instructor and the student usually clears up these misunderstandings. In some cases, however, a grade appeal is warranted.

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

☐ Miscalculation of marks;

☐ Misgrading of a paper, project or exam;

☐ Application of an evaluation or grading system which was not included in the course syllabus;

☐ A departure from the instructor's previously announced standards;

☐ Assignment of grade on some basis other than the student's performance in the course;

☐ Demonstrable evidence of discrimination or prejudice in the assignment of the grade;

☐ Arbitrary assignment of grade (lack of consistent and equitable standards for grading).

Grade Appeals will be dismissed if:

☐ Allegations by the student do not indicate erratic grading;

☐ The basis of the disagreement is with the instructor's particular grading standards;

☐ The appeal is not within the given one month subsequent to the issuance of the grade.

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

1. The student should make an appointment with the appropriate instructor when there is any question about a particular grade or the instructor's grading policy. Students in the Study Abroad Program (SAP) may contact the instructor via telephone or e-mail;

2. The student seeking additional clarification related to grading should make an appointment with the appropriate Dean or Program Chair;

3. The student seeking further recourse related to a grade received should make an appointment with the Provost and Chief Academic Officer. The Provost will discuss the questions raised with the instructor, give the student a perspective regarding the grade and review the mechanism for appeal;

4. The student may request a Grade Appeal Council to review the matter. Composition/operations of the Council parallel those of the Honor Council;

5. In the event that the grade in question is received in a course taught by the Provost and Chief Academic Officer, the Dean or Program Chair will discuss the matter with the President, give the student a perspective regarding the grade and review the mechanism for appeal. All grade appeals must be submitted within one month subsequent to issuance of the grade;

6. If a student chooses to appeal a decision beyond the Grade Appeal Council decision, all documentation can be submitted to the Provost and Chief Academic Officer for review. Final review may be requested of the university's Grievance Officer.

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

DOUBLE/TRIPLE CONCENTRATIONS

Credit hours do not double count; i.e., the same course (unless cross-listed in the *Catalog*) cannot count in two (or more) Concentrations. Nor can courses double/triple count as Elective and Concentration courses.

Marketing Communications within the BBA program is an inter-disciplinary Concentration of 27 credit hours requiring 2 marketing courses. Because the Marketing courses are as integral/pertinent/relevant to Marketing Communications as to Marketing, double counting is permitted for students concentrating in Marketing Communications and Marketing. ***BBA students with this double Concentration are not permitted to use Copywriting (AADV 311) to satisfy their Professional Elective requirements. (This also applies to students with a single Concentration in Marketing Communications.)***

RELEASE OF GRADES

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

ACADEMIC PROGRAM/ CONCENTRATION CHANGES

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

ACADEMIC RECOGNITION AND DEAN'S LIST

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

GOLDEN KEY HONOR SOCIETY

Golden Key is a US-based Honor Society committed to recognizing academic excellence. AUD Juniors in the top 10% of their class are eligible for membership in the Society. The AUD   Chapter of Golden Key is one of 350

worldwide and is the only one in the Middle East. Membership in Golden Key provides opportunity for individual growth through leadership, career development, networking and service.

ACADEMIC HONESTY

At AUD, students are expected to demonstrate academic integrity by completing their own work, assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their degree program of study. Submission of work from another person, whether it is from printed sources or someone other than the student; previously graded papers; papers submitted without proper source citation; or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to the Dean/Program Chair for appropriate sanction or disciplinary actions. All students are expected to maintain the standards as set forth in the Student Code of Conduct and Statement on Academic Honesty.

AUD HONOR CODE PLEDGE

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

includes reporting incidents that violate the Statement on Academic Honesty.

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

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

Specifically, I pledge:

☐ *to adhere to the university's policy on cheating and plagiarism;*

☐ *not to lie or steal in my university undertakings;*

☐ *not to evade the truth or deceive;*

☐ *to inform the appropriate faculty member and Dean or Program Chair of my School or Department of any and all cases of academic dishonesty and violations of the Honor Code."*

Violations of the Honor Code are handled as set forth in the *Student Handbook*. All members of the AUD academic community, including faculty, students and administration, are expected to assist in maintaining the integrity

of the university, which includes reporting incidents that violate the Statement on Academic Honesty.

PENALTIES FOR ACADEMIC INTEGRITY VIOLATION

FIRST-TIME OFFENSE

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

SECOND-TIME OFFENSE

The sanction for second-time offenders *is permanent dismissal from The American University in Dubai*. A student found guilty will be immediately withdrawn from all courses for which he/she is registered and assigned a grade of F in each. Dismissal from the university must be ratified in writing by the Chief Academic Officer before going into effect.

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

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

COMMITTEE ON ACADEMIC STANDING

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

SATISFACTORY ACADEMIC PROGRESS STANDARDS

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

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

ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

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

☐ A student will be placed on **Academic Warning** at the end of the first semester in which his/her CGPA falls below 2.0.

☐ At the end of the next semester, the student is removed from Academic Warning and returned to good academic standing if he/she achieves a CGPA of 2.0 or higher.

☐ If at the end of the next semester immediately following placement on Academic Warning, the student's CGPA continues to fall below 2.0, he/she will be placed on **Academic Probation**.

☐ Students placed on Academic Warning at the end of Summer I or Summer II are assessed at the end of the immediately following Fall semester, for purposes of removal of Academic Warning or placement on Academic Probation.

☐ Once a student is placed on Academic Probation, he/she has **one semester** to revert to good academic standing. A student who, at the end of one semester on Academic Probation, raises his/her CGPA to 2.0 or higher is removed from Academic Probation and returned to good academic standing.

☐ **If a student's CGPA by the end of one semester on Academic Probation is still below 2.00, he/she is placed on Academic Suspension from the university for the semester immediately following.**

☐ A student placed on Academic Probation at the end of the Spring semester has until the end of Summer II to revert to good academic standing. If he/she fails to remove Academic Probation by the end of Summer II, the student is suspended for the Fall semester immediately following.

☐ A student placed on Academic Probation at the end of the Spring semester, who decides not to register in Summer or to register in only one Summer term, has until the end of the Fall semester immediately following to revert to good academic standing. If he/she fails to remove Academic Probation by the end of that Fall semester, the student is suspended for the Spring semester immediately following.

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

APPEALS OF ACADEMIC SUSPENSION

A student with compelling supporting evidence may appeal an Academic Suspension in writing. The University Committee on Academic Standing, chaired by the Provost, will review the case.

Appeals should be sent to the Student Support Manager who will provide the

Committee on Academic Standing with all necessary information/documentation. Committee meeting dates are posted in the Academic Calendar, and all documentation relevant to an appeal must be received by these dates.

Students may appeal a decision of the Committee on Academic Standing in writing to the President. Such an appeal must be received by the President by the last day of Drop/Add of the semester/term in which a student wishes to continue his/her studies.

CONDITIONS APPLICABLE TO STUDENTS ON ACADEMIC WARNING AND ACADEMIC PROBATION

Students on Academic Warning and Academic Probation must consult with the Student Support Office prior to selecting their courses and obtaining their academic advisor's approval to register. As long as a student remains on Academic Warning or Academic Probation, the Student Support Office will monitor the student's performance and will continue to provide support through regular contact with the student. Students on Probation must give priority to repeating all required failed courses, and are advised to repeat other courses in which they obtained failing or low grades.

RE-ADMISSION FROM ACADEMIC SUSPENSION

Should a student placed on Academic Suspension wish to return to the university following the suspension period, he/she

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

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

REMOVAL OF ACADEMIC PROBATION FOR STUDENTS READMITTED FROM ACADEMIC SUSPENSION

Students readmitted from Academic Suspension must successfully complete a minimum of 67% of the credits registered each semester (for this purpose, Summer I and II

together will be equivalent to one semester) and must maintain a semester GPA of 2.0 or higher. Probation will be removed and the student will revert to good academic standing at the end of the semester in which he / she attains a minimum CGPA of 2.0.

DISMISSAL FROM THE UNIVERSITY

A student will be dismissed from the university if at any time after being readmitted from his/her Academic Suspension, the student fails to maintain a semester GPA of 2.0 or higher or fails to successfully complete a minimum of 67% of the credits registered in each semester.

APPEAL OF DISMISSAL

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

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

STUDY TOURS

One of the exciting opportunities for students at AUD is the opportunity to earn academic credit toward their degree while traveling

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

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

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

RESIDENCY REQUIREMENTS/ TRANSFER CREDIT

All students must complete a *minimum* of 50 percent of their degree program credit requirements in residency at AUD in order to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study. *Furthermore, all students must*

complete their last two semesters (i.e., obtain a minimum of 30 credit hours) at AUD to be awarded an AUD degree.

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

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

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

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

☐ Application for transfer credit must be made in the student's *first semester* of residence. *Records received following the first semester will not be considered for transfer credit.*

☐ Students may transfer in a maximum of 50% of the required program credits.

☐ In those cases in which students present

courses for transfer constituting greater than 50% of a program's credit hour requirement, courses will be eliminated (to get to 50%) per the following order of priority:

- Concentration
- Core
- Professional Elective
- Foundation
- Liberal Arts

☐ Official college or military transcripts are evaluated on a course-by-course basis.

☐ Only courses at the 100 level or above will be eligible for transfer credit.

☐ In order to be granted transfer credit for 300/400 AUD-equivalent courses, a minimum grade of B or better is required.

☐ In order for other AUD-equivalent courses to be eligible for transfer credit, a grade of C or better is required.

☐ 3-semester and 4-quarter credit courses may be considered equivalent to AUD's 3 credit courses. A course-to-course analysis of outcomes may result in credit transfer from accredited institutions of higher learning.

☐ Under no circumstances will the total number of credit hours transferred exceed six (i.e., two courses) of the student's chosen Concentration.

☐ Under no circumstances will the university grant transfer credit for courses designated as capstone, senior project, portfolio, internship or study tour. Examples include: MGMT 499, MCOM 431, EBUS 499, VICD 456, IDES 455, IDES 480, IDES 481.

☐ Transfer credit is never granted for upper division (i.e., 300/400 level) courses in the BIT program.

☐ Following a student's initial enrollment at AUD, he/she may transfer a maximum of 3 courses (i.e., 9 credit hours), subject to approval by their Dean/Program Chair.

AUD students who wish to earn credit at another university (including other campuses of AIU) must obtain prior approval for the courses they intend to take. (Forms for this purpose are available at the Registrar's Office.) **Failure to do so prior to the commencement of study may result in AUD's denial of transfer credit.** In no case shall the total amount of transfer credit exceed 50% of that required by a student's degree requirements.

GRADUATION/DIPLOMA

A student may not request a diploma any earlier than the scheduled date of graduation. For purposes of graduation verification, the university will provide a letter (stamped) to the student until their diploma is ready. An *Intent* to *Graduate Form* must be completed and turned into the Registrar prior the end of the student's final semester. Failure to complete the *Intent to Graduate Form* by the specified date may result in either a delay in receiving the diploma or an additional charge.

GRADUATION REQUIREMENTS

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

☐ Minimum CGPA of 2.0.

☐ Clearance by their Dean/Program Chair and Provost and Chief Academic Officer that all program requirements have been met.

☐ Clearance by the Student Financial Affairs Officer for all financial aid requirements and financial obligations (including AED 500 Diploma Processing Fee).

☐ Clearance by the Library for all financial obligations (if applicable).

☐ Completion of an *Exit Survey/Interview* with the Dean of Student Services (appointment required).

☐ Clearance by Central Services if the student is on a university-sponsored visa.

Separately, only those students who complete the last two semesters at AUD are eligible to be awarded an AUD degree.

AUD will award degrees at the end of the academic semester or summer session. A student may not request a diploma any earlier than the scheduled graduation date. For the purposes of graduation verification, the university will provide a letter (stamped) to the student until his/her diploma has been provided.

PARTICIPATION IN ANNUAL GRADUATION CEREMONY (ELIGIBILITY)

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

(1) must be in good academic standing (cumulative GPA of 2.0 or higher) as of the end of the **Spring** semester; and

(2) must be **within three courses*** of completing all of their degree requirements by the end of the Spring semester preceding the graduation ceremony.

Only students who have completed **all** degree requirements in the Spring semester are eligible to be considered for degree honors, program awards, and Valedictorian.

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* Effective Commencement 2009, students will be required to have completed **all degree requirements.**

GRADUATION WITH HONORS

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

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

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

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

REQUEST FOR TRANSCRIPTS

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

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

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

ADVANCED STANDING CREDIT

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

STANDARDIZED ASSESSMENT

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

☐ College-Level Examination Program (CLEP) or DANTES Examination (DSST)

☐ Advanced Placement (AP) Examination

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

Applicants should contact the Admissions Office for Advanced Standing requirements.

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

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in non-traditional ways. Originally designed for military service members, DANTES examinations are now available to both military and civilian learners. More information on study guides and examination options is available at http://www.

getcollegecredit.com. Proficiency credit is awarded for passing scores according to ACE recommendations for the respective lower level course requirements. Students must submit an official DANTES score report to be evaluated for this proficiency credit award.

Examinations are available in the following areas:

☐ Business

☐ Social Science

☐ Physical Science

☐ Applied Technology

☐ Humanities

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

DEGREE REQUIREMENTS

To be recommended by the faculty for graduation with a Bachelor's degree, students must fulfill all degree requirements. Students on a previous curriculum may choose to fulfill the requirements of that curriculum or the current one. Program-specific requirements as they now stand are outlined on the following pages. Students are reminded that participation in the university's annual Commencement Exercises does not evidence that these requirements have been fulfilled or that the institution has acknowledged the granting of the degree.

STUDENT RESPONSIBILITY

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

CREDIT HOUR REQUIREMENTS

The total number of credit hours required in each degree program is clearly stated in the respective sections of this *Catalog*.

COURSE NUMBERING LEGEND*

00-99	Developmental Courses
100-199	Freshmen Courses
200-299	Sophomore Courses
300-399	Junior Courses
400-499	Senior Courses

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* This Legend generally applies. Students should consult their advisors to discuss specific exceptions.

COURSE CODE/LEGEND

AADV	Advertising
ACCG	Accounting
ARTS	Fine Arts
BIOL	Biology
BUEL	Business Professional Elective (Transfer-in)
BUSI	Business
CENG	Civil Engineering
CEEE	Computer/Electrical Engineering
CHEM	Chemistry
CISP	Communication
COMP	Computer Information Systems
DESI	Design
EBUS	e-Business
ECON	Economics
ENGR	Engineering
ENGL	English
FINA	Finance
FREN	French
GRAD	Graphic Design
GEOG	Geography
HIST	History
HUMN	Humanities
IDEL	Interior Design Professional Elective (Transfer-in)
IDES	Interior Design
IELP	Intensive English Language Program
ILLS	Illustration
ITAD	Application Development for Commerce and Industry
ITCC	IT Core
ITDD	Database Development and Operations
ITEL	Information Technology Elective (Transfer-in)
ITID	Network Infrastructure Design and Administration
ITST	International Study Tour
MEST	Middle-Eastern Studies
MGMT	Management
MKTG	Marketing
MCOM	Marketing Communications
MATH	Mathematics
NYST	New York Study Tour
PHIL	Philosophy
PHOT	Photography
POLS	Political Science
PSYC	Psychology
PHYS	Physics
QUAN	Quantitative Methods
RTVC	Radio/Television/Cinema
SCIE	Natural Sciences
SOCI	Sociology
SSCI	Social Sciences
SPAN	Spanish
VCEL	Visual Communication Professional Elective (Transfer-in)
VICD	Visual Communication
WEBD	Web Design

LIBERAL ARTS

MISSION

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

BROAD-BASED GOALS

Students will…

- ☐ Organize and communicate ideas and information in written and oral forms demonstrating analytical and quantitative reasoning;

- ☐ Develop abilities effectively to employ widely used computer applications;

- ☐ Demonstrate the understanding of the development of knowledge by exploring major domains of thought and methods of inquiry;

- ☐ Learn a breadth of knowledge that supports their specializations and contributes to their personal and professional development;

- ☐ Develop abilities to identify and explain meaningful connections across disciplinary boundaries.

LEARNING OUTCOMES

Students will…

- ☐ Demonstrate effective communication skills in reading, writing, and speaking;

- ☐ Demonstrate a scientific knowledge of human behavior and recognize global cultural diversity;

- ☐ Use an understanding of the historical and social development of current cultures to demonstrate respect for human values and perspectives;

- ☐ Demonstrate and value individual thinking, self-awareness, and ethical behavior for responsible global citizenship;

- ☐ Demonstrate appropriate technological literacy and skills for personal and professional use;

- ☐ Identify and appreciate artistic expressions from historical, philosophical, and cultural perspectives;

- ☐ Demonstrate the use of appropriate critical thinking skills to solve problems;

- ☐ Demonstrate an understanding of the fundamental concepts of mathematics, science, and scientific methods.

REQUIREMENTS

All undergraduate degree programs offered by the university contain Liberal Arts requirements. The following apply to all programs; however, degree candidates in Engineering should consult the Programs section of this *Catalog* for Liberal Arts requirements specific to their program. Students are offered several elective options in these disciplines, although course prerequisite requirements must be adhered to in course sequencing.

REQUIREMENTS FOR BACHELOR'S DEGREES

I. General (3 credits)

UNIV	101*	The University Experience	2
UNIV	301*	Career Preparation	1

II. Information Systems (3 credits)

COMP	101	Introduction to Computers	3

III. English/Communications (9 credits)

ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Literature	3
PSPK	101	Public Speaking	3

IV. Mathematics/Natural Science (6 credits)

MATH	111	Mathematics for the Arts or	
MATH	160	Mathematics with Business Applications	3
SCIE ELE**		Natural Science Elective	3

V. Humanities/Fine Arts (3 credits)

HUMN ELE		3

VI. Social/Behavioral Sciences (3 credits)

SSCI ELE		3

VII. Humanities/Fine Arts or Social/Behavioral Sciences (3 credits) 3
HUMN ELE or SSCI ELE

TOTAL REQUIREMENTS   **30**

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* Unless exempted
** Non-engineering students may take BIOL 201, SCIE 201, CHEM 201 or a course in Physics.

NOTE: *Students who are exempted from taking the UNIV 101/UNIV 301 sequence must substitute these courses with 3 credit hours in the Social Sciences.*

FULFILLMENT OF SSCI AND HUMN REQUIREMENTS

Social/Behavioral Sciences (SSCI)

Students must take **_one_** of the following courses **_to fulfill V above:_**

GEOG	101	World Geography
HIST	410	The US in World Affairs
MEST	315	History of the Middle East in the Twentieth Century
MEST	318	Comparative Middle Eastern Cultures
MEST	319	Comparative Politics in the Middle East
MEST	323	Introduction to Islam I
MEST	324	Introduction to Islam II
POLS	201	Comparative Political Systems
PSYC	201	General Psychology I
PSYC	313	Social Psychology
SOCI	101	Introduction to Sociology
SOCI	217	Cross-cultural Relations
SSCI	275/475	Special Topics in Social/Behavioral Sciences

Humanities/Fine Arts (HUMN)

Students must take **_one_** of the following courses **_to fulfill VI above:_**

ARTS	200	History of Art I
ARTS	201	History of Art II
ARTS	203	Artistic Forms of Expression
ARTS	215	Multicultural Art Forms
ARTS	305	Art and the Electronic Age
ENGL	210	Creative Writing I
ENGL	301	World Literature from Ancient Times through the Renaissance
ENGL	302	World Literature from the Enlightenment to the Present
ENGL	310	Topics in Comparative Literature
HUMN	275/475	Special Topics in Humanities
MEST	313	Islamic Art and Architecture
MEST	317	Arabic Literature in Translation
PHIL	201	Introduction to Philosophy/Logic

Additional Social/Behavioral Sciences or Humanities/Fine Arts Course (SSCI or HUMN)

Students may take **_any_** course in the Social/Behavioral Sciences or Humanities/Fine Arts **_to fulfill VII above._** Consult the Course Description section of this *Catalog* for a full listing of Social/Behavioral Sciences and Humanities/Fine Arts courses offered.

ISLAMIC CULTURAL STUDIES REQUIREMENT

In order to satisfy the UAE Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies, students must take **_one_** of the following **MEST** courses:

MEST 313 (HUMN)
MEST 318 (SSCI)
MEST 319 (SSCI)
MEST 323 (SSCI)
MEST 324 (SSCI)

This MEST course may be used as either an elective in HUMN or SSCI or as a General Elective.

MIDDLE EASTERN STUDIES

The American University in Dubai offers students the opportunity to select Middle Eastern Studies courses focusing on two primary objectives:

(1) to offer those students currently in residence the opportunity to enhance their knowledge of

the cultural, historical and political factors that have shaped the Middle East through time and to a large extent, explain the profile and texture of the Middle Eastern landscape as we know it today; and

(2) to provide Study Abroad students the unique chance to develop their interest in and awareness of Middle Eastern culture by living in a Middle Eastern country while earning credit at an American-accredited university in the Gulf. It is assumed that many of these latter students have already had some exposure to the Middle East; but even if this is not so, the time spent in Dubai will provide them with an "on-the-ground" experience through which they will come into face-to-face contact with the thinking and behavior common to many countries in the region. The knowledge and sensitivity acquired are invaluable and add a "real life" dimension to their textbook studies.

Given these objectives, it is only natural that the offerings consist of a variety of courses which seek to cover the wide scope of Middle Eastern history, culture and society. Furthermore, with the exception of the Arabic language sequence (which, naturally, is specifically focused on developing students' linguistic skills), the other courses which comprise the electives are expansive and cover a wide variety of topics which are germane to the course's subject matter as indicated by the course title.

A variety of instructional methods are used in these courses; and while lectures form part of nearly all courses, the faculty is committed to conducting highly interactive class sessions in which students are invited to express their viewpoints and raise issues concerning the material under consideration.

The following courses are rotated on a regular basis throughout the academic year and summer sessions:

Humanities

Language/Fine Arts

MEST	101	Arabic I
MEST	102	Arabic II
MEST	103	Arabic III
MEST	313*	Islamic Art and Architecture
MEST	317	Arabic Literature in Translation

Social Sciences

Culture/History

MEST	315	History of the Middle East in the Twentieth Century
MEST	318*	Comparative Middle Eastern Cultures
MEST	343	Business in the Middle East

Politics

MEST	319*	Comparative Politics in the Middle East

Religion

MEST	323*	Introduction to Islam I
MEST	324*	Introduction to Islam II

Humanities or Social Sciences

MEST	275/475 Special Topics in Middle Eastern Studies

* May be used to satisfy Ministry requirement in Islamic Cultural Studies

MISSION

The School of Business Administration (SBA), consonant with the overall Mission of AUD, provides UAE, GCC and international students with high quality, forward-looking, career-oriented educational programs in the management of business organizations, with the option of selecting Concentrations in one or more functional areas of business management. The primary emphasis of our educational experience is on equipping students with the applied skills and the professional and ethical perspectives necessary for success in the global marketplace. The curricula in both the undergraduate and graduate programs are rich in their conceptual contents.

BROAD-BASED GOALS

☐ Ensure the highest levels of student satisfaction with the School's educational experience;

☐ Ensure that the School's educational programs are continually aligned with the employment needs of the market for business professionals;

☐ Ensure the School's sustainable growth through recruitment and retention of appropriately qualified faculty;

☐ Provide faculty with a supportive environment that is conducive to their professional growth;

☐ Continually enhance the School's reputation and visibility through maintaining a close relationship with the business community.

BACHELOR OF BUSINESS ADMINISTATION (BBA) PROGRAM

LEARNING OUTCOMES

Students will…

☐ Develop a well-rounded foundation in the functional disciplines of business and in the cognate areas;

☐ Demonstrate a holistic view of the firm and an ability to integrate the different functional areas of business;

☐ Demonstrate effective use of oral, written and technology-supported communication skills;

☐ Demonstrate proficiency in the business applications of information technology;

☐ Develop a global outlook and an appreciation of the international dimensions of business;

☐ Develop awareness of ethical issues and of the importance of ethical conduct in business practice;

☐ (For Concentration students) students will gain a broad and deep understanding of their selected functional area of Concentration.

SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	BBA
Foundation	24
Business Core	30
Concentration Option	21-27*
Professional Electives	9
Liberal Arts	30
General Electives	6
Total	**120-126***

*27 Concentration credits (9 courses) are required for students completing the Marketing Communications Concentration, bringing the total number of credits needed for graduation to 126.

CONCENTRATION COURSE ELIGIBILITY

Students must receive a grade of C or higher in the initial course in each Concentration (i.e., ACCG 201, FINA 301, MGMT 301, EBUS 301, MKTG 301, MCOM 301) in order to register for additional courses in the Concentration.

CURRICULUM/COURSES

FOUNDATION — Credit Hours

ACCG	201	Principles of Financial Accounting	3
ACCG	211	Principles of Managerial Accounting	3
BUSI	101	Introduction to Business	3
BUSI	201	Business Communications	3
BUSI	211	Business Ethics	3
ECON	201	Principles of Micro-Economics	3
ECON	202	Principles of Macro-Economics	3
QUAN	201	Introduction to Business Statistics	3
		Total Foundation Requirements	**24**

BUSINESS CORE

BUSI	301	Business Research	3
BUSI	311	Business Law I	3
BUSI	321	Business in the International Environment	3
BUSI	331	Information Systems and Technology	3
FINA	301	Principles of Finance	3

MGMT	301	Principles of Management	3
MGMT	313	Operations Management I	3
MGMT	499	Strategic Management (Capstone)	3
MKTG	301	Principles of Marketing	3
QUAN	301	Quantitative Methods for Decision Making	3
		Total Business Core Requirements	**30**

CONCENTRATION Options:

Accounting

ACCG	301	Intermediate Accounting I *(Req.)*	3
ACCG	302	Intermediate Accounting II *(Req.)*	3
ACCG	311	Managerial Accounting *(Req.)*	3
ACCG	401	Advanced Accounting *(Req.)*	3
ACCG	421	Auditing	3
ACCG	431	U.S. Taxation	3
ACCG	441	International Accounting *(Req.)*	3
ACCG	491	Special Topics in Accounting	3
BUSI	312	Business Law II	3
		Total Concentration Requirements	**21**

E-Business

EBUS	301	Principles of E-Business *(Req.)*	3
EBUS 302/ITAD	300*	Website Design and Management	3
EBUS 311/ITCC	210	Introduction to Data Modeling	3
EBUS 312/ITDD	300*	Database Architecture and Design	3
EBUS 321/ITAD	330*	Business Process Modeling	3
EBUS	371	E-Marketing *(Req.)*	3
EBUS	401	Managing the Digital Enterprise *(Req.)*	3
EBUS	411	E-Business Integrated Applications *(Req.)*	3
EBUS 421/ ITPE	421	Infrastructure Technologies, Models, Performance and Capacity Planning	3
EBUS	491	Special Topics in E-Business	3
EBUS	499	E-Business Project *(Req.)*	3
		Total Concentration Requirements	**21**

* Prerequisites are waived for BBA candidates

Finance and Banking

ECON	302	Money and Banking *(Req.)*	3

FINA	311	Corporate Finance *(Req.)*	3
FINA	321	Financial Institutions Management *(Req.)*	3
FINA	331	Risk and Insurance	3
FINA	401	International Trade and Finance	3
FINA	411	Investment and Portfolio Management *(Req.)*	3
FINA	431	Real Estate Finance and Investment	3
FINA	441	International Investment Management	3
FINA	451	Financial Modeling and Empirical Analysis *(Req.)*	3
FINA	461	Derivative Securities	3
FINA	491	Special Topics in Finance	3
		Total Concentration Requirements	**21**

Management

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

Marketing

EBUS	371	E-Marketing	3
MKTG	311	Sales Management *(Req.)*	3
MKTG	321	Retail Management	3
MKTG	331	Public Relations Management	3
MKTG	341	New Product Management	3
MKTG	351	Marketing Channel Management	3
MKTG	361	Marketing Research *(Req.)*	3
MKTG	401	Consumer Behavior *(Req.)*	3
MKTG	411	Services Marketing	3
MKTG	421	International Marketing *(Req.)*	3
MKTG	431	Direct Marketing Management	3
MKTG	471	Strategic Marketing Management *(Req.)*	3
MKTG	491	Special Topics in Marketing	3
		Total Concentration Requirements	**21**

Marketing Communications

EBUS	371	E-Marketing	3
MCOM	301	Overview of Integrated Marketing Communications *(Req.)*	*3*
MCOM	401	Creative Execution for IMC *(Req.)*	3
MCOM	411	Media Planning and Buying *(Req.)*	3
MCOM	421	IMC Strategy and Management *(Req.)*	3
MCOM	431	IMC Campaign Development *(Req.)*	3
MCOM	451	IMC New Media Strategy and Management	3
MCOM	481	Study Internship *(Req.)*	3
MCOM	491	Special Topics in IMC	3
MKTG	361	Marketing Research *(Req.)*	3
MKTG	401	Consumer Behavior *(Req.)*	3
		Total Concentration Requirements	**27**

PROFESSIONAL ELECTIVES

Options (can also include courses from any Business Concentration, unless taken for credit towards completion of that Concentration):

ACCG	341	Accounting Information Systems	3
ACCG	352	Fraud Auditing and Forensic Accounting	3
BUSI	221	Personal Financial Management	3
BUSI	481	Internship	3
ECON	311	Managerial Economics	3
ECON	401	Industrial Organization	3
ECON	441	Public Finance	3
		Total Professional Elective Requirements	**9**

LIBERAL ARTS

See pages 60-62 of this Catalog for Liberal Arts Requirements.

Total Liberal Arts Requirements	**30**

GENERAL ELECTIVES   6

NOTE: Islamic Cultural Studies Requirement

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

**TOTAL BACHELOR OF BUSINESS ADMINISTRATION (BBA)
DEGREE REQUIREMENTS**   **120-126***

* Marketing Communications Concentration

BBA COURSE SEQUENCING

All candidates for the BBA degree should adhere to the following course sequencing:

	Fall	Spring
Year I	BUSI 101 COMP 101 ENGL 101 MATH 160 SCIE Elective UNIV 101	ACCG 201 BUSI 201 ENGL 102 HUMN or SSCI Elective QUAN 201
Year II	ACCG 211 BUSI 211 ECON 201 QUAN 301 PSPK 101	BUSI 301 ECON 202 FINA 301 MGMT 301 MKTG 301
Year III	BUSI 311 BUSI 321 Concentration Concentration HUMN or SSCI Elective	BUSI 331 Concentration Concentration MGMT 313 Professional Elective
Year IV	Concentration Concentration Concentration (MCOM only) General Elective HUMN or SSCI Elective Professional Elective	Concentration Concentration (MCOM only) General Elective MGMT 499 (Capstone) Professional Elective UNIV 301

MISSION

The BCIS program at the American University in Dubai prepares trained media specialists and journalists. Through the teaching of media knowledge and practice, graduates will attain skills in media critique and analysis, planning and management, writing, program design, production, reporting, presentation, and professional ethics.

