

Academic catalogue 2010 - 2011

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Between the years 2000 and 2010 a decade of 30 semesters at M.U.B.S. , a period where determination and facing increasing challenges are the only common factors. The basis of the vision is one, but its dynamics evolve; thus the course of the mission multiplies and the plans and programs become more focused.

It has taken ten years of founding, structuring and setting a clear image of a system consisting of an administration, a faculty, graduates and current students who are bound by a social and cultural desire believing in the importance of the M.U.B.S and its essential role in the community.

The journey of evolving from MECAT to M.U.B.S. is a unique and particular one in the midst of misty ambiguities; it is a journey that sets out from open-mindedness that interacts with modernism and glorifies with pride the achievements of the past where the scope of work is open to new perspectives and not restricted to limited interactions.

For being M.U.B.S to all the Lebanese and Arab youth and for being a pioneer in international openness, it is faithfully committed to preserving the mission of development and progress in an atmosphere of knowledge, creativity, scientific research and the service of the community and of men.



M.U.B.S. BOARD OF TRUSTEES

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UNIVERSITY PRESIDENT PROFESSOR ALI CHEAIB

1 M.U.B.S. Vision, Mission and Goals

1.1 VISION STATEMENT

M.U.B.S. is a regionally prominent university known for integrity, academic quality, research, creative activity, and service to society through educational, cultural and intellectual initiatives.

This vision will be pursued by retaining and graduating competent students with distinctive educational experiences that prepare them to live and contribute effectively in a rapidly-changing global society.

1.2 MISSION STATEMENT

M.U.B.S. is a dynamic higher education institution dedicated to academic excellence and focused on innovative teaching and student-focused learning. M.U.B.S. strives to extend access to high quality university education for students who seek to maximize their academic and professional potential. The mission is fulfilled through innovative programs that encourage intellectual productivity and advancement of knowledge.

M.U.B.S. prepares students for meaningful careers, instills the value of lifelong learning, and develops civic responsibility and public service within a supportive, engaging, and challenging learning environment through the efforts of outstanding faculty members and dedicated staff.

M.U.B.S. targets employed students through offering flexible schedules and reasonable tuition and fees.

1.3 GOALS

- To provide students with the most comprehensive and contemporary information in their field of study.
- To provide students with access to faculty members who will provide assistance and guidance when needed.
- To encourage students to become reflective about professional, personal, and social values.
- To offer and constantly reevaluate comprehensive curricula and co-curricular activities.
- To harmonize M.U.B.S.'s programs with those of other institutions in order to maximize mutual transferability of credits.

2 University Management System

M.U.B.S. has recently launched its Online University Management System (UMS) developed by ITI in Lebanon.

The UMS automates the internal workflow procedures of the university in addition to managing the students' and instructors' processes.

The system is expected to create a more structured organization and to help manage all processes more efficiently and securely.

The UMS presents an academic as well as an administrative solution. The system covers the complete life cycle of a student in the university. Prospective students can benefit from filling an Online Application, Online Entrance Examination Reservation, Online Result & Application Status and finally acquiring their University Email Address.

As for the current university students, UMS manages their processes as well. Registration, Add/Drop, and Withdrawal will be performed online. The dynamic registration rules provided by the UMS facilitate the usage of the system for students i.e. the system displays remedial and prerequisite courses, GPA, maximum credit load, probation & suspension and cross campus registration rules.

Students will also be able to manage their tuition and fees online. UMS generates payment vouchers with due dates. When a student pays at the bank, the status will automatically change to Paid.

The UMS also helps the university faculty manage their classes. Faculty members will benefit from the Online Grading System (enter exam grade, curve exam...), Homework Management, Attendance and many additional features.

3 Admissions

3.1 Contact Information

All correspondence regarding admission should be submitted to the Office of Student Services, Main Campus Damour, Old Saida Road, Tel: 05 601801 / Fax: 05 601667, Beirut Campus: Hamra, Wardieh Square, Tel/Fax: 01 740050; e-mail: info@mubs.edu.lb. Application forms and full information on admission procedures are available from the Offices of Student Services and on the web at www.mubs.edu.lb.

3.2 Admission to the University

3.2.1 Admission Criteria

Modern University for Business & Science recognizes the potential of students with a well-balanced record of academic and extra – curricular activities. The university is interested in applicants possessing a strong academic record, leadership skills, a high level of commitment, and the potential for personal growth.

3.2.2 Refusal of Admission

The university reserves the right to reject any application for admission on the basis of the overall record even if, technically, the entrance requirements are satisfied.

3.2.3 Special Circumstances

In special circumstances, a student lacking the specified requirements may be admitted.

3.3 Admission requirements to The UNDERGRADUATE PROGRAMS

3.3.1 English Entrance Examination

All new students are required to sit for a placement test. The test will classify students on the basis of their results. Students can submit their TOEFL scores if taken (IBT score of 65 is required).

3.3.2 Math Entrance Examination

Students will have to sit for a Basic Math Placement Test which covers the basic mathematical principles (except for students wishing to join the Faculty of Education & Social Work and Graphic Design major). Students who fail the test are required to take a remedial course: MTH101 Basic Math.

3.3.3 Arabic Entrance Examination

Students wishing to join the Faculty of Education & Social Work (Arabic Section) are required to sit for an Arabic Placement Test.

3.3.4 Graphic Design Entrance Examination

Students wishing to join the Graphic Design major are required to take a Graphic Design aptitude test.

3.3.5 Required Documents:

- Application form.
- Three recent passport-size color photographs certified by the mayor.
- One certified copy of the personal civil status record.
- One certified copy of the family civil status record and certificate from the National Social Security office if applicable.
- One certified copy of the Bacc II degree or equivalent.
- One certified copy of the official transcripts of the last three years of study (Tenth, Eleventh and Twelfth grades).
- A non-refundable application fee of L.L 75,000.
- A non-refundable placement test fee of L.L 45,000.

3.4 Admission Requirements to the GRADUATE PROGRAMS:

3.4.1 Admission requirement

Admission to the Graduate programs at M.U.B.S. is based on evidence that the applicant has already attained a certain minimal academic proficiency and has demonstrated the capability for successfully pursuing a Master degree. For applicants to qualify for clear admission to the Master program they must hold a bachelor degree from a fully accredited institution of higher education and have a minimum overall undergraduate grade point average of 2.75.

3.4.2 Required Documents:

- Application form.
- Certified copies of all official certificates or diplomas + official transcripts.
- A photocopy of the identity card, or passport and a family status document for applicants.
- Two letters of recommendation.
- M.U.B.S. Graduate Admission Test.
- TOEFL score (paper-based: 600, computer-based: 250, internet based: 100).
- CV.
- 2 photos.

3.5 Admission requirements to The FRESHMAN PROGRAMS

3.5.1 English Entrance Examination

All new students are required to sit for a placement test. The test will classify students on the basis of their results. Students can submit their TOEFL scores if taken (iBT score of 65 is required).

3.5.2 Math Entrance Examination

Students will have to sit for a Basic Math Placement Test which covers the basic mathematical principles (except for students wishing to join the Faculty of Education & Social Work and Graphic Design major). Students who fail the test are required to take a remedial course: MTH101 Basic Math.

3.5.3 Graphic Design Entrance Examination

Students wishing to join the Graphic Design major are required to take a Graphic Design aptitude test.

3.5.4 Required Documents:

- Application form.
- Three recent passport-size color photographs certified by the mayor.
- One certified copy of the personal civil status record.
- One certified copy of the family civil status record and certificate from the National Social Security office if applicable.
- One certified copy of the official transcripts of the last two years of study (Tenth and Eleventh).
- SAT I & SAT II scores.
- A non-refundable application fee of L.L 75,000.
- A non-refundable placement test fee of L.L 45,000.

3.6 Transfer Students

Students pursuing post-secondary studies at a recognized university or college should present a minimum overall grade point average of 2.0 (or equivalent) on their post-secondary studies to be considered for admission. Please be aware that possession of the minimum requirement does not guarantee admission; students may be expected to present higher grades for admission to any given year. If course work has been completed at multiple institutions, the academic performance at all institutions will be taken into consideration. Transfer applicants must submit a certified grade transcript issued by the university of origin and to enclose the prospectus or course contents of the program they have been engaged in. Please note that the failure to provide a full and complete academic record as relating to post secondary institutions attended may result in the cancellation of your application and/or admission, and/or expulsion once admitted.

3.7 Special Circumstances

Students may be admitted under special circumstances to individual courses which they are qualified to take.

3.8 Graduate Studies

For admission requirements to the Master program please see the previous section 3.4 (Admission Requirement to the Graduate programs).

3.9 Admission to CED

Minimum requirements: Secondary Level Education

Some participants may have the opportunity to enroll in individual courses without applying for the certificate.

4 Fees

The following sections deal with fees, refunds and related matters. Students should read the sections that apply to their situations. Please contact us through the Office of Student Services if you have any questions. Please note that in the event of any conflict between this section and any other section of the calendar concerning fees or their calculation, this section will apply.

Please note that M.U.B.S does not accept responsibility for any loss, damage, or interruption of classes, accommodation or meal service as a result of circumstances beyond the reasonable control of the university.

4.1 Fees and Expenses

4.1.1 Full-time/Part-time Enrollment – Fall and Spring Semester

For fee administration purposes, students enrolled in eleven or more credits in the Fall or Spring, including credits for Continuous Learning courses, are full-time for that term. All other students are part-time for fee administration purposes for that term.

4.1.2 Undergraduate Tuition Fees

Tuition

Tuition/Credit (Computer, Graphic Design & Business)	\$ 130
Tuition /Credit (Education & Social Work)	\$ 110
Freshman Program	\$ 2000 <i>per semester</i>

Fees

Admission Application	\$ 50
Entrance Examination	\$ 30 <i>per exam</i>
Registration Fee	\$ 70
Late Registration	\$ 50
Change of Major	\$ 100
Academic Fees + Insurance	\$ 120
NSSF Fees (when applicable)	\$ 100

A student may not complete registration, graduate or receive any transcripts of records until all dues are paid.

4.1.3 Graduate Tuition Fees

Tuition

Tuition/Credit	\$190
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Fees

Admission Application	\$165
Entrance Examination	\$100
Late Registration	\$50
Academic Fees + Insurance	\$120
NSSF Fees (when applicable)	\$100

A student may not complete registration, graduate or receive any transcripts of records until all dues are paid.

4.1.4 TCEI Fees

- Professional Certificate: \$ 700
- Advanced Certificate: \$ 1350

4.1.5 Financial Regulations:

Refund

If a student withdraws for justifiable reasons after final registration, refund of tuition fees will be made according to the following schedule of withdrawals:

- Before classes begin, 80% of the tuition is refunded.
- During the first two weeks of classes, 65% of the tuition is refunded.
- Tuition is not refunded after the first two weeks of classes.
- Refund policy does not apply during summer session.

Deferred payment

The entire amount due at the time of registration may be paid in two or three installments.

4.2 Payment of Fees

4.2.1 Fall and Spring Payments by Part-Time Students

All fees for courses taken in the Fall or Spring Semester are due and payable at the time of registration.

4.2.2 Fall and Spring Payments by Full-time Students

Students are responsible for payment of fees by the fee deadlines.

4.3 Withdrawals

4.3.1 Withdrawals

Absence from classes does not constitute withdrawal.

Full-time students who wish to withdraw from the University must begin the process with the admission office in student services directorate. Withdrawal is not effective until the Director of Student Services has approved the withdrawal request. The date of withdrawal for the purpose of fee administration will be the date this approval is given.

Students changing from full-time to part-time status should contact the Registrar's Office regarding their fee obligations.

4.3.2 Required to Withdraw

Students required to leave the University or its residences for failing to meet the required payment schedule, or for academic or disciplinary reasons, will be required to complete the withdrawal process and will be responsible for the charges.

5 Financial Assistance

5.1 Scholarships

M.U.B.S. is committed to excellence in scholarship. All members of the university have a responsibility to ensure that the highest standards of integrity in scholarly research are understood and practiced.

5.1.1 Eligibility

The University awards scholarships to entering students for academic achievement and extracurricular involvement. Students need not apply for these scholarships, as consideration for scholarship eligibility is automatic and part of the Admissions process.

