



CANADIAN
UNIVERSITY OF DUBAI

Your portal to Canadian education

INSPIRING MINDS TRANSFORMING LIVES

University Catalogue
2013/2014



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Section 1 - INTRODUCTION

1. Message from the Chancellor, Mr. Buti Saeed Al-Ghandi and the President, Professor Karim Chelli

We are delighted to be able to introduce the Canadian University of Dubai to you.

Education is a continuous and lifelong journey, and we all know that the road to university can be a challenging one. Here at Canadian University of Dubai, you will experience an education delivered to the highest international standards; a Canadian education-based on international standards and expressed through a demonstration of clear learning outcomes. Our Canadian education system celebrates commitment, cooperation, participation and diversity.

As a reflection of the international City of Dubai, we celebrate a very diverse learning environment with our student body of over 86 nationalities. We strive for excellence by providing our students with cultural experiences and competencies that inspire minds and transform lives by opening new and incredible paths. We prepare you to be the global citizens of tomorrow.

On behalf of our Board of Trustees and all the University staff, we wish you a very successful, well rounded and happy journey through to the achievement of your academic and personal goals here at Canadian University of Dubai.

2. About Us

The Canadian University of Dubai, founded in 2006, is located in the heart of Dubai. Each of our academic programs is based on Canadian Curriculum and education principles. This gives students the opportunity for a Canadian education while respecting the culture and values of the United Arab Emirates. With over 86 different nationalities that call our University home, our students are building bridges across cultures and continents.

Our goal is to move each student forward as a well-rounded lifelong learner, and good global citizen. To achieve this, emphasis is placed not just on academic achievement, but also extracurricular involvement. Our vibrant student life provides something for everybody, from sports to concerts, and various international trips in between. Students are also involved in many different types of social activities, including community fundraising, team building, and networking events.

2.1. Founding Partners

- Emirates Investment and Development
- Al Sheikha Sheikha Saeed Al Maktoum
- Mohamed Ibrahim Obaidalla
- Jamal Al Ghurair Est.
- Khalifa Juma Al Nabooda
- Ghubash Trading & Investment Co.Ltd
- Saeed Mohammed Al Ghandi
- Investment Group (PVT) Ltd
- First Investor (L.L.C)
- Abdulla Ahmad Bin Abdul Aziz
- Hamad Ahmad Bin Suqat
- Saleh Mohamed Bin Lahej
- Ahmed Saif Belhasa
- Rashed Humaid Al Mazroei
- Mohammed Omar Bin Haider
- Oman Insurance Company (PSC).

2.2. Institution Licensure & Program Accreditation

The Canadian University of Dubai, located in the Emirates of Dubai, was officially licensed from 25 July 2007 to 31st July 2011. It was relicensed from 29 January 2012 to end of December 2016 by the Ministry

of Higher Education & Scientific Research of the United Arab Emirates to award degrees/qualifications in higher education.

3. Vision & Mission

3.1. Vision

CUD is committed to providing students with an international academic experience, guided by the highest educational and corporate ethics, adding value to the personal and professional lives of its graduates, and the communities in which we serve.

3.2. Mission

CUD promotes Canadian perspectives in learning, research and application, grounded in appreciation and respect for diverse cultures and UAE values.

3.3. Goals & Objectives

Goal 1:

To create and maintain an environment conducive to continuous learning and improvement while continuously evaluating all aspects of CUD operations to ensure relevance and excellence.

Objectives:

- 1.1.** To provide opportunities for students to enhance their classroom experience through the use of multi-media and online resources.
- 1.2.** Through the Office of Institutional Effectiveness, continuously evaluating our performance as a teaching and learning organization and the satisfaction of students and staff with the performance of the University
- 1.3.** To use systematic planning, based on evidence, to develop the University both operationally and strategically.

Goal 2:

To adopt and show the enthusiasm and contribution of all staff and students and to support the ambitions of all by providing them with both academic excellence and the practical experience required for career success

Objectives:

- 2.1. To provide for excellence in teaching as measured by student and peer evaluation.
- 2.2. To provide opportunities, where relevant, for job placements for projects and other activities.
- 2.3. To engage the business, government and not for profit organizations within Dubai with the work of the University.

Goal 3:

To generate an atmosphere of dignity and mutual respect while encouraging scholarly debate and applied research.

Objectives:

- 3.1. To develop a focused Research Centre which conducts applied research and engages both staff and students in the pursuit of scholarly activity.
- 3.2. To hold periodic open and public lectures to encourage debate grounded in academic rigor on issues of concern to the region.
- 3.3. To develop, with students and staff, a code of conduct this is honored and respected in the day to day work of the University.

Goal 4:

To accept accountability and value the input of all stakeholders particularly in our operation as a portal to Canadian education; and so make CUD the University of Choice in our target market and simultaneously an employer of choice for all academic, management and support staff.

Objectives:

- 4.1. To have a clear strategy for collaboration and co-operation with Canadian Post-Secondary educational institutions and to develop collaborative agreements which reflect this strategy.
- 4.2. To systematically collect data from stakeholders, internal and external, concerning the performance of the University, its strategic brand position and its opportunities for growth,
- 4.3. To continue to grow the base of programs and student numbers so as to fulfill the mission and deliver to the strategic plan of the University.

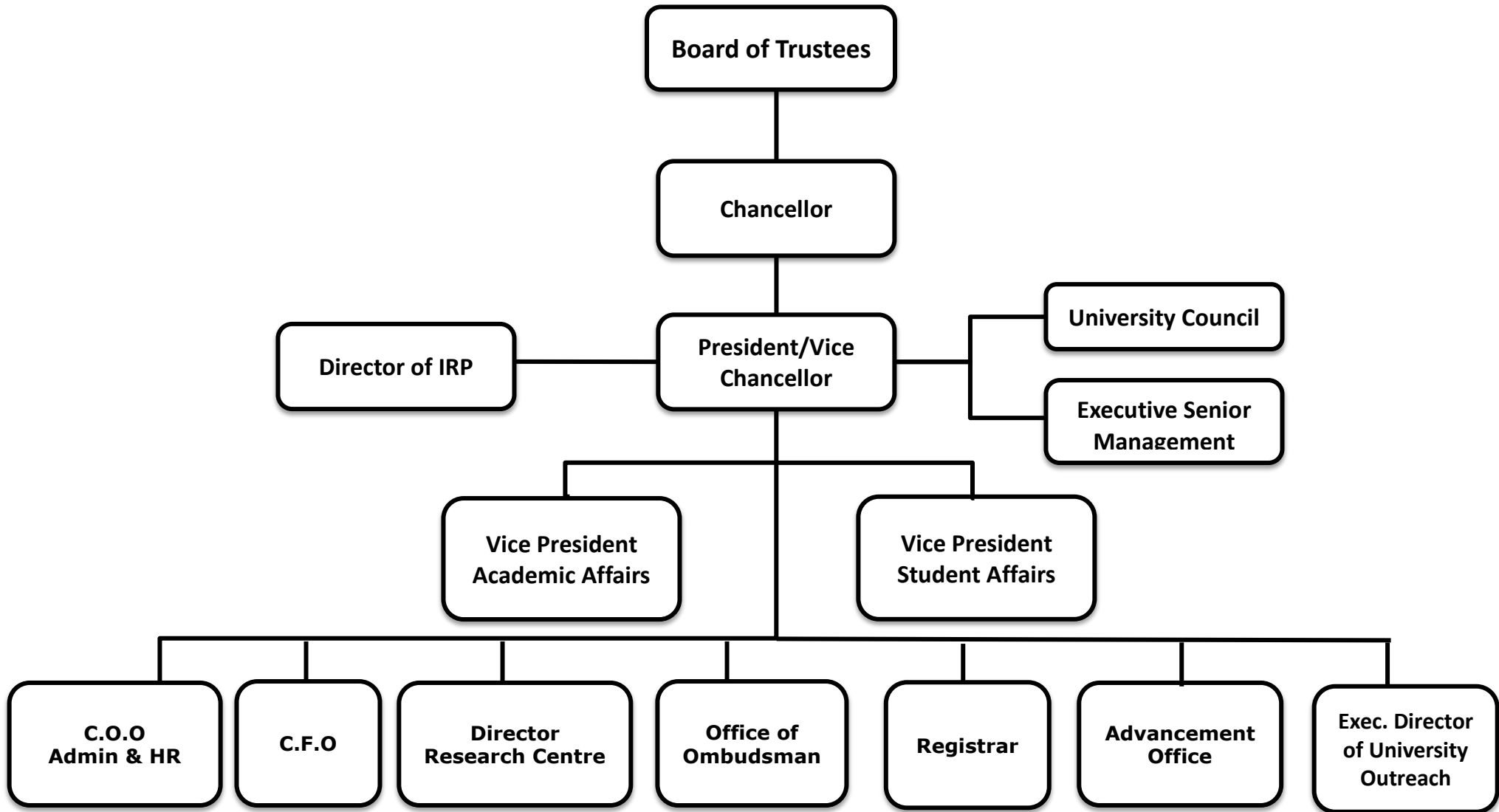
Goal 5:

To account for the needs of all internal and external stakeholders by securing the sufficient and relevant resources that are available for the achievement of all strategic and operational goals, thus enhancing the sovereignty of the University as an independent institution of higher education.

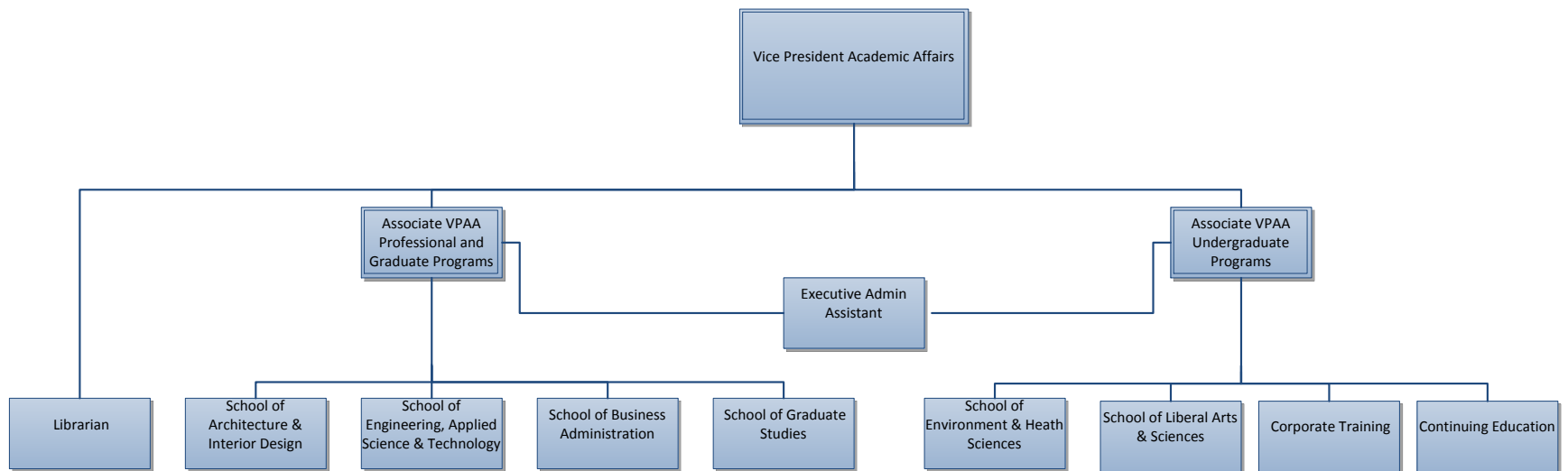
Objectives:

- 5.1. To undertake systematic resource planning for teaching requirements, space requirements, library and student service requirements and for information technology and to use these plans as a basis for budget development and strategic planning.
- 5.2. To seek to secure our status as a self-financing organization at the earliest opportunity, using new investments for expansion and development.

4. Canadian University of Dubai Organizational Chart



5. Academic Organizational Chart



6. Accredited Programs

Program	School	Status	Date
Associate Degree of Marketing	School of Business Administration	Initial Accreditation	4 May, 2009
BBA in Accounting and Finance	School of Business Administration	Initial Accreditation	11 Sept., 2011
BBA in International Business	School of Business Administration	Initial Accreditation	4 October, 2012
BBA in e-Business	School of Business Administration	Initial Accreditation	10 July, 2007
BBA in Human Resource Management	School of Business Administration	Initial Accreditation	10 July, 2007
BBA in Marketing	School of Business Administration	Initial Accreditation	10 July, 2007
MBA in Human Resource Management	School of Business Administration School of Business Administration	Initial Accreditation	23 October, 2008
MBA in Finance	School of Business Administration	Initial Accreditation	17 April, 2008
MBA in Islamic Banking	School of Business Administration	Initial Accreditation	17 April, 2008
MBA in Marketing	School of Business Administration	Initial Accreditation	17 April, 2008
MBA in General Management	School of Business Administration	Initial Accreditation	23 October, 2008
Bachelor Of Architecture	School of Architecture & Interior Design	Initial Accreditation	11 Sept., 2011
Bachelor of Science In Interior Design	School of Architecture & Interior Design	Initial Accreditation	17 August, 2008
Bachelor of Arts In Communication in Journalism (Arabic & English)	School of Liberal Arts & Sciences	Initial Accreditation	22 July 2011
Bachelor of Arts In Communication in Advertisement (Arabic & English)	School of Liberal Arts & Sciences	Initial Accreditation	22 July 2011
Bachelor of Arts In Communication in Public Relations (Arabic & English)	School of Liberal Arts & Sciences	Initial Accreditation	22 July 2011
Bachelor of Arts In English Language and Translation	School of Liberal Arts & Sciences	Initial Accreditation	3 April, 2012
Bachelor of Science in Environmental Health Management	School of Environments & Health Sciences	Initial Accreditation	12 May 2008
Bachelor of Science in Health Information Management	School of Environments & Health Sciences	Initial Accreditation	12 May 2008
Bachelor of Science in Health Organization Management	School of Environments & Health Sciences	Initial Accreditation	12 May 2008
Bachelor of Computer And Networking Engineering Technology	School of Engineering, Applied Science & Technology	Initial Accreditation	21 June 2007
Bachelor of Science in Network Engineering	School of Engineering, Applied Science & Technology	Initial Accreditation	18 February 2013
Bachelor of Science in Telecommunication Engineering	School of Engineering, Applied Science & Technology	Initial Accreditation	13 January 2009

Section 2 UNDERGRADUATE STUDIES

1. Undergraduate Students Academic Calendar

Date	
Sunday, 25 Aug 2013 – Thursday, 29 Aug 2013	Entrance testing for incoming students
Sunday, 25 Aug 2013 – Thursday, 29 Aug 2013	Late advising / Registration
Sunday, 01 Sep 2013	First day
Sunday, 01 Sep 2013	Late registration fee applies
Sunday, 08 Sep 2013	Last day for Add/Drop
Saturday, 14 Sep 2013	Last day to drop with 100% refund and no transcript record
Saturday, 21 Sep 2013	Last day to drop with 75% refund
Saturday, 28 Sep 2013	Last day to drop with 50% refund
Saturday, 05 Oct 2013	Last day to drop with 25% refund (no refunds after this date)
Sunday, 13 Oct 2013 – Thursday, 17 Oct 2013	Eid Al-Adha Holiday*
Sunday, 20 Oct 2013 – Saturday, 26 Oct 2013	Mid-term Exams
Sunday, 27 Oct 2013 – Saturday, 02 Nov 2013	Mid-term Exams
Saturday, 02 Nov 2013	Last day to Withdraw without Academic Penalty
Monday, 04 Nov 2013	Hijra New Year Holiday*
Monday, 02 Dec 2013 – Tuesday, 03 Dec 2013	National Day
Thursday, 05 Dec 2013	Last day of classes
Saturday, 07 Dec 2013 – Saturday, 14 Dec 2013	Final Exams
Sunday, 15 Dec 2013 – Thursday, 02 Jan 2014	Winter break
Wednesday, 01 Jan 2014	New Year's Day
Date	
Sunday, 05 Jan 2014	First day
Sunday, 05 Jan 2014	Late registration fees apply

Date	
Tuesday, 14 Jan 2014	Prophet's birthday (Holiday)*
Saturday, 11 Jan 2014	Last day for Add/Drop & Last day to drop with 100% refund
Saturday, 18 Jan 2014	Last day to drop with 75% refund
Saturday, 25 Jan 2014	Last day to drop with 50% refund
Saturday, 08 Feb 2014	Last day to drop with 25% refund (no refunds after this date)
Sunday, 23 Feb 2014 – Saturday, 01 Mar 2014	Mid-term exams
Sunday, 02 Mar 2014 – Saturday, 08 Mar 2014	Mid-term exams
Sunday, 30 Mar 2014 – Thursday, 10 Apr 2014	Spring Break
Sunday, 13 Apr 2014	Resume classes
Thursday, 24 Apr 2014	Last day of classes
Saturday, 26 Apr 2014	Graduation
Sunday, 29 Apr 2014 – Sunday, 04 May 2014	Final Exams
Date	
Sunday, 11 May 2014	First day
Monday, 12 May 2014	Late registration fees apply
Saturday, 17 May 2014	Last day to drop with 100% refund (no refund after this date)
Sunday, 18 May 2014 – Saturday, 24 May 2014	Mid-term exams
Tuesday, 27 May 2014	Al IsraaWalMiraj*
Saturday, 14 Jun 2014	Last day of classes
Sunday, 15 Jun 2014 – Tuesday, 17 Jun 2014	Final Exams
Date	
Saturday, 28 Jun 2014	Ramadan Begins (28/June-27/July)*
Sunday, 29 Jun 2014	First day

Date	
Monday, 30 Jun 2014	Late registration fees apply
Saturday, 05 Jul 2014	Last day to drop with 100% refund (no refunds after this date)
Sunday, 13 Jul 2014 – Saturday, 19 Jul 2014	Mid-term exams
Sunday, 27 Jul 2014	Ramadan ends*
Monday, 28 Jul 2014 – Wednesday, 30 Jul 2014	Eid Al Fitr*
Saturday, 02 Aug 2014	Last day of classes
Sunday, 03 Aug 2014 – Tuesday, 05 Aug 2014	Final Exams

**All Islamic Lunar Holidays for the private sector will be fixed per announcement by the relevant Ministry*

2. Our Academic Programs

At the Canadian University of Dubai we offer the ability to study a Canadian based curriculum within the culture and values of the United Arab Emirates. Undergraduate academic programs at the Canadian University of Dubai are housed within:

- The School of Business Administration
- The School of Engineering, Applied Sciences & Technology
- The School of Architecture & Interior Design
- The School of Environment & Health Sciences
- The School of Liberal Arts & Sciences

3. School of Business Administration

3.1. Undergraduate Programs

- Associate Degree in Marketing
- Bachelor of Business Administration in e-Business
- Bachelor of Business Administration in Marketing
- Bachelor of Business Administration in Human Resource Management
- Bachelor of Business Administration in Accounting and Finance
- Bachelor of Business Administration in International Business

3.1.1. Associate Degree in Marketing

Description:

The Associate Degree in Marketing presents an option for students to develop their applied skills within a two year program. The program is designed specifically to develop the knowledge and applied skills required for entry level positions in the sales and marketing fields. Students in the program study general management courses and some applied courses related to selling techniques, advertising and promotion, and professional communications.

Upon successful completion, students are able to transfer their credits to the BBA Marketing program.

Credential: Associate Degree in Marketing

Duration: 2 Years (4 semesters)

Credit Hours: 66

Start Dates: Fall, Spring, Summer

Benefits:

Graduates of the Associate Degree in Marketing are eligible to enter the workforce with a fully accredited associate degree following successful completion of two years of study.

Study Plan of the Associate Degree in Marketing

Semester	Course Code		Course Title	Type	Prerequisite	Cr.Hr
Semester 1	ACT	112	Principles of Accounting I	CRR		3
	SWS	101	Applications of Computer Software	URC		3
	LNG	171	English I	URC		3
	GED	198	Islamic Culture	URC		3
	MTH	196	Mathematics for Business	URC		3
						15
Semester 2	BUS	231	Legal Environment of Business	CRR		3
	LNG	172	English II	URC	LNG 171	3
	MGT	202	Principles of Management	CRR	None	3
	MKT	201	Principles of Marketing	CRR	LNG 172	3
			Humanities (1)	URE		3
			Social Sciences (1)	URE		3
						18
Semester 3			Natural Science	URE		3
	LNG	173	Professional Communication Skills	URC	LNG 172	3
	BUS	210	Business Reporting	CRR	LNG 172	3
	MKT	208	Consumer Behaviour	MJE	MKT 201	3
	QBA	241	Quantitative Business Analysis	CRR	MTH 196	3
	MKT	340	E-Marketing	MJR	MKT 201	3
						18
Semester 4	MKT	310	Advertising & Promotion	MJR	MKT 208	3
	HRM	310	Human Resource Management	CRR	MGT 202	3
	MKT		Marketing Major Elective	MJE	MKT 201	3
	MKT	320	Retailing	MJR	MKT 201	3
	MKT	265	Business Marketing (Capstone)	MJR	MKT 201	3
						15

3.1.2. Bachelor of Business Administration in e-Business

Description:

The rapid expansion of the Internet as a tool for business has led to increased competitiveness, and in many industries, has shifted the balance of power from the companies themselves to their consumers. Companies who best understand how to leverage the power of this tool to derive business value stand to gain a significant competitive advantage. Businesses and firms can use the power of Internet technologies to unleash value across all functional areas, including: marketing and sales; production; logistics and purchasing. Students studying in the BBA E-Business will learn how these technologies work, and how they can be used to improve business processes and create value.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates of the Bachelor of Business Administration in E-Business will have the knowledge and skills to significantly contribute to companies in their planning, adoption and implementation of the Internet technologies required to meet their strategic business goals and objectives.

Study Plan of the BBA in e-Business

Semester	Course Code	Course Title	Type	Pre-requisite	Cr.Hr
Semester 1	LNG 171	English I	URC		3
	MTH 196	Mathematics for Business	URC		3
	SWS 101	Application of Computer Software	URC		3
	GED 198	Islamic Culture	URE		3
		Social Science (1)	URE		3
					15
Semester 2	ACT 112	Principles of Accounting I	CRR		3
	ECO 221	Principles of Microeconomics	CRR		3
	LNG 172	English II	URC	LNG 171	3
		Humanities (1)	URE		3
		Natural Science (1)	URE		3
					15
Semester 3	ECO 222	Principles of Macroeconomics	CRR		3
	ACT 212	Principles of Accounting 2	CRR	ACT 112	3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
	MGT 202	Principles of Management	CRR	None	3
	MKT 201	Principles of Marketing	CRR	LNG 172	3
					15
Semester 4	FIN 201	Managerial Finance	CRR	ACT 112	3
	QBA 241	Quantitative Business Analysis	CRR	MTH 196	3
	BUS 210	Business Reporting	CRR	LNG 172	3
	EBU 200	E-Business Fundamentals	MJR		3
		Humanities (2)	URE		3
					15
Semester 5	BUS 231	Legal Environment of Business	CRR		3
	HRM 310	Human Resource Management	CRR	MGT 202	3
	EBU 318	E-Business Web Technologies	MJR	EBU 200, SWS 101	3
	MKT 340	E-Marketing	MJR	MKT 201	3
	QBA 341	Quantitative Approaches to Decision Making	CRR	QBA 241	3
					15
Semester 6	MGT 361	Operations Management	CRR	MGT 202, QBA 341	3
	EBU XXX	EBU Major Elective (1)	MJE		3
	MGT 320	Organizational Behavior	CRR	HRM 310	3
	EBU 307	System Analysis & Business process integrations 1	MJR	EBU 318	3
	SWS 351	Management of Information Systems	CRR	SWS 101	3
					15
Semester 7	EBU 400	E-Business Internship	MJR	90 credit hours + Min CGPA 2.0	3
		Free Elective (1)	MJE		3
	EBU 406	E-Business Project Management	MJR	MGT 361	3
	MGT 420	Supply Chain Management	MJR	EBU 307, QBA 241, SWS 351	3
		Free elective (2)	FRE		3
	EBU XXX	EBU Major Elective (2)	MJE		3
					18
Semester 8	MGT 470	Strategic Management	CRR	MGT 320, ECO 222, ECO 221, FIN 201, MKT 201, MGT 361	3
	MGT 405	Business Ethics & Social Responsibility	CRR	MGT 202	3
	EBU 450	E-Business Consulting Project	MJR	Final Semester	3
	EBU XXX	EBU Major Elective (3)	MJE		3
		Free Elective (3)	FRE		3
					15
Total					123

3.1.3. Bachelor of Business Administration in Marketing

Description:

In today's competitive global business environment, strategic positioning of products and brands becomes a critical success factor for virtually all companies. All organizations need to place strong emphasis on the marketing function to ensure that consumer demands are satisfied while profits are maximized, and creativity and innovation in marketing in many cases is what creates a company's competitive advantage. The BBA in Marketing program provides students with an understanding of all aspects of the marketing function within the organization, and exposes students to current theories and practices in consumer behavior, marketing research, sales, retailing, advertising, & promotion, branding and e-Marketing.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates with a BBA in Marketing will be equipped to contribute to the development and implementation of marketing strategies, to analyze market trends, and capitalize on promotional opportunities. The marketing specialization is designed to enable students to analyze the problems of providing consumer and industrial goods and services to a wide variety of markets.

Study Plan of the BBA in Marketing

Semester	Course Code	Course Title	Prerequisite	Cr.Hr
Semester 1	LNG 171	English I		3
	MTH 196	Mathematics For Business		3
	SWS 101	Applications Of Computer Software		3
	GED 198	Islamic Culture		3
		Social Science (1)		3
				15
Semester 2	ACT 112	Principles Of Accounting 1		3
	ECO 221	Principles Of Microeconomics		3
	LNG 172	English II	LNG 171	3
		Humanities (1)		3
		Natural Science (1)		3
				15
Semester 3	ECO 222	Principles Of Macroeconomics		3
	ACT 212	Principles Of Accounting 2	ACT 112	3
	LNG 173	Professional Communication Skills	LNG 172	3
	MGT 202	Principles Of Management		3
	MKT 201	Principles Of Marketing	LNG 172	3
				15
Semester 4	FIN 201	Managerial Finance	ACT 112	3
	QBA 241	Quantitative Business Analysis	MTH 196	3
	BUS 210	Business Reporting	LNG 172	3
	MKT 208	Consumer Behavior	MKT 201	3
		Humanities (2)		3
				15
Semester 5	BUS 231	Legal Environment Of Business		3
	HRM 310	Human Resource Management	MGT 202	3
	MKT 310	Advertising & Promotion	MKT 208	3
	MKT 340	E-Marketing	MKT 201	3
	QBA 341	Quantitative Approaches To Decision Making	QBA 241	3
				15
Semester 6	MGT 361	Operations Management	MGT 202 - QBA 341 -	3
	MKT-XXX	Marketing Major Elective (1)		3
	MGT 320	Organizational Behavior	HRM 310	3
	MKT 320	Retailing	MKT 201	3
	SWS 351	Management Information Systems	SWS 101	3
				15
Semester 7	MKT 400	Marketing Internship	90 credit hours + Min CGPA 2.0	3
		Free Elective (1)		3
	MKT-XXX	Marketing Major Elective (2)		3
	MKT 430	Marketing Research	MKT 208 - QBA 241	3
		Free Elective (2)		3
	MKT 465	International Marketing	MKT 208	3
				18
Semester 8	MGT 470	Strategic Management	MGT 320 - ECO 222 - ECO 221 - FIN 201 - MKT 201 - MGT 361	3
	MGT 405	Business Ethics And Social Responsibility	MGT 202	3
	MKT 469	Marketing Management	MKT 430 - MGT 320	3
	MKT-XXX	Marketing Major Elective (3)		3
		Free Elective (3)		3
				15
Total				123

3.1.4. Bachelor of Business Administration in Human Resource Management

Description:

As information technologies move to standardize many business processes, human capital becomes one of the most critical resources for an organization. Ever changing laws regarding the industrial and commercial workplace and the internationalization and globalization of business have meant that human resource management has become a critical strategic function within all organizations. The BBA in Human Resource Management prepares students to contribute both strategically and operationally towards an organization's development of its workforce. Students in the program will study human rights, business ethics, compensation, legal standards and compliance, integrated human resource systems, and decision support processes.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates with a Bachelor of Business Administration in Human Resource Management will be able to apply various methods and techniques to optimize the utilization of human talent, notably the most valuable asset in the organization. Students will be prepared with both the practical and theoretical skills to enter one of the most diverse and crucial disciplines for the twenty-first century enterprise.

Study Plan of the BBA in Human Resource Management

Semester	Course Code	Course Title	Prerequisite	Cr.Hr
Semester 1	LNG 171	English I		3
	MTH 196	Mathematics For Business		3
	SWS 101	Applications Of Computer Software		3
	GED 198	Islamic Culture		3
		Social Science (1)		3
				15
Semester 2	ACT 112	Principles Of Accounting I		3
	ECO 221	Principles Of Microeconomics		3
	LNG 172	English II	LNG 171	3
		Humanities (1)		3
		Natural Science (1)		3
				15
Semester 3	ECO 222	Principles Of Macroeconomics		3
	ACT 212	Principles Of Accounting II	ACT 112	3
	LNG 173	Professional Communication Skills	LNG 172	3
	MGT 202	Principles Of Management		3
	MKT 201	Principles Of Marketing	LNG 172	3
				15
Semester 4	FIN 201	Managerial Finance	ACT 112	3
	QBA241	Quantitative Business Analysis	MTH 196	3
	BUS 210	Business Reporting	LNG 172	3
		Free Elective (1)		3
		Humanities (2)		3
				15
Semester 5	BUS 231	Legal Environment Of Business		3
	HRM 320	UAE Labor Law And Relations	MGT 202	3
	HRM-XXX	HR Major Elective (1)		3
	HRM 310	Human Resource Management	MGT 202	3
	QBA 341	Quantitative Approaches To Decision Making	QBA 241	3
				15
Semester 6	MGT 361	Operations Management	MGT 202 - QBA 341 -	3
	HRM-XXX	HR Major Elective (2)		3
	MGT 320	Organizational Behavior	HRM 310	3
	HRM 370	Compensation Management	HRM 310- QBA 241	3
	SWS 351	Management Information Systems	SWS 101	3
				15
Semester 7	HRM 410	Human Resource Development	HRM 370	3
	HRM 440	International HRM	HRM 370	3
	HRM 330	Staffing	HRM 310 - 320	3
		Free Elective (2)		3
		Free Elective (3)		3
HRM 400	HRM Internship	90 credits + CGPA min 2.0	3	
				18
Semester 8	MGT 470	Strategic Management	MGT 320 - ECO 222 - ECO 221 - FIN 201 - MKT 201 - MGT 361	3
	MGT 405	Business Ethics and Social Responsibility	MGT 202	3
	HRM 450	HRM Capstone	Final semester	3
	HRM 470	Strategic Human Resource Management	HRM 410 - HRM 370	3
	HRM-XXX	HRM Major Elective (3)		3
				15
Total				123

3.1.5. Bachelor of Business Administration in Accounting and Finance

Description:

The BBA Accounting and Finance program provides with the knowledge and skills to work in the fields of corporate finance and accounting. Students will complete a challenging program which includes such courses as banking, securities analysis, capital analysis, portfolio management, financial regulation, wealth management international financial management, management accounting systems, and International Financial Reporting Standards (IFRS).

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates from the BBA Accounting and Finance program are prepared for the dynamic and challenging world of corporate finance as well as positioned to move forward in their accounting careers. Following the program, students will be positioned to advance into their professional designation programs, including CMA, CFA, and CA.

Study Plan of the BBA in Accounting and Finance

Semester	Course Code		Course Title	Type	Prerequisite	Cr.Hr
Semester 1	LNG	171	English I	URC		3
			Social Science	URE		3
	MTH	196	Mathematics for Business	URC		3
	SWS	101	Applications of Computer Software	URC		3
	GED	198	Islamic Culture	URC		3
					15	
Semester 2	ACT	112	Principles of Accounting I	CRR		3
	ECO	221	Principles of Microeconomics	CRR		3
	LNG	172	English II	URC	LNG 171	3
			Natural Science	CRR		3
			Humanities (1)	URE		3
					15	
Semester 3	ACT	212	Principles of Accounting II	CRR	ACT 112	3
	ECO	222	Principles of Macroeconomics	CRR		3
	LNG	173	Professional Communication Skills	URC	LNG 172	3
	MGT	202	Principles of Management	CRR		3
	MKT	201	Principles of Marketing	CRR	LNG 172	3
					15	
Semester 4	FIN	201	Managerial Finance	CRR	ACT 112	3
	QBA	241	Quantitative Business Analysis	CRR	MTH 196	3
	BUS	210	Business Reporting	CRR	LNG 172	3
	ACT	310	Management Accounting	MJR	ACT 212	3
			Humanities (2)	URE		3
					15	
Semester 5	BUS	231	Legal Environment of Business	CRR		3
	HRM	310	Human Resource Management	CRR	MGT 202	3
	FIN	310	Corporate Finance	MJR	FIN 201	3
	ACT	330	International Financial Reporting Standards	MJR	ACT 212	3
	QBA	341	Quantitative Approaches to Decision Making	CRR	QBA 241	3
					15	
Semester 6	FIN	350	Portfolio Management	MJR	FIN 201	3
	SWS	351	Management Information Systems	CRR	SWS 101	3
	MGT	320	Organizational Behavior	CRR	HRM-310	3
	MGT	361	Operations Management	CRR	MGT 202, QBA 341	3
	FIN	360	Investment Analysis	MJR	FIN 201	3
					15	
Semester 7			Free Elective (1)	FRE		3
			Free Elective (2)	FRE		3
	ACT	450	Auditing	MJR	ACT 310, ACT 330	3
	FIN/ACT		Major Elective	ME		3
	FIN/ACT		Major Elective	ME		3
FIN	400	Finance/Accounting Internship	MJR	90 credits, min CGPA of 2.0	18	
Semester 8	MGT	470	Strategic Management	MJR	MGT 320, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
	MGT	405	Business Ethics & Social Responsibility	MJR	MGT 202	3
	FIN	480	Financial Derivatives	MJR	FIN 310, 360	3
		xxx	Free Elective (3)	FRE		3
	FIN/ACT	xxx	Major Elective	MJE		3
					15	
Total						123

3.1.6. Bachelor of Business Administration in International Business

Description:

Graduates with a BBA in International Business will gain insight into relevant social, political, legal, and macroeconomic factors influencing international business, and enhance their communication skills in a multicultural environment. Graduates will acquire requisite competencies through specialized international courses in economics, accounting, finance, management, marketing, and global logistics and supply chain management. They will acquire knowledge on how business is conducted domestically and overseas, how to provide superior service to global customers, and how to expand a local business globally.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Start Dates: Fall, Spring and Summer

Benefits:

Graduates are well prepared for various positions. Graduates will have the skills and knowledge to apply themselves to a number of jobs within the local and regional markets.

Study Plan of the BBA in International Business

Semester	Course Code	Course Title	Type	Prerequisite	Cr.H
Semester 1	LNG 171	English I	URC		3
		Social Science	URE		3
	MTH 196	Mathematics for Business	URC		3
	SWS 101	Applications of Computer Software	URC		3
	GED 198	Islamic Culture	URC		3
					15
Semester 2	ACT 112	Principles of Accounting I	CRR		3
	ECO 221	Principles of Microeconomics	CRR		3
	LNG 172	English II	URC	LNG 171	3
		Natural Science	URE		3
	GED XXX	Humanities (1)	URE		3
					15
Semester 3	ACT 212	Principles of Accounting II	CRR	ACT 112	3
	ECO 222	Principles of Macroeconomics	CRR		3
	LNG 173	Professional Communication Skills	URC	LNG 172	3
	MGT 202	Principles of Management	CRR		3
	MKT 201	Principles of Marketing	CRR	LNG 172	3
					15
Semester 4	FIN 201	Managerial Finance	CRR	ACT 112	3
	QBA 241	Quantitative Business Analysis	CRR	MTH 196	3
	BUS 210	Business Reporting	CRR	LNG 172	3
	BUS 231	Legal Environment of Business	CRR		3
	GED XXX	Humanities (2)	URE		3
					15
Semester 5	HRM 310	Human Resource Management	CRR	MGT 202	3
	INB 300	International Economics	3	ECO-222	3
	INB 420	International Business Law	MJR	BUS-231	3
	QBA 341	Quantitative Approaches to Decision Making	CRR	QBA 241	3
		Free Elective (1)	FRE		3
					15
Semester 6	HRM 410	The International Dimension of Human Resource Management	MJR	HRM-310	3
	SWS 351	Management of Information Systems	CRR	SWS 101	3
	MGT 320	Organizational Behavior	CRR	HRM-310	3
	MGT 361	Operations Management	CRR	MGT 202, QBA 341	3
	INB 490	International Accounting	3	ACT-212	3
					15
Semester 7		Core Elective	CE		3
	MKT 465	International Marketing	MJR	MKT-208	3
	INB 490	International Accounting Approach	MJR	ACT 212	3
	MGT 470	Strategic Management	MJR	ACT 212, ECO 221, 222, FIN 201, MKT 201, MGT 361	3
		Core Elective	CE		3
FIN 330	International Finance	MJR	FIN 201	3	
					18
Semester 8	INB 400	Global Strategy	MJR	MGT-470, INB- 300, INB-310, HRM-340, MKT-465, FIN-330	3
	MGT 405	Business Ethics & Social Responsibility	MJR	MGT 202	3
	INB 450	International Business Internship	3	90 Cr. H and INB- 300, INB-310, HRM-340, ACT-310, FIN-330	3
		Free Elective (3)	FRE		3
		Core Elective	CE		3
					15
Total					123

4. School of Engineering, Applied Science & Technology

4.1. Undergraduate Programs

- Bachelor of Computer and Networking Engineering Technology
- Bachelor of Science in Telecommunication Engineering
- Bachelor of Science in Networking Engineering

4.1.1. Bachelor of Computer and Networking Engineering Technology (CNET)

Description:

Computer Networking Engineering Technology (CNET) is a 4-year Bachelor of Engineering Technology degree. Dubai has a critical need for networking professionals. A demand which is been addressed at the Canadian University of Dubai by offering a unique blend of technology and business subjects with an innovative balance between the practical and the theoretical background for which employers are currently looking. The objective of the CNET program is to ensure that our students acquire the necessary knowledge, skills, and abilities to perform successfully in the modern world as network professionals. The foundation of our program will instill the knowledge necessary for life-long learning and a sense of professional responsibility that will enable students to continue their professional development throughout their careers.

Program Name: Bachelor of Computer and Networking Engineering Technology (CNET)

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 132 Credit hours, including 3 credit internship

Benefits:

- A modern educational approach and state-of-the art training in:
 - Database Driven Web Applications
 - LAN and WAN Technologies
 - Network Security and Administration
 - Network Operating Systems
 - Wireless Networks
 - Voice Over IP
- Entrepreneurship in New Economies
- Integrative Projects in Vertical Markets
- Communications Skills
- Critical Thinking and Problem Solving
- Internship in the Workplace
- Preparation for industrial certifications such as CCNA, Network+ and MCSA.

Study Plan of Computer and Networking Engineering Technology (CNET)

Semester	Course Code		Course Title	Prerequisites	Lec	Lab	Cr.Hr
Semester 1	MTH	112	Calculus I	Pass Math Placement Test or MTH-002	3	0	3
	LNG	171	English I	None	3	0	3
	EBU	200	E-Business Fundamentals	None	3	0	3
	NET	101	Digital Logic	None	2	2	3
	SWS	110	Programming I	None	2	2	3
Semester 2	MTH	120	Discrete Mathematics 1	None	3	0	3
	NET	110	Computer Network Fundamentals	None	2	2	3
	BUS	120	Financial Analysis	None	3	0	3
	LNG	172	English II	LNG 171	3	0	3
	NET	112	Computer Architecture	NET-101	2	2	3
	SWS	316	Programming II	SWS-110	2	2	3
Semester 3	NET	120	LAN Switching & Routing	NET-110	2	2	3
	SWS	213	Database Design	None	3	2	4
	BUS	111	Marketing of Services	None	3	0	3
	LNG	173	Professional Communication Skills	LNG-172	3	0	3
	NET	111	Operating Systems Fundamentals	NET-112	2	2	3
			Science Elective		3	0	3
Semester 4	BUS	410	Entrepreneurship in the New Economy	None	3	0	3
	NET	214	Network Programming	NET-316, NET-110, SWS-213	2	2	3
	NET	210	WAN Technologies	NET-120	2	2	3
	NET	121	Network Operating Systems	NET-111	3	2	4
	SWS	211	System Analysis & Design	SWS-213, EBU-200, SWS- 110,NET-110	3	0	3
	BUS	212	Organizational & Client Relationships	None	3	0	3
Semester 5	MTH	130	Probability and Statistics	MTH-112	3	0	3
	BUS	310	Project Management	Not Before Semester 5	3	0	3
	NET	220	Network Security and Administration	NET-210	2	2	3
	NET	221	Communication Technology	NET-210	2	2	3
	SWS	320	Operational Research	MTH-120	3	0	3
Semester 6	NET	222	Wireless Networks	NET-221	2	2	3
	NET	310	Network Management	NET-220	2	2	3
	NET	323	Voice/ IP Convergence	NET- 210	2	2	3
	NET	320	Advanced Switching & Routing	NET- 210	2	2	3
			Social Elective		3	0	3
	GED	198	Islamic Culture	None	3	0	3
Semester 7	NET	324	Internship	80 Cr. Hrs	0	4	2
	NET	411	Network Design Project	NET-310	0	4	2
	NET	410	Enterprise Network Design	NET-222, NET-323	2	2	3
	NET	412	Applied Research Project	MTH-210, SWS-320	0	4	2
	SWS/NET		Professional Elective		2	2	3
			Humanity Elective		3	0	3
	NET	421	Integrative Project I	Completed 100 Cr. Hrs	0	4	2
Semester 8	NET	422	Integrative Project II	NET-421	0	4	2
	NET	420	Advanced Network Troubleshooting	NET-310, NET-320	2	2	3
	SWS/NET		Professional Elective		2	2	3
	EBU	450	E-Business Consulting Project	Final Semester	3	0	3

4.1.2. Bachelor of Science in Telecommunication Engineering

Description:

The engineering program of Telecommunication is developed according to criteria that are intended to reflect the need for the engineer to be adaptive, creative, resourceful and responsive to changes in society, technology and career demands. According to these criteria the curriculum content should assure a foundation in mathematics and basic sciences, a broad preparation in engineering sciences and engineering design and an exposure to non-technical subjects that complement the technical aspects of the curriculum.

Benefits:

The BSTE program prepares students for graduate studies by providing them with a solid background in mathematics and sciences.

Program Name: Bachelor of Science in Telecommunication Engineering (BSTE)

Credential: Bachelor of Science Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 138 Credit Hours

Study Plan of Bachelor of Science in Telecommunication Engineering

Semester	Course Code	Course Title	Prerequisites /Co-Requisite	Lec	Lab	Cr.Hr
Semester 1	LNG-171	English I	None	3	0	3
	NET-101	Digital Logic	None	2	2	3
	GED-xxx	Humanity elective	None	3	0	3
	MTH-112	Calculus I	Math Placement Pass test or MTH-002	3	0	3
	SHS-103	Chemistry	None	2	2	3
	SWS-110	Programming I	None	2	2	3
Semester 2	LNG-172	English II	LNG-171	3	0	3
	NET-112	Computer Architecture	NET-101	2	2	3
	GED-XXX	Social Elective	None	3	0	3
	MTH-113	Calculus II	MTH-112	3	0	3
	NET-110	Computer Network Fundamentals	None	2	2	3
	SWS-316	Programming II	SWS-110	2	2	3
Semester 3	LNG-173	Professional Communication Skills	LNG-172	3	0	3
	MTH-212	Calculus III	MTH-113	3	0	3
	MTH-130	Probability and Statistics	MTH-112	3	0	3
	SCI-210	Modern Physics	MTH-113	2	2	3
	ENG-220	Electric Circuits I	<u>SCI-210</u>	2	2	3
	NET -120	LAN Switching and Routing	NET-110	2	2	3
Semester 4	MTH-220	Ordinary Differential Equations	MTH-212	3	0	3
	SCI-220	Engineering Mechanics	<u>MTH-113</u>	3	0	3
	ENG-210	Electronics I	ENG-220	2	2	3
	ENG-224	Engineering Graphics and Design	None	2	2	3
	ENG-222	Engineering Electromagnetics	MTH-212, <u>SCI-210</u>	2	2	3
	BUS-311	Engineering Economy	MTH-130	3	0	3
Semester 5	SCI-310	Introduction to Photonics	MTH-220, ENG-222	2	2	3
	ENG-301	Electronics II	<u>ENG-210</u>	2	2	3
	GED-198	Islamic Culture	None	3	0	3
	BUS-310	Project Management	Not Before Semester 5	3	0	3
	COM-311	Signals and Systems	<u>MTH-220</u>	2	2	3
	ENG-311	User Interface Design	SWS-316, NET-112	2	2	3
Semester 6	ENV-301	Introduction to Environmental Science	None	3	0	3
	ENG-320	Internship	LNG-173, Completing 70 CR	0	4	2
	COM-323	Digital Filter Design	COM-311	2	2	3
	COM-320	Telecommunications	<u>ENG-301</u> , COM-310, COM-311	2	2	3
	COM-321	Advanced Programming in Telecommunication	ENG-311	2	2	3
	COM-322	Applied Electromagnetics	ENG-222	2	2	3
Semester 7	ENG-410	Professional and Ethical Practice	None	3	0	3
	NET-433	Broadband Communications	NET-120	2	2	3
	COM-410	Optical Communications	COM-320, COM-321, COM-322	2	2	3
	COM-412	Digital Communications	COM-320, COM-323	2	2	3
	COM-413	Communication Systems	COM-320, COM-321, COM-322	2	2	3
	ENG-400	Graduation Project-1	Completed 100 Cr. H.	0	4	2
Semester 8	COM-425	Coding and Information Theory	COM-412	2	2	3
	COM-421	RFID Technology	COM-320, COM-321, COM-322	2	2	3
	COM-xxx	Professional Elective-1	See respective courses	2	2	3
	COM-xxx	Professional Elective-2	See respective courses	2	2	3
	ENG-401	Graduation project-2	ENG-400	0	4	2

4.1.3. Study Plan of Bachelor of Science in Networking Engineering

Description:

The objective of the Network Engineering program is to ensure that our students acquire the necessary knowledge, skills, and abilities to perform successfully in the modern world as Network Engineer. The foundation of our program will instill the knowledge necessary for life-long learning and a sense of professional responsibility that will enable students to continue their professional development throughout their career.

The Network Engineering program includes the foundations of computing and the advanced study of computer network construction, administration and security. It is a rapidly developing area of computing which requires an understanding of the most recent technological advances. There is a need for suitably qualified Network Engineers who are able to exploit their knowledge of these technologies in developing innovative solutions.

Benefits:

This program was designed to prepare technologists in the networking field. In addition to this expertise, the UAE job market is seeking professionals with an applied Network Engineering degree

Program Name: Bachelor of Science in Networking Engineering

Credential: Bachelor of Science Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 138 Credit Hours

Study Plan of Bachelor of Science in Networking Engineering

Semester	Course Code		Course Title	Pre/Co- Requisite	Lec	Lab	Cr.Hr
Semester 1	ENG	101	Digital Logic	NA	3	2	4
	SHS	103	Chemistry	NA	2	2	3
	MTH	112	Calculus I	Pass Math Placement Test or MTH 002	3	0	3
	SWS	110	Programming I	NA	2	2	3
	LNG	171	English I	NA	3	0	3
Semester 2	LNG	172	English II	LNG 171	3	0	3
	MTH	114	Linear Algebra	MTH 112	3	0	3
	MTH	113	Calculus II	MTH 112	3	0	3
	SWS	120	Programming II	SWS 110	2	2	3
	SCI	101	Physics I "Eng. Mechanics"	<u>MTH 114</u>	3	0	3
	GED	XXX	Humanity Elective	NA	3	0	3
Semester 3	LNG	173	Professional Communications Skills	LNG 172	3	0	3
	ENG	210	Computer Architecture	ENG 101	3	2	4
	MTH	212	Calculus III	MTH 113	3	0	3
	ENG	211	Computer Network Fundamentals	NA	3	2	4
	SCI	210	Physics II *	MTH 114, SCI 101, <u>MTH 212</u>	3	0	3
Semester 4	GED	198	Islamic Culture	NA	3	0	3
	MTH	220	Ordinary Differential Equations	MTH 212, MTH 114	3	0	3
	MTH	230	Probability and Statistics	MTH 113	3	0	3
	NET	220	Computer Networks	ENG 211	3	2	4
	ENG	221	Electric Circuit	SCI 201, <u>MTH 220</u>	3	2	4
Semester 5	NET	300	Operating Systems	ENG 210	3	2	4
	NET	310	Network Protocols	NET 220	3	2	4
	ENG	311	Engineering Electromagnetic	ENG 221	3	2	4
	ENG	310	Electronics I	ENG 221	3	2	4
	COM	310	Signals and Systems	ENG 221 and MTH 114	3	0	3
Semester 6	NET	322	Network Operating System	NET 300	3	2	4
	NET	323	Network Management	NET 310	2	2	3
	NET	320	Database Systems	SWS 120	3	2	4
	COM	320	Communication Systems	COM 310	3	2	4
	NET	321	Security Principles & Practices	NET 310	3	2	4
Semester 7	ENG	400	Internship	Completed 80 Cr Hrs	0	4	2
	COM	410	Optical Communications and Networks	ENG 311	3	2	4
	NET	412	Internet Computing	NET 320	3	2	4
	NET	413	Cryptographic Algorithms and Protocols	NET 321	3	0	3
	ENG	421	Graduation Project-1	Completed 100 Cr Hrs	0	4	2
Semester 8	NET	420	Network Design and Implementation	NET 310	3	2	4
	COM	420	Wireless Communications and Networks	COM 320 or NET 310	3	2	4
	GED	199	UAE Society	None	3	0	3
	NET/COM	4XX	Professional Elective		3	2	4
	ENG	422	Graduation Project-2	ENG 421	0	4	2
Total							138

5. School of Architecture and Interior Design

5.1. Undergraduate Programs

- Bachelor of Architecture
- Bachelor of Science in Interior Design

5.1.1. Bachelor of Architecture

Description:

The degree program provides students with a good understanding of the functional areas of Architecture, including design tools, design methodologies, and design philosophies, allied with decision-making and effective presentation processes. The courses listed under the program requirements encompass the academic and professional areas of Architecture as defined by the Canadian Architecture Certification Board (CACB). These provide students with (a) creative and analytical skills, (b) an understanding of the economic, social, constructional, and legal environments in which the practice of Architecture operates, (c) knowledge of professional architectural and ethical values, (d) a good understanding and proven ability in the fundamentals of architectural design, (e) an enhanced ability in graphic and oral communications, (f) a good knowledge of building systems, codes and appropriate technology and materials, and an appreciation of and sensitivity toward ecology and the environment.

Credential: Bachelor Degree Program

Duration: 5 Years (10 Semesters) - Start: Fall, Spring and Summer

Credit Hours: 170 Credit hours, including 3 credit internship

Benefits:

Graduates with a Bachelor of Architecture will be eligible to apply for entry to Master Degree programs in Architecture, Interior Design and Urban Planning.

Study Plan for Bachelor of Architecture

Semester	Course Code		Course Title	Type	Pre-requisite	Cr. Hr
Semester 1	DESI	101	Introduction to Design (Studio)	SRF	None	4
	DESI	121	Design Theory	SRF	None	3
	DESI	141	Drafting & Modeling	SRF	None	3
	LNG	171	English I	URC	None	3
	MTH	112	Calculus I	URC	None	3
Semester 2	DESI	102	Fundamentals of Design (Studio)	SRF	DESI 101	4
	DESI	122	Human Factors	DESI	DESI 101	3
	DESI	142	Freehand Drawing & Rendering	SRF	None	3
	LNG	172	English II	URC	LNG 171	3
	GED	195	Descriptive Geometry	URC	None	3
Semester 3	DESI	220	Design Principles (Studio)	SRF	DESI 102	6
	DESI	211	Construction & Design Integration 1	SRF	DESI 102	3
	DESI	270	Sustainability of Buildings 1	SRF	DESI 101	3
	HISD	201	History of Architecture & Interior Design 1	SRF	LNG 172	3
	LNG	173	Professional Communication Skills	URC	LNG 172	3
Semester 4	DESI	221	Design Methods (Studio)	SRF	DESI 220	6
	DESI	212	Construction & Design Integration 2	SRF	DESI 211	3
	DESI	231	Computer Aided Design	SRF	DESI 102	3
	HISD	202	History of Architecture & Interior Design 2	SRF	HISD 201	3
	GED	196	Communication Skills in Arabic	URC	None	3
Semester 5	ARCH	330	Environmental Design (Studio)	CRR	DESI 221	6
	ARCH	300	Structures 1	CRR	MTH 112	3
	DESI	320	Environmental Systems & Design Integration. 1	CRR	DESI 221	3
	GED	198	Islamic Culture	URC	None	3
		xxx	Humanities Elective (1)	URE	None	3
Semester 6	ARCH	331	Integrated Design (Studio)	CRR	ARCH 330	6
	ARCH	301	Structures 2	CRR	ARCH 300	3
	ARCH	360	Architectural Conservation & Heritage	CRR	HISD-202	3
	DESI	321	Environmental Systems & Design Integration 2	CRR	DESI 320	3
	DESI	340	Working Drawings & Detailing	CRR	ARCH 330/INDE 330	3
Semester 7	ARCH	443	Design Studio (Institutional)	CRR	ARCH 331	6
	ARCH	421	Architecture of the Islamic World	CRR	ARCH 331	3
	ARCH	431	Planning & Urban Design	CRR	ARCH 331	3
		xxx	Major Core Elective (1)	SCE		3
		xxx	Major Core Elective (2)	SCE		3
Semester 8	ARCH	444	Design Studio (Housing)	CRR	ARCH 331	6
	ARCH	422	Research & Design Applications	CRR	ARCH 331	3
	ARCH	456	Building Code	CRR	ARCH 331	3
			Major Core Elective (3)	SCE		3
Semester 9	ARCH	540	Senior Project - Urban Study (Studio)	PRC	ARCH 444 + ARCH 431	6
	ARCH	570	Research Topic	PRC	ARCH 331	3
	DESI	550	Project Management	PRC	ARCH 331	3
			Social Science Elective	URE	None	3
Semester 10	ARCH	541	Senior Project - Design (Studio)	PRC	ARCH 540	6
	DESI	500	Professional Business & Portfolio	PRC	ARCH 331	3
			Humanities Elective (2)	URE		3
			Science Elective	URE	None	3
Between Semesters 6 and 7 or between 8 and 9						
	DESI	490	Internship	PRC	After 80 Cr. H.	3

5.1.2. Bachelor of Science in Interior Design

Description:

The Interior Design curriculum provides students with general education requirements, foundation and core requirements in the various disciplines of Interior Design, and strong background in its professional concentration.

The degree program provides students with a good understanding of the functional areas of Interior Design, including design tools, design methodologies and design philosophies, allied with decision-making and effective presentation processes. The courses listed under the program requirements encompass the professional areas of Interior Design as defined by the Council for Interior Design Accreditation (CIDA). These courses provide students with (a) creative and analytical skills, (b) an understanding of the economic, social, constructional, and legal environments in which the practice of interior design operates, (c) knowledge of professional design and ethical values, (d) a good understanding and proven ability in the fundamentals of interior design, (e) an enhanced ability in graphic and oral communications, and (f) good knowledge of interior building systems, codes and appropriate materials.

Credential: Bachelor Degree Program

Duration: 4 Years (8 Semesters)

Credit Hours: 134 Credit hours, including 3 credit internship - Start: Fall, Spring and Summer

Benefits:

Graduates with a Bachelor of Science in Interior Design will be eligible to apply for entry to Master Degree programs.

Study Plan of Bachelor of Science in Interior Design

Semester	Course Code	Course Title	Type	Prerequisite	Cr.Hr
Semester 1	DESI 101	Introduction to Design (Studio)	SR	None	4
	DESI 121	Design Theory	SR	None	3
	DESI 141	Drafting & Modeling	SR	None	3
	MTH 112	Calculus I	UR	None	3
	LNG 171	English I	UR	None	3
					16
Semester 2	DESI 102	Fundamentals of Design (Studio)	SR	DESI 101	4
	DESI 122	Human Factors	SR	DESI 101	3
	DESI 142	Freehand Drawing & Rendering	SR	None	3
	GED-195	Descriptive Geometry	UR	None	3
	LNG 172	English II	UR	LNG 171	3
					16
Semester 3	DESI 220	Design Principles (Studio)	SR	DESI 102	6
	DESI 211	Construction & Design Integration 1	SR	DESI 102	3
	HISD 201	History of Architecture & Interior Design 1	SR	LNG 172	3
	DESI 270	Sustainability of Buildings 1	SR	DESI 101	3
	LNG 173	Professional Communication Skills	UR	LNG 172	3
					18
Semester 4	DESI 221	Design Methods (Studio)	SR	DESI 220	6
	DESI 212	Construction & Design Integration 2	SR	DESI 211	3
	HISD 202	History of Architecture & Interior Design 2	SR	HISD 201	3
	DESI 231	Computer Aided Design	SR	DESI 102	3
		Science Elective	URE		3
					18
Semester 5	INDE 330	Residential Design (Studio)	CRR	DESI 221	6
	INDE 300	Textiles	CRR	DESI 102	3
	DESI 320	Environmental Systems & Design Integration 1	CRR	DESI 221	3
	INDE 350	Furniture Design	CRR	DESI 211	3
		Humanities Elective (1)	URE		3
					18
Semester 6	INDE 331	Commercial Design (Studio)	CRR	INDE 330	6
	INDE 320	Building Systems & Codes	CRR	INDE 330	3
	DESI 321	Environmental Systems & Design Integration 2	CRR	DESI 320	3
	DESI 340	Working Drawings & Detailing	CRR	INDE 330	3
		Humanities Elective (2)	URE		3
					18
Semester 7	INDE 440	Senior Project - Dissertation (Studio)	PCR	300 Series, Chair	6
		Concentration Elective (1)	SCE		3
		Concentration Elective (2)	SCE		3
		Social Science Elective (1)	URE		3
					15
Semester 8	INDE 441	Senior Project - Design (Studio)	PRC	INDE 440	6
	DESI 400	Professional Business & Portfolio	PRC	300 Series	3
	GED 198	Islamic Culture	URC	None	3
					12
Between Semesters 6 and 7, or after 8	DESI 490	Internship	PRC	After 80 credits	3
Total					134

6. School of Environment and Health Sciences

6.1. Undergraduate Programs

- Bachelor of Science in Health Organization Management
- Bachelor of Science in Environmental Health Management
- Bachelor of Science in Health Information Management

6.1.1. *Bachelor of Science in Health Organization Management*

Description:

The Health Organization Management Program will expose prospective students to the principles and methodologies of organization and administration in the field of health, including the nature of management, decision theory, planning, employee health training, health economics, health finance, budgeting, evaluation, and the operation of healthcare systems. With the current developments in the health sector, managers of healthcare need to be able to respond and meet the challenges they encounter in the day-to-day operation of their institutions. The emergence of new technologies and elaborate advancements in health sciences and health management, healthcare providers are challenged to keep pace with these rapid developments. Health Organization Management is readily available at the fingertips of healthcare providers. Governance and Leadership are among the major challenges healthcare professionals are facing. The School of Environment and Health will be addressing and engaging these important issues through the Health Organization Management Program. Health Organization Management program will be providing students with the knowledge and skills to successfully confront these challenges in a systematic academic manner that will evolve continuously to meet these developments. The program offered is dynamic and flexible, thereby capable of addressing the challenges we face.