BROAD-BASED GOALS

☐ Enhanced oral, written, and visual communication skills, in Arabic and English, along with the ability to plan and organize communication according to the purpose and audiences through exposure to language, literature, art, design, and the mass media;

☐ Develop an understanding of electronic media communication and journalism in the context of broader historical, theoretical, institutional, economic, technological and other changing social systems, as well as new diversity perspectives, including race, multiculturalism, ethnicity and gender;

☐ Develop professional ethics with an understanding of the social responsibilities of media behavior within social, cultural, economic and political contexts;

☐ Combine a variety of theoretical perspectives, including those from media aesthetics, journalism, design, cultural studies, liberal arts, business, law and information science;

☐ Learn the knowledge, skills and attitudes necessary for designing and producing print and digital multi media with an appreciation of the ethics of the manipulation of words, sound, and visual images in new worldwide media environments, for both print and electronic media;

☐ Develop an understanding of mass communication and journalism and become familiar with the diversity of global culture as indicated by racial, ethnic, religious, gender and regional differences.

BACHELOR OF COMMUNICATION AND INFORMATION STUDIES (B.C.I.S.) PROGRAM

LEARNING OUTCOMES

Students will…

☐ Demonstrate clear communication skills in Arabic and English with superior editing abilities appropriate to their target audiences;

☐ Develop the ability to investigate sources and gather information that is credible;

☐ Demonstrate an understanding of a body of aesthetics/production theory and communication theory, while comprehending the processes involved in creating and disseminating information, entertainment and knowledge;

☐ Demonstrate the ability to critically identify issues, think independently, identify the form and content, apply critical reasoning and make informed judgments;

☐ Develop an understanding regarding the independence of mass media and comprehend the legal and professional boundaries that apply to mass media and journalism;

☐ Demonstrate the ability to apply the design process, technical principles and practical solutions to produce final media communication presentations that satisfy specified communication needs;

☐ Demonstrate a propensity towards life-long learning, including the ability to adapt to changing environments and innovation;

☐ Demonstrate the ability to sensitively interact with others in order to contribute to a common outcome.

SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	BCIS
Foundation	45
Concentration Option	43
Liberal Arts	30
General Electives	6
Total	**124**

CURRICULUM/COURSES

[All students must attain at least a working knowledge of Arabic. This will be evidenced by completing MEST 101/102. Those students (usually native speakers) who aspire to a media/journalism career using Arabic as the primary language medium must attain an advanced knowledge of Arabic. This will be evidenced by completing MEST 301/302.]

FOUNDATION			Credit Hours
CISP	111	Introduction to Mass Communication	3
CISP	114	Media Literacy	3
CISP	120	Media Aesthetics	3
CISP	130	Media, Culture and Society	3
CISP	210	Media Research	3
CISP	221	Ethics and Responsibility in Mass Media	3
CISP	230	Information Technology and Digital Media	3
CISP	231*	Writing for Mass Communication I	3
CISP	236	Life on TV & Cinema: A Critical View	3
CISP	240	Digital Editing and Reporting I	3
CISP	242*	Media Performance	3
CISP	244	Digital Storytelling I	3
CISP	311	Interpersonal Communication	3
CISP	333	Media Management	3
CISP	342	Interviewing Principles	3
		Total Foundation Requirements	**45**

RADIO/TELEVISION/CINEMA CONCENTRATION

MEST	101	Arabic I or	
MEST	301	Arabic Proficiency I	3
MEST	102	Arabic II or	
MEST	302	Arabic Proficiency II	3
RTVC	301	Global Media	3
RTVC	313	Production Planning	3
RTVC	331*	Writing for Mass Communication II	3
RTVC	340	Television/Cinema Studio Production Workshop I	3
RTVC	442*	The Broadcast Interview	3
RTVC	446	Media in Community Service	3
RTVC	448	Acting for Television/Cinema/Radio	3
RTVC	450	Television/Cinema Directing	3
RTVC	460	Radio/TV/Cinema Documentary	3
RTVC	470	Radio/TV/Cinema Sound Design	3
RTVC	475	Internship	3
RTVC	480	Advanced Video Production: Variable Topics	3
RTVC	496	Portfolio Review	1
		Total Radio/TV/Cinema Concentration Requirements	**43**

* Courses with sections conducted in either Arabic or English

LIBERAL ARTS

See pages 60-62 of this Catalog for Liberal Arts Requirements.

Total Liberal Arts Requirements	**30**

GENERAL ELECTIVES — **6**

NOTE: Islamic Cultural Studies Requirement

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BCIS REQUIREMENTS	**124**

COURSE SEQUENCING

[Students must fulfill requirement in Arabic (MEST 101/102 OR MEST 301/302 in Year I.]

	Fall	Spring
Year I	CISP 111 CISP 114 ENGL 101 MATH 111 or MATH 160 UNIV 101	CISP 120 CISP 130 COMP 101 ENGL 102 SCIE ELE
Year II	CISP 210 CISP 221 CISP 230 CISP 240 PSPK 101	CISP 231 CISP 242 CISP 236 CISP 244 SSCI ELE or HUMN ELE
Year III	CISP 311 CISP 333 CISP 342 HUMN Elective RTVC 301	RTVC 313 RTVC 331 RTVC 340 SSCI ELE UNIV 301 General Elective
Year IV	RTVC 442 RTVC 450 RTVC 460 RTVC 470 RTVC 475	RTVC 446 RTVC 448 RTVC 480 RTVC 496 General Elective

MISSION

The School of Engineering prepares a culturally diverse student population for successful professional careers in engineering at the regional and global levels. The School's educational experience provides all students with the knowledge needed for technical excellence in engineering, while emphasizing the role of general education, ethical and social responsibility, and life-long learning in the personal and professional growth of future engineers.

GOALS

☐ To prepare our graduates for engineering practice, pursuit of advanced degrees, and leadership roles within their professional communities by providing them with a solid engineering education complemented by a general education component;

☐ To instill in students the importance of critical thinking, cultural diversity, and lifelong learning, and personal and professional skills that will enable them to continually adapt to a global engineering workplace;

☐ To foster a constructive learning environment through positive faculty-student interactions, recruitment and retention of highly qualified faculty, and promotion of professional and personal growth among all constituents;

☐ To provide our students with unique traineeship and job placement opportunities by maintaining strong ties with industry professionals and periodically aligning the School's strategies and curricula with the evolving needs of the engineering industry;

☐ To effect positive change within the local and regional communities through professional engineering contributions by the faculty and students.

SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required		
	BSCE	BSCompE	BSEE
Mathematics/Natural Sciences	23	23	23
Engineering Core	21	21	21
Major Core	36	38	37
Major Electives	15	15-16	15-16
Liberal Arts	30	30	30
General Electives	3	3	3
Total	**128**	**130-131**	**129-130**

MISSION

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

BROAD-BASED GOALS

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

☐ Possess both the strong analytical skills and the practical educational experiences needed to achieve successful professional careers in civil engineering;

☐ Understand the importance of professional licensure, graduate studies, lifelong learning, and the constant need for continuing education;

☐ Appreciate the value of technical excellence, ethical responsibility, and team-based work in a multi-cultural setting;

☐ Demonstrate leadership qualities, creative thinking, and strong verbal and written communication skills.

BACHELOR OF SCIENCE IN CIVIL ENGINEERING (BSCE) PROGRAM

LEARNING OUTCOMES

Civil Engineering students will demonstrate…

☐ Proficiency in both basic and applied aspects of differential calculus, physics, probability and statistics, chemistry, and biology;

☐ Thorough familiarity with the analytical and quantitative skills needed to identify and solve civil engineering problems, and to analyze and interpret data;

☐ A strong technical knowledge in structural, geotechnical, transportation, environmental and water resources engineering;

☐ An ability to conduct laboratory and field experiments, evaluate material properties, and design system components and processes using traditional methods, modern tools, and software;

☐ An aptitude to work effectively on teams in both intra-disciplinary and cross-disciplinary settings;

☐ Competency in professional writing, oral communication, graphic presentation, project documentation, and construction project management;

☐ An understanding of ethical and professional issues, and the role of professional licensure in civil engineering practice;

☐ A recognition of the non-technical constraints on civil engineering systems and processes, including economic, political, social, and environmental factors;

☐ An awareness of current issues in civil engineering and an appreciation for continued professional development through practical experiences, interactions with professionals, and other educational activities outside the classroom.

CURRICULUM COURSES

MATHEMATICS/NATURAL SCIENCES*			Credit Hours
CHEM	201	General Chemistry	3
MATH	203	Calculus II	3
MATH	204	Calculus III	3
MATH	211	Linear and Discrete Mathematics	3
MATH	212	Differential Equations	3
PHYS	201	Introductory Physics I, w/lab	4
PHYS	202	Introductory Physics II, w/lab	4
		Total Requirements	**23**

* Note the use of MATH 202 to satisfy Univ.-wide Math requirement for engineering students.

ENGINEERING CORE

CEEE	220	Linear Circuit Analysis I, w/lab	4
CENG	200	Statics	3
ENGR	111	Introduction to Engineering	1
ENGR	210	Engineering Design and Communication	3
ENGR	222	Computational Modeling, w/lab	4
ENGR	300	Statistics and Engineering Applications	3
ENGR	422	Engineering Design Project	3
		Total Requirements	**21**

CIVIL ENGINEERING CORE

CENG	300	Engineering Graphics and Visualization	3
CENG	311	Dynamics	3
CENG	322	Mechanics of Materials	3
CENG	331	Engineered Materials, w/lab	4
CENG	340	Geomatics, w/lab	3
CENG	355	Structural Analysis	3
CENG	361	Fluid Mechanics, w/lab	4
CENG	375	Soil Mechanics, w/lab	4
CENG	380	Transportation Engineering, w/lab	3
CENG	391	Environmental Engineering	3
CENG	411	Reinforced Concrete Design	3
		Total Requirements	**36**

CIVIL ENGINEERING

CIVIL ENGINEERING ELECTIVES
Options:

CENG	370/470	Special Topics in Civil Engineering	3
CENG	400	Construction Engineering and Management	3
CENG	422	Structural Steel Design	3
CENG	431	Advanced Structural Analysis	3
CENG	440	Structural Dynamics	3
CENG	450	Masonry Structures	3
CENG	455	Geotechnical Engineering Design	3
CENG	461	Pavement Engineering	3
CENG	465	Computer-Aided Site and Highway Design	3
CENG	471	Hydraulic Engineering	3
CENG	475	Hydrology	3
CENG	480	Hazardous Substance Engineering	3
CENG	485	Environmental Impact Assessment	3
CENG	490	Environmental Engineering and Water	
		Resources Design	3
		Total Requirements	**15**

LIBERAL ARTS

BIOL	201	Principles of Biology	3
COMP	180	Introduction to Programming (Engineering)*	3
ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Literature	3
MATH	202	Calculus I**	3
PSPK	101	Public Speaking	3
UNIV	101	The University Experience	2
UNIV	301	Career Preparation	1

3 additional courses from the Humanities and Social Sciences, comprising:

ECON	202	Principles of Macro-Economics	3
PHIL	222	Professional Ethics	3
HUMN/SSCI ELE		Humanities/Fine Arts or Social/Behavioral Sciences Elective	3
		Total Requirements	**30**

GENERAL ELECTIVES   **3**

NOTE: ISLAMIC CULTURAL STUDIES REQUIREMENT

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BACHELOR OF SCIENCE IN CIVIL ENGINEERING (BSCE) DEGREE REQUIREMENTS   **128**

*   Engineering students must substitute COMP 180 for COMP 101. Students who do not pass the Computer Proficiency Examination prior to the scheduled date of entry will be required to enroll in and pass COMP 101 within their first two terms of residence. Credit for COMP 101 will not apply towards the Engineering degree.

** Students may be required to take MATH 190 prior to entering MATH 202.

BSCE COURSE SEQUENCING

Civil Engineering students should adhere to the following course sequencing:

	Fall	Spring
Year I	CHEM 201 ENGL 101 MATH 202 PHYS 201 UNIV 101	BIOL 201 COMP 180 ENGL 102 ENGR 111 MATH 203 PHYS 202
Year II	CENG 200 ENGR 210 MATH 204 MATH 211 PSPK 101	CEEE 220 CENG 311 CENG 322 ENGR 300 MATH 212
Year III	CENG 300 CENG 331 CENG 355 CENG 361 ENGR 222	CENG 340 CENG 375 CENG 391 CENG 411 ECON 202
Year IV	CENG 380 Civil Engineering Elective Civil Engineering Elective Civil Engineering Elective HUMN or SSCI Elective UNIV 301	PHIL 222 Civil Engineering Elective Civil Engineering Elective ENGR 422 General Elective
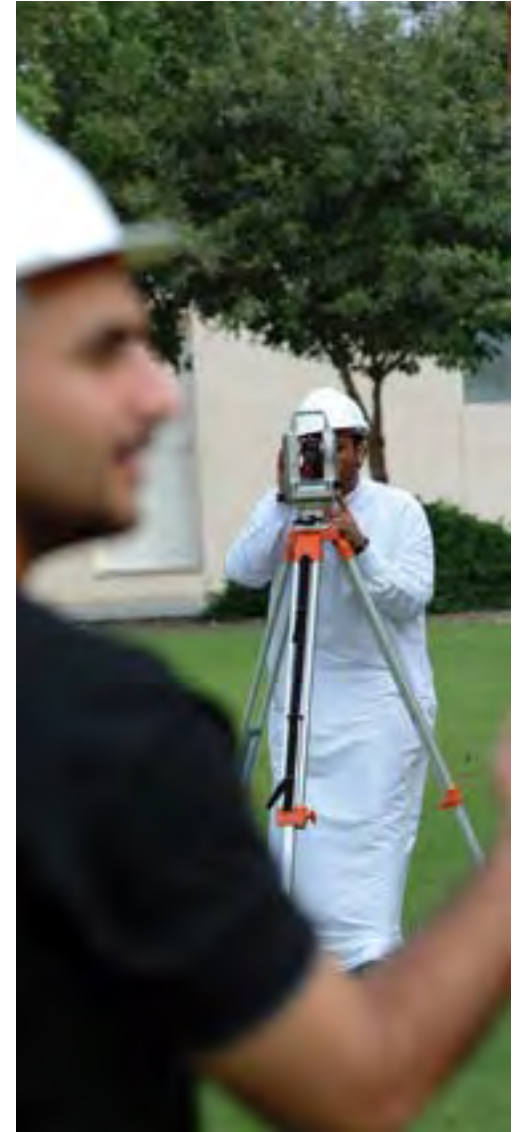
MISSION

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

BROAD-BASED GOALS

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

☐ Possess both the strong analytical skills and the practical educational experiences needed to achieve successful professional careers in computer engineering;

☐ Understand the importance of professional certification, graduate studies, lifelong learning, and the constant need for continuing education in the rapidly-evolving field of computer engineering;

☐ Appreciate the value of technical excellence, ethical responsibility, and team-based work in a multi-cultural setting;

☐ Demonstrate leadership qualities, creative thinking, and strong verbal and written communication skills.

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (BSCOMPE) PROGRAM

LEARNING OUTCOMES

Computer Engineering students will demonstrate…

☐ Proficiency in both basic and applied aspects of differential and integral calculus, complex variables, discrete mathematics, physics, and statistics;

☐ Thorough familiarity with the analytical and quantitative skills needed to identify and solve computer engineering problems, and to analyze and interpret data;

☐ A strong technical knowledge in digital systems, microelectronics, microprocessors, computer architecture, and embedded system design;

☐ An ability to conduct laboratory simulations, analyze digital system processes, and design complex electronic devices using hardware components and software tools;

☐ An aptitude to work effectively on teams in both intra-disciplinary and cross-disciplinary settings;

☐ Competency in professional writing, oral communication, graphic presentation, and engineering project documentation;

☐ An understanding of ethical and professional issues in engineering practice;

☐ A recognition of the non-technical constraints on computer engineering system designs and processes, including manufacturability, safety, economics, and social and environmental factors;

☐ An awareness of current issues in computer engineering and an appreciation for continued professional development through practical experiences, interactions with professionals, and other educational activities outside the classroom.

CURRICULUM COURSES

MATHEMATICS/NATURAL SCIENCES*			Credit Hours
CHEM	201	General Chemistry	3
MATH	203	Calculus II	3
MATH	204	Calculus III	3
MATH	211	Linear and Discrete Mathematics	3
MATH	212	Differential Equations	3
PHYS	201	Introductory Physics I, w/lab	4
PHYS	202	Introductory Physics II, w/lab	4
		Total Requirements	**23**

* Note the use of MATH 202 to satisfy Univ.-wide Math requirement.

ENGINEERING CORE

CEEE	220	Linear Circuit Analysis I, w/lab	4
CENG	200	Statics	3
ENGR	111	Introduction to Engineering	1
ENGR	210	Engineering Design and Communication	3
ENGR	222	Computational Modeling, w/lab	4
ENGR	300	Statistics and Engineering Applications	3
ENGR	422	Engineering Design Project	3
		Total Requirements	**21**

COMPUTER ENGINEERING CORE

CEEE	200	Introduction to Signal Processing, w/lab	4
CEEE	300	Digital and Computer System Design, w/lab	4
CEEE	310	Linear Circuit Analysis II, w/lab	4
CEEE	311	Microelectronic Devices and Circuits, w/lab	4
CEEE	322	Random Signals	3
CEEE	331	Fundamentals of Digital Signal Processing	3
CEEE	340	Communication Systems	3
CEEE	355	Computer Architecture and Operating Systems	3
CEEE	361	Communication Networks	3
CEEE	411	Embedded Microcontroller Design, w/lab	4
COMP	240	Intermediate Programming	3
		Total Requirements	**38**

COMPUTER ENGINEERING ELECTIVES

Options:

CEEE	370/470	Special Topics in Computer Engineering	3
CEEE	375	Analog Electronics	3
CEEE	391	Applied Electromagnetics	3
CEEE	400	Network Design and Simulation	3
CEEE	420	Synthesis with Hardware Descriptive Language	3
CEEE	422	Embedded System Design, w/lab	4
CEEE	431	Advance Computer Architecture	3
CEEE	440	Communication Systems II	3
CEEE	450	Programmable ASICs Design	3
CEEE	472	Image Processing and Computer Vision	3
		Total Requirements	**15-16**

LIBERAL ARTS

BIOL	201	Principles of Biology	3
COMP	180	Introduction to Programming (Engineering)*	3
ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Literature	3
MATH	202	Calculus I**	3
PSPK	101	Public Speaking	3
UNIV	101	The University Experience	2
UNIV	301	Career Preparation	1

3 additional courses from the Humanities and Social Sciences, comprising:

ECON	202	Principles of Macro-Economics	3
PHIL	222	Professional Ethics	3
HUMN/SSCI ELE		Humanities/Fine Arts or Social/Behavioral Sciences Elective	3
		Total Requirements	**30**

GENERAL ELECTIVES   **3**

NOTE: ISLAMIC CULTURAL STUDIES REQUIREMENT

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BACHELOR OF SCIENCE IN COMPUTER ENGINEERING (BSCOMPE) DEGREE REQUIREMENTS   **130-131**

*   Engineering students must substitute COMP 180 for COMP 101. Students who do not pass the Computer Proficiency Examination prior to the scheduled date of entry will be required to enroll in and pass COMP 101 within their first two terms of residence. Credit for COMP 101 will not apply towards the Engineering degree.

**   Students may be required to take MATH 190 prior to entering MATH 202.

COMPUTER ENGINEERING

BSCOMPE COURSE SEQUENCING

Computer Engineering students should adhere to the following course sequencing:

	Fall	Spring
Year I	COMP 180 ENGL 101 MATH 202 PHYS 201 UNIV 101	BIOL 201 CHEM 201 ENGL 102 ENGR 111 MATH 203 PHYS 202
Year II	CEEE 200 ENGR 210 MATH 204 MATH 211 PSPK 101	CENG 200 COMP 240 ENGR 300 General Elective MATH 212
Year III	CEEE 220 CEEE 322 ECON 202 ENGR 222 HUMN or SSCI Elective	CEEE 300 CEEE 310 CEEE 331 CEEE 340 CEEE 361
Year IV	CEEE 311 CEEE 411 Computer Engineering Elective Computer Engineering Elective Computer Engineering Elective UNIV 301	PHIL 222 CEEE 355 Computer Engineering Elective Computer Engineering Elective ENGR 422
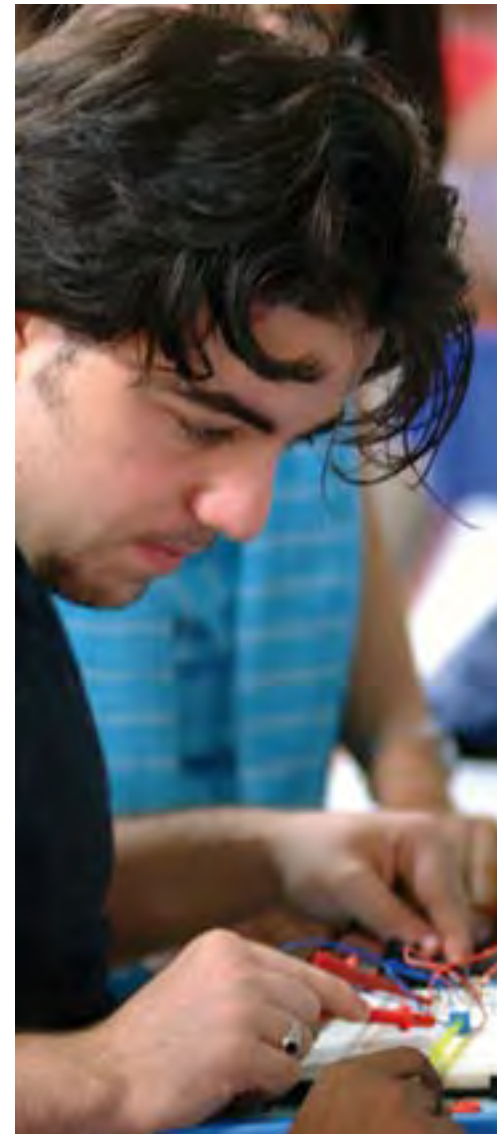
MISSION

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

BROAD-BASED GOALS

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

☐ Possess both the strong analytical skills and the practical educational experiences needed to achieve successful professional careers in electrical engineering;

☐ Understand the importance of professional licensure, graduate studies, lifelong learning, and the constant need for continuing education;

☐ Appreciate the value of technical excellence, ethical responsibility, and team-based work in a multi-cultural setting;

☐ Demonstrate leadership qualities, creative thinking, and strong verbal and written communication skills.

BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (BSEE) PROGRAM

LEARNING OUTCOMES

Electrical Engineering students will demonstrate…

☐ Proficiency in both basic and applied aspects of differential and integral calculus, complex variables, linear and discrete mathematics, physics, and statistics;

☐ Thorough familiarity with the analytical and quantitative skills needed to identify and solve electrical engineering problems, and to analyze and interpret data;

☐ A strong technical knowledge in microelectronics, communication systems, electromagnetics, energy engineering, and systems and controls;

☐ An ability to conduct laboratory simulations, perform signal processing operations, and design electrical engineering systems using hardware and software components;

☐ An aptitude to work effectively on teams in both intra-disciplinary and cross-disciplinary settings;

☐ Competency in professional writing, oral communication, graphic presentation, and engineering project documentation;

☐ An understanding of ethical and professional issues in engineering practice;

☐ A recognition of the non-technical constraints on electrical engineering system designs and processes, including manufacturability, sustainability, health, safety, economics, and environmental factors;

☐ An awareness of current issues in electrical engineering and an appreciation for continued professional development through practical experiences, interactions with professionals, and other educational activities outside the classroom.

CURRICULUM COURSES

MATHEMATICS/NATURAL SCIENCES*				Credit Hours
CHEM	201	General Chemistry		3
MATH	203	Calculus II		3
MATH	204	Calculus III		3
MATH	211	Linear and Discrete Mathematics		3
MATH	212	Differential Equations		3
PHYS	201	Introductory Physics I, w/lab		4
PHYS	202	Introductory Physics II, w/lab		4
		Total Requirements		**23**

* Note the use of MATH 202 to satisfy Univ.-wide Math requirement.

ENGINEERING CORE

CEEE	220	Linear Circuit Analysis I, w/lab		4
CENG	200	Statics		3
ENGR	111	Intro to Engineering		1
ENGR	210	Engineering Design and Communication		3
ENGR	222	Computational Modeling, w/lab		4
ENGR	300	Statistics and Engineering Applications		3
ENGR	422	Engineering Design Project		3
		Total Requirements		**21**

ELECTRICAL ENGINEERING CORE

CEEE	200	Introduction to Signal Processing, w/lab		4
CEEE	300	Digital and Computer System Design, w/lab		4
CEEE	310	Linear Circuit Analysis II, w/lab		4
CEEE	311	Microelectronic Devices and Circuits, w/lab		4
CEEE	322	Random Signals		3
CEEE	331	Fundamentals of Digital Signal Processing		3
CEEE	340	Communication Systems		3
CEEE	375	Analog Electronics		3
CEEE	380	Systems and Controls		3
CEEE	391	Applied Electromagnetics		3
CEEE	395	Energy Engineering		3
		Total Requirements		**37**

ELECTRICAL ENGINEERING ELECTIVES*

Options:

CEEE	371/471	Special Topics in Electrical Engineering	3
CEEE	355	Computer Architecture and Operating Systems	3
CEEE	400	Network Design and Simulation	3
CEEE	411	Embedded Microcontroller Design, w/lab	4
CEEE	440	Communication Systems II	3
CEEE	445	Microwave Electronics	3
CEEE	455	Optical Fiber Communications	3
CEEE	461	Wireless Communications	3
CEEE	475	Antenna Theory	3
		Total Requirements	**15-16**

* It is recommended that those students wishing to pursue an emphasis in telecommunications take the following electives: CEEE 400, CEEE 440 and CEEE 461.

LIBERAL ARTS

BIOL	201	Principles of Biology	3
COMP	180	Introduction to Programming (Engineering)*	3
ENGL	101	Composition and Rhetoric	3
ENGL	102	Advanced Composition and Literature	3
MATH	202	Calculus I**	3
PSPK	101	Public Speaking	3
UNIV	101	The University Experience	2
UNIV	301	Career Preparation	1

3 additional courses from the Humanities and Social Sciences, comprising:

ECON	202	Principles of Macro-Economics	3
PHIL	222	Professional Ethics	3
HUMN/SSCI ELE		Humanities/Fine Arts or Social/Behavioral Sciences Elective	3
		Total Requirements	**30**

GENERAL ELECTIVES   3

NOTE: ISLAMIC CULTURAL STUDIES REQUIREMENT

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BACHELOR OF SCIENCE IN ELECTRICAL ENGINEERING (BSEE) DEGREE REQUIREMENTS   129-130

* Engineering students must substitute COMP 180 for COMP 101. Students who do not pass the Computer Proficiency Examination prior to the scheduled date of entry will be required to enroll in and pass COMP 101 within their first two terms of residence. Credit for COMP 101 will not apply towards the Engineering degree.

** Students may be required to take MATH 190 prior to entering MATH 202.

BSEE COURSE SEQUENCING

Electrical Engineering students should adhere to the following course sequencing:

	Fall	Spring
Year I	COMP 180 ENGL 101 MATH 202 PHYS 201 UNIV 101	BIOL 201 CHEM 201 ENGL 102 ENGR 111 MATH 203 PHYS 202
Year II	CEEE 200 CEEE 220 MATH 204 MATH 211 PSPK 101	CEEE 310 CENG 200 ENGR 210 ENGR 300 MATH 212
Year III	CEEE 311 CEEE 322 CEEE 391 ENGR 222 HUMN or SSCI Elective	CEEE 300 CEEE 331 CEEE 340 CEEE 375 General Elective
Year IV	CEEE 380 CEEE 395 ECON 202 Electrical Engineering Elective Electrical Engineering Elective UNIV 301	PHIL 222 ENGR 422 Electrical Engineering Elective Electrical Engineering Elective Electrical Engineering Elective

INFORMATION TECHNOLOGY

Information Technology is different from Computer Science and Computer Engineering. While computer scientists and computer engineers use technology to further the state of the art, Information Technology professionals apply their combined technical and business skills using the latest technology to improve the state of business.

IT professionals are able to apply their understanding of end user needs, business requirements, and technological constraints to solve real world problems through the design, implementation and operation of multiplatform systems and applications.

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

MISSION

The Information Technology Program at the American University in Dubai prepares students to pursue professional careers in identifying and creating computer technology solutions in support of government, business, and societal needs particularly within the UAE and the region and to prepare these students to pursue graduate degrees in related fields.

BROAD-BASED GOALS

☐ Demonstrate the ability to propose technology solutions and infrastructure to business leaders that would improve the operations of the graduate's organization;

☐ Demonstrate the ability to create information system requirements based on business needs;

☐ Demonstrate the ability to design information systems in the areas of networks, databases or application development with minimal direction;

☐ Demonstrate the ability to operate and maintain information systems in areas of networks, databases, or application development with minimal direction;

☐ Demonstrate the ability to apply fundamental theoretical knowledge in the areas of networks, databases, or application development to provide working solutions;

☐ Demonstrate the ability to acquire new technical knowledge and skills with or without supervision;

☐ Demonstrate the ability to work individually and in a team to build, implement and operate practical solutions.