5.1.2 Entrance Scholarships

Scholarships awarded to entering students are tenable as long as the student is carrying a full course load of 18 credits over the Fall and Spring Semester, and all other conditions of the award are fulfilled.

5.2 Bursaries

The M.U.B.S bursary program provides assistance to full-time and part-time students who demonstrate financial need and who have exhausted all other avenues of support. Bursaries are awarded on the basis of financial need to students who have made satisfactory academic progress. Students needing assistance are encouraged to obtain an application form early in the term. Application forms are found on the Registrar's Office.

5.3 Grants

a. Grant for Excellence

Students demonstrating excellence in the official Lebanese Secondary Certificate (> 15/20) could benefit from an additional grant of 7% of tuition as determined by the Financial Aid Committee.

b. Sibling Grant

A sibling grant is given when two or more brothers and/ or sisters are registered at M.U.B.S.. The first, second and third sibling will benefit from the following discounts respectively 5%, 10%, 15%. Benefiting from the grant depends on the Financial Aid Committee's decision, which will determine the percentage of reduction to be allocated.

To be eligible for a sibling grant, a student must:

- Be enrolled as full-time student with a minimum of 11 credits except the last semester before graduation.
- Maintain a minimum cumulative GPA of 2.00.
- Masters Students are not eligible.

c. Undergraduate grant for outstanding performance

Students with GPA of 3.5 will benefit from a grant of 5 % for the following semester.

Students with GPA exceeding 3.7 will benefit from a grant of 10% of the following semester.

To be eligible the student must:

- Have completed 12 credits at M.U.B.S..
- Be enrolled in 12 credits (remedial credits are not included) except for the last semester before graduation.

5.4 Assistantships

Qualified graduate level students might be granted a teaching or research assistantship.

Note: Repeated courses: In case of repetition of one or more courses during the semester of enrollment, the student pays the tuition of one or more courses fully without any discount in the following semester.

6 Academic Regulations

The following regulations apply to students in all undergraduate degree or certificate programs. Students are responsible for knowing and adhering to these regulations as well as to the regulations pertaining to their particular programs.

6.1 Registration Procedures**6.1.1 Registration Deadline**

All full and part-time students must register each year according to procedures and time frames supplied by the Registrar's Office. Failure to do so results in a financial penalty and possible denial of registration in certain courses.

6.1.2 Pre-Registration

Some academic departments require pre-registration of returning students for courses in their departments. For further information, please consult Department Heads.

6.1.3 Determining Year Level

Students who have earned less than 30 credits have first year standing. Students must have earned 60 credits for second year standing, 90 credits for third year standing, and 120 credits for fourth year standing.

6.1.4 Introductory Courses

First-year students may select any courses introductory to a discipline for which they have the prerequisites.

6.1.5 Repeating Courses

When a course is successfully repeated, the original failure will continue to appear on the transcript, but the student will not be penalized for it in the computation of the cumulative GPA.

6.1.6 Course Withdrawal:

A student may withdraw from a course without receiving an “F” grade if withdrawal is completed before the end of the 10th week of the semester.

6.2 Advanced Placement

Students who have received credit in a subject and who propose to register for a further course in that subject must at registration determine placement in consultation with the department concerned. Placement may be granted without credit. In cases of doubt applicants may be required to write one or more examinations upon entering the University.

6.3 Taking Courses at another Institution

Students planning to take courses at another university for M.U.B.S. credit must first obtain the Registrar’s approval, by completing an application for a Letter of Permission. Students must be in Good Standing to take courses on Letter of Permission at another university. If approval is granted, a Letter of Permission will be issued on payment of the requisite fee. A passing grade may be accepted for transfer credit; however students must obtain a grade of at least C- in all courses used to fulfill prerequisite requirements. Otherwise, written permission of the appropriate Department Head or Program Co-ordinator must be obtained. Transfer credits are recorded on the transcript with credit value only, no grade is recorded and they are excluded from the Grade Point Average.

6.4 Academic Residency Requirements

Students must complete with courses from M.U.B.S. at least half the credits required for a degree

6.5 Second Undergraduate Degree Requirements

Students who hold one undergraduate degree from M.U.B.S. may apply for re-admission to be a candidate for a second different undergraduate degree under the following regulations:

- a. the student should have demonstrated strong academic ability and must be approved by an Academic Dean.
- b. the student must fulfill all the requirements for the second degree.
- c. the student must complete M.U.B.S. courses totaling at least 36 additional credits, beyond those required for the first degree.

Students who wish to complete the requirements for two different Bachelor’s degrees at the same time must apply to the appropriate Academic Dean for approval. If approved, regulations a, b, and c apply.

6.6 Grading System

6.6.1 Grades and their meaning

At the end of each semester, a single, final grade is recorded for each scheduled course. Academic Standing at M.U.B.S. is based upon the grading system shown below.

Percentage	Grade	Quality Points
97 – 100	A+	4.0
93 – 96	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D-	1.0
	F	Failing
W		Withdrawal
I		Incomplete

6.6.2 Computation of the Grade Point Average (GPA):

The grade point average (GPA) is the average number of quality points earned per credit in all courses taken and are assigned grades A to F. The GPA is calculated by:

- Multiplying the number of credits by the number of quality points assigned to the letter grade earned in each course.
- Adding the number of quality points earned in all courses.
- Dividing the total number of quality points by the total number of credits attempted.

Example: *The GPA for the following five courses would be:*

COURSE	GRADE	CREDITS	POINTS	TOTAL
ENG201	D-	3	x1	3
ARB201	C	3	x2	6
CSC201	B	3	x3	9
BUS201	A+	3	x4	12
PSY201	F	3	x0	0
				30

$$\text{Semester GPA} = \frac{\text{semester points}}{\text{semester credit hours attempted}} = \frac{30}{15} = 2.0$$

The cumulative GPA is the ratio of all points and credits accumulated since the student started studying at M.U.B.S..

6.6.3 Incomplete Grades:

The designation of an “I” on the student’s record stands for incomplete and is given only under certain conditions. This is a temporary designation and is given in circumstances such as illness or emergency. The student and the teacher arrange a written agreement specifying the required material to be completed and the due date. Incomplete courses must be completed by the following semester. For example a Fall course must be completed by the end of the Spring semester. If work is not completed the “I” designation will be changed to “F”.

6.7 Standards of Performance

6.7.1 Assessment of Academic Standing

Academic standing is determined on the basis of the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). Academic standing is assessed at the end of each semester.

6.7.2 Satisfactory Standing

Students remain in Satisfactory Standing if they attain a Semester Grade Point Average (SGPA) of at least 1.0.

Note: Students must be in Satisfactory Standing and have permission of the University for study abroad programs in which the University participates.

Note: Students must be in Satisfactory Standing if they wish to apply for a Letter of Permission to take courses at another institution. Exceptions must be approved in writing by the appropriate Academic Dean.

6.7.3 Unsatisfactory Standing

Students whose academic performance is such that they fail to achieve Satisfactory Standing will be placed on Academic Probation, Academic Suspension or Academic Dismissal, which will be recorded on their transcript. Students on Academic Suspension or Academic Dismissal will be notified in a letter from the Admissions of their academic standing and the procedures and deadlines for appeal. Those students seeking re-admission to the University must apply in a letter addressed to the Admissions to be received by the Registrar's Office by the deadline specified. Letters of appeal for re-admission received after the deadline will not be considered by the Admissions.

Note: A Letter of appeal will only be forwarded to the Admissions for consideration if there are no outstanding fees payables on the student's account.

6.7.4 Academic Performance Indicators

Student records are reviewed at the end of each academic semester for academic progress. Academic Performance is recorded as Satisfactory or Unsatisfactory. This is not an academic standing and is not recorded on the transcript, but serves as a warning to students that they might be in academic jeopardy if their grades do not improve and academic advising should be sought.

6.7.5 Academic Probation

Students who have been in Satisfactory Standing will be placed on Academic Probation if they attain:

a. a Semester Grade Point Average (SGPA) of less than 1.0 (<66)

Students who are on Academic Probation are not permitted to register for more than 11 credits in the Fall & Spring semesters and 8 credits in the Summer semester.

To return to Satisfactory Standing, students on Academic Probation must attain:

- a. a Semester Grade Point Average (SGPA) of at least 1.7 (>70), during the probationary period

Students on Probation are permitted to continue to register on Probation provided their SGPA during the probationary period is at least 1.7. Students on Probation who do not achieve a SGPA of 1.7 will be placed on Suspension.

Students on Academic Probation are not eligible to take courses on Letter of Permission. Exceptions must be approved in writing by the appropriate Academic Dean.

6.7.6 Academic Suspension

Students who are on Academic Probation will be placed on Academic Suspension if they obtain a Semester Grade Point Average (SGPA) of less than 1.7.

Students on Academic Suspension may not register for any M.U.B.S. courses. Students may apply for re-admission at the end of the period of Academic Suspension. The period of Academic Suspension is semester; however, the terms of Academic Suspension are effective until such time as the student applies for and is offered re-admission to the University. If accepted, students will be re-admitted on Academic Probation and special conditions may apply. To seek re-admission following a period of Suspension, students must complete a Former Student Application form. These must be received by the Registrar's Office at least two months prior to the academic semester for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in October, no later than a specific date. Application forms are available on the Registrar's Office.

6.7.7 Academic Dismissal

Students who incur a second academic suspension are dismissed for three years. During dismissal, they may not register for any courses offered by M.U.B.S., nor receive credit at M.U.B.S. for courses taken elsewhere during the dismissal period. Students may apply for re-admission at the end of the period of Academic Dismissal. The terms of Academic Dismissal are effective until such time as the student applies for and is offered re-admission to the University. To seek re-admission following a period of Dismissal, students should complete a Former Student Application form. These should be received by the Registrar's Office at least two months prior to the academic term for which the student is applying for re-admission and, if applying for re-admission to the study term commencing in a specific date. Students returning after dismissal will be re-admitted on Academic Probation and special conditions may apply. If they fail to maintain a Semester GPA of 1.7, they will be refused further registration at M.U.B.S..

6.7.8 Graduation Requirements

Students must have a minimum CGPA of 2.0 to be eligible to graduate.

6.8 Academic Integrity

6.8.1 General Rules of Conduct

- * No student shall, by action, threat, or otherwise, obstruct University activities. Such activities include but are not limited to teaching, research, studying, and administration.
- * Disruption which occurs during the teaching of a course shall be treated as an academic offense and shall be referred to the appropriate administrative body.
- * No student shall, contrary to express instructions or with intent to damage, destroy or steal property, enter or remain in any building, facility, room or office.
- * No student shall take, destroy or otherwise damage property of others, nor shall any student take de stroy or otherwise damage the property of M.U.B.S. University.
- * No student, in any manner whatsoever, shall deface the inside or outside of any building.
- * No student shall assault another person, threaten any other person with bodily harm or damage a per son's property, cause any other person to fear bodily harm or fear damage to his or her property.
- * No student shall create a condition which unnecessarily endangers or threatens the health, safety or well-being of other persons or threatens the damage or destruction of property.
- * No student shall possess property stolen from another individual or institution.
- * No student shall use any University facility, equipment or service contrary to express instructions.
- * No student shall remove books or other library material from the University Library without proper au thorization, mutilate or deface library books or material, purposely misplace them or in any other way deprive other members of the University community of the opportunity to have access to library re sources.
- * No student, without proper authorization, shall use or interface with any University computer, access information contained therein or tamper in any way with any computer application. This includes but is not limited to gaining unauthorized entry into University computer centers, programs, databases or unauthorized access to the Internet.

6.8.2 Plagiarism

Plagiarism is a kind of academic dishonesty in which an individual uses the work of another without appropriate acknowledgement. Plagiarism includes but is not limited to the following practices:

- Using another's work without acknowledgement.
- Copying material without quotation marks.
- Paraphrasing too closely the exact words of the originating author.
- Submitting as one's own work written in whole or in part by another individual.

The following practices related to plagiarism are also prohibited:

- Helping another student plagiarize.
- Submitting in whole or in part work for which the student has received credit in another course, unless the permission of the instructor has been obtained.
- Submitting any statement of fact known to be false or providing a fabricated reference to a source.