Duration: 4 Years (8 Semesters)

Credit Hours: 126 Credit Hours

Credential: Bachelor Degree Program

Start: Fall, Spring and Summer

Benefits:

Graduates of the Health Organization Management program will have a strong background in health sciences and will be able to apply the various methods and principles of management as related to the challenges faced in this field

Study Plan of the Bachelor of Science in Health Organization Management

Semester	Course Code	Course Title	Type	Prerequisite	Cr.Hr
Semester 1	LNG171	English I	UR/C	None	3
	BIO101	Human Biology	UR/C	None	3
	SHS102	Healthcare Systems	CRR	None	3
	HOM101	Fundamentals of Healthcare Management	MJR	None	3
	SWS101	Applications of Computer Software	UR/C	None	3
	TOTAL				15
Semester 2	ECO121	Principles of Macroeconomics	CRR	None	3
	GED198	Islamic Culture	UR/C	None	3
	LNG172	English II	UR/C	LNG 171	3
	MTH195	Applied Statistics	UR/C	None	3
	SHS111	Fundamentals of Human Systems	CRR	BIO 101	3
	TOTAL				15
Semester 3	GED196	Communication Skills in Arabic	UR/C	None	3
	HIM301	Health Informatics and Health Statistics	MJR	MTH195,SWS101	3
	LNG 173	Professional Communication Skills	CRR	LNG 172	3
	ECO 221	Principles of Microeconomics	CRR	None	3
	ACT112	Principles of Accounting I	CRR	None	3
	TOTAL				15
Semester 4		Humanities Elective (1)			3
	ACT212	Principles of Accounting II	CRR	ACT 112	3
	SHS212	Health Planning	CRR	SHS 102	3
	SHS213	Introduction to Healthcare Quality Management	CRR	HOM 101	3
		Free Elective (1)	FRE		3
		Social Sciences (1)	UR/E		3
	TOTAL				18
Semester 5		Major Elective (1)	MJE		3
	HOM301	Process Management in Health Services	MJR	HOM 101	3
	FIN201	Managerial Finance	CRR	ACT 212	3
	HOM304	Healthcare Operations	MJR	SHS 213	3
		Free Elective (2)	FRE		3
	TOTAL				15
Semester 6	HOM311	Healthcare Facility Design and Safety Measures	MJR	HOM 304	3
	HOM312	Care of Patients and Continuum of Care	MJR	HOM 304	3
	SHS311	Human Resources Management in Healthcare	CRR	HOM 101	3
	SHS312	Measuring Performance in Healthcare Organizations	CRR	SHS 213	3
	HOM 303	Health Education and Promotion	MJR	None	3
	TOTAL				15
Semester 7	HIM408	Health Information Department Management	MJR	HIM 301	3
	HOM401	Risk Management and Patient Safety	MJR	HOM 304	3
	HOM402	Internship: Familiarization with the Industry	MJR	81 Cr.H	3
	SHS401	Healthcare Ethics	CRR	None	3
	SHS402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
		Major Elective (2)	MJE		3
	TOTAL				18
Semester 8	HOM411	Health care Organizations & the Accreditation Process	MJR	None	3
	HOM412	Healthcare Facility Safety & the Environment of Care	MJR	HOM 304	3
	HOM413	Research Study in the Field of Health Management	MJR	81 Cr.H.	3
	SHS411	Governance and Leadership	CRR	None	3
		Humanities Elective(2)	UR/E		3
	TOTAL				15
Total					126

6.1.2. Bachelor of Science in Environmental Health Management

Description:

Our environment and health are pivotal to today's world and future. The challenges these issues present will require individuals who are qualified with a broad knowledge of the continuously evolving health sciences field. Health is the focal point to humanity and without proper health; our existence would be at stake. The general quality of life, health care and service are becoming a concern as environmental and health institutions have been relatively successful in outperforming disciplinary expectations.

However, we continue to face serious issues that are affecting our environment, our health, and consequently, our very existence. The following environmental changes pose a threat to humanity: climate change, global warming, pollution due to industry growth and population increase, and the depletion of natural resources are among these serious issues. Thus, the School of Environment and Health is designed to address these significant issues through the Environmental Health Management Program.

The School of Environment and Health will be providing students with the knowledge and skills to successfully confront these challenges in a systematic academic manner that will evolve continuously to meet these developments. Graduates from the School of Environment and Health Sciences will be ready to join the workforce immediately following their graduation. Graduates in this field will be a crucial asset to future environmental and health employers, ministries and international organizations

Duration: 4 Years (8 Semesters)

Credit Hours: 126 Credit Hours

Credential: Bachelor Degree Program

Start: Fall, Spring and Summer

Benefits:

Graduates with a Bachelor of Science in Environmental Health Management will have a strong background in managing environmental health issues. Students will be equipped with the most current tools and methods to face the most challenging and contemporary issues related to health organization and environmental health.

Study Plan of the Bachelor of Science in Environmental Health Management

Semester	Course Code		Course Title	Type	Prerequisite	Cr.Hr
Semester 1	BIO	101	Human Biology	UR/C	None	3
	LNG	171	English I	UR/C	None	3
	HOM	101	Fundamentals of Healthcare Management	MJR	None	3
	SHS	103	Chemistry	CRR	None	3
	SWS	101	Applications of Computer Software	UR/C	None	3
						15
Semester 2	LNG	172	English II	UR/C	LNG 171	3
	GED	198	Islamic Culture	UR/C	None	3
	MTH	195	Applied Statistics	UR/C	None	3
	SHS	102	Healthcare Systems	CRR	None	3
	SHS	111	Fundamentals of Human Systems	CRR	BIO 101	3
						15
Semester 3			Humanities Elective(2)	UR/E		3
	LNG	173	Professional Communication Skills	CRR	LNG172	3
	GED	196	Communication Skills in Arabic	UR/C	None	3
	SHS	207	Library Science and Information Literacy	CRR	SWS 101	3
	SHS	208	Infectious Diseases	CRR	None	3
						15
Semester 4	ENV	301	Introduction to Environmental Sciences	MJR	None	3
	SHS	211	Noninfectious/Chronic diseases	CRR	None	3
	SHS	212	Health Planning	CRR	SHS 102	3
	SHS	213	Introduction to Healthcare Quality Management	CRR	HOM 101	3
			Social Sciences (1)	UR/E		3
						15
Semester 5	ENV	302	Environmental Microbiology	MJR	ENV 301	3
	ENV	303	Entomology and Pest Control	MJR	SHS 103	3
	ENV	304	Water and Wastewater Quality Control	MJR	ENV 301	3
	HIM	301	Health Informatics and Health Statistics	MJR	MTH 195, SWS101	3
	SHS	311	Human Resources Management in Healthcare	CRR	HOM 101	3
						15
Semester 6	ENV	305	Food Quality and Control	MJR	ENV 301	3
	ENV	308	Community Environmental Health	MJR	ENV 301	3
	SHS	312	Measuring Performance in Healthcare Organizations	CRR	SHS 213	3
	SHS	314	Health Economics and Financial Management	CRR		3
			Humanities Elective(1)	UR/E		3
		Major Elective	MJE		3	
						18
Semester 7	ENV	306	Internship: Familiarization with the Industry	MJR	81 Cr. H	3
	ENV	407	Management of Domestic and Hazardous Wastes	MJR		3
	ENV	408	Epidemiology and Biostatistics	MJR	MTH195, ENV 301	3
	SHS	401	Healthcare Ethics	CRR	None	3
	SHS	402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
	HOM	301	Process Management in Health Services	CRR	SHS 213	3
						18
Semester 8	ENV	409	Marine and Air Pollution	MJR	ENV 407	3
	ENV	410	Occupational Health and Toxicology	MJR	ENV 302, ENV 407	3
	ENV	411	Research Study in the Field of Environmental Health	MJR	81 Cr.H	3
	SHS	411	Governance and Leadership	CRR	None	3
	ENV	415	Seminar	MJR	81 Cr.H	3
						15
Total						126

6.1.3. Bachelor of Science in Health Information Management

Description:

The Health Information Management program will expose prospective students to the principles and methodologies of health sciences, health informatics, health record systems, medical classification systems and coding, as well as data collection, statistical analysis and presentation. This program is prescribed to a minimum of 20 students.

With the current developments of information technology in the health sector, managers of healthcare need to be able to respond and meet the challenges they encounter in the day-to-day operation of their healthcare institutions; taking this into consideration, patients are now in full control of their health information.

The patient is becoming more knowledgeable due to the accessibility of information technology and the internet. With the emergence of technology and the advancements in health sciences and health management, healthcare providers are challenged to keep up with the pace. Health information is readily available at the fingertips of the health care provider.

Duration: 4 Years (8 Semesters)

Credit Hours: 126 Credit Hours

Credential: Bachelor Degree Program

Start: Fall, Spring and Summer

Benefits:

Graduates with a Bachelor of Science in Health Information Management will have a strong background in health sciences and health management involving the information technology relevant to health issues.

Study Plan of the Bachelor of Science in Health Information Management

Semester	Course Code	Course Title	Type	Prerequisite	Cr.Hr
Semester 1	BIO 101	Human Biology	UR/C	None	3
	LNG 171	English I	UR/C	None	3
	HOM 101	Fundamentals of Healthcare Management	MJR	None	3
	SHS 102	Healthcare Systems	CRR	None	3
	SWS 101	Applications of Computer Software	UR/C	None	3
	TOTAL				15
Semester 2	ECO 121	Principles of Macroeconomics	CRR	None	3
	LNG 172	English II	UR/C	LNG 171	3
	GED 198	Islamic Culture	UR/C	None	3
	MTH 195	Applied Statistics	UR/C	None	3
	SHS 111	Fundamentals of Human Systems	CRR	BIO 101	3
	TOTAL				15
Semester 3	ACT 112	Principles of Accounting I	CRR	None	3
	ECO 221	Principles of Microeconomics	CRR	None	3
	LNG 173	Professional Communication Skills	CRR	LNG 172	3
	GED 196	Communication Skills in Arabic	UR/C	None	3
		Free Elective (1)	FRE		3
	TOTAL				15
Semester 4	ACT212	Principles of Accounting II	CRR	ACT 112	3
	SHS 212	Health Planning	CRR	SHS 102	3
	SHS 213	Introduction to Healthcare Quality Management	CRR	HOM 101	3
		Humanities Elective (1)	UR/C		3
		Free Elective (2)	FRE		3
		Social Sciences (1)	UR/E		3
TOTAL				18	
Semester 5	FIN 201	Managerial Finance	CRR	ACT 212	3
	HIM 301	Health Informatics and Health Statistics	MJR	MTH195, SWS101	3
	HIM 302	Intro. To Health Information Management	MJR	None	3
	HOM 301	Process Management in Health Services	MJR	SHS 213	3
		Humanities Elective (2)	UR/E		3
	TOTAL				15
Semester 6	HIM 303	Medical Terminology	MJR	HIM 302	3
	HIM 304	Development and Content of Medical Record	MJR	SHS 111	3
	HOM 304	Healthcare Operations	MJR	SHS 213	3
	SHS 311	Human Resources Management in Healthcare	CRR	HOM 101	3
	SHS 312	Measuring Performance in Healthcare Organizations	CRR	SHS 213	3
	TOTAL				15
Semester 7	HIM 305	Alternate Site Health Information Management	MJR	HIM 302	3
	HIM 406	Nomenclatures and Classification Systems	MJR	SHS 111	3
	HIM402	Internship: Familiarization with the Industry	MJR	81 Cr.H.	3
	HIM408	Health Information Department Management	CRR	HIM 301	3
		Major Elective (1)	MJE		3
	SHS402	Performance & Service Improvement in Healthcare	CRR	SHS 312	3
	TOTAL				18
Semester 8	HIM 407	Management of Patient Medical Records	MJR	HIM 304, 406	3
	HIM409	Research Study in the Field of HIM	MJR	81 Cr.H.	3
	SHS401	Healthcare Ethics	CRR		3
	SHS411	Governance and Leadership	CRR	None	3
		Major Elective(2)	MJE		3
	TOTAL				15
Total					126

7. School of Liberal Arts and Sciences

7.1. Undergraduate Programs

- Bachelor of Arts in English Language and Translation
- Bachelor of Arts in Communication (Arabic & English Streams)
- Journalism
- Advertisement
- Public Relations

7.1.1. Bachelor of Arts in English Language and Translation

Description:

The English Language and Translation degree program provides students with a comprehensive background in translation and will allow students to be prepared for their career through training, emphasizing job-related skills. The Department of English Language & Translation, providing theory and practice, stands to equip graduates with a strong command of the English language, to use in translation and interpreting as well as other areas. It addresses the professional needs of translators and interpreters, providing them with advanced communication skills, technology competence, critical thinking and problem solving skills, researching, as well as global awareness and leadership skills. In addition, it prepares them to pursue their postgraduate studies.

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Credential: Bachelor Degree Program

Start: Fall 2012 (September)

Benefits:

The English Language and Translation degree program provides students with a comprehensive background in translation and will allow students to be prepared for their career through training, emphasizing job-related skills. The Department of English Language & Translation, providing theory and practice, stands to equip graduates with a strong command of the English language, to use in translation and interpreting as well as other areas. It addresses the professional needs of translators and interpreters, providing them with advanced communication skills, technology competence, critical thinking and problem solving skills, researching, as well as global awareness and leadership skills. In addition, it prepares them to pursue their postgraduate studies.

Study Plan of the Bachelor of Arts in English Language & Translation

Semester	Course Code	Course Title	Type	Prerequisite	Cr.Hr
Semester 1	SWS 101	Applications of Computer Software	UR/C		3
	LNG 171	English I	UR/C		3
	LNG 111	Reading Skills	CRR		3
	GED 199	UAE Society	UR/C		3
	GED 196	Communications Skills in Arabic (1) (A)	UR/E		3
					15
Semester 2	MTH 101	Statistics	UR/C		3
	LNG 172	English II	UR/C	LNG 171	3
	GED 296	Communications Skills in Arabic (2) (A)	UR/E	GED-196	3
	LNG 223	English Grammar	CRR	LNG 171	3
	TRA 361	Introduction to Translation	CNN	LNG 172	3
					15
Semester 3	GED XXX	Humanities (1)	UR/E		3
	LNG 211	Speech & Business Communication	CRR	LNG 172	3
	LNG 221	English Writing Skills	CRR	LNG 172	3
	LNG 231	Introduction to General Linguistics	CRR	LNG 172	3
	LNG 233	Phonetics	CRR	LNG 223	3
	TRA 362	English/Arabic Translation	CNN	TRA 361	3
					18
Semester 4	LNG 232	Syntax	CRR	LNG 231	3
	LNG 235	Discourse Analysis	CRR	LNG 231	3
	TRA 363	Arabic / English Translation I	CNN	TRA 361	3
	ENV xxx	Natural Science requirement	UR/E		3
	ARA 212	Speech & Business Communication (Arabic Medium)	CRR	GED-296	3
					15
Semester 5		Free Elective (1)	FRE		3
	LNG 234	Pragmatics	CRR	LNG 231	3
	LNG 331	Semantics	CRR	LNG 231	3
	LNG 333	Morphology and Lexical Semantics	CRR	LNG 231	3
	TRA 364	Consecutive Interpreting I	CNN	TRA 361	3
					15
Semester 6	LNG 334	Error Analysis	CRR	LNG 223	3
		Major Elective (1)			3
	TRA 464	Arabic / English Translation II	CNE	TRA 363	3
	GED xxx	Humanities (2)	UR/E		3
	TRA 462	Translation Issues in Language and Law	CNN	TRA 361	3
					15
Semester 7		Free Elective (2)	FRE		3
	LNG 432	Applied Linguistics	CRR	LNG 231	3
	TRA 461	Theory of Translation	CNN	TRA 464	3
	GED 198	Islamic Culture	UR/C		3
	TRA 450	Internship	CNN	81 Cr.H.	3
					15
Semester 8		Free Elective (3)	FRE		3
	LNG	Major Elective (2)			3
	TRA	Major Elective (3)			3
	TRA 463	Consecutive Interpreting II	CNN	TRA 364	3
	TRA 475	Graduation Project in Translation	CNN	Graduating semester	3
					15
Total					123

7.1.2. Bachelor of Arts in Communication in Public Relations (Arabic & English Streams)

Description:

The rapid expansion of communications technologies is impacting how we communicate with each other our business and social lives, and is requiring all of us to develop new skills to fully leverage the communications tools available to better understand the world around us. Upon completion of all degree requirements, students receive a Bachelor of Arts in Communication. A general degree in Communication, prepares students for a comprehensive understanding of the various disciplines contribution to the profession. Students may select one of the three concentration areas:

- Journalism
- Advertisement
- Public Relations

Career Opportunities:

Journalism:

Graduates will have the opportunities for positions in: Newspapers, magazines and other forms of publishing and in broadcast journalism, electronic media and online journalism.

Advertisement:

Graduates will have the opportunities for positions in: Ad creation Sales, management or production with advertising agencies or corporate advertising departments.

Public Relations:

By receiving a solid base in the practical use of qualitative and quantitative methodologies and skills such as news writing, copy writing, public relations planning and advertising design, graduates will also be prepared to enter professional fields such as publishing, editing, production, planning research. They may also find jobs in any communication capacity in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organization

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Credential: Bachelor Degree Program

Start: Fall 2012 (September)

Study Plan of the Bachelor of Arts in Communications - Public Relations

Semester	Course Code		Course Title	Prerequisite	Cr. Hr
Semester 1	SWS	101	Application of Computer Software		3
	LNG	171	English I		3
	GED	196	Communication Skills in Arabic 1		3
	GED	199	UAE Society		3
	MCM	100	Introduction to Mass Communication		3
					15
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198	Islamic Culture		3
	MCM	130	Media Ethics and Laws		3
					15
Semester 3	MTH	101	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Psychology	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
	GED	XXX	Humanities (1)		3
	PRA	200	Writing for Public Relations		3
					18
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
	GED	XXX	Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
					15
Semester 5	PRA	210	Public Relations Campaigns		3
	PRA	315	Public Relations Management	PRA-200	3
	PRA	320	Publication Design	PRA-200	3
	PRA	310	Online Public Relations	MCM-310	3
	ENV	XXX	Natural Science Requirement		3
					15
Semester 6	MCM	330	Literary and Artistic Criticism	MCM-100	3
	MCM	320	Computerized Media Archiving		3
	MCM	410	Political Geography	MCM-200	3
		xxx	Free Elective		3
	PRA	xxx	Public Relations Elective		3
					15
Semester 7	PRA	215	Applied Public Relations	PRA-200	3
	PRA	410	Organizational Communication	PRA-315	3
		xxx	Free Elective		3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Internship	81 Cr.H.	3
					15
Semester 8	PRA	420	Graduation Project in Public Relations	Graduating Semester	3
		xxx	Free Elective		3
		xxx	Free Elective		3
	PRA	xxx	Public Relations Elective		3
	PRA	xxx	Public Relations Elective		3
					15
Total					123

7.2. Bachelor of Arts in Communication in Journalism (Arabic & English Streams)

Description:

Our perception of the world around us is now, more than ever before, being shaped not only by traditional news media, but also by the social media that is playing a growing role in the way we are informed. The Bachelor of Arts in Communication –Journalism program, is designed to develop the student’s understanding of the changing roles and players in the field of news media today, and build the skills necessary to have a significant voice in today’s technology driven society.

Graduates from the program will be prepared for positions in news reporting and editing, print media layout and design, online news collection and dissemination, as well as social media.

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Credential: Bachelor Degree Program

Start: Fall 2012 (September)

Study Plan of Bachelor of Arts in Communication - Journalism

Semester	Course Code		Course Title	Prerequisite	Cr. Hr
Semester 1	SWS	101	Application of Computer Software		3
	LNG	171	English I		3
	GED	196	Communication Skills in Arabic 1		3
	GED	199	UAE Society		3
	MCM	100	Introduction to Mass Communication		3
					15
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198	Islamic Culture		3
	MCM	130	Media Ethics and Laws		3
					15
Semester 3	MTH	101	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Psychology	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
	GED	XXX	Humanities (1)		3
					15
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
	GED	XXX	Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
					15
Semester 5	JRN	215	Online Journalism	MCM-310	3
	JRN	205	Journalistic Translation (1)		3
	JRN	210	Layout and Graphic Design		3
	JRN	305	News Writing and Editing	MCM-100	3
	ENV	XXX	Natural Science Requirement		3
					15
Semester 6	MCM	410	Political Geography	MCM-200	3
	MCM	320	Computerized Media Archiving		3
	MCM	330	Literary and Artistic Criticism	MCM-100	3
		xxx	Free Elective		3
	JRN	xxx	Journalism Elective		3
JRN	315	News Editing (1)	JRN-305	3	
					18
Semester 7	JRN	420	Website Design	JRN-215	3
	JRN	410	Digital Storytelling	JRN-305	3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Internship	81 Cr.H	3
	JRN	xxx	Journalism Elective		3
					15
Semester 8	JRN	xxx	Journalism Elective		3
		xxx	Free Elective		3
		xxx	Free Elective		3
	JRN	430	Graduation Project in Journalism	Graduating semester	3
		xxx	Free Elective		3
					15
Total					123

7.3. Bachelor of Arts in Communication in Advertisement (Arabic & English Streams)

Description:

The Bachelor of Arts in Communication – Advertisement program is designed to prepare students to enter the exciting and fast paced world of traditional and online advertising.

With a solid foundation in the practical use of qualitative and quantitative research methodologies and skills such as copy writing, planning and design, graduates will be prepared to enter the field of advertising.

Graduates from this program will be prepared for positions employing both traditional and electronic media in all aspects of the advertising process from the pitch to the execution of a campaign.

Duration: 4 Years (8 Semesters)

Credit Hours: 123 Credit Hours

Credential: Bachelor Degree Program

Start: Fall 2012 (September)

Study Plan of Bachelor of Arts in Communication - Advertisement

Semester	Course Code		Course Title	Prerequisite	Cr. Hr
Semester 1	SWS	101	Application of Computer Software		3
	LNG	171	English I		3
	GED	196	Communication Skills in Arabic 1		3
	GED	199	UAE Society		3
	MCM	100	Introduction to Mass Communication		3
					15
Semester 2	LNG	172	English II	LNG-171	3
	GED	296	Communication Skills in Arabic 2	GED-196	3
	MCM	110	Communication Theories	MCM-100	3
	GED	198	Islamic Culture		3
	MCM	130	Media Ethics and Laws		3
					15
Semester 3	MTH	101	Statistics		3
	MCM	120	Communication Research Methods	MCM-110	3
	MCM	220	Media Psychology	MCM-110	3
	MCM	200	Introduction to Political Science	MCM-100	3
	GED	XXX	Humanities (1)		3
					15
Semester 4	MGT	202	Principles of Management		3
	MCM	210	Media Sociology	MCM-110	3
	GED	XXX	Humanities (2)		3
	MCM	230	Principles of Economics		3
	MCM	310	Internet and Social Networks		3
					15
Semester 5	ADV	210	Print Advertising		3
	ADV	200	Advertising Copy Writing		3
	MCM	330	Literary and Artistic Criticism	MCM-100	3
	ENV	XXX	Natural Science Requirement		3
	ADV	310	Promotional Techniques		3
					15
Semester 6	ADV	330	Advertising Campaigns	ADV-210	3
	MCM	410	Political Geography	MCM-200	3
	MCM	320	Computerized Media Archiving		3
	ADV	230	Digital Advertising	ADV-210	3
	ADV	xxx	Advertising Elective		3
	ADV	320	Advertising Strategies	ADV-210	3
					18
Semester 7	ADV	410	International Advertising	ADV-200	3
	ADV	xxx	Advertising Elective		3
	xxx		Free Elective		3
	MCM	420	Modern World History	MCM-410	3
	MCM	430	Internship	81 Cr.H	3
					15
Semester 8	ADV	xxx	Advertising Elective		3
		xxx	Free Elective		3
		xxx	Free Elective		3
		xxx	Free Elective		3
	ADV	420	Graduation Project in Advertising	Graduating Semester	3
					15
Total					123

7.4. برنامج بكالوريوس الآداب في الإتصال

تطرح الجامعة الكندية في دبي برنامجها في الإتصال على مدى أربع سنوات يحصل من خلاله الطالب على درجة بكالوريوس الآداب في الإتصال. ويتلقى الطلبة تعليماً عاماً على مستوى الجامعة وتعليماً متخصصاً على مستوى برنامج الإتصال ويتضمن البرنامج ثلاثة حقول للتخصص هي :

- الصحافة
- العلاقات العامة
- الإعلان.

وصف البرنامج:

يهدف البرنامج لإعداد أجيال من الإعلاميين الشبان ليكونوا قادرين على المشاركة الإبداعية في العمل المهني في أحدث القطاعات الإعلامية من خلال الأنشطة التعليمية النظرية والتطبيقية. ويشجع منهج البرنامج التفكير النقدي والمشاركة المباشرة في الإنتاجات الإعلامية والاتصالية ذات العلاقة بحقول التخصص الثلاثة. وإضافة للمساقات الإجبارية، يتضمن كل تخصص مساقات اختيارية يدرس الطالب منها ثلاثة تقع في إطار اهتماماته العلمية والمهنية. وهنا نلاحظ أن المساقات التدريبية العملية في التخصص مصممة أصلاً لتمكين الطلبة من التعامل المباشر مع المهنة الإعلامية بتجلياتها الفكرية والفنية.

لقد تم تطوير برنامج بكالوريوس الآداب في الإتصال بشكل يتناغم مع اتجاهات تطوير سوق الإتصال والإعلام في دولة الإمارات ومنطقة الخليج بصفة عامة. وتوحي التوسعات الجارية حالياً في الأنشطة الإعلامية المتعلقة بالإعلام الجديد، وشبكات التواصل الإجتماعي، والاتصالات المتكاملة، والإعلان بوجود حاجات متنامية لكوادر مؤهلة تتمتع بتعليم جامعي رصين. يؤدي إلى إعداد الخريجين للعمل بكفاءة في أسواق إعلامية وإعلانية واتصالية تنافسية ومتعددة الثقافات. ولتحقيق هذه الرؤية، يسعى برنامج الإتصال في الجامعة الكندية بدبي إلى إثراء التوجهات العالمية لدى الطلبة وبخاصة تلك المتعلقة بالتعددية الثقافية، ومهارات القيادة، والمعرفة التكنولوجية. ومن هذا المنطلق، فإن البرنامج قد صمم للطلبة الذين يسعون لمواجهة التحديات في سوق العمل بكل ثقة واقتدار.

فرص العمل:

ويتوقع أن ينضم خريجو برنامج بكالوريوس الآداب في الإتصال في مجالات متنوعة تشمل أعمال المراسلين والمحرفين الصحفيين والمصممين الفنيين للمطبوعات والمصورين الفوتوغرافيين ومعدّي نصوص الإعلانات، وممارسي العلاقات العامة بشكل عادي وعبر الإنترنت، والقائمين على جهود بناء الصورة الذهنية، ومنظمي حملات التسويق الاجتماعي، وإدارة مواقع التواصل الاجتماعي، والإعلام الدولي، والاتصالات الإستراتيجية.

شروط التخرج

تمنح درجة البكالوريوس للطلبة بعد إتمام المتطلبات الآتية:

- النجاح في جميع المساقات المطلوبة للتخرج في الخطة الدراسية وتبلغ 123 ساعة معتمدة
- الحصول على معدل تراكمي لا يقل عن 2.0 نقطة، وإتمام المتطلبات الأخرى التي تتضمنها الخطة الدراسية التي سيتخرج بموجبها الطالب
- قضاء الحد الأدنى للمدة الزمنية للحصول على درجة البكالوريوس وعدم تجاوز الحد الأقصى
- على الطالب المنقول أن يستكمل على الأقل % 50 من جملة الساعات المعتمدة للبرنامج وأيضاً إستكمال 50% على الأقل من عدد الساعات المعتمدة لمتطلبات التخصص.
- صدور قرار التخرج من المجالس المختصة

توزيع المسابقات في الفصول الدراسية في تخصص الصحافة

الساعات	متطلب سابق	الموضوع	رمز المساق	الفصل
3		مدخل إلى برمجيات الحاسوب	101 SWS	الأول 2012-2011
3		مهارات الاتصال باللغة الإنجليزية (1)	161 LNG	
3		مهارات الاتصال باللغة العربية (1)(A)	196 GED	
3		مجتمع دولة الإمارات العربية المتحدة	199 GED	
3		مدخل إلى الاتصال الجماهيري	100 MCM	
15				
3	LNG161	مهارات الاتصال باللغة الإنجليزية (2)	162 LNG	الثاني 2012-2011
3		أخلاقيات الإعلام وتشريعته	130 MCM	
3	GED-196	مهارات الاتصال باللغة العربية (2) (A)	296 GED	
3	MCM-100	نظريات الاتصال	110 MCM	
3		ثقافة إسلامية	198 GED	
15				
3		إحصاء	101 MTH	الثالث 2013-2012
3	MCM-110	مناهج بحوث الاتصال	120 MCM	
3	MCM-110	المدخل النفسي للإعلام	220 MCM	
3	MCM-100	مبادئ علم السياسة	200 MCM	
3		انسانيات (1)	xxx GED	
15				
3		أسس الإدارة	202 MGT	الرابع 2013-2012
3	MCM-110	المدخل الاجتماعي للإعلام	210 MCM	
3		مبادئ الاقتصاد	230 MCM	
3		الإنترنت والشبكات الاجتماعية	310 MCM	
3		انسانيات (2)	xxx GED	
15				
3		التصميم الجرافيكي والإخراج	210 JRN	الخامس 2014-2013
3		الترجمة الصحفية (1)	205 JRN	
3	JRN-310	صحافة الإنترنت	215 JRN	
3	MCM-100	الكتابة والتحرير الإخباري	305 JRN	
3		متطلب علوم طبيعية	xxx	
15				
3	MCM-200	الجغرافيا السياسية	410 MCM	السادس 2014-2013
3		الحاسب الآلي والتوثيق الإعلامي	320 MCM	
3	MCM-100	النقد الأدبي والفني	330 MCM	
3		اختياري حر	xxx	
3		اختيار تخصص صحافة	xxx JRN	
3	JRN-305	التحرير الصحفي (1)	315 JRN	
18				
3	MCM-310	اختيار تخصص صحافة	xxx JRN	السابع 2015-2014
3	JRN-305	السرد الرقمي	410 JRN	
3	JRN -215	تصميم مواقع الشبكة العنكبوتية	420 JRN	
3	MCM-410	تاريخ العالم الحديث	420 MCM	
3	81 ساعة	التدريب الإعلامي	430 MCM	
15				
3		اختياري تخصص صحافة	xxx JRN	الثامن 2015-2014
3		اختياري حر	xxx	
3		اختياري حر	xxx	
3	فصل التخرج	مشروع تخرج في الصحافة	430 JRN	
3		اختياري حر	xxx	
15				

توزيع المسابقات في الفصول الدراسية في تخصص الإعلان

الفصل	رمز المساق	الموضوع	متطلب سابق	الساعات
الأول 2012-2011	SWS	101	مدخل إلى برمجيات الحاسوب	3
	LNG	161	مهارات الاتصال باللغة الانجليزية (1)	3
	GED	196	مهارات الاتصال باللغة العربية (1)(A)	3
	GED	199	مجتمع دولة الإمارات العربية المتحدة	3
	MCM	100	مدخل إلى الاتصال الجماهيري	3
15				
الثاني 2012-2011	LNG	162	مهارات الاتصال باللغة الانجليزية (2)	3
	MCM	110	نظريات الاتصال	3
	GED	296	مهارات الاتصال باللغة العربية (2) (A)	3
	GED	198	ثقافة إسلامية	3
	MCM	130	أخلاقيات الإعلام وتشريعاته	3
15				
الثالث 2013-2012	MTH	101	احصاء	3
	MCM	120	مناهج بحوث الاتصال	3
	MCM	220	المدخل النفسي للإعلام	3
	MCM	200	مبادئ علم السياسة	3
	GED	xxx	انسانيات (1)	3
15				
الرابع 2013-2012	MGT	202	أسس الإدارة	3
	MCM	210	المدخل الاجتماعي للإعلام	3
	GED	xxx	انسانيات (2)	3
	MCM	230	مبادئ الاقتصاد	3
	MCM	310	الإنترنت والشبكات الاجتماعية	3
15				
الخامس 2014-2013	ADV	210	الإعلان المطبوع	3
	MCM	330	النقد الأدبي والفني	3
	ADV	310	فنون الترويج	3
	ADV	200	كتابة النصوص الإعلانية	3
	GED	xxx	متطلب علوم طبيعية	3
15				
السادس 2014-2013	MCM	410	الجغرافيا السياسية	3
	ADV	330	تخطيط الحملات الإعلانية	3
	MCM	320	الحاسب الآلي والتوثيق الإعلامي	3
	ADV	230	الإعلان الرقمي	3
	ADV	xxx	اختياري تخصص إعلان	3
	ADV	320	استراتيجيات الإعلان	3
15				
السابع 2015-2014	ADV	410	الإعلان الدولي	
	ADV	xxx	اختياري تخصص إعلان	
		xxx	اختياري حر	3
	MCM	420	تاريخ العالم الحديث	3
	MCM	430	التدريب الإعلامي	3
15				
الثامن 2015-2014	ADV	xxx	اختياري تخصص إعلان	3
		xxx	اختياري حر	3
	GED	xxx	اختياري حر	3
	ADV	420	مشروع تخرج في الإعلان	3
		xxx	اختياري حر	3
15				
			فصل التخرج	3

توزيع المساقات في الفصول الدراسية في تخصص العلاقات العامة 6.7.

الساعات	متطلب سابق	الموضوع	رمز المساق		الفصل
3		مدخل إلى برمجيات الحاسوب	101	SWS	الأول 2012-2011
3		مهارات الاتصال باللغة الإنجليزية (1)	161	LNG	
3		مجتمع دولة الإمارات العربية المتحدة	199	GED	
3		مدخل إلى الاتصال الجماهيري	100	MCM	
3		مهارات الاتصال باللغة العربية (1)(A)	196	GED	
15					
3	LNG-161	مهارات الاتصال باللغة الإنجليزية (2)	162	LNG	الثاني 2012-2011
3		أخلاقيات الإعلام وتشريعاته	130	MCM	
3	GED-196	مهارات الاتصال باللغة العربية (2) (A)	296	GED	
3		الثقافة الإسلامية	198	GED	
3	MCM-100	نظريات الاتصال	110	MCM	
15					
3		إحصاء	101	MTH	الثالث 2013-2012
3	MCM-110	مناهج بحوث الاتصال	120	MCM	
3	MCM-110	المدخل النفسي للإعلام	220	MCM	
3	MCM-100	مبادئ علم السياسة	200	MCM	
3		انسانيات (1)	xxx	GED	
3		الكتابة للعلاقات العامة	200	PRA	
18					
3		أسس الإدارة	202	MGT	الرابع 2013-2012
3	MCM-110	المدخل الاجتماعي للإعلام	210	MCM	
3		انسانيات (2)	xxx	GED	
3		مبادئ الاقتصاد	230	MCM	
3		الإنترنت والشبكات الاجتماعية	310	MCM	
15					
3		حملات العلاقات العامة	210	PRA	الخامس 2014-2013
3	PRA-200	إدارة العلاقات العامة	315	PRA	
3	PRA-200	تصميم المطبوعات الإعلامية	320	PRA	
3	MCM-310	استخدام الإنترنت في العلاقات العامة	310	PRA	
3		متطلب علوم طبيعية	xxx		
15					
3	MCM-100	النقد الأدبي والفني	330	MCM	السادس 2014-2013
3		الحاسب الآلي والتوثيق الإعلامي	320	MCM	
3	MCM-200	الجغرافيا السياسية	410	MCM	
3		اختيار حر	xxx		
3		اختياري تخصص علاقات عامة	xxx	PRA	
15					
	PRA-200	العلاقات العامة في المجال التطبيقي	215	PRA	السابع 2015-2014
3	PRA-315	الاتصال التنظيمي	410	PRA	
3	MCM-410	تاريخ العالم الحديث	420	MCM	
3	81 ساعة	التدريب إعلامي	430	MCM	
3		اختياري حر	xxx		
15					
3		اختياري تخصص علاقات عامة	xxx	PRA	الثامن 2015-2014
3		اختياري حر	xxx		
3		اختياري حر	xxx		
3	فصل التخرج	مشروع تخرج في العلاقات العامة	420	PRA	
3		اختياري تخصص علاقات عامة	xxx	PRA	
15					

8. Centre for Continuing Education

8.1. English for Academic Purpose (EAP)

- English Placement Testing
- English for Academic Purpose (EAP) courses
- Short TOEFL and IELTS preparation courses
- TOEFL Testing

Background Information

English for Academic Purposes (EAP) programs are offered to students who are academically admissible, but have not yet demonstrated that they meet English proficiency requirements. The EAP program is an intensive University level certificate program designed specifically to help perspective university students to prepare for academic life and achieve the necessary standard to enter our academic programs. If required, the EAP program must be taken at the Canadian University of Dubai

Our EAP classes are delivered in a friendly multicultural environment, are student centred, and university-program tailored. Participants are placed in one of four EAP levels according to their score on the English Language Placement test. Taken together, these four levels can take participants from early beginner (TOEFL 300/IELTS 3) and bring them to university level English users, or a proficiency score of TOEFL 500/IELTS 5. Students are recommended to take the TOEFL or IELTS on exiting the course. However, they are welcome to sit a test at any time. For those registered in the program and who require assistance, the University can facilitate obtaining a UAE study visa, as well as local accommodation.

Registration:

Students can register through the Admissions Office. Please contact us directly for more information by emailing ConEd@tud.ac.ae or by calling +971 (0)4 3219090 recruitment department.

Date:

EAP courses run in conjunction with the University Academic Calendar. The courses typically run for 15 weeks with a final exam in week 16. However, during the summer the course is condensed. For adult learners and working professionals courses can be organized in the afternoon/evening and/or during the weekend. Please contact the EAP - Coordinator for details.

EAP 100: 15 hours per week,

EAP 200: 15 hours per week,

EAP 300: 12 hours per week,

EAP 400: 12 hours per week,

Fee:

EAP 100 - AED 12,000

EAP 200 – AED 12,000

EAP 300 – AED 10, 000

EAP 400– AED 10,000

Location:

Canadian University of Dubai campus on Sheikh Zayed Road (Financial Centre-Shangri La Hotel)

Participants:

The EAP Certificate addresses the language requirements for prospective students who wish to pursue a degree program taught in English. Individuals who do not yet have the necessary English skills have the opportunity to join in University life, and start some *credit* courses while studying in level 3 and 4.

Program Overview and Learning Outcomes:

Participants work collaboratively with their instructors and peers to improve their Reading, Writing, Listening and Speaking skills in English through a number of up to date teaching methodologies. Participants also study academic skills such as note taking, presentation delivery, and critical thinking. Participants in the certificate program are encouraged to become involved in University life and to feel part of the learning community. Some of the great opportunities to do that include:

- Pen pal systems with instructors and existing students at Canadian University of Dubai to practice fluency in writing.
- Access to a private program website and online forum where additional language practice and class updates are available.
- An extensive reading program for students who love English literature.
- The opportunity to gain up to 15 credit hours towards a degree program at Canadian University of Dubai, while studying in the EAP program.

EAP Course Descriptions**EAP 100:** Beginner Level - 15 hours per week

This is the start level for students have only a fundamental grasp of the English language. The skills of reading, writing, speaking and listening are all explored in an interactive way. Basic words and phrases are taught in a way that reflects communication in the English language on a day to day basis. The course focuses on simple communication processes.

Pre-requisites: English Language Placement Test.

EAP 200: Basic Level - 15 hours per week

The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills and introducing the mechanics of writing to develop writing accuracy at the sentence level.

Pre-requisites: English language Placement Test.

EAP 300: Intermediate Level - 12 hours per week

This level focuses on academic preparation in a combined reading/writing course, oral communications and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies and write organized paragraphs and write grammatically correct sentences.

Pre-requisites: English Placement Test score equivalent to EAP 300 or passing grade in EAP 200

EAP 400: Advanced Level - 12 hours per week

This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL/IELTS exams quickly and efficiently. It will also prepare students to join and succeed in major University courses by developing University level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.

Pre-requisites: English Placement test Score equivalent to EAP 400 or passing grade in EAP 300

Approximate comparison between EAP Levels and Standard University Entrance Exams

Level	Expected Proficiency in English on exiting the course
Beginner	TOEFL - N/R
Basic	TOEFL 430/IELTS 4.0
Intermediate	TOEFL 470/IELTS 4.5
Advanced	TOEFL 500/IELTS 5.0

8.2. Short TOEFL and IELTS Preparation Courses

Canadian University of Dubai offers TOEFL and IELTS training courses for working professionals who need to study in the evenings and at weekends.

Registration: You can register now by contacting the recruitment department at 04 3219090. For more information on course content please contact the Coordinator at emailing [ConEd@cud.ac.ae](mailto:ConEd@ cud.ac.ae)

Duration:	45 hours over 5 weeks for evening participants 45 hours over 5.5 weeks for weekend participants
Fee:	AED 3,000 (including all materials; textbooks, handouts etc.)
Location:	Canadian University of Dubai
Participants:	Participants are those who wish to prepare for the TOEFL and IELTS exam for academic purposes. There are two levels; intermediate and advanced. Students are placed in levels according to their score on their TOEFL or IELTS placement test. A minimum score is required.
Program Overview and Learning Outcome:	Participants will cover a number of topics in the basic humanities and sciences that regularly feature in TOEFL/IELTS examinations. Students will improve test taking skills as well as reading, writing, listening and speaking skills in English. On completion of the course participants will be familiar with all aspects of the exam, including duration, timings, structure and questions types.

8.3. Foundation Program

Aims of the Foundation Program

The aim of the Foundation Program is to provide courses in English Language, Arabic Language, Mathematics, Information Technology and General Study Skills (Personal Professional Development) to national and non-national students who wish to progress into non-federal higher education or post-secondary vocational training institutions, but do not have the appropriate credentials of high school certificate (Minimum of 60% required for direct entry to higher education).

Foundation Program Structure

The Foundation Program is 'Outcome-Based', to meet the learning outcomes and skill competencies as prescribed by the Commission for Academic Accreditation (CAA). The curricula is set for the various components to include sets of learning outcomes, associated methods of instructional delivery, and assessment for measuring achievement of the outcomes.

The Foundation Program will comprise five core components (courses):

- English Communications
- Arabic Communications
- Mathematics (I and II)
- Information Technology
- General Study Skills

The Mathematics components will be available in two distinct pathways. Mathematics I will accommodate the need of learners intending to advance into arts/humanities/design and selected business programs. Foundation Mathematics II will be appropriate for those who wish to move into Higher Education programs in science/technology/engineering and the more quantitative business programs. The specific eligibility of students entering and graduating from each of the two Mathematics pathways will be determined by the receiving institutions.

Students intending to progress into Higher Education programs delivered in Arabic, would be required to undertake the English Communications component, but the exit standard would be TOEFL 400 (Paper-Based Test) or equivalent score in an internationally recognized test approved by the Commission.

No credit will be awarded for the program or components within the program. A final certificate will be awarded by the participating licensed institution to students successfully completing all courses, and this certificate will be recognized by the Ministry of Higher Education and Scientific Research.

CAA Standards

The Commission for Academic Accreditation (CAA) will provide standards for the 'Learning Outcomes' and 'Assessment' in each of the areas of learning and the 'Resource Requirements', including teaching staffing criteria and their appropriate qualifications. The objective of the Foundation Program will be to provide a preparatory program that meets the minimum standards required for students to progress onwards into non-federal higher education institutions in the UAE. The exit standards of the Foundation Program may not teach the levels required for entry to some private HE institutions in the UAE, where the admission requirements defined by the CAA Standards have been exceeded for valid reasons.

Furthermore, institutions may not admit students who complete the Foundation Program into specific programs such as Medicine or Dentistry, where admission requirements exceed the expected outcome level of the Foundation Program. It will be the prerogative of each HE institution to determine the appropriate entry credentials as they do currently.

It is anticipated that the institutions will develop their own curriculum, instructional methodology and assessment schemes, and present these to the CAA for initial approval. The Commission will evaluate the full program in a single initial review. The Program will then be subject to periodic review on the same cycle as stipulated for program accreditation in the CAA Standards for Licensure and Accreditation.

Assessment

Methods of assessing the program components will be a combination of formative and summative techniques as appropriate to the component discipline.

Entry and Exit Standards

Admission requirements to the tertiary non-federal institutions are prescribed by the Commission for Academic Accreditation in the Standards for Licensure and Accreditation. The transition into vocational institutions may be subject to some variations as stipulated in the Standards for Licensure and Accreditation of Technical and Vocational Education and Training. The minimum admission standards into Higher Education have guided the exit criteria for the Foundation Program.

Two principals will be followed in considering the assessments strategies and exit standards for the Foundation Program:

1. The standard examination for each of the components should be taken by students at the start and end of the program. This will provide a basis for placement within appropriate levels of the respective courses (where applicable) and will, in due course, directly measure the progress achieved over the duration of the program.

2. The exit standards will be based upon levels of achievement expected within High School Certificates and those measures prescribed by the CAA for admission to Higher Education in its Standards for Licensure and Accreditation.

Program Duration

The Foundation Program will be designed such that it can be delivered in full-time mode within two semesters in its complete form. No extension on this time-frame will be acceptable.

9. Internship Policy

The student internship may be a required part of the program curriculum. Whenever it is part of the program, the purpose of an internship is to provide Canadian University of Dubai students with an opportunity to have professional work experience in a setting related to the student's major, program objectives, and career goals. An internship is a way for students to gain practical, on-the-job experience in business, industry, or governmental agencies. The Canadian University of Dubai considers student internships as an important bridge between students and the careers that they are studying to enter. Simultaneously, an internship introduces public and private organizations to students that might fit their field of interest, skills, and training for possible future placement.

9.1. Place of Internship

The internship place will be approved by the Canadian University of Dubai Internship Office so that it matches the area of specialization of the internee and meets the program's internship objectives and requirements.

In the case of students who are already working in an organization, the place of internship is decided based on the following features:

- If the current work and job specification coincide with the intern's area of specialization, then the current place of employment will be chosen for the internship, and the employer in charge of the internee will have to function as the field supervisor; he or she will need to supervise a well-defined internship project to ensure that the internee not only applies the concepts learned but also that the work place benefits from the internee's project.
- If the current work and job specification do not match the internee's area of specialization, then the internee should switch to an alternative department in the same firm or transfer to another firm which offers appropriate internship opportunity matching the area of specialization, chosen by the Internship Office.

It is the Internship Office's responsibility to place students according to the Canadian University of Dubai's internship regulations. Students should refer to the Internship Manual available at the Student Services office for more information.

9.2. Requirements and Guidelines for Internship

A student applying for internship should fulfill the following requirements:

1. Have completed all the credit hours required as stipulated in the program study plan.
2. Satisfy the minimum Passing Actual Cumulative GPA. Students should refer to their program passing GPA requirements.

3. Adhere to both the training guidelines and regulations of the organization providing the internship.
4. In case the number of qualified candidates exceeds that of openings available, priority will be given to the candidates with the highest GPAs. Moreover, these openings will be distributed amongst the programs according to the assigned percentages.
5. In case a student cannot be placed by the University, the University is open to allow students to propose an organization for internship. Thus the University encourages all students to take initiatives in finding appropriate placements to help the University guarantee internship for everyone.

No exceptions are permitted under any circumstances in any of the aforesaid requirements for internship.

9.3. Absences During Internship

A failure grade (FNA) will be automatically assigned if a student is absent for four (4) working days during the Internship program without pre-approved justification.

9.4. Evaluation

The academic supervisor discusses the student's weekly report with the student, as well as with the field supervisor to ascertain to what extent the intended goals of the Internship program have been met.

The field supervisor prepares an evaluation report detailing the presence, performance, seriousness, and commitment of each student.

The academic supervisor evaluates the performance of each student during the internship period relying on the student's and field supervisor's weekly reports and also evaluates the organization providing the internship.

The academic supervisor is responsible for assigning a pass/fail grade for each student based upon each student's overall performance. A pass grade is assigned when the evaluations of the academic supervisor and field supervisor are both satisfactory. In this case, the course credits will be granted to the student without affecting the CGPA.

9.5. Overall Objectives for Academic Schools

Each academic program has specific learning objectives and has set up its own goals for the internship, specifying the training program that fits students and program goals. Each school makes available to the students through the Student Affairs Office the following:

- Internship Manual;
- Specific internship goals;
- List of public and private organizations with appropriate consultants for internship;
- Knowledge and skills to be gained by the trainees at the end of the internship period;
- Evaluation techniques used to assess the trainee's progress; and,
- Specific requirements and guidelines if available.

9.6. The Role of the Student Affairs Office in the Internship Placement Process

Internships integrate the academic theoretical environment with real-life practice through a carefully monitored effort that requires the close cooperation between the academic supervisor and the field supervisor. The Student Affairs Office also plays a crucial role in coordinating the internship placement.

The role of the Student Affairs Office concerning internships is to:

- Contact organizations to seek and ensure internship opportunities.
- Assess these organizations with faculty members from the schools to examine the training programs available as well as the potential and capabilities of these organizations in term of structure, staff and resources.
- Provide guidelines to students to be followed and the duties to be performed by them during the training period.
- Set up an introductory visit for the student at the training site before the beginning of the internship program.
- Follow-up the program during the training period with the collaboration of the academic and field supervisors.
- Create a file for each student and send it to the participating organization in the internship before the training period. This file should contain: student's transcripts; a copy of the student's passport; student's curriculum vitae; and, the student's training program.

9.7. Monitoring of the Internship Program

A list of students who are nominated for an internship is provided by the Registration Department according to the requirements and guidelines for internship before the end of the registration period. Students are required to complete an Internship Registration form available at the Student Affairs Office.

Next, the academic advisor is required to make an introductory visit to the companies providing internship (if possible with the concerned student) one week prior to the start of the internship program, meet the field supervisor to discuss the internship goals and objectives and develop the company tentative internship plan of activities that the student will undertake during his internship program.

The Student Affairs Office, with the coordination of each School organizes an internship workshop a minimum one week prior to the start of the internship program during which the academic advisor explains to the internists the internship goals, requirements, benefits and the evaluation policies. In addition to answer all academic issues related questions raised by internists. The Student Affairs Office representative provides the internship students with the following documents:

- Internship tasks schedule.
- Letter of notification including the necessary details regarding the internship placement.
- Internship forms to be used during the internship program.

The academic advisor is required to provide the Student Affairs Office with weekly visit schedule to the internship sites. The academic supervisor, in coordination with the field supervisor will follow-up the student's training progress on the site.

9.8. Internship Regulations for Students

All students are expected to comply with the following:

- Act in a professional manner consistent with the regular employees of the company;
- Comply with all rules and regulations of the workplace;
- Attend the workplace according to its normal working hours;
- Attend all training sessions;
- If a student is absent for four (4) working days of the internship program without approved justification, a failure grade (FNA) will be automatically assigned;
- Carry out all legitimate duties assigned by the field supervisor;

- Demonstrate a spirit of cooperation with his/her supervisor and other employees;
- Sit with the academic advisor during each weekly visit to provide him/her with the weekly report and discuss the weekly activities accomplished;
- Demonstrate professionalism and appropriate work ethics;
- Show confidence, take initiative and maintain confidentiality;
- Accept criticism and take responsibility for work submitted;
- Be a team player – this is another opportunity to acquire new skills; and,
- Respect and appreciate people of different culture, race, religion and ethnicity.

To ensure that all parties understand the rules and policies that govern the internship, the University invites all its students to familiarize themselves with the Internship Student Manual handed over along with the Student Handbook and Student Catalog at the time of registration and found on the Canadian University of Dubai website at www.cud.ac.ae

10. Admission for Undergraduate Studies

10.1. General University Admission Requirements

The UAE High School Certificate or its equivalent is required with an average score of 60% or more (an average of 70% or more is required for entry into some of the academic programs; see the Program Specific Requirements section for more information).

A High School Certificate obtained abroad must be processed in accordance with decrees No. 200/2004 and 312 /2004 of His Excellency the Minister of Higher Education & Scientific Research UAE, as follows:

Broadly, a holder of the National High School Certificate of a foreign country is eligible for admission if:

- The certificate is valid for admission to a public university of the Country in which it was issued
- The certificate was obtained on completion of at least 11 years of schooling
- The certificate includes at least six (6) subjects covering the four core fields of: Mathematics, Sciences, Languages, and the Social Sciences & Humanities or Arts
- A holder of High School Certificates from any country that has two levels of High School Certificate must submit the higher level of certificate

10.2. English Proficiency Requirements

All students are required to provide a certificate of English proficiency, such as TOEFL (minimum score of PBT500/173 CBT/61 iBT), IELTS (minimum band 5.0), or an equivalent standardized English language test that is internationally recognized. This condition of the admission policy applies to all students of all programs except for those students applying for the Bachelor of Arts in Communication program in Arabic; students applying for this Arabic language program need a minimum TOEFL score of 450 or its equivalent (but may be granted conditional admission with a TOEFL score of 400; refer to the Conditional Admission section 4.5 for more information). Students should note that in order to transfer to a university in Canada a higher TOEFL score (normally a minimum of 550) or its standardized equivalent may be required, depending on the institution concerned

Exceptions:

- Any native speaker of English that has completed his/her secondary education in an English medium institution in any country where English is an official language
- A student admitted to an undergraduate course in an English-medium institution that is recognized by the Ministry of Higher Education and Scientific Research, who can also provide evidence of having achieved a TOEFL score of 500 (or its standardized equivalent approved by the

MOHESR) upon admission to the sending institution's undergraduate program. A verified true copy of the test result held by the sending institution may be sent directly to the University

10.3. Placement Tests

10.3.1. English

Only admitted students who have achieved the minimum English proficiency requirement will be allowed to register for courses as per their study plan without any further intensive pre-university English courses.

Admitted students with a TOEFL/IELTS score less than the specified minimum requirement will need to register for the University's English for Academic Purposes (EAP) Program to help them attain the required higher TOEFL/IELTS score. (EAP courses are not transferable). Students will be placed in one of three different levels of the EAP program based on their score on the English Placement Test.

Registered students in EAP are allowed to enroll in some general education courses, in conjunction with EAP, up to a maximum of 15 credits.

10.3.2. Math

All students admitted to any one of the accredited programs, with the exception of the Bachelor of Arts in Communication and Bachelor of English Language and Translation programs, are required to pass a Mathematics Placement Test. Any student who does not achieve the required pass mark in this test may be granted conditional admission - but such students will not be permitted to register in any Math or Statistics courses, or any course that has a math prerequisite, until the successful completion of the necessary remedial-math course.

10.4. Program Specific Requirements

Students holding literary certificates can be admitted to the following programs:

- Any major offered by the School of Business Administration
- Any major offered by the School of Environment & Health Sciences
- Bachelor of Computer and Networking Engineering Technology
- Bachelor of Science in Network Engineering
- Bachelor of Science in Interior Design
- Bachelor of Architecture
- Bachelor of Arts in Communication (Arabic)
- Bachelor of Arts in Communication (English)
- Bachelor of Arts in English Language & Translation

Students holding science certificates can be admitted to any program. There are specific additional requirements for the following:

**10.4.1. Bachelor of Science in Telecommunication Engineering and
Bachelor of Science in Network Engineering**

UAE High School Certificate – Science Stream (or equivalent) with a minimum average of 70%.

10.4.2. Bachelor of Architecture

UAE High School Certificate – Science Stream (or equivalent) with a minimum average of 70%.

10.4.3. Bachelor of Science in Interior Design

UAE High School Certificate – Science Stream (or equivalent) with a minimum average of 70%.

UAE High School Certificate – Literary Stream (or equivalent) with a minimum average of 70% and a minimum score of 70% in Mathematics.

10.5. Admission Requirements and Procedures

Steps for applying to the Canadian University of Dubai:

- a) Complete the application form.
- b) Pay the application fee of AED 300.
- c) Submit required documentation, including:
 - o A certified copy of all Secondary School Certificates or their equivalent;
 - o Official Grade Transcripts for Grades 10-12 for non UAE High School Certificates;
 - o A photocopy of Passport;
 - o Six (6) passport-size photographs with full name written on the back of each (or 10 if applying for a University visa);
 - o A certificate of English proficiency such as TOEFL (with a minimum score of 500), IELTS (with a minimum score of 5.0), or equivalent.

Prospective students can apply to any of our programs either online at <http://www.cud.ac.ae/ApplyOnline> or in person. Students may visit our campus for a personal tour, and one of our officers would be pleased to help fill out an application.

Once a student has submitted the application form, he or she is assigned an Applicant ID by the Admissions Department. (This Applicant ID # should not be confused with the Student ID #, which is given only after a student has accepted an offer of admission).

10.5.1. Required Documents

A completed Application Form. The Application form is available from the Admissions Department and also available online at www.cud.ac.ae/ApplyOnline

- a) A Certified True Copy of the Secondary School Certificate or its equivalent.
NB. The Grade Transcript must be attached for non- UAE High School Certificates.
- b) A passport photocopy.
- c) Six (6) photographs (passport-size) with the prospective student's full name written on the back of each (ten (10) photographs if also applying for a University visa).
- d) A certificate of proficiency in English such as: TOEFL (minimum score 500), IELTS (minimum score 5), or the standardized equivalent.
- e) NB. Admitted students must certify their documents before the end of the first semester of their studies, otherwise their registration will be suspended.

10.5.2. Attestation of Documents and Certificates

Students who have graduated from High Schools within the UAE

UAE High School certificates are attested by the Ministry of Education in the UAE which is located in Academic City.

Students who have graduated from High Schools outside the UAE

- a) High School certificates must be attested by the Ministry of Education in the country where the issuing High School is based.
- b) Following that, the student also needs to have the certificate(s) attested by the UAE consulate in that same country.
- c) If the student is not able to have attestation completed by the UAE consulate in that same country, they may also be able to obtain the same attestation or equalization from the Ministry of Foreign Affairs or the Consulate of the particular country they studied in.

10.5.3. Students who have studied in Colleges/Universities outside the UAE

- a) All Certificates and transcripts must be attested by the Ministry of Education in the country where the issuing institution is based.
- b) Following that, the student also needs to have the certificates and transcripts attested by the UAE consulate in that same country.
- c) If the student is not able to have the attestation completed by the UAE consulate in that same country, they may also be able to obtain the same attestation or equalization from the Ministry of Foreign Affairs or the Consulate of the particular country they studied in.

NB. The student will also be required to obtain an equivalency document of all attested certificates from the Equivalency Department at the Ministry of Higher Education and Scientific Research (MOHESR).

10.6. Foreign Equivalents

Given that different countries follow distinct educational systems, there are admission requirements in place that pertain to the various systems. The following is a list of just some of these international equivalent admission requirements; if a prospective student does not see his or her educational system listed here, he/she should contact the Admissions Department at apply@cu.edu.ae for more detailed information.

American system: High School Diploma (grade 10, 11 & 12) with a minimum of 60% or with a minimum CGPA of 2.00.

British system (IGCSE and GCSE): Completion of at least seven (7) subjects at O level IGCSE or GCSE with a minimum grade of C. However, a minimum grade of D or E is acceptable for subjects taken at AS level or A level GCSE, respectively. The 7 subjects must cover the four core fields of: Mathematics, Science, Languages, and the Social Sciences & Humanities or Arts. Furthermore, the applicant must provide evidence that he/she has attended school for at least 11 years by providing a school Leaving Certificate.

Canadian system: High school diploma (grade 10, 11 & 12) with a minimum of 60% or with a minimum CGPA of 2.00 University Track Credits.

French Baccalaureate: Minimum grade 10 out of 20.

Iranian system: Pre-University Certificate with a minimum grade of 12 out of 20.

Indian system: Grade 12 Certificate with a minimum percentage of 35%.

International Baccalaureate (IB) program: Completion of six (6) subjects with three (3) at the higher level and a minimum of 24 points.

Pakistani Board(s) Certificates: Higher Secondary School Certificate (Part II) with a minimum percentage of 35%.