BACHELOR OF INFORMATION TECHNOLOGY (BIT) PROGRAM

LEARNING OUTCOMES

☐ Students will have solid command of mathematical principles related to logic, relations and Boolean algebra;

☐ Students will know the role of computer technology and tools in facilitating practical solutions that hinge on operating systems, networks, databases, and software applications;

☐ Students will know how to take on a problem statement and translate it into a practical computer technology based solution;

☐ Students will learn to work with other team members in order to create practical computer technology based solutions;

☐ Application development students will understand various aspects of enterprise computing ranging from the client side to the server side;

☐ Database students will know various aspects of designing, implementing, and administering enterprise databases;

☐ Networking students will know the aspects of designing, implementing, securing and operating a computer network.

SUMMARY OF DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	BIT
Business Administration	24
IT Core	18
Concentration Requirement	30
Business/IT Electives	15
Liberal Arts	30
General Electives	3
Total	**120**

CONCENTRATION REQUIREMENTS

☐ Students are expected to take all IT core courses (ITCC courses) before declaring a Concentration and beginning the 3rd year sequence.

☐ In order to be able to declare a Concentration and move on to the third year sequence, the student ***must*** have taken all the core courses required by the Concentration of interest, and have a GPA of 2.0+ in these courses as outlined below:

- Application Development: completed with a 2.0+ GPA for ITCC100, ITCC220, ITCC230;
- Database: completed with a 2.0+ GPA for ITCC100, ITCC110, ITCC210;
- Network Infrastructure: completed with a 2.0+ GPA for ITCC100, ITCC110, ITCC200.

☐ Students must complete any leftover ITCC courses by the first half of their 3rd year. Under special circumstances, the Chair may extend this deadline to the end of the third year sequence.

☐ Under no circumstances will a student be allowed to begin the 4th year sequence without completing all ITCC courses.

☐ Should a student not have a 2.0+ GPA in any of the above Concentration core course combinations, then the student will not be allowed to progress and will have the choice of either raising his average in these courses to 2.0 (by repeating D's and F's) or changing Majors, subject to the usual procedure for doing so.

CURRICULUM/COURSES

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

IT CORE				
ITCC	100	Discrete Mathematical Structures for IT		3
ITCC	110	Introduction to Operating Systems		3
ITCC	200	Introduction to Networks		3
ITCC 210/EBUS	311	Introduction to Data Modeling		3
ITCC	220	Introduction to E-Commerce		3
ITCC	230	Introduction to Programming (IT)		3
		Total IT Core Requirements		**18**

CONCENTRATION REQUIREMENT

Options:

Application Development for Commerce and Industry

ITAD 300/EBUS	302	Web Site Design and Management		3
ITAD	310	Object Oriented Programming and Design		3
ITAD	320	Web Application Design and Development		3
ITAD 330/EBUS	321	Business Process Modeling		3
ITAD	400	Mobile Application Design and Development		3
ITAD	411	Principles of Open Source and Enterprise Computing with Java		3
ITAD	420	Object Oriented Design Patterns		3
ITAD	430	Enterprise System Architecture and Integration		3
ITAD	440	Core Technologies		3
ITAD	450	Capstone Project		3
		Total Concentration Requirements		**30**

Database Development and Operations

ITDD 300/EBUS	312	Database Architecture and Design	3
ITDD	310	Advanced SQL Programming	3
ITDD	410	Advanced Database Administration I	3
ITDD	415	Advanced Database Administration II	3
ITDD	420	MS-SQL Development and Administration	3
ITDD	430	Distributed Database Architectures	3
ITDD	440	Advanced Database Application Design	3
ITDD	450	Senior Project	3
ITID	310	Windows Platform I	3
ITID	420	The Unix/Linux Platform I	3
		Total Concentration Requirements	**30**

Network Infrastructure Design and Administration

ITID	310	Windows Platform I	3
ITID	315	Windows Platform II	3
ITID	320	Data Networks I	3
ITID	325	Data Networks II	3
ITID	350	Advanced Network Operating Systems	3
ITID	410	Data Security I	3
ITID	415	Data Security II	3
ITID	420	The Unix/Linux Platform I	3
ITID	425	The Unix/Linux Platform II	3
ITID	450	Senior Project	3
		Total Concentration Requirements	**30**

BUSINESS/IT ELECTIVES

Students may use any course in Business Administration or IT (other than those in the chosen Concentration) to fulfill this requirement.

LIBERAL ARTS

See pages 60-62 of this *Catalog* for Liberal Arts Requirements
Total Liberal Arts Requirements	**30**

GENERAL ELECTIVES   3

NOTE: ISLAMIC CULTURAL STUDIES REQUIREMENT
The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BACHELOR OF INFORMATION TECHNOLOGY (BIT)
DEGREE REQUIREMENTS   120

BIT Course Sequencing

All candidates for the BIT degree should adhere to the following course sequencing:

Application Development for Commerce and Industry

	Fall	Spring
Year I	COMP 101 ENGL 101 HUMN ELE MATH 160 UNIV 101	BUSI 101 ENGL 102 ITCC 100 ITCC 110 SSCI ELE
Year II	ACCG 201 ITCC200 ITCC 210 PSPK 101 SCIE ELE	HUMN/SSCI ELE ITCC 220 ITCC 230 MKTG 301 QUAN 201
Year III	FINA 301 General Elective ITAD 300 ITAD 310 MGMT 301	BUSI/IT Elective ITAD 320 ITAD 330 MGMT 313 MGMT 341 UNIV 301
Year IV	BUSI/IT Elective BUSI/IT Elective ITAD 400 ITAD 411 ITAD 420	BUSI/IT Elective BUSI/IT Elective ITAD 430 ITAD 440 ITAD 450

Database Development and Operations

	Fall	Spring
Year I	COMP 101 ENGL 101 HUMN ELE MATH 160 UNIV 101	BUSI 101 ENGL 102 ITCC 100 ITCC 110 SSCI ELE
Year II	ACCG 201 ITCC200 ITCC 210 PSPK 101 SCIE ELE	HUMN/SSCI ELE ITCC 220 ITCC 230 MKTG 301 QUAN 201
Year III	FINA 301 General Elective ITDD 300 ITID 310 MGMT 301	BUSI/IT Elective ITDD 310 ITID 420 MGMT 313 MGMT 341 UNIV 301
Year IV	BUSI/IT Elective BUSI/IT Elective ITDD 410 ITDD 420 ITDD 430	BUSI/IT Elective BUSI/IT Elective ITDD 415 ITDD 440 ITDD 450

Network Infrastructure Design and Operations

	Fall	Spring
Year I	COMP 101 ENGL 101 HUMN ELE MATH 160 UNIV 101	BUSI 101 ENGL 102 ITCC 100 ITCC 110 SSCI ELE
Year II	ACCG 201 ITCC200 ITCC 210 PSPK 101 SCIE ELE	HUMN/SSCI ELE ITCC 220 ITCC 230 MKTG 301 QUAN 201
Year III	FINA 301 General Elective ITID 310 ITID 320 MGMT 301	ITID 315 ITID 325 ITID 350 MGMT 313 MGMT 341 UNIV 301
Year IV	BUSI/IT Elective BUSI/IT Elective BUSI/IT Elective ITID 410 ITID 420	BUSI/IT Elective BUSI/IT Elective ITID 415 ITID 425 ITID 450
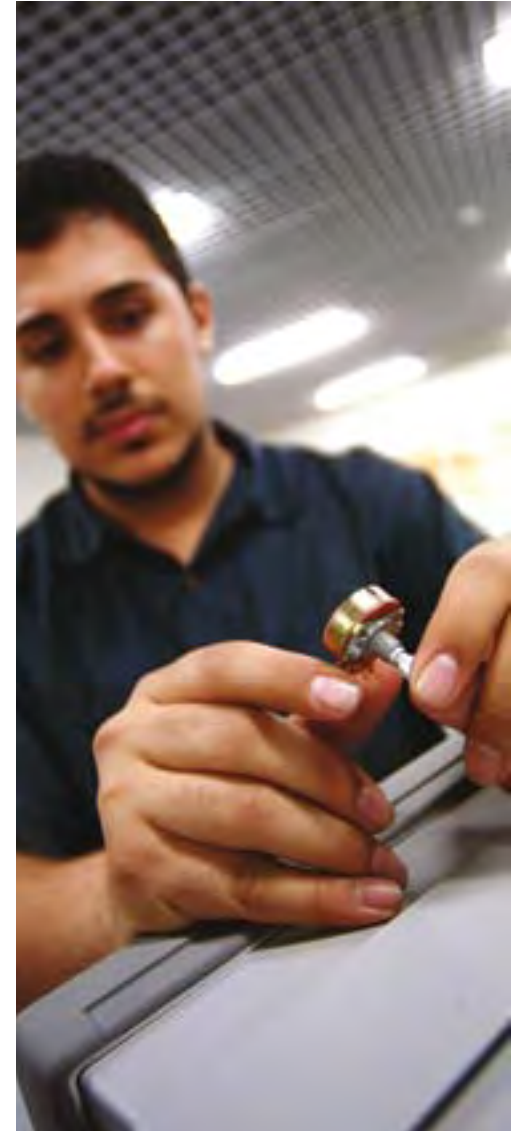
MISSION

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

BROAD-BASED GOALS

☐ Demonstrate ingenuity, imagination, and intellect in the subject of visual communication;

☐ Demonstrate the value of life-long learning while remaining focused on the ever-changing needs of today's marketplace;

☐ Demonstrate the skill sets required to become a part of the advertising, art, and design communities.

BACHELOR OF FINE ARTS IN VISUAL COMMUNICATION (BFA) PROGRAM

LEARNING OUTCOMES

☐ To educate students about contemporary artistic development by studying leading artists and designers;

☐ To inculcate the ability to effectively articulate and communicate the conceptual underpinnings of visual projects;

☐ To teach students the design process, methodologies and techniques that are integral and required for their chosen professional design/art field of study;

☐ To equip students with basic practical skills and adequate technical proficiency in order to enable them to communicate using various media and processes;

☐ To promote ethical and responsible design practices by graduating innovative and well-educated leaders.

SUMMARY OF DEGREE REQUIREMENTS (CONCENTRATION OPTION)

Course Classifications	Credit Hours Required
	BFA
Foundation Courses	25
Design Core	13
Professional Electives	6-15 ⎫
Concentration Option	30-39 ⎬ 45
Liberal Arts Courses	30
General Electives	9
Total	**122**

SUMMARY OF DEGREE REQUIREMENTS (NO-CONCENTRATION OPTION)

Course Classifications	Credit Hours Required
	BFA
Foundation Courses	25
Introductory Courses	14-15
Upper Division Electives	18-22 ⎫
Professional Electives	16-20 ⎬ 38*
Capstone Courses	7
Liberal Arts Courses	30
General Electives	9
Total	**120**

* Students must successfully complete at least one 4-credit Upper Division Elective.

BACHELOR OF FINE ARTS (BFA) DEGREE

CONCENTRATION REQUIREMENTS

☐ Students must successfully complete all Foundation Courses in Visual Communication before declaring a Concentration.

- In order to be able to declare a Concentration and begin the third year sequence, the student must have successfully completed all the Foundations courses with a GPA of 2.0+ in these courses.

☐ A minimum of a 2.3 GPA is required for those courses in the declared Concentration. A student failing to maintain a 2.3 GPA within a Concentration will become ineligible to graduate with that specific Concentration.

☐ With the Advertising (Creative), Graphic Design, Photography, and Illustration Concentrations, all course grades below C⁻ must be repeated if a student wishes to continue in that Concentration.

☐ A minimum of a 2.0 GPA is required for all Visual Communications courses within the no-Concentration option. A student failing to maintain a 2.0 GPA within the no-Concentration option will become ineligible to graduate with a degree in Visual Communication.

CURRICULUM/COURSES

FOUNDATION COURSES
(CONCENTRATION AND NO-CONCENTRATION OPTIONS)

			Credit Hours
ARTS	200	History of Art I	3
ARTS	201	History of Art II	3
DESI	201	Basic Principles of 2D Design	4
DESI	202	Basic Principles of 3D Design	4
DESI	203	Color Theory and Practice	3
DESI	204	Freehand Drawing I	4
DESI	205	Freehand Drawing II	4
		Total Foundation Requirements	**25**

DESIGN CORE
(CONCENTRATION OPTION)

VICD	206	Computer Graphics I	3
VICD	207	Computer Graphics II	3
VICD	455	Senior Project	4
VICD	456	Business Practices & Final Portfolio	3
		Total Design Core Requirements	**13**

INTRODUCTORY COURSES
(NO-CONCENTRATION OPTION)

GRAD	251	Graphic Design I	4
ILLS	251	Illustration I	4
MKTG	301	Principles of Marketing	3
PHOT	201	Photography I	3
VICD	251	Typography I	4
		Total Introductory Courses Requirements	**14-15**

UPPER-DIVISION ELECTIVES
(NO-CONCENTRATION OPTION)

AADV	311	Copywriting	3
ARTS	301	Photography as an Art Form	3
ARTS	305	Art and the Electronic Age	3
GRAD	351	Graphic Design II	4
GRAD	452	Package Design	3
GRAD	453	Poster Design	3
GRAD	454	Book Design	3
ILLS	351	Illustration II	3
ILLS	352	Illustration III	3
ILLS	355	2-D Animation	3
ILLS	358	Computer Animation I	3
ILLS	451	Illustration IV	3
ILLS	458	Computer Animation II	3
MCOM	301	An Overview of Integrated Marketing Communication	3
MCOM	401	Creative Execution of IMC	3
MCOM	421	IMC Strategy and Management	3
MCOM	431	IMC Campaign Development	3
MKTG	301	Principles of Marketing*	3
PHOT	351	Photography III	3
PHOT	352	Studio II	3
PHOT	353	Photography IV	4
PHOT	451	Studio III	3
PHOT	452	Contemporary Trends in Photography	3
PHOT	456	Photo Journalism	3
VICD	351	Typography II	3
VICD	358	Special Topics in Visual Communication I	3
VICD	450	Community Service Workshop	3
VICD	451	Typography III	4
VICD	453	Production Design	3
VICD	458	Special Topics in Visual Communication II	3
VICD	459	Multimedia	3
WEBD	452	Web Design	4
		Total Upper-Division Electives Requirements	**18-22**

* if not taken as an Introductory course.

PROFESSIONAL ELECTIVES*
(CONCENTRATION OPTION)

(Select a minimum of 6 credit hours for AADV Majors**; 9 for GRAD Majors; 15 for ILLS Majors; 12 for PHOT Majors.)

ARTS	301	Photography as an Art Form	3
ARTS	305	Art and the Electronic Age	3
GRAD	452	Package Design	3
GRAD	453	Poster Design	3
GRAD	454	Book Design	3
ILLS	355	2-D Animation	3
ILLS	358	Computer Animation I	3
ILLS	458	Computer Animation II	3
PHOT	456	Photo Journalism	3
VICD	358	Special Topics in Visual Communication I	3
VICD	450	Community Service Workshop	3
VICD	458	Special Topics in Visual Communication II	3
VICD	459	Multimedia	3
		Total Professional Elective Requirements	**6-15**

* May also include courses from any Visual Communication Concentration
** Students who concentrate in Advertising (Creative) may use any non-required course in the Marketing
   Communications Concentration as a Professional Elective.

PROFESSIONAL ELECTIVES
(NO-CONCENTRATION OPTION)

Students must select between 16 and 20 credit hours of courses in Visual Communication not used to fulfill other curricular requirements.

CAPSTONE COURSES
(NO-CONCENTRATION OPTION)

VICD	455	Senior Project	4
VICD	456	Business Practices & Final Portfolio	3
		Total Capstone Requirements	**7**

VISUAL COMMUNICATION

CONCENTRATION

Options:

ADVERTISING (Creative)

AADV	311	Copywriting	3
GRAD	202	History of Graphic Design	3
GRAD	251	Graphic Design I	4
GRAD	351	Graphic Design II	4
MCOM	301	An Overview of Integrated Marketing Communication	3
MCOM	401	Creative Execution of IMC	3
MCOM	421	IMC Strategy and Management	3
MCOM	431	IMC Campaign Development	3
MCOM	481	Study Internship	3
MKTG	301	Principles of Marketing	3
VICD	251	Typography I	4
VICD	351	Typography II	3
		Total Concentration Requirements	**39**

GRAPHIC DESIGN

GRAD	202	History of Graphic Design	3
GRAD	251	Graphic Design I	4
GRAD	351	Graphic Design II	4
GRAD	451	Graphic Design III	4
GRAD	478	Internship in Graphic Design	3
VICD	251	Typography I	4
VICD	351	Typography II	3
VICD	451	Typography III	4
VICD	453	Production Design	3
WEBD	452	Web Design	4
		Total Concentration Requirements	**36**

ILLUSTRATION

DESI	210	Figure Drawing		4
DESI	401	Advanced Drawing		3
ILLS	202	History of Illustration		3
ILLS	251	Illustration I		4
ILLS	351	Illustration II		3
ILLS	352	Illustration III		3
ILLS	451	Illustration IV		3
VICD	210	Painting I		4
VICD	211	Painting II		3
		Total Concentration Requirements		**30**

PHOTOGRAPHY

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

LIBERAL ARTS COURSES

See pages 60-62 of this Catalog for Liberal Arts Requirements

Total Liberal Arts Requirements	**30**

GENERAL ELECTIVES — **9**

NOTE: ISLAMIC CULTURAL STUDIES REQUIREMENT

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BACHELOR OF FINE ARTS (BFA) DEGREE REQUIREMENTS (CONCENTRATION OPTION) — **122**

TOTAL BACHELOR OF FINE ARTS (BFA) DEGREE REQUIREMENTS (NO-CONCENTRATION OPTION) — **120**

VISUAL COMMUNICATION

BFA COURSE SEQUENCING (CONCENTRATION OPTION)

All candidates for the BFA degree in Visual Communication should adhere to the following course sequencing:

	Fall	**Spring**
Year I	DESI 201 DESI 203 DESI 204 ENGL 101 UNIV 101	ARTS 200 COMP 101 DESI 202 DESI 205 ENGL 102
Year II	ARTS 201 Concentration MATH 111 PSPK 101 VICD 206	Concentration History of Concentration HUMN Elective SSCI Elective VICD 207
Year III	Concentration Concentration Conc./Prof. Elective HUMN/SSCI Elective General Elective	Concentration Concentration Conc./Prof. Elective SCIE Elective General Elective
Year IV	Conc./Prof. Elective Conc./Prof. Elective UNIV 301 VICD 455 VICD 456	Conc./Prof. Elective Concentration Gen. Elective Internship/Prof. Elective

Students should obtain Concentration-specific course sequencing sheets from their advisor.

VISUAL COMMUNICATION

BFA COURSE SEQUENCING (NO-CONCENTRATION OPTION)

All candidates for the BFA degree in Visual Communication should adhere to the following course sequencing:

	Fall	Spring
Year I	ENGL 101 DESI 201 DESI 203 DESI 204 UNIV 101	ENGL 102 DESI 202 DESI 205 COMP 101 ARTS 200
Year II	PSPK 101 ARTS 201 VICD 206 MATH 111 GRAD 251	PHOT 201 ILLS 251 VICD 207 SSCI ELE HUMN ELE
Year III	VICD 251 Upper Division Elective 1 HUMN or SSCI Elective Upper Division Elective 2 General Elective	Upper Division Elective 3 Upper Division Elective 4 SCIE Elective Upper Division Elective 5 General Elective
Year IV	Upper Division Elective 6 Professional Elective 1 Professional Elective 2 VICD 455 VICD 456	Professional Elective 3 Professional Elective 4 General Elective UNIV 301 Professional Elective 5

Students should obtain No-Concentration-specific course sequencing sheets from their advisor.

MISSION

The Interior Design Program at the American University in Dubai is aimed at producing a highly qualified career-oriented graduate who is able to integrate art, design, technology and business practice, with the skills and knowledge to produce highly functional and aesthetically appealing built interior environments. In addition, the program enforces ethical values in regards to the profession and ethnic and cultural diversity, as well as environmental considerations.

BROAD-BASED GOALS

☐ Learn cutting edge techniques by maintaining close ties with current design practices and industries;

☐ Develop the necessary skills to be competitive in the global marketplace;

☐ Develop high ethical values vis-à-vis the profession, cultural diversity, and environmental considerations;

☐ Acquire high oral and graphic communication skills.

In order to help achieve these student learning goals, the ID Department will focus on:

☐ Ensuring that the human and physical resources are conducive to a highly effective learning environment;

☐ Seeking accreditation from renowned international bodies in order to meet international standards;

☐ Ensuring that the Interior Design Program is permanently aligned with the employment needs and competition.

BACHELOR OF FINE ARTS (BFA) IN INTERIOR DESIGN PROGRAM

LEARNING OUTCOMES

Graduates will…

☐ Develop an integrated method in designing interiors and space planning;

☐ Demonstrate an effective understanding of interior architectural conceptual design;

☐ Acquire competency in configuring space, based on human dimension and ergonomics;

☐ Acquire high skills in graphic communication and architectural drafting;

☐ Acquire CAD competency;

☐ Acquire technical knowledge in the areas of building materials, technologies, interior detailing, lighting, textiles and building codes.

DEGREE REQUIREMENTS

Course Classification	Credit Hours Required
	BFA
Foundation	22
Design Core	51
Professional Electives	12
Liberal Arts	30
General Electives	6
Total	**121**

CURRICULUM/COURSES

Bachelor of Fine Arts (BFA) Degree

FOUNDATION			**Credit Hours**
DESI	203	Color Theory and Practice	3
DESI	204	Freehand Drawing I	4
IDES	104	Textiles for Interiors	3
IDES	105	Interior Drafting	3
IDES	106	3 D Design Elements	3
IDES	107	Interior Design Elements	3
IDES	108	Interior Design Principles (2nd Year Capstone)	3
		Total Foundation Requirements	**22**

DESIGN CORE			
IDES	204	Perspective and Sketch Rendering	3
IDES	206	Visual Communication	3
IDES	261	History of Interior Design I	3
IDES	262	History of Interior Design II	3
IDES	263	Lighting Design	3
IDES	266	Resources and Materials	3
IDES	268	Computer-aided Design I	3
IDES	269	Building Systems and Codes	3
IDES	305	Introduction to Detailing	3
IDES	350	Residential Design I	3
IDES	361	Commercial Design I (3rd Year Capstone)	3
IDES	364	Working Drawings and Specifications	3

IDES	401	Professional Business Development	3
IDES	454	Universal Design	3
IDES	455	Portfolio, Presentation and Marketing	3
IDES	480	Senior Thesis: Research	3
IDES	481	Senior Thesis: Design	3
		Total Design Core Requirements	**51**

PROFESSIONAL ELECTIVES

Options:

IDES	280	Three-Dimensional Design	3
IDES	351	Furniture Design	3
IDES	374	Hospitality Design	3
IDES	461	Innovative Design	3
IDES	462	Historic Restoration	3
IDES	463	Computer Aided Design II	3
IDES	466	Computer Aided Design III	3
IDES	468	Computer Aided Design IV	3
IDES	470	Special Topics in Interior Design	3
IDES	472	Kitchen and Bath Design	3
IDES	478	Internship	3
		Total Professional Elective Requirements	**12**

LIBERAL ARTS

See pages 60-62 of this Catalog for Liberal Arts Requirements.

Note that all students majoring in Interior Design must take ARTS 200 (History of Art I) to fulfill one of the Humanities requirements.

		Total Liberal Arts Requirements	**30**

GENERAL ELECTIVES   6

NOTE: ISLAMIC CULTURAL STUDIES REQUIREMENT

The Ministry of Higher Education and Scientific Research requirement in Islamic Cultural Studies is stated on page 62 of this Catalog.

TOTAL BACHELOR OF FINE ARTS (BFA) DEGREE REQUIREMENTS   121

INTERIOR DESIGN

All candidates for the BFA degree in Interior Design should adhere to the following course sequencing noted on the chart.

Students should also note that the following design courses MUST be taken in the sequence indicated: IDES 105, IDES 107, IDES 108, IDES 350, IDES 361, IDES 454 & IDES 480, IDES 481. No exceptions to this sequencing will be permitted.

	Fall	Spring
Year I	COMP 101 DESI 203 DESI 204 ENGL 101 UNIV 101	ARTS 200 ENGL 102 IDES 105 MATH 111 SCIE Elective
Year II	IDES 106 IDES 107 IDES 204 IDES 261 PSPK 101	IDES 104 IDES 108 IDES 206 IDES 268 IDES 269
Year III	IDES 262 IDES 263 IDES 266 IDES 305 IDES 350	General Elective SSCI Elective IDES 361 IDES 364 Professional Elective UNIV 301
Year IV	IDES 401 IDES 454 IDES 480 General Elective Professional Elective	HUMN/SSCI Elective IDES 455 IDES 481 Professional Elective Professional Elective

CENTER FOR ENGLISH PROFICIENCY (C*f*EP)

All instruction (except in foreign languages) at The American University in Dubai is conducted in English. Therefore, students must have proficiency in English in order to benefit from and succeed in university courses. For students whose English language skills need improvement before admission into university studies, AUD's Center for English Proficiency (C*f*EP) offers a non-credit Intensive English Language Program (IELP). ***Upon successful completion of this program, students may apply for admission to the university with the status of degree candidate. Those meeting AUD's admissions requirements will be accepted.***

In the C*f* EP, non-native speakers of English receive intensive instruction which uses an integrated skills approach with seven components of language study: listening, speaking, grammar, vocabulary, reading, writing, and culture. All courses in the C*f* EP are non-credit.

THE INTENSIVE ENGLISH LANGUAGE PROGRAM

The IELP builds general English proficiency ***as well as*** develops the English skills necessary in an ***academic*** environment. It is designed for students whose goal is to enter the university, but it is also open for people preparing to enter careers requiring English proficiency, for working professionals, and for those seeking general English skills development. Curricular activities include:

☐ listening and speaking skills useful in everyday life and in the workplace: discussions, negotiations, role play, conversation practice, oral presentations, tasks with video and audio tapes;

☐ pronunciation development: sounds, rhythm, stress, intonation, blending, and relaxed speech;

☐ writing skills: note-taking, e-mails, letters, report writing, academic essays, and editing for grammatical and mechanical correctness;

☐ grammar focused on communication and content;

☐ practical vocabulary and idiom usage;

☐ reading for academic purposes as well as for everyday needs, entertainment, and information;

☐ computer-assisted instruction: word-processing, Web-based activities, and interactive software for grammar, pronunciation, vocabulary, reading, writing, and listening.

There are ***five levels of instruction*** in the IELP: IELP 095 (basic introductory), IELP 096 (basic intensive), IELP 097 (low intermediate), IELP 098 (high intermediate), and IELP 099 (advanced). Students in each level study in instructor-guided classes for four hours daily, Sunday through Thursday. Each course is approximately seven weeks and develops three skill sets: Reading/Vocabulary, Listening/Speaking, and Writing/Grammar. Initial placement in the IELP must be done through the ACCUPLACER™ assessment, an on-line test administered on the AUD campus.

IELP COURSE DESCRIPTIONS

IELP 095 BASIC INTRODUCTORY INTENSIVE ENGLISH
Prerequisite: placement by ACCUPLACER™ or with permission of Program Coordinator. Limited English is assumed.

This course is for beginning non-native speakers of English who need to study and practice fundamental language skills in listening, speaking, reading, writing, and grammar. The course is intensive and focused on written and oral language with relatively more time spent on oral skills than is spent in other IELP courses.

Class activities include grammar practice, oral and written communicative tasks, informal presentations and speaking (e.g. story telling), describing orally and in writing, group projects and basic computer skills.

Students develop their basic skills in listening, pronunciation, and reading, while they build vocabulary and learn to write grammatically correct simple sentences and responses to questions. Finally, they are introduced and practice basic paragraph writing.

IELP 096 BASIC INTENSIVE ENGLISH
Prerequisite: IELP 095 with a grade of P+/P or placement by ACCUPLACER™

It is assumed that an incoming student is able to:

☐ respond appropriately to simple classroom commands, instructional explanations, and questions;

- write simple grammatically correct sentences in responses to oral or written cues;

- read and understand of level appropriate texts especially main ideas by answering questions; and,

- verbally ask and answer questions and ask for clarification.

For non-native speakers of English who have a basic understanding of English, IELP 096 builds a foundation in speaking, reading, writing, and listening. Students develop their reading skills, build their vocabulary, and learn to write simple paragraphs with grammatically correct sentences. Class activities include oral and written communicative tasks, short presentations, using an English-only dictionary, research projects, and taking notes from a simple lecture. Students also develop their overall competence in listening, grammar, and computer use.

IELP 097 LOW INTERMEDIATE INTENSIVE ENGLISH
Prerequisite: IELP 096 with a grade of P+/P or placement by ACCUPLACER™

It is assumed that an incoming student is able to:

- write a paragraph (9-12 sentences) containing multiple ideas with a concise topic sentence that uses parallel structure;

- write concluding statement which restates the topic sentence;

- articulate an opinion verbally and in writing through use of descriptive, narrative, and opinion modes;

- use various strategies to read and understand level-appropriate academic texts and academic vocabulary; and,

- understand and respond appropriately to classroom instruction, questions, and directions as well as speak extemporaneously for short periods and deliver short prepared speeches.

For intermediate non-native speakers of English, IELP 097 expands existing proficiency in speaking, writing, reading and listening. It also begins to develop academic skills of students whose goal is to enter the university. Students will build their vocabulary, acquire academic reading strategies, and write complex, well-developed paragraphs with grammatically correct sentences. They participate in group discussions, give informal presentations, and learn to support opinions by giving reasons and explanations. Class activities include grammar review and expansion, oral and written communicative tasks, taking notes from a simple lecture, projects, and computer-based instruction.

IELP 098 HIGH INTERMEDIATE INTENSIVE ENGLISH
Prerequisite: IELP 097 with a grade of P+/P or placement by ACCUPLACER™

It is assumed that an incoming student is able to:

- write a topic sentence using parallel structure with three points of discussion (subtopics);

- write a complex paragraph developing multiple ideas that support the topic sentence and provide adequate explanations and examples;

- write well-developed paragraphs using various rhetorical modes;

- write concise concluding sentences which restate the topic sentence using parallel structure;

- use various strategies to read and understand level-appropriate academic texts and academic vocabulary; and,

- speak extemporaneously on given topics for short periods and deliver short prepared speeches.