6.8.3 Procedure in alleged cases of academic dishonesty

The instructor will meet with the student and reach a decision concerning the matter. In the event that a sanction beyond a warning is required, the Dean of Student Affairs will be informed.

In a repeated or particularly serious case, or if the student disputes the decision of the instructor, the Dean of Student Affairs will be informed. If necessary, the Dean will meet with the student and the instructor. The Dean will make the final decision in the case, including the assignment of a penalty, if any. If the decision is that the student is guilty of academic dishonesty, the Dean will inform the student in writing, and send a copy of the letter to the instructor and to the registrar. The student may appeal the decision to the Student Academic Appeals Committee.

The normal penalty for a first offence is a zero grade in the component of the course in which the dishonesty occurred. However, in a case of particular seriousness, or in the case of a repeated offence, penalties may include a zero grade in the course, suspension of one semester or longer, or expulsion from the university.

A student who is dismissed from the University for a certain time for academic disciplinary reasons may in the last semester before graduation petition the Student Academic Appeals Committee in writing to have the notation "Suspended for Academic Disciplinary Reasons" removed from his or her transcript. The decision to remove would be based primarily on the academic performance of the student upon his or her return to the University; it would not be decided automatically.

6.8.4 Sanctions

The committee is empowered to recommend exoneration of the student or to recommend the appropriate sanction, which, without limiting the generality of the foregoing, can include one or more of the following courses of action:

- Reprimand the student.
- Require the student to make restitution for any damage or actions that he / she caused or otherwise rectify any situation which he / she created or helped to create.
- Deny access to specific buildings or events.
- Levy a fine of a fixed amount.
- Place the student on disciplinary probation for a stated period of time.
- Suspend the student from the University for a stated period of time.
- Expel the student from the university.

6.8.5 Attendance

Attendance is required in all courses. If illness, accident, or similar circumstances require absence for three or more consecutive days, it is the student's responsibility to notify the Registrar and contact the instructor to make up assignments and / or tests.

Students are subject to withdrawal after 5 missed lectures of instruction. A permanent record of each student's attendance for the entire enrollment period will be maintained.

6.9 Missed Coursework or Tests

M.U.B.S. encourages students to take responsibility for any health or personal problems that affect their academic performance. If students miss any kind of course work or test or are unable to meet deadlines for assigned work due to medical or personal circumstances beyond their control, they are urged to notify their instructor(s) as soon as they are aware that the illness or problem will affect their attendance and/or academic performance. Together, student and instructor should work to find appropriate and reasonable accommodation(s).

The Office of Student Services may, in some circumstances, issue a notice on behalf of a student (for example, in the case of a sudden departure from campus due to family or medical circumstances) indicating that in the opinion of that office the student's ability to focus on academic work has been compromised. In such cases, appropriate supporting documentation is held by the Office of Student Services. Notes offering suggested accommodation(s) for particular circumstances may occasionally be prepared by professional staff in the Office of Student Services but the primary responsibility for such accommodation(s) is between student and instructor. It is understood that students must take personal responsibility for their academic performance, including the management of circumstances that may be beyond their control. Any concerns or allegations of misrepresentation of personal circumstances will be deemed to constitute an allegation of academic dishonesty and may be referred to the Academic Judicial Committee.

6.10 Examination Regulations

6.10.1 Regulation and Procedures:

- Final course examinations are held after the last week of each semester.
- Final examinations count up to 40% (maximum) of the final grade. At least two tests or graded projects should account for the remaining percentage of the course grade.
- If a student absents himself/herself from a final examination a grade of zero will be reported for that examination. If within one week the student produces an excuse which is acceptable to both the division concerned and the Students' Services Office, then he/she will be given a make-up final examination. If an excuse is presented after the lapse of one week, he/she may petition the division concerned to be allowed to sit for an examination and to have the grade adjusted accordingly.
- In case of illness or major emergency during any announced examination, a student must prior to one week of the exam date notify the Students' Services Office which in turn will inform the division concerned.
- When there are examination conflicts between a M.U.B.S. class and a class at another institution, the student

must resolve the conflict with the Students' Services office in advance.

- When there are examination conflicts between M.U.B.S. classes, students must inform the Students' Services Office by the deadline indicated on the tentative examination schedule.

6.11 Transcripts

6.11.1 Privacy of Transcripts

A student's transcript of record is privileged information to be provided to those outside the University with care and at the discretion of responsible officers of the University. Students may request that transcripts be revealed to no one outside the university without written permission.

6.11.2 Transcript Requests

Students can have their transcripts sent outside the University on payment of a fee. All transcript orders must be placed in writing by the transcript holder. Application forms are available in the Registrar's Office.

Telephone orders for transcripts cannot be accepted. Partial transcripts are not issued. Those requesting transcripts should be aware that at certain peak periods it may take approximately two weeks to process a transcript order.

6.12 Replacement/Duplicate Diplomas

A duplicate or replacement diploma may be requested under the following conditions:

- a.If a duplicate is requested, evidence by affidavit or statutory declaration shall be furnished that the diploma has been destroyed or is no longer in existence. If a replacement diploma is requested in a different name from that on the original diploma, the original diploma shall be returned.
- b.If the present signing officers are the same as for the original diploma, a new diploma marked DUPLICATE or REPLACEMENT DIPLOMA may be issued.
- c.If the signing officers have changed, the duplicate or replacement diploma may be issued, with the original signing officers' names printed in and a note added below to state the diploma is a duplicate or replacement. This note is to be signed by the President.
- d.A fee is charged.

6.13 Graduation/Convocation

6.13.1 Application for Graduation

All prospective graduates must complete an Application for Graduation by specific date of the academic year in which they intend to graduate. Application forms are available on the Registrar's Office.

6.13.2 Completed Degree Requirements

To qualify for graduation, students must fulfill the following requirements:

A minimum GPA of 2.0 for undergraduates (BA, BS) and 3.0 for Graduates (MBA).

Faculty of Business Administration

Majors

- Accounting
- Banking & Finance
- Business Administration
- Business Information Systems
- Human Resource Management
- Management
- Marketing
- Tourism
- Hospitality
- International Business
- Entrepreneurship
- Economics

Today's complex business world requires knowledgeable and versatile managers. The modern businessman must have an understanding and appreciation of the various areas of business and the socio-economic environment in which business is conducted. The initial semesters provide a core curriculum for all business students. In the later semesters, when students have the knowledge to evaluate their business interests, students specialize in certain functional areas while still developing their overall business knowledge and transferable skills. The available concentrations are: Accounting, Banking & Finance, Business Administration, Business Information Systems, Human Resource Management, Management, Marketing, Tourism, Hospitality, International Business, Entrepreneurship and Economics.

Graduates of the business program are prepared for a wide variety of management-oriented positions.

Graduates may find employment in general management, accounting, finance, production and inventory control, retail and industrial sales and distribution, human resources, advertising, marketing, and tourism and hospitality management. By applying what they have learned, the graduates should have excellent opportunities for advancement.

GENERAL EDUCATION REQUIREMENTS (21 CREDITS)

ENG 201	Advanced English
ENG 202	Applied Communication Skills
ARB 201	Arabic Culture
CSC 201	Introduction to Computers

ELECTIVE COURSES (9 CREDITS)

choose from

PHL 201	Introduction to Philosophy
PSY 201	Introduction to Psychology
SOC 201	Introduction to Sociology
ARB 202	Arabic Studies
POL 201	Introduction to Political Science
CST 201	Cultural Studies I
CST 202	Cultural Studies II
TEF 200	English Grammar
BUS 200	Introduction to Business
ARB 203	Business Arabic

GENERAL REQUIREMENTS (12 CREDITS)

ENG 203	Applied Communications for Business
ENG 204	Efficiency Writing
BUS 201	Business Math I
BUS 202	Business Math II

CORE COURSES (36 CREDITS)

ECO 201	Microeconomics
ECO 202	Macroeconomics
ACC 201	Principles of Accounting I
ACC 202	Principles of Accounting II
MGT 201	Introduction to Management
MKT 201	Introduction to Marketing
BUS 203	Management Information Systems
BUS 204	Business Statistics
BUS 205	Quantitative Business Analysis
BUS 206	Business Law
BUS 207	E – Business
FIN 201	Financial Management

- All courses are 3 credit courses except for the Internship (1 credit)

BS in Accounting

Accountants provide the information necessary to determine and evaluate the long term and short term financial stability of companies, organizations or individuals. Accountants track expenses, provide detailed insight about the expenses and future paths, as well as prepare, analyze and verify financial documents.

The accounting graduate has a wide range of opportunities within the job market including Accountant, Accounting Manager, Accounting Supervisor, Actuary, Auditor Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Consultant, Public Accountant (PA) and Tax Specialist.

Emphasis Courses (25 credits) Choose from

- ACC301 Management Accounting
- ACC302 Intermediate Accounting
- ACC303 Cost Accounting
- ACC304 Advanced Accounting
- ACC305 Auditing
- ACC306 Accounting Information Systems
- ACC307 Taxation
- ACC308 Government and Non-profit Accounting
- ACC309 International Accounting standards
- BUS399 Senior Project (Mandatory)
- BUS400 Internship (Mandatory)

Special topics or emphasis course from other concentrations

BS in Banking and Finance

Because of the expanding variety of financial services available today, individuals working in finance require an understanding of allied industries such as insurance, real estate and securities. Students majoring in banking and finance should become critical thinkers, research oriented, possess strong mathematical and computational abilities and able to work independently and in teams.

Banking and finance graduates have the chance of finding a job in the following fields: Bank Officer, Budget Analyst, Budget Manager, Controller, Credit Analyst, Credit Manager, Insurance Agent, Investment Analyst and Real Estate Agent.

Emphasis Courses (25 credits) Choose from

- FIN301 Financial Markets & Institutions
- FIN302 Commercial Bank Management
- FIN303 Investment Management
- FIN304 Insurance
- FIN305 International Financial Management
- FIN306 Real Estate Management
- FIN307 Personal Financial Planning
- FIN308 Islamic Banking
- FIN309 Futures, Options and Other Derivatives
- BUS399 Senior Project (Mandatory)
- BUS400 Internship (Mandatory)

Special topics or emphasis course from other concentrations

BS in Business Administration

Individuals who work towards a degree in BBA learn to achieve the objectives of an organization by planning and directing the activities of others, which leads to administering businesses. Large corporations and even government agencies are in need of such individuals.

A BBA student should have leadership, organizational and communication skills. BBA graduates have a broad range of job openings including Account Executive, Bank Officer, Department Store Manager, Facilities Manager, Manager of Administrative Service, Office Manager, Plant Manager and Retail Manager.

Students pursuing a BBA Degree can choose their major courses from all Business concentrations

BS in Business Information Systems

Individuals majoring in Business Information Systems develop a combination of business and technical knowledge. This major provides knowledge and skills in problem solving, business writing, management, and business organization. Graduates need technical knowledge, practical skills and the ability to function in local, national and global business environments.

BIS graduates can work as Information manager, Information supervisor, Network manager, Worldwide Web designer, Electronic commerce worker, Systems analyst, Application programmer and Office systems manager.

Emphasis Courses (25 credits) Choose from

CSC202 Programming I
 CSC203 Programming II
 CSC205 System Analysis & Design
 CSC206 Software Engineering
 CSC209 Object-Oriented Programming
 CSC302 Computer Applications for Business
 CSC303 Operating Systems
 CSC304 Database Systems
 CSC305 Data Communication & Computer Networks
 CSC306 Web Programming
 BUS399 Senior Project (Mandatory)
 BUS400 Internship (Mandatory)

Special Topics or elective course from other concentrations

BS in Human Resource Management

The BS in Human Resource Management is a coherent, holistic and robust program of study that will equip students with the cognitive, critical and intellectual skills and competencies required of today's managers in the professional practice of human resource management.

Successful graduates can make a significant contribution to their organizations through the immediate application of relevant theories and frameworks to HR practice.

Graduates can work as Personnel Officer, Human resource generalist, training specialist, job analyst and compensation & benefits specialist.