10.7. Conditional Admission

An applicant who does not meet all of the University Admission requirements may be granted conditional admission. The possible circumstances under which such conditional admission may be granted include:

- a) Students who do not meet the minimum high school requirements: these students can enroll in the Foundation Program to upgrade their academic standing to the required admission standards of the University.
- b) Students who do not meet the minimum TOEFL/IELTS English language proficiency requirement: these students may enroll in the EAP program in order to improve their English skills and achieve the required TOEFL/IELTS score.

- c) Students who do not pass the Mathematics Placement Test: these students must successfully complete the necessary remedial-math course before being allowed to register in any math or math-related courses.
- d) Students who have been unable to provide attested certificates or equalization certificates: these students must provide the appropriate certification by the end of their first academic semester.

If a student does not fulfill his or her specific probationary admission requirements, he or she may be subject to dismissal from the University.

10.8. Continuing Education

10.8.1. Foundation Program

The Foundation Program is offered to students who do not meet the academic requirements for undergraduate study. The program provides an opportunity for academic upgrading, and includes courses in English Language, Arabic Language, Mathematics, Information Technology and General Study Skills (Personal Professional Development).

The aim of the Foundation Program is to provide courses to national and non-national students who wish to progress into non-federal higher education or post-secondary vocational training institutions, but do not have the appropriate credentials required for direct entry to higher education. For more details, please see the School of Continuing Education page on website www.cud.ac.ae

The Foundation Program consists of five core components (courses):

- a) English Communications
- b) Arabic Communications
- c) Mathematics (I and II)
- d) Information Technology
- e) General Study Skills

No credit will be awarded for the program or components within the program. A final certificate will be awarded by the participating licensed institution to students successfully completing all courses, and this certificate will be recognized by the Ministry of Higher Education and Scientific Research.

10.9. Deadlines for Admission

Applications for admissions are accepted year round. Entry can be in the Fall, Winter or Summer semesters.

10.9.1. Letter of Admission

Upon successful completion of the admission process, the student will receive a Letter of Admission issued by the Admissions Department. If the student is rejected, he or she will also receive a letter notifying him/her of the rejection.

10.10. Admission Appeals

Should a student's Application for Admission be rejected, he/she may appeal the decision as follows:

- Inform the Admissions Office of his/her dissatisfaction and request a review, in writing, within thirty (30) days of having received the written reason for the rejection
- The Admissions Office will acknowledge receipt of the applicant's request and forward it to the Admissions Review Panel which is composed of the program Chair and two faculty, one from the relevant School and one from a different school
- The applicant may make a presentation to the Panel, but may not be represented by a third party at the Panel
- The Panel will submit their decision to the Registrar for his/her approval
- The Admissions Office will inform the applicant of the decision in writing

The decision of the Registrar is final and binding. Should the decision be in favor of the applicant, the applicant will be admitted to his/her chosen program or an alternative should no place be available in his/her chosen program. Under no circumstance will a student already admitted to the University be disadvantaged by the findings of the Review Panel.

10.11. Student Visa

Student UAE residence visas are issued for full-time students (students enrolled in 4 courses or more per semester) who have been accepted to the University and have paid the required deposits and fees.

(Transfer of visa from other institutions is a lengthy process. Students should cancel their visa at their previous academic institution and the Canadian University of Dubai will apply for a new visa.)

Once all the documents are available it takes a minimum of 3 working days to process the visa.

Completion of medical and stamping of the visa on the passport take a minimum of 4 additional working days.

The documents required are:

- Color passport photocopy
- 4 color passport photographs (Submitted with Application for Admission)
- Letter of Acceptance from the University with course details and duration.

Falsified Admission Documents

Students found to have submitted falsified documents will be dismissed from the University.

11. Registration Process and Procedure

Once the student is fully accepted he/she can then proceed with his/her registration by complying with the following:

1. Complete the information at the top of the Registration Form.
2. Obtain a copy of your Unofficial Transcript (for returning students only)
3. Pay tuition and fees based on the number of desired courses. Ensure Student Accounts Payable stamps the Registration Form.
4. See your Academic Advisor and have him complete the Academic Advisor Form; this form is only available from your Academic Advisor. Review your Unofficial Transcript and the study plan for your program, and report any errors or omissions to your advisor. Determine how to best make progress towards degree completion. The advisor will list approved courses
5. Use the Timetable Worksheet to select the sections of the courses that best meets your needs.
6. Attach the signed Academic Advisor Form and Worksheet to the Registration Form
7. Take the signed forms to the Registration Department for processing. Class schedule is subject to change under exceptional conditions.

12. Undergraduate Student Course Load

For the Fall and Spring semesters, the full-time regular study load is fifteen credit hours. For the Summer semester the maximum load is six credit hours.

Under exceptional conditions students may increase their study load to eighteen credit hours in the Fall and Spring semesters, and to nine credit hours in the Summer semester if:

- The student's grade point average (GPA) is at least 3.5 in the preceding semester, or
- The student expects to graduate at the end of the semester, and their GPA is at least 2.0.

13. Transfer Credit

If a student wishes to take a course at another institution, a Letter of Permission Form must be filled out and a detailed course outline must be provided. If the course is approved by the Dean of the department, the student may register. Once the course has been completed, a certified transcript must be handed in to the Registration Department, and the course will be added only if the grade attained is C or better.

The Canadian University of Dubai approves the admission of applicants transferring from other institutions subject to the following conditions:

- Transfer is from a recognized institution of higher education;
- Student meets the Canadian University of Dubai admission requirements;
- Student submits a certified copy of their grade transcript and a detailed outline of their courses;

- Student has a Cumulative Grade Point Average from the previous institution of at least 2.0 (on a 4.0 scale) or its equivalent.

Transfer credits are subject to the following conditions:

- Student passed the course with at least a C grade; and,
- Course outline is similar to a corresponding course in the relevant program at the Canadian University of Dubai.

Note: Transferred credit hours will not be considered in the computation of GPA at the Canadian University of Dubai. The maximum number of credits a student may transfer will not exceed 50% of the total number of credits required for graduation.

14. Attendance and Lateness

14.1. Purpose

Student Academic Success is enhanced by good classroom attendance. Students may however, from time to time, have to miss classes for reasons beyond their control. Students should not be penalized for such absences. Legitimate absences are limited to documented illnesses or a death in the immediate family.

14.2. Attendance Requirements

Attending classes is compulsory in all courses. Students will not be allowed to take the final examination if they are absent for more than 25% of the classes in a course. (Students should refer to their respective School for additional specific program or school requirements.)

- a) When a student is absent for 10% of the course, an absence reminder will be sent via university e-mail.
- b) When a student is absent for 20% of the course a second absence e-mail reminder will be sent
- c) When a student has been absent for 25% of the course a notice of Failure for Non Attendance (grade point of 0.0) will be sent

A student with a verifiable and legitimate reason for missing a class (illness, death in the immediate family) may request of his or her professor that such an excusable absence be recorded, but not counted towards the 25% cut off figure that would otherwise lead to a grade of Failure for Non Attendance. Such excusable absences must be noted in the Course File Attendance Report.

15. Holding Registration

A student may apply to the Registration office for the suspension of his/her studies before the end of the Add & Drop period to avoid academic and financial penalties. However, no suspension of studies will be approved for more than two consecutive semesters. The total number of semesters in which the student can suspend his/her studies must not exceed four semesters before graduation.

The student must present the clearance sheet to the Registration Office. Students that are sponsored by the University must cancel their visa before suspending their studies.

16. Course Withdrawal for Undergraduate Studies

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the given deadlines, outlined in the following table:

Withdrawal from a course within the first week of study	100% refund of fees paid
Withdrawal from a course before the completion of the second week of study	75% refund of fees paid
Withdrawal from a course before the completion of the third week of study	50% refund of fees paid
Withdrawal from a course before the completion of the fourth week of study	25% refund of fees paid

To officially withdraw, students must submit a withdrawal form to the Registrar's Office. They will be given a date-stamped copy of the document in return, and should retain this as proof of withdrawal in the event of a dispute. The date on which the written notice of withdrawal is received is the student's effective date of withdrawal. Failure to officially withdraw, the student will receive an "FNA" grade.

16.1. Withdrawal from a Course or Program without Academic Penalty (WNP)

To withdraw from a program without academic penalty (without being penalized by an 'F' grade), students must submit a withdrawal form to the Registrar's Office by the specified date in the semester. This deadline is noted in the sessional dates issued during registration, and is available in the Registrar's Office.

For courses that do not have midterms, Continuing Education courses, condensed courses, this deadline date is two-thirds of the way through the course or as stated in the course outline.

For students who withdraw by this deadline, the attempted course will not be included on the student's formal academic record. Students who withdraw from their program, or 'drop' a course after this deadline, will be assigned an "F" grade (Failure) for the course, which will show on the student's formal academic record and will also be used in the Grade Point Average (GPA) calculation.

Students registered in part-time courses must submit a withdrawal form to the Registrar's Office by the date specified in the academic calendar. Full-time status may be jeopardized if students drop too many courses. Withdrawing or dropping courses may have any of the following effects:

- Extend the duration of studies, or delay graduation.
- Add to expenses via additional fees (for instance, as a result of extending the student's studies).

- Affect sponsorship arrangements.

The academic advisor (program chair/coordinator) must sign the form to ensure the student understands any academic issues ensuing from the action.

17. Withdrawal from the University

Students may apply for withdrawal from the University subject to submission of the clearance sheet to the Office of the Registrar. Documents submitted to the University are regarded as a property of the University and cannot be given back to the student. Students that are sponsored by the University must cancel their visa before withdrawing from the University.

- A student may be required by the University to withdraw from a course, program or from the University itself for reasons deemed as 'just cause'. The Vice-President of Academic Affairs (VPAA) will determine the specified period of the withdrawal
- The term 'Just Cause' denotes, but is not limited to, consistent failure to meet the academic objectives of the course or study program; any academic performance that would result in an Academic Suspension for a second time; plagiarism and other forms of cheating; inappropriate behaviour within the University campus - e.g. classroom, lab, place of internship or other such environment; failure to pay fees or the submission of falsified or falsely obtained documents, or provision of other false information for admission purposes
- The University may also require students to withdraw from any Continuing Education programs for consistent failure to report absences or for poor attendance (or any of the above mentioned reasons)
- The VPAA may require immediate and permanent withdrawal from the University by any student that breaches accepted local behavioural norms. The student will be informed in writing if he/she is formally withdrawn from the University
- A student that is withdrawn from a course or a program at the University is not eligible for any refund of fees paid
- A student that has been 'Withdrawn' is not allowed to continue in the program

18. Reinstatement after Withdrawal

A student who must take time off from his or her studies can re-enter his or her program without repeating the entire admission process, as long as he or she does so within five years after the withdrawal. To resume a program after an absence of five or more years, the student must reapply for admission and meet program requirements at that time.

19. Undergraduate Grading Policy

The academic performance of undergraduate students will be recorded using the Canadian University of Dubai's grading system which reflects the student's performance in each course. In general, the pass mark in a course is fifty percent (50%) but students are required to refer to the specific requirements for their chosen program of study to ensure that they are aware of any modification to this.

The distribution of the total mark (100) on semester such as: quizzes, tests, midterm exam, projects, laboratory work, and the final exam are shown on the outline of each course which is distributed by the faculty to the students during the first week of the semester.

19.1. Grading Scheme for Undergraduate Studies

Percent Grade	Alpha Grade	4 Point Scale Equivalent	Canadian University of Dubai Equivalent Description
90-100	A+	4.0	Outstanding
80-89	A	3.8	Excellent
75-79	B+	3.5	Very good
70-74	B	3.0	Good
65-69	C+	2.5	Satisfactory (High)
60-64	C	2.0	Satisfactory
55-59	D+	1.5	Pass
50-54	D	1.0	Minimal Pass
0-49	F	0	Failure
	FNA	0	Failure for Non Attendance
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NGR	*	No grade required
	GNR		Grade not reported
	CIP	*	Course in progress
	I	*	Incomplete grade
	AEG	*	Aegrotat standing (valid medical certificate)
	TCR	*	The student meets all Canadian University of Dubai course requirements via transferred/documentated equivalent courses taken/passed at another accredited university.
	SUB	*	Substitution of one required course by another
	WP		Withdrawal - With Academic Penalty
	WNP	*	Withdrawal - without academic penalty
	EXW	*	Exceptional Waiver

* Not computed in GPA.

- Canadian University of Dubai standard pass mark in each course is 50 percent
- Minimum Cumulative GPA of 2.00 is required in each academic year (Fall and Spring Semesters) for progression
- Cumulative GPA not less 2.00 is required for graduation
- Cumulative GPA is computed only for courses taken at the Canadian University of Dubai
- GPA and Cumulative GPA are computed only for courses from the study plan of the program
- When a course is repeated the higher grade of the two attempts is considered in the computation of the GPA and Cumulative GPA, but both grades are put on record
- NB: A student will receive an academic letter from the Registrar if his/her term GPA is less than 2.00

The Semester (term) Grade Point Average (GPA) is simply the weighted average of the grades obtained in the courses registered in the semester, where the weight of each course is based on the number of credit hours.

For example, if a student obtained the following grades in a given semester:

Course Name	Credit Hours	Letter Grade	Grade point
Course 1	3	C	2.0
Course 2	2	A	3.8
Course 3	4	D+	1.5

The Semester Grade point Average (Sem GPA) will be computed as follows:

$$\text{SEM GPA} = \frac{2 * 3 + 3.8 * 2 + 1.5 * 4}{3 + 2 + 4} = 2.18$$

19.2. The Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed in the same way as the Semester Grade Point Average; however it is computed from the grades of all courses taken at the Canadian University of Dubai since the first semester. Repeated courses are treated differently - The GPA and CGPA are computed only for courses taken at Canadian University of Dubai.

19.3. Incomplete Grade (I)

Students with coursework to date that is of a passing grade but who are unable to complete their coursework as a result of justified and verifiable unforeseen circumstances and who have not achieved a passing grade by the end of term or specified end of a course may be granted the grade of 'incomplete' (I) for the final grade of the course.

A grade of 'Incomplete' is not a permanent grade allocation. It is the acknowledgement of a temporary valid reason for the granting of a time extension in order for the student to complete all the course requisites.

Students that are allocated an incomplete grade may be granted up to a maximum of an additional 12 calendar months in order to successfully fulfill all course obligations and any additional work as deemed necessary by the Professor/ Lecturer who allocated the Incomplete grade – prior to the student qualifying for a passing grade.

If the outstanding coursework has not been completed after the additional 12 calendar months, all 'Incomplete' grades are converted to a 'Fail' grade. Thereafter, the student must repeat the course in order to achieve a passing grade.

NB: A grade of 'Incomplete' for a pre-requisite course must be converted to a passing grade prior to the student being permitted to progress to the higher-level course – unless exceptionally approved by the relevant Academic Administrator (the Dean or designate).

19.4. Repeated Courses (R)

If a student repeats an identical course and thereby achieves a higher grade, the new/higher grade will supersede the previous grade in the calculation of the Cumulative GPA and the original lower grade will not be included in the Cumulative Grade Point Average (GPA). It should be noted that the higher grade (of the two attempts on the course) is used for the CGPA calculation, but both grades are recorded and appear on the academic transcript.

19.5. Course in Progress (CIP)

A grade of 'Course in Progress' (CIP) - implying a continuation of coursework - may be designated when the timeline of a course is not consistent with the end date of the semester.

On completion of the course, the relevant Letter Grade and Numerical Value, as applicable, will replace the previous CIP Grade.

NB: CIP grades are not included in GPA calculation.

20. Progression Policy for Undergraduate Studies

ACADEMIC STANDINGS & PROGRESSION TOWARDS GRADUATION

Prior Academic Standing	Current Semester		New Academic Standing	Normal course load (credit hours) to be registered	Recommendations
	SGPA	CGPA			
Clear	$G \geq 2$	$G \geq 2$	Clear	See program requirements	None
	$1 \leq G < 2$	$G \geq 2$	Conditional	Normal load - 3	None
	Other	Other	Probation	Normal load - 6	Repeat courses when possible
Conditional	$G \geq 2$	$G \geq 2$	Clear	See program requirements	None
	$1 \leq G < 2$	$G \geq 2$	Conditional	Normal load - 3	None
	Any	$1 \leq G < 2$	Probation	Normal load - 6	Repeat courses when possible
	Any	$G < 1$	Suspended	0	See advisor
Probation (**)	$G \geq 2$	$G \geq 2$	Clear	See program requirements	None
	$G \geq 2$	$G < 2$	Probation	Normal load - 3	Repeat courses when possible
	$G < 2$	Any	Suspended	0	See advisor

(): Students are allowed to change major or remain on probation during three consecutive semesters. At each semester on probation, the load is reduced by three credit hours. If a student fails to clear his/her academic standing at the end of the third semester, he/she will be dismissed from the program.**

1. For the summer semester, the normal course load is six credit hours.
 1. Under exceptional conditions, students may increase their normal Fall and Spring semester course load by 3 credit hours, or register up to nine credit hours in the Summer semester if:
 2. The student's grade point average (CGPA) is at least 3.5 in the preceding semester, or the student expects to graduate at the end of the semester, and their CGPA is at least 2.0.

All students are expected to achieve a Cumulative Grade Point Average of at least 2.0 in each semester. If their GPA is less than 2.00, the student will be declared in probationary academic standing, and he/she must raise his CGPA to 2.00 or above within three semesters.

1.1. Clear Academic Standing

The following is applicable to students with the status of Clear Academic Standing at the beginning of the academic semester:

- Achieving a Grade Point Average (GPA) of at least 2.00 in both the Semester and Cumulative GPA will result in continuing Clear Academic Standing
- Achieving a Semester GPA of 1.00 to 2.00 with a Cumulative GPA 2.00 and above will result in Conditional Academic Standing

Not achieving either Clear or Conditional Academic Standing (as described above) will result in Probationary Academic Standing

1.2. Conditional Academic Standing

The following is applicable to students with the status of Conditional Academic Standing at the start of the academic semester:

- Achieving both a semester and Cumulative GPA of at least 2.00 will result in Clear Academic Standing
- Achieving a Semester GPA of 1.00 to 2.00 with a Cumulative GPA 2.00 and above will result in Conditional Academic Standing
- Achieving a minimum Cumulative GPA of 1.00 and not qualifying for Clear Standing as described above will result in Probationary Academic Standing

Achieving a Cumulative GPA below 1.00 may result in Academic Suspension

1.3. Probationary Academic Standing

The following is applicable to students with the status of Probationary Academic Standing at the start of the academic semester:

- Achieving both a semester and Cumulative GPA of at least 2.00 will result in Clear Academic Standing
- Achieving a semester GPA of less than 2.00 will result in Academic Suspension

A student not meeting either of the two criteria as described above will continue to hold Probationary Academic Standing.

2. Applying for Re-Admission after Suspension

At the end of a period of Academic Suspension, the student is required to meet his/her Academic Advisor, and complete the Registrar's 'Readmit/Program Transfer' form which must then be signed by all the relevant parties.

If the student is successful in being re-admitted to the study program, he/she will hold the status of Probationary Academic Standing and therefore must immediately meet with the Academic Advisor to develop a mutually agreed probationary plan of study. Failure to do so within the first ten days of each and every semester of the Probationary Academic Standing will result in the cancellation of course registration for that current semester.

2.1. Re-Admission of Withdrawn Students

A 'Withdrawn' student can only apply for readmission to a program at the University under the following conditions:

- a) The student must meet the full current admission requirements for his/her chosen program.
- b) The student is subject to the same priority criteria applicable to other students.

NB: If prior academic or established behaviour patterns have been deemed unacceptable, a further review may be required. The applicant must be able to provide demonstrative evidence of his/her capacity to perform at an acceptable social standard and academic standard in his/ her chosen program.

3. Graduation Policy for Undergraduate Studies

The following conditions must be met for a student to graduate:

- A minimum Cumulative Grade Point Average (CGPA) of 2.00 must be attained.
- The student must have successfully completed all courses in the study plan of the program.
- At least fifty percent of the program courses must have been completed at the Canadian University of Dubai.
- Any other specific graduation requirements for the Program must have been met.

NB: It is the responsibility of every student to know the graduation requirements for his/her program of study.

For Graduation with Honours, the following policy is followed:

- CGPA between 3.50 and 3.69: cum laude
- CGPA between 3.70 and 3.89: magna cum laude
- CGPA between 3.90 and 4.00: summa cum laude

To be eligible for graduation, the program must have been completed within the following time limits:

- For full-time programs: twice the length of the regular program
- For part-time programs: the maximum number of years is the number of required one semester courses (or equivalent thereof) divided by 3
- In some exceptional cases, a student may require the written approval from the Dean and/or VPAA to extend the Graduation time limit
- A student whose studies were interrupted for a period of time will not be eligible to graduate from a program that is no longer offered by the University - unless alternative arrangements are approved by the Dean and VPAA in writing

3.1. Application for Graduation

- a) Each student needs to review his/her academic record in light of the academic requirements defined by the particular program of study. Review current academic progression and grades with the relevant academic advisor.
- b) Each student must ensure that he/she is in good financial standing with the University (i.e. there are no outstanding balances or bounced cheques), and that all fees and financial obligations have been paid.
- c) Complete an Application for Graduation Form, which is available on the Graduation website or from the Registration Department, and submit it to the Registration Department together with payment of AED 800.

3.2. Participation in the Commencement Ceremony

In order to participate in the Convocation Ceremony, a student must:

- a) Complete a Convocation Confirmation Form and pay the accompanying fee to the Registration Department.
- b) Identify any special requirements or needs that Canadian University of Dubai must address prior to or during the ceremony.
- c) Complete an Academic Regalia Request Form and attend a fitting session at a Graduation Fair.
- d) If a student requires a Letter for Permission to attend Convocation for their employer, complete an Official Letter Request form at least one week prior to the Ceremony.
- e) Attend the rehearsal for the Ceremony, held the day before the actual Convocation.

During the month before the Convocation Ceremony, Graduation Fairs will be held at the University and it is mandatory that all graduating students attend one of these Fairs. At the Fair, information outlining the agenda and official protocol will be presented; official graduation photographs will be taken; cap and gown fittings will be conducted; and all the necessary Forms regarding the Graduation will be available.

Attendance of graduating students at the rehearsal for the Ceremony is also mandatory; if a student does not attend the rehearsal, he or she will not be permitted to attend the Convocation.

3.3. Conferral of Degree

For students that are in good financial standing with the University, the Canadian University of Dubai Diploma, Certificate of Merit, and Official Transcript will be prepared upon approval of the application for graduation and released on condition that all financial obligations have been satisfied.

Conferral of the degree is noted on the permanent record of the graduate with the date of graduation.

3.4. Name on Degree

The student name printed on the Canadian University of Dubai certificate is always in English, and is exactly the same as the name found in the passport belonging to the student. If there is any ambiguity or difficulty in determining the proper name of a student, he/she will be contacted in order to verify the exact name.

3.5. Attestation of Degrees and Transcripts

In order for a student's Canadian University of Dubai Degree, Diploma, Certificate of Merit, and Official Transcript to be attested, the attestation process, as outlined by the Ministry of Higher Education and Scientific Research, must be completed by the student. Please see the guidelines as per the Ministry of Higher Education and Scientific Research:

- <https://www.mohe.gov.ae/attestation> (Arabic)
- https://www.mohe.gov.ae/attestation/Default_e.aspx (English)

4. Independent Study / Special Arrangement Policy

There is a clear distinction between independent study and special arrangement courses. A special arrangement course is an experience in which the student covers the content of a regularly scheduled course through individual study under the guidance of a faculty sponsor. This approach is to be used only when scheduling difficulties would otherwise prevent the student from completing his or her program of study in a timely manner. As stated in the CAA standards, a course offered as an independent study is a course in which a student is individually supervised by a faculty to undertake a learning opportunity which is otherwise unavailable. Such a course must have a syllabus with learning outcomes, learning plan and appropriate assessment schemes.

4.1. Courses offered as Special Arrangement

24.1.1. Delivery

When a course is delivered as special arrangement, the academic school must ensure that:

1. The student has obtained all authorizations.
2. The course is offered in comparable class contact time, and comparable expectations for out of class study time, as in the same regular course.
3. The full content of the course syllabus will be taught.
4. A complete course file will be prepared at the end of the semester.
5. All learning resources are provided during the semester when the course is delivered.

24.1.2. Eligibility

A student may request to enroll in a course as special arrangement if one of the following conditions holds:

- 1) The regular course is not offered. This may substantially delay his/her graduation.
- 2) The regular course is offered but the student cannot attend due to reasons beyond his/her control.
- 3) The student needs the course to be offered in order to graduate during the current semester.

24.1.3. Application

When a student becomes eligible to enroll in a course as special arrangement, the following process must take place:

- 1) A formal request is written by the student to his/her academic advisor with all supporting documents, one semester in advance.
- 2) The academic advisor and program chair review the student's application and make a recommendation for the dean.
- 3) The dean reviews the whole application for a final decision.

4.2. Courses Offered as Independent Study (For Undergraduate Programs)

24.2.1. Statement of Purpose

An independent study course should be taken as an elective, used for individual pursuit of topics within or beyond a student's major field of study which transcend the regularly available curriculum. It will normally involve research, primary source reading, or field work. When planning for independent study, the student and his or her advisor should strive to maintain a balance between this mode of study and other elective courses. A disproportionate number of independent study courses will tend to prevent a student from taking other elective courses which are equally important to scholarly development. The institution must limit that grant of such courses to 6 semester hours for programs below the bachelor's degree and 9 semester hours for a bachelor's degree.

24.2.2. Credit and Grade Point Average Guidelines and Requirements

Matriculated students who have completed at least 50% of their program requirements are eligible for independent study. A minimum grade point average of 2.5 is required, subject to waiver by the school dean. The faculty sponsor is responsible for checking the student's grade point average and determining that the student has the ability to plan and execute a long-range project. Departments may establish additional criteria for initial approval of, and supervision of, independent study projects.

24.2.3. The Independent Study Course

An independent study contract consists of two parts: the proposal and the enrollment form. The faculty sponsor is responsible for preparing a detailed syllabus containing:

1. A detailed description of the course with clear learning outcomes;
2. The amount of time devoted to each major aspect of the course;
3. A description of prior course work or other experience which prepares the student for the proposed activity;
4. The frequency and duration of meetings with the faculty sponsor; and,
5. Dates for completion of project milestones where applicable.
6. The methods by which the student's work will be evaluated must be clearly stated in the syllabus.
Some appropriate forms of evaluation include a paper, a performance, and/or a presentation.

The syllabus of the independent study course should be approved by the curriculum committee prior to the course delivery.

To determine the number of credits, the guideline of a minimum of 12 hours of effort per week per course unit shall apply. A student may enroll in no more than six credits of independent study in a given semester. A department may limit the number of independent study credits which a student is permitted

5. Policy on Intensive Modes of Course Delivery

When an academic school intends to offer a course or program through intensive modes of delivery, it must comply with the CAA requirements as specified in its standards. Please refer to Appendix 1 of the standards: Courses offered in Condensed Periods. The institution should receive the approval of the commission prior to the start of the program or courses. During summer semesters, courses are delivered over a short period of time but do not require the approval of the CAA.

When considering intensive course delivery, the academic school must ensure:

- Comparable duration of class contact time and expectations for out-of-class study time, as in the same courses offered during regular semesters or terms.
- The learning outcomes of the courses can be achieved during the short period of time.
- Students may register up to three courses when week-end course delivery is used during a regular semester. If the course delivery involves the shortening of the semester, students may register up to two courses.
- Faculty are given enough time for course delivery and preparation, in addition to all other duties, as required by the CAA standards.

6. Finance

6.1. Non-Credit Programs

	Number Of Weeks	Total
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,000
English for Academic Purposes 400 (9 hours/week)	15 weeks plus exam	AED 10,000
Academic Foundation Program	30 weeks	AED 23,000

6.2. School of Liberal Arts and Sciences

Bachelor of Arts in Communication

(Advertising, Public Relations, Journalism)

New students enrolled and registered after August 29th, 2013

Cost per credit	Cost per course (3 credits)	Tuition per year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,400.00	AED 4,200.00	AED 42,000.00	AED 1,963.00	AED 43,963.00

Bachelor of Arts in English Language and Translation

New students enrolled and registered after August 29th, 2013

Cost per credit	Cost per course (3 credits)	Tuition per year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,850.00	AED 5,550.00	AED 55,500.00	AED 1,963.00	AED 57,463.00

6.3. School of Business Administration

Associate Degree in Marketing - 2 years

66 Credit Hours = 22 Courses

Bachelor of Business Administration in E-Business

Bachelor of Business Administration in Marketing

Bachelor of Business Administration in Human Resource Management

Bachelor of Business Administration in International Business

123 Credit Hours = 41 courses New students enrolled and registered after August 29th, 2013

Cost per credit	Cost per course (3 credits)	Tuition per year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,900.00	AED 5,700.00	AED 57,000.00	AED 1,963.00	AED 58,963.00

6.4. School of Architecture and Interior Design

Bachelor of Architecture

170 credit hours

Bachelor of Science in Interior Design

134 credit hours = 45 courses New students enrolled and registered after August 29th, 2013

Cost per credit	Cost per course (3 credits)	Tuition per year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 2,050.00	AED 6,150.00	AED 61,500.00	AED 1,963.00	AED 63,463.00

6.5. School of Engineering, Applied Science and Technology

Bachelor of Computer and Network Engineering Technology

Bachelor of Science in Network Engineering

138 credit hours

Bachelor of Science in Telecommunication Engineering

138 credit hours = 46 courses New students enrolled and registered after August 29th, 2013

Cost per credit	Cost per course (3 credits)	Tuition per year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,950.00	AED 5,850.00	AED 58,500.00	AED 1,963.00	AED 60,463.00

6.6. School of Environment and Health Sciences

Bachelor of Science in Health Organization Management

Bachelor of Science in Environmental Health Management

126 credit course = 42 courses New students enrolled and registered after August 29th, 2013

Cost per credit	Cost per course (3 credits)	Tuition per year (10 courses)	Incidental Fees	Tuition + Incidental (per year)
AED 1,900.00	AED 5,700.00	AED 57,000.00	AED 1,963.00	AED 58,963.00

6.7. Undergraduate Full-Time Incidental Fees 2013-2014

Student Activities Fee - per semester	AED 300.00 (150.00/semester x 2/year)
Student Health Insurance - per year	AED 1,600.00
Accident Insurance - per year	AED 63.00
Total	AED 1,963.00

6.8. Undergraduate Student Fees 2013-2014

Student RFID Card - one off payment	AED 150.00
Seat Reservation - Under Graduate	AED 1,200.00
Admission Fee - Under Graduate	AED 300.00
Late Registration Fee per Semester	AED 600.00
Transfer Credit from Other University Fee	AED 300.00
Change of Major	AED 300.00
Application for reviewing exam sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 170.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 170.00
TOEFL Test	AED 600.00
Additional copy of Transcript	AED 40.00
Letter of Permission	AED 150.00
To Whom It May Concern certificate	AED 30.00
Graduation Fee	AED 800.00

Graduation Ceremony Fee	AED 400.00
Replacing lost RFID Card	AED 250.00
Parking Fee per Semester	AED 400.00

**Canadian University of Dubai reserves the right to revise its prices annually up to a maximum of 10%*

7. Scholarships for Undergraduate

7.1. Guiding Principles for Canadian University of Dubai Scholarships

- Scholarships are open to all students of any citizenship who have met all the admission requirements.
- Scholarships are awarded to fulltime students enrolled in four (4) academic courses or more per semester.
- Students must maintain the cumulative grade point average (CGPA) necessary in order to continue their scholarship.
- Students can apply in successive years but scholarships are only valid for two (2) successive semesters.
- All remaining fees (tuition and housing) must be paid promptly in order to maintain your scholarship.

7.2. Application Deadlines

- Scholarship Application deadline for the Fall Semester is June 15th.
- Scholarship Applications deadline for the Spring Semester is December 20th.
- Late or incomplete scholarship applications are not considered.
- Applicants must email their scholarship application forms, along with all supporting documents to scholarship@tud.ac.ae

7.3. Academic Excellence

Up to 100% tuition waiver

Academic average of 98%* or above

Student must have a CGPA of 3.9 or higher at the end of the first semester for the scholarship to continue

Up to 50% tuition waiver

Academic average of 95%* or above

Student must have a CGPA of 3.85 or higher at the end of the first semester for the scholarship to continue

7.4. Academic Achievement

Up to 40% tuition waiver

Academic average of 85%* or above

Student must have a CGPA of 3.70 or higher at the end of the first semester for the scholarship to continue

20% tuition waiver

Academic average of 85%* or above

20% tuition waiver is awarded automatically to all new students with high school average of 85% and above. Returning students with CGPA of 3.85 per semester will also be awarded the 20% tuition waiver

* UAE Secondary School Certificate or equivalent

Curriculum	Scholarship Value			
	Up to 100 %	Up to 50%	Up to 40%	Up to 20%
	Grade earned/leaving grade			
UAE Secondary School Certificate	98%	95%	90%	85%
UK AS-levels	4 A-grades	3 A grades	2 A grades	-
UK A-levels	3 A grades	2 A grades	1 A grades	-
UK O-levels	6 A grades	5 A grades	4 A grades	-
Indian State Board Exams	96%	93%	90%	85%
Indian Central Board of Secondary Education	96%	93%	90%	85%
International Baccalaureate	40	38	36	32
Countries of the Former USSR	98%	95%	90%	85%
Iranian Pre-University	19.5	19	18	17
North American High School Certificate	98%	95%	90%	85%
Nigerian High School Certificate WAEC	A1 grade	B2 grade	B3 grade	-

*The Guiding Principles for Canadian University of Dubai scholarships must be met.

7.5. Sports

Up to 40% tuition waiver

Average of 80% or above

Second semester CGPA must be 3.50 or above for the scholarship to continue Students must submit

- A recommendation letter from the high school coach for the sport in which the student excels
- a list of awards and certificates achieved for with supporting documentation

Up to 10% tuition waiver

Average of 70% or above

Second semester CGPA must be 3.0 or above for the scholarship to continue

New Students must submit

- A recommendation letter from the high school coach for the sport in which the student excels
- a list of awards and certificates achieved for with supporting documentation

***The Guiding Principles for Canadian University of Dubai scholarships must be met.**

7.6. Special Needs

We at Canadian University of Dubai pledge to provide an inclusive learning environment and to support the cognitive, emotional and creative development of students with disabilities. Special needs may be justified by physical or other disabilities.

Up to 40% tuition waiver

- Scholarships are available to students with an average equal or superior to 75%.
- Student must have a CGPA of 3.0 or higher at the end of the first semester for the scholarship to continue.
- A Professional, documented diagnosis of disability must be supplied with application and will be kept confidential.

The above documentation must be submitted with the application. Any application with incomplete documentation will not be considered when awarding the Special Needs Scholarships

The Guiding Principles for Canadian University of Dubai scholarships must be met.

7.7. Financial Aid

The objective of these scholarships is to promote access to higher education to students facing financial hardship.

Up to 40% tuition waiver

Academic average of 75% or above

Second semester CGPA must be 3.30 or higher for the scholarship to continue

Students must submit the following documents:

- Completed and signed application
- Current Rental Contract
- Bank statements
- Employee certificate and salary statement for each employed family member
- Copy of Passport and Visa for all working family members (or both parents)
- Certificates of educational tuition fees for each sibling

All documentation will be kept confidential.

All of the above documents must be submitted with the application. Any application with incomplete documentation will not be considered when awarding the Financial Hardship Scholarships.

Section 3 GRADUATE STUDIES

1. Graduate Students Academic Calendar

Term 1- 2013		WEEKENDS	WEEKDAYS	
August 2013	Course Start Date	30 Aug. 2013		
September 2013	Course Start Date		1 Sep. 2013	
	Midterm Exam	13 Sept. 2013	15 Sept. 2013	
	Last Session	21 Sept. 2013	24 Sept. 2013	
	Final Exam	27 Sept. 2013	29 Sept. 2013	
	September 2013	Course Start Date	27 Sept. 2013	30 Sept. 2013
October 2013	Midterm Exam	11 Oct. 2013	20 Oct. 2013	
	Pre-MBA Start Date	11 Oct. 2013		
	Arafat Day	Monday, October 14th 2013		
	Eid Al Adha	Tuesday Oct 15 till Thursday Oct 17		
	Last Session	26 Oct. 2013	29 Oct. 2013	
	November 2013	Final Exam	1 Nov. 2013	3 Nov. 2013
		November 2013	Course Start Date	1 Nov. 2013
November 2013	Al Hijri New year	Tuesday, November 5th		
	Midterm Exam	15 Nov. 2013	17 Nov. 2013	
	Pre-MBA Midterm	Friday November 8th 2013		
	Last Session	23 Nov. 2013	26 Nov. 2013	
	Final Exam	29 Nov. 2013	1 Dec. 2013	
	November 2013	Course Start Date	29 Nov. 2013	
December 2013	Course Start Date		4 Dec. 2013	
	National Day	Monday Dec 2nd and Tuesday Dec 3rd		
	Pre-MBA Final Exam	6 Dec. 2013		
	Midterm Exam	13 Dec. 2013	15 Dec. 2013	
	Pre-MBA Final Exam	6 Dec. 2013		
	Christmas Break	Tue. Dec 24th till Tuesday Dec 31st		
	Last Session	21 Dec. 2013	24 Dec. 2013	
	January 2014	New Year's Day	Wednesday January 1st	
		Final Exam	3 Jan. 2014	5 Jan. 2014
	Term 2- 2014		WEEKENDS	WEEKDAYS
January 2014	Course Start Date	3 Jan. 2014	6 Jan. 2014	
	Prophets's Birthday	Tuesday January 14th 2014		
	Midterm Exam	17 Jan. 2014	19 Jan. 2014	
	Last Session	25 Jan. 2014	28 Jan. 2014	
	Final Exam	31 Jan. 2014	2 Feb. 2014	
January 2014	Course Start Date	31 Jan. 2014		

February 2014	Course Start Date		3 Feb. 2014
	Pre-MBA start Date	14 Feb. 2014	
	Midterm Exam	14 Feb. 2014	16 Feb. 2014
	Last Session	22 Feb. 2014	25 Feb. 2014
	Final Exam	28 Feb. 2014	2 Mar. 2014
February 2014	Course Start Date	28 Feb. 2014	
March 2014	Course Start Date		3 Mar. 2014
	Pre-MBA Midterm	7 Mar. 2014	
	Midterm Exam	21 Mar. 2014	23 Mar. 2014
	Last Session	29 Mar. 2014	1 Apr. 2014
April 2014	Final Exam	4 Apr. 2014	6 Apr. 2014
April 2014	Course Start Date	4 Apr. 2014	7 Apr. 2014
	Pre-MBA Final Exam	11 Apr. 2014	
	Midterm Exam	18 Apr. 2014	20 Apr. 2014
	Last Session	26 Apr. 2014	29 Apr. 2014
May 2014	Final Exam	2 May. 2014	4 May. 2014

Term 3- 2014

WEEKENDS

WEEKDAYS

May 2014	Course Start Date	2 May. 2014	5 May. 2014
	Midterm Exam	16 May. 2014	18 May. 2014
	Last Session	24 May. 2014	27 May. 2014
	Final Exam	30 May. 2014	1 Jun. 2014
May 2014	Course Start Date	30 May. 2014	
June 2014	Course Start Date		2 Jun. 2014
	Midterm Exam	13 Jun. 2014	15 Jun. 2014
	Pre-MBA start Date	20. Jun. 2014	
	Last Session	21 Jun. 2014	24 Jun. 2014
	Final Exam	27 Jun. 2014	30 Jun. 2014
June 2014	Course Start Date	27 Jun. 2014	30 Jun. 2014
July 2014	Pre-MBA Midterm Exam	11 Jul. 2014	
	Midterm Exam	11 Jul. 2014	13 Jul. 2014
	Last Session	19 Jul. 2014	22 Jul. 2014
	Final Exam	25 Jul. 2014	27 Jul. 2014
July 2014	Course Start Date	25 Jul. 2014	28 Jul. 2014
August 2014	Pre MBA Final Exam	8 Aug. 2014	
	Midterm Exam	8 Aug. 2014	
	Last Session	16 Aug. 2014	19 Aug. 2014
	Final Exam	22 Aug. 2014	24 Aug. 2014

2. Our Academic Programs

At the Canadian University of Dubai we offer the ability to study a Canadian based curriculum within the culture and values of the United Arab Emirates.

Our graduates' academic programs are housed within the School of Graduate Studies.

2.1. MBA Program

The structure of the program reflects the findings of a research survey conducted by the School of Business Administration focusing on the current and future needs of a cross-section of organizations across the UAE. Therefore, the program is of great strategic relevance and offers practical and analytical solutions for the problems and challenges facing industry and other organizations in the Gulf region.

The M.B.A program is offered in the following tracks:

1. General Management
2. Human Resource Management
3. Islamic Banking
4. Finance
5. Marketing
6. Double Concentration

2.1.1. Program Structure:

1- Program Structure: General Management

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	6	6	12
Total	30	6	36

2- Program Structure: Human Resources Management

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	6	6	12
Total	30	6	36

3- Program Structure: Islamic Banking

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	12	-	12
Total	36	0	36

4- Program Structure: Finance

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	9	3	12
Total	33	3	36

5- Program Structure: Marketing

Requirements	Compulsory Cr. H	Concentration Elective Cr. H	Total Cr. H
Business Core (CR)	24	-	24
Concentration (CE)	9	3	12
Total	33	3	36

2.2. Program Core Courses

Course #	Course Title	Prerequisite	Cr
MBA 641	Managerial Accounting	None	3
MBA 642	Managerial Finance	None	3
MBA 643	Quantitative Analysis for Managers	None	3
MBA 644	Managerial Economics	None	3
MBA 645	Marketing Management	None	3
MBA 646	Operations Management	MBA-643	3
MBA 647	Management of Information Systems	None	3
MBA 648	Business Strategy (capstone)	All other program core courses	3

General Management Courses

Course #		Course Title	Prerequisite	Cr
MBA	651	Organizational Behavior	None	3
MBA	653	Organization Development & Change	MBA 651	3

General Management Concentration Electives (select two courses)

Course #		Course Title	Prerequisite	Cr
MBA	652	Service Operations Management	MBA 646	3
MBA	655	Leadership and Motivation	None	3
MBA	656	Special Topics in Management	None	3
MBA	661	Human Resource Management	None	3

Human Resources Management Courses

Course #		Course Title	Prerequisite	Cr
MBA	661	Human Resource Management	None	3
MBA	663	Training and Development of Human Resources	MBA 661	3

Human Resources Management Concentration Electives (Select two courses)

Course #		Course Title	Prerequisite	Cr
MBA	651	Organizational Behavior	None	3
MBA	655	Leadership and Motivation	None	3
MBA	662	Legal Environment of Employment Decisions	MBA 661	3
MBA	664	Human Resource Staffing	MBA 661	3
MBA	665	Compensation & Performance Management	MBA 661	3
MBA	667	Special Topics in Human Resource Management	MBA 661	3
MBA	668	International Human Resource Management	MBA 661	3

Islamic Banking Courses

Course #		Course Title	Prerequisite	Cr
MBA	671	<i>Al-Shari'ah</i> , Economy & Society	MBA 644	3
MBA	672	Theory & Practice of Islamic Banking- <i>Fiqh Al-Muamalat</i>	MBA 641	3
MBA	673	Islamic Financial Systems	MBA 642	3
MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3

Finance Courses

Course #		Course Title	Prerequisite	Cr
MBA	681	Corporate Finance	MBA 642	3
MBA	683	Investment Analysis & Portfolio Management	MBA 642	3
MBA	684	Mergers & Acquisitions	MBA 641, MBA 642	3

Finance Concentration Electives (Select one course)

Course #		Course Title	Prerequisite	Cr
MBA	671	<i>Al-Shari'ah</i> , Economy & Society	MBA 644	3
MBA	682	International Financial Management	MBA 642	3
MBA	685	Financial Statement Analysis	MBA 642	3

Marketing courses

Course #		Course Title	Prerequisite	Cr
MBA	691	Marketing Channels	MBA 645	3
MBA	692	International Marketing	MBA 645	3
MBA	693	Business Marketing	MBA 645	3

Marketing Concentration Electives (Select one course)

Course #		Course Title	Prerequisite	Cr
MBA	694	Innovation Management and New Product Development	MBA 645	3
MBA	695	Marketing Research	MBA 645	3

General Management Study Plan

Semester	Code	Subject Title	Pre req.	Cr
Term 1	MBA 641	Managerial Accounting	None	3
	MBA 642	Managerial Finance	None	3
	MBA 643	Quantitative Analysis for Managers	None	3
	MBA 644	Managerial Economics	None	3
				12
Term 2	MBA 651	Organizational Behaviour	None	3
	MBA 645	Marketing Management	None	3
	MBA 646	Operations Management	MBA-643	3
	MBA 647	Management of Information Systems	None	3
				12
Term 3	MBA 648	Business Strategy (Capstone)	All other program core courses	3
	MBA 653	Organizational development and Change	MBA 651	3
	MBA XXX	Concentration Elective		3
	MBA XXX	Concentration Elective		3
				12
Total				12
				36

Human Resource Management Study Plan

Semester	Code	Subject Title	Pre req.	Cr
Term 1	MBA 641	Managerial Accounting	None	3
	MBA 642	Managerial Finance	None	3
	MBA 644	Managerial Economics	None	3
	MBA 643	Quantitative Analysis for Managers	None	3
				12
Term 2	MBA 661	Human Resource Management	MBA 501	3
	MBA 645	Marketing Management	None	3
	MBA 646	Operations Management	MBA-643	3
	MBA 647	Management of Information Systems	None	3
				12
Term 3	MBA 648	Business Strategy (Capstone)	All other program core courses	3
	MBA 663	Training and Development of Human Resources	MBA 661	3
	MBA XXX	Concentration Elective		3
	MBA XXX	Concentration Elective		3
				12
Total				12
				36

Islamic Banking Study Plan

Semester	Code	Subject Title	Pre req.	Cr	
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Managers	None	3
	MBA	644	Managerial Economics	None	3
					12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	671	<i>Al-Shari'a, Economy & Society</i>	MBA 644	3
	MBA	672	<i>Theory & Practice of Islamic Banking-Fiqh Al Muamalat</i>	MBA 641	3
	MBA	673	Islamic Financial Systems	MBA 642	3
	MBA	674	Accounting in Islamic Financial Institutions	MBA 641	3
					12
					36

MBA Finance Study Plan

Semester	Code	Subject Title	Pre req.	Cr	
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
					12
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
					12
Term 3	MBA	681	Corporate Finance	MBA 642	3
	MBA	XXX	Finance Elective		3
	MBA	683	Investment Analysis & Portfolio Management	MBA 642	3
	MBA	684	Mergers & Acquisitions	MBA 641, MBA 642	3
					12
Total					36

MBA Marketing Study Plan

Semester	Code		Subject Title	Pre req.	Cr
Term 1	MBA	641	Managerial Accounting	None	3
	MBA	642	Managerial Finance	None	3
	MBA	643	Quantitative Analysis for Manager	None	3
	MBA	644	Managerial Economics	None	3
Term 2	MBA	645	Marketing Management	None	3
	MBA	646	Operations Management	MBA-643	3
	MBA	647	Management of Information Systems	None	3
	MBA	648	Business Strategy (Capstone)	All other program core courses	3
Term 3	MBA	691	Marketing Channels	MBA 645	3
	MBA	692	International Marketing	MBA 645	3
	MBA	693	Business Marketing	MBA 645	3
	MBA	XXX	Marketing Elective		3
Total					36

**The "Term" is equal to semester pertaining to the length and number of courses and it is refer to whenever the seasonal calendar is not applicable.*

2.3. Double Concentration

Students pursuing an MBA degree may earn a double concentration in two majors by completing 16 MBA courses and the degree requirements for both majors.

To be admitted in a double concentration student should register in the two majors at the beginning of the first Term. Enrolled students who wish to obtain a double concentration, have a period of maximum 6 months to register in the second concentration. They can only register if their names were not endorsed in the graduation list by the Board of Trustees.

2.4. Pre-MBA Courses

The School of Business evaluates student application for evidence of undergraduate scholarship, professional experience, and demonstrated aptitude for successful graduate business study. If a student meets all application requirements, the student is given full admission to their applied program. However, the MBA program at Canadian University of Dubai requires 90 Contact hours of Pre-MBA courses for students that do not have a business administration educational background. This foundation is composed of six graduate-level courses that are designed to provide accelerated coverage of the knowledge base necessary for students to benefit most from the MBA curriculum. If the student has one or more prerequisite foundation courses to complete they are granted conditional admission to the MBA program. As a conditionally-admitted student, the student must successfully complete these prerequisites prior to completing any MBA graduate course work. Applicants denied admission may not take graduate level courses in the School of Business graduate programs.

Study Plan of the Pre-MBA Program

Course #		Course Title	Prerequisite
MBA	501	Management and Organization Behavior	None
MBA	502	Foundations of Business Statistics	None
MBA	503	Accounting Foundations	None
MBA	504	Economics Foundations	None
MBA	505	Marketing Foundations	None
MBA	506	Quantitative Analysis for Business	None

2.5. English for Academic Purpose (EAP)

- English Placement Testing
- English for Academic Purpose (EAP) courses
- Short TOEFL and IELTS preparation courses
- TOEFL Testing

Background Information

English for Academic Purposes (EAP) programs are offered to students who are academically admissible, but have not yet demonstrated that they meet English proficiency requirements. The EAP program is an intensive University level certificate program designed specifically to help perspective university students to prepare for academic life and achieve the necessary standard to enter our academic programs. If required, the EAP program must be taken at the Canadian University of Dubai

Our EAP classes are delivered in a friendly multicultural environment, are student centred, and university-program tailored. Participants are placed in one of four EAP levels according to their score on the English Language Placement test. Taken together, these four levels can take participants from early beginner (TOEFL 300/IELTS 3) and bring them to university level English users, or a proficiency score of TOEFL

500/IELTS 5. Students are recommended to take the TOEFL or IELTS on exiting the course. However, they are welcome to sit a test at any time. For those registered in the program and who require assistance, the University can facilitate obtaining a UAE study visa, as well as local accommodation.

Registration:

Students can register through the Admissions Office. Please contact us directly for more information by emailing ConEd@cu.edu.ae or by calling +971 (0)4 3219090 recruitment department.

Date:

EAP courses run in conjunction with the University Academic Calendar. The courses typically run for 15 weeks with a final exam in week 16. However, during the summer the course is condensed. For adult learners and working professionals courses can be organized in the afternoon/evening and/or during the weekend. Please contact the EAP - Coordinator for details.

EAP 100:	15 hours per week,
EAP 200:	15 hours per week,
EAP 300:	12 hours per week,
EAP 400:	12 hours per week,

Fee:

EAP 100 - AED 12,000

EAP 200 – AED 12,000

EAP 300 – AED 10, 000

EAP 400– AED 10,000

Location:

Canadian University of Dubai campus on Sheikh Zayed Road (Financial Centre-Shangri La Hotel)

Participants:

The EAP Certificate addresses the language requirements for prospective students who wish to pursue a degree program taught in English. Individuals who do not yet have the necessary English skills have the opportunity to join in University life, and start some *credit* courses while studying in level 3 and 4.

Program Overview and Learning Outcomes:

Participants work collaboratively with their instructors and peers to improve their Reading, Writing, Listening and Speaking skills in English through a number of up to date teaching methodologies. Participants also study academic skills such as note taking, presentation delivery, and critical thinking. Participants in the certificate program are encouraged to become involved in University life and to feel part of the learning community. Some of the great opportunities to do that include:

- Pen pal systems with instructors and existing students at Canadian University of Dubai to practice fluency in writing.

- Access to a private program website and online forum where additional language practice and class updates are available.
- An extensive reading program for students who love English literature.
- The opportunity to gain up to 15 credit hours towards a degree program at Canadian University of Dubai, while studying in the EAP program.

EAP Course Descriptions

EAP 100: Beginner Level - 15 hours per week

This is the start level for students have only a fundamental grasp of the English language. The skills of reading, writing, speaking and listening are all explored in an interactive way. Basic words and phrases are taught in a way that reflects communication in the English language on a day to day basis. The course focuses on simple communication processes.

Pre-requisites: English Language Placement Test.

EAP 200: Basic Level - 15 hours per week

The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills and introducing the mechanics of writing to develop writing accuracy at the sentence level.

Pre-requisites: English language Placement Test.

EAP 300: Intermediate Level - 12 hours per week

This level focuses on academic preparation in a combined reading/writing course, oral communications and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies and write organized paragraphs and write grammatically correct sentences.

Pre-requisites: English Placement Test score equivalent to EAP 300 or passing grade in EAP 200

EAP 400: Advanced Level - 12 hours per week

This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL/IELTS exams quickly and efficiently. It will also prepare students to join and succeed in major University courses by developing University level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension.

Pre-requisites: English Placement test Score equivalent to EAP 400 or passing grade in EAP 300

Approximate comparison between EAP Levels and Standard University Entrance Exams

Level	Expected Proficiency in English on exiting the course
Beginner	TOEFL - N/R
Basic	TOEFL 430/IELTS 4.0
Intermediate	TOEFL 470/IELTS 4.5
Advanced	TOEFL 500/IELTS 5.0

2.6. Short TOEFL and IELTS Preparation Courses

Canadian University of Dubai offers TOEFL and IELTS training courses for working professionals who need to study in the evenings and at weekends.

Registration: You can register now by contacting the recruitment department at 04 3219090. For more information on course content please contact the Coordinator at emailing ConEd@tud.ac.ae

Duration: 45 hours over 5 weeks for evening participants
45 hours over 5.5 weeks for weekend participants

Fee: AED 3,000 (including all materials; textbooks, handouts etc.)

Location: Canadian University of Dubai

Participants: Participants are those who wish to prepare for the TOEFL and IELTS exam for academic purposes. There are two levels; intermediate and advanced. Students are placed in levels according to their score on their TOEFL or IELTS placement test. A minimum score is required.

Program Overview and Learning Outcome: Participants will cover a number of topics in the basic humanities and sciences that regularly feature in TOEFL/IELTS examinations. Students will improve test taking skills as well as reading, writing, listening and speaking skills in English. On completion of the course participants will be familiar with all aspects of the exam, including duration, timings, structure and questions types.

3. Graduate Admissions Policy

All admission queries should be directed to the Office of the Registrar. Admission to a specific program of study implies admission to the Canadian University of Dubai; however, admission to a particular program does not imply automatic admission to any other program of study. For all admissions to the Canadian University of Dubai, prospective students must hold the minimum university general admission requirements, as well as all the additional admission requirements specific to their chosen program of study.

To be admitted to the MBA program, an applicant must meet General Admission Requirements in addition to specific program admission requirements. For applicants not meeting all of the requirements, admission could be conditional to these requirements, or their established equivalent, being met within prescribed time periods and subject to conditions clearly outlined below.

3.1. General Admission requirements for Master's level programs:

1. Completion of a recognized baccalaureate in a discipline appropriate for the Master's degree. A higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to master's programs.
2. A minimum cumulative grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the applicant's baccalaureate degree program.
3. For programs taught in English, a minimum TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet-Based test, or its equivalent in a standardized English language test, such as 6.0 IELTS or another standardized, internationally recognized test approved by the Commission, with the following exceptions:
 - A native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language.
 - an applicant with an undergraduate qualification from an English medium institution who can provide evidence of acquiring a minimum TOEFL score **500** on the paper-Based test, or its equivalent on another standardized test approved by the Commission, at the time of admission to his/her undergraduate program.

3.2. Conditional Admission Requirements for Master's level programs:

1. A student with a recognized baccalaureate degree and a TOEFL score of 530 (197 CBT, 71 IBT) or its equivalent on another standardized test approved by the Commission may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 1. must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;
 2. may take a maximum of six credit hours in the first semester of study, not including intensive English courses;
 3. must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program
4. A student with recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its equivalent, and who meets the English language competency requirements for general admission stated in Part I above, may be admitted conditionally to a

Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal.

1. may take a maximum of nine credit hours in the first semester of study;
2. must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.

3.3. Additional Program Admission Requirements: Panel Interview

Offers of admission are adjudicated by a panel consisting of two (2) MBA faculty members from different program specialties, the Program Chair, and a representative of the Office of the Registrar, as a result of the following process:

1. Once the deadline for submission of applications has passed, a first screening by the panel establishes lists of applicants for further consideration for either admission or conditional admission.
2. Selected applicants complete a panel interview.
3. Offers of admission are made on the basis of the interview's outcome, which includes academic record excellence and suitability as an objective assessment criterion.

The Panel Interview is conducted by the Program Chair and the two MBA faculty members. It lasts 30 minutes and follows a standard protocol captured by the MBA Interview Form. Its aim is to determine the applicant's:

1. Oral and written language proficiency and communication skills (applicants are invited to speak about themselves and their career goals in relation to their choice to enrol in an MBA program; they are also asked to write a short essay).
2. Motivation and engagement;
3. Rationale for the choice of major;
4. Prospect for successful completion of the program.

The interview culminates with a panel recommendation for full acceptance, or conditional acceptance, or acceptance in the pre-MBA program or further consideration after submission of additional material, or rejection. This recommendation is based on an objective eight-point assessment, including academic record; communication skills, motivation, etc. (see MBA Interview Form in Appendix 5 for details).

Clearly, since the introduction of the Panel Interview into the admission process for the Fall 2011 incoming cohort, there has been a leap in the quality of admitted students paired with a dramatic decrease in enrolment. This is a conscious firm commitment to quality, rather than quantity from the part of the institution. The MBA program is very much aware of the importance of training the most qualified future corporate leaders while increasing the value and the quality of their degree and respecting the workplace market's capacity to integrate new graduates.

Applicants may be admitted to the Pre-MBA program (e.g., students who have completed an undergraduate university degree in an area other than Business Administration and who meet the admission requirements). Successful completion of six foundations courses automatically yields admission to the MBA program. The six Pre-MBA courses are as follows:

Pre-MBA Courses

Course #		Course Title	Prerequisite
MBA	501	Management and Organization Behavior	None
MBA	502	Foundations of Business Statistics	None
MBA	503	Accounting Foundations	None
MBA	504	Economics Foundations	None
MBA	505	Marketing Foundations	None
MBA	506	Quantitative Analysis for Business	None

3.4. Student Visa

Student UAE residence visas are issued for full-time students (students enrolled in 4 courses or more per semester) who have been accepted to the University and have paid the required deposits and fees.

(Transfer of visa from other institutions is a lengthy process. Students should cancel their visa at their previous academic institution and the Canadian University of Dubai will apply for a new visa.)

Once all the documents are available it takes a minimum of 3 working days to process the visa.

Completion of medical and stamping of the visa on the passport take a minimum of 4 additional working days.

The documents required are:

- Color passport photocopy
- 4 color passport photographs (Submitted with Application for Admission)
- Letter of Acceptance from the University with course details and duration.

3.5. Falsified Admission Documents

Students found to have submitted falsified documents will be dismissed from the University.

4. Registration Process and Procedure

Once the student is fully accepted he/she can then proceed with his/her registration by complying with the following:

- a) Complete the information at the top of the Registration Form.

- b) Obtain a copy of your Unofficial Transcript (for returning students only)
- c) Pay tuition and fees based on the number of desired courses. Ensure Student Accounts Payable stamps the Registration Form.
- d) See your Academic Advisor and have him complete the Academic Advisor Form; this form is only available from your Academic Advisor. Review your Unofficial Transcript and the study plan for your program, and report any errors or omissions to your advisor. Determine how to best make progress towards degree completion. The advisor will list approved courses
- e) Use the Timetable Worksheet to select the sections of the courses that best meets your needs.
- f) Attach the signed Academic Advisor Form and Worksheet to the Registration Form
- g) Take the signed forms to the Registration Department for processing. Class schedule is subject to change under exceptional conditions.

5. Graduate Student Course Load

The academic load for this program is outlined as follows. The total program load is 36 credit hours. The maximum academic load is 12 credit hours per term. Students who pursue the program part-time have up to three years to complete the degree requirements.