For high intermediate non-native speakers of English, IELP 098 expands proficiency in speaking, writing, reading and listening. It also further develops academic skills of students whose goal is to enter the university. Students participate in more complex listening activities such as listening and taking notes

from lectures. They also participate in more challenging speaking activities such as giving formal presentations and discussing causes, effects, and solutions to a problem. They continue to build their vocabulary, acquire reading strategies, and review and expand grammar. They write multi-paragraph essays demonstrating mature thought. This course places more emphasis on communicative tasks, projects, and computer-based learning.

IELP 099 ADVANCED INTENSIVE ENGLISH Prerequisite: IELP 098 with a grade of P+/P or placement by ACCUPLACER™

It is assumed that an incoming student is able to:

☐ write a clear thesis statement using parallel structure indicating the content of body paragraphs in the order presented in essay;

☐ write topic sentences using parallel structure with three points of discussion (subtopics);

☐ write a short five-paragraph essay using multiple rhetorical modes that are sufficiently developed and support the thesis statement by providing adequate explanations and examples;

☐ write a concluding paragraph which restates the thesis statement using parallel structure;

☐ use various strategies to read and understand level-appropriate academic

texts and develop academic vocabulary; and,

☐ speak extemporaneously on given topics for short periods and deliver short prepared speeches.

Designed for advanced non-native English speakers bound for university studies, IELP 099 is focused on equipping students with the linguistic and academic competence they will need to succeed in university classes. It focuses on writing essays using sophisticated sentence structure in coherent, well-developed paragraphs. Students will learn to construct an outline, structure an essay, create a thesis statement, provide specific and relevant support, use transitions, and proofread for accuracy. IELP 099 also develops listening and speaking skills useful in university classes, such as note-taking from lectures, writing reports, and making formal presentations. It develops university level vocabulary and advanced proficiency in reading English, with emphasis on using various reading strategies to increase reading speed and comprehension. Vocabulary expansion is accomplished through study of word structure (stems, prefixes, and suffixes), deducing meaning from context, and learning high frequency academic words.

The Marketing Communications and Advertising (Creative) Concentrations offered by the **School of Business Administration** and **Visual Communication Department** lead to the degrees of BBA and BFA respectively.

The requirements for these degrees are detailed in the appropriate sections of this *Catalog* (see Business Administration and Visual Communication Degree Requirements).

As these programs are accredited by the IAA in New York, students who complete degree requirements receive upon graduation an IAA Diploma in Marketing Communications in addition to their AUD degree. This is an internationally recognized Diploma which reflects that the student's undergraduate program meets IAA requirements. Several current and past practitioners teach in AUD's program, ensuring that curricula remain up-to-date and that students have ample contact with the marketing communications industry prior to graduation. An internship is required of all candidates for the BBA/BFA degrees.

BBA students should note that in addition to successfully completing their course work, a passing grade on a comprehensive exam is required to obtain the Diploma. This exam, which covers the material in all course work of the advertising Concentration, is given twice annually (December and May); and Diploma candidates must sit for the exam either concurrent with or immediately subsequent to fulfillment of their degree requirements.

Students who fail the exam the first time will only be permitted to sit for it the next time it is offered.

Pursuance of the Diploma is also open to working professionals who must complete the required Concentration/other courses and (in the case of business students) pass the comprehensive exam. Courses taken at another university may count towards the Diploma.

BUSINESS TRACK

All candidates for the IAA Diploma in Marketing Communications must complete the following:

Course Title				Credit Hours
BUSI	201	Business Communications		3
BUSI	321	Business in the International Environment		3
EBUS	371	E-Marketing		3
MCOM	301	An Overview of Integrated Marketing Communications		3
MCOM	401	Creative Execution for IMC		3
MCOM	411	Media Planning and Buying		3
MCOM	421	IMC Strategy and Management		3
MCOM	431	IMC Campaign Development		3
MCOM	481	Study Internship		3
MCOM	491	Special Topics in IMC		3
MGMT	499	Strategic Management		3
MKTG	301	Principles of Marketing		3
MKTG	361	Marketing Research*		3
MKTG	401	Consumer Behavior		3
		Total Requirements		**42**

* Requires QUAN 201 or equivalent as pre-requisite. All other pre-requisites are waived for IAA Diploma candidates.

CREATIVE TRACK

All candidates for the IAA Diploma in Marketing Communications must complete the following:

Course Title			Credit Hours
AADV	311	Copywriting	3
GRAD	202	History of Graphic Design	3
GRAD	251	Graphic Design I	4
GRAD	351	Graphic Design II	4
MKTG	301	Principles of Marketing	3
MCOM	301	An Overview of Integrated Marketing Communication	3
MCOM	401	Creative Execution of IMC	3
MCOM	421	IMC Strategy and Management	3
MCOM	481	Study Internship	3
VICD	251	Typography I	4
VICD	351	Typography II	3
		Total Requirements	**39**

Several of the above courses have prerequisites. Students should consult this Undergraduate Catalog for details. These may be waived provided that a candidate's academic experience indicates the level of prior preparation required to follow the course without handicap. The Chair of the Visual Communication Department will make the decision regarding prerequisite waivers (if any).

All courses are 3 credits unless otherwise noted. Engineering, Interior Design and Visual Communication courses carry the following hours' legend: (lecture – lab/ studio – credits).

The frequency of the course offering is indicated per the following legend: F = Fall; S = Spring; SI = Summer I; SII =Summer II.

AADV 311 COPYWRITING
(Students concentrating in Marketing Communications or Marketing and Marketing Communications may not use as a Professional Elective)
Prerequisite: MCOM 301
This class provides the student with a solid background in the theory and practice of advertisement copywriting. Headlines and body copy are developed through focus on the research, creative strategy, and execution of persuasive writing for advertising in both print and broadcast media.
F

ACCG 201 PRINCIPLES OF FINANCIAL ACCOUNTING
Prerequisites: BUSI 101, MATH 160
This introductory course focuses on external financial reporting, providing a general overview of basic financial statements and the accounting process that produces them. This course covers topics such as the nature and purpose of accounting and accounting information, fundamental accounting concepts, principles and methods, the accounting cycle, accounting for current and fixed assets, introduction to liability and owners' equity, with emphasis on sole proprietorship and partnership accounts, and introduction to financial statement analysis. Students must receive at least a **C grade** in this course in order to register for additional Accounting Concentration courses.
F, S, SI, SII

ACCG 211 PRINCIPLES OF MANAGERIAL ACCOUNTING
Prerequisite: ACCG 201
The emphasis of this course is on the use of accounting information internally by managers in an organization. Students will gain an understanding of the information needed by managers in planning, control and decision making. This course covers cost concepts and cost behavior, activity based costing, costing systems, operational budgets, standard costing, introduction to capital budgeting, cost-volume-profit analysis and relevant costs in decision making.
F, S, SI, SII

ACCG 301 INTERMEDIATE ACCOUNTING I
Prerequisite: ACCG 201
This course focuses on theory and applications of financial accounting. It introduces the conceptual framework, the process of creating generally accepted accounting principles, and the fundamentals of financial statements – income statements, balance sheets, and statements of cash flow. Issues examined include cash and receivables, inventories, long-lived tangible and intangible assets. Moreover, the course investigates the foundations and applications of international accounting practices.
F, S

ACCG 302 INTERMEDIATE ACCOUNTING II
Prerequisite: ACCG 301
This course is a continuation of the Intermediate Accounting I. It continues the in depth analysis of accounting theory, and procedures underlying preparation of financial statements. Topics covered include short-term and long-term liabilities, stockholders' equity, including dilutive securities and earnings per share, investments, revenue recognition, income taxes, pension and retirement benefits, leases, accounting changes and errors, statements of cash flows, and full disclosure in financial reporting.
S, SI

ACCG 311 MANAGERIAL ACCOUNTING
Prerequisite: ACCG 211

This course is the second module in the managerial accounting series. The course examines various means by which control can be exercised and the types of accounting information that allow for different means of control. It also covers the behavioral and qualitative aspects of managerial accounting, such as the nature of control, responsibility centers, performance evaluation, pricing of intermediate products, strategic planning, advanced topics in budgeting, the balanced scorecard, executive compensation, and control for differentiated strategies.
F, S, SI

ACCG 341 ACCOUNTING INFORMATION SYSTEMS
Prerequisite: ACCG 211

Provides an overview of major accounting subsystems with an emphasis on computer systems and internal control. It provides an overview of the design of information systems that support the accounting function of a firm. It focuses on business transaction cycles and processes, including Order Entry/Sales/Receivables; Purchase/Payables; Payroll/Human Resources; Fixed Assets; Production; Financing, and the General Ledger in the context of Enterprise Resource Systems (ERSs). Topics covered also include Computer Control & Audit; Computer Crime; & Reporting with XRBL.
F

ACCG 352 FRAUD AUDITING AND FORENSIC ACCOUNTING
Prerequisite: **ACCG 302**

This course investigates the deceptions in financial and accounting processes. It is concerned with the detection and prevention of financial statement fraud. Topics covered include fraud examination techniques, internal control methodology, financial statement misrepresentation, conversion investigation methods, inquiry methods and fraud reports.
S

ACCG 401 ADVANCED ACCOUNTING
Prerequisite: ACCG 302

The course deals largely with inter-corporate investments. It covers accounting and disclosures for both short-term and long-term investments, associated companies and subsidiary companies. Students will learn various accounting methods such as the cost method, the market value method, equity accounting and consolidation. This course also covers foreign currency accounting, accounting for reorganization and liquidation, and accounting for private not-for-profit organizations, estates and trusts.
F, S

ACCG 421 AUDITING
Prerequisite: ACCG 302

This course presents both the theoretical and practical aspects of auditing, including the responsibilities and function of the independent auditor. Topics include auditing objectives and concepts, types of audits, auditing standards, auditors' professional code of ethics and auditors' liability, risk and internal control, and the audit process.
SI

ACCG 431 U.S. TAXATION
Prerequisite: ACCG 401

This course covers knowledge applicable to federal income, estate and gift taxation and its application in practice. The content of this course is consistent with the AICPA Federal taxation specification outline tested in the CPA exam. The course covers topics such as taxation of individuals, corporations, partnerships, estates and trusts, exempt organizations, and preparers' responsibilities.
SI

ACCG 441 INTERNATIONAL ACCOUNTING
Prerequisites: ACCG 211, ACCG 401

This course gives a broad overview of the global financial and accounting environment and addresses three distinct, but overlapping topic areas: financial reporting, financial analysis, and planning and control of multinational enterprises. The course covers topics such as financial reporting regimes, harmonization of international accounting differences, international accounting standard setting process, financial reporting issues relating to segment reporting,

international financial ratio analysis, business combinations, intangible assets, foreign currency translation, accounting for changes in exchange rates, translation of financial statements, and managerial accounting issues relating to control of and performance measurement for foreign operations.
F, S, SI

ACCG 491 SPECIAL TOPICS IN ACCOUNTING
Prerequisite: Senior status or approval of the Dean

This course presents a critical study of theory, research and practical applications related to advanced topics in accounting, not covered in any other accounting course. The specific topics will be determined by the interests of the students and the instructor.
Upon demand

ARTS 200 HISTORY OF ART I (3-0-3)
Prerequisite: ENGL 101

This is a traditional art and architecture history survey course, which begins with the cave paintings and continues through to the Renaissance. Artworks will be analyzed in their historical, sociological, and political context through slide and video presentations, including major works from Islamic, Chinese, and Mesopotamian cultures.
F, S, SI

ARTS 201 HISTORY OF ART II (3-0-3)
Prerequisites: ARTS 200, ENGL 102

This course surveys the major developments in art and architecture from the Baroque era until the present day, comparing the tools used to make works of art, the sociological environment in which they are made, and the changing attitudes of art history. Additionally, the course covers major works from Mesoamerica, India, and Africa.
F, S, SI

ARTS 203 ARTISTIC FORMS OF EXPRESSION

In this course, selected art forms are surveyed and presented as attempts of human beings to express themselves artistically in historical and cultural contexts; literary, theatrical, visual, and musical art forms are covered.
S

ARTS 215 MULTI-CULTURAL ART FORMS

This is a survey course on the study of art forms represented in various world cultures. This course introduces the student to a variety of art forms from the world over which has influenced various cultures and their lifestyles.
F

ARTS 301 PHOTOGRAPHY AS AN ART FORM (3-0-3)
Prerequisites: ARTS 201, PHOT 201

This course aims to introduce to students a diverse range of photographer's work from the turn of the century to the contemporary, paralleling some of the major art movements of the 20th century. It will also offer students the opportunity to develop their own visual skills. The course will address the current state of art photography through a series of presentations, discussions and topic specific projects and/or research papers.
SI

ARTS 305 ART AND THE ELECTRONIC AGE (3-0-3)
Prerequisite: ARTS 201

This course is an overview of each of the main advanced electronic art sectors, including the artists active in each of them. The sectors are: computer art, video art, and installation art. The course aims to give an account of the relationship between the artists and audiences, and to examine how art is received in virtual, public, interactive or traditional spaces.
The course will address the current state of electronic art through a series of presentations, discussions and topic specific projects and/or research papers.
S, SI

BIOL 201 PRINCIPLES OF BIOLOGY (3-0-3)

An introduction to the basic principles of modern biology, including biomacromolecules, bioenergetics, cell structure, genetics, homeostasis, evolution, and ecological relationships.
F, S, SI

BUSI 101 INTRODUCTION TO BUSINESS

An introductory survey of the business world, with consideration of the structure and forms of business enterprise, the nature of business relationships, and the diversity and choice of business careers. This course explores perceptions and misperceptions of business and its role in society, in a multi-cultural setting.
F, S, SI, SII

BUSI 201 BUSINESS COMMUNICATIONS
Prerequisites: BUSI 101, ENGL 101

This course covers the applications of effective communication principles in writing business letters, memoranda, and reports. Psychological elements of business correspondence and oral communication are studied.
F, S, SI, SII

BUSI 211 BUSINESS ETHICS
Prerequisite: BUSI 101 (Also applies to non-Business Majors)

This course introduces students to the ethical context of business operating domestically as well as internationally. This course introduces students to a cooperative framework, which will embrace the foundations of regional differences and influences with respect to ethical decision making. The difficult issue of ethical relativism and other problems associated with multiple ethical systems are examined from theoretical as well as case-based applied perspectives.
F, S, SI

BUSI 221 PERSONAL FINANCIAL MANAGEMENT
(not open to students in the Finance and Banking Concentration)
Prerequisite: MATH 160

This course covers fundamentals of personal finance including salary and compensation, budgeting, savings, investments, renting, establishing a home, property acquisition, installment contracts, purchase acquisition, scams and frauds, credit, insurance, retirement, taxes, and other financial issues. Exploration of current technology tools available for planning, organizing, execution, and evaluation in wealth generation will be made.
F

BUSI 301 BUSINESS RESEARCH
Prerequisites: BUSI 101, QUAN 201

This course explores the role of research in business decision-making. Students will learn research concepts and terminology. Also, students will identify an actual business problem and apply research principles and procedures to reach a solution. The course includes development of a proposal as well as data collection and analysis culminating in a presentation of all steps used in the research process.
F, S, SI

BUSI 311 BUSINESS LAW I
Prerequisites: BUSI 101, BUSI 211

This course serves as an introduction to the issues arising in the legal environment in which businesses operate. Consideration is given to the law of contracts, business torts, warranties, agency law and business formation including potential liability exposure.
F, S, SI

BUSI 312 BUSINESS LAW II
Prerequisite: BUSI 311

This course is a continuation of the introductory business law course and examines the following areas of law: corporate mergers, sales and lease contracts, negotiable instruments, debtor-creditor relationships including secured transactions and creditors rights and bankruptcy,
intellectual property and internet law, securities regulations, the international legal environment and labor and employment law including discrimination.
F, S

BUSI 321 BUSINESS IN THE INTERNATIONAL ENVIRONMENT
Prerequisite: ECON 202

Consideration is given to comparative analysis of market conditions and business practices in the global economy, with an emphasis on international economic factors and institutions, including trade, financing, exchange rates, development and government policies. Selected topics in international management are covered.
F, S, SI

BUSI 331 INFORMATION SYSTEMS AND TECHNOLOGY
Prerequisites: COMP 101, MATH 160

This course ensures that business students have exposure (beyond the learning outcomes of COMP 101) to the effective use of spreadsheets in analytical situations and also includes a serious, in-depth introduction to relational databases. The overall aim of this course, taken at the beginning of the junior year, is to provide students with the knowledge and skills to use information technology as a part of managerial decision making. ***This course is not open to IT majors.***
F, S, SI, SII

BUSI 481 INTERNSHIP
Prerequisite: Senior status and approval of the Dean

With the aid of a supervising instructor, and under the direct supervision of a member of the host organization, the student participates in a practical onsite internship in which theoretical principles are applied to work situations. Upon the end of the internship, the student submits a report to the supervising instructor.
Upon demand

CEEE 200 INTRODUCTION TO SIGNAL PROCESSING w/LAB (3-3-4)
Prerequisite: COMP 180, Co-requisite MATH 211

Introduction to signal processing for discrete time and continuous-time signals. Filtering. Frequency response. Fourier transform. Z transform. Laboratory emphasizes computer-based
signal processing.
F, SI

CEEE 220 LINEAR CIRCUIT ANALYSIS I w/LAB (3-3-4)
Prerequisite: PHYS 202, Co-requisite MATH 211

Physical principles underlying the modeling of circuit elements. Basic circuit elements; resistance; inductance, capacitance, independent and controlled sources and op-amps.
Techniques of circuit analysis; steady-state and transient responses; first-order and second-order circuits; complex numbers; sinusoidal analysis.
F, S

CEEE 300 DIGITAL AND COMPUTER SYSTEM DESIGN w/LAB (3-3-4)
Prerequisite: CEEE 220

Design and implementation of digital and computer systems. CAD tools, project design methodologies, combinational datapath elements, DRAM control, I/O bus, logic synthesis, and assembly language programming. Laboratory includes design and analysis of digital circuits and a team design project.
S

CEEE 310 LINEAR CIRCUIT ANALYSIS II w/LAB (3-3-4)
Prerequisite: CEEE 220

In-depth study of the sinusoidal steady-state analysis; frequency response methods including Bode plots, circuit analysis using the Laplace and Fourier Transforms, the convolution integral, state variable methods, transfer functions, two-port networks, filters, Matlab and PSPICE analysis.
S, SI

CEEE 311 MICROELECTRONIC DEVICES AND CIRCUITS w/LAB (3-3-4)
Prerequisites: CEEE 200, CEEE 310

Microelectronic materials, devices, and circuits. Laboratory includes analysis, design, simulation and evaluation of electronic circuits.
F

CEEE 322 RANDOM SIGNALS (3-0-3)
Prerequisites: CEEE 200, ENGR 300

Random variables and random processes for applications in electrical and computer engineering. Statistical filtering, parameter estimation, and Markov processes.
F

CEEE 331 FUNDAMENTALS OF DIGITAL SIGNAL PROCESSING (3-0-3)
Prerequisite: CEEE 322

Introduction to digital signal processing (DSP). Sampling theorem, discrete-time Fourier transform. Power spectrum, discrete Fourier transform and the Fast-Fourier Transform (FFT) algorithm, ztransform, digital filter design and implementation.
S

CEEE 340 COMMUNICATION SYSTEMS (3-0-3)
Prerequisite: CEEE 322

Fundamentals of modern digital communication systems and performance evaluation with realistic channel models
S

CEEE 355 COMPUTER ARCHITECTURE AND OPERATING SYSTEMS (3-0-3)
Prerequisites: COMP 240, CEEE 300
Computer architecture and operating systems. Instruction set architectures (ISA), compiler/ISA relationships, pipelined data paths. Memory hierarchy, memory management, and protection. Processes, threads, CPU scheduling and associated techniques.
S

CEEE 361 COMMUNICATION NETWORKS (3-0-3)
Prerequisite: CEEE 322
Communication network protocols and performance analysis.
S

CEEE 370/470 SPECIAL TOPICS IN COMPUTER ENGINEERING (3-0-3)
Prerequisite: APPROVAL OF THE DEAN
Topics of interest to students and faculty which are not available in the existing Computer Engineering curriculum will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.
Upon demand

CEEE 371/471 SPECIAL TOPICS IN ELECTRICAL ENGINEERING (3-0-3)
Prerequisite: APPROVAL OF THE DEAN
Topics of interest to students and faculty which are not available in the existing Electrical Engineering curriculum will be offered through this course. Prior approval of the course material and syllabus by the Dean is required.
Upon demand

CEEE 375 ANALOG ELECTRONICS (3-0-3)
Prerequisite: CEEE 311
Analysis and design of electronic circuits and systems. Biasing, small-signal analysis, frequency response, feedback amplifiers, active filters, non-linear operational amplifier applications, and oscillators.
S

CEEE 380 SYSTEMS AND CONTROLS (3-0-3)
Prerequisite: CEEE 200, CEEE 311
Linear time-invariant systems for continuous and discrete time. Laplace and Ztransforms. Transfer function and state space representations. Introduction to feedback control theory.
F

CEEE 391 APPLIED ELECTROMAGNETICS (3-0-3)
Prerequisite: CEEE 310
Laws and applications of electromagnetics to electrical engineering applications including microwaves, antennas, and transmission lines.
F

CEEE 395 ENERGY ENGINEERING (3-0-3)
Prerequisites: CEEE 311, CEEE 391
Introduction to electrical engineering conversion. Includes 3-phase electrical power, electromechanical energy conversion, alternative energy sources and operating principles of electrical machines.
F

CEEE 400 NETWORK DESIGN AND SIMULATION (3-0-3)
Prerequisite: CEEE 361
Design of asynchronous transmission mode (ATM) systems using Monte Carlo techniques and network simulation.
S

CEEE 411 EMBEDDED MICROCONTROLLER DESIGN w/LAB (3-3-4)
Prerequisites: COMP 240, CEEE 300
Microcontroller structure, instruction set, addressing modes. Code development by assembly language programming and emulation use. Programmable timer use, interrupt handlers and timing
F

CEEE 420 SYNTHESIS WITH HARDWARE DESCRIPTIVE LANGUAGES (3-0-3)
Prerequisites: CEEE 300, COMP 240
Fundamental concepts, techniques, and tools for computer-aided design of simple digital systems. Modeling and simulation of digital systems using hardware description languages. Behavioral, data flow, and structural modeling. Synthesis, optimization, and verification.
F

CEEE 422 EMBEDDED SYSTEM DESIGN w/LAB (3-3-4)
Prerequisite: CEEE 355
Processors, chipsets, busses, and I/O devices for high-end embedded systems. Embedded operating systems, device drivers and applications for embedded systems.
S

CEEE 431 ADVANCED COMPUTER ARCHITECTURE (3-0-3)
Prerequisite: CEEE 355
Comprehensive coverage of the architecture and system issues that confront the design of high performance workstation/PC computer architectures with emphasis on quantitative evaluation.
F

CEEE 440 COMMUNICATION SYSTEMS II (3-0-3)
Prerequisite: CEEE 340
Advanced topics in digital communication systems.
F

CEEE 445 MICROWAVE ELECTRONICS (3-0-3)
Prerequisites: CEEE 375, CEEE 391
Scattering parameters, passive circuit design, the smith chart, design of matching networks, basic consideration in active networks, stability, gain and noise, Design of different types of amplifiers such as LNA, HGA, MGA, microwave oscillator, ADS software to design amplifiers.
S

CEEE 450 PROGRAMMABLE ASICS DESIGN (3-0-3)
Prerequisites: CEEE 355, COMP 240
Introduction to theoretical concepts and experimental design and construction of Application-Specific Integrated Circuits (ASICs). Rapid prototyping of data path and control in computer systems. Field Programmable Gate Arrays (FPGAs) and similar logic.
S

CEEE 455 OPTICAL FIBER COMMUNICATIONS (3-0-3)
Prerequisites: CEEE 311, CEEE 340, CEEE 391
Introduction to optical fibers, optical propagation, step index fibers, graded index fibers, absorption and dispersion in optical fibers, optical fiber cables and connectors, optical sources, optical detectors, optical fiber systems.
F

CEEE 461 WIRELESS COMMUNICATIONS (3-0-3)
Prerequisite: CEEE 340
Wireless system specifications translated to architectures and building blocks compatible with silicon technology.
S

CEEE 472 IMAGE PROCESSING AND COMPUTER VISION (3-0-3)
Prerequisites: CEEE 200, ENGR 210
This course introduces basic concepts, techniques and algorithms used in digital image processing: image acquisition and display using digital devices, properties of human visual perception, sampling and quantization, contrast enhancement, two-dimensional transformation, linear and nonlinear filtering, morphological operations, noise removal, image deblurring and restoration, edge detection, image registration, and image compression (including the JPEG and MPEG standards). Students will learn to implement some image processing algorithms on computers using the C programming language or MATLAB.
F

CEEE 475 ANTENNA THEORY (3-0-3)
Prerequisite: CEEE 391
Antenna parameters, wire antennas, array antennas, microwave antennas, frequency independent antennas, antenna miniaturisation.
F

CENG 200 STATICS (3-0-3)
Prerequisite: PHYS 201, Co-requisite: MATH 203
Forces and moments. Equilibrium of particles and bodies in two and three dimensions, centroids, friction, kinetics of rigid bodies in plane motion.
F, S

CENG 300 ENGINEERING GRAPHICS AND VISUALIZATION (3-0-3)
Prerequisites: ENGR 210, MATH 203
Engineering graphics and visualization including sketching, line drawing, simple wire frames, and solid modeling. Development and interpretation of drawings and specifications for product realization. Civil engineering drawing of structural, earth, transportation, and water systems.
F

CENG 311 DYNAMICS (3-0-3)
Prerequisite: CENG 200
Kinematics and kinetics of rigid bodies in plane motion, work and kinetic energy, impulse and momentum in two and three dimensions, vibration analysis.
S

CENG 322 MECHANICS OF MATERIALS (3-0-3)
Prerequisites: CENG 200, MATH 204
Stress and strain, axially loaded members, torsion of circular sections, bending of beams, transformation of stress and strain, buckling of axially loaded members.
S, SI

CENG 331 ENGINEERED MATERIALS w/ LAB (3-3-4)
Prerequisites: CENG 322, ENGR 300
Physical, mechanical and durability properties of concrete, metals, unreinforced and reinforced plastics, timber, asphalt and asphalt concrete.
F

CENG 340 GEOMATICS w/LAB (3-2-3)
Prerequisites: CENG 300, MATH 212
Spatial data collection methods including surveying, photogrammetry, remote sensing, and global positioning systems; management, manipulation, and analysis of spatial and associated attribute data.
S

CENG 355 STRUCTURAL ANALYSIS (3-0-3)
Prerequisites: CENG 311, CENG 322
Determination of internal forces and deflections in statically determinate trusses, beams, and frames. Introduction to analysis of statically indeterminate structures.
F

CENG 361 FLUID MECHANICS w/LAB (3-3-4)
Prerequisite: CENG 311
Elementary mechanics of fluids with emphasis on control volume analysis of flowing fluids using kinematics, continuity, energy, and momentum principles; applications to real fluids, laboratory experiments.
F

CENG 370/470 SPECIAL TOPICS IN CIVIL ENGINEERING (3-0-3)
Prerequisite: Approval of the Dean
Topics of interest to students and faculty which are not available in the existing Civil Engineering curriculum can be offered through this course. Prior approval of the course material and syllabus by the chair of the Dean is required.
Upon demand

CENG 375 SOIL MECHANICS w/LAB (3-3-4)
Prerequisites: CENG 322, CENG 331
Introduction to engineering behavior of soils and other natural and man-made geomaterials; mechanical, chemical, and electrical properties; continuum design principles including theory of elasticity and limiting equilibrium applied to particulate materials.
S

CENG 380 TRANSPORTATION ENGINEERING w/LAB (3-2-3)
Prerequisites: CENG 340
Introduction to transportation engineering with specific emphasis on the planning, design, and operation of transportation facilities.
F

CENG 391 ENVIRONMENTAL ENGINEERING (3-0-3)
Prerequisites: CHEM 201, MATH 212
Environmental engineering issues associated with water, air, and land pollution, including risk assessment, groundwater contamination, global climate change, and sustainable technologies.
S

CENG 400 CONSTRUCTION ENGINEERING AND MANAGEMENT (3-0-3)
Prerequisite: CENG 300
Fundamental concepts in planning, design, and construction of civil engineering projects. Introduction to project scheduling, cost estimating, controls, procurement, value engineering, and quality assurance.
F

CENG 411 REINFORCED CONCRETE DESIGN (3-0-3)
Prerequisite: CENG 355, CENG 331
Principles of behavior of reinforced concrete beams, short columns, and slabs, with application to the design of elementary concrete structures, foundation, and earth retaining structures.
S

CENG 422 STRUCTURAL STEEL DESIGN (3-0-3)
Prerequisite: CENG 355, CENG 331
Principles of behavior of tension and compression members, beams, and connections with application to the design of elementary structures.
S

CENG 431 ADVANCED STRUCTURAL ANALYSIS (3-0-3)
Prerequisite: CENG 355

Analysis of two- and three-dimensional statically indeterminate structures by classical and matrix methods of solution. Flexibility and stiffness techniques, influence lines, approximate analysis, and nonlinear analysis
S

CENG 440 STRUCTURAL DYNAMICS (3-0-3)
Prerequisite: CENG 355

Response of the linear systems to harmonic, periodic and transient excitations. Duhamel's integral. Earthquake response spectra. Lagrange's equations. Linearization of the equations of motion. Free and forced vibrations. Normal mode and frequency response method. Continuous systems.
S

CENG 450 MASONRY STRUCTURES (3-0-3)
Prerequisites: CENG 355, CENG 331

Analysis and design of unreinforced and reinforced masonry structures using advanced analytical techniques and design philosophies. Material properties, stability, and buckling of unreinforced masonry. Flexural strength, shear strength, stiffness, and ductility of reinforced masonry elements. Design for seismic loads.
F

CENG 455 GEOTECHNICAL ENGINEERING DESIGN (3-0-3)
Prerequisites: CENG 355, CENG 375

Analysis and design in geotechnical engineering projects, including the evaluation of shallow, mat and pile foundations, slope stability, earth retaining structures, and embankments.
F

CENG 461 PAVEMENT ENGINEERING (3-0-3)
Prerequisites: CENG 375, CENG 380

Analysis and design of flexible and rigid pavements for highways and airfields. Evaluation of pavement performance and distress and pavement rehabilitation strategy and techniques.
S