Emphasis Courses (25 credits) Choose from

HRM301 Human Resource Management
 HRM302 Labor Law & General Employment Practices
 HRM303 Staffing
 HRM304 Training & Development
 HRM305 Compensation & Benefits Management
 HRM306 International Human Resource Management
 HRM307 Health, Safety & Security
 HRM308 Human Resource Information Systems
 MGT306 Leadership & Team Building
 BUS399 Senior Project (Mandatory)
 BUS400 Internship (Mandatory)

Special Topics or elective course from other concentrations

BS in Management

Individuals working in the field of Management must feel comfortable organizing, planning and directing the activities of others. Managers are employed in virtually every type of industrial plants, commercial enterprises, social services, non profit and government agencies.

A manager should possess good analytical, communication and leadership skills. The management major enables graduates to access jobs such as Administrative Assistant, Bank Branch Manager, Importer – Exporter, Manufacturing Representative, Office Manager, Production Coordinator, Production Planner, Real Estate Agent and Restaurant Manager.

Emphasis Courses (25 credits) Choose from

ENT301 Entrepreneurship
 MGT303 International Management
 MGT304 Organizational Behavior
 MGT305 Project Management
 MGT306 Leadership and Team building
 MGT308 Strategic Management
 MGT307 Introduction to Production & Operations Management
 ACC301 Management Accounting
 ECO307 Managerial Economics
 HRM301 Human Resource Management
 BUS399 Senior Project (Mandatory)
 BUS400 Internship (Mandatory)

Special topics or elective course from other concentrations

BS in Marketing

Marketing is a broad, dynamic field for marketers, with many outstanding opportunities within all types of organizations. The Marketing Major is designed to provide students with a focused knowledge of marketing and its role in society, and the ability to engage in sophisticated marketing practice. Marketing personnel are concerned with the design, promotion, price and distribution of the product or service. They identify and define marketing promotions that will generate, refine, and create marketing opportunities.

The marketing major enables graduates to access jobs such as Sales Manager, Retail Store Manager, Market Research Analyst and Advertising Account Executive.

Emphasis Courses (25 credits) Choose from

MKT301 Professional Selling & Sales Management
MKT302 Services Marketing
MKT303 International Marketing
MKT304 Electronic Marketing
MKT305 Advertising Strategies
MKT306 Customer Service and
Customer Relationship Management
MKT307 Marketing Research
MKT308 Consumer Behavior
MKT309 Strategic Marketing
BUS399 Senior Project (Mandatory)
BUS400 Internship (Mandatory)

Special Topics or emphasis course from other concentrations

BS in Tourism

Tourism is expected to be the largest industry in the 21st century. Human resources development is necessary to respond to the growing needs of the sector. Our program is designed to educate and train students for managerial positions in the Tourism and Hospitality Industry. Graduates will be able to select from a wide range of career paths.

Graduates can work as F&B manager, hotel manager and restaurant manager.

Emphasis Courses (25 credits) Choose from

TOU301 Introduction to Tourism
THM301 Tourism and Hospitality Marketing
TOU303 Tourism Information Systems
TOU304 Tourism Policy & Planning
TOU305 Ticketing & Reservations
TOU306 Tour Operating & Consolidators
TOU307 Wholesale Travel industry & Airlines
THM302 Special Events Management
THM303 Practicum
BUS399 Senior Project / (Mandatory)
BUS400 Internship / (Mandatory)

Special Topics or elective course from other concentrations

BS in Hospitality

The hospitality management major is designed to develop hospitality management leaders through sound theoretical coursework, innovative learning activities, mentoring opportunities, exposure to premier hospitality organizations and interactions with dynamic industry professionals. Hospitality Management provides quality-learning experiences to enhance initial employment opportunities and to improve technical and supervisory skills for career advancement in food service, lodging and tourism. It prepares students for a wide variety of positions in one of the largest and rapidly growing industries in the world. Positions in this segment of the hospitality/tourism industry include hotels, resorts, travel agencies, cruise lines, convention and visitor's bureaus, airlines, tour operations, attractions and entertainment.

Emphasis Courses (25 credits) Choose from

HOS301 Introduction to Hospitality
HOS302 Hospitality Information Systems
HOS303 Hospitality Operations
HOS304 Lodging Management
HOS305 Cost Control and Analysis
HOS306 Food & Beverage Service & Management
THM301 Tourism & Hospitality Marketing
THM302 Special Events Management
THM303 Practicum
BUS399 Senior Project (Mandatory)
BUS400 Internship (Mandatory)

Special Topics or elective course from other concentrations

International Business

As the global economy continues to expand, the demand for international business education is higher than ever and expected to increase. As a specialist who understands the diversity of international business--and is armed with a strong business school background--you can be a valuable participant in global business ventures. Cultural differences make international business more challenging, but with the globalization of the world markets, it is well worth the time and effort to learn multi-cultural business etiquette. This is one business area where a comprehensive, high level of education is crucial. College degrees are highly valued by other countries, so as you make international contacts, having a degree to add to your name is very important.

Emphasis Courses (25 credits) Choose from

IBU301 International Business
 IBU302 Managing the Multinational Corporation
 FIN305 International Financial Management
 ECO305 International Economics
 MKT303 International Marketing
 ACC309 International Accounting Standards
 HRM306 International Human Resources Management
 BUS399 Senior Project (Mandatory)
 BUS400 Internship (Mandatory)

Special topics or elective course from other concentrations

BS in Economics

Majoring in economics enables the student to understand issues related to the national economy. Major economic indicators are explained such as the Gross Domestic Product and key policies are discussed such as the fiscal and monetary policy. Issues like unemployment, inflation, debt, deficit, development, and growth are presented and analyzed as well. Furthermore, an economics graduate is equipped with the needed knowledge to understand the cost structure of a firm as well as the market structure it operates in i.e. monopoly, oligopoly, or competition. He/she is taught how to optimize prices, minimize costs, and maximize profits.

Students are also exposed to the international trade theories and labor theories. A holder of a bachelor degree in economics is qualified to work in a firm and do micro operations or to specialize in the macroeconomic analysis.

Emphasis Courses (25 credits) choose from

ECO301 Intermediate Microeconomics
 ECO302 Intermediate Macroeconomics
 ECO303 Public Finance
 ECO304 Monetary Economics
 ECO305 International Economics
 ECO306 Economics of Growth and Development
 ECO307 Managerial Economics
 ECO308 History of Economic Doctrines
 ECO309 Labor Economics
 ECO310 Economics of Planning
 ECO397 Special Topics in Economics
 BUS399 Senior Project (Mandatory)
 BUS400 Internship (Mandatory)

Special topics or elective course from other concentrations

BS in Entrepreneurship

The entrepreneurship track prepares students with the skills necessary to meet today's business demands and those for the future. This track provides students with a solid business core that includes an extensive background in the functional areas of marketing, finance, accounting, and management; an understanding of the business environment to include the legal, economic, behavioral, human resource, ethical, and international aspects; technical skills in information systems and quantitative analysis; and the ability to communicate.

Emphasis Courses (25 credits) Choose from

ENT301 Entrepreneurship
 ENT302 Entrepreneurial Ventures
 ENT303 Entrepreneurial Marketing
 ENT304 Venture Growth Strategies for Entrepreneur
 ENT305 Entrepreneurial Finance
 ENT306 Entrepreneurial Business Strategies
 ENT307 Creating a Business Plan
 ENT308 Global Entrepreneurship
 ENT309 Social entrepreneurship
 BUS399 Senior Project (Mandatory)
 BUS400 Internship (Mandatory)

Special topics or elective course from other concentrations

MASTER of Business Administration MBA

Objectives:

The Master of Business Administration degree program provides for breadth of study in the functional areas of business administration and management. The program is intended to prepare students for responsible careers in business enterprises, governmental organizations, and nonprofit institutions.

It is designed to provide opportunities for developing skills in scientific analysis and in an ability to integrate concepts and research findings of business and the social sciences. Students are prepared to draw logically sound conclusions, to think creatively, to communicate effectively, and to appreciate the role and responsibilities of business enterprises in our broad social framework.

In addition to developing a strong analytical foundation for making important and varied business decisions, M.U.B.S. students also gain a deeper understanding of one special area by selecting from one of the six MBA concentrations (Accounting, Finance, Management, Marketing, Hospital Administration and Educational Management).

The program is also open for people with undergraduate degrees other than business (law, engineering, life sciences, liberal arts ...) and the

curriculum has been flexible to meet their needs. Students are required to complete a minimum total of 39 credits (21 credits for the core and 18 for the Concentration and research requirements).

- Take six of the concentration courses.
- Take five of the Concentration courses and MBA 698 (3Cr. Project).
- Take four of the concentration courses and MBA699 (6Cr. Thesis).

The MBA program has three parts:

1. Prerequisite courses:

Prerequisite courses (Between 4 and 7 courses) are designed for those who have no previous business course work and need a background before beginning the advanced courses:

Accounting I
Accounting II
Financial Management
Microeconomics
Macroeconomics
Introduction to Management
Introduction to Marketing

2. Core courses (21 credits)

ACC501 Financial Reporting and Control
MGT501 Managing Individuals and Organizations
ECO501 Business Economics Analysis and Forecasting
ITC501 IT Strategies for a Networked Economy
HRM501 Human Resource Management
MKT501 Marketing Management
STA501 Graduate Research Methods

3. Concentration courses (18 credits)

Choose from

Management

MGT601 Strategic Management
 MGT602 Organizational Behavior and Group Dynamics
 MGT603 Managing Change
 MGT604 Managing Quality
 MGT605 Managing Innovation and Creativity
 MGT606 Legal and Ethical Issues in Management
 MGT607 Production and Operations Management
 MGT608 Managing Projects
 MGT609 Advanced Topics in International Business
 MBA697 Seminar / Management
 MBA698 Project (Management)
 MBA699 Thesis (Management)
 Elective course from other concentrations

Marketing

MKT601 Direct Marketing
 MKT602 Marketing Research
 MKT603 Global Strategic Marketing
 MKT604 Product and Brand Management
 MKT605 Industrial and Government Marketing
 MKT606 Consumer Behavior
 MKT607 Supply Chain Management
 MKT608 Entrepreneurial Marketing
 EBU602 E-Business Marketing
 MBA697 Seminar (Marketing)
 MBA698 Project (Marketing)
 MBA699 Thesis (Marketing)
 Elective course from other concentration

Accounting

ACC601 Introduction to Financial Statement Analysis
 ACC602 Tax Accounting and Planning
 ACC603 Managerial Cost Accounting
 ACC604 Intermediate Accounting I
 ACC605 Intermediate Accounting II
 ACC606 Auditing Issues and Problems
 ACC607 Accounting Theory
 ACC608 Advanced Topics in Accounting I
 ACC609 Advanced Topics in Accounting II
 MBA697 Seminar / Accounting
 MBA698 Project (Accounting)
 MBA699 Thesis (Accounting)
 Elective course from other concentrations

Hospital Administration

HSA601 Fundamentals of Hospital Administration
 HSA602 Current Issues in Hospital Administration
 HSA603 Advanced Topics in Insurance
 HSA604 Managing Changes in Hospital
 HSA605 Health Planning and Project Management
 HSA605 Health Planning and Project Management
 HSA606 Lebanese Healthcare System
 HSA607 Ethics and Health Law
 HSA608 Hospital Quality Management
 MKT605 Services Marketing
 MBA697 Seminar / Hospital Administration
 MBA698 Project / Hospital Administration
 MBA699 Thesis / Hospital Administration
 Elective course from other concentrations

Educational Management

EDM601 Managing Educational Institutions
 EDM602 Leadership and Team Building
 EDM603 Managing Quality in Education
 EDM604 Educational Laws and Policies
 EDM605 Health, safety, and security in educational institutions
 EDM606 Current issues in educational management
 EDM607 Supervision and Evaluation of Educational Programs, personnel, facilities and support services
 EDM608 Educational Management Practicum
 EDM698 Project (Educational Management)
 EDM699 Thesis (Educational Management)
 Elective Course from other concentrations

Section Française

Fidèle à la vocation francophone du Liban, M.U.B.S a fondé une section française afin de permettre à ses étudiants de poursuivre leur éducation en économie et en gestion en langue française tout en respectant les mêmes critères de qualité et de compétence auxquels elle s'est vouée depuis sa fondation.