6. Graduate Transfer Credit

Transfer of a maximum of 6 credit hours may be applied to the Canadian University of Dubai MBA. Transferable work must have a minimum grade B and above and have been completed for graduate credit at an accredited college or university. Students requesting to transfer work must submit the request in writing with an official transcript from the university which awarded the credit. No transfer credit for MBA-648 (Business Strategy).

7. Attendance & Absenteeism Policy for Graduate Studies

Attending classes is compulsory in all MBA courses. MBA students will not be allowed to take the final examination if they are absent for more than 35% of the classes in a course. When a student has been absent for more than 35% of the course a notice of Failure for Non Attendance (grade point of 0.0) will be sent. It is the responsibility of the student to electronically check his/her attendance record. Missing classes with verifiable and legitimate reasons (illness, death in immediate family, etc.) will be treated as per the University grading policy.

8. Holding Registration

A student may apply to the Registration office for the suspension of his/her studies before the end of the Add & Drop period to avoid academic and financial penalties. However, no suspension of studies will be approved for more than two consecutive semesters. The total number of semesters in which the student can suspend his/her studies must not exceed four semesters before graduation.

The student must present the clearance sheet to the Registration Office. Students that are sponsored by the University must cancel their visa before suspending their studies.

9. Withdrawal from the University

Students may apply for withdrawal from the University subject to submission of the clearance sheet to the Office of the Registrar. Documents submitted to the University are regarded as a property of the University and cannot be given back to the student. Students that are sponsored by the University must cancel their visa before withdrawing from the University.

- a) A student may be required by the University to withdraw from a course, program or from the University itself for reasons deemed as 'just cause'. The Vice-President of Academic Affairs (VPAA) will determine the specified period of the withdrawal
- b) The term 'Just Cause' denotes, but is not limited to, consistent failure to meet the academic objectives of the course or study program; any academic performance that would result in an Academic Suspension for a second time; plagiarism and other forms of cheating; inappropriate behaviour within the University campus - e.g. classroom, lab, place of internship or other such environment; failure to pay fees or the submission of falsified or falsely obtained documents, or provision of other false information for admission purposes
- c) The University may also require students to withdraw from any Continuing Education programs for consistent failure to report absences or for poor attendance (or any of the above mentioned reasons)
- d) The VPAA may require immediate and permanent withdrawal from the University by any student that breaches accepted local behavioural norms. The student will be informed in writing if he/she is formally withdrawn from the University
- e) A student that is withdrawn from a course or a program at the University is not eligible for any refund of fees paid
- f) A student that has been 'Withdrawn' is not allowed to continue in the program

10. Reinstatement after Withdrawal

A student who must take time off from his or her studies can re-enter his or her program without repeating the entire admission process, as long as he or she does so within five years after the withdrawal. To resume a program after an absence of five or more years, the student must reapply for admission and meet program requirements at that time.

11. Grading Scheme for Graduate Studies

Percent Grade	Alpha Grade	4 Point Scale Equivalent	CUD Equivalent Description
95-100	A+	4.00	Outstanding
90-94	A	3.70	Excellent
85-89	A-	3.50	Very good
80-84	B+	3.25	Good
75-79	B	3.00	Satisfactory
70-74	B-	2.75	Below requirements
65-69	C+	2.50	
60-64	C	2.00	
Less than 60	F	0.00	Failure
	P	*	(Pass) Satisfactory achievement in a course where a percentage grade is inappropriate.
	NGR	*	No grade required
	GNR		Grade not reported
	CIP	*	Course in progress
	I	*	Incomplete grade
	AEG	*	Aegrotat standing
	TCR	*	The student has met the course requirements through equivalent courses taken at another accredit University.
	SUB	*	Substitution of one required course by another
	WP		Withdrawal With Academic Penalty
	WNP	*	Withdraw without academic penalty
	EXW	*	Exceptional Waiver

* Not computed in GPA.

- Graduate studies (MBA, MSc. ...) standard pass mark in each course is 60 percent (C) (2.00)
- Cumulative GPA not less (B) (3.00) is required for graduation.
- Cumulative GPA is computed only for courses taken at CUD.
- GPA and cumulative GPA are computed only for courses of the study plan of the program
- When a course is repeated the highest grade of the two attempts is considered in the computation of GPA and cumulative GPA, but both grades are shown.
- Six credits (two courses) from 36 credits (12 courses) can be transferred. Limited to students in good academic standing.
- No transfer credit for MBA-648 (Business Strategy).

11.1. The Semester Grade Point Average

The Semester (term) Grade Point Average (GPA) is simply the weighted average of the grades obtained in the courses registered in the semester, where the weight of each course is based on the number of credit hours.

For example, if a student obtained the following grades in a given semester:

Course Name	Credit Hours	Letter Grade	Grade point
Course 1	3	A+	4.0
Course 2	3	A	3.7
Course 3	3	B	3.0

The Semester Grade point Average (Sem GPA) will be computed as follows:

$$\text{SEM GPA} = \frac{4*3 + 3.7*3 + 3*3}{3+3+3} = 3.6$$

11.2. The Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed in the same way as the Semester Grade Point Average; however it is computed from the grades of all courses taken at the Canadian University of Dubai since the first semester. Repeated courses are treated differently - The GPA and CGPA are computed only for courses taken at Canadian University of Dubai.

11.3. Incomplete Grade (I)

Students with coursework to date that is of a passing grade but who are unable to complete their coursework as a result of justified and verifiable unforeseen circumstances and who have not achieved a passing grade by the end of term or specified end of a course may be granted the grade of 'incomplete' (I) for the final grade of the course.

A grade of 'Incomplete' is not a permanent grade allocation. It is the acknowledgement of a temporary valid reason for the granting of a time extension in order for the student to complete all the course requisites.

Students that are allocated an incomplete grade may be granted up to a maximum of an additional 12 calendar months in order to successfully fulfill all course obligations and any additional work as deemed necessary by the Professor/ Lecturer who allocated the Incomplete grade – prior to the student qualifying for a passing grade.

If the outstanding coursework has not been completed after the additional 12 calendar months, all 'Incomplete' grades are converted to a 'Fail' grade. Thereafter, the student must repeat the course in order to achieve a passing grade.

NB: A grade of 'Incomplete' for a pre-requisite course must be converted to a passing grade prior to the student being permitted to progress to the higher-level course – unless exceptionally approved by the relevant Academic Administrator (the Dean or designate).

11.4. Repeated Courses (R)

If a student repeats an identical course and thereby achieves a higher grade, the new/higher grade will supersede the previous grade in the calculation of the Cumulative GPA and the original lower grade will not be included in the Cumulative Grade Point Average (GPA). It should be noted that the higher grade (of the two attempts on the course) is used for the CGPA calculation, but both grades are recorded and appear on the academic transcript.

11.5. Course in Progress (CIP)

A grade of 'Course in Progress' (CIP) - implying a continuation of coursework - may be designated when the timeline of a course is not consistent with the end date of the semester.

On completion of the course, the relevant Letter Grade and Numerical Value, as applicable, will replace the previous CIP Grade.

NB: CIP grades are not included in GPA calculation.

12. Progression Policy for Graduate Studies

12.1. University Standing & Student Progression

12.1.1. University Standings

For each University term, every MBA student is required to achieve, both a Term Grade Point Average (TGPA) and a Cumulative Grade Point Average (CGPA) of at least 3.0. Every student will be awarded one of the following University standings as a result of the formal course grades that they have achieved at the conclusion of each University term:

12.1.2. Clear University Standing

The School of Business requires that its postgraduate students have a CGPA of at least 3.0 without any un-waived 'F' grade for maintenance of clear University standing in the MBA program, and for graduation from the program.

Courses can be repeated to raise the CGPA to 3.0 or above. A student can repeat a single course twice only, or s/he can repeat a course twice combined with another course once. The total maximum number of repeats cannot exceed three, in no more than two different courses. Please note that repeated courses do not erase the original grade in the calculation of the CGPA and both grades are shown on the student transcript. Only the higher of the grades is used in the CGPA calculation.

- 1) A compulsory course with an 'F' grade must be repeated immediately during the next term. An elective course with an 'F' grade can either be re-taken or another elective course may be taken to fulfill the elective requirement.
- 2) MBA foundation courses do not carry credit towards the MBA degree but require a passing grade of "P".
- 3) A grade of "B" or higher must be earned for all graduate coursework transferred from another institution. The School of Business will not include transferred coursework in the calculation of the student's CGPA.

Considering that students must maintain a CGPA of at least 3.0 in each term, when term grades become available, students who fall below the acceptable CGPA standard will be notified of their conditional/probationary status as per the procedures described below ("University Conditional/Probation"). Students must be aware of their University status at all times.

12.1.3. Conditional University Standing

If a student is in a Clear University Standing and fails to maintain a minimum CGPA of 3.0 or above at the end of the term, or obtains an 'F' grade, he will be put on Conditional University Standing.

The student is allowed to register and proceed in their chosen program of study as if having Clear University Standing. However, during the 'conditional' term the student must achieve the specified grades that will result in Clear University Standing by the conclusion of the Term - otherwise their standing will be downgraded to that of Probationary.

12.1.4. Probationary University Standing

If a student is in a Conditional University Standing and fails to achieve a minimum CGPA of 3.0 or above at the end of the term, or obtains an 'F' grade, he will be put on Probationary University Standing.

This standing allows the student to register and proceed in their chosen program of study but the student must meet their University Advisor immediately to develop a mutually agreed plan of study to enhance the prospect for progression beyond the probationary period. Failure to do this within the first ten (10) days of the probationary term will result in the cancellation of course registration for that current term.

During the 'probationary' term the student must achieve the specified grades that will result in Clear University Standing to advance to the next term.

- i. Students with a total of three failing grades will be dismissed from the program.

12.1.5. Time Limit

All requirements for the MBA degree must be completed within a 4-year period beginning with the student's first term of enrollment in a 500 level course.

12.1.6. Continuation in the Program

MBA students who are unable to comply with the requirements of the University probation policy are subject to dismissal from the program by the MBA University Committee. In addition, students in the MBA program can be dismissed by the MBA University Committee for violations of the Canadian University of Dubai's University Integrity Policy such as plagiarism or cheating on exams. Students that cannot continue in the MBA program have the right to appeal the decision to the School of Business. The staff of the School of Business will work with individual students to help them understand University requirements and their responsibilities in the appeal process.

13. Graduation Policy for Graduate Studies

Students must successfully complete all the course requirements of the 36 credit hours with an overall minimum grade point average of 3.0 necessary to fulfill requirements for the degree.

13.1. Graduation Policy and Procedures

All student candidates for graduation must first submit an Application for Graduation Form to the Office of the Registrar during the registration period of the anticipated final semester of study. Only after an application for graduation has been completed and filed can the Office of the Registrar begin to process all the necessary information for final certification ready for graduation. Only students who have successfully completed the degree requirements and have no holds by the end of the semester for which they have applied to graduate are certified for the conferral of the respective degree. Degrees are only granted at the completion of the semester in which requirements have been met. Conferral of the degree and the date of graduation are noted on the permanent records of the graduate held by the University. Students that fail to complete all the necessary degree requirements by the end of the semester for which they have applied to graduate need not reapply for graduation because the outstanding current application will automatically be transferred to the following semester.

One certificate only will be issued for Canadian University of Dubai graduates that have completed a program with a dual major concentration. The process of issuing Certificates for dual major concentration requires from the handover of the initial Certificate that has been issued by the Canadian University of Dubai. The new issued Certificate with the dual major concentration replaces any previous Certificate issued by Canadian University of Dubai.

Students' certificates will be released 6 weeks after the grades have been announced by the registration department. Once the certificate is ready for collection, students will receive a call and an email from Registration Department informing them that the certificate is ready for pick up.

13.2. Application for Graduation

- i. Each student needs to review his/her academic record in light of the academic requirements defined by the particular program of study. Review current academic progression and grades with the relevant academic advisor.
- ii. Each student must ensure that he/she is in good financial standing with the University (i.e. there are no outstanding balances or bounced cheques), and that all fees and financial obligations have been paid.
- iii. Complete an Application for Graduation Form, which is available on the Graduation website or from the Registration Department, and submit it to the Registration Department together with payment of AED 800.

13.3. Participation in the Commencement Ceremony

In order to participate in the Convocation Ceremony, a student must:

- a) Complete a Convocation Confirmation Form and pay the accompanying fee to the Registration Department.
- b) Identify any special requirements or needs that Canadian University of Dubai must address prior to or during the ceremony.
- c) Complete an Academic Regalia Request Form and attend a fitting session at a Graduation Fair.
- d) If a student requires a Letter for Permission to attend Convocation for their employer, complete an Official Letter Request form at least one week prior to the Ceremony.
- e) Attend the rehearsal for the Ceremony, held the day before the actual Convocation.

During the month before the Convocation Ceremony, Graduation Fairs will be held at the University and it is mandatory that all graduating students attend one of these Fairs. At the Fair, information outlining the agenda and official protocol will be presented; official graduation photographs will be taken; cap and gown fittings will be conducted; and all the necessary Forms regarding the Graduation will be available. Attendance of graduating students at the rehearsal for the Ceremony is also mandatory; if a student does not attend the rehearsal, he or she will not be permitted to attend the Convocation.

13.4. Conferral of Degree

For students that are in good financial standing with the University, the Canadian University of Dubai Diploma, Certificate of Merit, and Official Transcript will be prepared upon approval of the application for graduation and released on condition that all financial obligations have been satisfied.

Conferral of the degree is noted on the permanent record of the graduate with the date of graduation.

13.5. Name on Degree

The student name printed on the Canadian University of Dubai certificate is always in English, and is exactly the same as the name found in the passport belonging to the student. If there is any ambiguity or difficulty in determining the proper name of a student, he/she will be contacted in order to verify the exact name.

13.6. Attestation of Degrees and Transcripts

In order for a student's Canadian University of Dubai Degree, Diploma, Certificate of Merit, and Official Transcript to be attested, the attestation process, as outlined by the Ministry of Higher Education and Scientific Research, must be completed by the student. Please see the guidelines as per the Ministry of Higher Education and Scientific Research:

- ii. <https://www.mohe.sr.gov.ae/attestation> (Arabic)
- iii. https://www.mohe.sr.gov.ae/attestation/Default_e.aspx (English)

14. Finance

14.1. Non-Credit Programs

	Number Of Weeks	Total
English for Academic Purposes 100 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 200 (15 hours/week)	15 weeks plus exam	AED 12,000
English for Academic Purposes 300 (12 hours/week)	15 weeks plus exam	AED 10,000
English for Academic Purposes 400 (9 hours/week)	15 weeks plus exam	AED 10,000
Academic Foundation Program	30 weeks	AED 23,000

14.2. Foundation Program (Pre-MBA)

Students who possess a degree in a field other than Business must complete the non-credited pre-MBA program before joining the MBA program.

Number of Courses	Cost per course	Tuition for the 6 courses
6	AED 2000	AED 12,000.00

14.3. Master of Business Administration

(Human Resource Management, General Management, Finance, Islamic Banking, Marketing) New students enrolled and registered after August 29th, 2013

Number of Courses	Total credit hours	Cost per credit hour	Cost per course	Tuition for the 12 courses	Incidental Fees	Tuition & Incidental Fees
12	36	AED 2,350.00	AED 7,050.00	AED 84,600.00	AED 2,563.00	AED 87,163.00

14.4. Graduate Full Time Incidentals Fees 2013-2014

Student Activities Fee - per semester	AED 900.00 (450.00/semester x 2/year)
Student Health Insurance - per year	AED 1,600.00
Accident Insurance - per year	AED 63.00
Total	AED 2,563.00

14.5. Graduate Student Fees 2013–2014

Student RFID Card - one off payment	AED 150.00
MBA Admission Fee	AED 1,500.00
Late Registration Fee per Semester	AED 600.00
Transfer Credit from Other University Fee	AED 300.00
Change of Major	AED 300.00
Application for reviewing exam sheet (Grade Appeal)	AED 300.00
Application of Incomplete Exam	AED 170.00
English Placement Test	AED 150.00
Mathematics Placement Test	AED 170.00
TOEFL Test	AED 600.00
Additional copy of Transcript	AED 40.00
Letter of Permission	AED 150.00
To Whom It May Concern certificate	AED 30.00
Graduation Fee	AED 800.00
Graduation Ceremony Fee	AED 400.00
Replacing lost RFID Card	AED 250.00
Parking Fee per Semester	AED 400.00

**Canadian University of Dubai reserves the right to revise its prices annually up to a maximum of 10%*

14.6. Payment Schedule

Tuition fees should be paid in full at the beginning of the academic year or paid each semester according to the number of courses in which the student is enrolled. A student's registration is not complete until he finalizes his payment. A student who fails to make the required payment will not be eligible for registration in future sessions.

14.7. Refund Policy

Once registered, students are academically and financially responsible for their course unless they officially withdraw by the given deadlines, outlined in the following table:

Withdrawal from a course within the first week of study	100% refund of fees paid
Withdrawal from a course before the completion of the second week of study	75% refund of fees paid
Withdrawal from a course before the completion of the third week of study	50% refund of fees paid
Withdrawal from a course before the completion of the fourth week of study	25% refund of fees paid

Section 4 GENERAL REFERENCE

1. STUDY IN CANADA AND ABROAD

Our Canadian Pathway Partners span from one coast of Canada to the other. That's over 5,000km! We are constantly adding new partnerships and articulation agreements; there is a lot of Canada to explore. Students may choose to:

- Transfer in the first or second year to one of our pathway partners and complete their degree in Canada.
- Spend an academic semester in Canada then return to UAE to complete their degree with us.
- Participate in a summer program to enhance their English skills and learn about Canadian history and culture

1.1. Formal Agreements

A proven track record and acceptance of Canadian University of Dubai credits at Canadian universities:

Our University has formal agreements with the following public universities and degree granting colleges that confirm that these institutions accept Canadian University of Dubai credits as transfer credits. All programs have at least one formal partner in Canada (or the US for Architecture).

Mount St Vincent University – Transfer program in Business

- Located just outside of Halifax, Nova Scotia, MSVU is committed to academic excellence, and their passion is a rich and rewarding university experience. MSVU offers undergraduate programs in Arts, Science, Education, and a number of professional programs.

University of New Brunswick – Transfer program in Business

- Established in 1785, the University of New Brunswick is Canada's oldest English speaking university that offers up to PhD level study across a broad range of academic fields.

Brock University – Transfer program in Communications

- Located in the beautiful Niagara region of Southern Ontario, Brock University offers up to PhD level studies across a broad range of academic disciplines.

Lakehead University – Transfer programs in Engineering, Telecommunications and CNET

- Located in Thunder Bay, Ontario, Lake Head is an inclusive University recognized for its innovative programs and cutting-edge research.

University of Ontario Institute of Technology – Transfer program in Business

- Located in Oshawa, Ontario, UOIT offers many unique career-focused undergraduate and graduate programs within a high-tech learning environment.

Centennial College – Transfer program in CNET

- Canadian-based Community College located in Toronto, Ontario, Centennial College provides training courses for students of all backgrounds. It offers a comprehensive list of programs, from 1-year certificates to 2-year diplomas in addition to some specific 4 year applied degrees, and emphasizes practical experience with industry placements.

Niagara College – Transfer program in Business

- Located in the famous Niagara Falls region of Ontario, Niagara College is a degree granting college with innovative applied programs in many fields including health and tourism.

Athabasca University – Transfer program in Business

- As Canada's foremost Open University, Athabasca University provides comprehensive distance learning options to students from around the world.

University of Lethbridge – Transfer program in Business

- Founded in Lethbridge, Alberta, the University of Lethbridge offers undergraduate and graduate programs where inspired teaching is emphasized within a personalized interactive learning environment. A place where student engagement in learning, creative activities, and research takes place every day.

Lawrence Technological University (USA) – Transfer program in Architecture

- Lawrence Technological University is located in Southfield, Michigan, USA. It offers a range of undergraduate and graduate programs in Engineering, Architecture, Science, Mathematics and Business. Founded in 1932, it has consistently been ranked among the top Universities in the Midwest offering Masters Programs.

Douglas College – Transfer program in Business

- With over 35 years of experience offering academic and career programs in Greater Vancouver, British Columbia, Douglas College offers Bachelor’s degrees, general university arts and science courses and is a recognized leader in career programs.

Vancouver Island University – Transfer program in Business, Interior Design

- Having three campuses across pristine Vancouver Island, VIU offers an enriched and intellectually stimulating environment for students and employees.

1.2. Partners

We can also help you transfer to other universities. In addition to the 13 post-secondary public institutions with which the Canadian University of Dubai has formal agreements, the following additional 11 universities in Canada and abroad, have also recognized the credits earned at our university for purposes of transfer credit and have admitted Canadian University of Dubai students:

- **University of British Columbia**
- **McGill University**
- **University of Manitoba**
- **York University**
- **University of Toronto**
- **University of Western Ontario**
- **Concordia University**
- **Deakin University (Australia)**
- **Texas A&M University (USA)**
- **Georgetown University (USA)**
- **Avans University (Netherlands)**

1.3. Other International Partners

Canadian University of Dubai has a number of general Memorandums of Understanding or agreements with universities elsewhere in the five continents that may facilitate degree completion, student exchange, faculty exchange, and other options. These include:

- **Girne American University (Northern Cyprus) - Student Exchange**
- **Multimedia University (Kuala Lumpur, Malaysia)**
- **Griffith College (Dublin, Ireland)**
- **President University (Bekasi, Indonesia)**
- **EMLYON (Lyon, France) - Collaborative MBA program**
- **ESC Troyes (Troyes, France) - Student Exchange**
- **Deakin University (Perth, Australia)**
- **Curtin University (Perth, Australia)**
- **University Ibn Tofail (Kenitra, Morocco)**

2. The Student Exchange Program

A short term international educational experience can be a life changing event.

In 2013/14 the Canadian University of Dubai started a student exchange program with the following universities:

- **Mount St Vincent University (Halifax, Canada)**
- **Girne American University (Northern Cyprus)**
- **ESC-TROYES, Troyes, France**

Under this program you may visit a partner university for one or two terms. You will take courses at the partner university and those credits will be transferred back to your program at the Canadian University of Dubai. You will pay regular tuition fees to the Canadian University of Dubai.

Admission is on a competitive basis. You must be in good academic standing and have completed 30 credits prior to departure to be admitted. The program is open to students in all academic programs.

To apply you must submit your transcript along with 1 letter of recommendation from faculty members, and short statement indicating the reason you wish to participate in this program.

You will meet with an academic advisor prior to departure to select courses to ensure that credits earned are accepted as transfer credit towards your Canadian University of Dubai degree.

Proof of Health Insurance and a Release of Liability form are mandatory.

To find out more about this opportunity, or to apply please contact Dr John Newark, Director, International Partnerships, (D-205A, jnewark@tud.ac.ae 04 709 6103).

3. Summer Study Abroad Opportunities

Several of our faculty members have taken an entire class abroad to deliver a Canadian University of Dubai course while exposing the class to a foreign country and its culture. These Study Abroad courses are usually offered in the summer time and may combine class time at our campus in Dubai with overseas delivery or the courses may be delivered entirely overseas.

Architecture courses or educational study trips have been offered in Germany and Italy.

Many of our partners have the capacity to provide local support to such initiatives. These can include airport pickup, residence and meal plans, guest lectures, cultural and social tours etc. If you are a student and are interested in taking part in such a course, speak to the Chair of your program.

4. Student ID

A unique Student ID is assigned to a student who has accepted admission to the University. This ID number is randomly generated by the Registration Department and is needed in order for a student to register in courses. It is every student's responsibility to know his or her Student ID, and keep it confidential; it should not be shared with anyone else.

5. Student ID card

After registration and at the start of each semester, all new students will be issued with Identity Cards costing AED 30 per card. This ID card must be carried on the student at all times while on University premises. Returning students can purchase the ID stickers at AED 40

6. Student Orientation and Academic Advising

Academic orientation and advising is the backbone of any University's education operations system.

The University holds orientation sessions at the beginning of each Academic Year, and all freshmen admitted to the University programs are requested to attend. Students should refer to the Academic Calendar to find out about the exact dates of the orientation sessions. The students will have a chance to meet with the faculty, program coordinators, and University administrators. During these sessions, students will have a chance, for instance, to:

- Familiarize themselves with the credit system,
- Understand and get familiar with the degree requirements,
- Interpret test and placement scores,
- Clarify major and/or career options,
- Select appropriate courses to optimize their academic performances,
- Understand academic warnings and progression policies,
- Understand the academic records of graduating students,

- Familiarize themselves with University services; library, information technology policies, laboratories, student services, student councils, etc.

For those students who are in probationary academic standing, a meeting with an assigned Academic Advisor will be scheduled to plan an appropriate study plan and understand progression towards graduation pertaining to their specific case. Students with conditional or probationary status cannot register without the signature of his or her Academic Advisor.

7. Add and Drop

During the first week after registering for a course, students may drop or add courses with no financial penalty subject to the prior approval of the academic advisor. The students must pay the fee of the added course(s) before submitting the Add & Drop form to the Office of the Registrar.

8. Grade Appeal Policy

The University is committed to providing an environment of research, teaching and learning of the best possible quality. This is inclusive of the processes that are used to ratify marks, to assess students for progression within a program of study, or to determine an award.

It is the responsibility of all students to review and abide by the academic policies and procedures of the University. Students are also responsible for their personal academic choices and decisions and for meeting the standards set for academic achievement within each program of study they enroll in.

In some instances a student may not agree with the academic decision(s) of an academic professional. The University provides an appeals process, for the benefit of all parties, so that the student may request an academic decision to be re-considered. Such appeals are a petition to change a decision that has been made regarding an academic matter. The foundation for such an appeal may be that, in the opinion of the student, the original academic judgment was unfair, or that the academic policies of the University were incorrectly applied.

8.1. Principles

The University Appeal procedure for students is based on the following principles:

- Procedures and processes employed to resolve an Appeal are fair and must be seen to be fair
- Confidentiality must be respected for all parties concerned, except when there is a legal requirement to divulge information
- All staff involved in the resolution of an Appeal must act with impartiality and objectivity throughout and ensure that all conclusions drawn are based on a fair review of all the facts and opinions available
- Appeals are handled in a timely manner with clear outcomes
- After the review, the committee may decide to revise the grade - up or down.

8.2. Procedures for Appeals of Academic Decisions

An informal resolution procedure also exists as part of the University Appeals process in conjunction with the procedure for a formal appeal of an academic decision. The University strongly encourages a student to first make an attempt at an informal resolution of an issue with his/her Professor before making a Formal Appeal.

If the student is dissatisfied with the outcome of an initial informal meeting with his/her Professor, the formal process may then be initiated without prejudice.

The Registration Department is responsible for administering the appeals process and on receipt of an Appeal against a grade or mark. The Registrar will convene an Appeals Committee consisting of at least three persons.

This Committee will consist of the Registrar who will be the Chair, a non-academic member responsible for safeguarding the interests of the student and a subject matter expert who is not the Academic who awarded the original grade or mark.

The Committee may call upon the student or Professor concerned if necessary.

8.3. Procedure for Instigating an Appeal Against a Grade or Mark for undergraduates

- Appeals will only be considered for final examination marks
- Students should complete the Grade Appeal Form and submit to the
- Registration department within ten (10) working days of receiving the grade or mark in question
- A fee of AED300 must be paid at this stage in order to instigate the formal Appeal process
- The decision determined by the Appeals Committee will be conveyed in writing to the student within ten (10) working days of the start of the Appeal process
- The decision of the Appeals Committee will be final

8.4. Procedure for Instigating an Appeal Against A grade or mark for Graduate

- Appeals will only be considered for final examination marks
- Students should complete the Grade Appeal Form and submit to the Registration department within seven (7) working days of receiving the grade or mark in question
- A fee of AED300 must be paid at this stage in order to instigate the formal Appeal process
- The decision of the Appeals Committee will be final

9. Dismissal from Class

If the behaviour of a student interferes with the learning process or endangers the integrity/safety of the classroom environment, then the faculty member will be compelled to ask the student to leave the room or seek assistance to have the student removed.

For the process to determine additional or further sanctions, please refer to the Student Disciplinary Policy.

10. Discounts Policy

The Canadian University of Dubai values the establishment of a family bound by the ideals of the pursuit of scholarship, knowledge and professional advancement, as well as the acquisition of higher professional skills and emancipation through lifelong learning. Its program of Special Discounts encourages and promotes the access to its programs for family members of its students, government employees, as well as for its own employees and those of the EMIVEST Group.

10.1. Sibling Discount

Students having a brother(s) or sister(s) registered at the University will benefit from a 10% Discount on the tuition fees of the registered courses.

10.2. Spouse Discount

The husband or wife of a student registered at the University will benefit from a 10% discount on the tuition fees of the registered courses.

10.3. Government Employee Discount

Students who are employed in government institutions will benefit from a 5% discount on the tuition fees of the registered courses.

10.4. Canadian University of Dubai & EMIVEST Group Employee Discount

Upon completion of the probationary period, full-time employees of the University and the EMIVEST Group are entitled to an 80% reduction of tuition fees for undergraduate and up to three sessions of English for Academic Purposes^[1]. And 50% reduction in tuition fees for graduate studies and up to three sessions of EAP

Spouses and up to two dependent children and dependent siblings of University employees who have completed their probationary period are also eligible for 80% reduction in fees, with the same restrictions for undergraduate studies and 50 % for graduate studies.

Those eligible for these reductions must possess the necessary academic background for the courses studied and must comply, as any other student, with the University's rules and regulations.

At Canadian University of Dubai we promote education for all. We understand that not everyone is excellent or outstanding at everything and recognize the importance of differences and variety. We do not want financial limitations or special needs to get in the way of a great education.

¹Service fees, fees to outside institutions, materials and special fees related to courses are the sole responsibility of the employee.

11. Student Financing

For those interested in education finance, the Canadian University of Dubai has partnered with the UAE's leading Islamic Bank, Abu Dhabi Islamic Bank (ADIB).

This arrangement provides a unique financing solution, available only to Canadian University of Dubai students. The service is structured to lessen the burden of payment during your studies. All financing is Shari'a compliant and goes beyond tuition to include transportation, books and more.

If you are interested in applying to the Canadian University of Dubai, our enrolment officers can connect you with a dedicated ADIB representative for more information on the innovative student finance options available exclusively to Canadian University of Dubai students.

12. Student Affairs

12.1. Career Counseling

In the UAE, the development needs are changing all the time. This rapid pace makes many demands on the new graduate who is seeking a gratifying place in the world of work. Our staff is current in trends in the UAE and, together with the Canadian University of Dubai, links to the academic world and the workplace. We endeavor to keep our students informed.

Career advising assists students in developing their career goals and objectives. Canadian University of Dubai has developed relationships with major companies in many career fields to provide graduating students with career opportunities. Our graduates find great success in the careers of their choice, due in large part to the efforts of our Student Success Centre. Any student, no matter how savvy, can benefit from our career services.

12.2. Student Success Centre

We pride ourselves on the extensive network of services that we provide to support our students during their studies. Canadian University of Dubai aims to ensure student success, whereby each student is empowered to achieve his or her full potential. The ultimate goal is to fulfill a holistic approach so that each of our graduates leaves with a strong sense of self, and is able to make a true difference in his or her career and community.

The Student Success Centre provides the following services to help students during and after their studies:

- Academic support and tutoring are provided free of charge for students requesting additional academic help. This is essential in ensuring our students' academic success.
- Internship support is provided to assist students in fulfilling the internship requirements of their programs. Canadian University of Dubai maintains relationships with many businesses in Dubai to help facilitate a smooth internship placement.

12.3. Personal Counseling

Canadian University of Dubai recognizes the incredible pressure on today's student. These pressures can be unbearable for some students and could lead to serious conditions that can jeopardize student's academic success. The University's aim is to prevent students from either feeling alone, or feeling unable to seek help for their problems.

The student counselor has professional experience and training in order to assist students, whether the issues are emotional, psychological, social or physical. All counseling is done on an individual basis and is strictly confidential. Students will be provided with all the assistance they need and, if necessary, will be referred to outside medical professionals to ensure they get the appropriate help.

12.4. Academic Orientation and Advising

Academic advising is the backbone of any University's education framework system.

The University holds orientation sessions at the beginning of each Academic Year, and all freshmen admitted to the Canadian University of Dubai programs are requested to attend. Students should refer to the Academic Calendar to find out about the exact dates of the orientation sessions. The students will have a chance to meet with the faculty, program coordinators, and University administrators. During these sessions, students will have a chance to:

- Familiarize themselves with the credit system of education followed by Canadian University of Dubai ,
- Understand and become familiar with the degree requirements,
- Interpret test and placement scores,
- Clarify major and/or career options,
- Select appropriate courses to optimize their academic performances,
- Understand academic warnings and progression policies,
- Review the academic records of graduating students,
- Familiarize themselves with University services; library, information technology, laboratories, student services, student councils, etc.

For those students who are achieving subpar results in a course or are not performing up to their expectations, a meeting with an advisor will be scheduled.

12.5. Career Placement Services

Part-time work placement assists students wishing to find part-time work while attending University. Canadian University of Dubai has relationships with many businesses in Dubai, and can be a great asset to any student looking for a part-time job.

Career workshops and study days assist students in finding a career and preparing for life in the workforce. Although this service is aimed primarily at finishing students, all students are welcome to attend. In career workshops, students will learn how to create a professional CV, design a cover letter, advance interview skills, and negotiate an offer. The study days consist of seminars in time management, project management, networking, and study skills. In addition, the library contains a section purely related to career development and job research, and every student is encouraged to use our resources and our databases.

12.6. Special Needs Services

The Canadian University of Dubai pledges to provide an inclusive learning environment and to support the cognitive, emotional and creative development of students with special needs.

Canadian University of Dubai ensures that reasonable effort is made to accommodate students with special needs such that their program learning objectives are met. Special Needs Services are provided equally through programs and services.

12.7. Student Activities

Canadian University of Dubai Student Services organizes activities, clubs, and events that meet the needs of all the students – there is something for everybody. There is no question: studies show that students who have a well-rounded, active lifestyle fare better than the ones who concentrate solely on their studies. Canadian University of Dubai encourages its students to participate actively in the life of their University. The activities span across the following areas:

- Cultural Events and Performances
- Athletics
- Community Involvement

12.7.1. Performance and Cultural Events

With over 86 nationalities represented at the Canadian University of Dubai, there is an abundance of cultural events held throughout the year. These events celebrate the diverse cultures present at Canadian University of Dubai, with food, fashion, art, music and dance performances from countries all over the world. Such events include:

- Global Day
- Entertainment Night

- UAE National Day
- Several other National Days

At all of these events, it is the students who play the main role in representing their own cultures.

12.7.2. Student Athletics

Understanding that “a healthy body makes for healthy mind,” Canadian University of Dubai promotes wellness and organizes many sporting activities on campus. Students can play football, tennis, basketball, cricket, badminton, volleyball, chess and table tennis at either competitive or recreational levels.

Students can participate in any of the existing student clubs or form a new one. Some of the current clubs include:

- Basketball
- Tennis
- Volleyball
- Football
- Badminton
- Table Tennis
- Cricket
- Pool
- Chess

Canadian University of Dubai encourages its students to join in inter-university sports leagues and welcomes others to its premises. Check the University bulletin boards (outside the Students Services office in Hall C) for more information on club meetings and activities, or drop by the Student Services office.

12.7.3. Community Involvement

The Canadian University of Dubai encourages the cultivation of a positive relationship with the surrounding community in Dubai, and one way in which students can give back to the community is by participating in fundraising activities. The Student Services office is responsible for planning numerous events, all of which have been extremely successful in raising awareness for current issues in the community and around the world. Past events include:

- 5 Days for the Homeless
- The Terry Fox Run
- Movember
- Autism Awareness
- Breast Cancer Awareness

Furthermore, Canadian University of Dubai has signed MoUs with Friends of Cancer Patients and Rashid Pediatric Therapy Centre.

12.8. Student Publications

12.8.1. Newsletter

To keep students informed of happenings within the University, a bi-weekly Newsletter is published containing information on University news, student events, administration information. This serves to keep students informed and engaged, while furthering the notion of a unified community within the University.

12.8.2. Maple Leaf Magazine

A magazine produced by students. It includes such topics as Student Achievement, Faculty and Staff Achievements, Life on Campus, Life in Dubai, International Trips, Personal Stories, Studying Abroad, Profiling of Students and Staff, and recreational activities like cooking and fishing.

13. Student Councils Policy

13.1. Article 1 – Definition of the Student Councils

The Canadian University of Dubai Student Councils are non-incorporated associations, whose missions are aligned with the Mission and the Vision of the Canadian University of Dubai. Members of the Student Councils are full-time students in good academic standing. The Student Councils are on a volunteer basis, and are non-profit organizations.

13.2. Article 2 – Names of the Student Councils

The names of the three Student Councils are:

- The Canadian University of Dubai Student Council - Life on Campus;
- The Canadian University of Dubai Student Council - International Events and Community Outreach;
- The Canadian University of Dubai Student Council - Academic Endeavors.

13.3. Article 3 – Mission of the Student Councils

- The Canadian University of Dubai Student Councils will act as a liaison between the students and the administration, aiming at creating an environment where collaboration and friendship between students and staff are present
- The Canadian University of Dubai Student Councils work towards the promotion of the good welfare of all students.

- The Canadian University of Dubai Student Council encourages student life on campus, which includes promoting and participating actively in all student cultural and non-cultural events.
- The Canadian University of Dubai Student Councils will act as Ambassadors to the University.

13.4. Article 4 – Membership

All students, no matter their ethnicity, religion, gender, or physical condition, are encouraged to be part of the Student Councils.

Each Student Council consists of the following six student executive positions, in addition to general student members:

- President
- Vice-President
- Treasurer
- Secretary
- Media Officer
- Public Relations Officer

Each member will be elected for a one-year term, with a possible renewal of maximum one year.

13.5. Article 5 – Election Procedures of the Student Councils

The Canadian University of Dubai Student Councils are open to full time students who have completed at least two semesters and who are in a good academic standing. The Student Councils' elections are held at the beginning of each Spring semester.

13.5.1. Qualifications of Student Council Members

13.5.1.1. President and Vice President

- Should be a full time undergraduate student, who has completed at least two semesters;
- Should and must have a CGPA of 3.0 or above; failure to maintain this CGPA will result in dismissal from office;
- Should commit to enroll for Fall, Spring, and Summer I semesters of their elected term of office;
- Should have demonstrated some leadership at the Canadian University of Dubai;
- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Council Executive Committee and the Vice President of Student Affairs;
- Should submit a list of 30 students who support his/her nomination.

13.5.1.2. Other Officers

- Should be a full time undergraduate student, who has completed at least two semesters;
- Should and must have a CGPA of 2.5 or above; failure to maintain this CGPA will result in dismissal from office;
- Should commit to enroll for Summer I, Fall and Spring Semesters of their elected term of office;
- Should have demonstrated some leadership at the Canadian University of Dubai;
- Should apply by filling out the Student Councils application form available at the Student Affairs Department;
- Should submit his/her resume, and one photo to the Student Affairs Department;
- Should pass the interviews with the University Council Executive Committee and the Vice President of Student Affairs.

13.5.2. Elections

The Elections rules and procedures are as follows:

13.5.3. Rules, Procedures and Responsibilities

A list of 30 students who support a candidate running for the president or vice president position is required. This list should be submitted according to the deadline of the election to the University Council Executive Committee;

- Each candidate must complete the election registration form and submit it to the University Council Executive Committee. This form should include the candidate's specific position he or she wishes to run for;
- Candidates cannot apply for more than one position;
- Candidates should prepare a three to four minute campaign speech which should be presented during an assembly;
- Candidates should prepare themselves to participate in open debates;
- Campaign materials such as flyers and posters should be approved by the appropriate Vice-President (VP of Student Affairs or VP of Academic Affairs) before they are displayed;
- Only current full-time and part-time students are eligible to vote;
- Results of the Student Councils vote will be announced two days after the elections are complete;
- Members of the Student Councils who were dismissed or resigned cannot run for elections;
- At the end of each semester, the Manager of Student Services will review the CGPAs and the performances of all Student Councils members.

13.5.4. Elections Code of Conduct

The Election Committee has a mandate to ensure that the election process is fair and impartial. Violation of the elections code of conduct will result in sanctions such as temporary or permanent suspension from campaigning and, in extreme cases, the candidate's name will be removed from the elections list.

13.5.4.1. The following rules are to be followed during the elections:

- Candidates should refrain from making deceptive or misleading statements during their candidacy;
- Candidates should refrain from attacking each other during the election campaign;
- Candidates must have all their campaign material approved and signed by the Vice President Student Affairs;
- Candidates must hold their speeches one week before the elections;
- Candidates must remove all their campaign material one week after the elections.

The elections of the Student Councils are held every Spring Semester. Meetings are open to all Canadian University of Dubai Students.

13.5.5. Voting Procedures

- Voting procedures will be the responsibility of The Elections Committee under the supervision of the University Council Executive Committee and the Vice President Student Affairs;
- The Elections Committee will ensure that all voters are current Canadian University of Dubai students;
- Voting will be open to all full time and part time student enrolled in the current academic year;
- Voting Students will be allowed to vote once, and must show their Canadian University of Dubai ID to the members of the Elections Committee before voting;
- Blank votes and ballots improperly marked will be voided;
- Voting will last two days and will start after one week of campaigning.

13.5.6. Disputes and Violations

- Candidates who violate the election code of conduct will be subject to sanction from the Elections Committee;

- Complaints against any candidate’s conduct during the election campaign must be reported in writing to the appropriate Vice-President;
- Written complaints will be dismissed if they are not filed within 3 school days after the incident took place;
- Violations of the Elections Code of Conduct will lead to a hearing by the Elections Committee;
- Candidates will be informed in writing of the decision of the Elections Committee.

13.6. Article 6 – Student Councils Responsibilities and Duties

The three Presidents elected to represent the three Student Councils will:

- Act as the spokesperson for the specific Student Council (Life on Campus, International Event and Community Outreach, Academic Endeavors);
- Aid in the appointment of new members;
- Assign specific tasks to the new elected members;
- Schedule meetings;
- Participate in a weekly meeting with the appropriate Vice-President;
- Prepare and present to the Vice-President the annual Student Councils report that includes the Financial Report, Activities Report, and strengths and gaps of the Student Councils;
- Meet with Deans or Chairs at the end of each semester to discuss students’ concerns with regard to the particular department (Student Council - Academic Endeavors);

The three Vice-Presidents elected to represent the three Student Councils will:

- Replace the President in his/her absence;
- Oversee the work of the other members;
- Support the President;
- Organize the Student Councils meetings and retreats;
- Support in organizing events and activities;

The three Media Officers elected to represent the three Student Councils will:

- Create and participate in the making of all marketing material for Students Councils events and activities;
- Work closely with the Marketing Department while designing marketing materials for Student Councils events and activities;
- Have some experience in design;
- Support in organizing events and activities;

The three Public Relations Officers elected to represent the three Student Councils will:

- Work closely with Communication Department while marketing student events and activities;
- Work with the Manager of Student Services in the establishment of corporate and companies sponsorships;
- Support in organizing events and activities.

The three Secretaries elected to represent the three Student Councils will:

- Schedule meetings;
- Take the minutes of all Student Councils meetings;
- Maintain a record of all events and activities held during the academic year;
- Write office correspondence if needed;
- Support in organizing events and activities.

The three Treasurers elected to represent the three Student Councils will:

- Keep and maintain all financial records of the Student Councils;
- Submit a financial report at the end of each semester;
- Support in organizing events and activities. Volunteer Student Members will:
- Promote the Student Councils activities events;
- Support all Student Councils activities and operations.

Staff advisors

The immediate supervisor of the Student Councils is the University Council Executive Committee. The Vice President Student Affairs will guide and advice the Presidents of the Student Councils.

13.7. Article 7– Requirements for remaining in Student Councils

- Student Council members are required to attend all Student Councils scheduled meetings; members should inform the President of the Student Council for a non-attendance;
- Members of the Student Councils are bound to their duties, and responsibilities;
- Members of the Student Councils must maintain the required CGPA.

13.8. Article 8 – Resignation from Office

Members of the Student Councils wanting to resign from office must submit a written letter of resignation to the University Council Executive Committee and the Vice President of Student Affairs. The University Council Executive Committee will hold a re-election two weeks after the resignation is presented. The

Vice-President will replace the President until the newly elected President is voted. For any other position, members can appoint other members to serve in the vacant position.

13.9. Article 9 – Removal from Office

Members can and will be removed from office for unexcused absences from official meetings, non-performance, or non-participation in Student Councils activities and events. Also, members can be removed if they fail to maintain their CGPA. The removal will be made official by the University Council Executive Committee and this official removal will be communicated in official letter to the Chairman of the Board of Trustees.

14. Alumni Network

The Alumni Network is a bridge between yesterday's students, and today's world's entrepreneurs. Through the Alumni Network, Canadian University of Dubai graduates will be able to stay in touch with their university.

Our alumni will be able to connect with their former classmates, colleagues, professors, and the Canadian University of Dubai community in general, and establish an extremely valuable social and professional network. The Canadian University of Dubai alumni are today's entrepreneurs and leaders. They constitute the vital talent of the community they serve. Through their rich and diverse networks, they are the best portal and the promotion of the extended outreach of the university.

The Canadian University of Dubai Alumni Network is established by graduates and administrators.

Its development and growth is enhanced by the participation, dedication, and support of its members and the Canadian University of Dubai community at large. All the efforts in support of the Canadian University of Dubai Alumni Network provide in return for its members opportunities for life-long learning, greater realizations and much more accomplishments. In support of the Alumni Network, Canadian University of Dubai encounters an additional channel to sustain its role and mission in society.

15. Student Academic Rights and Responsibilities

15.1. Student Academic Rights

It is the right of the students to:

- Be informed of their program and course requirements;

- Be individually assessed based on their academic performance (attitude, knowledge and skills) as mandated by a professor consistent with a course;
- Engage in e free and open conversation, investigation, and expression, in the classroom, laboratory or any type of session;
- Experience a proficient education and academic advising;
- Be skeptical of data or personal views presented, and may reserve judgment around matters of opinion;
- Presume protection against a teacher’s unfitting exposé of the student’s view, and belief that might arise as a result of, but not limited to, teaching, advising, or counseling;
- Presume protection, through recognized processes against prejudice or impulsive evaluation or assessment.

15.2. Student Academic Responsibilities

It is the responsibility of the student to:

- Question course requirements if they are not clearly understood them;
- Uphold the academic standards in performance as established for individual programs and courses of study;
- Lead an inquiry if they think that their academic rights were violated. (See Appeals Process for Airing Student Grievances section).
- Learn the material associated with their program and associated courses;
- Perform according to the academic norms and standards of behavior.

16. Student Records

16.1. Custody of Records

The Official Academic Records of the students are maintained by the Registrar’s Office and an original record is stored in a secure, fireproof vault/room in that Office. The Official Academic Record is the student’s permanent academic record and contains the academic achievements of the student. Designated Registrar’s Office personnel of the Institution are assigned to manage and update the student records.

The Official Academic Record is the source of the achievement data used in the production of the Official transcript, which must bear the official stamp of the Institution.

The Official Academic Record for credit courses is also stored on the Institution’s electronic Academic Information System, which is accessible to designated staff of the Institution.

Data is stored on secure servers with required firewalls and encryptions. Access to the data is controlled by the software's security mechanism, which restricts access or manipulation of data based on the employee's role within the Institution. Data will be backed up on a pre-determined schedule a regular basis and stored, as required, in a secure off-site location for business continuity purposes and disaster recovery.

Standards of record retention and disposal are maintained and revised for currency in keeping with guidelines established by the American Association of College Registrar's and Admissions Officers.

Canadian University of Dubai uses the established Freedom of Information and Protection of Privacy policy to relating to the release of information respecting the rights of individual privacy, confidentiality of records and the best interests of the students and the Institution.

16.2. Student Privacy Rights

In compliance with the provisions of the Ministry of Higher Education and Scientific Research, the Canadian University of Dubai protects students' rights and privacy and does not release names and addresses of students if the request is for selection by any non-directory criteria, such as gender, ethnic background, grade point average, high school, etc. Canadian University of Dubai does not release any student's educational records or any other information personally identifying a student (other than directory information) without the student's signed, dated, written permission. This restriction extends to the release of a student's records, such as grades, class schedules, academic standing, and other personal information, to the student's parents.

However, students who wish to grant their parents access to their academic records and transcripts and any other information that may be of interest regarding their attendance at Canadian University of Dubai may complete a waiver form in the Registrar's Office. In addition, those who wish to have a copy of their transcripts sent to their parents can complete a request from in the Registrar's Office.

16.3. Academic Transcripts

A student may request a copy of his or her unofficial Academic Transcript from the Registration Department whenever needed, free of charge. Official Transcripts will only be released once a written request signed by the student has been received and the accompanying fee of AED 30 has been paid.

16.4. Enrollment Verifications and Certifications

If a student requires any official documentation, he or she may submit a signed request form to the Registration Department along with any applicable fee. Available certification includes Proof of Enrolment, Letter of Permission, re-issued Letter of Acceptance, or any other documentation a student may need.

17. Code of Conduct

The Canadian University of Dubai's students are the true ambassadors of its Mission and Vision. Students are expected to be respectful and to esteem the rights and privileges of others, to maintain professional ethics, and to display honesty and integrity. Unacceptable conduct includes, but is not limited to:

17.1. Unacceptable Conduct: Academic

- Disturbing teaching activities,
- Cheating on an exam,
- Violating examination rules,
- Plagiarizing assignments or course work,
- Partaking in academic dishonesty.

17.2. Unacceptable Conduct: University Premises

- Fabricating information in any form, submitting falsified material to any University office, or presenting a false statement in any University disciplinary proceeding,
- Forging, altering, or misusing a University identification card, documents, or keys without the consent of the relevant Authorities,
- Causing deliberate or thoughtless damage or destruction to University property on or off premises or belonging to others including but not limited to graffiti, destroying or removing advertisements,
- Unauthorized entry or trespassing,
- Occupying all or part of any University building, hindering or intimidating any persons, or threatening persons with forcefulness with the aim of:
 - Hindering or stopping normal functions of the University;
 - Preventing anyone from going about in a lawful manner;
 - Stopping specific activities related to the University.
- Falsifying ones ID or failing to show ID to an identified official or employee of the University,
- Failing to obey University officials engaged in university activities,
- Damaging the reputation of the University through improper conduct,
- Violating the Acceptable Use Policy,
- Stealing, being accessory to theft, and/or possessing stolen property,
- Improper use of University property in a manner contrary to its designated purpose including misuse of Residence hall amenities and furniture,
- Disrupting a class, classroom, or other University unit, or campus activity by any means including but not limited to noise, projectiles, or other form of disturbance or disruption,
- Aiding, abetting, leading, encouraging causing or participating in a riot, , including but not limited to food fighting, on University property or during a normal University activity,

- Removing without authorization or mutilating library materials,
- Betting: students may not gamble or bet on University property in any way, shape, or form,
- Bringing unauthorized visitors onto University premises,
- Disobeying University rules governing the use of its facilities.

17.3. Unacceptable Conduct: Student Safety

1. Harassing, assaulting, or using physical violence against others,
2. Jeopardizing the safety of others or violating human rights,
3. Participating in individual or group activities that deliberately or irresponsibly cause serious disorder or suffering to others,
4. Possessing dangerous weapons such as, but not limited to firearms, on University property,
5. Intentionally possessing or using a dangerous artifact or substance that could harm or distress any person on University property,
6. Possessing and/or using fireworks,
7. Impersonating another student with or without his consent.

Any student who believes that he or she has been the subject of harassment or observed any type of harassment must communicate this incident to the Vice-President of Student Affairs.

The Canadian University of Dubai has **zero tolerance** for any type of harassment.

17.4. Unacceptable Conduct: University Property

A student commits a property offence when s/he:

- Holds, eliminates, uses, embezzles, or sells property owned by the University, or
- Damages or vandalizes property owned by the University.

Aiding or abetting any conduct or behavior mentioned in Sections 17.1 to 17.4 is unacceptable and will not be tolerated.

17.5. Dress Code

Each university student is expected to dress appropriately as to uphold the social and religious norms of the United Arab Emirates. The following demonstrate examples of what is unacceptable clothing:

1. Clothing with obscene images/language
2. Torn clothing
3. Revealing or transparent clothing
4. Short skirts/shorts
5. Tube tops/halter tops/tank tops

Failure to follow to the University's dress code policy will result in disciplinary action. Any defiance of the policy will be brought to the attention of the Vice-President of Student Affairs.

17.6. Smoking Regulations

The Canadian University of Dubai is proud to be a non-smoking environment, with a designated outdoor smoking area available to those who wish to smoke. Smoking is only allowed in this specified area, and any breach of this regulation will result in disciplinary action.

18. Student Complaints

Students can expect an excellent education at the Canadian University of Dubai. Nevertheless, a student may question, complain, or grieve certain materials or issues pertaining to their involvements at the University.

For quality assurance, the internal procedures for addressing student complaints aim for transparency, due process, thereby ensuring student complaints are addressed impartially, reliably and punctually.

18.1. Principles

The University's student complaint resolution process is based on the following principles:

- Fair and equitable procedures are used to review and resolve the student complaint;
- Privacy and anonymity is assured for all parties, except for use of information as authorized by law;
- Fair and respectful proceedings during the entire search, deliberation, and conclusions by all involved ;
- No retaliation or any shortcoming arising from a student complaint made in good faith;
- Timely handling of complaints with measurable deadlines identified at each stage of the resolution process;

- Timely and regular communication of the case process, progress, and result; Access to-, and option to a higher internal level in case the student requires a review based on technical or practical grounds.

18.2. Types of Student Complaints

18.2.1. Academic Complaints

Complaints against academic conclusions include but are not limited to:

- Academic advancement decisions;
- Assessment substance;
- A conclusion by an academic person that affects an individual or a group of students;
- Matter or structure of academic programs, method of learning, teaching, or assessment;
- Questions relating to authorship and intellectual property.

18.2.2. Administrative Complaints

Administrative Complaints relate to conclusions and actions associated with administrative or academic facilities, which include but are not limited to:

- Policies pertaining to administration, procedures and rules by central administration, student support groups, and faculties;
- A conclusion taken by an administrator that affects an individual or groups of students;
- Access to University resources and facilities.

18.3. Complaint Resolution Procedures

This segment summarizes the internal processes applicable to academic and administrative complaints.

18.3.1. Informal Approach

- a) The student concerned about an abovementioned item should first contact the person involved in writing. If the student cannot reasonably contact this person or resolve their issue at this level then the student should contact the head of the relevant department or of the administrative unit or the Chair or the Dean of the School for a discussion. Concerns about a resolution at any of the steps mentioned above should ordinarily be raised to the Chair of the committee. The complaint must be delivered in writing within 15 days of the original incidence.
- b) The University anticipates that in most instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.
- c) If the issue is not resolved, then the student may contact his Academic Advisor who will direct him to appropriate individual that will be address the case The University anticipates that in most

instances the discussion of the concern with a pertinent staff member will result in a quick resolve of the matter that both parties find satisfactory.

- d) The student has fifteen days following an incident to lodge a formal complaint if the issue is not resolved.

18.3.2. Formal Approach

If the complaint deals with an academic matter, it should be addressed to the Vice-President of Academic Affairs; if the complaint is regarding student support services, it should be addressed to the Vice-President of Student Affairs. If the issue deals with administrative or financial matter, the complaint should be addressed to the Vice-President of Administrative and Financial Affairs. If the issue deals with registration matters, the complaint should be addressed to the Registrar.

18.4. Withdrawal of a Complaint

At any time during the informal or formal process, a student may withdraw their complaint, and at that time the matter will be deemed concluded and resolved. In this case, if the complaint was made in writing then a written withdrawal letter must be composed by the said student and delivered to the relevant person handling the matter at the time the withdrawal is being affected or, in cases before Chair, or the Dean of the School. The Canadian University of Dubai then considers the case closed.

The Complaint Review Committee is an ad-hoc committee that can be called when needed on the basis of when a formal complaint is lodged. The Complaint Review Committee consists of three members appointed by the Vice-President of Academic Affairs or the Vice-President of Student Affairs, pending on complaint. For academic complaints, in addition to the VPAA, the Dean of the appropriate School, one faculty member from another School and the student counselor are required. For issues concerning academic matters, in addition to the Vice-President of Student Affairs, one faculty member, one Dean, and the Library Director are required.

19. Student Disciplinary Policy

Students accountable for objectionable behavior will be subjected to the whole array of reprisals, actions, and penalties as per Canadian University of Dubai policy. Contradictory behavior-on or off campus-violating standards of good conduct contrary to the University's resolve, or presents a hazard to the health and safety of the University community may be subject to disciplinary actions.

A student under expulsion or suspension due to unacceptable behavior will not be permitted access to the University premises, which include the campus, its facilities, and the student accommodation. Student might be allowed to have access to the University premises if he or she is invited by the University Authority, or for a scheduled appointment, made by the student, with the University Authority.

19.1. List of Conduct Violations with Accompanying Disciplinary Actions

The Vice President of Student Affairs often resolves through mediation all conduct issues occurring on premises. However, in serious cases, the VP of Student Affairs will refer this conduct violation to the Canadian University of Dubai Disciplinary Committee. The following is a summary of possible violations and the disciplinary actions that the Canadian University of Dubai Disciplinary Committee might take.

Inappropriate behavior in class	Disciplinary Committee	Disciplinary Printed Warning Disciplinary Probation Expulsion
Vandalism	Disciplinary Committee	Disciplinary Printed Warning Disciplinary Probation Reimbursement or Replacement Expulsion
Dress Code Violation	Disciplinary Committee	Disciplinary Printed Warning Disciplinary Probation Expulsion
Theft		Expulsion
Possession of Alcohol or Drugs on Campus		Expulsion
Gambling		Expulsion

19.2. Types of Warning and Actions

Verbal Warning: A verbal warning is given by the VP of Student Affairs to a student whose conduct or behavior violates the University's Code of Conduct.

Written Warning: A written warning is given to the student by the Disciplinary Committee. The warning will state that another violation of the University's code of conduct may result in additional disciplinary measures.

Probation warning: The probation warning is given to the student by the Disciplinary Committee. This probation warning indicates that the student behavior and conduct will be carefully monitored for a certain period of time. Any misconduct may lead to further disciplinary action.

Reimbursement or Replacement: Any damage to the University's property will require payment, repair or replacement for the damaged good. Failure to pay may result in preventing the student from registering or obtaining his transcript.

Mandatory Labor: violation disciplinary action due to a conduct violation may on occasion encompass mandatory labor on campus. This type of action may be alternatively undertaken by the Disciplinary Committee

19.3. Disciplinary Committee

The Disciplinary Committee will oversee all students' misconducts, and decide on the consequences to the alleged breaches of the Canadian University of Dubai Conduct Code. The Disciplinary Committee is chaired by the VP of Student Affairs.

19.4. Procedures

1. Anyone from the Canadian University of Dubai Community (faculty, administrator, staff or student) who believes that a violation of the Conduct Code has been violated must inform the VP of Student Affairs in print.
2. The VP of Student Affairs will amass and examine evidence relevant to each particular case.
3. The VP of Student Affairs will, based on his investigation, decide to refer or not refer this case to the Disciplinary Committee.
4. Student maintains the right to appeal their case to the University President.
5. The VP of Student Affairs will select three administrator and four faculty members to sit on the Disciplinary Committee.

19.5. Communications to the Student Regarding Conduct Violations

- The Disciplinary committee may take acceptable time to plan and conduct its investigation. The investigation will include: a Student(s) and witness interviews; and, if needed, preparation of the witness for a testimony (ies), and engagement in supplementary research.
- The Disciplinary Committee informs the student on paper of the alleged violation of the Canadian University of Dubai code of Conduct Council and of the verdict reached, as well as the disciplinary measures
- The student has 72 hours (three class days) to appeal the decision of the Disciplinary Committee to the President prior to any final disciplinary action.
- The President will reply to the appeal in print. A duplicate of the response will be sent to the VP of Student Affairs.
- The President has the right to overturn the decision of the Disciplinary Committee; the President's decision is final.