CENG 465 COMPUTER-AIDED SITE AND HIGHWAY DESIGN (3-0-3)
Prerequisites: CENG 340, CENG 380

Site development principles and application to a comprehensive design project using computer-based digital terrain model software tools.
S

CENG 471 HYDRAULIC ENGINEERING (3-0-3)
Prerequisite: CENG 361

Applications of fluid mechanics to engineering and natural systems including fluid drag, open channel flow, turbo machinery, and environmental hydraulics; laboratory experiments; computational hydraulics.
S

CENG 475 HYDROLOGY (3-0-3)
Prerequisite: CENG 361

Global circulation and the hydrologic cycle, precipitation mechanisms and analysis, evaporation and other losses, stream flow, hydrographs, river and reservoir routing, and frequency analysis.
S

CENG 480 HAZARDOUS SUBSTANCE ENGINEERING (3-0-3)
Prerequisites: CENG 361, CENG 391

Technical aspects of hazardous waste management and treatment including legislation, exposure and risk assessment, contaminant fate and transport, waste treatment methods and remediation technologies.
S

CENG 485 ENVIRONMENTAL IMPACT ASSESSMENT (3-0-3)
Prerequisite: Junior status

Key policy, planning, and methodological issues in the environmental impact assessment of engineering systems including the regulatory framework and analytical techniques.
SI

CENG 490 ENVIRONMENTAL ENGINEERING AND WATER RESOURCES DESIGN (3-0-3)
Prerequisite: CENG 471

Interdisciplinary design course in environmental engineering and water resources including process design, hydraulic design, reservoir operation and analysis, cost estimates, plans and specifications.
S

CHEM 201 GENERAL CHEMISTRY (3-0-3)

Fundamental laws and theories of chemical reactions. Topics include atomic structure, bonding theory, stoichiometry, properties of solids, liquids, and gases; chemical thermodynamics, electrochemistry, and kinetics; introduction to organic chemistry.
F, S, SI

CISP 111 INTRODUCTION TO MASS COMMUNICATION

Prerequisite: None

Evolution of the major electronic media institutions of radio, television, cinema as social, political, economic, and vocational forces in society. Impact and development of new electronic communication technologies.
F

CISP 114 MEDIA LITERACY

Prerequisite: None

Content, effects, and influence of electronic media. Analytical and critical skills necessary to become a discerning user of television, radio, and the Internet. Application of visual, informational, and media literacy models.
F

CISP 120 MEDIA AESTHETICS

Prerequisite: None

Aesthetic consideration of television, film, and radio based upon an examination of fundamental image elements - light, space, time-motion, and sound. Note that we will concentrate on the aesthetics of television, with film and radio serving as contextual examples. This course is based upon the analysis of five principal fields of media aesthetics: light and color, two-dimensional space, three-dimensional space, time-motion, and sound.
S

CISP 130 MEDIA, CULTURE AND SOCIETY

Prerequisite: None

Functions, effects, and uses of public media; roles of media in affecting social, cultural, and political values; avenues of freedom and control in media; problems and opportunities presented by evolving media technology.
S

CISP 210 MEDIA RESEARCH

Prerequisite: ENGL 102

Communication research. Acquiring and evaluating information and organizing the results into written form. Investigation of sources, methods, cataloging, philosophies of media research, and questions of reliability and validity.
F

CISP 221 ETHICS AND RESPONSIBILITY IN MASS MEDIA

Prerequisite: None

Concept of professionalism and roles of law and government, and individuals in determining ethical standards in the electronic media.
F

CISP 230 INFORMATION TECHNOLOGY AND DIGITAL MEDIA

Prerequisite: None

Introduction to the technology used by today's journalists. Includes projects with Adobe Photoshop, Illustrator, InDesign, and Microsoft PowerPoint, HTML.
F

CISP 231 WRITING FOR MASS COMMUNICATION I

Prerequisite: CISP 210

Writing scripts for video productions, television and radio programs, public service announcements, commercials, and documentaries.
S

CISP 236 LIFE ON TV & CINEMA: A CRITICAL VIEW

Prerequisite: None

Elements of basic kinds of television programs: drama, sports, comedy, documentary, and variety; critical criteria for evaluating programs. This class is dedicated to the exploration of the elements of basic kinds of television programs.
S

CISP 240 DIGITAL EDITING AND REPORTING I
Prerequisite: CISP 120

Use of the personal computer for video production, including software applications for program titling and image manipulation, machine control, and non-linear video editing.
F

CISP 242 MEDIA PERFORMANCE
Prerequisite: None

Writing and performance for electronic media; writing scripts for features, persuasive messages, informational programs, and drama; script analysis and development of performance skills for camera and microphone.
S

CISP 244 DIGITAL STORYTELLING I
Prerequisite: CISP 242

Technical and aesthetic elements of video field production and editing. Program conceptualization, pre-production, production, and post-production.
S

CISP 311 INTERPERSONAL COMMUNICATION
Prerequisite: None

Purposes that motivate interpersonal communication, characteristics of the verbal and non-verbal message forms employed, and effects of these patterns of interaction upon the persons involved.
F

CISP 333 MEDIA MANAGEMENT
Prerequisite: CISP 210

Concepts, methods, and current practices in electronic media organization and management. Decision making, implementation approaches, and communication applications for the small electronic media operation. Resource allocation, facility design and operation, project management, operation scheduling, and quality control.
F

CISP 342 INTERVIEWING PRINCIPLES
Prerequisite: CISP 231

Interviewing principles and practices, with emphasis on information gathering, selection, and persuasive interviews. Purposes and types of interviews, structure of interviews, and influence of communication patterns on interview outcomes.
F

COMP 101 INTRODUCTION TO COMPUTERS

The course covers the terminology, fundamental concepts and basic operations on the computer. Students learn to record, manipulate, retrieve and process self-generated data using a word-processing program, to move between and within various computer environments, and to apply their computer knowledge and skills through in-class demonstrations and hands-on activities.
F, S, SI, SII

COMP 103 THE INTERNET
Prerequisite: COMP 101

After an introduction to the Internet and HTML, students will learn how to navigate through The World Wide Web (WWW), restrict their search of Internet sources, retrieve and edit information, and create and receive email. After reviewing and critiquing websites that illustrate various formats and purposes, students will create a hypothetical company, organization or personality and then devise an informative and appealing web page.
F, S, SI, SII

COMP 180 INTRODUCTION TO PROGRAMMING (ENGINEERING) (3-0-3)
Prerequisite: none

Fundamentals of programming in common microcomputing languages; program structure; procedural statements; input/output; file handling; using algorithms; sorting/matching; and documentation are covered in this course.
F, S, SI

COMP 240 INTERMEDIATE PROGRAMMING (3-0-3)
Prerequisite: COMP 180

This course is a continuation of COMP 180 with comparative analysis of two or more programming languages and extensions of programming techniques to more advanced problems and solutions.
F, S

DESI 201 BASIC PRINCIPLES OF 2D DESIGN (6-0-4)
Corequisites: DESI 203, DESI 204

This foundation class introduces the elements and principles of art through black and white two dimensional projects. Students develop a vocabulary for art through class critique, presentation, and reading assignments. Students learn basic skills of craftsmanship and how to solve visual problems.
F, S, SI

DESI 202 BASIC PRINCIPLES OF 3D DESIGN (6-0-4)
Prerequisite: DESI 201, Corequisite: DESI 205, ARTS 200

Relief or free-standing sculpture is common in commercial art such as packaging design, displays, exhibition signage, window decoration, etc. This foundation level course introduces students to the basics of design in three dimensions: height, width, and depth. Students learn to think three-dimensionally and explore the potential of a variety of media. Practical applications in the design world and a conceptual approach with art historical references are emphasized through slide lectures and discussions.
F, S, SI

DESI 203 COLOR THEORY AND PRACTICE (3-3-3)
Corequisites: DESI 201, DESI 204 (not applicable to Interior Design majors)

This is a theoretical and practical course examining the visual forces of color and color relationships in traditional and electronic mediums. The foundation level class is essential to all design students. Through knowledge of color principles, the ability to manipulate hue, value and chroma as well as the sensitivity to aesthetic and psychological qualities is developed in the class. The student also learns proper electronic applications of CMYK color from print, and
RGB color for the web and broadcast.
F, S, SI

DESI 204 FREEHAND DRAWING I (6-0-4)
Corequisites: DESI 201, DESI 203 (not applicable to Interior Design majors)

The techniques of drawing basic forms and shapes are developed through exercises, which develop perceptual skills. The student studies volume, tone, texture, perspective and composition. The exercises are presented in sequence and are designed to develop the individual student's basic drawing methods and techniques.
F, S, SI

DESI 205 FREEHAND DRAWING II (6-0-4)
Prerequisite: DESI 204, Corequisite: DESI 202, ARTS 200

A continuation of part I (DES103), this course continues student's practice of composition, tone, and composition. Additionally, students study the human figure, gesture drawing, and explore different drawing media. Students are introduced to different drawing techniques in a historical context.
F, S, SI

DESI 210 FIGURE DRAWING (6-0-4)
Prerequisite: DESI 204

Working from live models, students learn the basic fundamentals of drawing the human body in proportion and scale. Through the use of primarily black and white media, the student uses line and tone to structure the human figure.
F

DESI 401 ADVANCED DRAWING (3-3-3)
Prerequisite: DESI 205 or DESI 210

Using the drawing media of their choice, students will push their drawing skills to a higher level through a series of in-depth drawing projects. A personal style will be emphasized.
S

EBUS 301 PRINCIPLES OF E-BUSINESS
Prerequisites: BUSI 101, MGMT 301 *(not open to students who are taking or have previously taken ITCC 220)*

This course provides students with an understanding of e-Business fundamentals. This course covers key areas of e-Business, including: business-to-consumer, business-to-business and business-to-government electronic commerce (EC) and EC technology basics. Upon successful completion of the course, students will be able to: demonstrate a thorough grounding in e-Business principles; identify stakeholders' abilities and limitations in the strategic convergence of technology and business; and critically assess new e-Business technologies. Students must receive at least a **C grade** in this course in order to register for additional E-Business Concentration courses.
F, S

EBUS 302/ITAD 300 WEBSITE DESIGN AND MANAGEMENT
Prerequisite: EBUS 301

See the course description for ITAD 300.
F

EBUS 311/ITCC 210 INTRODUCTION TO DATA MODELING
Prerequisite: BUSI 101

See the course description for ITCC 210.
S

EBUS 312/ITDD 300 DATABASE ARCHITECTURE AND DESIGN
Prerequisites: EBUS 311 or ITCC 210
Corequesites: ITCC 200, ITCC, 220, ITCC 230 or with Chair's Permission

See the course description for ITDD 300.
F

EBUS 321/ITAD 330 BUSINESS PROCESS MODELING
Prerequisite: ITAD 310

See the course description for ITAD 330.
S

EBUS 371 E-MARKETING
Prerequisite: MKTG 301

The purpose of this course is to extend marketing theory and management to the e-business environment. The course will cover recent developments in e-marketing technologies, e-marketing strategies, the segmentation of e-markets, e-marketing communication and promotion, new product development and pricing policy in e-markets, and performance evaluation for the marketing function of the e-business firm.
S, SI

EBUS 401 MANAGING THE DIGITAL ENTERPRISE
Prerequisites: MGMT 301, EBUS 301

This course applies and extends the principles of management to the e-business firm as the most advanced form of the digital enterprise. A number of management issues in the e-business context are explored, including the interface between workforce teams in the global digital enterprise, managing customer interface with ecommerce applications, identifying and analyzing
information needs, the impact of the internet on project management and supply chain management, and the organizational structure of e-business firms.
F, SI

EBUS 411 E-BUSINESS INTEGRATED APPLICATIONS
Prerequisite: EBUS 401

This course provides students with basic conceptual knowledge of e-business integrated systems configuration and management. An appropriate e-business suite will be selected and used to illustrate these key concepts. The course focuses on Enterprise Resources Management (ERP) implementation methods and how these methods can be used to configure,
customize and integrate applications to the system. Topics covered include the selected e-business suite architecture, database fundamentals, the design of the shared entities, workflow, configuration, basic integration and administration of the system, and the relationship between technical and business aspects of implementing the selected e-business suite.
S

EBUS 421/ITPE 421 INFRASTRUCTURE TECHNOLOGIES, MODELS, PERFORMANCE AND CAPACITY PLANNING
Prerequisites: ITCC 200, ITAD 320

See the course description for ITPE 421. Prerequisites are waived for BBA candidates.
F

EBUS 491 SPECIAL TOPICS IN E-BUSINESS
Prerequisite: Senior status or approval of the Dean
A critical study of the theory, research, and practical applications related to advanced topics in e-business, not covered in any other business courses. The specific topics will be determined by the interests of the students and the instructor.
Upon demand

EBUS 499 E-BUSINESS PROJECT
Prerequisite: Senior status
The E-Business Project is the capstone course for students completing the E-Business Concentration. The course provides an opportunity for students to integrate the various conceptual aspects and technological elements of e-business through the analysis, design, implementation and testing of an e-business project for a real-life firm.
F, S, SI

ECON 201 PRINCIPLES OF MICRO-ECONOMICS
Prerequisite: MATH 160
Economic theory of the firm; resource allocation and price determination; the free market supply/demand mechanism; and pure and imperfect competition models are analyzed.
F, S, SI, SII

ECON 202 PRINCIPLES OF MACRO-ECONOMICS
Prerequisite: ECON 201
Factors determining aggregate economic performance; employment, output, income, price level, economic growth and fluctuations, monetary and fiscal governmental policy; and evolution of economic doctrines are studied.
F, S, SI, SII

ECON 302 MONEY AND BANKING
Prerequisite: ECON 202
This course covers the nature of monetary and banking theory; banking history; measurement factors used in determining economic activity; interrelationship of commercial banking system and foreign exchange transactions; balance of international payments; and financial intermediaries.
F, S, SI

ECON 311 MANAGERIAL ECONOMICS
Prerequisite: ECON 202
This course is an advanced analysis of rational economic decision-making in a managerial context. Topics include demand estimation, project analysis, business and economic forecasting, market structure and competition.
SI

ECON 401 INDUSTRIAL ORGANIZATION
Prerequisite: ECON 201
The course begins with an examination of basic theoretical models of the behavior of firms under different market structures such as perfect competition, oligopoly and monopoly. The focus then shifts to the applications of economics in antitrust cases. Industry cases and applications of antitrust policies are studied with an emphasis on the structure-conduct-performance approach to industrial organization.
S

ECON 441 PUBLIC FINANCE
Prerequisite: ECON 202
The focus of this course is on the economics of the public sector. Topics covered include the government budget and its impact on resource allocation, income distribution and economic stabilization; the government budgeting process and the principles and problems of budget determination, including both tax and expenditure aspects; tax shifting and incidence; and fiscal and debt management policies.
S

ENGL 101 COMPOSITION AND RHETORIC
Prerequisite: ENGL 100 or placement by International TOEFL and TWE or another internationally-recognized exam
This course develops students' ability to write unified, cohesive and coherent essays. The rhetorical modes focused on in depth are Comparison-and-Contrast, Cause-and-Effect and Argument. Because English 101 focuses on the revision stage of the writing process, students will engage in thoughtful analysis of their own as well as others' writing. Students will explore the Reading/Writing connection and develop those reading skills which will be required throughout their academic and professional careers. Students will also be introduced to the basic elements of conducting academic research. Three process essays are required in the course.
F, S, SI, SII

ENGL 102 ADVANCED COMPOSITION AND LITERATURE
Prerequisite: ENGL 101
This course is designed to continue improving students' skills in critical thinking, critical reading and analytical expression based on the reading of literary texts. Argument/ persuasion as a rhetorical style will also be developed during the course. Students' research skills will be developed in using the electronic databases and other resources available through the AUD library. They will learn to follow prescribed formats, cite references, create accurate bibliographies, and understand and adhere to copyright laws. Application of previously learned English skills in writing, grammar vocabulary, etc. is a key to success in English 102.
F, S, SI, SII

ENGL 210 CREATIVE WRITING I
Prerequisite: ENGL 102 with a grade of C or better
This class introduces the student to various genres of writing, i.e., short story, memoir, poetry, drama, and provides opportunities to write in each genre.
S

ENGL 211 BRITISH LITERATURE TO RESTORATION
Prerequisite: ENGL 102 with a grade of C or better
This course involves the study of the major works and literary movements in British literature from the Old English period to, and including, the British Renaissance.
Upon demand

ENGL 212 BRITISH LITERATURE FROM ROMANTIC TO PRESENT
Prerequisite: ENGL 102 with a grade of C or better
This second class in the series involves the study of the major works and literary movements in British literature from the Romantic period to the present.
Upon demand

ENGL 221 AMERICAN LITERATURE FROM THE COLONIAL PERIOD TO THE AMERICAN RENAISSANCE
Prerequisite: ENGL 102 with a grade of C or better
This course involves the study of the major works and literary movements in American literature from the Colonial Period to the American Renaissance (1588-1860).
Upon demand

ENGL 222 AMERICAN LITERATURE FROM THE CIVIL WAR TO THE PRESENT
Prerequisite: ENGL 102 with a grade of C or better
This second class in the series involves the study of the major works and literary movements in American literature from 1860 to the present.
Upon demand

ENGL 301 WORLD LITERATURE FROM ANCIENT TIMES THROUGH THE RENAISSANCE
Prerequisite: ENGL 102 with a grade of C or better
This class offers a survey of world literature from ancient times through the Renaissance.
Upon demand

COMING-OF-AGE-NOVELS (BILDUNGSROMANS)
This course examines numerous coming-of-age novels from various cultures to explore the potential "sameness" of the experience for the protagonists.

CHILDREN'S LITERATURE
This course explores the historical and cultural development of children's literature from the 17th century through the latter 20th century.

BIOGRAPHY/AUTOBIOGRAPHY
This course examines biography/autobiography as a literary genre. The course focuses on the characteristics of the genre and the personal, cultural and global impact of the genre.

PRIZE-WINNING NOVELISTS

This course exposes students to works (both in total and in part) produced by those authors recognized by either the Nobel or Booker Prize Committee as outstanding. Authors and works discussed may change according to the instructor.

ENGL 302 WORLD LITERATURE FROM THE ENLIGHTENMENT TO THE PRESENT
Prerequisite: ENGL 102 with a grade of C or better

This second class in the World Literature series provides the student with a survey from 1500 to the present.
Upon demand

ENGL 310 TOPICS IN COMPARATIVE LITERATURE:
Prerequisite: ENGL 102 with a grade of C or better

This course is offered using various themes as topics for the semester offering.
Upon demand

MYTHOLOGY

This course covers three central categories contained in bodies of mythology throughout the world: Creation Myths, Fertility Myths and Hero Myths. A cross-cultural analysis of similarities and differences of the mythology in each category is central to the course presentation.

CONTEMPORARY FEMALE AUTHORS

This course examines the literary works produced by women authors from the midpoint of the 20th century to the present. Genres to be discussed include prose, poetry and essay.

ENGR 111 INTRODUCTION TO ENGINEERING (1-0-1)
Prerequisite: none

Introduction to college life with an emphasis on engineering studies. Overview of engineering disciplines, professional opportunities, and engineering applications of computers.
S, SI

ENGR 210 ENGINEERING DESIGN AND COMMUNICATION (3-0-3)
Prerequisite: ENGR 111; Corequisite: PSPK 101

Introduction to the processes, techniques, and tools used for engineering design in various disciplines. Teamwork, project management, technical documentation, and communication skills. Includes group projects and both written and verbal communication experiences.
F, S, SI

ENGR 222 COMPUTATIONAL MODELING W/LAB (3-3-4)
Prerequisites: MATH 212, COMP 180

Fundamentals of numerical methods and development of programming techniques for implementing them to solve engineering problems via computers.
F, S, SI

ENGR 300 STATISTICS AND ENGINEERING APPLICATIONS (3-0-3)
Prerequisites: ENGR 210, MATH 211

Introduction to probability, probability distributions, point estimation, confidence intervals, hypothesis testing, linear regression, and analysis of variance. Examples applied to various fields of engineering.
F, S, SI

ENGR 422 ENGINEERING DESIGN PROJECT (3-0-3)
Prerequisites: ENGR 210, UNIV 301, Senior Standing

Team-oriented major design project in civil, computer, and/or electrical engineering addressing project planning, data acquisition, modeling and analysis, evaluation of design alternatives and incorporating engineering standards and realistic design constraints. Requires formal reports and oral presentations.
F, S

FINA 301 PRINCIPLES OF FINANCE
Prerequisites: ACCG 201, QUAN 201

The Principles of Finance course begins with cash-flow projections and evaluation of financial strength and weaknesses. Capital structure is dealt with followed by cost of capital and evaluation of capital investment opportunities. Students must receive at least a **C grade** in this course in order to register for additional Finance Concentration courses.
F, S, SI

FINA 311 CORPORATE FINANCE
Prerequisite: FINA 301

This course studies the principles and practices of managerial finance and considers financial instruments, sources and applications of funds, financial ratios, capital market analysis, capital budgeting, investments, and dividend decisions.
F, S

FINA 321 FINANCIAL INSTITUTIONS MANAGEMENT
Prerequisite: FINA 301

This course looks at managing the business of managing money. Students study the market structure of global financial services including sources of funds, packaging, management, marketing and distribution of products and services. This course is an overview of the theory and practice of risk management, investment management, investment banking and market making.

F, S

FINA 331 RISK AND INSURANCE
Prerequisite: FINA 301

This course introduces basic risk theory and elementary risk management principles and techniques. Topics covered include individual life insurance and annuity products; property/liability insurance, life/health insurance, and selected social insurance programs; insurers and their operations; guidelines for efficient purchase and use of insurance products.

S

FINA 401 INTERNATIONAL TRADE AND FINANCE
Prerequisites: FINA 301, ECON 202

This advanced elective course considers the current theories and the practical consequences of international trade. A variety of forms of commercial policy as a means of regulating trade are examined. Internal financial flows and exchange rate mechanisms are also considered. The domestic consequences for organizations of exchange rate policy are examined.

S

FINA 411 INVESTMENT AND PORTFOLIO MANAGEMENT
Prerequisite: FINA 311

This course is an analysis of the nature and underlying theory of investments and its utilization by the individual investor and portfolio manager. Topics include capital market theory, portfolio theory and management, options contracts, interest rate futures, factors influencing security prices, and the workings of the New York and London Stock Exchanges.

F, SI

FINA 431 REAL ESTATE FINANCE AND INVESTMENT
Prerequisite: FINA 301

This course is an introduction to the fundamental concepts, principles, analytical methods and tools used for making investment and finance decisions regarding real estate assets. A key objective of this course is to recognize the unique features that distinguish real estate investments from securities investments and from the corporate finance framework of investment decision making.

S

FINA 441 INTERNATIONAL INVESTMENT MANAGEMENT
Prerequisite: FINA 411

This course surveys and evaluates techniques of investment analysis and portfolio management within an international context. Practical implications of the theories of efficient capital markets and hedging models form a central theme of this course.

SI

FINA 451 FINANCIAL MODELING AND EMPIRICAL ANALYSIS
Prerequisite: FINA 411

The objectives of the course are to provide students with an understanding of the theories and methodologies of financial modeling and empirical analysis; to enable students to perform financial analysis using computer models; and to apply financial principles in making corporate decisions. The MS Excel is used as a vehicle for numerically solving and graphically interpreting problems that arise in areas such as financial statement analysis, portfolio management, option valuation, bond and stock valuation and analysis, and foreign exchange.

S

FINA 461 DERIVATIVE SECURITIES
Prerequisite: FINA 411

Topics to be covered in this course include the principles and pricing of options, futures and forward contracts, and swaps; arbitrage, hedging and advanced futures and options strategies. In this course, the concepts of portfolio risk and insurance and financial innovations are examined along with the use of derivative securities in corporate financial management.

F

FINA 491 SPECIAL TOPICS IN FINANCE
Prerequisite: Senior status or approval of the Dean

This course is a critical study of theory and research related to selected topics in finance. The specific topics of the course will be determined by the interests of the students and the instructor.

Upon demand

FREN 101 FRENCH I

This course provides the student with an oral and written approach to beginning French grammar and conversation, with special emphasis on communication skills. Individual daily work with language tapes is an essential part of the program.
F, S

FREN 102 FRENCH II
Prerequisite: FREN 101 or equivalent

This course is a continuation of French 101, with expansion of vocabulary and possibilities of expression.
S, SI

FREN 103 FRENCH III
Prerequisite: FREN 102 or equivalent

This course is a continuation of French 102, with increased emphasis on vocabulary specific to the individual student's area of specialty.
S, SI

GEOG 101 WORLD GEOGRAPHY

This course presents the important principles basic to the proper understanding of the world in which we live. Emphasis is placed on the study of the changing world map and the importance of this to human, economic, and political relationships.
S

GRAD 202 HISTORY OF GRAPHIC DESIGN (3-0-3)
Prerequisites: ARTS 201, VICD 206, VICD 251

This class traces the events and achievements that have shaped graphic design from its beginnings to the present day electronic revolution. The course is taught through a series of lectures and research projects. Students will learn about innovative concepts and technologies throughout the history of solving visual problems.
S

GRAD 251 GRAPHIC DESIGN I (6-0-4)
Prerequisites: VICD 251, VICD 206, Corequisites: GRAD 202, VICD 207

Graphic design is the translation of ideas and concepts into structural order and visual form. It is the art of books, magazines, advertising, packaging and propoganda. This course aims to familiarize students with a basic language and processes of graphic design as applied to the various specialisations and design applications. Students will learn to understand and manipulate visual meaning and concept development, through research, sketching, visual editing, arrangement of design elements and various other topics to prepare for successive classes within the program.
S

GRAD 351 GRAPHIC DESIGN II (6-0-4)
Prerequisites: VICD 207, VICD 251, GRAD 202, GRAD 251 Corequisite: VICD 351

This course takes a broader approach to creative design thinking, and encourages exploration of wider visual sources, media and methods of expression. Skills of visual judgment and critical assessment are developed through projects and critiques which set out more complex and expansive frames of reference, both in terms of research and visual vocabulary. Emphasis is placed upon graphic simplification, symbol creation, the various applications and functions of
graphic symbols within contemporary design practice.
F

GRAD 451 GRAPHIC DESIGN III (6-0-4)
Prerequisites: GRAD 351, VICD 351, Corequisite: VICD 451

This course continues the approach to creative development established in GRAD 351. The course one of the most essential aspects of graphic design: branding and corporate identities. The students will be expected to develop a whole branding strategy for a given institution and will develop the brand's image though the logo/ symbols, color, type and graphic elements
palettes, and will apply these palettes to a number of design applications (2D and 3D). It will introduce students to the various environmental and monumental graphic design (indoor/outdoor signage and public art), and will address issues of place-making and way-finding. The course will lead to an extensive corporate identity manual.
S

GRAD 452 PACKAGE DESIGN (3-0-3)
Prerequisite: GRAD 351, VICD 207
Package design and production play a vital role in promotion. This course encompasses not only the design of the individual package, but also the design of the carton and shipping carton. The student becomes involved in areas of market research and sales promotion and in identifying consumer likes and dislikes as they relate to packaging. Also included in the course will be visits to firms dealing exclusively in package and production**.**
SI

GRAD 453 POSTER DESIGN (3-0-3)
Prerequisites: GRAD 351, VICD 207
Posters a vital role in promotion and communication media. This course will introduce students to the power of the poster, its history, its various functions as a promotional design application, and the developments of its printing and production techniques, through a series of slide
presentations and design projects.
SI

GRAD 454 BOOK DESIGN (3-0-3)
Prerequisites: GRAD 351, VICD 207
This course will introduce students to designing all sorts and types of books. It will focus on various aspects of typographic and typesetting conventions, image/type/visual sequencing for layout purposes, and will also cover non-conventional aspects of artist books and various production and binding techniques. Instruction will be given through showing samples and assigning projects.
S

GRAD 478 INTERNSHIP IN GRAPHIC DESIGN (3-0-3)
Prerequisite: All Design Core and all Graphic Design Concentration, Corequisite: WEBD 452
Students spend 25+ hours/week employed by an advertising and or graphic design agency. Under the joint supervision of the Program Chair and their supervisor in the workplace, the student's progress against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level
employee.
F, S, SI

HIST 410 THE US IN WORLD AFFAIRS
This course provides an understanding of the major issues and trends facing the U.S. in the contemporary international system.
F

HUMN/SSCI/SCIE 275/475 SPECIAL TOPICS IN HUMANITIES OR SOCIAL SCIENCES OR NATURAL SCIENCES
Topics in the Liberal Arts not covered by other course offerings. The specific topics will be determined by student/instructor interest. Students should check with the Registrar to ascertain course classification (i.e., Humanities or Social Sciences or Natural Sciences).
Upon demand

IDES 104 TEXTILES FOR INTERIORS (3-0-3)
Prerequisite: DESI 203
This foundation course is concerned with the study of textiles materials, construction methods and design terminology. Students will develop a personal project to redesign a specific interior and produce creative ideas for two and three dimensional textile products. Research will incorporate technical production methods, historical and contemporary influences, color themes, trend prediction and surface pattern design methods. Students are required to be aware of current developments and codes of practice affecting textiles materials.
S, SII

IDES 105 INTERIOR DRAFTING (3-3-3)
In this foundation course, the student is introduced to the fundamentals of manual drafting and the tools used in this technique. Some of the goals are to learn basic interior drafting vocabulary, line quality, lettering, and drafting conventions for a floor plan, furniture plan, interior elevations, building sections, and reflected ceiling plans. This course involves elementary   presentation techniques including models and axonometric drawings. Anthropometrics and ergonomics will be introduced.
S, SII

IDES 106 3D DESIGN ELEMENTS (3-3-3)
Prerequisite: DESI 204

A foundation course comprising a series of studio and workshop exercises intended to teach the fundamentals of three-dimensional representation and to develop visual literacy by enhancing students' perceptive skills. Students must acquire an ability to communicate simple ideas by transforming visual information into three-dimensional objects. Emphasis is given to the creation of elemental models derived from various materials, colors and textures while based on the study of pure and applied geometry. The course stresses various approaches to presentation techniques, through model making complemented by freehand and axonometric drawing.