Pour garantir l'application des normes européennes et françaises dans l'enseignement, M.U.B.S. a établi un partenariat avec l'Université de Picardie Jules-Verne à Amiens en France au niveau de la licence en gestion et du Master en Management des Organisations de la Net Economie.

Grâce à ses programmes, les étudiants ont la possibilité de s'inscrire parallèlement au Liban et en France, puis de continuer leurs études respectivement dans l'un des deux pays ou dans l'un des 14 pays dans lesquels le diplôme est certifié.

En outre, l'étudiant aura à la fin de ses études deux diplômes: un français de l'Université de Picardie Jules Verne (UPJV) et un autre libanais de M.U.B.S.

Enfin, un groupe de professeurs intervenant dans plusieurs pays comme la France, le Canada collaboreront avec M.U.B.S. pour assurer un standard académique de haut niveau. Le programme de Gestion des Entreprises est formé de 94 crédits. La durée des études à plein temps est de trois ans à raison de 30 crédits par an (15 crédits par semestre). Dans le cas des études à temps partiel, la durée sera prolongée jusqu'à cinq ans (à raison de 9 crédits par semestre), ce qui fait une durée moyenne de quatre ans (à raison de 12 crédits par semestre).

A moins d'indication contraire, tous les cours sont de trois crédits. En règle générale, un crédit de formation correspond à environ 15 heures de cours et à 30 heures de travail personnel.

Avant de s'inscrire à un cours, l'étudiant doit s'assurer de respecter les exigences des cours pré-requises spécifiées selon le code. De plus, le cheminement dans le programme impose certains de ces pré-requis. A noter que les mêmes cours sont disponibles en français et en anglais.

Critères d'admission:

Titulaires du Baccalauréat Libanais ou du Baccalauréat Technique (ou tout autre diplôme équivalent).

Examen d'entrée:

Les candidats doivent se présenter pour des tests d'aptitude en français et en Mathématiques.

Le test de français permet de classer l'étudiant selon son niveau en langue française.

Le test de Mathématique permet d'identifier les connaissances de l'étudiant des principes basiques.

Au cas où l'étudiant échouerait le test, il suivra un cours de Mathématiques préparatoires:

MTH101 Math de base.

Documents requis:

- Formulaire de demande d'admission.
- 3 photos d'identité couleur récentes certifiées par le maire.
- 1 copie certifiée conforme de l'extrait d'état civil individuel.
- 1 copie certifiée conforme de l'extrait d'état civil familial et une attestation de la CNSS si le candidat en bénéficie.
- 1 copie certifiée conforme des relevés de notes des trois dernières années d'études (Seconde, Bac I, Terminale).
- 1 copie certifiée conforme du Baccalauréat Libanais 2ème partie ou équivalent.
- Frais de dossier non remboursables 75,000 L.L.
- Frais d'examen d'entrée non remboursables 100,000 L.L.

IV- Les candidats en provenance d'autres universités doivent présenter leur fiche de notes certifiée par l'université d'origine accompagnée du prospectus du programme suivi.

Règlement**Régime des études**

Le régime des études adopté à M.U.B.S. se fonde sur le système modulaire d'unités capitalisables semestriellement ou « crédits ». Un crédit est l'unité de volume horaire semestriel dans chaque faculté/ majeure

Crédit Heure (Cr.h.):

Un crédit représente 1 heure d'enseignement par semaine durant un semestre de 15 semaines.

Cours:

Les cours sont représentés sous forme de cours magistraux, de travaux dirigés, de travaux pratiques ou de travaux personnels (projets, mémoires, stages, etc...). Chaque cours se voit attribué un titre, un certain code et est liée à d'autres cours dans une faculté/département.

Curriculum:

C'est une description complète des cours dans une faculté/département. Il se compose de trois parties :

- un programme de cours,
- un stage de formation pratique,
- un de projet de recherche principal qui permet aux étudiants de chercher, de trouver et d'appliquer une théorie, puis de présenter cette recherche sous forme d'une communication écrite et orale.

Le volume horaire:

Il se réfère au nombre de crédits/heure auxquels l'étudiant peut s'inscrire. Le nombre maximal est dix-huit crédits/heure. Toutefois, les étudiants peuvent accroître leur volume horaire pour atteindre vingt et un crédits/heure par semestre, dans un des cas suivants :

- Si l'étudiant obtient une Moyenne Générale Cumulative (GPA) de 3.5 points ou plus dans le précédent semestre.
- Si l'étudiant n'a pas d'avertissements. Il est à noter que les étudiants en situation probatoire ne peuvent pas être qualifiés pour l'obtention du diplôme. (L'approbation du Conseil de la Faculté est requise dans ce cas).

Semestre:

C'est une période de quinze semaines y compris la période des examens.

Année académique:

C'est la période d'enseignement déterminé par l'université. Elle se compose de deux semestres (Automne & Printemps) et une session d'été.

Probité intellectuelle

1. PRÉAMBULE :

M.U.B.S. s'est engagée à l'excellence en matière d'enseignement universitaire. Tous les membres de l'université ont la responsabilité de veiller à ce que les plus hauts standards de probité intellectuelle dans le domaine de la recherche universitaire soient compris et pratiqués.

2. PLAGIAT :

Le plagiat est un acte malhonnête consistant à se servir des travaux des autres sans les citer. Le plagiat comprend entre autres les pratiques suivantes :

- Copier des extraits de texte sans guillemets.
- Paraphraser trop étroitement les termes d'origine de l'auteur.
- Présenter comme sien un travail écrit partiellement ou totalement par quelqu'un d'autre.

Les pratiques suivantes liées au plagiat sont également interdites:

- aider un autre étudiant à plagier.
- soumettre, dans un cours ou programme d'études, à l'insu et sans l'autorisation de la personne à la quelle il est soumis, la totalité ou une partie importante d'un travail universitaire pour lequel il avait précédemment obtenu un crédit ou qui a été ou est soumis dans un autre cours ou programme d'études à l'Université ou ailleurs.
- Soumettre un travail universitaire contenant une déclaration de faits dont l'étudiant sait qu'elle est fausse, ou une référence à une source qui sont toutes deux contrefaites.

3. PROCÉDURE DANS LES CAS ALLÉGUÉS DE MALHONNÊTÉTÉ ACADÉMIQUE :

- Le professeur rencontrera l'étudiant et prendra une décision concernant la question. Dans le cas où une sanction dépassant l'avertissement s'avérerait nécessaire, le Vice-Président des Affaires Académiques sera informé.
- Dans le cas de récidive ou dans un cas particulièrement grave, ou si l'étudiant conteste la décision du professeur, le Vice-président des Affaires Académiques et le doyen en seront informés. Le doyen pourra demander à rencontrer l'étudiant et le professeur. Le doyen rendra la décision finale dans ce cas, y compris la prise d'une sanction. Si l'étudiant se rend coupable de malhonnêteté universitaire, le doyen informera l'étudiant par écrit, et enverra une copie de la lettre au professeur concerné et au secrétariat.
L'étudiant peut faire appel de la décision prise à son égard auprès du Comité Académique des Appels.
- La sanction pour une première infraction est la note zéro dans la partie du cours où la malhonnêteté est survenue. Toutefois, dans les cas plus graves, ou dans le cas d'une récidive, des sanctions peuvent inclure un zéro, dans le cours, la suspension pour un semestre ou plus, et l'expulsion de l'université.
- Un étudiant démis de l'université pendant un certain temps pour des raisons disciplinaires peut, dans le dernier semestre avant la remise des diplômes, présenter une pétition au Comité Académique d'Appel pour que la mention "Suspendu pour des raisons disciplinaires" soit retirée. La décision d'annulation de la mention sera basée principalement sur le rendement scolaire de l'étudiant à son retour à l'université; cette mention ne sera pas levée automatiquement.

Le Code de conduite de l'étudiant

1. PRÉAMBULE:

Tous les étudiants de M.U.B.S. sont tenus de se conduire, à tout moment, d'une manière appropriée à un milieu universitaire, et sont soumis à l'autorité disciplinaire du Comité de Discipline de M.U.B.S. qui est habilitée à examiner et juger les questions de conduite des étudiants, à l'exclusion des questions académiques. Ce comité est un organe consultatif seulement, qui fait des recommandations au Président de l'Université. Dans tous les cas, la décision des mesures disciplinaires seront prises par le Président en consultation avec le comité.

2. RÈGLES GÉNÉRALES DE CONDUITE:

- L'étudiant ne peut, par des actes, des menaces ou autrement, faire sciemment obstruction aux activités universitaires. Par activités universitaires, on entend notamment l'enseignement, la recherche, l'étude, l'administration et les services au public.
- La perturbation survenant pendant le déroulement d'un cours ou d'une recherche est traitée comme une infraction et est rapportée au service administratif compétent.
- L'étudiant ne doit pas sciemment, à l'encontre d'instructions expresses ou avec l'intention d'endommager, de détruire ou de voler des biens de l'Université ou sans motif valable, pénétrer ou demeurer dans un pavillon, une installation, une pièce ou un bureau de l'Université.
- L'étudiant ne doit pas sciemment prendre, détruire ou autrement endommager les biens de M.U.B.S., ni les biens des autres.
- L'étudiant ne doit pas sciemment, de quelque manière, dégrader l'intérieur ou l'extérieur des bâtiments de l'Université.

- L'étudiant ne doit pas commettre des voies de fait sur autrui, y compris menacer autrui de blessures corporelles ou de dommages à ses biens ni, sciemment et sans motif valable, faire craindre à autrui des blessures corporelles ou un dommage à ses biens.
- L'étudiant ne doit pas sciemment créer une situation qui met en danger ou menace inutilement la santé, la sécurité ou le bien-être d'autres personnes ou créer une menace d'endommagement ou de destruction de biens.
- L'étudiant ne doit pas posséder, sur les lieux de l'Université, des biens qui ont été volés à un autre individu ou une institution.
- L'étudiant ne doit sciemment utiliser aucune installation, aucun matériel ni aucun service de l'Université à l'encontre d'instructions expresses ou sans motif valable.
- L'étudiant ne doit pas sciemment enlever des livres ou d'autres matériels d'une bibliothèque de l'Université sans y être dûment autorisé, mutiler ou lacérer des livres ou du matériel des bibliothèques ni les égarer à dessein, ni d'une autre manière priver intentionnellement d'autres membres de l'Université de la possibilité d'accéder aux ressources des bibliothèques.
- L'étudiant ne doit pas sciemment, sans y être dûment autorisé, utiliser les ordinateurs de l'Université. Il ne doit pas sciemment faire un mauvais usage de mots de passe, de mots de code ou de moyens semblables d'accès aux ordinateurs, ni sciemment utiliser les installations de manière à entraver l'accès aux comptes des autres utilisateurs ou à en compromettre l'intégrité.

3. SANCTIONS

Le comité de discipline de M.U.B.S. est habilité à recommander la sanction appropriée, qui peut inclure une ou plusieurs des mesures suivantes :

- Réprimander l'étudiant.
- Ordonner à l'étudiant de faire réparation de tout dommage causé ou d'autrement réparer toute situation qu'il a créée ou contribué à créer.
- Refuser à l'étudiant l'accès à un bâtiment spécifique ou la participation à des événements.
- Imposer une amende d'un montant fixe.
- Placer en sursis disciplinaire pour une période de temps déterminée.
- Suspender l'étudiant de l'université pour une période de temps déterminée.
- Expulser l'étudiant de l'université.

4. ASSIDUITÉ

L'assiduité est requise pour tous les cours.

Si une maladie, un accident, ou des circonstances similaires exigent l'absence pendant trois jours consécutifs ou plus, il est de la responsabilité de l'étudiant d'en aviser le secrétariat et de contacter les professeurs concernés pour rattraper du travail accompli. Les étudiants sont soumis au Retrait après 5 absences. Une comptabilité des absences sera tenue pour chaque étudiant.

5. MANUELS

Les professeurs s'efforcent d'offrir le meilleur enseignement; par conséquent les étudiants ne peuvent pas assister aux cours sans les manuels requis.