19.6. Disciplinary Committee Hearing

- The VP of Student Affairs updates all members party to the disciplinary action as to the confidentiality of the case;
- The VP of Student Affairs presents a summary of the case;
- The student who allegedly violated the Code of Conduct must appear at the scheduled hearing;
- If the student cannot appear for exceptional reasons, he or she must inform the VP of the Student Affairs and must present document supporting his or her emergency;
- The Disciplinary committee may call in witnesses;
- The Disciplinary Committee will question the student who violated the Code of Conduct;
- The Disciplinary Committee will examine and conclude by means of assigning appropriate remedial disciplinary actions based on the case;
- The VP of Student Affairs will prepare a letter informing the accused them of the Disciplinary Committee's decision;
- The letter will be stored in the student's folder held in the Registrar's Office.

19.7. Process for Appeal

Students may appeal the Disciplinary Committee's decision within 72 hours (three class days) to the President of the University.

The President can overturn the decision of the Disciplinary Committee; a letter bearing the results will be sent to the VP of Student Affairs. The President's decision is final.

19.8. Academic Dishonesty and Plagiarism

Students must submit their own work for evaluation. Plagiarism includes, but is not limited to, representation of others' work, lending unauthorized assistance, and using strategies or processes with the aim of attaining dishonest grades on tests or examinations. Students may not submit any material created by or acquired from another person or business.

Students are expected to be seriously and accountable. A student who violates the rules of the exam will be subject to the following policies:

19.9. Cheating Penalty

1. Penalty for Cheating – First Time

If a student is found cheating in a final exam, this exam violation will be communicated to the Exam Violation Committee and the following penalties will apply:

1. The student is assigned a grade of zero in that course.
2. A disciplinary warning is added to their file.

2. Penalty for Cheating - Second Time

If a student is found cheating a second time he will be assigned a grade of zero in that course and will be permanently dismissed from the University.

Procedure:

Faculty submits a written report of the incident, along with the work in question and any physical evidence if available (i.e. video recording) to the Chair of the Exam Violation Committee. The committee reviews the incident and makes recommendations to the Disciplinary Committee, who will in return review the cheating case, endorse or not the recommendation of the Exam Violation Committee. The disciplinary warning will then be issued by the Disciplinary Committee. A copy of the faculty's written report and student's work is included with the warning in the student's file.

20. Information & Communication Technology (IT)

20.1. Information and Communication Technology (ICT) Support

Currently the ICT umbrella offers the following assistance and expertise; academic applications support, information systems, project management, applications & support integration, help desk, technical support, end user training, networking systems, information technology, telecommunications, audio/visual technology, corporate website, social media, online services and student portals.

The Help Desk provides a first line of contact for Students, Staff and Faculty. It is open daily from 9am to 9pm. Any IT related issues are reported to the Help Desk via phone ext. 202 or walk up traffic to room B1-03 in Hall B.

20.2. Use of Electronic Resources and Internet

The Canadian University of Dubai is dedicated to providing staff, faculty, students, alumni and approved guests with the resources they require in an accessible and secure manner. The privacy and integrity of user data is to be respected by the University complimented by the ethical use of these Information CT resources by the users.

20.2.1. User Responsibilities

It is the Users responsibility to read, understand and observe the ICT AUP. Many things are possible through the use of Information Technology; this does not mean that they are allowed. It is up to the user to exercise due diligence while using any of the University's ICT equipment.

As a user of Canadian University of Dubai's ICT Network you must:

- Abide by all local and Emirate laws.
- Abide by all applicable copyright laws, trademarks and licensing.
- Observe, understand and abide by all copyright laws pertaining but not limited to music, videos, games, images, texts and other intellectual property in both personal and work environments.
- Consider all information in which you access and share over the internet as such materials are vulnerable to invasion of privacy, unauthorized access and malware which could result in invasion of privacy and/or copyright infringement

It is required by all users to report any suspicious account activity when security may be at risk or policy violations have occurred to the ICT Help Desk at +971 4 709 6202 or room B1-03 in Hall B.

20.3. University Technological Infrastructure and Social Media

Under no circumstances shall any user account holder of the Canadian University of Dubai use any of the Information and Communication Technology (ICT) resources as outlined in the ICT Appropriate Use Policy (AUP) for unapproved communication/transmission of any private, confidential or intellectual property of the University and/or its members. Such mediums include but are not limited to; social networking sites, Student newspapers, Student television, Digital Signage, Notice Boards.

21. Hazardous Materials and Fire Safety

21.1. Safety Hazards

The Canadian University of Dubai upholds strong standards in ensuring the safety of faculty, staff and students while on campus. This is promoted throughout the university with appropriate safety and security protocols in place to safeguard from potential hazards.

21.2. General Safety Hazards

- Faculty, staff and students must consider the following general safety hazards while on campus.
- Emergency lights will illuminate during an emergency.
- Keep fire doors and emergency exits free of obstructions.
- Keep the areas in front of fire extinguishers and fire alarms clear at all times.
- Do not overload electrical outlets or extension cords. Report damaged electrical cords, broken switches, loose connections, or bare wires to the supervisor immediately. When necessary to run a cable or electrical cord across the floor, always use a cable cover to protect the wiring and prevent tripping.
- Cord-connected electrical appliances should have a grounded 3-wire conductor or be approved.
- Inspect and test all electrical devices according to their risk category, and protectively enclose them as practical and appropriate.
- Personal appliances such as kettles, heaters, and battery chargers are not allowed to be used on campus unless prior consent has been given.
- Visually inspect equipment and tools before plugging them in. If cables or plugs are either damaged or incorrectly fitted, do not use the equipment and remove it from service. Never use defective or inappropriate tools and equipment.
- Do not overload the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- Always use proper safety step stools or ladders for climbing. Never stand on swivel chairs or use them as step stools.
- Avoid wearing loose clothing, long sleeves, ties or inappropriate gloves when supervising or working in a laboratory or on machinery.

21.3. Fire safety policy

The Canadian University of Dubai prohibits smoking in any of its buildings; there is a designated smoking area outdoors for those wishing to smoke. All students are expected to observe these regulations. Fire exit signs are posted at all exits to be used for evacuation and smoke detectors are placed in various strategic locations to provide early detection of smoke or fire. All fire extinguishers will be periodically checked by an outside company to ensure that they are in good operating condition. They will also do a safety inspection and check the building for fire hazards.

The Fire Marshal will supervise and coordinate the fire drill to ensure that all buildings are evacuated. Designated staff will be assigned as fire officials to take charge of the evacuation of a particular building in the event of fire. In addition, designated staff members will be trained as first aid attendants to assist fire officials with the evacuation. Fire drills will be practiced each semester in the academic buildings on campus to ensure that proper procedures will be followed in the event of a real fire.

21.4. Prevention:

- Know your work area; know alternative routes and fire exits
- Know the location of firefighting equipment and how to use it
- Avoid overloading electrical sockets
- Report promptly any faulty equipment
- Keep fire exits clear at all times
- Smoke only in the designated area

21.5. To Report Smoke Or Fire:

- Activate the building fire alarm system. Alarms are located on each floor. The alarm signal will alert the rest of the staff and students.
- The Information Officer in the Reception area will immediately contact the Department of Civil Defense by dialing 997 and advise them of the location of the fire.

21.6. When an alarm rings:

- **Follow RACE procedure:**
 1. **R:** Rescue anyone in immediate danger
 2. **A:** Activate building fire alarm to alert others and report the incident
 3. **C:** Confine the fire by closing all doors
 4. **E:** Evacuate the building using the closest exit and move to a safe distance away from the building
- **USE OF FIRE EXTINGUISHERS:** (Only use if it is safe to do so)
- Follow PASS procedure:
 1. **P** Pull the safety pin from the extinguisher, distance yourself 6-10 feet back from the fire
 2. **A** Aim the hose at the base of the fire
 3. **S** Squeeze the handle
 4. **S** Sweep the extinguisher from side to side starting from the front edge of the fire

21.7. Fire evacuation plan

21.7.1. Steps to take in case of fire

1. Activate the building fire alarm system. Manual alarms are located on each floor. The alarm signal will alert the rest of the staff and students.
2. The Student Information Officer in reception will immediately contact the Department of Civil Defense by dialing 997 and inform them of the location of the fire. The Registrar will take student attendance registers and the students' emergency phone numbers.
3. Class teachers are responsible for ensuring the safe orderly evacuations of any students that they have with them in the event of a fire, closing room doors behind them and going to the designated assembly point. Staff members who do not have students with them at the time of the fire should proceed to the nearest Hall and assist with evacuation.
4. The nurse will collect the emergency first aid kit and assist with the evacuation of students.
5. Each designated fire official and first aid attendant will ensure that everyone has left their building and that all doors are closed, placing red "all clear" signs on the outside of the door.
6. Security will turn off all the AC units and then assist fire officials.
7. Class teachers are responsible for confirming that each of their students is outside of the building in the designated ASSEMBLY POINT as indicated below.
8. All staff and students in **Halls A and D** will proceed to the **right side car park**; those in **Hall B** will go to the **left side car park** and those in **Hall C** will exit to the **rear car park**
9. The Fire Marshal will supervise and coordinate with fire officials and first aid attendants to confirm that all buildings have been evacuated.

21.7.2. Guidelines

1. Stay calm.
2. Use the stairs only. Never take an elevator.
3. Always use the nearest fire exit to leave the building. Go to the ASSEMBLY POINT.
4. Do not stop to take personal belongings with you.
5. Staff is responsible for the evacuation of all students with them at the time; call for help if you need it.
6. Students and staff are not to return to the building until instructed by the fire department.
7. If you are trapped in a room, close and seal the doors. Call Security and tell them of your location.
8. Take an alternative route in case fire is located near your designated exit-proceed to the nearest exit in your location

21.7.3. Fire Officials

Canadian University of Dubai Fire Marshal: The Facilities Manager's office is Hall A1-04, and can be reached at 04-7096-212.

First Aid Attendants

BUILDING	RESPONSIBLE
HALL A	<ul style="list-style-type: none">• Nurse Maia Duran (8AM-5PM) @ Hall A Parking Area, #:04-709-6207• Nurse Kim Fabillon (Fri: 9AM-9PM; Sat: 8AM- 5PM) @ Hall A Parking Area, #:04-709-6207• Ms. Saba Munir @ A1-01, #: 04-709-6186• Ms. Evi Stringari @ Hall A Front Desk, #: 04-709-6116
HALL B	<ul style="list-style-type: none">• Mr. Kamel Fodil @ B1-05, #: 04-709-6134• Mr. Shanish Moidunni.V. @ B1-02, #: 04-709-6224
HALL C	<ul style="list-style-type: none">• Ms. Mary-Alison Lyman @ C1-05, #: 04-709-6201• Mr. John Sherratt @ C1-05, #: 04-709-6192• Ms. Svetlana Zakharova @ C1-06, #: 04-709-6160• Mr. Majed Abuarisheh @ C1-01, #: 04-709-6206• Ms. Khadija Boucha @ C1-06, #: 04-709-6164• Mr. Naser Kottarakoth @ Hall C Parking Area, #: 04-709-6257
HALL D	<ol style="list-style-type: none">1. Ms. Foteini Lavda @ D2-10, #: 04-709-6144

*Head of Security- Mr. Sameer –Mobile #: 050-246-3117

22. Laboratory Safety

Students who participate in the biology laboratory are given explicit directions on all issues related to personal safety. These are strictly enforced by the laboratory assistant who manages the laboratory.

Items covered in the training of students include:

1. Personal Protective Equipment
2. Work Area
3. Proper Attire
4. Safe Chemical Disposal Procedures
5. Chemical Control
6. Broken Glass Handling
7. Needle Safety
8. Electrical Hazards
9. Proper Labeling
10. Storage
11. Safety Equipment
12. Fire Extinguishers
13. Proper Use of Other Safety Equipment
14. First Aid Kit
15. Material Safety Data Sheet (MSDS)
16. Safety Warnings
17. Compressed Gas Cylinders
18. Testing Of Odors
19. Heating Of Glass Tubing, Rods and Test Tubes
20. Handling Of Acids, Bases and Water
21. Bunsen Burner Usage
22. Safe Heating Of Organic Liquids
23. Safe Cooling Of Organic Liquids
24. Safe Handling of Laboratory Instrumentation

For additional information on Safety in Laboratories, please see the Safety Rules For Laboratories for additional information; please refer to Laboratories Safety Manual

23. Campus Complex

The Canadian University of Dubai campus is steps away from Sheikh Zayed Road, the main thoroughfare of downtown Dubai and the hub of the financial district. The Dubai Mall, Burj Khalifa, and many of Dubai's premier attractions surround our facilities, and the Financial Centre metro station is walking distance from the University campus, ensuring an easy commute. There is also a bountiful selection of shops and restaurants nearby.

The Canadian University of Dubai campus is an architecturally unique building. Our four Halls are surrounded by lush vegetation, providing the perfect backdrop in any of our courtyards for quiet conversation or studying.

23.1. Academic Facilities

The University's classrooms, laboratories and studios are fully furnished and well-equipped with the latest technology, enabling faculty and students to enhance the learning process with digital and online content. Wireless network access is available in all classroom areas and other common areas for the use of students.

23.2. Red Theatre

Our Red Theatre is a gathering place for both official ceremonies and student led activities. From MoU signings to student talent competitions, there is always something happening in this versatile space.

23.3. Classrooms

The Canadian University of Dubai has classrooms located in Halls B, C & D adequately outfitted with comfortable chairs, and desks. Each classroom has wireless network access, equipped with overhead projectors and computer workstations that enable faculty members to enhance learning with digital and online content.

23.4. Computer laboratories

The Canadian University of Dubai has several computer laboratories strategically placed throughout the campus, including one lab dedicated to Apple products. Each lab is appropriately furnished with computer desks, chairs and Desktop PC's for students to use. Software required for all programs has been installed on these machines. The labs offer a great deal of accessibility for your needs.

Each lab is fitted with the following specifications (as a minimum):

1. Intel Duo Core 3.0 GHz Processor
2. 2 GB RAM
3. 160 GB SATA Hard Disks
4. DVD Writers
5. 17" Flat Screens + Input and Output Devices
6. Windows XP Professional / Windows 7 Professional
7. MS-Office 2003 Professional Edition/2010 office
8. Symantec Antivirus Corporate Edition 10.2
9. Every class is equipped with Audio & Video facilities

23.5. Students Lounge

Located in Hall C, the Student Lounge provides students with a space where they can relax, play games, and socialize.

23.6. Sport Facilities

Canadian University of Dubai has a range of athletic facilities that allow students to balance their studies with physical activity. The 160 seat tennis court with its cement surface promotes a fast game with a high bounce.

23.7. Student Health Clinic

Free basic medical services are provided for students at the Canadian University of Dubai Medical Centre. A qualified nurse is available on campus, and a fully qualified medical doctor is available once per week for consultations and follow-ups.

23.8. Prayer Rooms

The Canadian University of Dubai offers two beautiful prayer rooms located on the third floor of Hall D. These rooms allow both male and female students the opportunity to perform their prayers in the University.

23.9. The Holy Month of Ramadan

During Ramadan, the University expects all members of the community to refrain from eating, drinking or smoking on the University premises during daylight hours. In acknowledgement of our diverse community, the University designates a particular room where non-Muslims may eat or drink according to their needs. The University expects all its members to respect the U.A.E. culture and regulations, and show deference to the Muslim community during this period.

23.10. Cafeterias

Our campus is home to three cafeterias serving a wide range of cuisines. The cafeteria areas provide a coeducational, multicultural, multinational, and social environment. They are the main gathering place for students between classes and during their free time, where they can enjoy free wireless internet. In addition, the students can always use one of the many vending machines located throughout the campus.

23.11. Parking Facilities

Secure parking is available for a nominal fee of AED 400 per semester on a first-come first-serve basis. Please check with Physical Resources for more information. There is also free parking available on the streets surrounding the University.

23.12. Student Transportation

Canadian University of Dubai also offers Transportation from Ajman and Sharjah on a schedule. The fees are as follows:

- AED 2,000 per semester per student from/or to Sharjah or Ajman.

Additionally, there are several metro stations nearby and ample parking is available for students wishing to drive.

24. Learning Resource Centre

The Canadian University of Dubai encourages students to use the materials that are available in the Learning Resource Centre (LRC) for independent learning, for assigned projects or self-improvement. Access to the LRC, loan of materials or electronic resources is available to all Canadian University of Dubai students.

The LRC policies and services:

The LRC houses a reference section, current magazines, journals and newspapers, and collections related to the University's courses of study, including English language study. Computers are also available for student use during Library hours.

The LRC is open seven days a week. Please check the LRC website (<http://www.cud.ac.ae/lrc>) or door of the LRC for the current schedule. All students must maintain the LRC as a place of study and learning for all.

The LRC subscribes to electronic resources (databases and e-books) and houses two types of collections: those that can only be used within the LRC; and those that can be borrowed for a two-week period.

Special information:

Reference books, magazines, journals, and newspapers can only be used within the LRC. They cannot be taken out of the LRC.

Reserve items (special reading assigned by a professor) can be signed out to use for two hours within the LRC only. Students must leave their Student ID with the Librarian to use reserve materials.

Students may borrow LRC materials on the open shelves for a two week period by showing their own Canadian University of Dubai student ID. These materials may be renewed for one week by bringing the item to one of the LRC staff. When an item is returned late; a fine two dirhams per day is charged for each item.

All books must be returned to the LRC before the end of term.

Please review the LRC webpage for more information. www.cud.ac.ae/lrc

25. Student Residence

The Canadian University of Dubai is committed to providing students with an international academic experience, guided by the highest educational and corporate ethics, adding value to the personal and professional lives of its graduates, and the communities in which we serve. The Canadian University of Dubai promotes Canadian perspectives in learning, research and application, grounded in appreciation and respect for diverse cultures and UAE values.

We strive to meet this commitment in our Student Residence by providing accommodations conducive to study and positive social interaction in an atmosphere of dignity and mutual respect.

25.1. Residence Facilities

Quality furnished accommodations are available in the beautiful Discovery Gardens (approximately 25 minutes by bus from the campus). Students' Residence offer clean, safe, and economical living options in Dubai. Students live together in an exclusive multi-cultural environment encouraging academic success, personal growth, and social development. Residence facilities house undergraduate, graduate, and English students alike. They feature separate accommodations for males and females that are supervised by the live-in Residence Administrator.

Students Residence consists of either studio or 1-bedroom apartments. Each apartment is fully furnished, includes wireless internet access and a private bathroom. Due to space limitation, early registration is encouraged to ensure a room in the University Residence. Full payment of residence fees is due at the beginning of each semester. Please note that family accommodation is not available, and only students are eligible for student housing.

All Residence applicants must take a mandatory medical check at the Canadian University of Dubai Medical Centre before moving into Residence. This free-of-charge medical check must be redone every year for returning students.

25.2. Residence Fees per Semester

1 Student	Studio	AED 26,500
2 Students	Studio	AED 13,225
1 Student	One Bedroom	AED 34,100
2 Students	One Bedroom	AED 17,050
4 Students	One Bedroom	AED 8,525

25.3. Residence Fees Summer Semester

2 Students	One Bedroom	AED 17,050
4 Students	One Bedroom	AED 13,250

25.4. Security Deposit

Students will be asked to provide a security deposit fee in the amount of AED 500. This deposit can be disbursed against any repairs to damage that students are responsible for. The deposit will be returned to the student at the end of their lease or when they leave the Student Residence.

25.5. Internet Charges

Internet charges will be imposed on all students staying in the accommodation. There is a minimal charge of AED 449 per student per semester.

25.6. Room Cancellation

Students who cancel before the end of registration week will forfeit only their AED 500 deposit.

Students who cancel after the beginning of classes will receive the following refund:

Between the first day of classes and up to two weeks after	80%
Between two weeks and a month	75%
Between a month and two months	50%
Between two and three months	25%
Over three months	0%

Rate

As the price market changes, the university does not rule out the possibility of an increase or decrease in the accommodation fees/rate. The information on the increase or decrease will be given in advance to students via the university website, letter, email, etc.

25.7. Semester Dates

Fall (4 Months)	September 1st – December 31st
Spring (4 Months)	January 1st – April 30th
Summer I (Half Semester – 2 Months)	May 1st – June 30th
Summer II (Half Semester – 2 Months)	July 1st – August 31st

Residence fees include the following items:

- Bed & mattress, desk & chair, wardrobe
- Kitchens are equipped with a stove, refrigerator, microwave, and water cooler

- Transportation to & from the University campus scheduled numerous times daily including evenings classes
- Residences Administrator providing on-site supervision
- A community lifestyle encourages student formal and informal participation in social and sporting activities.

Students are encouraged to bring the following items or to purchase them locally in Dubai:

- Plates, cups, utensils, pots/pans, and cooking utensils
- Bedside lamp, extension cords, and electrical adaptors
- Towels
- Personal toiletry items (tooth paste, shampoo, etc.) and laundry soaps, toilet paper, etc.
- Laptop

Students must purchase their own personal groceries and prepare their individual meals, or order out locally. Conveniently enough, the In Battuta Shopping Mall is within walking distance from the University Residence, and houses 200 shops such as banking services, money exchanges, hypermarket, cinemas and amusement arcades, restaurants, food courts and cafes. Furthermore, residential parking is available in designated areas for personal cars and motorbikes.

Students preferring independent living should make alternative arrangements. Canadian University of Dubai can provide students with a list of several real estate companies that offer private furnished and unfurnished accommodation. Private rental arrangements are solely made between the student and the rental agent. The Canadian University of Dubai is not accountable for any feature pertaining to private accommodation. Students wishing to live in private accommodation and looking for more information should contact [housing@cud.ac.ae](mailto:housing@ cud.ac.ae).

25.8. Transportation for Students Living in Residence

Students living in residence are provided with free-of-charge transportation service to and from campus several times per day. More information on this service is available on our website at <http://www.cud.ac.ae>.

25.9. Storage

The Student Residence Department at Canadian University of Dubai provides a storage facility to residents who are living in the residence or to all those returning to the residence for the following academic semester that have paid all the necessary housing fees. Students who have not paid the fees for the next academic semester will not be permitted to store their belongings in the room they occupied or anywhere else in the Canadian University of Dubai Residences. All items left in storage should be clearly marked with the student's name will not be held responsible for the loss of any unidentified/unclaimed property.

25.10. Student Mail

Mail for the residents is distributed at the Residence Security Office. All students are responsible for the collection of their personal mail. Unclaimed mail will be retained for up to one semester after which time this mail will be returned to the post office.

Please note that all post should be clearly marked with the receiving student's name and be correctly addressed.

The Residence Address is:

(Student Name)
Canadian University of Dubai Accommodation
Discovery Garden
Zen Area
Building 25
Dubai
United Arab Emirates

25.11. Safety, Security and Student Conduct in Residence

25.11.1. Emergency Case

In an emergency, dial 0561025097 and your call will be forwarded to the on duty University Security Officer; a Security Officer is available on call for 24 hours a day, seven days a week. In the event of fire, sound the fire alarm and alert other residents, call the fire department by dialing 977 and leave the building. Then call the Security Officer on duty at the above number. In a medical emergency alert the Security Officer on duty; call an ambulance at the Iranian Hospital by dialing 04-404-6471. Please remember to provide your location address.

25.12. Fire Prevention

Smoking, the burning of incense or candles, or using any open flame other than the kitchen stove is prohibited. Any student detecting smoke or fire must inform the Security Officer, sound the alarm and call the fire department by dialing 997. Students must evacuate the building in the event of a fire alarm.

25.13. Student Conduct in Residence

All residents must allow their fellow students the opportunity:

- To read and study undisturbed in their room,
- To sleep without disturbance from noise,
- To have free access to their room without pressure from roommates,
- To live in a safe, clean environment that is drug and alcohol-free.

All students must:

- Respect all UAE laws and rules, culture and religion.

- Respect UAE culture and religion regarding relationship between women and men and refrain from sexual harassment and indecent exposure.
- Maintain the wellbeing of their roommates and refrain from harassment, discrimination, intimidation or causing physical harm.
- Respect all rules and instructions given by the Residence Administrator or the Security Officer.
- Respect the personal privacy of fellow students.
- Respect the personal property of their roommates.
- Respect the University accommodation property.
- Show respect towards University personnel, students and security staff.
- Show tolerance of different cultural and religious practices, food choices and living styles.
- Practice good kitchen hygiene.
- Inform other residents, politely and respectfully, if they are violating your rights or the rights of other students.
- Inform the Residence Administrator or Student Affairs Office if you feel that this positive atmosphere is not being provided.

Details at length are in the Canadian University of Dubai Student Residence Policy Handbook, available at the Student Services Office or in your Student Orientation Package on the USB key. Categories are included under the following headings:

- Signing In and Out
- Curfew
- Accommodation Leave
- Violations of Curfew and Accommodation Leave
- Quiet Hours
- Guests
- Maintenance
- Cleaning
- Pest Control
- Room Inspections
- Substance Abuse
- Failure to Comply with the Residence Policy
- Registration for Accommodation
- Moving In
- Renewing Accommodation
- Changing Rooms
- Leaving Accommodation
- Staying between Semesters

26. Research Center

The Canadian University of Dubai is well positioned to pursue an innovative applied research agenda that is in complete alignment with its mission statement and fundamental values. The Research Centre has launched a number of research initiatives to achieve this goal. The University will establish a number of Research Centres of Excellence that will foster excellence for discipline-based research on a national, regional and international basis. This is a joint research initiative to be implemented in close collaboration with partner research laboratories from Canada (University of British Columbia, Lake head University, University of Windsor, University of Regina and the University of Western Ontario).

Success of the University will be measured by achievement of the following objectives:

- We (the University) will develop collaboration with government institutions, industry and other stakeholders to engage in research activities that have a direct impact on the UAE economy and society.
- We will engage students at the undergraduate level into research, to gain broader knowledge and good understanding of the major cross-disciplinary aspects of their education.
- We will provide a conducive research environment to the faculty and student body in order to remain both research-active and competitive.
- We will regularly organize International Conferences and Workshops to serve as forums for researchers and practitioners to exchange, present and discuss their work, as well as to contribute to the expansion of knowledge and to encourage research initiatives among the community of the University.

26.1. Goals & Objectives

The Research Centre at the Canadian University of Dubai is committed to the promotion of high quality research in a number of strategic research areas. The research topics investigated by the first two research centers have a strong cross-disciplinary focus. This will provide a unique opportunity to researchers within the University to be involved in first class research programs in collaboration with their peers in Canada. The following are the short-term objectives to be achieved over the next five years:

- To provide a means to reach out to student communities, practitioners in the workplace, and the business community and to raise awareness of the great opportunities and important challenges that the research centers offer.
- To foster the integration of the contributions made by sub-disciplines by facilitating broad multi-disciplinary involvement, inter-disciplinary discourse, and lively cross-paradigm scientific debate.
- To create a web-based resource-repository to facilitate research, education, and outreach to the student community.
- To stimulate industry/business/ community interest and investment in the research areas of the centers by showing clear pathways to the commercial exploitation of research results.

26.2. International Conferences

The research center organizes prestigious international conferences to promote research at Canadian University of Dubai both locally and internationally. Some of our conferences include:

- a. 4th International Conference on Networked Digital Technologies (NDT'2012) - April 24-26, 2012 (<http://www.ndtconf.org/>)
- b. 6th Joint IFIP Wireless and Mobile Networking Conference, (WMNC 2013), April 23-25, 2013 (<http://www.wmnc2013.org>)

26.3. Workshops

In addition to the above conferences, each year the research center will organize a workshop dedicated to their research, to be held in conjunction with the conference. Thus, in the coming years, the research center will facilitate research and will stimulate multidisciplinary collaboration in many research areas with local industry and businesses.

26.4. Distinguished Speakers

Canadian University of Dubai has had the pleasure of hosting numerous distinguished guest speakers, including:

1. Dr.Sam Ozarsky, St. Michael's Hospital, Toronto
2. Nader Ardan, President of Ardan Associates
3. Marios Maratheftis, Head of Research, Standard Chartered Bank
4. Sanjay Chauhan, award-winning screenwriter
5. Dr. Tahseen Al-Doori, President of 7i Institute
6. Dr. Cigdem Berdi Gokhan, Cankaya University

27. Academic Administration and Faculty Directory

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Section 5 COURSE DESCRIPTIONS

1. Course Descriptions

1.1. School of Architecture & Interior Design

ARCH 300 Structures 1

The course focuses on the application of classical mechanics to simple structures in terms of: forces, moments, equilibrium, building loads and code requirements, analysis of cables, beams, trusses and frames. The second section of the course is concerned with structural/architectural design process, structural elements and systems and their performance in architectural/structural design: structural properties of materials, basic strains and stresses, structural design methods, analysis/design of tension systems and members, analysis and design of beams, column collapse behavior, and soil and foundation design. **Prerequisite: MTH 112**

ARCH 301 Structures 2

A series of lectures, complemented by assignments, case studies and tests supported by a visit(s) to construction sites. The course is primarily concerned with reinforced concrete structural design and foundation design, and examines lateral loading and load-resisting systems of the building structure. Students undertake individual exercises and assignments and present comparative analyses of reinforced concrete framing systems in class. The course concludes with the design of typical reinforced concrete elements within a structural framework. **Prerequisite: ARCH 300**

ARCH 330 Environmental Design (Studio)

Throughout the academic year three specific themes are engaged: design brief and use, site and environment, and construction and materials. Studio exercises, individual assignments and design projects each emphasize the investigation and assessment of such themes in addition to addressing various design factors that include human safety, ease of accessibility, sustainability and urban context. Specified studio design projects are coordinated with the corresponding subject areas and projects in the required courses concerning Environmental Systems and Design Integration, and Structures. **Prerequisite: DESI 221**

ARCH 331 Integrated Design (Studio)

Throughout the academic year three specific themes are engaged: design brief and use, site and environment, and construction and materials. Studio exercises, individual assignments and design projects each emphasize the investigation and assessment of such themes in addition to addressing various design factors that include human safety, ease of accessibility, sustainability and urban context. Specified studio design projects are coordinated with the corresponding subject areas and projects in the required courses concerning Environmental Systems and Design Integration, and Structures. **Prerequisite: ARCH 330**

ARCH 360 Architectural Conservation and Heritage

This course comprises a series of lectures, complemented by assignments, case studies and site investigations. The principles of architectural conservation are outlined against the context of international discussion, controversy and debate. Successful case studies each within an historical and cultural context refer to various strategies and tactics of implementation. Students learn in situ surveying and measurement techniques in addition to fabric condition assessment. The term project embodies an historic building requiring restoration preceded by an appropriate work methodology. **Prerequisite: HISD-202**

ARCH 443 – Design Studio – Institutional

This advanced Design Studio explores complex, specialized and large design problems. It focuses on the detailed examination of institutional building types (Educational, Health and Corporate...). The course connects the development of design skills to the specialized knowledge of building types. Design projects are viewed as contexts to address, analyze and question wider issues relating to the specialized use. The aim is to enhance the capacity of addressing such complex design problems.

To achieve this aim, theoretical investigations and design applications will explore; Typology, The Particularity of building types (functional components and design properties), Design Approaches, and Universal Design Principles. An emphasis will be placed upon brief formulation and the reformulation of design problems. The course will engage a wide variety of learning modes including self-study and group-work. Both will approach design with a research orientation. **Prerequisite: ARCH 331**

ARCH 421 – Architecture of the Islamic World

The course is an examination and analysis of architecture and its evolution in countries predominated by Islam. It deals with a time span from the early beginnings of Islam to the contemporary architecture, and covers the region from Spain to Indonesia. The objective of the course is to enhance understanding of the relationship between Islam and architecture, religious and secular. Individual buildings, as well as, overall (geometric) patterns will be investigated. Examinations of the individual examples will focus on analyzing the architectural properties in line with the wider cultural and historical climate within which they were generated. The examinations will enable formulating a general background against which critical analysis can be undertaken on selected topics. There will be two groups of such analyses. The first will deal with some selected issues in architecture including geometry, the private and the public and the overall spatial organization. These will be examined across building types covering different times and different places. The second will deal with the overall characteristics of selected building types (civic and religious). The examinations will lead to a formulation of a general framework about general architectural typologies in the Islamic World. To achieve the objectives of this course a varied range of learning technologies will be utilized. These will include individual research, assignments, presentations and applications. **Prerequisite: ARCH 331**

ARCH 431 – Planning & Urban Design

This course is an introduction into Planning and Urban Design. It focuses on connections between urban form and the general cultural and socio-economic context. It will introduce both basic concepts of Planning and Urban Design as developed in relevant theories and specific methods of examining and developing proposals for particular design contexts.

The aim of the course is to create awareness and an understanding of the basic principles of City Planning and Urban Design. It aims at facilitating critical approaches towards understanding, examining and proposing directions towards solutions at the urban context.

The course will start by introducing and examining a historical development of planning theory highlighting the main issues and approaches towards them. The course will proceed to introduce the subject of urban design highlighting the main trends and the basic concepts. Having established the general theoretical framework, specific methods are introduced. These will cover ways of examining urban contexts as well as those relating to the formulation of solutions to specific urban design problems.

Prerequisite: ARCH 331

ARCH 422 – Research & Design Applications

The course is an exploration of the relationship between Research and Design. It focuses on a critical approach towards understanding and creating architecture. Notable examples of design will be examined and these will be linked to wider theoretical perspectives. The aim is to expand knowledge on the critical investigation of Architecture + Interior Design.

Definitions and distinctions between Research and Design will be established and the main principles will be introduced. Research problems, objectives, Methodology, Research Methods and the Derivation and Presentation of Conclusions will be discussed. Structured series of examinations of selected examples will focus on specific topics and on linking the individual case to the wider context. These will be selected to attain a progression of building types matched by a progression of research methods (Literature analysis, Surveys, questionnaires and interviews). The course will include lectures, assignments, projects and site visits. **Prerequisite: ARCH 331**

ARCH 430 Architecture & Ecology

In this course, through lectures and presentations, the ecological systems that connect with architectural theory and practice are analyzed in the context of a number of factors, many of which embody current and future problems. Human physiology, the occupation of space, and principles of sustainability are

further examined against energy consumption, environmental degradation, life cycles of materials and products, and valid interior and exterior design strategies. Assignments will address these key criteria including a major integrated project. **Prerequisite: ARCH 331/INDE 330**

ARCH 444 – Design Studio – Housing

This studio based course is about urban housing developments. It focuses on the issues, problems and design thinking relating to this specific building type. The aim of the course is concerned with introducing knowledge on the particularity of housing design in addition to applying this in specific circumstances. The course is composed of two inter-related components – A progressive introduction of housing principles and a parallel application on a specific design project. It will introduce an overview of historic, present and future trends in housing design. It investigates problems associated with use and with the wider urban context. It introduces specific design strategies. It focuses on investigations relating to the users satisfactions. The housing project will be approached through varied analyses focusing on brief formulation, typologies, context and users, evaluation of design alternatives and elaborations of solutions. The course is characterized by a balanced integration between theory and application and between design and research. This course is characterized by a holistic approach to design taking into consideration social, cultural, economical, environmental, theoretical and technical considerations. **Prerequisite: ARCH 331**

ARCH 456 – Building Code

This course focuses on Building Codes and their impact on building design. The course will focus on international Building Codes, local building codes, as well as, the cross relationship between them. The course demonstrates the impact of building codes on the selection of structural and non-structural elements. The course builds on previously acquired knowledge in the areas of design, structure, construction, and environmental systems. Starting from the International Building Codes this course discusses the regulatory context in which activities relating to the built environment are addressed. The aim is to enhance understanding of the impact of codes on the design of buildings. It addresses the tension between design idea(l)s and real limitations imposed by Building Codes.

Aspects of safety, health, energy efficiency, zoning and other code areas will be covered. Emphasis is placed on combining theoretical guidelines with practical applications. **Prerequisite: ARCH 331**

ARCH 540 – Senior Project - Urban Study (Studio)

This studio course comprises a series of lectures complemented by assignments, case studies, site investigations and group study project. The work is primarily concerned with an urban study of a significant site or sites in the UAE or elsewhere. Students will survey and research the urban character and setting, identify and assess the environmental factors influencing the geographical location, and critically appraise key problems affecting the site and neighborhood, before establishing an urban strategy based on determining human, environmental and developmental targets. A final presentation to a jury comprising academics and practitioners will be mandatory. In addition, each student will identify an appropriate building type based on the urban study strategy and will prepare a program and feasibility study to be utilized in the Senior Project – Design, ARCH 441. **Prerequisite: ARCH 444+ ARCH 431**

ARCH 570 – Research Topic

Students in this course develop their knowledge of an appropriate area of the curriculum through systematic research under the supervision of a member of faculty. An illustrated dissertation of between eight and ten thousand words is the tangible result of focused study into a subject area that may identify with the building type chosen for the Senior Project - Design, ARCH 441.

The final document will be bound and accurately laid-out in terms of format and convention, which describes creditably and succinctly a subject worthy of research and recording. **Prerequisite: ARCH 331**

ARCH 541 – Senior Project-Design (Studio)

The second of two courses that are structured toward delivery of the student's final design project, ARCH 441 is essentially concerned with the finalizing of a design process which commenced with investigative studies at urban level (ARCH 440), paralleled by the completion of a dissertation (ARCH 470) thereby providing a theoretical and intellectual base for the senior architectural project. Each student will develop

a proposal that will encompass aptitudes, design interests, strengths, and career orientation. Consequently this should be regarded as a capstone course, which will reflect a thorough and independent understanding of the process of integrated architectural design while indicating professional aptitude and abilities.

The course will conclude with presentations to a professional jury, the Senior Project Committee.

Prerequisite: ARCH 540

ARCH 451 – Advanced Structures and Materials

The aim of the course is to develop an understanding of advanced structural systems and materials, and how to utilize these systems in the design process to their advantage.

This course introduces advances in structural systems, construction materials, and production technologies, as well as, the effect these new developments have on the design of buildings. Different foci will be placed on extreme strengths, minimizing the use of materials, as well as, achieving sustainability through reducing the use of energy in manufacturing of materials, optimization of construction processes, and optimizing life-cycle costs through use of advanced structural systems.

The course content will be developed through a series of case studies, structural simulations, both on the computer, as well as, physical. **Prerequisite: ARCH 330/INDE 330**

ARCH 452 – Advanced Environmental Control Systems

This is an elective courses in the School of Architecture + Interior Design of which students are supposed to select three in their fourth year of studies. This course focuses on technological and architectural aspects of advanced environmental control systems. Since the mid-1970s, architects and engineers have experimented with designs of buildings and environmental control systems, that can be significantly more efficient, raise comfort levels, as well as, provide a dramatically better indoor air quality. This course displays and discusses several examples of passive and active Advanced Environmental Control Systems (AECS) in buildings. The focus will be on reducing energy consumption of buildings, increasing health of occupants, increasing personal control and personal comfort, while increasing the fault tolerance of the systems involved.

In this course students will be exposed to cutting edge building systems that offer the possibilities for substantial conservations energy consumption and lower life cycle costs. Students will apply concepts picked up in this course to a building design. **Prerequisite: ARCH 330/INDE 330**

ARCH-454 Building Information Modeling

Building Information Modeling (BIM) is an emerging standard that tries to describe buildings as comprehensive digital 3D models enriched with substantial amounts of metadata (e.g. structural, costing, thermal). It is set out to supersede CAD as the new method of describing buildings throughout the construction industry. Through the life cycle of the building. BIM will accompany a building from the first design considerations; through the entire planning and construction process; the lifecycle of the building; until the final demolition of the building. The aim of this course is to develop a comprehensive insight and understanding of the concept of BIM and the methodologies involved with planning with BIM. They will be fit for future modes of planning and information sharing among all parties involved in the planning process. The course introduces various software applications dealing with different aspects of BIM. Strategies of Information Sharing, Evolutionary Planning rather than Revolutionary Planning, and open File Exchange standards will be discussed. Students will have access to various software applications supporting the BIM model. The course will be based on theoretical investigation and practical simulations.

Prerequisite: ARCH 331

ARCH 440 Senior Project – Urban Study (Studio)

This studio course comprises a series of lectures complemented by assignments, case studies, site investigations and group study project. The work is primarily concerned with an urban study of a significant site or sites in the UAE or elsewhere. Students will survey and research the urban character and setting, identify and assess the environmental factors influencing the geographical location, and critically appraise key problems affecting the site and neighborhood, before establishing an urban strategy based

on determining human, environmental and developmental targets. A final presentation to a jury comprising academics and practitioners will be mandatory. **Prerequisite: All 300 series courses, Chair**

ARCH 441 Senior Project – Design (Studio)

The second of two courses that are structured toward delivery of the student's final design project, ARCH 441 is essentially concerned with the finalizing of a design process which commenced with investigative studies at urban level (ARCH 440), paralleled by the completion of a dissertation (ARCH 470) thereby providing a theoretical and intellectual base for the senior architectural project. Each student will develop a proposal that will encompass aptitudes, design interests, strengths, and career orientation. This capstone course reflects a thorough and independent understanding of the process of integrated architectural design while indicating professional aptitude and abilities. **Prerequisite: ARCH 440, Chair**

ARCH 460 High Performance Design

Through a series of lectures and short assignments this course will concentrate on how the latest technologies could be used in an integrated manner to achieve an optimal performance by conserving energy, harnessing natural energy and limiting the consumption of fossil fuel derived energy. Students are also introduced to energy-efficiency standards which can be used to evaluate the "greenness" of a building. **Prerequisite: ARCH 330/INDE 330**

ARCH 480 Construction Technology 1

In this course building construction is examined through the medium of Construction Technology and in the context of work on site. The built environment in general and buildings in particular, are re-examined in the context of in situ operations concerning site preparation, sub-structure and super-structure works. It addresses the methods to identify and appraise appropriate contract planning, plant, machinery and construction systems in relation to delivering a building to specification that meets the building and site safety codes. **Prerequisite: ARCH 330/INDE 330**

ARCH 481 Construction Technology 2

In this course building construction is examined through the medium of Construction Technology and in the context of work on site. Through lectures and presentations, the built environment in general and buildings in particular, are re-examined in the context of in situ operations concerning site preparation, sub-structure and super-structure works. Students learn to identify and appraise appropriate contract planning, plant, machinery and construction systems in relation to delivering a building to specification that meets the building and site safety codes. Students also learn to evaluate strategies as how the building core and shell can be efficiently constructed against the constraints of time, physical space, availability of building materials and products. A series of assignments will address these key criteria. **Prerequisite: ARCH 330/INDE 330**

ARCH 485 Construction Economics

Through lectures and presentations, the building procurement process is further examined in the context of financial planning and forecasting at the programming, outline proposals and production drawings stages, through to tender action. The tender documentation options concerning drawings, specifications and schedules, and bills of quantities are targeted. In situ operations concerning site preparation, sub-structure and super-structure works are examined from various financial standpoints: economics of construction and services, cost limits, cost indices cost planning and applications. Students identify and appraise appropriate financial planning which is targeted toward construction systems, timescales and quality of building performance. **Prerequisite: ARCH 330/INDE 330**

ARCH 490 Principles of Urban Design

This course is an attempt to relate urban form to cultural, socio-economic and political contexts. This will be achieved through a review of striking examples of urban movements and philosophies which marked the turn of the 19th century through to the 20th century and by revisiting these localities from a contemporary perspective. Urban strategies are examined from the perspective of vibrant communities and several case studies concerning notable urban developments located within the UAE are compared with North American counterparts. Various assignments, class exercises, field trips, lectures, research

work and discussions will help depict the rapport of architecture with the 'urban logic' in addition to the interactive nature of urban design. **Prerequisite: ARCH 330/INDE 330**

ARCH 495 Principles of Landscape Design 1

This course introduces students to landscape Graphics and the concepts of the fundamentals of landscape and environmental planning. It covers topography and earth modeling, landscape planting techniques, circulation, structures, selecting and analyzing sites, assessing environmental impact and developing detailed designs. **Prerequisite: ARCH 330/INDE 330**

ARCH 496 Principles of Landscape Design 2

This course offers a sequential approach to landscape construction commencing from site preparation to the final installation. Topics include: Site Preparation, Landscape Retaining walls and Stairs, Landscape paving, Wood Landscape structures, Fences and freestanding walls, Site Amenities, Water features and Bridges, Site furniture, Signage and prefabricated playground Equipment, Edging, Planters and Plant protection Equipment. **Prerequisite: ARCH 495**

GED 110 Appreciating Modern Art

The major monuments and masterpieces of world painting, sculpture, and architecture are studied as examples of civilization's achievements in the visual arts. Individual objects are considered in detail and interpreted in light of society's varied needs. Changes in form, style, and function are highlighted, as well as an attempt to appreciate the development of distinctive trends and traditions of visual imagery throughout world civilization. This course focuses on broad regional and chronological categories from the 19th century to contemporary practice in art and design. Course work is offered where this comprehension is synthesized. Specifically, students will identify these categories, and apply this knowledge in a series of class assignments as well as a midterm and final exam. **Prerequisite: None**

GED-195 Descriptive Geometry

This course focuses on the theoretical and practical explorations of principles of descriptive geometry and their use in the visualization of two-dimensional and three-dimensional objects. Covered topics are orthogonal projections, parallel projections, and perspective projections. Shadow constructions are introduced to create added definition and understanding of the third dimension. Presentations will link theoretical principles with drafting exercises and photographic examples. Through weekly lectures, alternating with regular practical assignments students will learn the underlying geometric principles and visualize spaces and their defining objects. This course places an emphasis on practical learning, construction exercises will be given each week. **Prerequisite: None**

DESI 101 Introduction to Design (Studio)

This is the first of two design studios in the Freshman Year required of all students entering the undergraduate programs of the School of Architecture and Interior Design. Design as an intentional and interventional process that affects and shapes the environment around us is introduced through a broad appreciation of objects, spaces, systems and places. Studio exercises are organized around two thematic scales: human and building, and students are required to investigate topics through an application and appreciation of various materials, media and techniques. **Pre requisite: None**

DESI 102 Fundamentals of Design (Studio)

This is the second of two design studios in the Freshman Year required of all students entering the undergraduate programs of the School of Architecture and Interior Design. DESI102 develops the media and process skills gained in DESI101. Accordingly studio design exercises are concerned primarily with the design process and emphasis is given to the complementary activities of analyzing, conceptualizing, collaborating and deciding before establishing a valid design solution. Graphic skills in communicating effectively through the media of geometry, architectural drawing and sketch models are emphasized. **Pre requisite: DESI 101**

DESI 121 – Design Theory

This course provides an introduction to design in general and focuses on the formal language of architecture and interior design. An in depth analysis of the elements and principles of design as well as an investigation of their manifestation in 2D and 3D compositions are central components of this learning.

Students will acquire knowledge and skills enabling them to identify the elements and principles and to employ them in composing small-scale projects.

The course is accordingly composed of a series of research assignments and design projects that progress in complexity leading towards a wider appreciation of the cultural and environmental aspects of design.

Prerequisite: None

DESI 122 – Human Factors

The course examines the relationship between people and the built environment. It focuses on the dynamic nature of this relationship in view of people's needs towards their settings. It examines variations in dimensions and in abilities and the consequences of these on the way into which space is used. The course aims at creating awareness of such diversity and at enhancing knowledge on the way into which such diversity may be addressed in design solutions.

The course will cover Anthropometrics; Universal Design, People and Buildings and the wide ranging factors affecting the use of space. In Anthropometrics, Human Data and their relationship to activities and motion are examined. For Universal Design, the principles and their applications are examined with particular reference to special groups including children and the elderly. In the relationship between people and building, the course covers three levels: A selected furniture element that is specifically related to anthropometrics (Chair); Individual activities and their spatial requirements and finally movement within buildings. In the wider context the course will cover other design considerations emerging from the particularity of people including psychological, environmental and cultural issues.

Prerequisite: DESI 101

DESI 141 – Drafting & Modeling

This course is the first in a series of courses on professional visual Design Communication. It covers a wide range of techniques. These are considered necessary to understanding, critically assessing and creating the built environment. The course establishes the foundation skills of visual communication. The aim is to enhance understanding and skills necessary for the representation of reality and for the representation of solutions to design problems in such a reality. The course covers a wide range of topics including; Sketching, Drafting Principles, Design Presentation, Multi-view Projections, Perspectives, Working Drawings Principles and Model-making. The course is structured in a diversified learning mode covering lectures and discussions, class assignments projects, site sketching and workshop experimentation. The course is generally characterized by practical work on the multiplicity of materials and modes of presentation. **Prerequisite: None**

DESI 142 – Freehand Drawing & Rendering

Drawing is essential to visual communication as both a preparatory tool and as a distinct medium of expression. Drawing can inform, reveal and communicate crucial aspects of structure including light and shadow, form and space, surface and depth.

This course explores free hand drawing and rendering through a variety of materials and techniques. Drawing is understood as observation, documentation, and communication. Key aims include an awareness of scale and confident freehand sketching as a tool for imagining, developing and communicating 3D projects throughout the program (both Interior Design and Architecture).

The practice of drawing basic forms and shapes are developed through a range of exercises and projects that increase drawing accuracy and perceptual skills. Students explore the role of value in creating form, contour drawing as sensitized 'seeing', and 'hidden' structures and geometries. They explore a variety of subject matter and approach through these studio activities, and will consolidate their practical skills with a portfolio of their work. **Prerequisite: None**

DESI 211 Construction and Design Integration 1

The course is concerned with an essential knowledge of materials, their selection and methods of construction. It also gives attention to the evolution of standard and other building practices along with the relationship between design and construction economies. Various load-bearing and framed construction systems form the basis of lecture topics and course materials which include: site investigation, preparation and works, foundation techniques, concrete and masonry construction, steel and timber framing, curtain walling and glass technology. Contextual studies in architecture, interiors, engineering and building science emphasize the integration of construction techniques. **Prerequisite: DESI 102**

DESI 212 Construction and Design Integration 2

The course introduces students to the technical drawing conventions of site planning, which include subject areas shared by the landscape architecture, garden design and civil engineering professions. Weekly lectures are directed at topics that directly relate to ongoing class exercises. Lectures typically focus on case studies of realized buildings that pointedly demonstrate issues of construction and design decisions which in turn impact on graphic problems. Students are also required to incorporate performance and aesthetic based criteria as essential components of the design integration process. **Prerequisite: DESI 211**

DESI 220 Design Principles (Studio)

The studio forms the setting for a series of lectures, design exercises and design projects in which the fundamentals of two and three dimensional architectural and interior design are progressively introduced by focusing on the development of problem-solving skills. Design innovation and invention are stressed against a societal foundation of ethics and convention. Representational skills, initially through hand drawing, are given emphasis in expressing technical and design intent. Understanding of architectural convention is emphasized as the basis for design invention and as the foundation of ethical action. **Prerequisite: DESI 102**

DESI 221 Design Methods (Studio)

DESI 221 continues with the fundamentals of two and three dimensional architectural and interior design that are progressively introduced by focusing on the development of problem-solving skills. Design innovation and invention are stressed against a societal foundation of ethics and convention. Understanding of architectural convention is emphasized as the basis for design invention and as the foundation of ethical action. Representational skills, essentially through hand drawing, are given prominence in expressing technical and design intent. **Prerequisite: DESI 220**

DESI 231 Computer Aided Design

The course is designed to introduce the basic structure, characteristics, control and application of AutoCAD software. Axonometric drawings, 3D modeling and renderings form the core of class exercises leading to basic presentations of architectural and interior design subjects. A contemporaneous design project in conjunction with DESI 220 will be developed through the application of tools and techniques derived from DESI 231. **Prerequisite: DESI 102**

DESI 270 Sustainability of Buildings 1

In this course, through lectures and presentations, the natural and built environments, along with ecological systems are analyzed in terms of depleting resources and the possibilities for sustainable technological solutions to contemporary and future problems. Human physiology, the occupation of space, and principles of sustainability are examined against energy consumption, environmental degradation, life cycles of materials and products, and valid interior and exterior design strategies. **Prerequisite: DESI 101**

DESI 320 Environmental Systems & Design Integration 1

In this course, students are introduced to the factors that contribute to the heating and cooling loads in a building, followed by strategies for minimizing energy consumption. Criteria considered include acoustics, ventilation, day lighting, solar energy and geometry, shading and control, heating and cooling. Integrated/holistic design strategies will encompass energy efficiency, energy conservation, human

comfort levels for health and productivity. Strategies for passive solar design are combined with day-lighting and ventilation concepts in the context of a sustainable environment. **Prerequisite: DESI 221**

DESI 321 Environmental Systems & Design Integration 2

This course embraces a variety of building environmental controls that refer to mechanical systems, duct layout and controls, electric lighting, indoor air quality, transportation, communication, fire safety, water and sewage. Examination of the integration of these systems into the overall building and how the selected systems influence the building design and energy consumption characteristics are emphasized. Students learn that architectural design and the mechanical systems impact on the overall building efficiency and that these are a result of not only the efficiency of the individual components, but of their integration. **Prerequisite: DESI 320**

DESI 329 – Special Topic - On Site Investigation

This course is about on-site investigation of a selected topic as proposed by the instructor of the course, or developed in combination between the instructor and the student. The course will cover the theoretical background for this point of interest, with many local or overseas examples. The course will proceed to outline a specific framework to survey and analyze issues related to this topic in a selected city or country. The aim of this course is to enhance risk-taking in addressing theoretical issues and linking the research of the professor with personal research of the students. **Prerequisite: HISD-202**

DESI 340 Working Drawings and Detailing

The core material of this course is concerned with the influences of building codes, industry standards and programmatic requirements on the selection of both structural and non-structural elements. The course emphasizes the various existing and emerging technologies, materials, assemblies and their essential characteristics. The course requires the student to produce a set of construction drawings with appropriate detailing, schedules and specifications, and helps develop an understanding of the relationship between drawings and specifications. **Prerequisite: ARCH 330/INDE-330**

DESI 348 Graphic Design for Architects and Interior Designers

This Elective course introduces the student to the field of advanced architectural rendering and graphic design as it pertains to the profession of Architecture & Interior Design. The focus is on providing the student with the skills to help them with preparing Design presentations, reports, proposals, brochures, and designing signage in the built environment. The course will focus on integrating graphic design with Architecture and Interior Design. The course will progress from the general knowledge of advanced architectural rendering and of Graphic Design to the specific concepts and the strategies to achieve them. It will include designing for 2D media and 2D & 3D signage. The course will be delivered through lectures, presentations, workshops and visits to various companies working locally in the profession. **Prerequisite: DESI-221**

DESI 351 Color Theory

This course examines color theories, color concepts and principles of color as element of visual communication and expression to be applied in the built environment. The course focuses on color science, color & light, color interaction, color mixing, color notation, color harmonies, color scheming, color forecasting and physical and psychological properties of color. The students will develop skills to identifying relationships between individual colors, compare hue, value, saturation and apply the concepts of unity, variety, contrast, dominance, appropriateness, balance, and harmony of colors to their design projects. The objective of this course is to enable students to create professional and aesthetically appealing color plans and trend boards for functional interior and exterior environments. The graduates will have the invaluable skill of analyzing color trends for interior design product development & branding and marketing. Students will achieve learning outcomes through a series of lectures, class exercises and projects, field trips, presentations by industrial experts and a final project. **Prerequisite: DESI-221**

DESI 451 – Lighting

This course focuses on light in the form of daylight and artificial light, high-tech and low-tech, traditional and contemporary examples of lighting. The aim is to gain a deeper understanding about day-lighting and lighting and about the various strategies for lighting design of spaces. Simulation strategies, both on the computer and real models, will be applied. The course will cover the qualitative and quantitative aspects of light, its simulation, development of lighting strategies and new technologies.