F, SI

IDES 107 INTERIOR DESIGN ELEMENTS (3-0-3)
Prerequisites: DESI 204, IDES 105

This is a foundation course focusing on the theory of two-dimensional design, critical analysis, and the development of a design vocabulary. This is accomplished through an understanding of the basic elements used in the creation of space. The students learn to recognize the elements of design, which include space, shape, form, mass, line, texture, pattern, light, and color.

F, SI

IDES 108 INTERIOR DESIGN PRINCIPLES (3-0-3)
Prerequisites: DESI 203, IDES 107

This is a foundation course that 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.

S, SII

IDES 204 PERSPECTIVE AND SKETCH RENDERING (3-0-3)
Prerequisites: DESI 204, IDES 105

This course introduces students to multiple interior illustration techniques; from rapid visualization and thumbnail sketching to the formal composition of one- and two-point perspectives. Students explore rendering of three-dimensional forms, shapes and objects and learn the basics of black and white rendering techniques.

F, SI

IDES 206 VISUAL COMMUNICATION (3-0-3)
Prerequisite: IDES 204

In this course students learn multiple methods of color rendering in various media. The rendering techniques vary from design development color sketches to a full-color, high standard of presentation.

S, SII

IDES 261 HISTORY OF INTERIOR DESIGN I (3-0-3)
Prerequisites: DESI 204, ENGL102

This course is a survey of the development of interior design from the Egyptian through to the Classical Revival period. Knowledge of the terminology and recognition of period styles are attained through lectures, slide presentations, field trips, research and analytical assignments. Emphasis is placed on recognizing the works of masters of classical design.

F, SI

IDES 262 HISTORY OF INTERIOR DESIGN II (3-0-3)
Prerequisites: DESI 204, ENGL102

This course is a survey of the development of interior design from the Classical Revival period through to the present day. Knowledge of the terminology and recognition of distinct identifiable styles are attained through lectures, slide presentations, field trips, research and analytical assignments. Emphasis is placed on recognizing the works of masters of contemporary design.

F, SI

IDES 263 LIGHTING DESIGN (3-0-3)
Prerequisites: IDES 105, MATH 111
This course introduces the student to the fundamentals of interior lighting design, recognition of light sources and systems, and light measurement and calculation. Students learn to analyze the spatial requirements for light, select proper systems, calculate the level of lighting, draw reflected ceiling plans, lighting legends and lighting schedules. Emphasis is placed on communicating a design solution by accomplishing projects that are application oriented.
F, SI

IDES 266 RESOURCES AND MATERIALS (3-0-3)
Prerequisites: IDES 104, IDES108
This course introduces the student to the recognition and specification of appropriate resources and materials. The student learns the application techniques and code regulations that influence a designer's selection. Preliminary cost estimating is also introduced.
F, SI

IDES 268 COMPUTER-AIDED DESIGN I (3-0-3)
Prerequisites: COMP 101, IDES 105
In this course, the student is introduced to the fundamentals of computer drafting and the tools used in this technique. Students will learn a basic computer drafting vocabulary, line weights and values, as well as the skills necessary to produce floor plans, furniture plans, interior elevations, building sections, and reflected ceiling plan.
S, SII

IDES 269 BUILDING SYSTEMS AND CODES (3-0-3)
Prerequisites: ENGL 102, IDES 105
In this course, the student is introduced to the basic elements of construction and building systems, including mechanical, electrical and plumbing, especially in relation to the functions and safety of a building. Emphasis is placed on the development of a related vocabulary and a critical understanding of the interaction between the design idea and the construction method.
S, SII

IDES 280 THREE-DIMENSIONAL DESIGN (3-0-3)
Prerequisites: IDES 108, IDES 269
This is an elective course in which students study three dimensional form and space using appropriate tools and materials. A three-dimensional sensibility is developed through the use of research, analysis and study models. The conventions of plan, elevation and section are utilized to construct a furnished scale model of a project incorporating interior elements and finishes.
S

IDES 305 INTRODUCTION TO DETAILING (3-0-3)
Prerequisites: IDES 266, IDES 269
In this course, the student develops interior detailing technical skills, emphasizing stairways, doors, windows, fireplaces, and millwork (tight-fit furniture) details for residential and commercial spaces.
F, SI

IDES 350 RESIDENTIAL DESIGN I (3-3-3)
Prerequisites: IDES 104, IDES 108, IDES 206, IDES 268
This is a fundamental studio course in which the student develops a residential interior. The course comprises lectures, in-class assignments, on-site investigation, field trips, and critiques. The student will accomplish projects and learn essential skills such as client analysis, programming, space planning, code analysis, furniture and finishes election. In addition, electrical, lighting, and plumbing requirements are introduced.
F, SI

IDES 351 FURNITURE DESIGN (3-0-3)
Prerequisite: IDES 305
This course focuses on the issues related to customized furniture design including construction, styles, function, technical aspects and costs. Through the study of the human form and by researching appropriate materials and construction techniques, students develop a design for a furniture prototype from conception to construction.
F

IDES 361 COMMERCIAL DESIGN I (3-3-3)
Prerequisites: IDES 263, IDES 266, IDES 350

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.
S, SII

IDES 364 WORKING DRAWINGS AND SPECIFICATIONS (3-0-3)
Prerequisites: IDES 263, IDES 305, IDES350

In this course, advanced architectural drafting techniques are used to complete a set of working drawings, specifications, and finishes schedules, for either a residential or commercial project. The principles of interaction with other design professionals and/or team members are emphasized.
S, SII

IDES 374 HOSPITALITY DESIGN (3-0-3)
Prerequisites: IDES 263, IDES 305, IDES 350

This advanced course emphasizes the hospitality industry and requires the completion of a project from preliminary programming and space planning, utilizing anthropometric theory, through to the selection of furnishings and finishes that are ergonomically correct. Comparative analysis, code/legislation and relevant research and presentation techniques will also be covered in this course.
Upon demand

IDES 401 PROFESSIONAL BUSINESS DEVELOPMENT (3-0-3)
Prerequisites: IDES 350, IDES361 and Approval of Program Chair

This course is designed to introduce business practices and procedures specific to the professional practice of interior design. Guest speakers and field trips supplement instruction.
F, SI

IDES 454 UNIVERSAL DESIGN (3-3-3)
Prerequisite: IDES 361

This is an advanced course stressing analytical research and the practical implementation of the principles necessary for the design, health and safety of spaces for special population groups, such as children, the physically challenged, the elderly and the poor throughout the world. Students will study "world related" issues in design, such as low cost housing, recycling of building components, and sustainable energy.
F, SI

IDES 455 PORTFOLIO, PRESENTATION AND MARKETING (3-0-3)
Prerequisites: IDES 401, IDES480

This is an advanced course assisting students in marketing themselves by developing the communication skills necessary for successful employment. Students will create a comprehensive portfolio and undergo mock interviews in order to prepare them for a job interview. Lectures complemented by student research will apply to visual, oral and written presentation skills, in addition to marketing skills to be accomplished. Guest speakers and/or jurors, and field trips supplement instruction.
S

IDES 461 INNOVATIVE DESIGN (3-0-3)
Prerequisite: Four studio courses

This is an advanced course, which involves the research and application of design theory to a competition project. Students will prepare competition entries from conceptual diagrams, preliminary design and code analysis to final presentation. Student projects may emphasize "green" design and/or experimental technology and materials.
SII

IDES 462 HISTORIC RESTORATION (3-0-3)
Prerequisites: IDES 261, IDES 262, IDES 350

This is an advanced design studio course that requires in-depth research of an historic property in need of restoration. Students identify and analyze the predominant style as evidenced by the interior and exterior detailing, and conduct on-site investigation, prepare as-built drawings, design development drawings and presentation boards. Part of the course includes the preparation of a written research document and the application of the research to the design.
F

IDES 463 COMPUTER-AIDED DESIGN II (3-0-3)
Prerequisites: IDES 268, IDES 305

This course builds on the fundamentals of Computer-aided Design I. Students will develop competencies in the production of drawings that require advanced levels of drawing commands and techniques in the manipulation of CAD drawings. Emphasis is given to dimensioning systems, printing techniques, the preparation of construction documents, and developing production speed and efficiency. Students are also required to generate a three-dimensional model of a building.
F, SI

IDES 466 COMPUTER-AIDED DESIGN III (3-0-3)
Prerequisite: IDES 463

This is an advanced computer aided drafting course focused on three-dimensional modeling. Students learn how to translate two-dimensional plans and elevations into three-dimensional drawings in order to utilize these drawings for design presentations. Students are required to generate fully rendered perspectives, including photorealistic perspectives. Students are also introduced to animations.
S, SII

IDES 468 COMPUTER–AIDED DESIGN IV (3-0-3)
Prerequisite: IDES 466

This course studies the ways in which a designer can effectively manage data and information related to design production and process. It utilizes the computer to assess and administer practice/project management issues – from project scheduling, fee estimation, cost estimation, lifecycle costing, to three-dimensional building construction documentation.
S

IDES 470 SPECIAL TOPICS IN INTERIOR DESIGN (3-0-3)
Prerequisite: Approval of the Program Chair

This is an advanced course in which students participate in topics to be selected by the instructor, with the approval of the Program Chair, and which develops an aspect of design and/or presentation. Research, critical analysis, application of the research and analysis to the design and presentation will be required in this course.
S

IDES 472 KITCHEN AND BATHROOM DESIGN (3-0-3)
Prerequisites: IDES263, IDES 305, IDES 350

This is an advanced studio course where students are introduced to specific design conditions, products, finishes, and codes/litigation applicable to the kitchen and bathroom market. The student will have an understanding of plumbing, electrical, and accessibility concerns with respect to this industry. Customized cabinetry, installation techniques and product integration are highlighted. This course uses both the imperial and metric systems of measurement.
S

IDES 478 INTERNSHIP
Prerequisite: As defined by the
Department
With the aid of the supervising instructor from the Department in which a student is enrolled, the student participates in a practical "on-site" internship in which theoretical principles are applied to work situations under professional supervision.
F, S, SI, SII

IDES 480 SENIOR THESIS: RESEARCH (3-0-3)
Prerequisite: All IDES 300 Series Core Studio Courses; Approval of the Program Chair
In this course, students prepare a thesis proposal with the assistance and approval of the Program Chair. The proposal should take into account the student's strengths, weaknesses and professional ambitions. The student will produce a research paper (thesis) that demonstrates a comprehensive understanding of interior design and an ability to carry out pertinent research in an independent manner. Requirements also include analytical studies, site selection and documentation, and a final presentation to an advisory panel.
F

IDES 481 SENIOR THESIS: DESIGN (3-3-3)
Prerequisite: IDES 480, Approval of the Program Chair
This is a capstone course in which students implement their theses research by developing projects that incorporate all the principles of design, demonstrating a comprehensive understanding of interior design and evidence of professional capability. Final presentation of the resulting design by each student to an advisory panel/jury will be required.
S

ILLS 202 HISTORY OF ILLUSTRATION (3-0-3)
Prerequisite : ARTS 201
This class traces the events and achievements that have shaped illustration from its beginnings to the present day electronic revolution. The course is taught through a series of lecture and research projects. Students will learn about innovative concepts and technologies throughout the history of solving visual problems.
S

ILLS 251 ILLUSTRATION I (6-0-4)
Prerequisite: All Foundation Courses, except ARTS 201
This course explores concepts, methods and materials employed in contemporary illustration and 3D animation. Emphasis is placed upon development of ideas and the exploration of varied media. This basic course encourages a creative and open approach to visual thinking and problem solving.
F

ILLS 351 ILLUSTRATION II (3-0-3)
Prerequisites: ILLS 251, VICD 206, Corequisites: ILLS 202, VICD 207
In this course, students begin to explore character illustration and animation. The student's own visions are built upon as students learn character skeletal systems including walk cycles and facial expressions. Students study introductory plot devices, timing and story elements to create short projects.
S

ILLS 352 ILLUSTRATION III (3-0-3)
Prerequisites: ILLS 351, VICD 207, ILLS 202, Corequisites: DESI 210, VICD 210
Further visual storytelling techniques are developed and explored. Topics such as special effects, gravity and automated processes are explored. Students are encouraged to take an interdisciplinary approach to their projects, integrating work in Photoshop™, photography and other media, to give their projects a unique look and feel.
F

ILLS 355 2-D ANIMATION (3-0-3)
Prerequisites: DESI 205, VICD 207
This course is design to give the student an inclusive survey of the techniques of classic two-dimensional or "cel" animation from concept and development through digital composition of finished scenes and/or sequences. The course will incorporate both practice and theory in covering the three major areas of the animation process including Animation Design, Animation Technique, and Animation Production.
S, SI

ILLS 358 COMPUTER ANIMATION I (3-0-3)
Prerequisite: ILLS 355
This class is a continuation of 2D Animation I and will build on students' freehand drawing and character animation skills. Students will create short scenes of animation, including such techniques as facial movements for dialogue, walking from different angles, and running. Projects will require modeled backgrounds with day and night palettes. The basic concepts of 3D animation will be presented.
SI

ILLS 451 ILLUSTRATION IV (3-0-3)
Prerequisites: ILLS 352, DESI 210, VICD 210
Students develop ideas into more complex projects. Students work on individual projects as well as collaborative projects. In this course, students will learn the techniques, file formats and various outputs necessary to present projects in a variety of contexts.
S

ILLS 458 COMPUTER ANIMATION II (3-0-3)
Prerequisite: ILLS 358
This class teaches advanced animation skills. The student will generate several short animated films.
Upon demand

ITAD 300/EBUS 302 WEB SITE DESIGN AND MANAGEMENT
Prerequisites: ITCC 210, ITCC 220, ITCC 230 Corequisite: ITCC 200 or with Chair's permission
This course integrates the basic technical aspects of internet architecture, designing a web site and developing web-based information systems and applications to support an e-business. The course addresses issues surrounding the effective design of a Web site including page layout, user interface design, graphic design, content flow and site structure. Furthermore students will be exposed to several current and emerging internet standards such as XHTML, Cascading style sheets, DHTML, client side scripts, and XML. Finally, the course will also introduce popular web development and design tools that will significantly reduce the development efforts and also tools that will enhance the look and feel of the application.
F

ITAD 310 OBJECT ORIENTED PROGRAMMING AND DESIGN
Prerequisites: ITCC 210, ITCC 220, ITCC 230 Corequisite: ITCC 200 or with Chair's permission
This course emphasizes the concepts, terminology, best practices, and practical applications of developing object-oriented software solutions. On this course, you'll experience a mixture of theory and practice. On the theoretical side, object oriented concepts such as inheritance, polymorphism, composition, interfaces and much more will be covered in detail. However, the lessons on this course aren't devoted exclusively to object-oriented theoretical concepts. On the contrary, students will be able to apply all concepts on a practical level using Visual Studio .NET, a heavy-duty fully object oriented development environment.
F

ITAD 320 WEB APPLICATION DESIGN AND DEVELOPMENT
Prerequisites: ITAD 300, ITAD 310

This Web programming course provides an intensive hands-on experience for developing intelligent, server-side web applications using Microsoft's .NET platform. The course is designed for the experienced developer and aims to build commercial applications for Internet or intranet use. The course utilizes the capabilities of the .Net framework and demonstrates how to implement fully interactive, browser independent reach web client applications. Furthermore, a large proportion of the course is dedicated to the design and implementation of data driven web applications which are based on the new .NET data management philosophy for both relational and XML data. Along with covering the basics of ASP.NET, the course focuses on best practices and design, stressing the importance of security, usability, accessibility, optimization, and performance.

S

ITAD 330/EBUS 321 BUSINESS PROCESS MODELING
Prerequisite: ITAD 310

This course enables students to understand the concept of business modeling for creating business abstractions that in turn can be used to communicate, improve the business, or to innovate new business concepts. The course applies to several IT practitioners such as software managers, developers, system analysts and modelers who are seeking answers to questions such as "But what should I do before start producing the software system?" and "How do I know if I have identified the proper requirements?" The course makes extensive use of the Unified Modeling Language UML. UML is used in a business context to show how business modeling can be integrated with software development. The course approach is to introduce and use software engineering principles that enable development of quality software coupled with the use of UML to model business processes software components. The course follows a well-defined activity roadmap so that students can move in a step-by-step process from requirements to code.

S

ITAD 400 MOBILE APPLICATION DESIGN AND DEVELOPMENT
Prerequisite: ITAD 320

This course provides a detailed analysis of current mobile and wireless network technologies from a software developer's perspective. The course covers a variety of topics such as mobile devices, wireless networks, mobile application architectures, mobile and wireless security, and messaging technology. Furthermore students will be exposed to several "thin client" markup languages such as HDML, WML, cHTML, and XHTML, along with the techniques that can be used to generate this technology for the wide range of wireless devices being used today. Furthermore, students will gain hands on experience in developing mobile applications for devices such as cellular phone and mobile PCs using Microsoft .Net solutions. Finally the course will address issues pertaining to the development, deployment and use of M-commerce applications.

F

ITAD 411 PRINCIPLES OF OPEN SOURCE AND ENTERPRISE COMPUTING WITH JAVA
Prerequisites: ITAD 320, ITAD 330
This course provides solid understanding of multi-tier enterprise systems in the Java world. This would include analysis and design of such systems, Development of JSP, Servlets and EJbs, and handling of multi-tier services, e.g. JDBC, JMS, etc. The course will also explore open source technologies and get students acquainted with their position and role in the industry. Some open source technologies that will be used include Eclipse and ant.
F

ITAD 420 OBJECT ORIENTED DESIGN PATTERNS
Prerequisites: ITAD 320, ITAD 330
This course aims at communicating the "best practice" idioms and solutions that object-oriented design experts apply in order to create systems. The course is primarily targeted at developers and system architects who wish to see discussion and functional examples of design patterns coded in an object-oriented programming language. The course emphasizes the identification and characteristics of commonly occurring problems and then it presents solution templates that can be applied without the need to do research and proof-of-concept testing. Students will master the art of applying reusable object-oriented software by penetrating to the heart of several problems at hand, and will allow them to break system elements down into constituent parts.
F

ITAD 430 ENTERPRISE SYSTEM ARCHITECTURE AND INTEGRATION
Prerequisites: ITAD 400, ITAD 410
The course offers a solid foundation in concepts surrounding distributed architectures, including logical and physical architectures, business objects and distributed objects. The course explores
several alternatives for system architectures and investigates their effect on system scalability, fault tolerance and performance. A large proportion of the course is dedicated to the construction of XML Web Services as a technology for solving problems of integrating applications across the enterprise and between disparate companies over the Internet.
S

ITAD 440 CORE TECHNOLOGIES
Prerequisites: ITAD 410, ITAD 420
This course explores the theoretical and practical aspects of the latest core technologies and standards that relate to application development in e-commerce and e-Business. This course leverages the current trend in business and management of key information infrastructure technologies, those are: Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Supply Chain Management (SCM), E-Procurement, Knowledge Management Systems and Business Performance Management (BPM). The course will cover the definition, infrastructure, and implementation of these systems with emphasis on ERP systems.
S

ITAD 450 CAPSTONE PROJECT
Prerequisites: ITAD 400, ITAD 410, ITAD 420
This capstone course provides a genuine real life software development experience prior to graduation. The course utilizes the material presented from all previous courses and aims to design and implement a complete enterprise caliber system. The course is centered on a major project where your instructor will be acting mainly as an advisor. However, there will be a lecture component covering practical aspects of designing a framework capable of supporting the enterprise. The suggested framework covers the full spectrum of application development for the enterprise, including database access, business object building, distributed computing, reporting, and presentation clients for the desktop, the web and mobile devices.
S

ITCC 100 DISCRETE MATHEMATICAL STRUCTURES FOR INFORMATION TECHNOLOGY
Prerequisite: MATH 160
Survey of mathematics that is applied to information technology. Topics include propositional logic, elementary set theory, counting methods, mappings, relations, graphs, Boolean algebra, coding of binary information.
F, S, SI

ITCC 110 INTRODUCTION TO OPERATING SYSTEMS
Prerequisite: None Corequisite: ITCC 100

This is the first computer hardware and operating systems course. Students are first given a conceptual overview of operating system elements (processes, scheduling, memory management, input/output, file systems) and computer hardware components (processors, memory, disk drives, peripherals). This theoretical treatment of operating systems is supplemented by hands-on activities, including work with the Unix and Windows file systems.
S

ITCC 200 INTRODUCTION TO NETWORKS
Prerequisite: ITCC110

This course covers the concept of the network operating system. Students are first introduced to the primary physical components of a network (routers, hubs, switches, media, etc). Network communication is presented at the conceptual level via the OSI reference model, and then at a practical level with TCP/IP. The TCP/IP portion of the course covers IP addressing, subnetting, and important TCP/IP services and utilities. Emphasis will be given to networking structure, function, performance, and management.
F

ITCC 210/EBUS 311 INTRODUCTION TO DATA MODELING
Prerequisite: ITCC 110

A presentation of the data modeling process and database implementation fundamentals. Data modeling, SQL fundamental relational concepts, the process of normalization, relational algebra, and guidelines for mapping a data model into a relational database will be covered. Students will model a multimedia or text-only information problem and implement it with a commercially available database package on a single machine.
F

ITCC 220 INTRODUCTION TO E-COMMERCE
Corequisite: ITCC 100 *(not open to students who are taking or who have previously taken EBUS 301)*

This course begins with the survey of the major developments behind the transition from traditional to e-business transactions, such as globalization, advances in information and telecommunication technologies. This course will also give overview of the current ecommerce technology. The course will focus on the business-to-consumer, and business-to-business transactions. The course will also examine the fundamental technological requirements for setting up and operating an e-business, with a special focus on infrastructure (hardware, software, network, etc), connectivity and capacity options.
S

ITCC 230 INTRODUCTION TO PROGRAMMING (IT)
Prerequisite: ITCC 110

This course provides an introduction to systematic computer problem-solving using an object-oriented computer language. Emphasis is placed upon application requirement analysis, algorithm development and program implementation. This course is designed for Individuals who are getting started in computer programming or software development. It emphasizes techniques of problem solving, structured programming and modular design. The programming language for the course is C#. The student will learn principals of computer software design, algorithm writing, software engineering principles, procedures, functions, loops, arrays, file handling and much more. The important skills, which govern programming, are abstract ones. The ability to see patterns and to abstract from specific examples to the more general case is crucial. Being able to think logically so students can predict in advance the behavior of a system working to a fixed set of rules is essential. This course will help students build the skills and imagination they need in order to be able to take real world problems and develop useful software applications for them.
S

ITDD 300/EBUS 312 DATABASE ARCHITECTURE & DESIGN
Prerequisite: ITCC 210 Corequisites: ITCC 200, ITCC 220, ITCC 230 or with Chair's permission
Students will be introduced to issues in Client/Server database implementation and administration. Students will configure, test, and establish client-server communication and server-server communication with single or multiple database servers. Topics such as schema implementation, storage allocation and management, user creation and access security, backup and recovery, and performance measurement and enhancement, will be presented in lecture and experienced in a laboratory environment. Students will configure and demonstrate successful communication between a database file server and multiple clients.
F

ITDD 310 ADVANCED SQL PROGRAMMING
Prerequisite: ITCC 210 Corequisites: ITCC 200, ITCC 220, ITCC 230 or with Chair's permission
The course describes the statements used to manipulate data and to work with tables, indexes, and views. Users will also be able to describe the functioning of cursors, stored procedures, triggers, and transactions. It teaches students how to create stored procedures, manage distributed data, and transactions, and work with locks. The students will also learn how to optimize the query execution plan developed by SQL Server. Our Introduction to PL/SQL programming course is aimed at power users and application developers. In this class we build the foundation of how to program within the Oracle database using the PL/SQL language. Topics included include basic PL/SQL syntax, the anonymous block structure, functions, procedures packages and triggers.
S

ITDD 410 ADVANCED DATABASE ADMINISTRATION I
Prerequisites: ITDD 300, ITDD 310
This Course offers new DBA's the foundation that they will need to operate effectively in the role of an Oracle Database Administrator. This course introduces concepts that database administrators and database operators will face on a day to day basis. It includes basic Oracle setup and configuration, user administration and management, spacing considerations and some simple backup and networking concepts. At the end of the class students will be familiar with the Oracle architecture and will be able to perform routine administration tasks.
F

ITDD 415 ADVANCED DATABASE ADMINISTRATION II
Prerequisite: ITDD 410
This class builds on the material presented in our Database Administration I class. This course introduces advanced topics concerning Oracle database administration that DBA's will want to know in order to perform effectively. This class covers the Oracle architecture in depth. All aspects of an Oracle setup are discussed including multiple buffer pools, best practices concerning logging and rollback, partitioning, LOB support, and archiving. At the end of the class the students will be familiar with the majority of the architectural components and will be able to effectively setup and administer a complete Oracle system. Some additional concepts in terms of backup and recovery procedures and tuning operations are also discussed.
S

ITDD 420 MS-SQL DEVELOPMENT AND ADMINISTRATION
Prerequisites: ITDD 300, ITDD 310
This course develops the skills and knowledge required to install, configure, design, operate, and maintain MS-SQL server based database systems.
F

ITDD 430 DISTRIBUTED DATABASE ARCHITECTURES
Prerequisite: ITDD 300
Examines client/server DBMS and considers how a client–server architecture can be used to implement the requirements of a DDBMS. Topics include DDBMS taxonomies, case studies, design considerations, transaction management, and global query optimization. Concludes with an examination of multi-database systems.
F

ITDD 440 ADVANCED DATABASE APPLICATION DESIGN
Prerequisites: ITDD 420, ITDD 430
This course expands the concepts of database development into the area of developing and implementing database applications. The course explores forms and reports development and the integration of database systems with other front-end and back-end systems.
S

ITDD 450 SENIOR PROJECT
Prerequisite: Senior status
This course is the capstone for this Concentration. Under the supervision of the instructor, students will research and explore the latest technologies and theoretical and practical areas of system design, and will be required to implement an infrastructure to support a small organization.
S

ITID 310 THE WINDOWS PLATFORM I
Prerequisite: ITCC 200 Corequisites: ITCC 210, ITCC 220, ITCC 230 or with Chair's permission
This course will apply the concepts taught in ITCC200 by considering the Windows platform. It will start with coverage of installation options that will be followed by discussion and activities targeted to configuration and administration issues present on any Windows servers. This includes disk and file system management, memory management, user environment configuration, and the registry. Topics then shift to issues introduced by Windows domain model: domain design, dynamic DNS, domain users and groups, group policy objects.
F

ITID 315 THE WINDOWS PLATFORM II
Prerequisite: ITID 310
This course builds on the foundation provided by Windows-Platform I (ITID310), giving the student an in-depth understanding of the Windows server components. Coverage of troubleshooting is followed by discussion and activities targeted to configuration and administration issues present on any Windows system: issues introduced by Active Directory AD and the Windows domain model, use dynamic DNS in AD, DCPROMO, server roles, sites and replication, domain users and groups, Domain group policy objects. Security topics are then revisited with attention to the issues and tools introduced by Active Directory.
S

ITID 320 DATA NETWORKS I
Prerequisite: ITCC 200 Corequisites: ITCC 210, ITCC 220, ITCC 230 or with Chair's permission
This course teaches the concept of Network Operating System. Students are first introduced to network protocol, including TCP/IP subnetting and supernetting, as well as important TCP/IP services and utilities. Emphasis will be given to the use of network router and its application. A great emphasis on the network design will be covered to have the knowledge and experience for building working network.
S

ITID 325 DATA NETWORKS II
Prerequisite: ITID 320

This course teaches the concept of Network Operating System. Students are first introduced to network transition media and technology, which cover line coding and wireless transmission. Emphasis will then shift to wireless protocol and different type of wireless technologies. Finally, emphasis will be given to the use of wireless transmission, and how it will be integrated to wired-LAN.
F

ITID 350 ADVANCED NETWORK OPERATING SYSTEMS
Prerequisites: ITID 310, ITID 320

This course builds on the foundation provided by ITCC200, giving the student an in-depth understanding of network operating system architecture and components. It will start with discussing the kernel of Network operating system, then move toward different components and services that can be supported. This will include Network file system management, memory management, domain design, Printer server management, email server, web server, remote access server, directory service, and authentication server. Other network topics related to network backup, fault tolerance, troubleshooting, clustering, and load balance would also be covered.
F, S

ITID 410 DATA SECURITY I
Prerequisite: ITID 310 Corequisite: ITID 420

This course teaches the concept of network security, starting by covering the different level of network attack. Different type of cryptographic techniques would be covered. Different authentication technique would also be covered with practical examples that are based on Digital certificate and Digital Signature. Emphasis will then be shifted to cover the different type of security detection and prevention, and how they can be implemented in network to improve its security.
F

ITID 415 DATA SECURITY II
Prerequisite: ITID 410

This course teaches the concept of network security client and server. Different type of security protocol such as IPSEC, SSL would be covered. Improving the network security using Firewall and proxy would also be covered and implemented. Emphasis will then be shifted to securing different operating system platform, such as Windows server platform and Unix server platform. Securing remote connection based on RAS and RADIUS would also be covered. In addition, securing wireless network that is based on Wireless LAN would also be covered.
S

ITID 420 THE UNIX/LINUX PLATFORM I
Prerequisite: ITID 310

This course will apply the concept taught at the Network Operating System subject (ITCC200) by considering the UNIX family of network operating systems. This course provides students with the skills needed to administer Unix/Linux computer systems and to install and manage Unix based network services. The course begins with installation options and troubleshooting, including configuring of the X Windows graphics subsystem, peripheral components, and boot options, followed by coverage of system administration tasks: controlling processes, managing disks and file systems, adding users and groups, and analyzing log files. Students are then introduced to shell scripting, the most common means of automating and scaling system administration tasks on Unix systems. Focus then shifts from the individual system to the network, with coverage of network services and protocols including DNS, DHCP, file and print server.
F, S

ITID 425 THE UNIX/LINUX PLATFORM II
Prerequisite: ITID 420

This course builds on the foundation provided by Network OS Unix-platform (part1) (ITID320), giving the student an in-depth understanding of the UNIX family of network operating systems. This course provides students with the skills needed to administer Unix/Linux computer systems including advanced shell scripting, the most common means of automating and scaling system administration tasks on Unix systems. Focus then shifts from the individual system to the network, with coverage of network services and protocols including LDAP, NFS and email (SMTP, IMAP, POP). The networking unit of the course concludes with discussion and activities focusing on two of the most challenging and important network administration tasks: interoperability (Samba) and security (Kerberos, SSL, NAT, IPSec, IPChains).
S