Examens et évaluation

1. RÈGLEMENT ET PROCÉDURES:

- Les examens finaux ont lieu après la dernière semaine de chaque semestre.
- Les examens finaux comptent pour 40% (maximum) de la note finale. Au moins deux tests ou projet devraient compter pour le pourcentage restant de la note.
- Si un étudiant ne se présente pas à un examen final, il se verra attribué la note zéro. Si l'absence est due à des circonstances exceptionnelles justifiées et validées par la division concernée et par le Bureau des Affaires Étudiantes, l'étudiant pourra présenter, dans un délai de sept jours, une requête et réclamer un examen de rattrapage.
- En cas de conflit d'horaire pour examen entre M.U.B.S. et une autre institution, l'étudiant doit résoudre le conflit avec le Bureau des Affaires Étudiantes à l'avance.
- Quand il y a un conflit d'horaire entre les examens à M.U.B.S., l'étudiant doit en aviser le Bureau des Affaires étudiantes avant l'échéance indiquée sur le calendrier provisoire des examens.

2. L'ÉVALUATION ET le CLASSEMENT

Système de classement :

Le système de classement adopté à M.U.B.S. est les suivant :

Pourcentage	Grade	Qualité
97 – 100	A+	4.0
93 – 96	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D-	1.0
0 - 59	F	Echec
W		Retrait
JE		Incomplet
AW		Retrait Automatique

CALCUL DE LA MOYENNE GÉNÉRALE CUMULATIVE (GPA) :

La moyenne Générale Cumulative (GPA) est le nombre moyen de points cumulés par crédit dans tous les cours pris.

La Moyenne Générale Cumulative (GPA) est calculé en:

- multipliant le nombre de points obtenus par le nombre de crédits de chaque cours.
- rajoutant le nombre points accumulés dans tous les cours. • divisant le nombre total de points par le nombre total de crédits.

Exemple: La Moyenne Générale Cumulée (GPA) pour les cinq cours suivants sera:

COURS	GRADE	CRÉDITS	POINTS	TOTAL DE POINTS
ENG201	D	3	×1	3
ARB201	C	3	×2	6
CSC201	B	3	×3	9
BUS201	A+	3	×4	12
PSY201	F	3	×0	0
				30

Nb de points par semestre 30

La Moyenne Générale Cumulative semestrielle = $\frac{30}{15} = 2.0$

Nb de Crédits par semestre 15

La Moyenne Général Cumulative permet d'évaluer le niveau de l'étudiant dans toutes les années universitaires autrement dit depuis l'entrée de l'étudiant à l'université jusqu'à la date d'évaluation finie de cette moyenne.

GRADES INCOMPLETS:

La désignation d'un "I" sur le relevé des notes de l'étudiant est donnée seulement dans certaines conditions. C'est une désignation temporaire et elle est accordée dans des circonstances telles que la maladie ou un cas urgent.

L'étudiant et le professeur concluent par écrit un accord précisant le travail à accomplir ainsi que les échéances à respecter. Les cours incomplets doivent obligatoirement être achevés au semestre suivant. Par exemple, un cours pris au semestre de l'automne doit être complété à la fin du semestre de printemps. Si le travail n'est pas accompli la mention "I" sera remplacée par "F".

RETRAIT du cours:

Un étudiant peut se retirer d'un cours sans recevoir le grade "F" si le retrait se fait avant la fin de la 10e semaine du semestre.

COURS RÉPÉTÉS:

Lorsqu'un cours est repris avec succès, l'échec initial figurera sur le relevé, mais l'étudiant ne sera pas pénalisé dans le calcul de la Moyenne Générale Cumulative (GPA).

Exigences pour l'obtention du diplôme

Pour obtenir son diplôme l'étudiant doit satisfaire aux exigences suivantes: une Moyenne Générale Cumulative (GPA) de 2.0 minimum pour les étudiants en BA et BS et de 3.0 pour les étudiants en MBA.

Frais de Scolarité

FACULTÉS	PRIX DU CRÉDIT
Gestion des Entreprises	\$ 130

LES FRAIS POUR L'ANNÉE 2010 - 2011 SONT:

Dossier D'inscription	\$ 50
Test D'aptitude	\$ 60 (\$ 30 / <i>par Examen</i>)
Frais de Changement de Spécialisation	\$ 100
Frais de retard d'inscription	\$ 50
Frais Fréquente:	
Registration pour le semestre	\$ 70 / <i>Par Semestre</i>
Frais Annuelle	\$ 120 / <i>Par An</i>
Systèmes de Management de l'Université (UMS)	\$ 20 / <i>Par Semestre</i>
CNSS	\$ 100 / <i>Par An</i>

La licence en Sciences de Gestion – M.U.B.S

Gestion des Entreprises

Pré-requis

Français I
Français II
Maths Basiques

Education Générale (12 crédits)

Culture Arabe
Introduction à l'Informatique
Français Avancé
Techniques de Communication

Cours Optionnels (9 crédits à sélectionner)

Culture Générale I
Culture Générale II
Introduction à la Philosophie
Introduction à la Psychologie
Introduction à la Sociologie
Langues étrangères (espagnol, italien...)
Musique

Exigences Générales (12 crédits)

Français des affaires
Composition écrite

Maths (6 crédits)

Mathématiques de la Gestion I
Mathématiques de la Gestion II

Tronc Commun de Gestion (36 crédits)

Microéconomie
Macroéconomie
Principes de la Comptabilité I
Principes de la Comptabilité II
Introduction au Management
Introduction au Marketing
Management des Systèmes d'Information
Statistiques
Droit des Affaires
E-business
Analyse Quantitative
Gestion Financière

Option Management (25 crédits)

Comptabilité de Gestion
Economie d'Entreprise
Gestion des Ressources Humaines
Entrepreneuriat
Management International
Comportement dans l'Organisation
Leadership et formation d'équipe
Gestion de Projet
Management Stratégique
Introduction à la Gestion de Production et des Opérations
Projet de fin d'études (Obligatoire)
Stage en entreprise (Obligatoire)

Option Finance (25 crédits)

Marchés et Institutions Financières
Gestion des Banques Commerciales
Gestion des Investissements
Assurance
Gestion Financière Internationale
Gestion des Immobiliers
Plans Financiers Personnels
Opérations Bancaires islamiques
Séminaire en Finance
Projet de Fin d'études (Obligatoire)
Stage en entreprise (Obligatoire)

Option Comptabilité (25 crédits)

Comptabilité de Gestion
Comptabilité Intermédiaire
Analyse des Coûts
Comptabilité Approfondie
Révision Comptable et Audit
Systèmes d'Information Comptables
Fiscalité
Comptabilité Publique
Comptabilité Internationale
Projet de Fin d'études (Obligatoire)
Stage en entreprise (Obligatoire)

Option Marketing (25 crédits)

Gestion des Ventes
Marketing des Services
Marketing International
Marketing Electronique
Stratégies Publicitaires
Service du Consommateur
Recherche en Marketing
Comportement du Consommateur
Marketing Stratégique
Projet de fin d'études (Obligatoire)
Stage en entreprise (Obligatoire)

Université de Picardie Jules Vernes

Licence en Sciences de Gestion

Domaine Droit, économie, gestion

Mention Economie, Gestion

Parcours: Monnaie et finance (S6)

Objectifs

Permettre aux étudiants d'acquérir des compétences solides en Economie et en Gestion et de leur faciliter l'orientation vers les matières dans lesquelles ils souhaitent approfondir leurs connaissances.

Débouchés

Les fonctions visées sont celles qui font appel aux sciences économiques et humaines et/ou à la gestion. Elles peuvent comporter une composante d'encadrement du personnel, elles peuvent aussi ne présenter qu'un caractère de haute technicité, soit en matière administrative générale, (domaine comptable, financière,...), soit dans quelques domaines spécifiques retenus dans la catégorie (banque, assurance). Ces fonctions peuvent être administratives et ne sont donc pas exclusivement techniques.

Durée : 6 semestres

180 crédits européens (ECTS)

Temps plein

Tronc commun en 1ère et 2ème année,

UNITES D'ENSEIGNEMENT

UE1 Connaissances fondamentale du domaine

- Analyse économique I
- Gestion d'entreprise I
- Conférences de méthode (appliquées à l'analyse économique)
- Conférences de méthode (appliquées à la gestion d'entreprise)

UE2 Outils de travail

- Mathématiques
- Techniques de travail universitaire et initiation aux outils et Ressources de la médiathèque

UE3 Langages

- Informatique
- Certificat Informatique et Internet
- Langues étrangères

UE4 Ouverture et culture (1 matière au choix)

- Histoire des faits économiques du XIXème siècle
- Histoire des idées politiques

UE5 Libre obligatoire hors mention

Total semestre 30 ECTS

UE1 Connaissances fondamentales du domaine

- Analyse économique II
- Gestion d'entreprise II

UE2 Outils généraux

- Mathématiques
- Statistiques
- Langues étrangères

UE3 Outils spécifiques au domaine

- Comptabilité générale
- Comptabilité nationale

UE4 Ouverture et culture

- Informatique et programmation
- Introduction au droit

Total semestre 30 ECTS

Total S1 S2

60 ECTS

- UE1 Connaissances fondamentales du domaine
- Théorie des organisations
 - Histoire des faits économiques du XXème siècle
 - Théories économiques

- UE2 Connaissances approfondies du domaine
- Macroéconomie
 - Comptabilité de gestion

- UE3 Outils généraux
- Mathématiques
 - Statistiques
 - Langues étrangères

- UE4 Ouverture et culture
- Institutions de l'Union Européenne
 - Institutions et finances publiques

Total semestre 30 ECTS

- UE1 Connaissances approfondies du domaine
- Microéconomie
 - Analyse financière

- UE2 Outils spécifiques du domaine
- Mathématiques
 - Statistiques
 - Anglais

- UE3 Connaissances fondamentales (3 cours au choix sur 6)
- Histoire de la pensée économique
 - Analyse de l'actualité économique
 - Gestion des ressources humaines
 - Marketing
 - Techniques comptables
 - Institutions et instruments monétaires

- UE4 Ouverture et culture
- Sociologie économique

UE5 Libre obligatoire hors option
Total semestre 30 ECTS

Total S3-S4 60 ECTS

- UE1 Connaissances approfondies de la mention I
- Croissance et répartition

- UE2 Connaissances approfondies de la mention II (2 cours sur 4)
- Politique économique
 - Economie des organisations
 - Introduction à la finance du marché
 - Analyse et stratégies de marché

- UE3 Outils spécifiques (2 cours sur 4)
- Econométrie appliquée I
 - Calcul économique
 - Décisions financières à long terme
 - Contrôle de gestion

- UE4 Connaissances introductives aux parcours
- Introduction à l'économie industrielle
 - Introduction à l'économie internationale
 - Introduction à l'économie monétaire et financière

- UE5 Langages
- Anglais appliqué à l'économie
 - Informatique

- UE6 Ouverture et culture (1 matière au choix)
- Géostratégie économique
 - Travail en environnement collaboratif

UE7 Libre obligatoire hors mention
Total semestre 30 ECTS

Parcours Monnaie et Finance

- UE1 Connaissances fondamentales du Parcours Monnaie et Finance

- UE2 Connaissances approfondies du parcours (2/3 par parcours)
- Activités bancaires et financiers
 - Finances locales
 - Economie monétaire et système financier européen

- UE3 Connaissances approfondies du parcours
- Droit et fiscalité de l'entreprise
 - Techniques financiers

- UE4 Optionnelles (4 matières sur 6)
- Calcul économique approfondi
 - Economie du développement
 - Econométrie appliquée II
 - Gestion de trésorerie
 - Gestion des systèmes d'information
 - Négociation et communication

- UE5 Ouverture : Préparation au projet professionnel (1 au choix)
- Introduction to modern economics
 - Préparation au concours de catégorie A
 - Préparation au recrutement en entreprise

- UE6 Sensibilisation au monde du travail (obligatoire)

Master Professionnel / Recherche en Management des Organisations en Contexte International

(2 ans) Université de Picardie UPJV - France

L'objectif

Ce master sert à donner à de futurs managers appelés à travailler sur les marchés à l'international, une formation polyvalente de haut niveau en gestion et administration d'entreprises.