Examples of interior and exterior lighting design, sculptural, decorative and functional, will be presented and studied in both qualitative and quantitative ways. Through a series of lectures and exercises students will learn to apply the acquired skills in a final design project of their own. **Prerequisite: ARCH 331/INDE 330**

DESI 454 Building Information Modeling

Building Information Modeling (BIM) is an emerging standard that tries to describe buildings as comprehensive digital 3D models enriched with substantial amounts of metadata (e.g. structural, costing, thermal). It is set out to supersede CAD as the new method of describing buildings throughout the construction industry. Through the life cycle of the building, BIM will accompany a building from the first design considerations; through the entire planning and construction process; the lifecycle of the building; until the final demolition of the building. The aim of this course is to develop a comprehensive insight and understanding of the concept of BIM and the methodologies involved with planning with BIM. They will be fit for future modes of planning and information sharing among all parties involved in the planning process. The course introduces various software applications dealing with different aspects of BIM. Strategies of Information Sharing, Evolutionary Planning rather than Revolutionary Planning, and open File Exchange standards will be discussed. Students will have access to various software applications supporting the BIM model. The course will be based on theoretical investigation and practical simulations. **Prerequisite: ARCH 331/INDE 330**

DESI 455 Parametric Modeling

This course deals with a conceptual approach to develop computer-graphic based design solutions that are built upon interactively controllable parameters. This procedure enables the architect or the client to numerically or graphically change a parameter of a building component which will then be immediately reflected in the visual output of the design project. Since this is not new to sophisticated CAD programs the clue lies in the fact that parameters can be wired, meaning that a change of a single parameter can affect another parameter that is connected to the first. Connections can be uni- or bi-directional, they can be straightforward or based on complex formulae. The amount of possibilities for design works that are built upon that approach is endless. Rules can also be set-up to define constraints or objectives of a building solution. Optimization engines might then be able to calculate design solutions of measurable quality. Students will be introduced to the concept of parametric modeling based on simple geometric entities. During the classes they will further refine these entities until they are able to generate extremely complex forms and their alternative counterparts to demonstrate the potential of this approach. **Prerequisite: ARCH 331/INDE 330**

DESI 456 Visualization

This course provides a comprehensive overview of concepts and principles that are common in contemporary computer graphics and essential for the production of photorealistic architectural visualizations. Through a series of lectures and hands-on experiences the student will learn how to develop the conceptual background for a sophisticated and target-oriented architectural visualization. This approach is followed by an in-depth introduction to modeling, lighting and rendering techniques that enable the student to produce high-quality architectural or interior design renderings. **Prerequisite: ARCH 331/INDE 330**

DESI 500 Professional Business and Portfolio

This course is devised to introduce business practices and procedures specific to the professional practice of Architecture and Interior Design in the context of private practice and in relation to other members of the design and construction team. Students will produce assignments that demonstrate their knowledge and understanding of contemporary professional practice. Guest speakers and field trips to design offices

and building sites may supplement instruction. In addition there will be lectures, complemented by studio exercises and projects, intended to assist students in marketing themselves by developing the communication skills essential for successful employment. **Prerequisite: ARCH 331**

DESI 420 Sustainability of Buildings

In this course, the natural and built environments, along with ecological systems are further analyzed in terms of depleting resources and the possibilities for sustainable technological solutions to contemporary and future problems. Human physiology, the occupation of space, and principles of sustainability are further examined against energy consumption, environmental degradation, life cycles of materials and products, and valid interior and exterior design strategies. **Pre requisite: DESI 270**

DESI 550 Project Management

This course provides an overview of project management techniques for pre-contract and post-contract management systems. Topics include: Assembly of the Client Team, Briefing/Programming Process, Short-listing Design Consultants, Concepts and Assessment of Proposals, Appointment of Design Consultants, Design Development, Design Co-ordination, Design Development, Design Co-ordination, Information Management, Tendering and Contract Strategies for Building Contractors, Construction Development, Managing the planning and delivery processes of buildings. **Prerequisite: ARCH 331**

DESI 490 Internship

This internship is a pre-professional experience in an Architecture/interior design firm, related business or academic institution. It has been established to supplement a balanced academic program and enhance career preparation. In particular, it is intended to provide students with the opportunity to be creative, to explore, to research, to investigate, and to ultimately make some decisions that may have significant impacts on their future careers. **Prerequisite: after 80 Credit Hours**

HISD 201 History of Architecture & Interior Design 1

This course examines the development of architecture and interior design of the development of architecture and interior design of the ancient Middle East and Mediterranean civilizations through the Classical Revival period. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental and social relevance. The works of several masters will be studied in detail. **Prerequisite: LNG 172**

HISD 202 History of Architecture & Interior Design 2

This course examines the development of architecture and interior design of the nineteenth, twentieth and early twenty-first centuries. Knowledge of the language of architecture, its terminology and recognition of period styles are required. Emphasis is placed on the historical and intellectual context of selective examples of architecture and interior design, along with their environmental and social relevance. The works of several 20th and 21st century masters will be studied in detail. **Prerequisite: HISD 201**

INDE 300 Textiles

This course examines textiles from various perspectives: raw and finished materials, fibers and yarns, applications to furniture, fabrics and construction methods, new materials and technology, and codes of legislation. Students will develop their knowledge of this subject through a series of research and practical exercises, and will design their own textiles. **Prerequisite: DESI 102**

INDE 320 Building Systems and Codes

This course develops in the student knowledge already established through earlier courses concerning the empirical elements of structure, construction and environmental engineering. In addition the various building systems: electrical, mechanical, air conditioning, water supply and drainage, and building codes, especially concerning safety, are each examined. Emphasis is placed on attaining a critical understanding between the interplay of the design idea with the construction and engineering systems, along with the development of a technical vocabulary. **Prerequisite: INDE 330**

INDE 330 Residential Design (Studio)

This essential studio core course encourages the student to develop a design for a residential interior and comprises lectures, in-class exercises, home assignments, in situ surveys, field trips, group presentations, and reviews. The student will complete an integrated final project and develop a series of required skills including client analysis, programming, space-planning and fitting-out, code analysis, tight-fit and loose-fit furniture, and materials and finishes selection. The integrating of electrical, lighting, and plumbing systems is a strong component of the technical design appraisal. Strong graphic and oral presentation skills are emphasized, particularly for the final project. **Prerequisite: DESI 221**

INDE 331 Commercial Design (Studio)

This essential studio core course encourages the student to develop a design for a commercial interior and comprises lectures, in-class exercises, home assignments, in situ surveys, field trips, group presentations and reviews. The student will complete an integrated final project, either within a business or retail environment, and develop a series of required skills based on client analysis, programming, space-planning and fitting-out, office systems, environmental systems, code analysis, tight-fit and loose-fit furniture, and materials and finishes selection. The integrating of electrical, lighting, and plumbing systems is a strong component of the technical design appraisal. **Prerequisite: INDE 330**

INDE 350 Furniture Design

This interior design core course encourages the student to develop a design for a prototype piece of furniture suitable for a residential or commercial interior and comprises lectures, in-class exercises, home assignments, field trips, group presentations and reviews. Visits to Furniture Manufacturing and Retailing Companies will be an essential component of the course. A primary consideration involves the essential jointing of timber tight and loose-fit furniture. In order to demonstrate an understanding of materials and the process of furniture design, students are required to retain a working sketch book which will be graded periodically at mid-term and at the end of term. **Prerequisite: DESI-211**

INDE 440 Senior Project – Dissertation (Studio)

The first of two courses that are structured toward delivery of the student's final design project, INDE430 is essentially concerned with the preparation of a design dissertation subject to the approval of the Program Chair. Each student will prepare a proposal that will encompass aptitudes, design interests, strengths, and career orientation. Consequently a dissertation will be prepared and, as a substantial research document, will reflect a thorough and independent understanding of research methodology along with the process of integrated interior design. **Prerequisite: 300 series, Chair**

INDE 441 Senior Project – Design (Studio)

The second of two courses that are structured toward delivery of the student's final design project, INDE441 is essentially concerned with the finalizing of a design process which commenced with investigative studies, followed by the completion of a dissertation and outline proposals in INDE440. Each student will develop a proposal that will encompass aptitudes, design interests, strengths, and career orientation. Consequently this should be regarded as a capstone course which will reflect a thorough and independent understanding of the process of integrated interior design while indicating professional aptitude and abilities. **Prerequisite: INDE 440**

1.2. School of Environment and Health Sciences

BIO 101 Human Biology

This course introduces the students to the basic knowledge of the human body with emphasis on understanding human biological mechanisms and processes, the human body's structure and functional organization. Interactive lab sessions allow students to better understanding the interrelation between the structure and function of the human body. Topics include: Cell Structure and Function, Organization of the Human Body, Skeletal System, Human Systems and Aging Process. **Prerequisite: None**

ENV-301 Introduction to Environmental Science

This course introduces students to the interdisciplinary nature of environmental studies. It covers a range of issues: Environmental impact, Biodiversity, Air and water pollution, Food production, Soil resources, Soil erosion, Energy, Domestic and hazardous wastes, Environmental economics, Work environment, Technology, Population growth, ethics, and policy. Approaches to prevention and control are discussed within the overall context of sustainable development. **Pre requisite: None**

ENV 302 Environmental Microbiology

This course covers fundamental aspects of micro-biology in relation to environmental health. Topics include: Microscopy, Cell Structure and Taxonomy, Diversity of Microorganisms, Microbial Physiology and Genetics, Biochemistry, Controlling Microbial Growth in Vitro, Use of Antimicrobial Agents, Microbial Ecology, Healthcare Epidemiology, Diagnosing and Pathogenesis of Infectious Diseases, Major Viral, Bacterial, and Fungal Diseases of Humans, Major Parasitic Diseases of Humans. **Prerequisite: ENV 301**

ENV 303 Entomology and Pest Control

This course provides the necessary background on insect classification, biology and morphology. Topics include: General Morphology & Digestive System, Study of the diversity and relationships among organisms, Taxonomy, Insect Collection Techniques, Miscellanea Terminology, Insect Orders and Identification, Ecology and Biology, Phylum Arthropoda, Pest Control and Management. **Prerequisites: SHS 103**

ENV 304 Water and Wastewater Quality Control

This course focuses on the principles of water management (both in quantity and quality) with emphasis on fresh water resources for domestic and multi-purpose utilization. Characterization, treatment, reclamation, and recycling of wastewater are also discussed. International guidelines, standards, and directives for water and wastewater management are presented. **Prerequisite: ENV 301**

ENV 305 Food Quality and Control

This course introduces the concept of food hygiene and emphasizes its importance. Topics include: Quality terms & definitions, Quality development cycle, elements and their evaluation, Food quality management (structures, policies and responsibilities), Food standardization and legislation, Statistical tools and quality improvement, Food quality systems (GMP, ISO 9000, HACCP, risk analysis and conformity certificate), Food quality systems (The audit process, registration, and certification). **Prerequisite: ENV 301**

ENV 306 Internship: Familiarization with the Industry

This internship provides the students with the opportunity to explore, research, investigate, and ultimately make some decisions that may have significant impacts on their future careers. It increases students' experiences and knowledge in their areas of expertise. It also stimulates students' thinking and reflection about the knowledge and understanding that they will gain from such experiences. Finally it provides students with opportunities to demonstrate the learning they acquired. It includes field visits to different institutions, agencies, companies and places related to the environment. **Prerequisite: 81 Cr. hrs**

ENV 308 Community Environmental Health

This course addresses Sanitation and management principles of community problems related to waste disposal, vector control, food and milk protection, swimming pools, and recreation activities. Topics include: Sustainable Yield & Natural remediation, Environmentally-incurred disease, Zoonotic diseases, Insects and other pests, Integrated Pest Management, Food Quality and Microbiology, Food Sanitation, Food Bio Security Issues, Solid Waste Management, Recreational Facilities, Milk Products. **Prerequisite: ENV 301**

ENV 407 Management of Domestic and Hazardous Wastes

This course introduces the element of solid waste management: sources, characterization, generation rates, collection, transportation, and disposal technologies. Topics include: Collection, transportation, storage and disposal methods, Treatment and disposal technologies, Solid waste management planning, Waste minimization Reduction, Reclamation, Recycling, Reuse and Disposal, Application of treatment and disposal methods, Collection and disposal of wastewater, Types of hazardous wastes, Treatment and disposal technologies of hazardous waste, risk assessment and management, Site redemption, Safe management of wastes from healthcare activities. **Prerequisites: None**

ENV 408 Epidemiology and Biostatistics

This course introduces the types and sources of data in measuring population health, the different epidemiological study designs, and exploratory data analysis. Topics include: Measures of morbidity and mortality used in epidemiology, Descriptive epidemiology, Measures of effect and data interpretation issues, Screening for disease in the community and epidemiology of infectious disease, Molecular, genetic, psychologic, behavioral and social epidemiology, Practical applications of biostatistics, concept, scope and uses of statistics, Probability and sampling distribution, Correlation and regression, sample size for estimation, Epi-Info 3.3.2 and SPSS. **Prerequisites: MTH 195, ENV 301**

ENV 409 Marine and Air Pollution

The environments covered in this course include water and inside and outside air: There is an emphasis on sources and types of pollutants as well as environmental degradation and its consequences. Marine pollution management is covered in depth; including international legislation for the conservation of the marine environment. The course discusses the health effects and economic consequences of exposure to outdoor pollutants and of indoor pollutants (e.g., asbestos, tobacco smoke, formaldehyde, radon). **Prerequisites: ENV 407**

ENV 410 Occupational Health and Toxicology

This course introduces the general principles governing occupational health and acceptable levels of hazardous chemical and physical agents in the workplace. Toxic agents in the environment in general and specifically in the occupational environment are studied with respect to entry routes, how they act in the body, their effect on metabolism, the impact of different levels of exposure (i.e. their toxicity). Tools and techniques for monitoring the work environment and the workers themselves for exposure to hazardous agents, evaluating data, recognizing and assessing risks and controlling hazards are presented. **Prerequisites: ENV 302, 407.**

ENV 411 Research Study in the Field of Environmental Health

This course provides the students with the skills required to develop a research study in the field of environmental health and present the finding to the audience. Following aspects are covered: Introduction on how to write researchable questions and problem statement, Problem statement, critical review of the literature, methods for data collection questionnaire construction, tools for data collection, reliability and validity measures, citations and references and writing the research document. **Prerequisite: 81 Cr.H**

ENV 415 Seminar

As a capstone, this course provides students with the opportunity to examine the breadth of environmental and occupational health in terms of the role it plays in local infrastructure, its diversity of employment opportunities, and the varied issues faced in both the public and occupational health setting. The course is typically limited to seniors and taken in the last year of a student's undergraduate studies. Speakers for this course will include environmental and occupational health professionals from both the public and private sector. *Prerequisite: 81 Cr.H*

HIM 301 Health Informatics and Health Statistics

This course introduces the students to health information systems. It covers health information systems, the different computer applications in healthcare organizations, and the emerging technology in the health services. Topics include: E-Health and the automated health information system, Telemedicine, Data Quality, security, and confidentiality, Commonly used frequency measures in healthcare, Healthcare statistical data collection, Percentage of occupancy/Length of stay/Discharge days, Mortality and autopsy rates, Miscellaneous rates. *Prerequisites: MTH195, SWS 101*

HIM 302 Introduction to Health Information Management

This course introduces students to health information management. Topics include: Functions of the Health Record, Content and Structure of the Health Record, Health Information Technology Functions, Electronic Health Records, Healthcare Data Sets, Biomedical Research, Secondary Data Source, Healthcare Statistics, Healthcare Delivery Systems, Information Technology and Systems. *Prerequisite: none*

HIM 303 Medical Terminology

This course familiarizes the students with the medical terminology used in healthcare. Topics include: Suffixes, Prefixes, Root words and related terms, Internationally accepted Abbreviations, Terminologies for cardiovascular, respiratory, gastrointestinal/Digestive, hematopoietic and lymphoid, urinary, musculoskeletal, nervous, integumentary, Male and female reproductive systems as well as for psychiatry, ophthalmology and ENT. *Prerequisite: HIM 302*

HIM 304 Development and Content of the Medical Record

This course focuses on the development of the medical record be maintained on every patient who receives healthcare services. Topics include: Introduction and development of the medical record, Hospital medical record, Form design and control, Source oriented and Problem oriented Hospital medical record Format, Integrated medical record, Medical record in Ambulatory Services, Medical record in long term care and rehabilitation facilities, Mental health records. *Prerequisites: SHS 111*

HIM 305 Alternate Site Health Information Management

This course introduces the students to the management, retrieval and retention of health records in settings other than hospitals. Topics include: Hospital-Based Ambulatory Care, Information Management - Quality Improvement and Utilization, Freestanding Ambulatory Care, Managed Care, Dialysis, Correctional Facilities, Mental Health, Long-Term and Acute Services, Substance Abuse, Long-Term Care, Rehabilitation, Dental Care Settings, Home Health Care. *Prerequisite: HIM 302.*

HIM 402 Internship: Familiarization with the Industry 180 Hrs

The internship provides students with the opportunity: to work in a team in collaborative internship sites in companies or governmental agencies, to investigate and analyze practical HIM issues, problems or challenges, to explore, research, investigate, and ultimately make some decisions related to HIM issues, to develop and exercise problem-solving skills HIM issues, to increase their experiences and knowledge in the areas of health and management. *Prerequisite: Senior Level*

HIM 406 Nomenclatures and Classification Systems

This course will provide students with the knowledge on disease, nomenclatures and classification systems for recording medical statistical information purposes. This course will provide knowledge to students to become professional coders and to be able to categorize and process the information contained in the medical records in meaningful way and to select the appropriate classification system. Topics include: nomenclatures, international classification of diseases and case mix classification, the DRGs and the encoding systems. *Prerequisites: SHS 111*

HIM 407 Management of Patient Medical Records

This course addresses different methods of numbering medical records and the systems of filing to promote efficient and timely services for the patient, physicians, other health care providers, and third parties. Topics include: Documentation practice, Role of patient medical record in risk management, Medical Record storage/Filing methods, Record control, Medical record retention policies and destruction/ Transportation of records, Electronic storage, Electronic healthcare record, Legal and Ethical aspects of medical record information. *Prerequisite: HIM 304 HIM 406*

HIM 408 Health Information Department Management

The course discusses the different skills required to efficiently manage a health information department. Topics include: Functions of health information management, Medical record physical facility design and safety, Planning function and the management of information plan, Organizing function, Directing function, Controlling function, Health information Quality Assurance/Peer review, Evaluating the Quality of health information services, Continuous quality improvement. *Prerequisite: HIM 302*

HIM 409 Research Study in the Field of HIM

This course consists in conducting a research study in the field of health information management and presenting the findings. It includes continuous follow up and coaching of the student to provide guiding and to monitor the student's methodology and achievements. Topics include: Writing researchable questions and problem statement, conducting literature review, critical review, Selection of the sample, Methods for data collection questionnaire construction, Tools for data collection and discussion on the analysis of data, reliability and validity measures and recommendations and conclusion, Citations, Writing a research document. *Prerequisite: Senior Level*

HOM 101 Fundamentals of Healthcare Management

This course presents an introduction to the practices and concepts of management and their applications in healthcare. Topics include: basics of Management/Management Concepts, Special characteristics of healthcare management, Role and responsibilities of the healthcare manager, Organization and change management, Planning healthcare facilities and managing the development process, Strategic planning, Human resource management, Material management, Financial management, Project management, Total Quality Management, Waste management, Marketing healthcare services, Marketing healthcare services, Health management organizations and future trends in health management. *Prerequisite: None*

HOM 301 Process Management in Health Services

This course addresses the basic and contemporary knowledge of business process management (BPM) & re-engineering as well as their application in the healthcare organizations. Topics include: Evolution, application and tools of BPM in healthcare, Process mapping fundamentals, Process analysis, Process improvement and organizational change, role of IT in BPM, implementation of BPM in health care services, Factors influencing the implementation of BPM, Clinical practice guidelines and the clinical pathways, Business Process Reengineering BPR and methods. *Prerequisite: HOM 101*

HOM 303 Health Education and Promotion

This course introduces students to the major theories of health behavior and health promotion. It focuses on the application of health behavior theories to health promotion and education practice. Topics include: Health Determinants, Health Professions and Organizations, Health Education, Needs Assessment and Planning, Intervention Programming, Intervention Actions, Cognitive and Affective Learning, Behaviorism, Social Cognitive Theory, Social Cognitive Theory, Organizational Change, Community and Social Change.

Prerequisite: None.

HOM 304 Healthcare Operations

This course focuses on the macro- and micro- management operations within healthcare institutions. Topics include: Healthcare organizations, Accessing health care, Physician organization and management, Nursing organization and management, Management and financial services, Pharmacy services, Food and nutrition services, House keeping and environmental services, Safety and security, Legal services, Planning and management of emergency services, of health information, of Ambulatory services, Imaging, Pathology, and Rehabilitation services. **Prerequisite: SHS 213**

HOM 311 Healthcare Facility Design and Safety Measures

This course addresses safety measures with respect to healthcare environments. Topics include: Considerations for building health care facilities, Planning and designing the main Entrance and lobby area, Master Planning and pre-design, safety, emergency management, patient flow, Security, life safety, infection control, risk management, Building design and construction, Commissioning, Design requirements for hospital's units and surgical suites, Design requirements for hospital's emergency services and transportable units, Design requirements for hospital's Pharmacy and laboratory, Design requirements for hospital's medical records. **Prerequisite: HOM 304**

HOM 312 Care of Patients and Continuum of Care

This course addresses the effective provision of patient care and the fulfillment of related international standards. Topics include: Primary health care and access to care, Planning and Providing care, Anesthesia care, Care during operative and other procedures, Medication use, Nutrition care, Rehabilitation care and services, Restraint, seclusion, and other patient safety procedures, Discharge planning and patient and family education, Communicating with patients/privacy/confidentiality, End of life care, Long-term care. **Prerequisites: HOM304**

HOM 401 Risk Management and Patient Safety

The course introduces the components of risk management in healthcare organizations. Topics include: Risk management in healthcare, Adverse events in healthcare and the occurrence variance reporting system, Medication safety, Medication errors and reporting, Medical errors and peer review, Sentinel events, Key risk reduction tools, Prevention and control of infections within the healthcare organization, Risk Management and the environment of care, Failure mode and effects analysis, International patient safety goals. **Prerequisites; HOM 304**

HOM 402 Internship: Familiarization with the Industry

The internship provides students with the opportunity: to work in a team in collaborative internship sites in companies or governmental agencies, to investigate and analyze practical HOM issues, problems or challenges, to explore, research, investigate, and ultimately make some decisions related to HIM issues, to develop and exercise problem-solving skills HIM issues, to increase their experiences and knowledge in the areas of health and management. **Prerequisite: Senior Level**

HOM 411 Healthcare Organizations & the Accreditation Process

The course presents an overview of the process of accreditation of healthcare organizations. Topics include: Accreditation concept and accreditation agencies, International accreditation standards for

hospitals, Patient centered standards, Healthcare organization management standards, Family rights, Assessment of patient, Health Care Organization Management Standards, Quality Management and Improvement, Prevention and Control of Infections, Governance, Leadership and Directing, Staff Qualification and Education, accreditation process. **Prerequisite: none**

HOM 412 Healthcare Facility Safety & the Environment of Care

This course provides students with knowledge in organizational safety, patient, visitors and their own safety. Topics include: overview of the environment care and basic facility management and safety, wandering and watching, security management, preventing infant abduction, waste and hazardous material management, disaster and emergent management, fire safety management, medical equipment and utilities management, and construction and renovation. *Pre requisite: HOM 304*

HOM 413 Research Study in the Field of Health Management

This course consists in conducting a research study in the field of health organization management and presenting the findings. It includes continuous follow up and coaching of the student to provide guiding and to monitor the student's methodology and achievements. Topics include: Writing researchable questions and problem statement, conducting literature review, critical review, Selection of the sample, Methods for data collection questionnaire construction, Tools for data collection and discussion on the analysis of data, reliability and validity measures and recommendations and conclusion, Citations, Writing a research document. Pre-requisite: Senior Level.

SHS 102 Healthcare Systems

This course introduces the systems theory that helps health administrators design and develop management control systems. Topics include: General Systems Theory, Healthcare System and its different levels, Different healthcare systems (UK, USA, Canada, UAE), Factors affecting the healthcare system, Classification of systems, system approach, analysis, design, and applications, Organization Theory, Health services organization system network, Management Control System in Health Services Organizations, Decision Support Systems in Health Services Organizations. **Prerequisite: None.**

SHS-103 Chemistry

It is basic course of chemistry that mainly introduces chemical symbols, formulae and equations describing experiments. Topics include: Properties of Materials, Atomic Theory, Periodic Table, Chemical Formulae, Energy, Molecular and Ionic compounds, Measurement, Chemical Equations, Equations for Ionic Reactions, Acids and Bases, Molarity and the composition of a solution, Study of Rates of Reactions, Introduction to thermodynamics. **Pre-Requisites: None**

SHS 111 Fundamentals of Human Systems

This course provides a comprehensive and integrated knowledge of the human systems structure and functions through understanding biological mechanisms and processes. Topics include: Human Body Structure and Functions (thorax, abdomen, limbs), Cardio Vascular System (Heart, Blood, Vessels), Digestive System, Muscular System, Nervous System. **Pre requisite: BIO 101**

SHS 207 Library Science and Information Literacy

This course introduces the students to the basics of information literacy. It provides them with the basic skills they will need during their university study. Students should build on these skills in many more courses, and throughout their career and real life. They should make an effort to recognize information needs, access and evaluate appropriate information to answer those needs. Topics include: Understanding Information literacy, Search techniques, Finding articles, Surfing the web, Evaluating information, Using information, Subject resources. **Prerequisite SWS 101**

SHS 208 Infectious Diseases

This introductory course to infection discusses various categories of infectious disease grouped by body system where signs and symptoms are manifest or by mode of transmission or control. Topics include: Central nervous system infectious diseases, Gastrointestinal infectious diseases, Hepatitis and hematology infectious diseases, Respiratory infectious diseases, Acquired immune deficiency syndrome (AIDS) and HIV infection, Sexually transmitted diseases, Vector-transmitted fevers, Childhood and vaccine preventable diseases, Nosocomial infections, Therapeutic procedures. **Prerequisite: None.**

SHS 211 Non Infectious Diseases

This course examines patterns of occurrence and strategies for control and prevention of non infectious/chronic diseases. Topics include: Chronic Disease Epidemiology, Public Health approaches to chronic disease control, Life style risk factors, Chronic Diseases Morbidity and Mortality, Treatment options and rehabilitation outcomes, Cardiovascular Diseases, Cancer Diseases, Diabetes, Arthritis, Stress, The impact of health care disparities on illness and disability, Patient education and self-management techniques. **Prerequisites: None**

SHS 212 Health Planning

This course introduces the global health, its status, and the threats and challenges facing today's health planners. Topics include: Images of health, Human health in changing world, Demographic transition, A new global health threat, Reproductive and child health, Tackling inequalities in health, Endangered future of humans, Recent trends in environmental health, Need for healthcare reforms, Recent trends in environmental health, Health economics, Health economics, Economic aspects of health planning, Health policy, Future trends in the healthcare. **Pre requisite: SHS 102**

SHS 213 Introduction to Healthcare Quality Management

This course introduces to TQM and its application in the healthcare field. Topics include: Evolution of Total Quality Management, Evolution of Quality in healthcare, Principles of total quality in healthcare organizations, Group processes in healthcare quality improvement, Process orientation in healthcare quality, Clinical practice guidelines/ patient-centered care, Implementation of quality improvement in healthcare, Outcome model of healthcare quality, Data management, measurement, and statistical analysis in CQI, Cost and healthcare quality, The law, ethics, and total quality. **Pre requisite: HOM 101**

SHS 311 Human Resources Management in Healthcare

This course introduces the subject of human resource management to the students by focusing on the required strategies. Topics include Human resource strategy and planning, Job design, scheduling, and staffing strategies, Recruitment, Short listing and interviews, Employment relationship, Credentials and process of credentialing, Physician privileging, Orientation, training, development, and succession planning, Performance management, Payment systems and partnership and employee involvement, Discipline, grievance, dismissal, redundancy, and outplacement, Compensation, benefits and recognition strategy. **Prerequisite: HOM 101**

SHS 312 Measuring Performance in Healthcare Organizations

This course addresses performance measurement in supporting a culture of continuous improvement in a modern healthcare organization. Topics include: Need for measuring performance, Key performance indicators and critical success factors in a healthcare organization, Methodologies used in the assessment of quality of healthcare, Excellence Models of measuring performance, Stakeholders' perspectives & measurement of performance of a healthcare organization, Introducing a quality initiative and factors affecting its implementation, Measuring the effectiveness of quality initiatives on organizational Performance, Measuring the effectiveness of quality initiatives on different services, functions, and activities of a healthcare organization. **Prerequisites: SHS 213**

SHS 314 Health Economics and Financial Management

This course introduces the basic principles of macro and microeconomics and the elements necessary to apply these principles to the health care field. Health Economics basic principles, Economic Tools to improve resource allocation and decision making, Specificity of health economics, Healthcare finance, Assets, Liabilities, and Net Worth, Revenues & Expenses, Cost Classifications, Cost behavior and Break-even Analysis, The manager's responsibility with respect to staffing, Reporting, financial and operational ratios as performance measures, Time value of money, Comparative Data, forecasts, and benchmarking, Budgeting and variance analysis, Capital expenditure budgets. **Prerequisite none**

SHS 401 Healthcare Ethics

This course introduces the students to the healthcare ethics. Topics include: Human value development, Decision making in value issue, Types of ethical theory, Basic principles of healthcare ethics, Confidentiality and the management of healthcare information, Healthcare professional-patient relationships, Patient and family rights, Administrative Ethical issues, Biomedical Ethical issues, Legal issues, culturally appropriate healthcare, Codes of Professional ethics. **Prerequisites: None**

SHS 402 Performance & Service Improvement in Healthcare

This course presents an in-depth analysis of the concept of continuous improvement and its application in the healthcare field. Topics include: defining performance improvement, healthcare and the concept of continuous improvement, continuous performance improvement model, identifying improvement opportunities, aggregating and analyzing performance improvement data, communicating performance improvement activities and recommendations, measuring consumer satisfaction, organizing for performance improvement, developing effective performance improvement teams, managing health performance improvement projects, evaluating the performance improvement program, Benchmarking and best practice. **Prerequisite: SHS 312**

SHS 411 Governance and Leadership

This course presents an overview of the concept of governance and its role in healthcare organizations. Topics include: Historical Development of Management Theory, Differences between leadership and management, Evolution of Leadership theory, Decision making and Problem solving, Implementing planned change and the change theory, Decentralization and Participatory management, Communication and Creating a motivating climate, Organizational, Interpersonal, and group communication, Delegation, Managing conflict, Supervising, Controlling and Evaluating. **Pre requisite: None**

1.3. School Of Business Administration (Undergraduate Programs & MBA)

ACT 112 Principles of Accounting I

This course concentrates on accounting for merchandise operations, proprietorship, negotiable instruments, specialized books of original entry, and the voucher system including emphasis on the financial aspects of accounting. Accounting concepts and principles, accounting systems, inventory costing methods, accounting of acquisitions, depreciation and disposal of plant assets are also described in this course. **Prerequisite: None**

ACT 212 Principles of Accounting II

This course covers Modern financial and managerial accounting theory and practices applied to an organization's liabilities, cash flows, planning, budgeting, and control. Topics include: Organization, capital stock transactions, and dividends, Income and taxes Corporate income taxes, Statement of cash flows, Financial statement analysis, Managerial Accounting Concepts and Principles, Process Cost Systems, Cost behavior and cost-volume-profit analysis, Budgeting, Performance Evaluation Using Variances from Standard Costs, Differential analysis and product pricing, Capital investment analysis. **Prerequisite: ACT 112**

ACT 310 Management Accounting

Managerial accounting studies the generation, communication, and interpretation of internal information, both financial and non-financial, for operational and strategic decision-making purposes. The course demonstrates how managers can use internal information that is generated, communicated and interpreted to implement plans and improve the process of providing goods and services to customers. The scope of the course embraces the use of accounting information for planning and control purposes in both operational and strategic decision-making. **Prerequisite: ACT 212**

ACT 330 International Financial Reporting Standards

The course presents International Financial Reporting Standards and considers comparisons between the two commonly applied sets of accounting standards in the world (the US GAAP and IFRS). The aim of the course is to develop of a critical thinking approach to financial accounting and reporting. The objective of this course is to invite the student to better understand the links between the underlying transactions, their reporting standards applications, and the financial reports from an international perspective. This course will equip the students with basic understandings of IFRS, a relatively new set of accounting standards being widely accepted globally and being considered for adoption in the US. **Prerequisite: ACT 212**

ACT 430 Accounting Information Systems

This course will be providing a background and training in the uses and implementation of QuickBooks software. The business accounting records in the software are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, Application based Bank Reconciliation, Payroll Processing system and reports. **Prerequisite: ACT 212**

ACT 450 Auditing

The course is designed for imparting knowledge to students regarding the audit functions and the topics includes concepts and philosophy of audit and audit standard. It also includes the preparation of audit report and audit sampling. The scope of the course includes the audit functions both profit and not-for profit organizations. **Prerequisite: ACT 310 & 330**

BUS-111 Marketing of Services

This course focuses on strategic considerations in the marketing of services. The primary emphasis is on those strategies designed for service-dominated products, particularly those related to professional

services, including information technology. Students address the needs and wants of customers, both internal and external to the firm, within the framework of long-term relationship management. Special attention is devoted to the sometimes competing demands of the marketplace vs. corporate efficiencies and to the interdisciplinary imperative in services marketing strategy development. This course may be replaced by MKT-210 (Principles of Marketing). **Pre-Requisites: None**

BUS-120 Financial Analysis

This course covers the financial and managerial techniques used to budget, monitor, and evaluate projects, departments, and organizations. The course focuses on how internal stakeholders use financial information within an organization to plan, monitor and evaluate activities. Cost behaviors and reporting techniques will be examined for their influence on managerial decision-making. Analysis templates will be developed using spreadsheet software. Common decision making metrics will be examined for their underlying assumptions and limitations and will be applied to appropriate types of planning and operational decisions. **Pre-Requisites: BUS-110**

BUS 210 Business Reporting

The primary focus of this course centers on reporting mechanism for business, industry, and government. Major emphasis will be placed on

- a) written business correspondence (memos, letters, reports, e-mail, and resumes);
- b) analysis and interpretation of business problems;
- c) basic writing, editing, and presentation skills;
- d)** interpersonal communication; and
- e)** ethical and legal considerations in the communication process.

Pre-Requisites: LNG-172

BUS-212 Organizational & Client Relationships

Technical and professional knowledge is only one component of the skill set required to succeed in the new economy. Today's organizations require individuals to demonstrate soft-skills which address the complex relationships which are essential to working productively and effectively. In order for both the organization and the individual to be successful, employees must be able to effectively communicate their specialized knowledge and provide support and service to facilitate the work of others. This requires the individual to master and demonstrate the skills of professional verbal communications, effective listening, customer service, and conflict resolution. **Prerequisite: None**

BUS 231 Legal Environment of Business

This course introduces the basic underlying concepts, principles and rules of law and equity that govern business activities. This course provides an overview of law in general; the North American and British based legal systems, court procedures, the different impacts of statutory and judicial law and administrative procedures. Students may also be introduced to contracts, products liability, business ethics, constitutional law, sales; commercial paper and business related UAE Laws. **Prerequisite : None**

BUS-310 Project Management

This course provides the student with tools ensuring the maximum of success in his future projects. Poorly or wrongly managing of engineering projects has been wrongly or poorly managed, delivering them behind schedule, and/or over budget, lead to failure and disappointment. The nine project management knowledge areas are tackled, namely

1. Project Integration Management
2. Project Scope Management

3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management.

Pre requisite: Not before semester 5

BUS-410 Entrepreneurship in the New Economy

This course provides the participant with knowledge of the current economy that influences business models and the role of the entrepreneur. Topics include: Entrepreneurship And Small Business, Small Business Decision, Evaluation of a Business Opportunity, Business Plan, Buying a Business, Financing The Small Business, Marketing Management Project, Small Business and Electronic Commerce, Financial Management Project, Operations Project, Human Resources Management Project, Tax Management Project, Managing the Transfer of The Business. ***Pre-Requisites: None***

EBU-200 E-Business Fundamentals

This course defines the formulating business strategy in e-business, providing students with the theoretical and practical foundations necessary for understanding e-Business, the fundamentals of e-Business, its terminologies, concepts, and its infrastructure. Topics include: Concepts and Essentials of Electronic Commerce, intranet/extranet and their business models, systems supporting enterprise and supply chain management, transaction processing, multimedia delivery, client software, intelligent agents, search engines, data mining, legal issues and privacy, virtual communities, network infrastructure, performance issues related to e-Business systems. ***Pre-Requisites: None***

EBU 101 Emerging Trends in E-Business

This course explores e-business models, strategies, and technology infrastructures with a focus on specific e-business implementations to highlight current and future trends in e-business. Topics include: E-business Business Models, Building an E-commerce Web Site, Security and Encryption, E-commerce Payment Systems, E-commerce Marketing Concepts, E-commerce Marketing Communications, Retailing on the Web, Online Service Industries, B2B E-commerce: Supply Chain Management and Collaborative Commerce, Auctions, Portals and Communities, Online Content Providers: Digital Media. ***Pre-Requisites: None***

EBU 406 E-Business Project Management

This course explores the principles, process, purpose and strategies of project management for an e-business. Topics include: Roles and related skill sets of the project manager, Defining a Project, Planning a Project, Developing the Work Breakdown Structure (WBS), Scheduling, Managing Project Changes, Project Budget, Managing Project Risks, Managing Project Deliverables, Managing Project Quality, Managing Project Expectations, Leading a Project, Managing Vendors, Ending the Project. ***Prerequisite: MGT-361***

EBU 307 System Analysis & Business Process Integrations I

This course examines business needs for information and is analyzed through a systematic study of business processes and their underlying components of people, procedures, and technology. It will prepare students to effectively use, manage, and participate in the development of information technology applications in support of common business processes. Topics include: Introduction to ERP Systems: The benefits of enterprise-wide data integration, Business Processes in Enterprise Resource Planning systems, Process Mapping, Database Management Systems, E-R Model Development Mapping an E-R Diagram to a Relational DBMS, Core Business Processes. ***Prerequisite: EBU-318***

EBU 318 E-Business Web Technologies

This course is an introduction to the current technologies used to implement e-business solutions. It exposes basic strategies and techniques required to develop a well-designed portable website combining effective navigation with the balanced use of graphics, text and color. Topics include: Creating HTML documents, Exploring other mark-up languages, Planning the Site and Site Navigation, Using Tables, Using Frames, Creating Web Forms, Introduction to Web Database Processing, Introduction to Structured Query Language (SQL), Web servers, Client-side Scripts, Server-side scripts, Creating a Web Application with Client-side and Server-side scripts. This course can be replaced by SWS 121 (Website Design and Development). **Prerequisite: EBU 200 & SWS-101**

EBU 308 Systems Analysis & Business Process Integrations II

This course expands upon the skills developed in Systems Analysis and Business Process Integration 1 are mapped into a structured systems development methodology. Students should apply their business process analysis and design skills to three in-depth areas:

1. Purchase to Pay process
2. Operations process and
3. Business reporting process

Each of these areas are examined for objectives, procedures, controls, and underlying technologies. Enterprise Resource planning software is used to illustrate the processes. **Prerequisite: EBU 307**

EBU 350 E-Business Technology Solutions

This course extends the use of technology introduced to enhance HTML and Internet programming skills. Technology tools are used to build, enhance and operate a successful e-Business site. An opportunity to evaluate other technology tools and software solutions is also included as an independent project. Topics include: Multimedia on the Web, Working with XHTML, Introduction to JavaScript, Creating an XML Document, Binding XML Data, Creating a Valid XML Document, Working with Namespaces and Schemas. **Prerequisite: EBU 318**

EBU 400 E-Business Internship Placement

This course is an opportunity to obtain hands-on business experience in a private institution. The student learns about business and commerce and attains technical and leadership skills. Topics (steps) include: Learning Basic Operations, Writing and presenting a project proposal, Planning, Planning / Design of Solution, Development/Implementation of Solution, professional skills, and feedback mechanism. **Prerequisite: 90 Cr. H + minimum GPA 2.0**

EBU 420 E- Business: Strategic Management of Technologies

This case-study based course discusses the opportunities and challenges involved in applying technology to transform traditional business into e-Business and build the managerial foundation for emerging technologies. Topics include: e-Business Strategy, e-Business Planning, Overview of e-Business Models, Formulation of e-Business Strategy, e-Business Strategy for SMEs, Market Analysis, Organizational Transformation by e-Business, Transforming External Relationships with Customers, e-Business Impact on Supply Chain Management, Mobile Computing. **Prerequisite: EBU 406 - MGT 202**

EBU 450 E-Business Consulting Project

This course allows the student to synthesize the various skills learned by developing and/or implementing a "real world" e-business project such as developing an e-commerce website, from design, development, to implementation and final review. Each team should develop and monitor its own project plan, prepare a business case or business plan to support the proposal and implement a solution. The students should work with faculty advisors to determine an appropriate 'real-world' project that can be completed during the term. **Prerequisite: Final Semester**

ECO 222 Principles of Macroeconomics

This course examines the basic principles of macroeconomics from a market economics perspective. Exploring how to measure national economic activity, looking specifically at GDP, unemployment and inflation, and their relationship to the business cycle, analyzing international economics and the theories of economic growth and development, comparing theories of the macro economy with the classical-Keynesian debate, as well as examining the monetary system, including the federal reserve system, money markets and fractional reserve banking. **Prerequisite: None**

ECO 221 Principles of Microeconomics

This course focuses on the tools necessary for analyzing and investigating various microeconomic problems, such as issues of scarcity and choice, the tools of price determination and elasticity, perfect competition, monopolistic competition and oligopoly, factor pricing, factor mobility, labor markets, and the importance and role of economic policy in our everyday lives. Topics include: Economic Decisions, Demand and Supply Analysis, Elasticity of Demand and Supply, Consumer Choice and Demand, Production and Cost in the Firm, Perfect Competition, Monopolistic Competition and Oligopoly, Resource Markets, Capital, Interest, and Corporate Finance, Economic Regulation and Antitrust Policy. **Prerequisite: None**

FIN 201 Managerial Finance

The course provides a conceptual framework of financial management at the introductory level. Analysis, planning and control of internal and external finance decisions of a firm with emphasis on corporate structure. Topics include: financial statement analysis, markets and institutions, risk and rates of return, time value of money, bond and stock valuation, cost of capital, capital budgeting, capital structure and leverage, dividend policy, and international finance. **Prerequisite: ACT 112**

FIN 310 Corporate Finance

This course provides and surveys an introduction to the theories and the methodologies of corporate finance. The concepts emphasized and developed in this course are based on previous foundation courses. Topics include: Time value of money, Investment decision rules, Capital budgeting, Risk and return in capital markets, Cost of capital; Mergers and acquisitions; Capital structure. **Prerequisite FIN-201**

FIN 320 Financial Statement Analysis

The course provides a conceptual framework of Financial Statement Analysis at the advanced level. Analysis of the Financial Statements of the companies and see the effect of using different accounting and quantitative analysis tools on the financial analysis and on the cash flow analysis. Topics include: Understanding Balance Sheet And Income Statement, Preparing Cash Flow Statement by using different methods and types of off balance sheet financing. **Prerequisite FIN-201**

FIN 325 Money and Banking

This course examines the nature of money and the banking system in a global economic environment. It introduces students to monetary policy and considers how monetary policy influences interest rates and asset markets of GCC.

International aspects of the monetary system are also considered such as foreign exchange markets and exchange rate targeting policies in GCC. The course also starts with an exposition of financial market and its instruments and proceeds to discuss shari'ah viewpoints concerning different financial market instruments such as equity shares, preferred shares, bonds and financial derivatives. **Prerequisite ECO-222**

FIN 330 International Finance

International Finance is an advanced course in Finance. This course will focus on foreign exchange markets, forecasting exchange rates, currency risk hedging techniques, and currency derivative instruments. In addition, macroeconomic policies, international portfolio management, and investment

practices of multinational firms will also be reviewed to familiarize students with the type of practical issues in the international finance field. **Prerequisite FIN-201**

FIN 335 Introduction to Islamic Financial Systems

This course provides students with understanding of the fundamentals of Islamic financial operations, types of financial markets, laws and regulations, institutions, Islamic principles such as *al-Mudarabah*, *al-Murabaha* and *al-Musharakah* and their applications. You will be exposed to various Islamic financial products. This course will start with discussion of Islamic financial practices around the world; the growing role of Islamic banking in the UAE and GCC. **Prerequisite ECO-222 & ACT-212**

FIN 350 Portfolio Management

This course covers portfolio analysis of a group of securities. The Mean Variance Portfolio Theory is introduced and its application in determining the properties of combinations (portfolios) of the individual assets, delineating the characteristics of portfolios that make them preferable to others. The composition of the preferred portfolios is determined and issues of investment analysis are covered. Performance evaluation of well-managed portfolios and their evaluation process is described. Models of equilibrium in the capital markets and the non-standard forms of capital asset pricing models are illustrated. The Arbitrage Pricing Model (APT) and its comparison to the Capital Asset Pricing Model (CAPM) are illustrated. **Prerequisite FIN-201**

FIN 360 Investment Analysis

This course is a comprehensive course introducing the important characteristics of the markets in which equities, fixed-income instruments, derivatives, and alternative investments trade. It introduces the student to the world of investment finance, and how simple yet robust finance models such CAPM, stock and bond valuation, fundamental and technical analysis, and use of macroeconomic events in model. This course will complement the use of Excel where models would be created and synchronised using live trading data feed and evaluations. **Prerequisite FIN-201**

FIN 400 Accounting & Finance Internship

This Internship presents an opportunity for real-world experience. The major goal of this internship is to provide students with an experience that will enable students to apply the knowledge and skills acquired during coursework in a real world setting. Students will learn how decisions are made in collaboration with others, facing constraints and challenges they may not have faced in the academic world of the classroom. **Prerequisite 90 Cr. H. + min CGPA 2.0**

FIN 470 Fixed Income Analysis

This course is a comprehensive and advanced study introducing the important characteristics of the markets in which the foundation for fixed-income investments, one of the largest and fastest growing segments of global financial markets, are laid out. It begins with an introduction to the basic features and characteristics of fixed-income securities and the associated risks. The course then builds by describing the primary issuers, sectors, and types of bonds. The course also looks at yields and spreads and the effect of monetary policy on financial markets, and interest rate risk management. In short, this course represents the primary building blocks for mastering the analysis, valuation, and management of fixed-income securities. **Prerequisite FIN-360**

FIN 480 Financial Derivatives

Financial Derivatives FIN 480 is an advanced unit in Finance. It covers that branch of finance which deals with in depth structures of conventional and Islamic financial instruments, pricing and risk management techniques of such tools, and foundations to equip students to pursue financial market careers in derivatives.

FIN 480 is an important and one of the most challenging courses for those pursuing careers in international finance and Islamic finance. It will help you understand the world in which you live, it will enable you to be a rigorous and informed investor in today's ever challenging economy and it will give you the tools for better informed investment decisions eventually. **Prerequisite FIN-310 & 360**

FIN 490 Special Topics in Finance

The course equips the students that how corporate clients use financial theory to solve practical problems and as a way of learning how to respond to change by showing not just how but why companies and management act as they do. The course provides the modern fundamentals of the theory of finance while providing contemporary examples to make the theory come to business life. **Prerequisite FIN-320 & 360**

HRM 310 Human Resource Management

This course is designed to introduce the fundamental issues associated with Human Resource Management (HRM). An examination of the major topics related to HRM and current issues are addressed to better understand Human Resource's important role within the organization. Topics include: Introduction to HRM, Equal Employment Opportunity, Job Analysis & Design, Planning & Recruitment, Selection Process, Training & Development, Performance Appraisal, Compensation management, Incentive Pay, Employee Benefits, Health & Safety, Employee Rights & Discipline, Labor Relations, and International HRM. **Prerequisite: MGT-202**

HRM 320 UAE Labor Law and Relations

This course explores how UAE labor law regulates the legal aspects of employer-employee relations, attempting to identify the economic and regulatory influences that have shaped UAE labor laws. It focuses particularly on the legal regulation of collective worker activity and will identify values that inform the legislative, judicial, administrative, arbitral, contractual and informal rules and norms through which law regulates the current diverse management-labor environment. **Prerequisite: MGT 202**

HRM 230 Human Resources Information Systems

This course examines the use of HRIS applications in a human resource environment with focus on the basic concepts and terminology. Students should apply what they learn through the completion of HR related exercises and activities. Topics include: Knowing the Trends, Previewing HR Software, Working with Consultants, Needs Assessment, Scripting the Demo, Preparing and Using a Selection Matrix, Negotiating the Agreement, Selling to Management, Planning Implementation, Selecting a Small HRIS Package, Mid-Market Main Players. **Prerequisite: HRM 310**

HRM 330 Staffing

This course addresses the theory, principles, practices, and legal requirements for effective recruitment, selection, and promotion in organizational settings. Topics include: Staffing Models and Strategy, Legal Compliance, Planning, Job Analysis and Rewards, External Recruitment, Internal Recruitment, Measurement, External Selection, Internal Selection, Decision Making, Final Match, Staffing System Management, Retention Management. **Prerequisite: HRM 310 & HRM-320**

HRM 240 Managing Health, Safety and Diversity

This course addresses the theory, practice and legal requirements in managing employee health, safety, and cultural diversity in organizational settings. Topics include: Accidents and Their Effects, Theories of Accident Causation, Workers' Compensation, Ergonomic Hazards, Mechanical Hazards and Machine Safeguarding, Hazards of Temperature Extremes, Pressure Hazards, Electrical Hazards, Fire Hazards and

Life Safety, Industrial Hygiene, Radiation Hazards, Ethics and Safety, Promoting Safety, Product Safety and Liability, Violence in the Workplace. **Prerequisite: HRM 310**

HRM 265 Performance Appraisal and Compensation

This course addresses theory, principles, practices, and legal requirements linking effective performance management and compensation and benefit systems in organizational settings. Topics include: Strategic Perspectives in Compensation Management, Defining Internal Alignment, Job Analysis, Job Evaluation/Person-based Structures, Determining External Competitiveness, Employee Contributions, Performance Appraisals, Benefits, Compensation of Special Groups, Legal & Administrative Issues in Compensation, Global Compensation. **Prerequisite: HRM 310**

HRM 370 Compensation Management

This course presents the economic concepts and legislative requirements relating to compensation concepts and practices. It discusses the concepts and procedures for developing and administering a compensation program. Topics include: Strategic Compensation, Strategic Analysis and Contextual Factors, Contextual Influences on Compensation Practice, Traditional Bases for Pay, Incentive Pay, Person-Focused Pay, Building Internally Consistent Compensation Systems, Building Market-Competitive Compensation Systems, Legally Required Benefits, Discretionary Benefits, Compensating Executives. **Prerequisite: HRM 310 & QBA-241**

HRM 275 Conflict Resolution

This course is an analysis of the nature of conflict and the methods to resolve conflict with an emphasis on collaborative problem solving and mediation. Topics include: Negotiation, Preparation for Negotiation, Distributive Negotiation - Slicing the Pie, Win-Win Negotiation - Expanding the Pie, Developing a Negotiating Style, Establishing Trust and Building a Relationship, Power, Persuasion, and Ethics, Creativity and Problem Solving in Negotiations, Cross-Cultural Negotiation, Tacit Negotiations and Social Dilemmas. **Prerequisite: MGT 202, HRM-310**

HRM 410 Human Resource Development

This course is a study of the theory and practice in human resource training and development applied to organizational settings. Topics include: Organizational Role of Training Specialist, Identifying Training Needs, Maximizing the Trainee's Learning, Evaluating Training Programs, On-Site & Off-Site Training Methods, Developing & Training Leaders & Executives, Societal Concerns. **Prerequisite: HRM 370**

HRM 470 Strategic Human Resource Management

This course exposes students to the "big picture" at the intersection of HR management, business policy and competitive strategy. It introduces the students to the key "core competency" areas necessary to become successful managers of human capital. Topics include: Managing Human Resources through Strategic Partnerships, Understanding the External and Organizational Environments, Ensuring Fair Treatment and Legal Compliance, HR Planning for Alignment and Change, Using Job Analysis and Competency Modeling, Developing an Approach to Total Compensation, Measuring Performance and Providing Feedback, Using Performance Based Pay to Enhance Motivation, Providing Benefits and Services. **Prerequisite: HRM-410 & HRM-370**

HRM 440 International Human Resource Management

This course is an introduction to the critical issues facing organizations in simultaneously managing their human resources at home and abroad. It focuses on the connection between corporate strategies and the effective management of human resources. Topics include: Enduring Context of IHRM, Organizational Context, Sustaining International Business Operations, Recruiting and Selecting Staff for International Assignments, Training and Development, Compensation, HRM in the Host Country Context, Industrial Relations, and Performance Management. **Prerequisite: HRM 370**

HRM 375 Seminar in Human Resource Management

This course focuses on the theory and practice of human resource management. Emphasis is on the development of human resource management and the practical skills needed by HRM practitioners, supervisor and managers. The employee life cycle including recruiting, hiring, testing, developing, appraising, firing and out placing is emphasized. As a seminar based course, heavy focus is based on case analysis, projects, and interactive discussion based lectures. *Prerequisite: HRM 410*

HRM 400 Human Resource Internship

This 6 to 8 weeks internship provides qualified students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. It is an ongoing on the job interaction between the student, and the employment supervisor. It involves a Learning Contract, periodic meetings with the faculty representative, professional experience, and submission of materials as established in the Learning Contract. *Prerequisite: 90 credit + GPA min 2.0*

HRM 450 Human Resource Management Capstone

This capstone course emphasizes the strategic importance of Human Resource Management in organizational decision-making. The course covers the role of human resource management in strategic decision making, managing growth and downsizing, managing work flows and productivity, international HRM, evaluation of HR systems, and the future of Human Resource Management. *Prerequisite: Final Semester*

MGT 202 Principles of Management

This course is designed to enable the beginning management student to explore current management theory and issues. The emphasis is on developing a foundation for future management studies. Topics include: Managing, External Environment and Organizational Culture, Planning and Strategic Management, Managerial Decision Making, Leadership, Motivating for Performance, Teamwork, International Management, Entrepreneurship, Organization Structure, leadership, Human Resource Management, Managing the Diverse Workforce, and Managerial Control. *Prerequisite: None*

MGT 320 Organizational Behavior

This course is a study of individual and group behavior in business organizations. It helps individuals better understand how people behave and interact in an organizational context. Topics include: Foundations of Individual Behavior, Personality and Emotions, Perception and Decision Making, The Nature of Work Motivation, Foundations of Group Behavior, Understanding Work Teams, Basic Approaches to Leadership, Contemporary Issues in Leadership, Conflict and Negotiation, Organizational Culture. *Prerequisite: HRM-310*

MGT 361 Operations Management

This course is an examination of how organizational processes add value as they convert inputs to outputs. Topics covered include the strategic relationship of operations with other functional organizations, value chain concepts, and quantitative methods of operations, including forecasting models, inventory models, statistical process control, process models and project management methods. The course also provides a review of current supply chain philosophies such as JIT, MRP, and EOQ inventory management methods. *Prerequisite: MGT 202, QBA 341*

MGT 405 Business Ethics & Social Responsibility

This course will examine the practical issues of managers in addressing ethical and moral problems in business. It will draw on a variety of materials and experiences as a basis for analyzing and evaluating the manager's and the firm's options and decisions. Topics include: Consequentialist and Non-

Consequentialist Theories of Morality, Ethics of Truth, Power and Lying, Ethics of Race and Power Business and Media Ethics, Emerging Business Ethics Issues, Developing an Effective Ethics Program, Implementing and Auditing Ethics Programs, Business Ethics in a Global Economy. **Prerequisite: MGT-202**

MGT 420 Supply Chain Management

This course focuses on decision making for system design, as it arises in manufacturing systems and supply chains. Students are exposed to frameworks and models for structuring the key issues and trade-offs. The class presents and discusses new opportunities, issues and concepts introduced by the internet and e-commerce. It also introduces various models, methods and software tools for logistics network design, capacity planning and flexibility, make-buy, and integration with product development. Industry applications and cases illustrate concepts and challenges. **Prerequisite: EBU-307, QBA-241, SWS-351**

MGT 360 Customer Relationship Management

This course examines how customer Relationship Management (CRM) is about customer care and business strategy and the use of IT to achieve the objective of profitability through enhanced customer relations. It provides knowledge about CRM and its main concepts, the technologies and the strategies for implementing customer relationship activities. Moreover, it exposes the students to important research questions in this area as well as the relevant theories and research methodologies. **Prerequisite: MGT 202**

MGT 470 Strategic Management

This course approaches the understanding of the total enterprise from senior management's point of view, the operating environment, management's overall objectives and strategic plan and the implementation and execution of the chosen strategy. Topics include: Importance of strategy, Context of Managing Strategically, Functional Strategies, Internal Analysis, External Analysis, Competitive Strategies, Corporate Strategies, International Strategies. **Prerequisite: MGT-320, ECO 222, ECO-221, MKT 201, FIN 201, MGT 361**

MKT 201 Principles of Marketing

This course introduces students to the field of marketing to attain an understanding of the analytical techniques required to develop successful marketing strategies. Theoretical and conceptual issues in marketing are discussed, along with their implications in formulating marketing strategies, as well as examining the managerial focus on the external environments and decision elements of marketing (promotion, price, product, distribution) faced by marketing management at the corporate and entrepreneurial levels of business. **Prerequisite: LNG-172**

MKT 208 Consumer Behavior

This course treats the consumer as a decision maker. It examines social, cultural, and psychological influences on purchasing decisions while emphasizing their implications for marketing strategies, as well as the factors in human behavior which influence the choice and the use of products and services offered in the for-profit and nonprofit organizations in our society. Topics include: Consumer Decision Making Process, Marketing Regulation and Consumer Behavior, Ethics, Cross-Cultural Variations in Consumer Behavior, Memory & Product Positioning, Motivation, Personality & Emotion, Commitment & Consistency, Consumer Decision Making Process. **Prerequisite: MKT 201**

MKT 310 Advertising and Promotion

This course presents the integrative role of advertising in persuasive communication of business and related fields. This includes procedures for organizing, developing, and implementing effective media decisions. Topics include: Introduction to Advertising, Ethics – Regulations - Social Responsibility, Advertising's Role in Marketing, The Consumer Audience, Interactive and Alternative Media, Media Planning and Buying, Broadcast Media, Creative Side and Message Strategy, Design and Production, Public Relations, Special Advertising Situations. **Prerequisite: MKT 208**

MKT 320 Retailing

This course provides a hand on study of the retail business environment in the UAE and abroad. Topics include: Building and Sustaining Relationships in Retailing, Strategic Planning in Retailing, Retail Institutions by Ownership, Retail Institutions by Store-Based Strategy Mix, Identifying and Understanding Consumers, Information Gathering and Processing in Retailing, Trading-Area Analysis, Site Selection, Retail Organization and Human Resource Management, Operations Management, Developing Merchandise Plans, Implementing Merchandise Plans, Financial Merchandise Management, Pricing in Retailing, Establishing and Maintaining a Retail Image. **Prerequisite: MKT 201**

MKT 230 Professional Selling

This course provides an introduction to the sales process. It provides background to the development of successful sales presentation skills that enhances the participant's ability to develop sales presentations to satisfy customer needs and wants. Topics include: The Life, Times, and Career of the Professional Salesperson, Relationship Marketing, Ethics and Customer Relationships, Psychology of Selling, Communication for Relationship Building, Sales Knowledge: Customers, Products, and Technologies, Lifeblood of Selling, Sales Presentation Method to Use, Elements of a Great Sales Presentation. **Prerequisite: MKT 208**

MKT 340 E-Marketing

This course provides a thorough understanding of the principles and practices of using the Internet to market goods and services. Topics include: Strategic Planning & the Marketing Process & Developing the e-Business Marketing, Independent Student Project, Product and Service strategies Branding and brand strategies, B2B business Models and Strategies, Market Segmentation, and Targeting, Pricing Strategies, Distribution and logistics, Retailing and Wholesaling, E-Marketing Communication, Customer Relationship Management, Global Marketing Environment and Marketing Research online Consumer Behavior. **Prerequisite: MKT 201**

MKT 242 Introduction to Public Relations

This course provides an introduction to public relations writing. It discusses some of the different kinds of written materials used in the practice of public relations. Students should write a variety of public relations materials through a combination of in-class and out-of-class writing assignments. Topics include: Research and planning, Press releases, Media relations, Brochures, Interviewing, Feature writing, Advertisements, Public service announcements, Résumés and cover letters, Websites. **Prerequisite: MKT 201**

MKT 370 Integrated Marketing Communications

This Course (IMC) examines integrated marketing communications and how this enhances brand equity. Topics include: Origins and evolution of IMC , Databases and their utilization, Principles of Value-Based IMC, Identifying customers and prospects, The value of customers and prospects, Planning Marketing Communication Delivery, Planning Marcom Content, Estimating Return on Customer Investment, Post-program analysis and future planning. **Prerequisite: MKT 310**

MKT 371 Brand Marketing

This course points out the importance of brand identity in the integrated marketing communications strategy. Topics include: Brands and Brand Management, Integrating Marketing Communication to Build Brand Equity (BE), Brand Positioning and Value, Connecting Business Strategy to Brand Strategy, Post-Purchase Experience, Developing a Brand Equity Measurement System, Developing a Brand Metric System, Measuring Outcomes of BE, Managing Brands over Time, Building a Brand Culture, Establishing a Brand-Based Organization, Managing Brands over Geographic Boundaries and Segments. **Prerequisite: MKT 201**

MKT 430 Marketing Research

This course addresses the methods and procedures for collection, interpretation, and use of primary and secondary data in marketing. Topics include: Marketing Research Process, Research Design and Implementation, Standardized Sources of Marketing Data. Qualitative and Observational Method, Survey Methods, designing the questionnaire, Sampling fundamentals, fundamentals of data analysis, Hypothesis Testing, Discriminate analysis and canonical analysis, Factor and Cluster Analysis. **Prerequisite: MKT 208, QBA 241**

MKT 350 Sales Management

This course is a study of the management of the personal selling functions. Topics include: Personal Selling Process, Profiling and Recruiting Salespeople, Developing the Sales Training Program, Sales Force Motivation, Leadership of a Sales Force, Forecasting Sales and Developing Budgets, Sales Territories, Analysis of Sales Volume, Marketing Cost and Profitability Analysis, Performance Evaluation, Ethical and Legal Responsibilities. **Prerequisite: MKT 201**

MKT 364 Services Marketing

This course exposes the nature of services marketing and its critical contribution to marketing success. Topics include Consumer Behavior in Services, Customer Expectations in Services, Customer Perceptions in Services, Listening to Customers through Research, Building Customer Relationships, Service Recovery, Service Development and Design, Customer-Defined Service Standards, Physical Evidence and the Servicescape, Employees' Roles in Service Delivery, Customers' Roles in Service Delivery, Managing Demand and Capacity, Managing Service Promises, Integrated Services Marketing Communications, Pricing of Services. **Prerequisite: MKT 208**

MKT 465 International Marketing

This course addresses the decision making as well as policy formulation with respect to various aspects (cultural, social, political, legal and economic) of global environments. Topics include: Global Marketing Imperative, International Trade Institutions and Trade Policy, Cultural Environment, Economic Environment, Political and Legal Environment, Strategic Planning, International Marketing Research, Market Entry and Expansion, Product Adaptation, Export Pricing Strategies, Marketing Communication, Distribution Management, Global Services. **Prerequisite: MKT 208**

MKT 400 Marketing Internship

This Internship presents an opportunity for real-world experience. Students learn first-hand while employed as interns within a business organization. The real-world experience is valuable training and skill development for Marketing and non-Marketing majors. The student should tackle or simulate following tasks:

- a. Planning of activities,
- b. Designing and/or conducting activities
- c. implementing various business activities
- d. Follow up and control on activity implementation

Prerequisite: 90 credits of Marketing Courses + minimum GPA 2.0

MKT 210 Direct Marketing

This course presents an overview of direct marketing (DM), largely concentrating on print media in the UAE and abroad. Topics include: Elements of DM, DM lists and segmentation, Database-driven DM, Planning the offer, Creative strategies in DM, Broadcast and other electronic media, Telemarketing, Internet, Customer service and fulfillment, Customer service and fulfillment, Ethical and legal issues in DM, Business-to-business (industrial) DM, DM for nonprofit organizations, International DM, Statistics and Modeling for DM, Regression, Factor Analysis and Clustering. **Prerequisite: MKT 201**

MKT 469 Marketing Management

This course focuses on the analysis, planning, implementation, and control of marketing initiatives in a competitive marketing environment. The topics include: Marketing Planning, Understanding the Environment and the Competition, Understanding the Buyer, Market Segmentation, Positioning, and Branding, Marketing Research and Information, Product and Service Decisions, New Products, Distribution and Supply Chain Management, Designing Effective Promotion and Advertising Strategies, Direct Marketing, Sales Promotion & Public Relations, Selling & Sales Management, The Future of Marketing. **Prerequisite: MKT 430, MGT-320**

QBA 241 Quantitative Business Analysis

This course focuses on descriptive and inferential statistical concepts and methods. Topics include: Grouping of data, Histograms, measures of central location, Variance and Standard deviation, Probability, Conditional probability, Discrete and Continuous Probability Distributions - Binomial, Poisson, Exponential, Gamma, Sampling Distributions, Introduction Hypothesis Testing. **Prerequisite: MTH-196**

QBA 341 Quantitative Approaches to Decision Making

This course introduces quantitative techniques applicable to business and economics. Topics include: Decision Models and Decision Trees, Regression Models, Forecasting, Inventory Control Models, Linear programming, Transportation and assignment programming, PERT/CPM, Critical Path, Multiple regression, Statistical quality control, Control Charts for Variables. Control Charts for Attributes. **Prerequisite: QBA 241**

SWS 351 Management of Information Systems

This course introduces the study of organizations as systems supported by information processing. It focuses on describing information systems (IS) requirements and applying IT on business and management. Topics include: IS in the Enterprise, Electronic Business and Electronic Commerce, IT Infrastructure and Platforms, Managing Data Resources, Security and Control, Enterprise Applications and Business Process Integration, Management Decision-Making for the Digital Firm, Redesigning the Organization with IS, Understanding the Business Value of Systems, Managing International IS. **Prerequisite: SWS 101**

1.4. Pre-MBA Courses:

MBA-501 Management and Organizational Behavior

This course examines organizations from the standpoint of human behavior and organizational structures and processes, utilizing critical thinking and practical applications to proactively discover and solve organizational behavioral problems. *Pre requisite: None.*

MBA-502 Foundations of Basic Statistics

This course presents an introduction to basic statistical concepts and methods via electronic spreadsheets used in the business world. Topics include descriptive statistics, basic probability theory, discrete and continuous probability distributions, sampling distributions, interval estimation, hypothesis testing, ANOVA and simple linear regression. *Pre requisite: Math Placement Test.*

MBA-503 Accounting Foundations

The focus of this course is on the interpretation, application and utilization of basic principles and concepts of accounting for the purpose of the evaluation of financial and administrative reports used in financial and managerial decision making. *Pre requisite: None.*

MBA-504 Economics Foundations

This course covers the essential principles and fundamentals of economics. It begins with a review of the history of western economic thought, focusing on the development of free market economies. Topics include The 10 Principles of Economics; Market Forces of Supply and Demand; Supply, Demand, and Government Policies; Consumers and Producers choices; Costs of Taxation; Measuring a Nation's Income; The Monetary policies; Ethical concepts relating to Economics. *Pre requisite: MBA-502.*

MBA-505 Marketing Foundations

This course is designed to provide a foundation to the principles and applications of marketing and as a foundation to further study in graduate management courses. Stated by the textbook's authors, it addresses all various shifts in marketing, good marketers are practicing holistic marketing-the development, design, and implementation of marketing programs, processes, and activities that help students recognize the breadth and interdependencies of today's marketing environment. *Pre requisite: None.*

MBA-506 Quantitative Analysis for Business

This course presents an introduction to quantitative methods, providing students with a thorough grounding in the numerical tools and techniques that are relevant to real-world business applications. *Pre requisite: Math Placement Test & MBA-502.*

1.5. MBA Courses

MBA-641 Managerial Accounting

This course utilizes accounting information to strategic planning, the utilization of accounting data to identify problem requirements and needed solutions, identify, classify, and explain how cost measurements are utilized in decision making, and how financials statements are affected by business transactions. *Prerequisite: None.*

MBA-642 Managerial Finance

This course is a comprehensive and advanced study of the primary tasks, functions, and responsibility of financial managers and how they utilize financial analysis, planning, and control techniques to develop and apply financial strategies to business objectives. Topics include Accounting Statements and Cash Flow; First Principles of Finance; Net Present Value Capital Market Theory; The Capital Asset Pricing Model; The

Arbitrage Pricing Theory; Corporate Financial Models; Credit Management; Ethics in Finance.
Prerequisite: None.