ITID 450 SENIOR PROJECT: SYSTEM DESIGN AND ADMINISTRATION CAPSTONE
Prerequisite: Senior status

This course is the capstone for this Concentration. Under the supervision of the instructor, students will research and explore the latest technologies and theoretical and practical areas of system design, and will be required to implement an infrastructure to support a small organization.
S

ITPE 310 MANAGEMENT INFORMATION SYSTEMS
Prerequisite: None

This course provides an overview of information systems in the business world. It presents an organizational view of how to use information technology to create competitive firms, manage global organizations, and provide useful products and services to customers. Topics include hardware, software, databases, telecommunications systems, the strategic use of information systems, the developments of information systems, and social and ethical issued involved with information systems.
Upon demand

ITPE 320 SYSTEM ANALYSIS AND DESIGN
Prerequisite: None

This course presents students with real-world system analysis skills and techniques within the framework of the systems development life cycle (SDLC). Examples and cases are drawn from actual systems projects that enable students to learn in the context of solving problems, much like the ones they will encounter on the job. A blend of traditional development with an emphasis on the latest major software trends, outsourcing, application service providers, ERP, and more provide a well-rounded understanding of fundamental topics. Students will find concepts easy to understand through the clear writing style combined with figures that illustrate current technology and concepts.
Upon demand

ITPE 330 IT IN BUSINESS
Prerequisite: None

Current issues in the information technology in business. IT relationship to business competition and strategy, the business value of information systems, the use of computer systems to achieve strategic advantage, to support managerial decision-making, to process organizational transactions, to achieve operational control, and to augment personal communications, information resource management, organization, social, legal and ethical issues from information systems.
Upon demand

ITPE 340 INTERMEDIATE PROGRAMMING WITH JAVA
Prerequisite: None

This course allows students to extend various programming techniques to more advanced problems and solutions using the Java programming language. The course addresses various computing concepts like sorting, searching, collection handling, Graphical User Interface (GUI) programming, multi-threading, and basic networking.
Upon demand

ITPE 390 INTERNSHIP IN IT
Prerequisite: Completed 100 credits of the program

In this course, the student can gain real-life work experience by working on an IT project for an IT company. Internships can only be taken after finishing two years of study at AUD or equivalently after 100 credits. Usually, this means in the summer months at the end of second year or third year in the program.
F, S, SI, SII

ITPE 410 MANAGING IT RESOURCES
Prerequisite: MGMT 341

This course introduces the fundamental concepts of management and applies them to IT. It examines the use of IT in business processes and the management issues of integrating IT into organizational processes to gain competitive advantage. Topics include: management, organizations and information systems, development life cycle, project management and systems engineering, processes reengineering, and organizational learning.
Upon demand

ITPE 420 IT STRATEGIC MANAGEMENT
Prerequisite: Senior status

This course is a capstone course that includes a review of both IT business models, strategies, and policies utilized in managing a market driven company and IT career strategies for the student. The course examines the interaction of corporate structure, geographic coverage, and marketing, and looks at the creation and implementation of strategic initiatives. Students will identify career goals and work on interviewing, resume development, and writing cover letters. This course provides an opportunity for students to draw upon and integrate materials from the earlier courses.
Upon demand

ITPE 421/EBUS 421 INFRASTRUCTURE TECHNOLOGIES, MODELS, PERFORMANCE AND CAPACITY PLANNING
Prerequisites: ITAD 320, ITAD 330

This course examines the fundamental technological requirements for setting up and operating an e-business, with a special focus on infrastructure (hardware and software). The course also offers a comprehensive guide to planning and building E-business sites. Students will be exposed to several performance and capacity planning methods that will allow them to correctly analyze and project site needs and performance. The objective is to create sites that will increase customer confidence, provide better customer service, reduce operating costs, manage trade-offs between cost and performance, anticipate and handle peak demands and increase enterprise competitive advantage. Furthermore, the course also investigates Web Farms as a technology that will enable web applications to be highly available, stable and scalable. Prerequisites are waived for BBA candidates.
F

ITST 275 INTERNATIONAL STUDY TOUR
Prerequisites: ENGL 101, COMP 101,
Sophomore status

Students journey to exciting international cities such as Paris, Florence, Milan, Barcelona and Hong Kong for a look at the pacesetters in fashion, art, design, and business. To receive credit, students must submit a paper covering various aspects of the trip. Prior to departure, requirements and possible paper topics are discussed by the group and the faculty members, who serve as guides and chaperones for the trip.
Upon demand

MATH 111 MATHEMATICS FOR THE ARTS
Prerequisite: Placement by
ACCUPLACER™ or a Grade of P or P+ in
MATH 099

This course, designed for students in non-business programs, focuses on first-degree equations, counting methods, probability and statistics. It also includes basic geometry of interest to students applicable in the arts programs.
F, S, SI

MATH 160 MATHEMATICS WITH
BUSINESS APPLICATIONS
Prerequisite: Placement by
ACCUPLACER™ or a Grade of P or P+ in
MATH 099

This course covers the main mathematical tools necessary for the successful modeling and solving of business problems. Topics include systems of linear equations and their solution methods, elementary matrix manipulations, and basic probability concepts. The introductory calculus concepts such as functions, derivatives, integrals, and the fundamental theorem of calculus are also covered.
F, S, SI, SII

MATH 190 PRECALCULUS
Prerequisite: Placement by
ACCUPLACER™

Analytic geometry, the function concept, polynomials, exponentials, logarithms, trigonometric functions, mathematical induction and the theory of equations.
F, S, SI

MATH 202 CALCULUS I
Prerequisite: Placement by
ACCUPLACER™ or MATH 190 with a grade
of C or higher

Differential calculus and basic integral calculus including the fundamental theorem of calculus and Taylor's theorem with remainder.
F, S, SI

MATH 203 CALCULUS II
Prerequisite: MATH 202

Conclusion of single variable calculus. Techniques and applications of integration, transcendental functions, indeterminate forms, improper integrals, parametric equations and polar coordinates, linear approximations and Taylor's theorem.
F, S, SI

MATH 204 CALCULUS III
Prerequisite: MATH 203, Corequisite:MATH
211 with advisor approval

Multivariable calculus: LaGrange multiples and constrained optimization. Multiple integration and vector analysis including the theorems of Green, Gauss, and Stokes.
F, S, SI

MATH 211 LINEAR AND DISCRETE
MATHEMATICS
Co-requisite MATH 204 with advisor
approval

Linear systems and matrices, vector spaces, linear independence, linear transformations, determinants, and applications. Sequences, differences, finite sums and difference equations. Basic recursive and combinatorial methods, with applications.
F, S

MATH 212 DIFFERENTIAL EQUATIONS
Prerequisite: MATH 211

Methods for obtaining numerical and analytic solutions of elementary differential equations. Applications, with an emphasis on modeling.
F, S

MCOM 301 AN OVERVIEW OF INTEGRATED MARKETING COMMUNICATIONS (IMC)
Prerequisite: MKTG 301

This is the foundation course in Integrated Marketing Communications (IMC), covering its basic concepts and methods. Advertising is viewed from the perspective of being simply one of several promotional tools instrumental in brand building. Segmentation, target audience selection and positioning are given ample attention; and the role of data and databases in communication strategy formulation is reviewed. Basic media concepts are also studied, and students learn how to apply their knowledge to the task of determining media objectives and strategies. The organization and functioning of the modern communication agency are considered. Special attention is given to the creative product across all media and tools. IMC values and perspectives permeate coverage of all topics. Students must receive at least a **C grade** in this course in order to register for additional Marketing Communications Concentration courses.
F, S, SI

MCOM 401 CREATIVE EXECUTION FOR IMC
Prerequisite: MCOM 301

This course reviews the concept of IMC and focuses on creative development in several disciplines: advertising (TV, press and radio), sales promotion, public relations, etc. Students learn not only how to evaluate executions in these disciplines but experience the rewards and frustrations of creative development, as they are challenged to conceive a variety of creative pieces. Effective correspondence and executional integration is considered in depth, and the student's familiarity with TV and print production techniques is enhanced. Emphasis is placed on the successful completion of out-of-class creative projects.
S

MCOM 411 MEDIA PLANNING AND BUYING
Prerequisite: MCOM 301

This course presents an overview of the media planning and buying functions within the IMC process. Basic measurements and calculations are reviewed as are the media performance measures of reach, frequency, effective frequency and GRP's. The relationship between marketing strategy and media planning is established, and the strategic media planning process is covered in detail. Other topics: inter-media comparisons, quantitative and qualitative media evaluation, media negotiation as practiced in the Middle East, media research, media budget determination and allocation, media testing and experimentation and new media. Teaching methods consist of lecture, discussion (including case studies) and out-of-class projects.
F

MCOM 421 IMC STRATEGY AND MANAGEMENT
Prerequisite: MCOM 401

As indicated by its title, this is the Concentration's course in IMC strategy and management. The pivotal role of decision-making in communications strategy formulation and agency management provides the context for the course. The variables in decision-making are identified and the contribution of empirical research to issue-resolution is studied in depth. Students learn how to apply the five steps in Schultz' value-based IMC model: customer identification, customer valuation, message/incentive planning, ROCI and post-program analysis and planning. Other specific topics considered: brand equity management, brand valuation, global marketing communications decisions and the structural and human resource dimensions of agency management. While the lecture method of instruction prevails, ample opportunity is given for in-class discussion. Out-of-class projects revolve around real world case histories.
F

MCOM 431 IMC CAMPAIGN DEVELOPMENT
Prerequisite: MCOM 421

This is the capstone course of the advertising Concentration. Students spend the entire term working in teams to prepare a response to the InterAd Case, a world-wide competition sponsored each year by the International Advertising Association. The response consists of a fully developed IMC strategy and plan, together with executional solutions across a wide variety of communications disciplines. Class times are used for instructor facilitation, team meetings and lecture/discussion on topics germane to the Case, such as media planning, website construction, sales promotion, etc. The Instructor of Record is usually the Advertising Program Chair. Other faculty and outside practitioners also make pedagogical contributions to the course.
S

MCOM 451 IMC NEW MEDIA STRATEGY AND MANAGEMENT
Prerequisite: MCOM 301

This course provides students with a comprehensive guide to how organizations define and achieve their Integrated Marketing Communications (IMC) goals and objectives through strategic management of various forms of new media.
F

MCOM 481 STUDY INTERNSHIP
Prerequisite: MCOM 431, Senior status and Approval of the Dean

Students spend 25+ hours/week employed by an advertising agency/communications firm. Under the joint supervision of the Program Chair and their supervisor in the workplace, students progress against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level employee. Students must provide the IAA Program Director with a copy of their résumé five weeks prior to the beginning of the term of the Internship.
F, S, SI

MCOM 491 SPECIAL TOPICS IN IMC
Prerequisite: Senior Status or Approval of the Dean

This course is a special in-depth project undertaken by the MCOM Major under the direction of the Program Chair or is a critical study of theory and research related to advanced topics in IMC. The interests of the students and the instructor will determine the specific topics of this course.
Upon demand

MEST 101 ARABIC I

An introduction and continuing study of Modern Standard Arabic. Skills in speaking, listening, reading and writing are developed.

Not open to native speakers of Arabic.
F, S, SI

MEST 102 ARABIC II
Prerequisite: MEST 101

This is a continuation of Arabic 101, with expansion of vocabulary and capability of both oral and written expression.

Not open to native speakers of Arabic.
F, S, SI

MEST 103 ARABIC III
Prerequisite: MEST 102

This is a continuation of Arabic 102, with increased emphasis on vocabulary specific to the individual student's area of specialty.
S

MEST 275/475 SPECIAL TOPICS IN MIDDLE EASTERN STUDIES

A critical study of theory and research related to topics in Middle Eastern studies not covered by other courses. The specific topics will be determined by interests of the students and the instructor.
Upon demand

MEST 301 ARABIC PROFICIENCY I

A course in Modern Standard Arabic at the advanced level designed to provide Arabic-speaking B.C.I.S. Majors with the linguistic skills (writing, reading, speaking, listening) that serve as a solid foundation for journalistic expression in Arabic. Emphasis is placed on grammar review, vocabulary acquisition, and composition. Several modern literary texts are used in the course.

This course is open only to students with significant prior knowledge/study of Arabic
F, S, SI, SII

MEST 302 ARABIC PROFICIENCY II
Prerequisite: MEST 301

This is a continuation of MEST 301, with expansion of vocabulary and capability of expression, both orally and in writing. Literary texts of increasing sophistication are used in the course. Students exiting this course will be prepared to follow the Arabic track of the B.C.I.S. program.
S, SI, SII

MEST 313 ISLAMIC ART AND ARCHITECTURE

This course is a general survey of Islamic art in its various forms from its beginnings in the 7th century to the modern period. The development will be traced through the examination of architecture, manuscript illustration, textiles, pottery and other art forms.
F

MEST 315 HISTORY OF THE MIDDLE EAST IN TWENTIETH CENTURY

This course is a survey of Arab history from 1900 to the present, including colonial rule and decolonization, the Arab-Israeli conflict and the roles played in regional and international arenas.
S

MEST 317 ARABIC LITERATURE IN TRANSLATION
Prerequisite: None

This course considers a representative sample of Arabic prose, short stories, novels and plays with a brief account of critical background of the various genres.
SI, every other year

MEST 318 COMPARATIVE MIDDLE EASTERN CULTURES

This course is an introduction to the varied culture of the Middle East in an effort to facilitate cross-cultural communications and understanding between the people of the West and the Middle East.
F, SI

MEST 319 COMPARATIVE POLITICS IN THE MIDDLE EAST

This course is a study of the Middle East as a distinctive arena of politics with emphasis on the contrasting foreign policies of the various entities and the relationships between those countries comprising the modern Arab World.
S, SI

MEST 323 INTRODUCTION TO ISLAM I

This course studies the beginning of the religion and its tenets, traditions and observances. The course will also examine the spread of Islam beyond the Middle East to other parts of the world, including Asia and Africa.
F

MEST 324 INTRODUCTION TO ISLAM II

This course is a continuation of MEST 323 (Introduction to Islam), with more detailed discussions of Islam today.
S

MEST 343 BUSINESS IN THE MIDDLE EAST

This course uses a practical approach covering the operational aspects of conducting business in the Middle East. It will examine the evolution of Middle Eastern economies and present business forms in the region, as well as other special issues pertinent to the region.
S

MGMT 301 PRINCIPLES OF MANAGEMENT
Prerequisite: BUSI 101

This course combines the elements of management (planning, organizing, implementing, controlling and evaluating) and applies leadership principles and characteristics to the exercise of these functions. Management and leadership as topics of study are analyzed and compared.

Interpersonal skills required for effective leadership are explored. Students must receive at least a **C grade** in this course in order to register for additional Management Concentration courses.
F, S, SI, SII

MGMT 313 OPERATIONS MANAGEMENT I
Prerequisites: MGMT 301, QUAN 201

This course introduces students to the interrelationships that exist among the various functions and activities of the typical manufacturing organization. Focus will be on the production strategic management chain from materials to customers. Topics include types of production processes, job flow and batch, inventory control, plant capacity, computer utilization, delivery and dispatch.
F, S, SI

MGMT 314 OPERATIONS MANAGEMENT II
Prerequisites: MGMT 313, QUAN 301

This course builds on the queuing theory introduced in QUAN 301 by providing in-depth analysis in solving waiting time problems. The theoretical aspects are followed through the use of Visual Interactive Discrete Event Simulation software. This software is used for solving real cases.
S

MGMT 321 ORGANIZATIONAL BEHAVIOR
Prerequisite: MGMT 301

Organizational behavior is the interdisciplinary field of study that investigates the impact of individuals, groups, and structure on the behavior of organizations, and how organizations manage their environments. The course covers the major theories, concepts, and tools that are employed in the field. Through the application of theoretical knowledge to exercises and case studies, students arrive at a better understanding of human behavior in the work environment.
F, S, SI

MGMT 331 HUMAN RESOURCE MANAGEMENT
Prerequisite: MGMT 301

This is an introduction to the principles and practice of human resource management. The role of human resources in the modern business organization will be the main focus. Students will develop proficiency in solving human resource problems through lectures and case studies. The course provides instruction that will help current and aspiring managers to better understand the human resource functions in international, as well as, in the local economies.
F, S, SI

MGMT 341 PROJECT MANAGEMENT
Prerequisites: QUAN 201, MGMT 301

This course draws upon the applied fields of organization behavior, management theory/science, and finance to develop a theoretical and very practical understanding of project management for students. The practical learning from this course is accomplished primarily through team-based project simulations.
F, S, SI

MGMT 401 INTERNATIONAL MANAGEMENT
Prerequisites: MGMT 301, MGMT 321

Upon completion of this course, students are familiar with the globalization of markets and the economic interdependence of nations. In addition, the course develops skills that will assist students in designing, implementing and evaluating global strategies. Moreover, the socioeconomic, institutional, and structural variables underlying management practices, with a focus on human resources management in North America, Western Europe, Japan, East Asia, and the Arabian Gulf are considered.
F, S

MGMT 431 LEADERSHIP
Prerequisite: MGMT 321

This course aims to provide students with a basic understanding of the role of leadership in the modern organization. Topics covered include different theories and definitions of leadership, organizational goals and the leader's role, leadership vs. management, leadership traits and characteristics, leadership styles and cultural differences, transformational leadership, charismatic leadership, transactional leadership, and gender and leadership. Case studies will be used to illustrate various leadership concepts, traits and styles in action.
SI

MGMT 441 ENTREPRENEURSHIP
Prerequisite: MGMT 301

This course is an overview of small business management and includes methods and procedures for establishing a small business; problem solving techniques required for successful operations; entrepreneurial traits and risks; location selection; and franchising.
S

MGMT 451 SUPPLY CHAIN MANAGEMENT
Prerequisite: MKTG 301

This course examines the planning and management of the production and distribution of goods and services as an integrated process which connects suppliers, producers, retailers and the transportation system. Different components of this process are analyzed sequentially, including location choice, distribution system design, selection of suppliers and distributors, contracting issues, partnership formation, inventory policies, production plans and electronic data interchange.
F

MGMT 461 MANAGING CHANGE AND INNOVATION
Prerequisite: MGMT 313

In this course, students study planning and implementation of managed change at various levels in complex organizations. Special attention is given to the problems of technological change and the role of computing and information technology in organizational change. Topics include diagnostic and corrective practices in anticipating change; managing the pre- and post-event periods of change; and fostering and exploiting an innovative culture.
F, S, SI

MGMT 491 SPECIAL TOPICS IN MANAGEMENT
Prerequisite: Approval of the Dean

This course is a critical study of theory and research related to selected topics in management. The specific topics of this course will be determined by the interests of the students and the instructor.
Upon demand

MGMT 499 STRATEGIC MANAGEMENT
Prerequisite: Senior status

This course introduces students to the elements of the strategic management theory and process including environmental analysis; internal analysis and diagnosis; generic strategy alternatives; strategic choice; and implementation.
F, S, SI

MKTG 301 PRINCIPLES OF MARKETING
Prerequisite: BUSI 101

This class is a study of the integration and coordination of product development, promotional strategy, physical distribution, and pricing activities, which direct the flow of social, ethical, legal economic and international environments. Students must receive at least a **C grade** in this course in order to register for additional Marketing Concentration courses.
F, S, SI, SII

MKTG 311 SALES MANAGEMENT
Prerequisite: MKTG 301

The course is designed to equip students with a theoretical and practical understanding of effective sales management. Students will be furnished with the skills necessary to manage a sales department efficiently. Students will learn how to set selling objectives, to design marketing policies and selling strategies, to organize sales departments for firms of varying size, to coordinate a sales force, to recruit and train sales people, and to analyze markets from a sales perspective.
F, S

MKTG 321 RETAIL MANAGEMENT
Prerequisite: MKTG 301

The course offers challenging opportunities for those who choose a management level career in the retail business area. It introduces students to the many diverse forces that exert their influence over the retail trade industry. The course covers basic concepts and methods of retail management. It also exposes students to current retail practices and various retailing career opportunities.
F, SI

MKTG 331 PUBLIC RELATIONS MANAGEMENT
Prerequisite: MKTG 301

The course introduces students to the theory and practical application of publicity relations planning, organizing, implementation and evaluation. In specific, the course focuses on mass media relations and on internal and external public relations. It also covers relationships with trade and professional associations.
S

MKTG 341 NEW PRODUCT MANAGEMENT
Prerequisites: QUAN 201, MKTG 301

The course will enable students to comprehensively explore the requirements for successful planning, developing, and managing new products. Students will grasp the process of new product development and will be exposed to product risk management. Techniques covered will include amongst others case analysis, simulation exercises and the multivariate approach.
S

MKTG 351 MARKETING CHANNEL MANAGEMENT
Prerequisite: MKTG 301

This course focuses on distribution as a key process within the marketing function of the firm. The course surveys, analyzes and integrates the theories and practices relative to current problems of marketing channel management and its use as a key strategic marketing tool. The interface between the distribution process and channel intermediaries, and the impact of the internet on distribution channels are also analyzed.
SI

MKTG 361 MARKETING RESEARCH
Prerequisites: QUAN 201, MKTG 301

The course will enable students to systematically study, conduct, and evaluate marketing research activities within a firm. Students will be exposed to survey planning, questionnaire construction, interviewing, data collection, data analysis, demand analysis and forecasting, and population sampling procedures.
F, S

MKTG 401 CONSUMER BEHAVIOR
Prerequisite: MKTG 301

The emphasis of this course is on the descriptive and conceptual analysis of consumer buying behavior with a focus on the theory and research essential to the understanding of individual choice behavior.
F, S

MKTG 411 SERVICES MARKETING
Prerequisite: MKTG 301

The course will enable student to focus on the unique challenges of managing services and delivering quality service to customers. It will discuss how services are different from physical products, why they are different, and what strategies result from these differences. Students will appreciate the attraction, retention, and building of strong customer relationships through quality service and will recognize this as the foundation for a strong customer relationship management.
S

MKTG 421 INTERNATIONAL MARKETING
Prerequisite: MKTG 301

The course incorporates marketing concept into the framework of the world market place and international business. Students will be exposed to key global topics such as market segmentation; international physical distribution, pricing, and product life cycle; and regulations and embargoes and their effects on international marketing strategy.
S, SI

MKTG 431 DIRECT MARKETING MANAGEMENT
Prerequisite: MKTG 351

This course develops student proficiency in direct marketing management. Students will be exposed to the principles of direct marketing, database construction and management, and developing direct marketing plans and strategies.
F, SI

MKTG 471 STRATEGIC MARKETING MANAGEMENT
Prerequisites: QUAN 301, Senior status or approval of the Dean

The course enables students to view the marketing function of an organization from a strategic point of view. Planning, decision-making, implementation of product/price, promotion, advertising, and distribution and other management issues are discussed as they relate to market segmentation, consumer behavior and marketing communications. The course is based on case studies and product analyses.
F

MKTG 491 SPECIAL TOPICS IN MARKETING
Prerequisite: Senior status or approval of the Dean

This course is a critical study of theory and research related to selected topics in marketing. The interests of the students and the instructor will determine the specific topics of this course.
Upon demand

NYST 275 NEW YORK STUDY TOUR
Prerequisites: Sophomore status; ENGL 101 and COMP 101

Students spend an action packed week studying in the "Big Apple". From the bright lights of Broadway to the world famous art museums throughout the city, students will find the trip a valuable learning experience. Students and faculty visit various design houses and business firms. This gives students the opportunity to interact with some of the most successful people in the industry. The group also attends a Broadway production.
Upon demand

PHIL 201 INTRODUCTION TO PHILOSOPHY/LOGIC
Corequisite: ENGL 102

This course is a survey of fundamental problems in several major divisions of philosophy, such as ethics, logic, philosophy of religion, philosophy of art and metaphysics. This course offers an overview of the basic aims, approaches and types of issues in philosophy, while enabling students to explore the place of philosophy in the development and justification of personal values.
S

PHIL 222 PROFESSIONAL ETHICS
Prerequisite: ENGL 102

Professional responsibility within the context of meta-ethics and applied ethics. Professional interests of clients and employers. Safety and liability, public welfare, whistle-blowing, and legal obligations. Professional codes of ethics and case studies.
F, S, SI

PHOT 201 PHOTOGRAPHY I (3-3-3)
Prerequisites: ARTS 200, completed Foundation, Corequisites: ARTS 201, VICD 206

An intensive exploration of photography as an expressive medium. Initially, specific assignments introduce students to basic camera and darkroom operations; students will then take on more extended problems requiring self-direction. A final portfolio is required for this course.
F

PHOT 202 HISTORY OF PHOTOGRAPHY (3-0-3)
Prerequisites: ARTS 201, PHOT 201, VICD 206, Corequisites : PHOT 251, VICD 207

This course is a survey of 19th and 20th century photography, emphasizing its relation to aesthetic and cultural practices and values, as well as technical developments that have shaped the nature of the photographic image. Emphasis will be given to the diverse uses of photography such as the illustrated press; amateur photography; advertising, and fashion photography; political/social photography; educational and documentary photography; and photography as a medium of artistic expression.
S

PHOT 251 PHOTOGRAPHY II (6-0-4)
Prerequisites: ARTS 201, PHOT 201,
Corequisites: PHOT 202, VICD 207

This course introduces archival black and white printing techniques, advanced film studies, and advanced darkroom skills. Slides presentations and readings in photographic history and criticism will be included as well as weekly student critiques. A final portfolio is required for this class.
S

PHOT 252 STUDIO I (6-0-4)
Prerequisites: PHOT 202, PHOT 251, VICD 207, Corequisite: PHOT 351

This course will cover a multitude of lighting techniques used in photography, including natural lighting, flash lighting, portable lighting, and low lighting. The practices and principles involved in commercial photography will be reviewed, as well as the functions of the medium format camera.
F

PHOT 351 PHOTOGRAPHY III (3-3-3)
Prerequisites: PHOT 202, PHOT 251, VICD 207, Corequisite: PHOT 252

This course is a beginning digital color photography course. Topics covered will include: photo color theory, digital cameras, scanning, Adobe Photoshop, and archival ink jet printing. A final portfolio is required.
F

PHOT 352 STUDIO II (3-0-3)
Prerequisites: PHOT 252, PHOT 351,
Corequisite: PHOT 353

This course will introduce the myriad of issues that surround studio portraiture. Large format photography will also be introduced and thoroughly reviewed. Printing will be done in black and white and in color.
S

PHOT 353 PHOTOGRAPHY IV (6-0-4)
Prerequisites: PHOT 252, PHOT 351,
Corequisite: PHOT 352

This is an intermediate course in digital color photography. Students will be assigned projects that explore the limits to digital photography. Advanced Photoshop techniques, color management techniques, advanced digital output are some of the topics covered. A final portfolio is required for this course. Students will design projects highlighting their own unique interests.
S

PHOT 451 STUDIO III (3-0-3)
Prerequisites: PHOT 352, PHOT 353

This course focuses on the potential of constructed narrative in photography. The limits to telling the truth, as a visual representation, will be tested. Alternative forms of production and display are encouraged. Students will create their own study topics.
S

PHOT 452 CONTEMPORARY TRENDS IN PHOTOGRAPHY (3-0-3)
Prerequisite: PHOT 451

This course will introduce photography majors to a wide variety of issues and approaches relevant to current photographic practice. The topic covered in this class will change each semester dependent upon the latest trends in the global photographic community. Sample topic areas include, advanced digital manipulation, pseudo-documentary photography, and video based photography. A final portfolio is required.
F

PHOT 456 PHOTO JOURNALISM (3-0-3)
Prerequisite: PHOT 451

This class is an actual functioning design studio. The students will work on in-house and real life projects for community groups, charity group and non-profit organizations. The class gives the student practical experience and published portfolio pieces.
Upon demand

PHOT 478 INTERNSHIP IN PHOTOGRAPHY (3-0-3)
Prerequisite: All Design Core and all Photography Concentration, Corequisite: PHOT 452

Students spend 25+ hours/week employed by a photographer or photography studio. Under the joint supervision of the Program Chair and their supervisor in the workplace, the student's progress against a skills inventory tailored to their chosen field of specialization. Grade assessment is influenced by the supervisor's evaluation of the student as a potential entry-level employee.
F, S, SI

PHYS 201 INTRODUCTORY PHYSICS I w/Lab (3-3-4)
Corequisite: MATH 202

Motion in two and three dimensions, Newton's laws, concepts of energy and potential, rotation, Gravitational fields, statics, fluid dynamics and thermodynamics.
F, S, SI

PHYS 202 INTRODUCTORY PHYSICS II w/Lab (3-3-4)
Prerequisite: PHYS 201, Corequisite: MATH 203

Mechanical waves, electrostatics and electrodynamics, DC and AC circuits, Maxwell's equations, properties of light including interference and diffraction.
F, S, SI

POLS 201 COMPARATIVE POLITICAL SYSTEMS

This course is designed to survey the governments in England, the former Soviet Union, France and other modern nations. Special emphasis is placed on political theory.
SI

PSPK 101 PUBLIC SPEAKING
Prerequisite: ENGL 102

This course develops confidence and poise in the public speaker. Students learn to 1) apply current developments in communications and social psychology as they prepare narrative, persuasive, informative and descriptive speeches, and 2) demonstrate understanding of the interaction between speaker, speech and audience.
F, S, SI, SII

PSYC 201 GENERAL PSYCHOLOGY I

This course is designed to introduce students to the various theories and contributions in the field of psychology. It includes the topics of learning, memory, language development, perception, theories of emotion, personality theory, child development and social psychology.
F, S, SI, SII

PSYC 313 SOCIAL PSYCHOLOGY
Prerequisite: PSYC 201

This course is intended to introduce the students to the basic concepts and topics in the field of social psychology. Topics on this course include the social self, attitudes and persuasion, attribution theory, groups, pro-social behavior and altruism, attraction, non-verbal communication, aggression, prejudice and discrimination, the impact of the environment on behavior, social psychology, and the legal system, and social psychology of health.
S

PSYC 415 PSYCHOLOGY OF ADVERTISING AND MASS MEDIA
Prerequisites: MCOM 301, PSYC 201

The role of mass media and the effects of advertising in issues of sex roles, sexual attitudes and violence will be examined. An investigation of behavioral, psychological, and physiological reactions on the acquisition of imitative response will be stressed.
S