Les modalités

Les enseignants du master viennent d'horizons différents (Liban et France) pour permettre aux étudiants de confronter les aspects plus théoriques du management des à la pratique des professionnels du métier.

LE DIPLÔME

Le Master en Management des Organisations est un diplôme organisé en quatre semestres (deux ans M1 et M2 de deux semestres).

M1 : Master 1ère année Management International

M2 : Master 2ème année Management des Organisations de la Net-Economie (MONE)

RÈGLEMENT DU DIPLÔME

Durée d'étude:

M1:

- 1 an (Octobre jusqu'à fin juillet).

M2 :

- 1 an (Octobre jusqu'à fin juillet) en France, au Canada, au Liban ou dans l'un des pays où le programme est disponible.

- A la fin des études, l'étudiant aura un Master en management des organisations (Un Bac+5). Les étudiants ayant obtenu avec une excellente appréciation leur Master, pourront intégrer la préparation d'une thèse de doctorat (en cotutelle entre le Liban et UPJV - France).

Langue d'enseignement

L'enseignement se fera en français. La maîtrise de cette langue est donc nécessaire.

Modalités pédagogiques

Cours généraux et cours spécialisés assurés par des professionnels (enseignants libanais et français spécialisés sélectionnés en fonction de leurs compétences), suivi d'un stage sur le terrain avec mémoire de stage et soutenance.

Contrôle des connaissances

Contrôles continus et examen terminal dans chaque module.

Attribution du diplôme

À la fin des études, deux diplômes seront délivrés:

- Un diplôme français par l'Université de Picardie Jules Verne et un diplôme libanais de M.U.B.S..

CONDITIONS D'INSCRIPTION

L'entrée en M1 est de droit pour les titulaires d'une licence française (Bacc+3) en gestion, économie ou équivalent. L'entrée en M2 est de droit pour les titulaires d'un M1 ou d'un Bacc+4 en gestion, économie ou équivalent.

Les candidats seront admis sur étude de leur dossier et seront convoqués à une entrevue avec la commission de recrutement.

Pièces à joindre au dossier de candidature

- Copies certifiées conformes des diplômes et des notes obtenus au cours des études universitaires (documents originaux).
- Fiche individuelle d'état civil (original en arabe), sa traduction en français et la photocopie de l'ensemble (original+traduction)
- Trois photos d'identité
- Curriculum Vitae du candidat
- Deux évaluations des professeurs ayant suivi l'étudiant pendant son cursus universitaire.

DROITS D'INSCRIPTION

Le montant des droits d'inscription est fixé à 260 € .Aucun remboursement ne sera effectué en cas d'abandon des études.

Scolarité

- 3500 \$ par an (sous réserve de l'approbation du Conseil d'Administration de l'université)

PROGRAMME

Master 1ère année Management International

Objectifs

- Donner à de futurs managers appelés à travailler sur les marchés à l'international, une formation polyvalente de haut niveau en gestion et administration d'entreprises.
- Le M1 est composé de 2 semestres, soit 11 modules pour un total de 60 ECTS.

ECTS : European Credit Transfer System
(Normes communes aux universités européennes).

Semestre 1 ECTS	
UE1-UE Fondamentaux de mention	16
Analyse des systèmes économiques et changements institutionnels	4
Analyse de la firme	4
Institutions monétaires et finances internationales	4
Politique générale de l'entreprise	4
UE2-UE Fondamentaux généraux	14
Stratégies et Marketing à l'international	4
Contrôle de direction et management interculturel	4
Période de formation professionnelle en entreprise en alternance sanctionnée par un projet professionnel	6
Total Semestre 1	30
Semestre 2 ECTS	
UE3-UE communs de mention	6
Langues étrangères appliquées	2
Informatique de gestion	4
UE4-UE de préparation à la spécialité	12
Management de projet en contexte international	4
Techniques quantitatives appliquées à la gestion	4
Economie européenne	4
UE5-UE Opérationnels de spécialité	12
Période de formation professionnelle en entreprise en alternance sanctionnée par un projet professionnel	12
Total Semestre 2	30

Master 2ème année Management des Organisations de la Net-Economie (MONE)

Objectifs

- Donner à de futurs managers appelés à travailler dans de cadre d'activités électroniques, une formation polyvalente de haut niveau dans les domaines du e-management et du e-business.

• Ce master II est la suite du master I (Management International)

• Le M2 est composé de 2 semestres soit 60 ECTS.

Semestre 3 ECTS	
UE1-UE Fondamentaux de mention	4
Management de l'information et compétitivité des organisations	4
UE2-UE Fondamentaux de spécialité	12
Concepts et modèles de l'e-business	4
Net-économie et développement durable	4
Management et productivité des TIC	4
UE3-UE Opérationnels généraux (6 ECTS à choisir dans une des 2 voies)	6
Voie professionnelle (A choisir 2 parmi 6)	
Economie de l'innovation	3
Analyse et conception des SIO	3
Data mining	3
Financement de l'entreprise	3
Informatique et NTIC	3
Microfinances	3
Voie recherche (A choisir 3 parmi 4)	
Economie des institutions	2
Théorie monétaire approfondie	2
Macroéconomie mondiale	2
Sciences sociales et institutions économiques	2
UE4-UE Opérationnels de spécialité	8
2 matières au choix	
e-Trading	4
e-Supply Chain Management	4
e-Marketing	4
Total Semestre 3	30
Semestre 4 ECTS	
UE1-UE de spécialisation	8
2 matières au choix	
Aspects juridiques des activités e-business	4
Conception et pilotage des projets e-business	4
Conception/animation de sites web dynamiques en contexte e-business	4
UE2-UE Opérationnels de spécialité	6
Management de projet de création d'e-organisations	6
UE3-UE de professionnalisation	16
Voie professionnelle	
Stage et formation professionnelle en entreprise	6
Rédaction et soutenance d'un projet professionnel de création d'entreprise	10
Voie recherche	
Epistémologie	3
Méthodologie de la recherche	3
Rédaction et soutenance d'un mémoire de recherche	10
Total Semestre 4	30

Majors

Computer Science

Computer & Communication Systems

Graphic Design

Information Security

Faculty of Computer and Applied Sciences

M.U.B.S. is a university recognized in developing and delivering programs that are relevant to the computer industry's constantly evolving requirements. Graduates of the faculty majoring in computer science or communication systems will be well equipped with strong understanding of programming, networking, electronics and computer hardware. Graphic design graduates will have a deep knowledge in web design, multimedia and advertising art direction.

BS in Computer Science:

In computer science, you learn about computer systems and how to design computer programs. Being a computer scientist enables you to build web pages, to develop and test software. In order to succeed in this major, a student should be able to think logically and solve abstract problems. He should also be creative, patient and able to work as part of a team.

A computer science graduate is responsible for creating new ways to improve computers. Upon graduation with a degree in computer science, the graduate will be able to work as a programmer, system analyst or a provider of computer services (example an instructor) in addition to many other jobs.

GENERAL EDUCATION REQUIREMENTS (21 credits)

ENG201	Advanced English
ENG202	Applied Communication Skills
ARB201	Arabic Culture
CSC201	Introduction to Computers

ELECTIVE COURSES (9 credits) choose from

PHL201	Introduction to Philosophy
PSY201	Introduction to Psychology
SOC201	Introduction to Sociology
ARB202	Arabic Studies
POL201	Introduction to Political Science
CST201	Cultural Studies I
CST202	Cultural Studies II
TEF200	English Grammar
BUS200	Introduction to Business

GENERAL REQUIREMENTS (6 credits) choose from

ACC201	Principles of Accounting I
ECO201	Microeconomics
ECO202	Macroeconomics
GRA203	Computer Graphics
MTH205	Statistical Packages

CORE COURSES (42 credits)

MTH201	Calculus III
MTH202	Discrete Mathematics
MTH203	Linear Algebra
MTH204	Numerical Analysis
CSC202	Programming I
CSC203	Programming II
CSC204	Computer Organization and Assembly Language
CSC205	System Analysis and Design
CSC206	Software Engineering
CSC207	Data Structures and Algorithms
CSC208	Digital Systems and Logic Design
CSC209	Object-Oriented Programming
CSC210	Computer Architecture
CSC211	Artificial Intelligence

EMPHASIS COURSES (25 credits) Choose from

CSC301	Theoretical Computer Science
CSC302	Computer Applications for Business
CSC303	Operating systems
CSC304	Database Systems
CSC305	Data Communication & Computer Networks
CSC306	Web Programming
CSC307	Principles of Programming Languages
CSC308	Human Factors in Computing
CSC311	Web Services
CSC312	Client Server Computing
CSC399	Senior Project (Mandatory)
CSC400	Internship (Mandatory)

Special topics or emphasis course from other concentrations

• All courses are 3 credit courses except for the Internship (1 credit)

BS in Computer and Communication Systems:

With the increasing prevalence of computers and their usage in the world, came an increasing demand for professionals who can deal with computer software and hardware in all aspects. Students majoring in Computer and Communication Systems should have a strong foundation in mathematics and in physics. They should have the skills to explore and develop areas in computer design and application.

Upon graduation, students would have gained a deep understanding of computer hardware and communication. Graduates have a wide variety of career opportunities. They can work in industries where expertise in digital systems and computer hardware is needed. They can also work as security specialists, data communication specialists and network administration specialist.

GENERAL EDUCATION REQUIREMENTS (21 credits)

ENG201	Advanced English
ENG202	Applied Communication Skills
ARB201	Arabic Culture
CSC201	Introduction to Computers

ELECTIVE COURSES (9 CREDITS) CHOOSE FROM

PHL201	Introduction to Philosophy
PSY201	Introduction to Psychology
SOC201	Introduction to Sociology
ARB202	Arabic Studies
POL201	Introduction to Political Science
CST201	Cultural Studies I
CST202	Cultural Studies II
TEF200	English Grammar
BUS200	Introduction to Business

CCS COURSES (47 credits)

CCS 201	Introduction to Computer and Communication Systems
CCS 202	Electric Circuits
CCS 203	Electronic Devices + lab
CCS 204	Electronic Circuits + Lab
CCS 205	Logic Design
CCS 206	Microprocessor Based Systems + lab
CCS 207	Electrodynamics
CCS 208	Computer Programming + lab
CSC 207	Data structure and Algorithms
CSC 303	Operating systems
CSC 305	Data Communication & Computer Networks
CCS 301	Signals and Systems
CCS 302	Communication Systems
CSC 206	Software Engineering
CCS400	Internship

MATHEMATICS (12 credits)

MTH 213	Calculus and Analytic Geometry
MTH 216	Differential Equations and Linear Algebra
MTH 202	Discrete Mathematics
MTH 215	Probability and Statistics

SCIENCE (8 credits)

PHY 201	Physics: Electricity and Magnetism + Lab
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Choose 1 of the following:

CHM 201	Chemistry: Chemical Principles + Lab
BIO 201	Biology: Biology + Lab

ENGLISH LANGUAGE:

ENG205	Technical writing
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DESIGN PROJECT

CCS 399	Project
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BS in Graphic Design:

In graphic design, students study the visual, theoretical, historical and technical aspects of the discipline. Graphic designers find ways to communicate ideas visually.

Graphic design includes imaging, illustration and photography. Students in this major should be creative and able to communicate ideas graphically and they should be able to use pictures and typography to promote ideas and products. Upon graduation with a degree in graphic design, you will be able to work as a web designer, publications designer, multimedia designer, or art director.