MBA-643 Quantitative Analysis for Managers

This course is an examination of the scientific approach to managerial decisions making. The approach consists of problem definition, model development, data collection, model implementation using the data, model validation, result analysis, and using the findings to implement changes which solve the original problem. Various quantitative models and as well as the assumptions and limitations of the various models and methods are reviewed. **Prerequisite: None.**

MBA-644 Managerial Economics

This course provides an illustration of the decision-making process of business firms in applying microeconomic models to real-world managerial problems. Evaluating multiple market structures; determining optimal price structures by applying cost and demand theories; utilizing function maximization, minimization, and optimization; and explaining the theories, functions, and implications of competitive advantage to optimize decision-making for business firms under conditions of uncertainty. **Prerequisite: None.**

MBA-645 Marketing Management

This course deals with the application of planning, development, implementation and control of marketing management strategic application to business objectives, including utilization of marketing information systems, analyzing consumer, industrial, and global markets, defining market segmentations, new product development processes and product life cycles, and designing and management of marketing channels. **Prerequisite: None.**

MBA-646 Operations Management

This course presents an investigation of the conditions under which the output of goods and services are maximized in business organizations; Topics include Business Strategy & Global Competitiveness; Quality Management; Product/Service Design; Transformation System Design; Capacity and Location Planning; Schedule Management; Supply Chain Management; Inventory Management; Material Requirements Planning; Just In Time Management; Project Management; Ethical issues. **Pre requisites: MBA-643.**

MBA-647 Management of Information Systems

This course tackles managerial problems related to computer based information systems. Within the context of system theory and control theory, the student studies critical areas of analysis, design and development of management information systems. Topics include Strategic and Competitive Information Systems, The Porter Competitive Model for Industry Structure Analysis, Strategic Uses of Information Technology, Information Systems Planning, Business and Information Systems, Enterprise systems, Management decision support and intelligent systems, Evaluating the Use of Information Systems, Integrating Information Systems into the Business Plan, E-Business and E-commerce. **Pre requisite: None.**

MBA-648 Business Strategy (capstone)

This course is the capstone course in the MBA program. It delves into the strategic management process, identifying and defining organizations' strengths and weaknesses, opportunities and threats, major competitive analysis, citing appropriate theories and research, including strategy development, implementation, and assessment. This course is heavily based on case analysis. The course may not be transferred into the MBA program. **Prerequisite: All other program core courses**

MBA-651 Organizational Behavior

This course includes the understanding and knowledge of the behaviors of individuals and groups within the boundaries of an organization's corporate culture. Major personality, power, and need theories, communication, leadership and motivational models, organization, job, and work design, are some of the aspects that will be covered in this course. Pre requisite: None.

MBA-652 Service Operations Management

This course examines the management of services, focusing on both the strategic and operational aspects of designing new services. Topics presented in this course include. service in the economy; The nature of services; market positioning; building customer loyalty; service delivery systems; achieving breakthrough service; delivering service on the web; service facility location; supporting facility design; service encounter; creating a service culture and competing on service quality. **Pre requisite: MBA 646.**

MBA-653 Organization Development & Change

This course examines the process of organizational improvement and efficiency by designing and implementing change interventions, recognizing the causes that bring about such changes, developing and designing restructuring scenarios, implementing the change intervention and review, and understanding the fundamental concepts and practices involved in organizational development and change intervention.. **Pre requisite: MBA-651.**

MBA-655 Leadership and Motivation

Course covers the major leadership theories and core leadership competencies needed for success in the current business environment. It provides students with an opportunity to examine leadership theories, to develop a personal understanding of leadership, and to explore the relations of leaders and followers. The essential skills of effective leaders are explored, such as elaborating a vision, facilitating communication, motivating individuals and work groups and teams, and facilitating change. Additionally, students examine the difference between management and leadership and the role of culture in determining leadership values and styles. Various assessment inventories enable students to assess their effectiveness as both leaders of themselves and leaders of others. Practical application is achieved through cases analysis, application of leader models and tools, and real-world readings and assignments. **Pre requisite: None.**

MBA-656 Special Topics in Management

This is an advanced level course providing an in-depth study of a variety of management topics. Topics of special interest will be addressed including management ethics, management philosophy, and prerequisites for success in managerial environments. **Pre requisite: none**

MBA-661 Human Resource Management

The main objective of the course is to provide a comprehensive review of human resource (HR) management concepts and techniques through an examination of the strategic role of HR in today's highly competitive business environment. The course focuses on the practical applications of HR concepts that all managers must deal with in their HR related responsibilities. In this way, managers can defend their HR plans and decisions in measurable contributions to the success of the overall business enterprise. Through the use of cases, readings, and real-world discussions, students come to understand the key HR concepts that 1) HR management is the responsibility of every manager, not only the HR department; 2) HR decisions must be justified by contributions in measurable terms; 3) IT plays a critical role in enabling HR managers to support the company's strategic plans; 4) Virtually every HR-related decision managers. **Prerequisitenone**

MBA-662 Legal Environment of Employment Decisions

This course examines the law in relation to human resource management, including topics such as the UAE judicial system, the rights of individuals and administrative agencies, and the UAE labour legislation. The purpose is to prepare students to be managers that are capable of recognizing legal situations and problems, the impact of their decisions as it relates to employees and the law, and to attain knowledge of the law as it pertains to individuals in organizations. ***Pre requisite: MBA-661.***

MBA-663 Training and Development of Human Resources

This course examines in detail the requirements of organizations to successfully develop and progress by identifying critical human resource training and development needs, identifying those requirements, developing the required resources, and implementing it in apt setting. ***Pre requisite: MBA-661.***

MBA-664 Human Resource Staffing

This course is a study of the requirements of effective recruitment and selection; an in-depth analysis of the statistical concepts, techniques, and tools utilized by HR managers to effectively and efficiently recruit and select in an organizational setting. Theories, principles, and the legal aspects involved in the recruitment process will also be addressed. ***Pre requisite: MBA-661.***

MBA-665 Compensation & Performance Management

This course covers two aspects of human resource management, compensation and performance management. This first half of the course will concentrate on the theoretical and practical aspects of compensation management in an organization, evaluating job functions and their relations to compensation levels, understanding market wage and salary surveys in development of wage scales, pay-for-performance application, retirement plans, medical and benefit plans and how they affect wages. The second half of the semester will deal with performance management and discussing achieving results through the efforts of individuals, groups, and organizations involves integrating goals, competencies, measurements, rewards and support. ***Pre requisite: MBA-661.***

MBA-667 Special Topics in Human Resource Management

This is an advanced level course providing an in-depth study of a variety of human resource management topics. Topics of special interest will be addressed including human resource management ethics, human resource management philosophy, and prerequisites for success in human resource managerial environments. ***Pre requisite: MBA-661.***

MBA-668 International Human Resource Management

This course looks at the international aspects of human resources in multinational and globally diverse companies and how the diversity of cultural, economic, political, communicational issues affect all aspects of human resource management, including employee relations, affects on HR planning, employment, development, and compensation ***Pre requisite: MBA-661.***

Islamic Banking Track Courses

Upon successful completion of the eight core courses that provides students with the necessary knowledge and understanding of various business activities, students will be able to move on to the Islamic banking major; which is composed of four courses that covers the core knowledge areas needed in Islamic banking as following.

MBA-671 Al-Shari'ah, Economy & Society

This course examines *Shari'ah* as framework of Islamic law, and the way it shapes practices in the banking and financial system. Economics from an Islamic prospective is studied with emphasis on understanding

and knowledge of Islamic view of the world from *Shari'ah* prospective. Students will be engaged in an extensive dialogue of the underpinning principles of Islamic economic system vs. conventional economic system, Islamic economic methodology, fundamentals of Islamic economic law, the industry practices. **Pre requisite: MBA-644.**

MBA-672 Theory & Practice of Islamic Banking-Fiqh Al Muamalat

This course provides students with in-depth understanding of banking and financial practises based on the Islamic principles of transactions *fiqh Al Muamalat*. This course will focus on operational principles of Islamic banking. Topics examined in this course includes the *musharakah* principle; the *mudharaba* principle; the *murabaha* principle; the *ijarah* principle; the *qard Hassan* principle; the *wadiyah* principle; the *sukook* principle, the *Gharar* principle, the use of *Shariah* principle, and other principles. **Pre requisite: MBA 641.**

MBA-673 Islamic Financial Systems

This course provides students with understanding of the fundamentals of Islamic financial operations, types of financial markets, laws and regulations, institutions, and Islamic financial products. Topics covered in this course includes; Islamic financial practices around the world; the growing role of Islamic banking in Malaysia, Gulf Cooperation Council, United Kingdom, and other countries. Extensive in-class discussions extend to cover the philosophy, principles, and operational concepts of Islamic insurance system *Takaful*. **Pre requisite: MBA-642.**

MBA-674 Accounting in Islamic Financial Institutions

This course covers the fundamental accounting principles of Islamic banking and financial transactions in the Islamic banking industry. The course follows the international Islamic accounting and audit standards, by studying the standard practices of Islamic banking and financial institutions. Topics covered in this course includes the reporting mechanism of Islamic financial institutions; accounting mechanism of varying Islamic financial transactions; analysis of Islamic financial institutions reporting methods, audit practices and regulations, accounting for investments purposes, and auditors reporting and presentation mechanism in Islamic banks and financial institutions. A discussion of issues affecting *Shari'a* supervision will take place at the end of the course. **Pre requisite: MBA-641.**

Finance Track Courses

Upon successful completion of the eight core courses that provides students with the necessary knowledge and understanding of various business activities, students will be able to move on to the finance major; which is composed of four courses that covers advanced core knowledge areas needed to successfully operate in the financial industry. Courses offered in the finance major are as following;

MBA 681 Corporate Finance

This course aims to provide students with a critical understanding of corporate financial management that involves capital budgeting, which incorporates the business investment rules, basic & advanced evaluation of money, bonds and stocks, long-term financing, working capital management and other key corporate financial decisions that need to be made by firms. The course aims at familiarizing the students with the concepts of foreign exchange markets, risks, international parity conditions, exchange rate determination, international capital markets, international corporate finance, managing ongoing operations and foreign currency derivatives. **Pre requisite: MBA-642.**

MBA 683 Investment Analysis & Portfolio Management

This course aims at familiarizing students with domestic and international financial markets and the securities traded therein. A variety of techniques for valuation of financial assets will be discussed. The course relies heavily on quantitative methods. Qualitative concepts such as Valuation of Principles and Practices, Analysis and Management of Common Stocks, and Derivative Security Analysis will be critically analyzed as well. The contents of this course, descriptive, theoretical, and applied, should provide

students with the ability to build unique valuation models to suit the particular investment alternative they wish to scrutinize. The main aim of the course is to equip the students with a solid background on modern investment theory, portfolio management and asset pricing theories, performance measurement, interest rates, bond management, derivatives securities, taxes, stock valuation and market efficiency. **Pre requisite: MBA-642.**

MBA 684 Mergers and Acquisitions

This course aims at looking at the conditions that have recently given rise to a large number of corporate mergers and the business and industry factors underlying these corporate combinations. It examines the financial, managerial, accounting, and legal factors affecting mergers, and how to appraise and structure a merger. It explores M&A's in theory and practice, the strategic perspective of valuation, restructuring and M&A strategies. The course focuses on the two principals of takeovers and mergers in both theory and practice, the alternative approaches to valuation, the concept of restructuring and the strategies companies need to be adapted for creating value through M&A. **Pre requisite: MBA-641 & MBA-642.**

MBA-671 Al-Shari'ah, Economy & Society

This course examines *Shari'ah* as framework of Islamic law, and the way it shapes practices in the banking and financial system. Economics from an Islamic prospective is studied with emphasis on understanding and knowledge of Islamic view of the world from *Shari'ah* prospective. Students will be engaged in an extensive dialogue of the underpinning principles of Islamic economic system vs. conventional economic system, Islamic economic methodology, fundamentals of Islamic economic law, the industry practices. **Pre requisite: MBA-644.**

MBA 682 International Financial Management

This course aims at developing specific concepts, policies, and techniques for the financial management of the multinational firm. Specific topics include foreign exchange theory and exposure, managing foreign currency risk, sources and instruments of international financing, international investment decisions, multinational capital budgeting, and managing multinational firms. The course familiarizes finance and international business students with the fundamental concepts and tools necessary to implement an effective global financial management strategy. The course focuses on the global financial environment, foreign exchange theory, foreign exchange exposure, global cost and availability of capital, international investment decisions and the efficient way of managing international operations. **Pre requisite: MBA-642.**

MBA 685 Financial Statement Analysis

The course provides a conceptual framework of Financial Statement Analysis at the advanced level. Analysis of the Financial Statements of the companies and see the effect of using different accounting methods on the profitability analysis and on the cash flow analysis. Topics include: Understanding Balance Sheet And Income Statement, Creating Cash Flow Statement by using different methods and types of off balance sheet financing. **Pre requisite: MBA-642.**

Marketing Track Courses

Upon successful completion of the eight core courses that provides students with the necessary knowledge and application of various business activities, students will be able to move on to the marketing major; which is composed of four courses that covers the core knowledge areas needed in marketing as following;

MBA 691 Marketing Channels

This course examines the mechanism of how companies access the market and manage their distribution channels in order to gain competitive advantage. This course introduce students to both theory and practice of marketing channels involving key fundamentals in channel structure, channel design and channel conflicts. This course will also enable students to explore the relationship between demand, supply chain and distribution channels, and other elements of the marketing mix. This course will develop

students' ability to apply gained knowledge to real business situations and practical issues through the examination of case studies to cultivate students' analytical skills. **Pre requisite: MBA-645.**

MBA 692 International Marketing

This course focuses on the techniques, marketing decisions and management processes involved in development of international marketing, export and other types of international marketing operations. This course explores wide range of contemporary issues that goes beyond the theory of and mechanism of international marketing, this course explores the opportunities that are expanding as international trade continues to grow rapidly, and commerce enables even the smallest businesses to find potential customers and means of distribution across the globe. Students will be exposed to the key procedural aspects and activities required in exporting, which the manager must know. Alongside an emphasis on exporting as a marketing activity, all other modes of foreign market entry are also covered thoroughly. **Pre requisite: MBA-645**

MBA 693 Business Marketing

This course focuses on the scope of businesses-to-business marketing. Understanding of the nature of industry as primary consumer of goods and services, government, and other industrial institutions. Comparison is drawn between consumer markets and business market to understand the distinct characteristics, nature of demand, and the marketing mix. Various analyses of strategies conducted to determine domestic and international industrial consumer approach. Emphasis on relationship management, E-commerce, supply chain, market research, high technology innovation, strategic brand assessment, segmentation, selling, advertising, and Integration and application of various business-to business strategies. **Pre requisite: MBA-645**

MBA 694 Innovation Management and New Product Development

This postgraduate level course brings together the areas of innovation management and new product development with strong emphasis on innovation as a management process and methodology. Innovation management and new product development examines the problems faced by firms as they try to develop innovative products to sustain profitability and growth. This course is designed to prepare students to improve the competitiveness of their prospective firms. This course is designed with the aim to develop the creative aspects of managerial intellect by understanding the process and importance of innovation management, managing technology and knowledge and new product development. **Pre requisite: MBA-645**

MBA 695 Marketing Research

This course examines the methods and procedures for collection, interpretation, and use of primary and secondary data in marketing including sampling, questionnaires, data collection, analysis, and preparation of reports. **Pre requisite: MBA-645.**

ENV 125 Ecosystems and Human Health-I

This course introduces the key concepts of ecosystems and health, emphasizing how they are related and the implications of this relationship to human well being. Students explore the relationships between ecosystems and health. The course provides knowledge, skills and approaches of relevance to problem solving in both personal and professional settings. Topics include: Introduction to ecosystems, Ecology, environmental science, and health science, *Patient* assessment methods, Ecological assessment methods, Environmental assessment methods and Planning to prevent noninfectious conditions in ecosystems & humans. **Prerequisite: None**

ENV-301 Introduction to Environmental Science

This course introduces students to the interdisciplinary nature of environmental studies. It covers a range of issues: Environmental impact, Biodiversity, Air and water pollution, Food production, Soil resources, Soil erosion, Energy, Domestic and hazardous wastes, Environmental economics, Work environment, Technology, Population growth, ethics, and policy. Approaches to prevention and control are discussed within the overall context of sustainable development. **Pre requisite: None**

The course prepares the future engineer to fulfill his social responsibilities and understand the social and ethical implications as well as the health and environmental impacts related to the profession. It introduces the engineering profession and its practices, laws and ethics. Topics include: history of the engineering profession, principles of professional engineering practice, professionalism and codes of ethics, assessment of safety situations, safety and health training, management of safety and health, social implications and environmental impacts of technology, rights and responsibilities of engineers, ethical issues in the engineering practice. **Pre requisite: None**

GED-132 Science and Technology in Society

This course examines the aims, methods and consequences of scientific enquiry in human history, including the impact of scientific and technological advances on societies, cultures and political systems. The course also discusses some of the philosophical disputes prompted by those advances and the political and their ethical implications on societies. **Pre requisite: None.**

GED 196 Communications Skills in Arabic

This course aims at developing students' skills and competencies in the Arabic language by teaching them procedural techniques about the functional text structure in both classical and standard Arabic. Topics include: functional writing, interrogation, order, and prohibition, meeting report, conference report, curriculum vitae, punctuation, authority discourse (report, circular, etc ...). **Prerequisite: None**

ENV-304 Water and Wastewater Quality Control

This course focuses on the principles of water management (both in quantity and quality) with emphasis on fresh water resources for domestic and multi-purpose utilization. Characterization, treatment, reclamation, and recycling of wastewater are also discussed. International guidelines, standards, and directives for water and wastewater management are presented. **Prerequisite: ENV-301**

GED-195 Descriptive Geometry

This course focuses on the theoretical and practical explorations of principles of descriptive geometry and their use in the visualization of two-dimensional and three-dimensional objects. Covered topics are orthogonal projections, parallel projections, and perspective projections. Shadow constructions are introduced to create added definition and understanding of the third dimension. Presentations will link theoretical principles with drafting exercises and photographic examples.

Through weekly lectures, alternating with regular practical assignments students will learn the underlying geometric principles and visualize spaces and their defining objects. This course places an emphasis on practical learning, construction exercises will be given each week. **Prerequisite: None**

MTH-101 الإحصاء

يتناول المساق بجانيه النظري والعملي المفاهيم الإحصائية الأساس ووصف البيانات واستخدام الحاسوب لجدولتها ثم معرفة مفاهيم النزعة المركزية والدرجات المعيارية له. المتطلب السابق: لا يوجد

مهارات الإتصال باللغة العربية (1)	196	GED
يُطَمَّحُ هذا المساق إلى تحقيق مجموعة من المهارات التعليمية الأساسية لبناء شخصية الطالب الجامعي بناءً ثقافياً يوافق حياته المهنية، ويدفعه نحو آفاق ثقافية تساعد على استخدام اللغة العربية في المجال العلمي والبحث الأكاديمي ومن هذا المنطلق يحرص المساق على إتقان الطلاب مهارات الأداء اللغوي قراءةً وكتابةً وتحديثاً واستماعاً وفهماً لتوظيفها في المواقف الحياتية وتنمية مهاراتهم الشفوية (الشفهية) والتحريرية (الكتابية) لمساعدتهم على التواصل المعرفي مع مصادر المعلومات المسموعة والمقروءة.		
مهارات الإتصال باللغة العربية (2)	296	GED
يُهيئُ هذا المساق معرفة بمهارات اللغة العربية العليا الوظيفية ممثلة في: التلخيص والتحليل الموضوعي		

والنقد، من خلال نصوص متنوعة تتناول: مختلف الأجناس الأدبية، شعراً ونثراً، وحقول المعرفة المختلفة.
المتطلب السابق: مهارات الاتصال باللغة العربية (1)

GED 198 Islamic Culture

3-0-3

The course presents an elementary survey of Islam as a religion and an approach to life. Topics include: the Quran, its names characteristics and miracles, the scientific miracles in the Quran, an introduction to the prophetic heritage (the Sunnah), the history of Islam and the Islamic civilization, Islam's vision of the human being, the universe and life, and the pillars of Islamic faith. Students are invited to reflect on the relationships between Islam and other civilizations. **Prerequisite: None**

GED 199 UAE Society

This course is an introduction to the UAE society in its political, geographical, cultural, demographical and social aspects. Students are encouraged to reflect on the evolution of society in view of the fast changes brought by modernization and globalization. Topics include: the Emirates geography and history, aspects of life before and after the Emirates political union, economic and social development, the cultural life before and after the union. **Prerequisite: None**

GED-205 Psychology in every Day Life

An introduction to concepts and principles of selected areas of psychology and their applications to daily living. The aim is to foster students' understanding of the self and its interactions with the environment. Topics include: history of psychology, basic neuro-anatomy, theories of learning, theories or memory models, theories of intelligence, multiple intelligences, and interpersonal relationships. **Pre requisite: None**

GED-252 Critical thinking

This course aims at improving students' ability to analyze and evaluate types of arguments and assertions encountered in everyday life. The focus is on the informal logic of everyday language, but some elementary formal logic is discussed. Topics include: the language of argumentation, analyzing arguments, validity, soundness, problems of interpretation, syllogistic reasoning, non-deductive arguments, the use and misuse of Statistics, explanations and empirical theories, conceptual theories and definitions. **Pre requisite: None**

GED 254 Developmental Psychology

An introduction to the basic concepts and mechanisms inherent to human development from conception to adolescence and adulthood. Topics include the study - through various theoretical models - of the biological, cognitive, social, emotional, and moral aspects of development. Emphasis is put on normal growth and development. **Prerequisite: None**

GED 272 Fundamentals of Public Speaking

Being able to communicate well in public situations is something any university graduate is expected to be able to do with ease. This course will introduce students to the fundamentals of public speaking. These include the steps of the speech-making process. The course will also focus on developing oral communication skills and presentation skills that students need to succeed in their major programs of study and to advance in their future careers. Students will be asked to give various speeches in a wide range of settings and for a variety of purposes to enhance their appreciation of and comfort with the art of public speaking. Fundamentals of Public Speaking' also focuses on developing skills for thinking critically, whether one is designing one's own presentation, listening to the presentations of others, or evaluating information and solutions in the process of accomplishing a group task. **Pre requisite: LNG-172**

GED 298 Special Topics in Western Culture

Field Study – English Language and Canadian Culture: The course will allow students to enhance their English language skills and develop a firm understanding of Canadian culture and history. The field course

will see students spending 4 weeks at the University of Ottawa located in Canada's Capital region where they will study intensive English, and also, through a series of lectures and seminars, learn about Canadian history and culture. Complementing the course will be an extensive schedule of cultural excursions aimed at exposing students to life in Canada. **Pre requisite: LNG-172 & GED-198**

GED 324 Ethical Reasoning for Today's World

This course examines the theories, skills and applications of moral philosophy, including a description and a discussion of the three influential approaches to morality, namely: character ethics, consequences based ethics, and principle based ethics. Some topics are: an introduction to ethics, character/virtue ethics, the problem of global inequity, utilitarianism, principle ethics, cases in clinical ethics, principles in professional and personal ethics, the nature of ethical reasoning, developing reasoning skills in ethical, social and political contexts. **Pre requisite: None**

LNG-171 English I

LNG 171 exposes students to academic reading and writing skills. It provides instruction and practice in academic reading skills, and requires students to implement writing strategies and participate in classroom discussions. Students will also demonstrate reading comprehension through summarizing and paraphrasing key passages and acquire the skills necessary for success in the first year courses in their major programs. **Pre requisite None**

LNG-172 English II

The course focuses on the refinement of reading and writing skills for increased success in the students' major programs of study. It is designed to familiarize students with the critical reading and analytical writing skills through the use of a variety of rhetorical devices, purpose, tone and style to develop critical reading and thinking skills. **Pre requisite LNG-171**

LNG-173 Professional Communication Skills

The course introduces students to the research paper and APA documentation while exploring the written and oral communication skills necessary for success in the workplace. It is intended for students who have mastered basic essay writing skills and emphasizes strategies that lead to effective argumentation and research. **Prerequisite: LNG 172**

MTH-112 Calculus I

An introduction to differential and integral Calculus. Topics include: limits and continuity, tangent line and derivative, rules of differentiation, derivatives of elementary functions, related rates, implicit differentiation, linearization and differentials, optimization, curve sketching, indeterminate forms and l'Hôpital's rule, indefinite integrals, substitutions, estimating with finite sums, area between curves, and the Fundamental theorem of Calculus. **Prerequisite: Mathematics Placement Test or MTH 002**

MTH-195 Applied Statistics

An introduction to elementary descriptive and inferential statistics. Topics include: descriptive and inferential statistics, describing and organizing data, measures of central tendency and spread, probability, conditional probability, discrete and continuous random variables and their probability distributions, inferential statistics. This course may be substituted by MTH-130 (Probability and Statistic). **Prerequisite: None**

MTH 196 Mathematics for Business

Applications of basic arithmetic, algebraic and Calculus techniques for solving business problems. Topics include: problem solving with ratios, percentages, linear and quadratic equations, break-even analysis, exponentials, logarithms, financial mathematics, basic differentiation and marginal analysis of cost and profit. **Prerequisite: None**

SWS 101 Applications of Computer Software

This course introduces students to the most common commercial microcomputer software applications. Topics include: computer hardware and software, Windows operating system, editing (Word), spreadsheet (Excel), presentation (PowerPoint), database (Access), internet usage and E-mail. **Prerequisite: None**

SWS 361 SWS 361 Introductions to Geographic Information Systems

This course provides an introduction to Geographic Information Systems (GIS). Topics include: coordinate systems, site selection, data capture methods, error, accuracy, and precision, cartographic communication, data sources for GIS, spatial overlays, Dubai Municipality tour of mapping services.

Prerequisite: None

SWS 121 Website Design and Development

This course introduces principles of website development. Basic HTML and CSS skills will be applied to build web pages and sites with consideration given to the effects of browser and computing platform on design choices. Topics include: Web Basics, Tags, Creating Simple XHTML Documents, Advanced XHTML Features, Web Design Concepts, Integrating multimedia. Prerequisite: SWS-120

1.6. School of Engineering, Applied Sciences & Technology

MTH-113 Calculus II

A second course in Calculus with focus on applications to engineering and sciences. The courses includes: inverse functions and their derivatives, a detailed treatment of techniques of integration, polar coordinates, element of Linear Algebra for Calculus, functions of several variables including partial differentiations and double integrals. **Pre requisite: MTH-112**

MTH- 120 Discrete Structures

An introduction to discrete structures and methods including formal logic, combinatorial problems, and methods of proof including mathematical induction and contradiction, Boolean algebra, graphs, trees, recursion, and enumeration, iterative and recursive algorithms, standard searching and sorting algorithms, set theoretic proofs. **Pre-Requisites: None**

MTH-130 Probability and Statistics

The course serves as an introduction to probability models and statistical methods for students in engineering and the physical and natural sciences. Emphasis is on concepts, models, methodology, and applications. Topics include: descriptive statistics, probability, conditional probability, discrete and continuous random variables and their probability distributions, correlation and simple linear regression. **Pre requisite: MTH-112**

MTH-212 Calculus III

The last course in the Calculus sequence, it covers important topics in applied mathematics, including: elements of Matrix algebra and solvability of linear systems, sequences and series, convergence tests, Taylor series, differentiation and integration of power series, complex numbers, the Cauchy-Riemann equations, complex exponential and trigonometric functions, Laurent series, the Residue Theorem. **Pre requisite: MTH-113**

MTH-220 Ordinary Differential Equations

An introduction to the theory of differential equations and initial value problems with applications to engineering and sciences: solvability of first and second order equations with constant and non-constant coefficients, series solutions and transforms (Fourier and Laplace) methods. **Pre requisite: MTH-212**

SCI-210 Modern Physics

An overview on university physics including simple harmonic motion, damping, forced oscillations and resonance, thermodynamics, electricity, waves in material media, sound waves, Doppler effect, reflection, refraction, geometrical optical, wave optics and diffraction, relativity, photons, wave nature of particles and nuclear physics. **Pre requisite: MTH-113**

SCI 220 Engineering Mechanics

An overview of Engineering Mechanics including a review of vectors Operations, forces, equilibrium and free-body diagrams, moment and couples, equivalent systems, structures in equilibrium, centroids and

centers of mass; the Pappus and Guldinus theorems, moments of inertia, friction, internal forces and moments. **Co-requisite: SCI-210**

SCI-310 Introduction to Photonics

An introductory course to geometrical and physical optics. Topics in geometrical optics include ray analysis, lenses, prisms, and equivalent systems. Topics in ondulatory optics include wave superimposition and Young's experiments. Topics in physical optics include polarization, interference, interferometry, diffraction, fiber optics, lasers and scalar theory of diffraction, dispersion, Talbot effect, Lau effect. **Pre requisite: ENG-222, MTH-220.**

COM-310 Coding and Information Theory

This course introduces the theory and practice of coding and information theory for applications in the communication field. No prior background in coding or information theory is assumed. Topics include: Discrete Sources, Channels and Channel Capacity, Run-Length-Limited Codes, Linear, Cyclic and Convolutional Coding techniques, Information Theory and Cryptography and Shannon's Coding Theorems. **Pre requisite: MTH-130**

COM-311 Signals and Systems

This course provides basic properties of many engineering signals & systems and necessary mathematics tools that help understand this process. It focuses on the time and frequency domain modeling of linear time invariant (LTI) systems. Topics include: Samplers and Discrete-Time Physical Systems, Continuous-Time Signals and System, Fourier series, Fourier Transform and Applications, filters, Laplace transform and its Relationship to the Fourier Transform, Discrete-Time Linear Time-Invariant Systems, z-Transform, Fast Fourier Transform, Matlab and Simulink. Prerequisite: **Co-requisite: MTH-220**

COM-320 Telecommunications

This course provides an introduction to Communications systems. The following topics are covered: components, signals and channels, Telecommunication chain, sampling, quantization, PAM, PCM and Delta modulations, quantization noise, time division multiplexing, frequency division multiplexing, performance criteria, bandpass transmission, digital modulations (ASK, FSK, PSK and quadrature shift keying). **Pre requisite: COM-310, COM-311, Co-requisite: ENG-301**

COM-321 Advanced Programming in Telecommunications

This course focuses on implementing telecommunication protocols and network applications. For the present state of technology, Java is proposed as an implementation language. The course includes the following topics: Client-server Architecture, Databases handling, Java and Web Applications (Servlets, JSP, JavaScript), interface connections (USB, serial Port, Bluetooth Port), Java to micro edition (J2ME) and mobile applications...), Introduction to the implementation of Network security (Cryptography and steganography). **Pre requisite: ENG-311**

COM-322 Applied Electromagnetic

This advanced electromagnetics course is focusing on typical and modern applications. Without excessive recourse to mathematics, the course provides a solid grounding in antennas, fibers and propagation, covering satellite and terrestrial radio systems for both mobile and fixed contexts. Topics include: Plane-Wave Propagation, Reflection, Transmission, Antenna Principle and parameters, dipoles, antenna arrays, horn antennas, loop antennas, Helical antennas, Patch antennas, Terrestrial Fixed Links, Satellite Fixed Links, satellite earth station antennas, Macro-, Micro- and Picocells, shadowing, propagation within buildings, Single-mode Fibers, Dispersion and compensation, Software for Applied Electromagnetics. **Pre requisite: ENG-222**

COM-324 Advanced Logic Design

This advanced course in digital logic focuses on the design of logic circuits. Topics include: HDL, ABEL, VHDL, Combinational Logic Design Practices, Combinational PLDs, ALUs, Bistable Elements. State-Machine Analysis and Design, State Diagrams, Using Transition Lists, Decomposing State Machines, Feedback Sequential Circuits Analysis and Design, ABEL and VHDL Sequential-Circuit Design Features, Synchronous Design Methodology, Memory, CPLDs, and FPGAs, ROM. Read/Write Memory; Static RAM. Dynamic RAM. Complex Programmable Logic Devices. Design with VHDL, Design project. Software for Logic Design. **Pre requisite: NET-101**

COM-325 Micro-Controlling and Processing

This course provides basic elements for designing and implementing digital circuit interfaces between a computing system and peripheral devices. Topics include: Design process of digital systems, Microcomputer architectures and buses, Internal organization of computer systems, Input/output and memory interfacing, Interfacing to the external world, Parallel and serial interfacing, Design specification and verification, Local, remote and Web-based control of instruments, Wireless devices. **Prerequisite: ENG-311**

COM-411 Digital Filter Design

This course takes the design of various digital filters with various methods. After reviewing the main elements of signals and systems, it covers topics such as: Design of Nonrecursive Filters (FIR), Approximations for Analog Filters, Design of Recursive Filters (IIR), Filters Satisfying Prescribed Specifications, Effects of Finite Word Length in Digital Filters, Optimization Methods, Wave Digital Filters, Multirate digital signal processing, Design of adaptive digital filters, Spectral analysis and estimation and Linear prediction and optimum linear filters. DSP and their applications. Matlab and Simulink. **Pre requisite: COM-311**

COM-412 Digital Communications

This course provides the students with broad perspective of digital communications. After a review of the Communication chain - source coding, channel coding, modulation and demodulation, emitters, transmission media, receivers – topics include: Transmission Systems, Voice Communications Systems, Recent techniques in channel coding, Equalization, Cellular Radio Communications, Global System for Mobile Communications. Code Division Multiple Access, Satellite Communications, Antenna Arrays and iterative detection. **Pre Requisite: COM-320, COM 411**

COM-413 Communication Systems

This course provides a balanced coverage of both digital and analog communication systems with focus on design. It develops in the student the ability of using both mathematical and personal computer methods (MATLAB essentially) to analyze, design, simulate and evaluate modern communication systems. Topics include: Modulation and multiplexing methods, Performance of communication systems, Wire and wireless communication systems, RFID systems. **Pre Requisite: COM-320, COM-321, Co-requisite: COM-322**

COM-420 Optical Communications

This course provides the students with an overview of optical communications. It goes from principles of fibers through to the most recent developments in high bit rate communication systems. The limitations of high bit rate communication and the possible solutions are discussed. Topics include: Optical Sources and Amplifiers, Light Detectors, Couplers and Connectors; Distribution Networks, Optical Modulation, Multiplexing Techniques, System Design and Trends in optical systems. **Pre Requisite: COM-320, Co-requisite: COM-322**

COM-421 RFID Technology

This course handles technical underpinnings as well as specific segments of the market of RFID (Radio Frequency Identification). The course is application and design oriented: RFID in the Automotive Industry, in Cattle Ranching, in Health Care, in Manufacturing, in Marine Terminal Operation, in the Military, in Payment Transactions, in Retailing, in Transportation, in Warehousing and Distribution Systems. It also includes non-technical topics, and use throughout the world: Australia, China, France, Germany, Japan, Singapore, South Korea, Spain, United Kingdom, United States. **Pre requisite: COM-320, COM-321, Co-requisite: COM-322**

ENG-210 Electronics I

This course provides an introduction to electronic components in terms of implementation and application. Topics include: Digital and Analog electronic worlds, semiconductor material, semiconductor junctions, Ideal diode; Real Diode; PN junction, Diode applications, LED and Laser Diodes, Zener Diodes, opto-couplers, BJT Transistors, BJT Switching Applications, JFET Transistors, MOSFET Transistors, Switching and logic CMOS applications of MOSFETs. **Pre Requisite: ENG-220**

ENG-220 Electric Circuits I

This course provides the students with fundamental understanding of electric circuits. It presents an essential background of electrical engineers. Topics include: Units of Measurement, Metric Unit Conversions; Voltage and Current Sources, Resistors, Ohm's Law, Jule's Law: Energy and Power, Resistors in Series, Resistors in Parallel, Series-Parallel Resistive Circuits; Source Conversions, Superposition Theorem, Thevenin's Theorem, Norton's Theorem, Alternating Current, Capacitors and inductors; RC, RL and RLC Series and Parallel circuits, Series-Parallel RLC Circuits, Bandwidth of Resonant Circuits; Passive filters; **Co-requisite: SCI-210**

ENG-222 Engineering Electromagnetic

This course is intended to develop both physics and engineering related understanding of electromagnetic forces and fields. It also explains propagation process through materials, devices as well as systems. It starts by reviewing Complex Numbers, Phasors, Vector Analysis, Differential operators. Topics include: Waves and Phasors, Transmission Lines, Electrostatics, Magnetostatics, Time-Varying Fields, Faraday's Law, Boundary Conditions for Electromagnetics, Electromagnetic Potentials; Plane-Wave Propagation. **Pre requisite: MTH-212, Co-requisite: SCI-210**

ENG-224 Engineering Graphics and Design

This practice oriented course provides the students with basic drafting knowledge and develops in them some drawing and design skills that are necessary in the engineer's career. Topics include: Layouts and Lettering, Use of Instruments, Scaling, Applied Geometry, Technical Sketching, Multiview Projection, Oblique Projections, Perspectives, Basic Dimensioning, Tolerances, Zoom, Electronic Graphics, AutoCAD, 2D Computer Graphics, 3D Modeling, Design Mini-project. **Pre requisite: None**

ENG-301 Electronics II

This second course of electronics is composed of two parts. The first part presents a detailed treatment of "BJT" small-signal or AC parameters that are used to evaluate the performance of either small-signal or FET amplifiers. The second part handles the signal model of an ideal operational amplifier. Topics include: Small-signal BJT Amplifiers; Small-signal FET Amplifiers; MOSFET Amplifier; Amplifier Frequency Response ; Ideal Operational Amplifier Circuits and Analysis; Controlled Voltage and Current Sources. **Co-requisite: ENG-210.**

ENG-311 User Interface Design

This course provides an introduction to human-machine interaction techniques and is intended to develop in the student skills in User Interface Design. Topics include : Models of interaction, Frameworks and HCI,

Ergonomics, Industrial interfaces, Navigation in 3D and 2D, Paradigms for interaction, Interaction design basics; Usability engineering, Iterative design and prototyping; Design rules, Implementation support, Implementation support, Universal design, User support, Cognitive models, Socio-organizational issues and stakeholder requirements. **Pre requisite: SWS-316, NET-112**

ENG-320 Internship

This internship provides the students with opportunities to gain work experience in real world situations, to practice critical thinking, to solve real problems, to develop design and innovation skills. By interacting with professionals on real problems and commercial devices, systems or software, the student learns how to tackle real world tasks, manage his duties, identify objectives, respect constraints, explore new ideas, investigate practical issues, design new elements (device, systems, software) and make some decisions.

Pre Requisite: LNG-173, Completing 70 CR. Hours

ENG-400 Graduation Project -1

This projects provides the students with opportunities to demonstrate the learning they acquired, to apply critical thinking, to further develop their design skills, to innovate, to acquire autonomy to emphasize initiative and judgment. The students are asked to design of a system, device, process or software to achieve the functional objectives representative of problems encountered by telecommunications engineers. In general, each student's project is a part of an integrating project and students should work in teams to define, manage (time), complete, validate and adequately document their design project. Graduation Projects in industrial environment with the co-supervision by an industrial expert are encouraged. **Pre Requisite: Completion of 100 Credit Hours**

NET-101 Digital Logic

This course provides an introduction to digital systems by focusing on the principles and applications. Topics include: Number systems and codes; Logic gates, truth table and universal gates, Combinational Circuit, Karnaugh Map, Flip-Flops and related devices, Decoders, Encoders, Adders, multiplexers, Binary adders, Signed Binary adders, Counters and registers, Code for Detecting and Correcting Errors; Simulations. **Pre requisite: none**

NET-110 Computer Network Fundamentals

This introductory course introduces networking technologies, models and concepts related to network communications. Topics include: Types of networks, network addressing, interoperability, security, Reference Models, Networking Concepts and Terminology, Digital Communication Concepts; Physical, Data Link, and Network Layer Concepts; Data Link Layer Concepts and IEEE LAN Standards; Network Hardware Components; Internetworking and Network Layer Concepts and Components; The Internet and TCP/IP; LAN Networking Technologies; ISDN, Frame Relay, SMDS, ATM Basics; Network Convergence.

Prerequisite: none

NET-111 Operating Systems Fundamentals

This introductory course in Operating Systems Fundamentals offers a partial preparation for the Microsoft Certified Systems Engineer (MCSE) certification. Topics include: NT Domain Model, Network Protocols, TCP/IP, DHCP, WINS and DNS, Permissions, file server, 2000 server network model, Active Directory and AD elements-forests, trees, domains and OU's, Managing accounts and client connectivity; Object Security, Configure and manage Microsoft IIS. Web and FTP server, Setup standalone network with 2003 Server and Active Directory, XP (or higher) and DHCP. **Pre requisite: NET-112**

NET-112 Computer Architecture

This course provides an introduction to the way a computer works and to its main components. Topics include Computer Systems : An Overview of Computer Systems; Different types of data formats, including

alphanumeric, image, and sound, Integer representations and calculations, Floating-point representations and calculations, Little Man Computer; CPU and Memory; Design, Implementation and Enhancement, Analysis and Comparison of CPU architectures, I/O Operation, Computer Peripherals; Intel x86, Power PC, and IBM System architectures. **Pre requisite: NET-101**

NET-120 LAN Switching and Routing

This course handles the theory and implementation of routing, switching and their associated protocols and algorithms which are the main elements in internetworking technologies. Topics include: Review of class full IP addressing and sub netting, Bridges, Switches, and Routers, Variable Length Subnet Masking, Classless Inter domain Routing, Route aggregation; Mechanics of Routing Protocols, RIP v1 and RIP v2, IGRP and EIGRP; OSPF; IEEE LAN standards, Transparent Bridges; Principles of LAN Switches, Loop Resolution, VLANs Applications, Concepts, and Standards. **Pre requisite: NET-110**

NET-121 Network Operating System

This course provides an introduction to network operating systems and partial preparation for the MCSE exam. Topics include: NT Domain Model, Install and configure NT Server, Primary Domain Controller (PDC) , Network Protocols, Plan and implement TCP/IP, Dynamic Host Configuration Protocol (DHCP), Permissions, Recent Server model (2000 or higher), Active Directory, Configure the server environment, Manage accounts and client connectivity, Object Security, Web and FTP server. **Pre-Requisites: NET-111**

NET-210 WAN Technologies

This course focuses on WAN network technologies such as ATM, ISDN and Frame Relays. Topics include: Guided and unguided transmission, Integrated Services Digital Network, Multiplexing, ADSL, xDSL techniques, Soft switch Architecture, Packet Switching Principles, X.25, ISDN Architecture, Asynchronous Transfer Mode, Web site reading, Routing in WAN Circuit-Switch, and Packet-Switching Network, Least-Cost Algorithm, Congestion Control in Switched Data Network, Effect of Congestion, Cellular Wireless Network, Principles, First Generation Analog network, Second Generation CDMA, Third Generation Systems. **Pre requisite: NET-120**

NET-214 Network Programming

This course provides the student with the basic programming skills to develop distributed applications and application level protocols. Topics include: Java and Socket level programming API, Programming using URL API in Java, Fundamentals of concurrency, Multithreaded in Java, Thread synchronization, Remote Method Invocation (RMI), Creating RMI client and server, Architectural view of CORBA, Interface Definition Language (IDL), Java IDL and CORBA programming, Java servlets, HTTP session management in servlets. **Pre requisite: NET-111, NET-211**

NET-220 Network Security and Administration

This course introduces security theory and practice. Security models, policies and implementation techniques are explained and evaluated. Topics include: Access Control Matrix model, Protection States Transition, Attenuation of Privilege, Generic algorithm for securing computer system, Take-grant protection model and interpretation, Security Policy, Roles of Trust, Hash message authentication code (HMAC), Simple Network Management Protocol (SNMP), Key exchange and authentication, Key generation, Certificate Signature, Cipher Techniques, Stream, Networks and Cryptography, Analysis Network Infrastructure, DMZ, Network Flooding. **Pre-Requisites: NET-210**

NET-221 Communication Technologies

This course provides fundamental concepts in communication technology especially wireless communications. Wireless propagation characteristics have a profound impact on layers 1, 2, 3, and 4 protocols and services. Therefore, the focus of the course is on understanding the TCP/IP Protocols in

Wireless Networks with most emphasis on the physical layer. As part of the discussion on the application layer, an introduction of Wireless Internet and WAP is given. **Pre-Requisites: NET-210**

NET-222 Wireless Networks

This course focuses on modern wireless communication and networking technology, and its application to transmit voice, data and images. Topics include: Radio frequency spectrum, Licensed and unlicensed bands, bandwidth and information rate; Multiple Access methods and Spread Spectrum Techniques (FDMA, FDM, FDM/TDMA and CDMA); Wireless Personal Area Network (Bluetooth, piconet, scatternet, ...); IEEE 802.11 Wireless LAN; Planning and building Wireless LANs; Compose Request for Information and Request for Proposal regarding WLAN; Security in Wireless Networks; Wireless WANs; Cellular, Voice and Data Networks, Cellular Networks, AMPs, GSM, GPRS and CDMA based system, LMDS and MMDS; Wireless and Internet. **Pre requisite: NET-221**

NET-310 Network Management

This course introduces standard networking management principles, practices and technologies. Starting with the Data Communication and Network Management Overview, the basic Standards, Models, and Language of Network Management System are introduced. The course leads up to the management technologies such as SNMP (simple network management protocol), RMON (remote monitoring) and Web-based Management. **Pre-Requisites: NET-220**

NET-320 Advanced Switching and Routing

This introductory course in Operating Systems Fundamentals offers a partial preparation for the Microsoft Certified Systems Engineer (MCSE) certification. Topics include: NT Domain Model; Network Protocols, TCP/IP, DHCP, WINS and DN,; Permissions; file server; 2000 server network model, Active Directory and AD elements-forests, trees, domains and OU' s, Managing accounts and client connectivity; Object Security, Configure and manage Microsoft IIS. Web and FTP server, Setup standalone network with 2003 Server and Active Directory, XP and DHCP. **Pre requisite: NET-210**

NET-323 Voice / IP Convergence

This course addresses Voice / IP Convergence (VoIP), which is related to the following context: Technology trends to allow voice, data, fax and video signals co-exist on a common networking platform. Topics include: Concepts of IP-based packet networks, Characteristics of the Internet and IP, The VoIP Model; Digital Signal Processors for VoIP; Voice Coders, Bandwidth Calculations; trade-offs of packet size, queue size, packet loss, and packet latency, RSVP, Diff Serv, RTP, NTP, multicasting, Session Description Protocol (SDP); VoIP Gateways and IP Call Processing Protocols, Internetworking SS7and Internet Call Processing; Quality of Service (QoS). **Pre requisite: NET-210**

NET-324 Internship

This internship provides students with the opportunity to explore, research, investigate, and ultimately make some decisions that may have significant impacts on their future careers. This course is intended to increase students' experiences and knowledge in their areas of expertise. It also stimulates students' thinking and reflection about the knowledge and understanding that they will gain from such experiences. Finally it provides students with opportunities to demonstrate the learning they acquired. **Pre-Requisites: 80 Cr. Hrs.**

NET-410 Enterprise Network Design

In this course, the student investigates and designs a variety of enterprise network configurations. The course enhances the student's consulting skills through the process of customer requirement analysis, network design, product specifications and price quotation. Topics include: Top-Down Network Design, Characterizing Network Traffic, Logical Network Design, Designing Models for Addressing and Naming Guidelines, Selecting Switching and Routing Protocols, Developing Network Management Strategies,

Physical Network Design, Selecting Technologies and Devices for Enterprise Networks, Testing and Optimizing Network Design, Documenting Network Design. **Pre-Requisites: NET-222, NET-323**

NET-411 Network Design Project

This course enables the student to further enhance the design and project planning skills acquired in earlier courses. Students shall apply their consulting skills through the process of the requirement analysis of a real life design problem. This initial client need analysis will be followed by a proposed solution (network design), installations, and thorough testing using the latest network performance evaluation tools. A final network solution will be presented to the multi-disciplinary audience. The instructions on how to use it for the specified application will be given in both writing and documentation. The technology with all documentation will be transferred to the client. **Pre-Requisites: NET-310**

NET-412 Applied Research Project

The project illustrates research as the systematic process of collecting and analyzing information to increase our understanding of the phenomenon under study. The course studies the relationship and applicability of theories or principles to the solution of a problem. It offers to the student tackling basic research methodology as well as formulating a research problem or topic. The student should conduct a project in researching the proper explanations or understanding of the issue or topic under investigation. **Pre-Requisites: MTH-130, SWS-320**

NET-420 Advanced Network Troubleshooting

This course provides a study into the latest troubleshooting strategies. These strategies focus on bottom-up methodology that examines in detail each network layer-physical, data link, network, transport, session, presentation, and application- revealing the problem and solutions specific to each layer. Topics include: Analyzing and Troubleshooting the 1. Physical Layer (ATM), 2. Data Link Layer, 3. Network Layer (Internet Protocol : IP), 4. Transport Layer (Transport Control Protocol : TCP), 5. Session and Presentation Layers , and 6. Application Layer, Asynchronous Transfer Mode (ATM), Measuring and Analyzing Throughput and Latency. **Pre-Requisites: NET-310 & NET-320**

NET-421 Integrative Project in Vertical Markets Capstone Course

This course allows the student to synthesize the various skills learned in the program. Students should develop and/or implement a networking or systems design project that meets stated business objectives for an organization in a specific vertical market such as: health services, transportation, entertainment and/or mobile commerce. Each team should draw on their knowledge of traditional and emerging technologies as applied and researched in previous courses. The scope of the project is substantive and includes a business case to support the proposal, a project plan, client needs analysis, feasibility study, appropriate user and technical documentation to support successful implementation. **Pre-Requisites: completed 100 Cr. Hours**

NET-430 Securing the Wireless World

Wireless communications and wireless computing are touted to become the next revolution in Information Technology and e-commerce. The prevailing concerns about security and privacy being experienced in the wired world will become the challenges facing the wireless world. This course will provide the learner with the knowledge and skills needed to select, design, and implement security solutions for various wireless applications utilizing state-of-the-art products, as well as to test the viability of such solutions. **Pre-Requisites: NET 222**

NET-431 Mobile Commerce

Business has always had a requirement for some employees to carry out their duties away from their employer's fixed place of business. New technologies are providing the tools not only to make their work more efficient and effective, but also to change the way their work can be performed. Mobile commerce is an umbrella term for a number of business & technology scenarios. This course will examine both the

business case and the technology infrastructure that allows a growing number of companies to enhance their value by extending their information reach beyond traditional corporate boundaries. **Pre-Requisites: NET 120.**

NET-432 Wireless Applications

Wireless technology has revolutionized the way many industries conduct business and interact with clients and customers' Wireless applications have been found to improve competitiveness and productivity. Students will explore wireless applications in emerging areas such as health, transportation, education and mobile commerce. **Pre-Requisites: NET 222.**

NET-433 Broadband Communications

This course provides a detailed analysis of broadband infrastructure, technologies and services. It addresses industry standards and global services. Topics include: Internet Services, Traffic Modeling, Internet Traffic Control, Billing, Pricing and Admission Policy, Mobile Network Performance, Bandwidth Allocation, Switching Systems, Traffic Flow Control Routing, Congestion and Admission Control, Multicast Protocols, Network Management, Quality of Service. **Pre Requisite: NET-120**

SWS-110 Programming I

This first programming course covers practical programming concepts in the context of multimedia software. The students discover and manipulate basic elements of programming through attractive applications in multimedia. They are introduced to the key ideas of event-driven programming using primarily Java as the programming language (or a current object-oriented language). Topics include: Loops, Condition statements, Drawing, Manipulating sounds and images, Creating Classes, Design animated and/or interactive programs. **Pre requisite: None**

SWS 121 Website Design and Development

This course introduces principles of website development. Basic HTML and CSS skills will be applied to build web pages and sites with consideration given to the effects of browser and computing platform on design choices. Topics include: Web Basics, Tags, Creating Simple XHTML Documents, Advanced XHTML Features, Web Design Concepts, Integrating multimedia. **Prerequisite: SWS-120**

SWS-211 System Analysis and Design

This course examines best practices in business processes for a variety of business models. Critical risks and compensating controls are identified in each of the major operating cycles of the business. The principles of systems analysis and design are identified and applied to operations in the planning and analysis phases of the systems development life cycle. Process mapping techniques are developed through the use of commercial mapping software. Students explore object-oriented analysis and design (OOA & OOD) models using industry standard UML techniques. **Pre-Requisites: SWS-110, NET-110, EBU-200, SWS-213**

SWS 213 Database Design

This course teaches the students the core concepts related to relational databases, including the general architecture, conceptual, logical and physical design, querying techniques, and security features. Topics include: Introduction to Databases, Relational Model, Relational Algebra, Data Manipulation Using SQL, Data Definition Using SQL, Queries Using QBE, Database Analysis and Design Techniques, Entity-Relationship Modeling, Normalization, Conceptual and Logical Database Design, Physical Database Design, Monitoring, and Tuning, Database Security. **Prerequisite: None**

SWS 214 Database Driven Web Applications

Based on previous knowledge of Web design principles, XHTML and CSS, this course covers the client-side and server-side processing that enables database interactions in dynamic intranet and Internet applications. Web application security, deployment, and maintenance are also taught. These concepts are applied in a group project that implements a fully functional database driven Internet application.