QUAN 201 INTRODUCTION TO BUSINESS STATISTICS
Prerequisite: MATH 160

This foundational course in descriptive and inferential statistics is inclusive of: frequency distribution, grading techniques, correlation, linear regression, probability, hypothesis testing, and confidence intervals.
F, S, SI, SII

QUAN 301 QUANTITATIVE METHODS FOR DECISION-MAKING
Prerequisite: QUAN 201

This is an advanced course in the quantitative techniques used in managerial decisions. Building upon foundation coursework in statistics, students participate in advanced applications of deterministic and probabilistic models of decision theory, linear programming, simulation, and dynamic programming.
F, S, SI

RTVC 301 GLOBAL MEDIA
Prerequisite: None

Broadcast systems of the world: developed and developing nations. Programming of many cultures; the role of satellites in promoting exchange of programs. Relationship between governments, societies, and the media. Issues in international communication.
F

RTVC 313 PRODUCTION PLANNING
Prerequisite: CISP 244

Organization and production planning of television programs; budgets, legal clearances, script selection, casting, and logistical problems; duties of the producer, production assistants, and unit manager. Students develop and present television, video and educational production concepts. Production research, written and presentation skills will be developed. Final presentations are before formal peer and professional review panel. Presentations are video taped in a highly interactive environment.
S

RTVC 331 WRITING FOR MASS COMMUNICATION II
Prerequisite: CISP 231

Writing scripts for the generic forms of electronic media: situation comedies, soap operas, and serial dramas. May be repeated when topics vary.
S

RTVC 340 TELEVISION/CINEMA STUDIO PRODUCTION WORKSHOP I
Prerequisite: CISP 244

Use of television equipment and facilities; camera operations, audio and video control, lighting, tape recorders, graphics, scenery, and portable audio and video production credits.
S

RTVC 442 THE BROADCAST INTERVIEW
Prerequisite: CISP 342

Interview as an essential tool for broadcast information gathering and presentation. Interview styles, question research, production approaches for television and radio, and special interview formats such as talk shows and political debates.
F

RTVC 446 MEDIA IN COMMUNITY SERVICE
Prerequisites: RTVC 340, RTVC 313

Use of media for public agencies and institutions and by non-profit groups; creating and placing public service announcements; developing media programs for agencies, institutions, and community groups; budgeting; grant-seeking. Field work.
S

RTVC 448 ACTING FOR TELEVISION/ CINEMA/RADIO
Prerequisite: CISP 242

Provides the aspiring actor with the foundational aesthetic and technical skills necessary to successfully work in either motion pictures or on television in a single-camera production workshop.
S

RTVC 450 TELEVISION/CINEMA DIRECTING
Prerequisite: RTVC 340

This course is designed to explore creative roles of television director both in multi-camera and single camera settings. Students will participate in all aspects of television production through both class exercises and projects to develop directorial skills of analysis, planning, staging, and criticism.
F

RTVC 460 RADIO/TV/CINEMA DOCUMENTARY
Prerequisite: CISP 244

History and analysis of documentary programming: terminology, standards, and accepted practices associated with television documentary production. Use of video, film and audio equipment and facilities in producing a documentary. This course surveys the history, development, controversies, production concerns, and ethics for documentary programs on American television. It does this through readings, screenings, analysis, discussion and production. It will provide guidance in writing proposals and treatments.
F

RTVC 470 RADIO/TV/CINEMA SOUND DESIGN
Prerequisites: CISP 120, CISP 242

A study of the fundamentals of producing audio segments for presentation software applications, multimedia, and commercial broadcasting. This course includes a laboratory experience using computer-based digital audio editing and the production facilities.
F

RTVC 475 INTERNSHIP
Prerequisite: A minimum of 75 semester hours of course work, Approval of the CISP internship coordinator and a properly completed *Application Form*

Internship experience in a professional broadcast and electronic media, newspaper or magazine organization. The internship class is a "hands on" course allowing you to bring together theoretical knowledge, functional competencies and skills developed through course work, and attitudes learned in the class with practical "real world" experiences in the work place. This is the class where you demonstrate your abilities in the work place.
F

RTVC 480 ADVANCED VIDEO PRODUCTION: VARIABLE TOPICS
Prerequisite: RTVC 340

Development and production of television programming for cable or broadcast. This interdisciplinary course is designed to give CISP, Visual Communications, and Marketing students opportunities to work together in a competitive, teamwork situation in the development of advertising campaigns for non-profit agencies. The purpose of this production class is to give students maximum exposure to the concepts and skills that are involved in the production of studio and field-based television Public Service Announcements (PSA) and advertising, and to offer a community service opportunity. For our purposes, we will combine seven areas to form the art of Television Advertising Production.
S

RTVC 496 PORTFOLIO REVIEW
Prerequisite: Senior standing

A review of a student's course work portfolio by an instructor. Portfolio will include key course assignments such as essays, research papers, articles, creative projects, goal statements and career plans.
S

SCIE 201 NATURAL SCIENCE FOR TODAY

This course is designed to introduce students to the diversity of life on earth and integrate current issues to teach biological concepts. Topics covered include: cells, organisms, genetics, evolution and ecology. This course is designed to fulfill the Liberal Arts requirement in Natural Sciences for all students who are non-Engineering Majors.
F, S, SI

SOCI 101 INTRODUCTION TO SOCIOLOGY

This introductory course to Sociology studies social life and analyzes sociological structure, change and problems.
F, S, SI

SOCI 217 CROSS-CULTURAL RELATIONS
Prerequisite: SOCI 101

This sociology course examines the dynamics of communication and understanding between cultures and nations. It employs a linguistic and anthropologic approach to solving the universal problems of ethnocentrism and cultural misinterpretation. The course explores the basic structure of language and the roles which syntax, semantics and kinesics play in successful cross-cultural communication. It introduces the anthropological concept of cultural diversity and provides the student with practical insight into how to overcome those perceptual barriers, which often hinder people from appreciating the cultural point of view of others.
SI

SPAN 101 SPANISH I

Long recognized for its cultural significance, the Spanish language continues to grow in importance in the design and business communities. This course provides students with oral and written approaches to beginning Spanish grammar skills. Individual daily work with language tapes is an essential part of the program.
F, S

SPAN 102 SPANISH II
Prerequisite: SPAN 101 or equivalent

This course is a continuation of Spanish 101, with expansion of vocabulary and possibilities of expression.
Upon demand

SPAN 103 SPANISH III
Prerequisite: SPAN 102 or equivalent
This is a continuation of Spanish 102, with increased emphasis on vocabulary specific to the individual student's area of specialty.
Upon demand

UNIV 101 THE UNIVERSITY EXPERIENCE (3-0-2)
This course serves as students' introduction to American university life. The content of the course is designed to give students an understanding of how a modern American university functions, their role as students at the university, and the most important skills involved in successfully fulfilling that role. These skills include critical thinking, problem solving and conflict resolution strategies. Students are introduced to many of the academic skills and philosophies which will ultimately be developed to higher levels in specific required and major courses. Students are required to participate in a group project which provides service to and/ or involvement in the community.
F, S, SI, SII

UNIV 301 CAREER PREPARATION (1-0-1)
This course is designed to help students begin to prepare both personally and professionally to enter the world of work. Building on the skills acquired during their academic career, students will seek to incorporate academic competence into the world of employment. Emphasis will be given to job acquisition, professionalism on the job and career development.
S

VICD 206 COMPUTER GRAPHICS I (3-3-3)
Prerequisites: ARTS 200, DESI 202, DESI 205
Through lecture, demonstration and practical experience the course covers the basics of page layout programs and image handling, utilizing various DTP software programs.
F, S

VICD 207 COMPUTER GRAPHICS II (3-3-3)
Prerequisite: VICD 206
In this course the student learns advanced image and graphic manipulation, the transfer of files between programs (using EPS, Tiff, and Pict formats), color and resolution theory--a fully integrated system of design exploring the possibilities of the sophisticated equipment and design software.
F, S

VICD 210 PAINTING I (6-0-4)
Prerequisites: DESI 203, DESI 204
Taught from a fine arts perspective, this course introduces students to contemporary and traditional painting techniques and studio practices. Nearly all of the assignments consist of painting from sight, beginning with black and white, and include still-life, landscape, and the figure.
F

VICD 211 PAINTING II (3-0-3)
Prerequisite: VICD 210
Building upon their formal understanding of painting, each student will be encouraged to pursue a more personal approach to the development of imagery as means of expression. Formal skills will be enhanced through the study of more complex subject matter including the figure. Approaches of 20th century painters will be examined.
S

VICD 251 TYPOGRAPHY I (6-0-4)
Prerequisites: ARTS 200, completed Foundation, Corequisites: ARTS 201, VICD 207
Developing sensitivity towards the use of varied lettering and typographic forms is an essential foundation for visual communication students. This course encourages a broad, creative approach to the subject, as well as explaining the history and methodology of modern typography and lettering in practical terms.
F, S

VICD 351 TYPOGRAPHY II (3-0-3)
Prerequisites: GRAD 202, GRAD 251, VICD 207, VICD 251, Corequisite: GRAD 351
This course introduces students to the various historical developments of type design and technical developments through a series of slide presentations and projects. The course will focus on the understanding of style and design detail both in relation to cultural/art contexts and technical possibilities. The course develops an understanding of structure and engineering of type within design. The concern will be with compositional thinking through examination of various historical publications.
F

VICD 358 SPECIAL TOPICS IN VISUAL COMMUNICATION I (3-0-3)
Prerequisite: Junior status, and upon permission from the course instructor
In consultation with their Program Chair, the students or a faculty member will choose a design project which involves a particular aspect of visual communication. The specific interests of both the students and the instructor will determine the actual course content.
SI

VICD 450 COMMUNITY SERVICE WORKSHOP (3-0-3)
Prerequisite: Juniors status, and upon permission from the course instructor
This class is an actual functioning design studio. The students will work on in-house and real life projects for community groups, charity group and non-profit organizations. The class gives the student practical experience and published portfolio pieces.
Upon demand

VICD 451 TYPOGRAPHY III (6-0-4)
Prerequisites: VICD 351, GRAD 351,
Corequisite: GRAD 451
This course will be concerned with creating a personal style and the bringing together of all relevant typographic elements and skills. The course will focus on type design and the technological aspects of digital font development software (with special emphasis on Arabic and/or non-Latin fonts).
S

VICD 453 PRODUCTION DESIGN (3-0-3)
Prerequistes: GRAD 351, VICD 351, or Senior status
In this course, the student will be introduced to the various production techniques used in graphic design. The understanding of both manual and computer-aided procedures will enlighten each student to the production phase which is important to the execution, presentation and publication of final designs.
F

VICD 455 SENIOR PROJECT (6-0-4)
Prerequisite: Senior status
Senior design project is a comprehensive project, which is designed to evaluate the student's ability to perform on a professional level. It is an individual project that utilizes all the skills the student has leaned during the duration of their education in the program. Proper execution of the project will determine if the student is ready to enter and compete in his or her chosen discipline.
F

VICD 456 BUSINESS PRACTICES AND FINAL PORTFOLIO (3-0-3)
Prerequisite: Senior status
This course is a capstone class that examines the professional environment of the graphic designer/commercial artist. It offers a framework for understanding the career structures, job responsibilities and employment opportunities (including how to establish freelance practice) within the working field. With the background knowledge gained through the series of explanatory lectures, advice from guest speakers from the industry and visits to working studios and agencies, the student is well prepared to make informed decisions about his or her future career plan. The class, is also teaches the student how to present hardcopies (print) of his or her artwork in a creative professional manner that will show a prospective employer what a student can offer them. Proper completion of the portfolio and collateral materials will determined if the student is ready to enter and compete in his or her chosen discipline.
F

VICD 458 SPECIAL TOPICS IN VISUAL COMMUNICATION II (3-0-3)
Prerequisite: Junior status, and upon permission from course instructor
In consultation with their Program Chair, the students or a faculty member will choose a design project which involves a particular aspect of visual communication. The specific interests of both the students and the instructor will determine the actual course content.
SI

VICD 459 MULTIMEDIA (3-0-3)
Prerequisites: GRAD 351, VICD 207
Multimedia is a computer course that introduces the student to a wide range of animation, video and audio tools. The goal of the course is to teach the fundamentals of storyboarding and narrative, combined with basic software applications to manipulate and create time-based, interactive media and motion graphics.
F

WEBD 452 WEB DESIGN (6-0-4)
Prerequisites: GRAD 351, VICD 351
The purpose of this class is to teach the student how to apply graphic design techniques to develop effective, aesthetically pleasing and useful Web sites. The class serves as an introduction to the basic principles of Web design. The course will teach the student how to plan and develop well-designed Web sites that combine effective navigation techniques with the creative use of graphics, sound and typography. Students will learn the effects of browser and computing platform on their design choices and gain a critical eye for evaluating Web site design.
S

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M.Ed. (2004), Delta State University; B.A., Framingham State College

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M.Sc. (2004), University of Hull; B.S., Fairfax University

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Ph.D. (2006), University of Michigan at Ann Arbor; M.S., University of Michigan at Ann Arbor; M.S., University of Cincinnati; B.F.A., The American University in Dubai

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FACULTY

Robert Pech, Assistant Professor of Management
Ph.D. (2005), Royal Melbourne Institute of Technology; M.B.S., Massey University; M.A., University of Auckland; B.A., University of Auckland

Nycole Prowse, Assistant Professor of English
M.Phil. (1999), University of Southern Queensland; B.A. (Hons), University of Southern Queensland; B.A., University of Southern Queensland

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Ph.D. (2007), University of Sydney; B.Sc. (Hons), Charles Sturt University

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Ph.D. (1996), University of Mississippi; M.S., University of Mississippi; P.G.D.M., India Institute of Management; B.Com., Bombay University

Mufeed Rawashdeh, Associate Professor of Accounting
Ph.D. (1994), St. Louis University; M.B.A., St. Louis University; B.A., Yarmouk University, C.M.A., Institute of Management Accounting (USA); C.F.M., Institute of Management Accounting (USA)

Amer Rghei, Associate Professor of Interior Design
Ph.D. (1992), University of Waterloo; M.Arch., McGill University; B.Sc., Al-Fateh University

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Reyhan Sabri, Adjunct Instructor in Interior Design
M.S. (2001), Middle East Technical University; B.Arch., Middle East Technical University

Rana Saïd, Adjunct Instructor in Marketing Communications
Cand. Ph.D., Syracuse University; M.S., Syracuse University; B.S.F.A., Valparaiso University

Elias Saqan, Assistant Professor of Civil Engineering
Ph.D. (1995), University of Texas at Austin; M.S., University of Texas at Austin; B.S.C.E., University of Houston

Jillian Schedneck, Assistant Professor of English
M.F.A. (2006), West Virginia University; B.A., Boston College

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Ph.D. (1999), Manchester Business School; M.A., London School of Economics; B.A., Bonn University

Hanadi Seblani, Adjunct Instructor in English (C∫EP)
B.A. (1997), American University of Beirut

Jason J. Seeto, Assistant Professor of English
M.A. (2005), University of Technology (Sydney); M.A., University of Technology (Sydney); B.Ed. B.A., University of Technology (Sydney)

Abdel Magid Shaban, Adjunct Instructor in Mathematics
Ph.D. (1986), Dortmund University; M.Sc., Alexandria University; B.Sc., Alexandria University

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Ph.D. (1992), University of Minnesota; M.S., Iowa State University; B.S., Iowa State University

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M.A. (1984), University of Illinois; B.A., Nairobi University

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M.S. (1999), Université Saint Joseph (Beirut); B.S., Université Saint Joseph (Beirut); C.P.A., State of California

Edgar Small, Assistant Professor of Civil Engineering
Ph.D. (1999), State University of New York at Buffalo; M.Eng., State University of New York at Buffalo; B.S., State University of New York at Buffalo

Houcem Smaoui, Assistant Professor of Finance
Ph.D. (2006), Laval University; M.B.A., Laval University; B.A., HEC Carthage

Huda Smitshuijzen Abi Fares, Associate Professor of Graphic Design
M.F.A. (1990), Yale University; B.F.A., Rhode Island School of Design; A.A., Lebanese American University

Fiona Solomon, Adjunct Instructor in Business Administration
LL.M. (1992), Nottingham University; LL.B. (Hons), Kingston University

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Ph.D. (1994), Michigan State University; M.S., Michigan State University; B.S., Michigan State University

Julia Townsend, Assistant Professor of Visual Communication
M.F.A. (1995), University of Delaware; B.A., Vassar College

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M.A. (1995), American University (Washington); B.A., American University (Washington)

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Ph.D. (2005), Alexandru Ioan Cuza University; M.A., Dunarea de Jos University; B.A., Dunarea de Jos University

Kirsty Williamson, Assistant Professor of English
M.A. (2002), Auckland University; CELTA, International House (London); B.A. (Hons), Exeter University

Mohammed Zebib, Adjunct Assistant Professor of Economics
Ph.D. (1992), University of Colorado; M.A., University of Colorado; M.B.A., University of Colorado; B.S., The Lebanese University

Hanane Zejly, Adjunct Instructor in Natural Sciences
M.S. (2002), George Mason University; B.S., George Mason University

(The standard academic year is comprised of the Fall [September] and Spring [January] semesters. There are two Summer sessions [May and July].)

UNDERGRADUATE PROGRAMS

Fall and Spring Semesters
Tuition (less then 12 credit hours)	AED 2,400 per credit
Tuition (12 to 16 credit hours)	AED 27,000
Tuition Overload (over 16 credit hours)	AED 1,800 per credit

Summer Sessions
Tuition (less then 7 credit hours)	AED 2,400 per credit
Tuition (7 to 9 credit hours)	AED 16,200
Tuition Overload (over 9 credit hours)	AED 1,800 per credit

GRADUATE PROGRAM
Tuition (3 credit hours)	AED 7,200
Tuition (6 credit hours)	AED 14,400
Tuition (9 credit hours)	AED 21,600

INTENSIVE ENGLISH Language PROGRAM
Tuition per 7-week session	AED 12,000

SERVICES FEE*
Services Fee for Undergraduate students (AED 50 per summer session)	AED 100 per semester
Services Fee for IELP	AED 50 per session

* designated for labs and activities

FAMILY TUITION WAIVER
For families who have more than one son/daughter enrolled simultaneously at AUD as full-time undergraduates, a tuition remission of 25% is given to each off-spring (sibling) after the first. Students who qualify for this waiver must, upon registration, complete a form available at the Finance Office. Scholarship students are not eligible for a Family Tuition Waiver.

STUDY ABROAD PROGRAM IN MIDDLE EASTERN STUDIES
[Includes tuition and fees for 5 classes (15 hours), housing and some classroom-related activities]

Tuition and Fees $ 9,591* (of which $272.48 is refundable at the end of the semester if no dorm damage has occurred)

* 1 USD = AED 3.67

EXPLANATION OF FEES AND EXPENSES

Application Processing Fee:
A non-refundable application processing fee of AED 180 must accompany the *Application for Admission*.

Reservation Deposit:
A reservation deposit (non-refundable) of AED 5,000, which is fully applied toward tuition, is required upon acceptance for admission. Due to the high number of applicants, students are requested to pay this deposit within two months of the start of the term of entry. No application will be accepted after this date without the reservation deposit.

Entrance Exam Fee:
AED 300 (non-refundable)

Late Registration Fee:
A late registration fee of AED 1,000 will be charged for those registering after the final advising and registration date set for the semester (see University and IELP Academic Calendars).

Books:
Students are responsible for buying their own books. Book expense is not included in the tuition.

Graduation Processing Fee:
A non-refundable diploma fee of AED 500 will be billed to students earning degrees.

Part-Time Students:
A student taking less than 12 credit hours per semester is considered part-time. The fee per 1 credit hour is AED 2,400.

Housing (optional):
Accommodation is provided by semester for those who wish student housing. IELP students are eligible for housing only on a semester basis. The non-refundable housing fees per semester are:

AED 7,100 (shared) AED 10,500* (single). A one-time, refundable security fee of AED 1,000 is required. This one-time fee is payable with the student's first housing payment. Housing charges are subject to change.

In the summer sessions, housing fees are AED 4,725 for a shared room and AED 7,000 for a single room*.

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* Single rooms are not available and will not be guaranteed at all. In the event that there are cancellations and there is availability of rooms, applications for single rooms will be considered.

A housing deposit of AED 2,500 is required to reserve a place in the dormitories. This is payable according to the following schedule:

Semester	Deadline
Fall, 2007	June 2, 2007
Spring, 2008	November 18, 2007
Summer I, 2008	March 30, 2008
Summer II, 2008	May 29, 2008
Fall, 2008	June 1, 2008

The balance of the student housing fee must be paid in full one month before the beginning of the semester or summer session. Failure to pay the housing fee in full will result in the cancellation of the dorm reservation. In such cases, the housing deposit will be refunded.

The housing deposit is non-refundable and non-transferable unless the student's application for admission is rejected or the student cancels their admission one month prior to the start of the semester for which he/she has paid.

Bus (optional):
Fee per semester, AED 2,250. Per session in the summer sessions, AED 1,500. Stops at 3 main locations in Dubai (City Centre, Bur Juman Centre and Safa Park).

Student Residence Visa (optional):
Only for full-time students. Visa fee AED 1,000. Passport deposit of AED 2,000 is refundable *only upon cancellation of visa.*

Study Tours (optional):
AUD Study Tours are scheduled annually. The fee, which is determined annually, covers roundtrip transportation and hotel accommodations. Students are responsible for their meals. Students may earn 3 hours of academic credit upon satisfactory completion of requirements set by the trip instructor. Previous Study Tour locations have included New York, Paris, Milan and Florence.

Payment Policies
Tuition and fees are due upon registration. Students can pay by cash, checks, bank drafts and valid credit cards in the Finance Office (a handling fee of about 1.5 % will be added to payments with credit cards). Tuition and fees may also be paid by bank transfer and credit card via written authorization.

Bank Transfer: Payable to the "American University in Dubai", account number 000351229 at the Commercial Bank of Dubai, Dubai Head Office, swift code: CBDUAEADDXB. Include student name and I.D.# on the payment details.

Credit card paid via written authorization: by filling out the following information and faxing this sheet to AUD Finance Office +9714-3994566. Only Visa and Master Cards are accepted and will have additional handling fee of 2 % of the total amount paid.

A student not physically present in Dubai who wishes to pay by credit card, will be required to fill-out a form requesting the following information:

I authorize the American University in Dubai to charge an amount of AED .... plus handling fees as stated above to my credit card details mentioned below.

Name: ....

Signature: ....

Credit Card Type: (Visa, Mastercard)................................. Expiry Date:.............................

Credit Card Number: .... -..................... -..................... -....................................

UAE Tel. No.(......) ....Other Tel. No.(......)..................................

Fax No. (.......) ....Date:..

Student Name:...I.D. #:.......................................

Payment details:...

Students who submit non-negotiable checks will be charged an AED 200 non-refundable administrative fee and will henceforth be required to make future payments in the form of cash or bank transfer.

Outstanding Balances
A student cannot register until all outstanding balances are cleared. Payments will be credited toward outstanding balances before being applied to current registration charges. Transcripts, grades, diploma and certifications will not be issued for students who have not met their financial obligations.

REFUND POLICY

Refunds are governed by the following regulations and will be processed within 30 days of request:

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

Schedule	Refund
During the first week*	75%
During the second week**	50%
During the third week	25%
After third week	0%

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

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

(2) Tuition (IELP)

Schedule	Refund
Until the end of Drop/Add+	75%
After Drop/Add	0%

+ Check the IELP Calendar for dates of Drop/Add period.

(3) Housing Fees and Charges
Fees and charges for University housing (where applicable) are non-refundable.

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* 100% for new students in the first semester of attendance with the exception of the reservation and enrollment deposit of AED 5,000 which is non-refundable.
** Sunday-Thursday
*** The refund amount will be a credit to the student's account and carried forward to the following semester. Non-returning students will receive a refund within 30 days of submitting a request form. Check the AUD Academic Calendar for dates of Drop/Add.

Note: Legal residents of the U.S. State of Georgia are entitled to refunds per the more favorable of either the AUD Institutional Policy or Georgia's Minimum Standards. Consult the Finance Office for details.

2007-2008		2008-2009	
FALL SEMESTER 2007		**FALL SEMESTER 2008**	
August 26	Meeting: Committee on Academic Standing	August 26	Meeting: Committee on Academic Standing
August 30	Arrival of Dorm Students	August 28	Arrival of Dorm Students
September 1	Final Day for Advising and Registration	August 30	Final Day for Advising and Registration
September 2	Classes Begin	August 31	Classes Begin
September 2-6	Drop/Add	August 31-September 4	Drop/Add
October 12-13	Eid Al Fitr Holiday	October 30	Last Day for Withdrawal from classes
November 1	Last Day for Withdrawal from classes	October 2-3	Eid Al Fitr Holiday
December 11	Classes End	December 14	Classes End
December 12-13	Study or Make-up Days	December 15-16	Study or Make-up Days
December 16	Final Exams Begin	December 17	Final Exams Begin
December 20	Semester Ends	December 23	Semester Ends
SPRING SEMESTER 2008		**SPRING SEMESTER 2009**	
January 6	Meeting: Committee on Academic Standing	January 4	Meeting: Committee on Academic Standing
January 10	Arrival of Dorm Students	January 8	Arrival of Dorm Students
January 12	Final Day for Advising and Registration	January 10	Final Day for Advising and Registration
January 13	Classes Begin	January 11	Classes Begin
January 13-17	Drop/Add	January 11-15	Drop/Add
March 13	Last Day for Withdrawal from classes	March 12	Last Day for Withdrawal from classes
April 22	Classes End	April 21	Classes End
April 23-24	Study or Make-up Days	April 22-23	Study or Make-up Days
April 27	Final Exams Begin	April 26	Final Exams Begin
May 1	Semester Ends	April 30	Semester Ends
SUMMER I SESSION 2008		**SUMMER I SESSION 2009**	
May 8	Meeting: Committee on Academic Standing	May 7	Meeting: Committee on Academic Standing
May 8	Arrival of Dorm Students	May 7	Arrival of Dorm Students
May 10	Final Day for Advising and Registration	May 9	Final Day for Advising and Registration
May 11	Classes Begin	May 10	Classes Begin
May 11-13	Drop/Add	May 10-12	Drop/Add
May 19	(Tentative) Commencement	May 13	(Tentative) Commencement
June 5	Last Day for Withdrawal from classes	June 4	Last Day for Withdrawal from classes
June 23	Classes End	June 22	Classes End
June 24	Final Exams Begin	June 23	Final Exams Begin
June 26	Session Ends	June 25	Session Ends
SUMMER II SESSION 2008		**SUMMER II SESSION 2009**	
July 2	Meeting: Committee on Academic Standing	July 1	Meeting: Committee on Academic Standing
July 3	Arrival of Dorm Students	July 2	Arrival of Dorm Students
July 3	Final Day for Advising and Registration	July 2	Final Day for Advising and Registration
July 6	Classes Begin	July 5	Classes Begin
July 6-8	Drop/Add	July 5-7	Drop/Add
July 31	Last Day for Withdrawal from classes	July 30	Last Day for Withdrawal from classes
August 18	Classes End	August 17	Classes End
August 19	Final Exams Begin	August 18	Final Exams Begin
August 20	Session Ends	August 19	Session Ends

N.B. All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry.
Orientation for all terms will be scheduled by the Dean of Student Services.
Placement exam dates and registration procedures are available each term from the Admissions Office.

2007-2008	2008-2009
FALL SESSION I 2007	**FALL SESSION I 2008**
September 1 — Final Day for Advising and Registration	August 30 — Final Day for Advising and Registration
September 2 — Classes Begin	August 31 — Classes Begin
September 2-3 — Drop/Add	August 31-September 1 — Drop/Add
September 26 — Last Day for Withdrawal from Class	September 25 — Last Day for Withdrawal from Class
October 12-13 — Eid Al Fitr Holiday	October 2-3 — Eid Al Fitr Holiday
October 22 — Session Ends	October 22 — Session Ends
FALL SESSION II 2007	**FALL SESSION II 2008**
October 25 — Final Day for Advising and Registration	October 26 — Final Day for Advising and Registration
October 28 — Classes Begin	October 27 — Classes Begin
October 28-29 — Drop/Add	October 27-28 — Drop/Add
November 21 — Last Day for Withdrawal from Class	November 20 — Last Day for Withdrawal from Class
December 17 — Session Ends	December 17 — Session Ends
SPRING SESSION I 2008	**SPRING SESSION I 2009**
January 12 — Final Day for Advising and Registration	January 10 — Final Day for Advising and Registration
January 13 — Classes Begin	January 11 — Classes Begin
January 13-14 — Drop/Add	January 11-12 — Drop/Add
February 6 — Last Day for Withdrawal from Class	February 5 — Last Day for Withdrawal from Class
March 3 — Session Ends	March 2 — Session Ends
SPRING SESSION II 2008	**SPRING SESSION II 2009**
March 6 — Final Day for Advising and Registration	March 5 — Final Day for Advising and Registration
March 9 — Classes Begin	March 8 — Classes Begin
March 9-10 — Drop/Add	March 8-9 — Drop/Add
April 2 — Last Day for Withdrawal from Class	April 2 — Last Day for Withdrawal from Class
April 28 — Session Ends	April 27 — Session Ends
SUMMER SESSION I 2008	**SUMMER SESSION I 2009**
May 10 — Final Day for Advising and Registration	May 9 — Final Day for Advising and Registration
May 11 — Classes Begin	May 10 — Classes Begin
May 11-12 — Drop/Add	May 10-11 — Drop/Add
June 5 — Last Day for Withdrawal from Class	June 4 — Last Day for Withdrawal from Class
June 26 — Session Ends	June 25 — Session Ends
SUMMER SESSION II 2008	**SUMMER SESSION II 2009**
July 3 — Final Day for Advising and Registration	July 2 — Final Day for Advising and Registration
July 6 — Classes Begin	July 5 — Classes Begin
July 6-7 — Drop/Add	July 5-6 — Drop/Add
July 31 — Last Day for Withdrawal from Class	July 30 — Last Day for Withdrawal from Class
August 20 — Session Ends	August 19 — Session Ends

N.B. All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry.
Placement exam dates and registration procedures are available each term from the Admissions Office.

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