Prerequisite: SWS 213

SWS-316 Programming II

This second programming course focuses on the object-oriented paradigm. Course topics include: Objects and Classes, Object-Oriented design; encapsulation and information hiding, inheritance and composition, polymorphism, class library, Simple Data Structures and their Applications (Array, String, and String Manipulation), GUI, Programming Practice using a modern high level language, design of a simple interface. **Pre requisite: SWS-110**

SWS-320 Operational Research

The course begins with a brief review of Linear Algebra before proceeding to the discipline of Operations Research. Operations Research is a scientific approach to decision making that seeks the optimal design and operation of a system under conditions requiring the allocation of limited resources. This involves an introduction to Model Building, Linear Programming, The Simplex Algorithm, sensitivity analysis and duality. Additional Topics/Contents include The Transportation Problem, The Assignment and Transshipment Problems, Network Models and Integer Programming. **Pre requisite: MTH-120**

SWS-421 Cryptography and Information Security

The course introduces cryptography and its role in information and data security. Historical and modern techniques of cryptography are introduced. It then proceeds to cover the required mathematical preliminaries, which include Topics/Contents in number theory and abstract algebra. In addition to basic private-key encryption, the course focuses on public-key techniques such as the RSA algorithm and the ElGamal Cryptosystem. Additional Topics/Contents include digital signatures, passwords and key management. **Pre-Requisites: NET 222**

1.7. School of Liberal Arts and Sciences

Introduction to Mass Communications MCM 100

Communication processes and levels. Media history and effects. Public opinion. Media institutions in modern societies. Print media development. Broadcast media features and effects. Online media development. International media. Advertising and public relations. Research report. **Prerequisite: None**

Communication Theories MCM 110

Development of theoretical thinking on communication. Propaganda and mass society theories. Limited effect theories. Normative and empirical theories. Cultural theories. Critical media theories. Media theory in the age of the Internet. **Prerequisite: MCM-100**

Communication Research Methods MCM 120

Basic research methods and techniques. Qualitative and quantitative research methods. Sampling and basic statistical tools. Content analysis, surveys and experimental research. Research ethics. Research project applying specific methods. **Prerequisite: MCM-110**

Media Ethics and Laws MCM 130

Media ethics theory and practice. Cultural and moral values giving rise to media ethics in different societies. Social and moral contexts of media ethics practices. Comparative media ethics. Media laws around the world. Privacy, freedom of expression, intellectual property rights. **Prerequisite: None**

Introduction to Political Sciences MCM 200

Definition of politics; fields of politics; methods of political analysis; politics and other social sciences; world political systems; case studies. *Prerequisite: MCM-100*

Principles of Management MGT 202

Definition of management; classical and modern management theories; public administration and corporate management; human resource management; strategic management; assessment; case studies. *Prerequisite: None*

Media Sociology MCM 210

Media and social change; media and development models and theories; social impact of modern media; media and youth; media and cultural effects; media and women, media and children. Local and international case studies. *Prerequisite: MCM-110*

Media Psychology MCM 220

Models and theories of media psychological effects. The bullet theory; selective effects models; knowledge gap models; empathy models; consumerism models; framing and agenda setting models; uses and gratifications models. Cases studies. *Prerequisite: MCM-110*

Principles of Economics MCM 230

Definitions of economics and its relations with other sciences; methods of economic analysis; the economic problem; development of economic systems; macroeconomics and microeconomics; the international economic system. *Prerequisite: None*

Internet and Social Networks MCM 310

The Internet as a communications tool. Types of social networks. Features of social networks compared with conventional media; effects of social networks on social and political development; using social media; case studies. *Prerequisite: None*

Computerized Media Archiving MCM 320

Digital archiving concepts and processes; digital archiving systems in media institutions; managing digital archiving systems; text and audio-visual archiving systems; online databases; case studies and filed visits. *Prerequisite: None*

Literary and Artistic Criticism MCM 330

The concept of criticism in literary and artistic traditions; components of criticism in media content; intellectual components of criticism; writing critical literary and artistic essays; practical applications in literary and artistic criticism. Applying literary and artistic criticism to media genres. *Prerequisite: MCM-100*

Political Geography MCM 410

The concept of political geography as a social science; Mackinder theory of political geography; how geography impacts on conflicts and the distribution of power at the international level; political geography in human history; political geography in the age of globalization. Case studies. *Prerequisite: MCM-200*

Modern World History MCM 420

Defining modern history; key historical events and developments since the end of the 18th century; First and Second World Wars; the end of the Cold War; the age of Globalization; uni-polar world system; 9/11 and its repercussions; the international financial crisis; Arab world developments. ***Prerequisite: MCM-410***

Media Internship MCM 430

Students spend six weeks of continuous training in media institutions relevant to their area of specialty where they receive training under the supervision of an academic advisor and an industry advisor. In order to pass the internship, students have to demonstrate specific administrative and technical capabilities, attitudes and commitments. **Prerequisite: 81 credits**

Journalism Courses

Journalistic Translation (1) JRN 205

Principles of journalistic translation; comparative Arabic and English language features; translation techniques; news vocabulary in Arabic and English; political news translation; economic and business news translation; disaster news translation. Practical applications. **Prerequisite: None**

Layout & Graphic Design JRN 210

Graphic Design basic concepts, theories, elements and principles. Critical thinking, creative designing skills, practical applications for production of print and electronic newspapers and magazines. Photoshop and Illustrator tools. **Prerequisite: None**

Online Journalism JRN 215

Online knowledge, writing and technical skills, working with images. Audio and video. Producing reliable content; Special consideration will be on analysis of citizen and participatory journalism, the course also covers ethical issues in online journalism, with extensive practical applications on the web. **Prerequisite: MCM-310**

News Writing & Editing JRN 305

Fundamentals of news reporting and writing, news values and news worthiness, the gate keeping process, story development and leads, the inverted pyramid style, techniques of gathering information and dealing with news sources. Strong emphasis will be placed on practical applications. **Prerequisite: MCM-100**

News Editing (1) JRN 315

Basic editing skills for print media; the simple news story; leads and headlines; news selection criteria; the inverted pyramid; news gathering and interviewing techniques; news editing; news production project. **Prerequisite: JRN-305**

Digital Storytelling JRN 410

Basic knowledge and skills in digital storytelling. Using multimedia software to build specific narrative formats. Storytelling applications in journalism and education. Opportunities and limitations of digital storytelling for media development. Storytelling project. **Prerequisite: JRN-305**

Website Design JRN 420

Technical principles of website design; website design software; design components; planning the design process; colors and typography; multimedia; dynamic and static content; Flash and Dreamweaver packages. Practical applications. **Prerequisite: JRN-215**

Graduation Project JRN 430

Graduation project, Students will be asked to integrate and synthesize all of JRN related learning they have acquired during their four years at CUD, to think critically, plan and execute a full creative projects, including but not limited to one of the following : A tabloid newspaper, print or electronic magazine, blogs and investigative report. Teamwork is highly encouraged. **Prerequisite: Graduating Semester**

News Editing (2) JRN 207

Editing specialized journalistic works; editing editorial content for print media; editing investigative reports and interviews; editing translated work. Practical works. **Prerequisite: JRN-315**

Journalistic Translation (2) JRN 217

Translation of specialized print media content; Arabic to English translation; news interpretation techniques; editorial content translation; practical applications. **Prerequisite: JRN-205**

Digital Photography JRN 317

History of photojournalism; technical features of the camera; creativity in photojournalism; camera shots and angles; digital photography; computer software; field and lab-based work; enduring issues in photojournalism; what it takes to be a photojournalist; examples and cases. **Prerequisite: MCM-100**

Media Convergence JRN 318

Media convergence concepts and definitions. The technological revolution in the media sphere. Implications for journalism practices. Implications for politics and the economy. Legal, political, economic and cultural challenges. Case studies in media convergence. **Prerequisite: JRN-215**

The Press in the UAE JRN 435

Historical development of UAE media; media regulations and laws; federal and local media institutions; media policies and orientations; media free zones; technological development; UAE media at global level; enduring issues in UAE media; case studies. **Prerequisite: MCM-100**

Public Relations Courses

Writing for Public Relations PRA 200

Basic writing skills for PR media forms including press releases, public service announcements, memos, letters, speeches, newsletters, short documentaries, social network postings, and audio-visual presentations. **Prerequisite: None**

Public Relations Campaigns PRA 210

Planning and managing public relations campaigns; market research; developing campaign messages and themes; choosing media outlets; accounting for human and technical resources; campaign implementation; multi-media campaigns; campaign management and evaluation; case studies. **Prerequisite: None**

Applied Public Relations PRA 215

Review of wide-ranging case studies and experiences in public relations from around the world; material covers a variety of issues handled by PR departments such as oil spills; medical fiascos; power failures; consumer fraudulence and others. Case study field reports by students. **Prerequisite: PRA 200**

Online Public Relations PRA 310

The Internet as a communication tool; virtual public relations; principles and techniques of online public relations; managing public relations online; the online PR practitioners; virtual PR in the UAE; cases studies. **Prerequisite: MCM-310**

Public Relations Management PRA 315

The concept of PR management; PR department organizational models; planning PR activities and functions; strategic management in public relations; operational plans; human resource development;

market research; customer relations management; PR management workflow; case studied. **Prerequisite: PRA 200**

Corporate Publications Design PRA 320

Fundamentals of design; computer-based design skills of wide ranging publications used in corporate communications including newsletters, brochures, magazines, posters. Adobe design software, lab-based work; field visits; practical production of corporate publications designs; case studies. **Prerequisite: PRA 200**

Organizational Communication PRA 410

Organizational communication theories; forms, channels and processes of organizational communication; vertical and horizontal communication channels; aligning communication effectiveness with organizational performance; grapevine communications; channels; organizational effectiveness; case studies. **Prerequisite: PRA 315**

Graduation Project in Public Relations PRA 420

Students produce a graduation project reflecting their knowledge and expertise in public relations under the supervision of their instructor. A team of specialized faculty members evaluates projects before it is presented to an audience of students. **Prerequisite: Graduating Semester**

Strategic Communications PRA 205

The concept of strategic communications; developing PR strategies; strategic goals and values; accounting for internal and external factors; SWOT analysis; aligning PR strategies with organizational goals; market research; managing PR strategies; stakeholders' concerns and interests; case studies. **Prerequisite: PRA 210**

Protocol PRA 225

The concept and practice of protocol in modern institutions and events; protocol models and perspectives; protocol methods and procedures; types of protocol; formal and informal protocol; protocol management. Case studies. **Prerequisite: PRA 200**

Social Marketing PRA 330

The concept of social marketing in modern societies; theories of social marketing; social marketing campaigns; audience research; planning social marketing; message development, production and diffusion; evaluation; social marketing case studies. **Prerequisite: PRA 215**

International Public Relations PRA 425

Public relations as a trans-national human relations activity; development of international public relations; theories of international public relations; methods and techniques of International PR; managing international PR; international PR in the age of globalization; case studies. **Prerequisite: MCM-100**

Advertising Courses

Advertising Copywriting ADV 200

Basic writing skills for PR media forms including press releases, public service announcements, memos, letters, speeches, newsletters, short documentaries, social network postings, and audio-visual presentations. **Prerequisite: None**

Print Advertising ADV 210

Advertising as a marketing tool; historical development of advertising into the ICT age; advertising techniques in print media; advertising and society issues; advertising research; international advertising; print advertising project. *Prerequisite: None*

Digital Advertising ADV 230

Cyberspace as an advertising opportunity; digital tools for online advertising; copywriting for online advertising; market research for online advertising; online advertising outlets; digital advertising project. *Prerequisite: ADV 210*

Promotional Techniques ADV 310

The concept of promotion as an advertising and marketing technique; planning promotion campaigns; developing appropriate messages; selecting appropriate channels; promotional activities in commercial and public-service sectors; evaluating promotion effects. Case studies. *Prerequisite: None*

Advertising Strategies ADV 320

Cyberspace as an advertising opportunity; digital tools for online advertising; copywriting for online advertising; market research for online advertising; online advertising outlets; digital advertising project. *Prerequisite: ADV 210*

Advertising Campaigns ADV 330

The concept of advertising campaigns; developing goals and objectives; developing appropriate media messages; selecting appropriate channels; understanding our target audience; managing advertising campaigns; cases studies. *Prerequisite: ADV 210.*

International Advertising ADV 410

International advertising process and dynamics; business, ethical and cultural considerations in international advertising; case studies in international advertising; research for international advertising; enduring issues in international advertising; research report. *Prerequisite: ADV 200.*

Advertising Graduation Project ADV 420

Students produce a graduation project reflecting their knowledge and expertise in advertising under the supervision of their instructor. Projects are evaluated by a team of specialized faculty members before it is presented to an audience of students. *Prerequisite: Graduating Semester*

Broadcast Commercials ADV 215

Radio and television commercials; production processes; broadcast advertising as business; production crew and technical requirements; production and marketing management; relations with clients and agencies; market research; broadcast advertising project. *Prerequisite: ADV 200.*

Billboards ADV 220

The concept of billboard as an advertising tool; types of billboards; planning billboard design and content; measuring billboard effects; case studies. *Prerequisite: ADV 210.*

Integrated Marketing Communications ADV 315

Integrated marketing communication (IMC) theories; combining different IMC forms; handling IMC in advertising; public relations and marketing; IMC strategies and campaigns; case studies; IMC project. *Prerequisite: ADV 310.*

Consumer Behavior ADV 325

Theories of consumer behavior; methods of studying consumer behavior; factors bearing on consumer behavior; using knowledge of consumer behavior to support marketing campaigns; consumer and market fragmentation; case studies. **Prerequisite: ADV 310.**

Course description for the English Language & Translation

Reading Skills LNG 111

Introduces active reading. Using excerpts from literature, essays, articles and technical writing. Provides; Finding the Main Idea, Determining Essential Information, Chronological Order, Defining Vocabulary in Context, Difference between Fact and Opinion, Similarities and Differences, Point of View, Diction Style, Word Power, Finding the Implied Main Idea, Assuming Causes and Predicting Effects, Finding Meaning in Literature, and Drawing Conclusions. Offers on line practice as well as Pretest and Posttest and answer keys. **Prerequisite: None**

Speech & Business Communication LNG 211

Develops communication skills needed for professional work in business, industry and corporate environment. The course offers genres of business correspondence such as memos, letters, and forms in addition to effective speech communication involving informative, persuasive and ceremonial speeches. **Prerequisite: LNG 172**

Speech & Business Communication (Arabic Medium) ARA 212

يهدف هذا المساق إلى تطوير مهارات التواصل الكتابية والشفوية والتعبيرية اللازمة للأعمال الإدارية والمتطلبات المواكبة لسوق العمل لأنه يطرح طرقاً متنوعة للتواصل الوظيفي الداخلي المتمثل بـ (كتابة رسائل الأعمال الإدارية والإلكترونية والتقارير والمذكرات ومحاضر الاجتماع والاستمارات المهنية) كما سيسلح الطالب بالمعرفة والتطبيق الخاص بتقنيات التواصل الشفهي من خلال التركيز على مهارات متمثلة في الإقناع، المحادثة، الحوار، المقابلة.. ويتم تشجيع الطلاب على التفكير في تطوير وسائل الاتصال الوظيفي في ضوء المتغيرات السريعة لمواكبة التطور التكنولوجي. **المتطلب السابق: GED-296**

English Writing Skills LNG 221

Aims at excellent writing skills to effectively communicate in writing by covering capitalization, commas and sentence parts, semicolons and colons, apostrophes and dashes, quotation marks, verb tenses, using verbs to create strong writing subject-verb agreement, using pronouns, problem verbs and pronouns, modifiers, easily confused word pairs, diction, and communicating ideas. It offers a pre-post test to help students to assess themselves. **Prerequisite: LNG 172**

English Grammar LNG 223

It provides basic grammatical concepts. Examines syntactic issues including; Categories, Phrases, Functions in the sentence, Functions of prepositions and particles, The structure of the verb group (VGP) in the VP, Finite clauses, Non-finite clauses, The structure of the PP, AdjP, AdvP, and NP, Clauses as parts of NPs and AdjPs, and Special sentences. **Prerequisite: LNG 171**

Introduction to General Linguistics LNG 231

This is a course for students who are interested in the nature of human language. The goal of the course is to give students the basic ingredients necessary for pursuing studies or careers which could involve linguistic analysis. This is a year-long course where we will explore a major theoretical school of linguistics, define introductory grammatical concepts involved in morphology, phonetics/phonology, syntax, semantics. Once these are defined, the student will be able to assign patterns and rules (which will be understood as "Grammatical rules) to linguistic data from a variety of languages. We will also explore the relevance of these "Grammatical concepts and analyses in neurolinguistics, child language acquisition, and sociolinguistics. **Prerequisite: LNG 172**

Syntax LNG 232

Introduction to the practical analysis of English sentence structure. Key concepts such as constituency, category and function are carefully explained as they are introduced. It includes many in-text, end-of-chapter and further exercises, making it also suitable for self-directed study. **Prerequisite: LNG 231**

LNG 233 Phonetics

This course provides an overview of human speech sounds, including their articulatory, auditory, and acoustic properties. Laboratory exercises in transcription, production and auditory discrimination will complement theoretical content. At the end of the course, students will be able to describe and transcribe speech sounds from English as well as other languages, using the International Phonetic Alphabet. In addition, students will have a basic understanding of acoustic phonetics and have some ability to recognize speech sounds using spectrograms. **Prerequisite: LNG 223**

LNG 234 Pragmatics

Provides the students with the basic ideas in Pragmatics. Provides them with the pragmatic principles of English language, such as politeness and speech acts. Presents the field in an easy practical way. The course has a very strong pedagogic orientation. **Prerequisite: LNG 231**

LNG 235 Discourse Analysis

Introduces students to discourse analysis. Provides Building Tasks, Tools of Inquiry and Discourses, Tools of Inquiry and Discourses, Form-Function correlation, Situated Meaning and Figured Worlds, Context, Discourse Analysis, Processing and Organizing Language. Incorporates both a theory of language-in-use and a method of research. **Prerequisite: LNG 231**

LNG 331 Semantics

Introduces key topics in the field, including sense and reference, simple logic, word meaning and interpersonal meaning as well as non-literal language and metaphor. In a simple, step-by-step fashion, through activities and feedback, students are guided to the different types of meaning. **Prerequisite: LNG 231**

LNG 332 Sociolinguistics

Introduces the students to the field of sociolinguistics. Offers Linguistic Variations and Multilingual Notions, Regional and Social Dialects, Language Change, Style, Context and Register, Speech Functions, Politeness and Stereotypes, Speech Functions, Politeness and Stereotypes, Language, Cognition and Culture as well as other interesting topics. **Prerequisite: LNG 231**

LNG 333 Morphology and Lexical Semantics

Explores the meanings of morphemes and how they combine to form the meanings of complex words. Shows how semantics is essential for a proper theory of word formation. Some of the most complex issues in current morphology, such as polysemy, the multiple-affix question, conversion/zero-derivation, or semantic mismatches in derivation are explored. These are covered step-by-step and using a series of case studies from English. **Prerequisite: LNG 231**

LNG 334 Error Analysis

Introduces the concepts and issues in error analysis. Provides major contrasts at various levels. Shows how to analyze errors committed by Arab learners learning English. **Prerequisite: LNG 223**

LNG 432 Applied Linguistics

Introduces students to the field of applied linguistics. Gives a concise but comprehensive overview of the main concerns of applied linguistics through offering a survey including Applied linguistics, Prescribing and

describing: popular and academic views of 'correctness', Language in the contemporary world, English language teaching, Language and communication, Context and culture, Persuasion and poetics; rhetoric and resistance, Past present, and future directions. **Prerequisite: LNG 231**

LNG 321 Advanced English Grammar

Extension of **ENG 223 English Grammar** course. Focuses specifically on the complexities of grammatical choices. It is intended for advanced students of English. Through 100 Units the particular areas of grammar are offered. Some sections within each unit focus on the particular use of a grammatical pattern. With answers and CD-ROM, it is workable for self-study. The CD-ROM includes many exercises that reinforce the language learned in the book and the Key helps monitoring progress. **Prerequisite: LNG 223**

LNG 421 Advance English Writing

Develop students' writing skills by focusing on micro- and macro- skills of writing thus leading to better communication in written English. The topics included cover areas such as spelling, word choice, sentence structure, punctuation, paragraph and essay writing. It enhances students' skills in organizing essays and provides them with a wide range of strategies which they would need through the process of writing. The course also provides extensive practice of the skills introduced. **Prerequisite: LNG 221**

LNG 441 Literature English

Introduces literature from ancient times to the eighteenth century with the intent to help them read analyze and appreciate World Literature masterpieces. Offers a variety of literary genres from different cultures. **Prerequisite: LNG 172**

TRA 361 Introduction to Translation

The course aims at introducing the basic techniques and explanations of translation and how to use them. The notions of style, context and register are incorporated. The course also introduces contrastive analysis with emphasis on English and Arabic. **Prerequisite: LNG 172**

TRA 362 English / Arabic Translation

An extension to the course TRA 361 Introduction to Translation. Further the knowledge and skills of translating. Includes English-Arabic text translation, legal, literary, technical, scientific as well as detached exposition texts in addition to revising and editing. **Prerequisite: TRA 361**

TRA 363 Arabic / English Translation I

Introduces translation from Arabic into English. Enables the students to recognize linguistic differences between Arabic and English. Gives practice to translate simple samples of different text genres from Arabic into English. **Prerequisite: TRA 361**

TRA 364 Consecutive Interpreting I

Introduces to consecutive interpreting. Through step-by-step the beginner learns what consecutive interpreting is, how to analyze speech, how to split ideas, to begin taking notes, continue taking notes and speak from notes. Symbols and memory prompts will assist what to note. Then the student will learn how to fine tune his notes. The direction of interpreting is from English to Arabic. **Prerequisite: TRA-361**

TRA 461 Theory of Translation

Examines key aspects of theories in translation in a chronological approach to assist students to understand the process involved in translation. Raises 'awareness that there are valuable ways of approaching translation.' Through main points of the chapters, summaries, discussion points and exercises students are led to critically read and discuss topics including, but not limited to: equivalence, purposes, descriptions, uncertainty, localization, and cultural translation. Besides classroom activities, a companion website of the book enables the course to be self study. **Prerequisite: TRA 464**

TRA 462 Translation Issues in Language and Law

Introduces legal matters. Offers legal language and law cultures, handles legal discourse in the modern world and displays concrete problems in legal translation. Gives practice in legal issues and by translating legal documents [in Arabic to English](#). **Prerequisite: TRA 361**

TRA 463 Consecutive Interpreting II

An extension to Course TRA 364 Consecutive Interpreting I. Comprehensive overview of numerous techniques and explanations of interpretation and how to use them. The excerpts from speeches given as examples make reading stimulating and show real-life aspects. Helps students give short speeches and interpreting them from English to Arabic and from Arabic to English. Assists students to start preparing for governmental and business settings. **Prerequisite: TRA 364**

TRA 464 Arabic / English Translation II

Extension of the course TRA363 Arabic-English Translation II. Enables the students to deal with more complex Arabic terminological and structural texts. Further practice for translating different text genres from Arabic into English and produce the translations using coherent and cohesive English language with the appropriate register. **Prerequisite: TRA 363**

TRA 475 Graduation Project in Translation

The Graduation Project assesses the student-translators' level of competency in their employability skills. Its completion with high estimation as well as the rest of the requirements enables the student-translators to obtain their BA Degree in English. Their knowledge, skills and expertise are expected to bloom in this long and remarkable assignment. A hundred pages either from English to Arabic or from Arabic to English from a book related to their study areas or probable area in the job market of their interest is chosen by the students, the Chair Person and Professor Supervisor to be translated by the students who concurrently attend the specified classes and complete the scheduled assignments. **Prerequisite: Graduating Semester**

TRA 465 Literary Translation

Introduces students to the different styles of literary translation from English to Arabic including prose, poetry and drama. Provides techniques for translation. Offers some work-life skills and assists students to avoid pitfalls and solve problems. Provides students with an opportunity to translate English literary texts into Arabic. **Prerequisite: TRA 361**

TRA 466 Media Translation

Introduces the students to Media language enabling them to translate texts from English media into Arabic. The course covers study of vocabulary specific to the context of media, the function of derivatives, and finding Arabic equivalents of words and expressions. **Prerequisite: TRA 361**

LNG	161	مهارات الإتصال باللغة الإنجليزية (1)
This course is designed to develop the students' English background and enhance their linguistic understanding. It focuses on the four basic language skills: listening, speaking, reading and writing. The teacher's main emphasis is on the level of the learners' writing and accuracy, which are the core of English language. The mastery of grammar undoubtedly paves the way to accumulate a good command of English.		
LNG	161	مهارات الإتصال باللغة الإنجليزية (2)
This course is a continuation of LNG 161. All students should have passed level one. It also focuses on the basics of English grammar, especially the writing skill. Pre-requisite: LNG 162		
GED	198	الثقافة الإسلامية
يركز هذا المساق على أساسيات الفكر الإسلامي وتأثيره على المجتمع مع إعطاء خلفية لأبرز المفكرين الإسلاميين قديماً وحديثاً ، كما يركز على القضايا الأخلاقية وفهم الإسلام وتطبيقه في جميع مجالات الحياة الاقتصادية والاجتماعية وكذلك في القضايا المشتركة مع الديانات الأخرى ، ومناقشة التحديات المعاصرة للإسلام وكيف يواجه المسلمون هذه التحديات .		
GED	199	مجتمع دولة الامارات العربية المتحدة
هذا المساق يعتبر مقدمة لمجتمع الإمارات في جوانبها السياسية والجغرافية والثقافية والديموغرافية والاجتماعية. ويتم تشجيع الطلاب على التفكير في تطور المجتمع في ضوء المتغيرات السريعة التي أحدثتها الحداثة والعولمة. وتشمل المواضيع : جغرافيا وتاريخ الإمارات ، وجوانب من الحياة السياسية والاقتصادية والتنمية الاجتماعية ، والحياة الثقافية قبل وبعد اتحاد دولة الإمارات العربية المتحدة.		
SWS	101	مدخل إلى برمجيات الحاسوب
يهدف هذا المساق إلى التعرف على جهاز الكمبيوتر والمفاهيم الأساس لتقنية المعلومات واكتساب الطالبة المهارات الكاملة لاستخدام نظام ويندوز وإدارة الملفات، وتأهيلها لاستخدام برامج المكتب كالتعامل مع النصوص واستخدام الجداول وإجراء المعادلات الحسابية واستخدام الجداول وإجراء المعادلات الحسابية واستخدام وسائل العرض المختلفة. وأساسيات البحث في شبكة الإنترنت باستخدام متصفح للإنترنت. على استخدام البريد الإلكتروني في استقبال وإرسال الرسائل وربط المستندات مع رسائل البريد الإلكتروني.		
GED	125	النظم الإيكولوجية وصحة الإنسان
يقدم هذا المساق المفاهيم الرئيسية للنظم الإيكولوجية والصحة، وإذ تشدد على كيفية الارتباط والآثار المترتبة على هذه العلاقة للإنسان. يقوم الطلاب باستكشاف العلاقات بين النظم الإيكولوجية والصحة. ويوفر هذا المساق المعارف والمهارات والنهج ذات الصلة لحل المشاكل في الإعدادات الشخصية والمهنية. وتشمل المواضيع: مقدمة في النظم الإيكولوجية، علم البيئة ، العلوم البيئية، وعلوم الصحة، طرق تقييم المرضى، الطرق التقييمية للبيئة، أساليب التقييم البيئي، والتخطيط لتجنب إلى أساليب تقييم المريض إيكولوجيا والعلوم البيئية وعلوم الصحة، والنظم الإيكولوجية والتخطيط للحيلولة دون حدوث العدوى للنظم البيئية والإنسان.		
GED	145	مهارات الدراسة الجامعية
يعرض المقرر تقنيات مختلفة من مهارات التعلم اللازمة لتيسير نقل تعلم الطالب من مستوى الدراسة الثانوية الى الجامعية. حيث يستطيع الطالب أن يتحصل من خلالها على طريقته الخاصة في التعلم والتلقى مع معرفة مواقع الضعف والقوة لكل منها، إدارة الوقت، التحكم بالذات، إعداد ملفات المساقات، جمع وتصنيف المعلومات، العمل الجماعي، التدريب الذاتي وتقنيات الإتصال .		
GED	205	علم النفس في الحياة اليومية
يهدف المساق الى تحسين قدرة الطلاب على تحليل وتقييم أنواع الحجج والتأكيدات التي تواجههم في حياتهم اليومية. ويتم التركيز على المنطق غير الرسمي للغة كل يوم، ولكن يتم مناقشة المنطق الرسمي. وتشمل المواضيع: لغة الحجج، تحليل الحجج، وصحة وسلامة، ومشاكل تتعلق بالتفسير، الحجج غير الاستنتاجية استخدام وإساءة استخدام الإحصاءات وتفسيرات نظريات تجريبية، نظريات المفاهيم والتعاريف.		
GED	252	التفكير النقدي
يهدف المساق الى تحسين قدرة الطلاب على تحليل وتقييم أنواع الحجج والتأكيدات التي تواجههم في حياتهم		

اليومية. ويتم التركيز على المنطق غير الرسمي للغة كل يوم، ولكن يتم مناقشة المنطق الرسمي. وتشمل المواضيع: لغة الحجج، تحليل الحجج، وصحة وسلامة، ومشاكل تتعلق بالتفسير، الحجج غير الاستنتاجية استخدام وإساءة استخدام الإحصاءات وتفسيرات نظريات تجريبية، نظريات المفاهيم والتعاريف.

GED 265 حقوق الإنسان في الإسلام والمواثيق الدولية

يشمل هذا المساق التعريف بالحقوق وأقسامه، وحقوق الإنسان، وموقعها بين الحقوق الأخرى، ومراسل تطورها، وعالميتها، ووسائل حمايتها في المواثيق الدولية والشريعة الإسلامية

توصيفات مساقات برنامج البكالوريوس في الآداب/ تخصص اتصال

رقم المساق	MCM 100	اسم المساق	مدخل إلى الاتصال الجماهيري
المتطلب السابق	لا يوجد		
التوصيف	تعريف الاتصال وأنواعه وقنواته ومستوياته، مؤسسات الاتصال الجماهيري الصحفية والإذاعية والتلفزيونية والإلكترونية، التطور التاريخ للاتصال، نماذج الاتصال والتأثيرات الإعلامية، الدور الاجتماعي والثقافي والسياسي للإعلام، نظم الإعلام العربية والعالمية		

رقم المساق	MCM 110	اسم المساق	نظريات الاتصال
المتطلب السابق	MCM 100		
التوصيف	تقديم أبرز النماذج والمناظير النظرية المتعلقة بتفسير الظواهر الاتصالية المؤسسية والسلوكية وتأثيراتها على الأفراد والمجتمع، نماذج الدعاية الإعلامية والجمهور الأسير، نماذج التأثيرات الجزئية، النظريات المعيارية في الإعلام، نظريات تعديل السلوك، نظريات الجمهور الذكي، نظريات الاتصال في عصر الإعلام الجديد، حالات دراسية		

رقم المساق	MCM 120	اسم المساق	مناهج بحوث الاتصال
المتطلب السابق	MCM 110		
التوصيف	مفهوم البحث العلمي في الإعلام والاتصال، العلاقة بين النظرية والمنهج، البحوث الكمية والكيفية، بحوث تحليل المضمون، بحوث المسح الميداني، بحوث التجريبية، بحوث كيفية في تحليل الخطاب ومجموعات التركيز، مراحل البحث العلمي، التعريفات المفهومية والإجرائية، مهارات إحصائية في التحليل، تصميم الاستبانات وصحائف التفرغ، تحديد فئات تحليل المحتوى، نماذج عملية		

رقم المساق	MCM 130	اسم المساق	أخلاقيات الإعلام وتشريعاته
المتطلب السابق	لا يوجد		
التوصيف	القيم الأخلاقية والمعنوية في المجتمع، الخصوصيات الثقافية للقيم الأخلاقية، تطور أخلاقيات الإعلام عبر التاريخ، أخلاقيات الإعلام كموضوع نسبي في العالم، المواثيق الأخلاقية في المؤسسات الإعلامية، قضايا حرية التعبير والمسؤولية الاجتماعية في التشريعات الإعلامية، الخصوصية وحقوق المؤلف وحقوق الوصول للمعلومات وحماية الصحفيين، والحفاظ على سرية المعلومات، قوانين وتشريعات إعلامية مقارنة،		

رقم المساق	MCM 200	اسم المساق	مبادئ علم السياسة
المتطلب السابق	MCM 100		
التوصيف	تعريف علم السياسة، أهمية علم السياسة، مجالات العلوم السياسية، المناهج والطرق التي يمكن أن تستعمل في دراسة الظاهرة السياسية، علاقة علم السياسة بالعلوم الأخرى، النظم السياسية في العالم، حالات دراسية.		

رقم المساق	MGT 202	اسم المساق	أسس الإدارة
المتطلب السابق	لا يوجد		
التوصيف	تعريف الإدارة، نظريات الإدارة الكلاسيكية والحديثة، الإدارة في المؤسسات الحكومية والشركات، عناصر العملية الإدارية، التخطيط الاستراتيجي في الإدارة، إدارة الموارد البشرية والتقنية والمالية، تقارير المتابعة الإدارية، مؤشرات الإنجاز الإداري، حالات إدارية.		

رقم المساق	MCM 210	اسم المساق	المدخل الاجتماعي للإعلام
المتطلب السابق	MCM 110		
التوصيف	الإعلام والتغير الاجتماعي، نظريات ونماذج الإعلام والتنمية، التأثيرات الاجتماعية لوسائل الإعلام المعاصرة، الإعلام والشباب، الإعلام والغزو الثقافي، الإعلام والمرأة، الإعلام والطفولة، مستويات التأثير الاجتماعي لوسائل الإعلام، حالات وتجارب دراسية محلية وعالمية.		
رقم المساق	MCM 220	اسم المساق	المدخل النفسي للإعلام
المتطلب السابق	MCM 110		
التوصيف	نماذج التأثير النفسي لوسائل الإعلام، نظرية الرضا الإعلانية، نموذج التأثير الانتقائي، نموذج فجوة المعرفة، نموذج التعاطف النفسي، نموذج الاستهلاك، نموذج التأطير وتحديد الاجندة، نماذج الاستخدام والإشباع، حالات وتجارب.		
رقم المساق	MCM 230	اسم المساق	مبادئ الاقتصاد
المتطلب السابق	لا يوجد		
التوصيف	التعريف بعلم الاقتصاد وعلاقته بالعلوم الأخرى، وأساليب التحليل الاقتصادي، والمشكلة الاقتصادية وعناصرها، وتطور النظم الاقتصادية، والتنمية الاقتصادية ومشكلاتها، والتحليل الاقتصادي الجزئي، والادخار والاستثمار في النظرية الاقتصادية، والعلاقات الاقتصادية الدولية		
رقم المساق	MCM 310	اسم المساق	الإنترنت والشبكات الاجتماعية
المتطلب السابق	لا يوجد		
التوصيف	تطور الإنترنت كوسيلة اتصال، أنواع الشبكات الاجتماعية، استخدامات الشبكات الاجتماعية، خصائص الشبكات الاجتماعية مقارنة مع وسائل الاتصال التقليدية، تأثيرات الشبكات الاجتماعية على الأفراد والمجتمع، نماذج الاتصال في الشبكات الاجتماعية، حالات ونماذج دراسية.		
رقم المساق	MCM 320	اسم المساق	الحاسب الآلي والتوثيق الإعلامي
المتطلب السابق	لا يوجد		
التوصيف	مفهوم الأرشيف المحوسبة، برمجيات الأرشيف الصحفية والإعلامية، تخطيط الأرشيف الرقمية، بناء الأرشيف الرقمية، الأرشيف للمواد المطبوعة، الأرشيف للمواد السمعية والبصرية، المتطلبات الفنية للأرشيف قواعد البيانات على الإنترنت، نماذج وتجارب.		
رقم المساق	MCM 330	اسم المساق	النقد الأدبي والفني
المتطلب السابق	MCM 100		
التوصيف	مفهوم النقد في التراث الأدبي والفني، عناصر النقد الأدبي والفني، العناصر الفنية للنقد في وسائل الإعلام، العناصر الفكرية للنقد، إعداد تقارير النقد الفني، النقد الأدبي والفني كعمل إبداعي، تطبيقات عملية في النقد الأدبي والفني، ربط النقد الفني والأدبي بالنقد الإعلامي.		
رقم المساق	MCM 410	اسم المساق	الجغرافيا السياسية
المتطلب السابق	MCM 200		
التوصيف	مفهوم الجغرافيا السياسية، نظرية هالفورد ماكيندر حول الأقاليم المفصلية في العالم، علاقة الجغرافية بالصرعات وتوزيع السلطة في الدول وعلى مستوى العالم، تطور مفهوم الجغرافيا السياسية عبر التاريخ، الجغرافيا السياسية والنزاعات الدولية والإقليمية الحديثة، الجغرافيا السياسية وتطور الاتصالات والمواصلات، نماذج وتجارب إقليمية وعالمية.		
رقم المساق	MCM 420	اسم المساق	تاريخ العالم الحديث
المتطلب السابق	MCM 410		
التوصيف	تعريف التاريخ الحديث، الأحداث التاريخية البارزة منذ نهاية القرن الثامن عشر حتى الآن، الحروب العالمية الأولى والثانية، الحرب الباردة، نهاية الحقبة الشيوعية، العولمة والثورة التكنولوجية، أحداث سبتمبر 2001، الأزمة العالمية، أحداث وقضايا العالم العربي في الحقبة الحديثة.		
رقم المساق	MCM 430	اسم المساق	التدريب الإعلامي
المتطلب السابق	81 ساعة		
التوصيف	يقضي الطالب 8 أسابيع في التدريب العملي في إحدى المؤسسات الصحفية أو إدارة العلاقات العامة أو شركة إعلان يتعرف من خلالها على الممارسات العملية في صناعة الإعلام والاتصال تحت إشراف مشرف أكاديمي وآخر ميداني، ويقوم بإنتاج عمل إعلامي ووفق معايير رفيعة.		

مساقات تخصص الصحافة

رقم المساق	JRN 205	اسم المساق	الترجمة الصحفية (1)
المتطلب السابق	لا يوجد		
التوصيف	مبادئ الترجمة الصحفية، خصائص اللغة العربية مقارنة باللغة الإنجليزية، فنون وتقنيات الترجمة الصحفية، المصطلحات والمفاهيم الشائعة في العمل الإعلامي باللغتين العربية والإنجليزية، ترجمة الأخبار السياسية، ترجمة الأخبار الاقتصادية والمالية، ترجمة أخبار الحروب والكوارث، تطبيقات عملية ونماذج.		
رقم المساق	JRN 210	اسم المساق	التصميم الجرافيكي والإخراج
المتطلب السابق	لا يوجد		
التوصيف	مساق متوسط المستوى ، يسعى لإكساب الطلبة مهارات التصميم والإخراج ، ويسعى بصورة مباشرة لتزويد الطلبة بمدخل معرفية حول تصميم الجرافيك نظرياً وعملياً ، والإلمام بالأسس والمبادئ التواصلية والفنية لتصميم المطبوعات ، وعناصر البرمجيات المستخدمة : مثل الفوتوشوب ، وأدوبي وإليستر . ويقدم الطلبة في نهاية المساق ملفاً يتضمن إنتاجهم في التصميم الجرافيكي.		
رقم المساق	JRN 215	اسم المساق	صحافة الإنترنت
المتطلب السابق	MCM-310		
التوصيف	مساق متوسط المستوى ، يسعى إلي تحديد مفهوم صحافة الإنترنت وأنواعها ومزاياها . كما يستعرض نشأة وتطور صحافة الإنترنت ، والصحف الإلكترونية ، وإنشاء المواقع ، وأسس الكتابة على الويب . ويركز المساق بصفة أساسية على صحافة المواطن ، والمدونات ، مع تطبيقات على صحافة الإنترنت في الوطن العربي والعالم .		
رقم المساق	JRN 305	اسم المساق	الكتابة والتحرير الإخباري
المتطلب السابق	MCM100		
التوصيف	التعريف بالخبر الصحفي وعناصره وأنواعه ومصادره . القيم الأخبائية في المجتمعات المختلفة . وإكساب الطلبة مهارات تجميع وكتابة وتحرير الأخبار للصحافة المطبوعة طبقاً للقواعد النظرية والأسس الفنية . ويركز المساق على التطبيقات العملية والعمل الميداني داخل الجامعة وخارجها		
رقم المساق	JRN 315	اسم المساق	التحرير الصحفي (1)
المتطلب السابق	JRN 305		
التوصيف	مبادئ التحرير الصحفي للصحف والمجلات، مراحل عملية التحرير، اختصار وإعادة كتابة الأخبار، مبادئ الكتابة التحريرية الرصينة، تحرير أخبار وكالات الأنباء، تطبيقات عملية ونماذج.		
رقم المساق	JRN 410	اسم المساق	السرور الرقمي
المتطلب السابق	JRN 305		
التوصيف	تعريف مفهوم السرور الرقمي في عالم الاتصال التفاعلي متعدد الوسائط، الوسائط المتعددة وأنواعها وتطبيقاتها الإعلامية، استخدام الوسائط المتعددة في التعبير البصري، عناصر أسلوب السرور الرقمي، المتطلبات الفنية للسرور الرقمي، نماذج تطبيقية في السرور الرقمي متعدد الوسائط، مشروع تطبيقي		
رقم المساق	JRN 420	اسم المساق	تصميم مواقع الشبكة العنكبوتية
المتطلب السابق	JRN 215		
التوصيف	عناصر التصميم للمواقع الإلكترونية، برمجيات التصميم بلغة HTML، العناصر الفنية المطلوبة لبناء موقع الأنترنت، أدوات التصميم والبناء، عناصر الألوان والخطوط، الصور والنصوص، المحتوى الديناميكي برنامج فلاش ودريمويفر، تطبيقات عملية ونماذج.		
رقم المساق	JRN 430	اسم المساق	مشروع تخرج في الصحافة
المتطلب السابق	فصل التخرج		
التوصيف	مساق متقدم المستوى ، يطرح في فصل التخرج ، حيث يوظف الطلبة أسس التفكير النقد ، ومهارات الاتصال المتقدمة لإعداد مشروع بحث يتسم بالأصالة والتميز والإبداع في مجال الصحافة المطبوعة أو الإلكترونية . طبقاً لقواعد الممارسات الصحفية وأخلاقيات المهنة يقسم طلبة السنة النهائية إلى مجموعات كل مجموعة تختار عنواناً لمشروع التخرج تحت إشراف أستاذ المساق بحيث يقضي بإنتاج كل مجموعة من الطلاب لصحيفة مطبوعة أو الكترونية حقيقية ويكون كمعمل تدريب للطلاب على العمل الصحفي الحقيقي.		
رقم المساق	JRN 207	اسم المساق	التحرير الصحفي (2)
المتطلب السابق	JRN 315		
التوصيف	تحرير المواد الصحفية المتخصصة، تحرير الأخبار والمواد السياسية، تحرير الأخبار الاقتصادية،		

تحليل التحقيقات والريور تاچات، تحرير اللقاءات الصحفية، تحرير المواد المترجمة، نماذج وتطبيقات عملية.

رقم المساق	JRN 217	اسم المساق	الترجمة الصحفية (2)
المتطلب السابق	JRN 205		
التوصيف	ترجمة الأخبار المتخصصة، الترجمة من العربية إلى الإنجليزية، الترجمة التحريرية، ترجمة التحقيقات والمقالات الصحفية، نماذج وتطبيقات عملية.		
رقم المساق	JRN 317	اسم المساق	التصوير الرقمي
المتطلب السابق	MCM 100		
التوصيف	تاريخ الكاميرا كأداة تعبير بصرية، الخصائص الفنية للكاميرا، أنواع الكاميرات ومكوناتها، لقطات وحركات الكاميرا وزواياها، الصورة الصحفية، معايير الصورة الصحفية الناجحة، الكاميرا الرقمية، الجوانب الإبداعية في التصوير الصحفي، استخدام برمجيات تعديل الصورة الحاسوبية، نماذج وتطبيقات عملية.		
رقم المساق	JRN 318	اسم المساق	الاندماج الإعلامي
المتطلب السابق	JRN 215		
التوصيف	اتجاهات التطور التكنولوجي بي صناعات الاتصالات والإعلام والحاسوب، مفهوم وتجليات الاندماج التكنولوجي، تأثيرات الاندماج التكنولوجي في الاقتصاد والثقافة، التأثيرات الإعلامية للاندماج التكنولوجي، الإنترنت كمنصة للاندماج التكنولوجي، حالات دراسية ونماذج.		

رقم المساق	JRN 435	اسم المساق	الصحافة في دولة الإمارات
المتطلب السابق	MCM 100		
التوصيف	التطور التاريخي للإعلام في دولة الإمارات منذ منتصف القرن الماضي، السياسات والتشريعات الإعلامية في الإمارات، دور الإعلام في تعزيز التنمية الوطنية والهوية الثقافية، أبرز المؤسسات والشخصيات الإعلامية، الهياكل التنظيمية لقطاع الإعلام، التطور التكنولوجي، الإعلام كقطاع اقتصادي، المدن الإعلامية الحرة، التدريب والتأهيل الإعلامي، تحديثات الإعلام والهوية.		

مساقات تخصص العلاقات العامة

رقم المساق	PRA 200	اسم المساق	الكتابة للعلاقات العامة
المتطلب السابق	لا يوجد		
التوصيف	مبادئ الكتابة للعلاقات العامة، الفرق بين الكتابة للعلاقات العامة والكتابة الصحفية، كتابة البيانات الصحفية، كتابة الخطابات والرسائل، كتابة إعلانات الخدمة العامة، كتابة نصوص العروض التقديمية، كتابة نصوص الأفلام الوثائقية، نماذج دراسية متنوعة.		

رقم المساق	PRA 210	اسم المساق	حملات العلاقات العامة
المتطلب السابق	لا يوجد		
التوصيف	مفهوم حملة العلاقات العامة، تخطيط حملات العلاقات العامة، عناصر حملات العلاقات العامة، الموارد البشرية والفنية المطلوبة، بحوث الجماهير، إعداد الرسائل الإعلامية والاتصالية، تنفيذ حملات العلاقات العامة، إدارة حملات العلاقات العامة، تقييم حملات العلاقات العامة، حالات دراسية محلية وعالمية.		

رقم المساق	PRA 215	اسم المساق	العلاقات العامة في المجال التطبيقي
المتطلب السابق	PRA 200		
التوصيف	تجارب عملية في العلاقات العامة، العلاقات العامة في المؤسسات الحكومية، العلاقات العامة في المؤسسات الاقتصادية والمالية، العلاقات العامة في المؤسسات الصحية، العلاقات العامة الدولية، العلاقات العامة في الطوارئ والأزمات، تجارب ودروس مستخلصة.		

رقم المساق	PRA 310	اسم المساق	استخدام الإنترنت في العلاقات العامة
المتطلب السابق	MCM 310		
التوصيف	مفهوم العلاقات العامة الافتراضية، الإنترنت كبوابة للعلاقات العامة، وسائل الاتصال في العلاقات العامة الافتراضية، بنائ بوابات الكترونية للعلاقات العامة، المحتوى الإعلامي في بوابات العلاقات العامة، مزايا العلاقات العامة الافتراضية مقارنة بالتقليدية، نماذج وتطبيقات عملية في العلاقات العامة على الإنترنت.		

رقم المساق	PRA 315	اسم المساق	إدارة العلاقات العامة
المتطلب السابق	PRA 200		
التوصيف	عناصر العملية الإدارية، نماذج الإدارة الكلاسيكية والحديثة، الهياكل التنظيمية في العلاقات العامة، الموارد البشرية والمالية المساندة، التخطيط في العلاقات العامة، الخطط الاستراتيجية والتشغيلية، تنسيق الأنشطة والفعاليات الأحداث الخاصة، بناء العلاقات التشاركية مع المؤسسات والمجتمع، تعزيز قنوات الاتصال الداخلية والخارجية، تقييم العمل في العلاقات العامة، نماذج وحالات دراسية.		
رقم المساق	PRA 320	اسم المساق	تصميم المطبوعات الإعلامية
المتطلب السابق	PRA 200		
التوصيف	بناء الصورة الذهنية والمؤسسية، عناصر وأدوات تصميم المطبوعات لتعزيز الصورة المؤسسية، العناصر الفنية والإبداعية، مقومات الصورة المؤسسية والذهنية، تحويل عناصر الصورة إلى مخرجات مطبوعة، البرمجيات والتجهيزات المطلوبة في التصميم، إعداد الرسائل الإقناعية الفاعلة، الجوانب النفسية والاجتماعية والثقافية لبناء الصورة المؤسسية، نماذج وحالات دراسية.		
رقم المساق	PRA 410	اسم المساق	الاتصال التنظيمي
المتطلب السابق	PRA 315		
التوصيف	مفهوم الاتصال التنظيمي في المؤسسات الحكومية والخاصة، نظريات الاتصال التنظيمي، قنوات ونماذج الاتصال التنظيمي في المؤسسات، فاعلية الاتصال التنظيمي في المؤسسات، دور العلاقات العامة في تعزيز الاتصال الداخلي، تخطيط أنشطة الاتصال التنظيمي في المؤسسات، تنفيذ أنشطة الاتصال التنظيمي، الوسائل الشخصية والمطبوعة والإلكترونية، نماذج وحالات دراسية.		
رقم المساق	PRA 420	اسم المساق	مشروع تخرج في العلاقات العامة
المتطلب السابق	فصل التخرج		
التوصيف	يقوم الطالب تحت إشراف مدرس المساق بتنفيذ مشروع في الإعلان يجسد فيه كل ما تعلمه من معارف واكتسبه من خبرات خلا دراسته الجامعية في تخصص العلاقات العامة من خلال إنتاج مشروع في هذا المجال.		
رقم المساق	PRA 205	اسم المساق	الاتصال الإستراتيجي في العلاقات العامة
المتطلب السابق	PRA 210		
التوصيف	مفهوم الاتصال الإستراتيجي في المؤسسات الحكومية والخاصة، عناصر التخطيط الإستراتيجي في العلاقات العامة، الخطط التشغيلية في العلاقات العامة، بناء السمعة والهوية المؤسسية في العلاقات العامة، بحوث السوق والجمهور، المكونات الإعلامية والإدارية للعلاقات العامة الإستراتيجية، نماذج وحالات دراسية.		
رقم المساق	PRA 225	اسم المساق	المراسم والبروتوكول
المتطلب السابق	PRA 200		
التوصيف	مفهوم المراسم والبروتوكول في الأنشطة والمؤسسات الحديثة، أنواع البروتوكول، البعد الثقافي للبروتوكول، منهجيات البروتوكول والمراسم، أنواع الأنشطة البروتوكولية، بروتوكول الأنشطة الرسمية، بروتوكول الأنشطة غير الرسمية، إدارة الأنشطة البروتوكولية، نماذج تطبيقية.		
رقم المساق	PRA 330	اسم المساق	التسويق الاجتماعي
المتطلب السابق	PRA 215		
التوصيف	مفهوم التسويق الاجتماعيين الفرق بين التسوق الاجتماعي والتسويق التجاريين نماذج ونظريات التسويق الاجتماعي، الأسس العلمية لأنشطة التسويق الاجتماعي، أنواع ومستويات التسويق الاجتماعي، التسوق الاجتماعي لبناء الصورة الذهنية التسويق الاجتماعي لتعزيز القيم والممارسات الاجتماعية، التسويق الاجتماعي في عصر الإنترنت، تخطيط وتنفيذ أنشطة التسويق الاجتماعي، نماذج وحالات دراسية.		
رقم المساق	PRA 425	اسم المساق	العلاقات العامة الدولية
المتطلب السابق	MCM 100		
التوصيف	العلاقات العامة كمنشآت إنساني عابر للحدود، أنواع ومستويات العلاقات العامة الدولية، الأبعاد الثقافية والاجتماعية للعلاقات العامة الدولية، القضايا الساخنة في العلاقات العامة الدولية، إدارة العلاقات العامة الدولية في عالم متعدد الثقافات، تجارب ونماذج منتقاة.		
تخصص الإعلان			
رقم المساق	ADV 200	اسم المساق	كتابة النصوص الإعلانية

لا يوجد	المتطلب السابق
مبادئ كتابة نصوص الإعلانات الصحفية والإذاعية والتلفزيونية، أسلوب إعداد النصوص المقروءة، أسلوب إعداد السيناريو المسموع، أسلوب إعداد السيناريو الإعلاني البصري، تطوير الفكرة الإبداعية وتحولها لنص إعلاني، خصائص النصوص الإعلانية، تحرير النصوص الإعلانية، نماذج وحالات تطبيقية.	التوصيف
ADV 210	رقم المساق
اسم المساق	الإعلان المطبوع
لا يوجد	المتطلب السابق
مفهوم الإعلان في الصحف والمجلات، عناصر تصميم الإعلان، مراحل تصميم الإعلان، برمجيات تصميم الإعلان الصحفي، دمج عناصر الإعلان النصية والجرافية، التأثير الإعلاني، تطبيقات عملية في إنتاج الإعلانات المطبوعة، نماذج تطبيقية.	التوصيف
ADV 230	رقم المساق
اسم المساق	الإعلان الرقمي
ADV 210	المتطلب السابق
ورشة عمل في الإعلان باستخدام برمجيات الإنتاج الرقمي، الوسائط المتعددة في الإعلان، أنواع الوسائط المتعددة، تطبيقات الوسائط المتعددة في الإعلان، النصوص والفيديو والصوت والصور والرسومات المتحركة، النشر على الشبكة، نماذج وتطبيقات وحالات دراسية.	التوصيف
ADV 310	رقم المساق
اسم المساق	فنون الترويج
لا يوجد	المتطلب السابق
مفهوم الترويج كمنشأ إعلاني، عناصر العملية الترويجية ومراحلها، أنواع وأهداف الأنشطة الترويجية، بحوث السوق والجمهور، اختيار القنوات المناسبة، تطوير الرسائل الفاعلة، الأنشطة الترويجية للمنظمات التجارية، قياس تأثير الاستراتيجيات الترويجية، نماذج وحالات دراسية.	التوصيف
ADV 320	رقم المساق
اسم المساق	استراتيجيات الإعلان
ADV 210	المتطلب السابق
مفهوم التخطيط الاستراتيجي في الإعلان، عناصر الاستراتيجية الإعلانية ومراحلها، أنواع وأهداف الاستراتيجيات الإعلانية، بحوث السوق والجمهور، اختيار القنوات المناسبة، تطوير الرسائل الفاعلة، الأنشطة التسويقية والإعلانية للمنظمات التجارية، قياس تأثير الاستراتيجيات الإعلانية، نماذج وحالات دراسية.	التوصيف
ADV 330	رقم المساق
اسم المساق	تخطيط الحملات الإعلانية
ADV 210	المتطلب السابق
مفهوم الحملة الإعلانية في التسويق المتكامل، التخطيط للحملات الإعلانية، العناصر الفنية والفكرية والبشرية للحملات الإعلانية، دراسات السوق، الاستراتيجيات والأهداف، مراحل الحملات الإعلانية، أدوات وقنوات الحملات الإعلانية، متابعة وإدارة الحملات الإعلانية، تقييم تأثيرات الحملات الإعلانية، حالات دراسية ونماذج.	التوصيف
ADV 410	رقم المساق
اسم المساق	الإعلان الدولي
ADV 200	المتطلب السابق
الإعلان في عصر العولمة، الشركات متعددة الجنسية وصناعة الإعلان، تأثيرات الإعلان العابر للحدود، التأثيرات الاجتماعية، التأثيرات الثقافية، التأثيرات الاقتصادية، الهيمنة الثقافية وتعزيز الاعتمادية والاستهلاك، اللاعبون الرئيسيون في الساحة الدولية، النظريات العامة للإعلان الدولي، استجابة المجتمعات للإعلان الدولي العابر للحدود، حالات ودروس.	التوصيف
ADV 420	رقم المساق
اسم المساق	مشروع تخرج في الإعلان
فصل التخرج	المتطلب السابق
يقسم طلبة السنة النهائية إلى مجموعات كل مجموعة تختار عنواناً لمشروع التخرج تحت إشراف أستاذ المساق ليحسد فيه طلبة المجموعة كل ما تعلموه ويضعون فيه كل ما اكتسبوه من خبرات ليأخذ هذا المساق شكل محاكاة تطبيقية لما سيمارسه الطلبة في سوق العمل حيث يتم العمل عادة في صورة جماعية	التوصيف
ADV 215	رقم المساق
اسم المساق	الإعلان الإذاعي والتلفزيوني

ADV 200	المتطلب السابق
مفهوم الإعلان في الراديو والتلفزيون، عناصر الإنتاج الإعلاني في الراديو والتلفزيون، الكاميرا وأجهزة المونتاج الرقمية للصوت والفيديو، تطوير فكرة الإعلان، التخطيط وحصر الموارد البشرية والفنية، إعداد النصوص الإعلانية، توفير المادة المرئية، إخراج المادة الإعلانية، تأثير الإعلان على المجتمع، حالات دراسية، تدريبات في المختبر.	

ADV 220	رقم المساق	إعلانات الطرق
ADV 210	المتطلب السابق	اسم المساق
مفهوم الإعلان على طرق من خلال اللوحات Billboards، إعداد المحتوى الإعلاني في الطرق، عناصر تصميم إعلان الطرق، قياس تأثير إعلان الطرق، نماذج وتطبيقات عملية.		

ADV 315	رقم المساق	الاتصال التسويقي المتكامل
ADV 310	المتطلب السابق	اسم المساق
مفهوم الاتصال التسويقي المتكامل، الخليط الإعلامي والتسويقي، بحوق السوق الجماهير، تخطيط أنشطة الاتصالات التسويقية، أنواع ومضامين الاتصالات التسويقية، إدارة الاتصالات التسويقية، تنفيذ الأنشطة الاتصالية-التسويقية المتكاملة، الموارد البشرية والفنية، متابعة وتقييم الاتصال التسويقي، حالات دراسية ونماذج.		

ADV 325	رقم المساق	سلوكيات المستهلك
ADV 310	المتطلب السابق	اسم المساق
المدائل النظرية لسلوكيات الاستهلاك، العناصر التي تحكم السلوك الاستهلاكي، تأثير السلوك الاستهلاكي على الأنشطة التسويقية، تطبيق استراتيجيات التسويق واتخاذ القرارات، تجزئة المستهلكين والأسواق وفق فئات معينة، تقييم السلوك الاستهلاكي، نماذج وتطبيقات.		

2. Glossary

Credit Hour (Cr. Hr.): This refers to one lecturer hour or two hours of practical study per week for sixteen weeks.

Courses: This is a program of study presented in lectures or other classes with a fixed number of contact hours per week throughout the semester. Each course is given a title and ID number and is related to other course within an integrated curriculum.

Pre – requisite course: This refers to the course that must be passed by the student before being allowed to register in another course.

Curriculum: This is a full description for the program. It consists of:

- A syllabus of integrated courses that must be passed to fulfill the requirements of the program.
- A practical training period which is integrated into the curriculum.

Semester: This is a teaching period lasting for fifteen weeks excluding the examination period.

Academic year: This is the period devoted to teaching which is determined according to the academic calendar. It consists of the first and the second semester during which an intensive course of study is arranged.

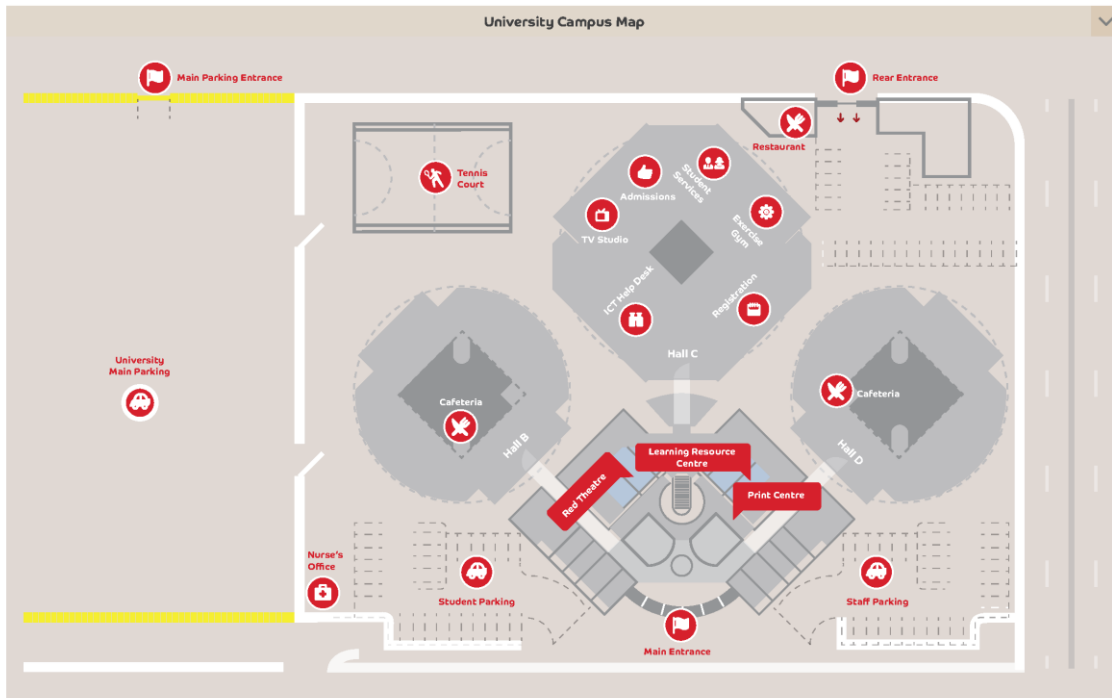
Major: The major is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs. The major usually requires that a student complete a minimum of 30 semester credits (or equivalent) in the subject area. To earn a double major, a student must meet the subject-area requirements of each of the two majors. Typically a student receiving a degree with a major will be issued a diploma that includes the name of the major: for instance, Bachelor of Arts in History or Bachelor of Science in Biology.

Concentration: Concentrations are best thought of as a grouping of courses which represent a sub-specialization taken within the major field of study. For example a student majoring in biology might have a concentration in genetics, or a student in electrical engineering may have a concentration in telecommunications or instrumentation and control. A concentration may be specified on the diploma or in the student's academic record (transcript).

3. University Campus Map



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