GENERAL EDUCATION REQUIREMENTS (21 credits)

ENG201	Advanced English
ENG202	Applied Communication Skills
ARB201	Arabic Culture
CSC201	Introduction to Computers

ELECTIVE COURSES (9 credits) choose from

PHL201	Introduction to Philosophy
PSY201	Introduction to Psychology
SOC201	Introduction to Sociology
POL201	Introduction to Political Science
CST201	Cultural Studies I
CST202	Cultural Studies II
TEF200	English Grammar
BUS200	Introduction to Business

BS in Graphic Design (continued)

GENERAL REQUIREMENTS COURSES (9 credits) choose from

ART201	Fine Arts
ART203	Advertising Art Direction
ART207	Portfolio preparation
GRA214	Graphics in the Environment

MAJOR CONCENTRATION COURSES (73 credits)

DRA201	Drawing & Illustration 1
DRA202	Drawing & Illustration 2
ART203	Color Theories
ART204	History of Art & Design 1
ART205	History of Art & Design 2
ART206	Basic Photography
GRA201	Fundamentals of Design 1
GRA202	Fundamentals of Design 2

GRA203	Intro to Computer Graphics
GRA204	Rendering & Studio Skills
GRA205	Introduction to Typography
GRA206	Graphic Design 1
GRA207	Computer Software I for Graphic Design + Lab
GRA208	Graphic Design 2
GRA209	Printing Variables
GRA210	Computer Software II for Graphic Design + Lab
GRA211	Art of Calligraphy
GRA212	Story Board
GRA213	Typography & Packaging
GRA301	Visual Perception
GRA302	3D Animation
GRA303	Graphic Design 3
GRA304	Graphic Design Internship
GRA399	Web Design
GRA400	Senior Project

- All courses are 3 credit courses except for the Internship (1 credit)

Information Security:

The requirement for computer security knowledge increases as new techniques and technologies are developed. Threats to the strengths of the existing protections in systems and network perimeters must be constantly upgraded. This specialization enables Students to examine realistic examples of the crucial links between security theory and the day-to-day security challenges to IT environment. The focus is to provide Students ability to ascertain the essentials of security threats, information assurance and security management in corporation. This specialization also examines the field of cyber-forensics including the dangers of cyber terrorism. At the end of the Computer and Information Security Specialization, Students will complete a final written research project, demonstrating the ability to conduct an investigation on a workplace problem, identify an area for intervention, critique, justify, and recommend plan of preventative action.

GENERAL EDUCATION REQUIREMENTS (21 credits)

ENG201	Advanced English
ENG202	Applied Communication Skills
ARB201	Arabic Culture
CSC201	Introduction to Computers

ELECTIVE COURSES (9 credits) choose from

PHL201	Introduction to Philosophy
PSY201	Introduction to Psychology
SOC201	Introduction to Sociology
POL201	Introduction to Political Science
CST201	Cultural Studies I
CST202	Cultural Studies II
TEF200	English Grammar
BUS200	Introduction to Business
CSS201	Business Ethics
CSS202	Computer Ethics (Mandatory)

GENERAL REQUIREMENTS (6 credits):

MTH205	Statistical Packages
CSS203	Cyberlaw and Privacy in a Digital Age (Mandatory)

CORE COURSES (42 credits)

MTH201	Calculus III
MTH201	Discrete mathematics
TMH203	Linear algebra
CSC202	Programming I
CSC203	Programming II
CSC204	Computer organization and assembly language
CSC206	Software engineering
CSC207	Data structures and algorithms
CSC208	Digital systems and logic design
CSC209	Object-oriented programming
CSC303	Operating systems
CSC304	Database systems
CSC305	Data communication and computer networks
CSC306	Web programming

EMPHASIS COURSES (25 credits) choose from:

CSS301	Information security - Mandatory
CSS302	Securing platforms and applications - Mandatory
CSS 303	Information security perspective on intranet, internet, and e-commerce infrastructure
CSS304	Hacker techniques, tools and incident handling
CSS305	Security policies and implementation issues
CSS306	User authentication systems and role-based security
CSS307	Network security
CSS308	Cryptography
CSS399	Senior Project (Mandatory)
CSC400	Internship (Mandatory)

- All courses are 3 credit courses except for the Internship (1 credit)

Faculty of Education and Social Work

Majors

- BA in Education
- BA in Early Childhood Education
- BA in Educational Management
- BA in Teaching English as a Foreign Language
- BA in Social Work

The University's Education Department is committed to advancing educational theory and professional practice. We seek to achieve this through creative teaching, applied research and professional service. We are committed to the initial and continuing development of innovative and ethical teachers, administrators and researchers. Our graduates have found rewarding career opportunities as early childhood educators, elementary teachers, infant / toddler care specialists, supervisors, administrators, resource teachers, early interventionists...

GENERAL EDUCATION REQUIREMENTS (21 CREDITS)

ENG201	Advanced English
ENG202	Applied Communication Skills
ARB201	Arabic Culture
CSC201	Introduction to Computers

ELECTIVE COURSES (9 credits) choose from

PHL201	Introduction to Philosophy
PSY201	Introduction to Psychology
SOC201	Introduction to Sociology
ARB202	Arabic Studies
POL201	Intro to Political Science
CST201	Cultural Studies I
CST202	Cultural Studies II
TEF200	English Grammar
BUS200	Introduction to Business

General Requirement Courses (15 credits) choose from

NUT201	Nutrition
HEA201	Health
ART202	Music
ART201	Fine Arts
MTE201	Math for Education
SCE201	Science for Education
EDU202	Environmental Education

CORE COURSES (34 credits)

EDU201	Introduction to Education
PSY202	Developmental Psychology
EDU203	Classroom Teaching and Evaluation
EDU204	Instructional Strategy and Teaching Methods
EDU205	Technology in Education
EDU206	History and Philosophy of Education
EDU207	Curriculum Planning & Design
EDU208	Counseling & Guidance
EDU209	Special Education
EDU210	Field Experience – Observation & analysis
EDU211	Research Methods
EDU299	Seminar (1 credit)

- All courses are 3 credit courses except for the Seminar (1 credit)

BA in Education

This major prepares students to be future teachers in public and private schools. They learn how to prepare lesson plans, lectures, discussions, activities and evaluation programs. In order to succeed in this major, a student should have some skills that include good communication and leadership skills.

Upon graduation, students develop a deep professional understanding of children's learning abilities and needs. Graduates may work besides teaching, as academic consultants, trainers and counselors.

Emphasis Courses (24 credits) choose from

EDU301 Reading Instruction in the Elementary School
EDU302 Teaching Math in Elementary School
EDU303 Teaching Language Arts in Elementary School
EDU304 Teaching Science in Elementary School
EDU305 Teaching Social Studies in Elementary School
EDU397 Special Topics in Elementary School
EDU398 Practicum in Elementary School
EDU399 Senior Project / Elementary School

Emphasis course from other concentrations

BA in Early Childhood Education

In this major, students are prepared to be well-qualified teachers for children in day care centers, kindergartens and pre-school programs. If you enjoy being around children then this is definitely the major that suits you most.

Students learn about child's development, nutrition and psychology. In order to succeed in this program, you should have good communication skills, patience and easiness. Upon graduation, you can work mainly in schools but you can also work in recreation centers and hospitals and in training centers.

Emphasis Courses (24 credits) choose from

ECE301 Introduction to Early Childhood Education
ECE302 Play Activities, Arts materials
ECE303 Sociology of the Family
ECE304 Practicing Communication Skills
ECE305 Early Childhood Curriculum
ECE306 Crisis Intervention with families
ECE307 Children's Literature
ECE308 Children's Rights
ECE398 Practicum / Early Childhood Education
ECE399 Senior Project / Early Childhood Education
ECE308 Legislation, Advocacy, and Administration

Emphasis course from other concentrations

BA in Educational Management

This major prepares students to be school administrators or supervisors. This major focuses particularly on curriculum planning and organization, evaluation and studies of program effectiveness, staff development, leadership, decision-making and group behavior. Students should possess leadership traits, decision making abilities and interpersonal skills.

Emphasis Courses (25 credits) Choose from

EDM301 Intro to Educational Management
EDM302 Educational Laws and Policies
EDM303 Leadership and Strategic Management
EDM304 Management of Finance and External Relations
HRM301 Human Resource Management
EDM397 Special Topics in Educational Management
EDM398 Practicum in Educational Management
EDM399 Senior Project / Educational Management

Emphasis course from other concentrations

BA Teaching english as a foreign language (TEFL)

The Bachelor of Arts in Teaching English as a Foreign Language (BA TEFL) program was established to meet the growing needs for qualified English language teachers in Lebanon and the region. Students following the TEFL curriculum at M.U.B.S. will find the major particularly apt at preparing them to teach English in middle school or high school in Lebanon or abroad in the 21st century.

The program was designed to provide graduates with the skills, abilities, and knowledge necessary to improve classroom teaching and testing based on an understanding of linguistic theory, language learning, and general educational principles.

The program strives to improve the familiarity of the students with current developments in educational technology, and the development of research skills for the systematic analysis of issue related to language teaching and language learning.

GENERAL EDUCATION COURSES (21 CREDITS)

ENG201 Advanced English
 ENG202 Applied Communication Skills
 ARB201 Arabic Culture
 CSC201 Introduction to Computers

ELECTIVE COURSES (9 CREDITS) choose from

PHL201 Introduction to Philosophy
 PSY201 Introduction to Psychology
 SOC201 Introduction to Sociology
 ARB202 Arabic Studies
 POL201 Introduction to Political Science
 CST201 Cultural Studies I
 CST202 Cultural Studies II
 BUS201 Introduction to Business

GENERAL REQUIREMENT COURSES (15 CREDITS) choose from

TEF201 Introduction to Linguistics
(mandatory for TEFL major)
 ENG204 Efficiency Writing
(mandatory for TEFL major)
 TEF202 Advanced English Composition
 TEF203 Literature and Culture
(mandatory for TEFL major)
 TEF204 English Language History
(mandatory for TEFL major)

CORE COURSES (34 CREDITS)

EDU201 Introduction to Education
 PSY202 Developmental Psychology
 EDU203 Classroom Teaching and Evaluation
 EDU204 Instructional Strategy and Teaching Methods
 EDU205 Technology in Education
 EDU206 History and Philosophy of Education
 EDU207 Curriculum Planning & Design
 EDU208 Counseling & Guidance
 EDU209 Special Education
 EDU210 Field Experience - Observation & analysis
 EDU211 Research Methods
 EDU299 Seminar: Safety Practices

EMPHASIS COURSES (24 CREDITS)

TEF301 Introduction to Shakespeare
 TEF302 History of Literary Criticism
 TEF303 Major works of British and US literature
 TEF304 Post-Colonial Writing in English
 TEF305 Second Language Teaching
Theory and Method
 TEF306 Teaching Listening and Speaking
 TEF307 Teaching Reading and Writing
 TEF308 Second Language Assessment, Evaluation,
and Placement
 TEF397 Special Topics in TEFL
 TEF398 Practicum/TEFL
 TEF399 Senior Project/TEFL

Elective Course from other concentrations

BA in Social Work

The aim of the program of Social Service Worker is to provide students with the necessary skills and knowledge needed in social work, focusing on the person's psycho-social needs in both community and institutional settings.

GENERAL EDUCATION COURSES (21 CREDITS)

ENG201 Advanced English
ENG202 Applied Communication Skills
ARB201 Arabic Culture
CSC201 Introduction to Computer
SOC201 Introduction to Sociology
PSY201 Introduction to Psychology
Elective course from Humanities and Social Sciences

Elective Courses (6 credits choose from)

SSW301 Exploring Values
NUT201 Nutrition
SSW302 Community Mental Health
SSW303 Crisis Intervention
SSW304 Techniques of Social Work with Groups
SSW305 Social Worker Community Practice
SSW306 Social Work Practicum

Core Courses (67 credits)

PSY203 Human Interaction
PPO201 Introduction to Public Policy
BIO201 Human Anatomy & Physiology
SSW201 Introduction to Social Work
SSW202 Introduction to Social Services
SSW203 Human Behavior in the Social Environment
SSW204 Family Dynamics
SSW205 Human Sexuality
SSW209 Gerontology
EDU308 Special Education
SSW206 Social Work Practice Methods I
(Family & Children)
SSW207 Law & Social Work
SSW210 Field Practicum
SSW208 Field Seminar (6 credits)
SSW301 Human Behavior in the Macro Environment
SSW302 Social Worker Practice Methods II
SSW303 Research Methods
SSW304 Social Worker Practice Methods III
SSW305 Seminar for Field Instruction
SSW306 Social Policy
SSW307 Field Concurrent Recent Issues Seminar

Freshman Program

A freshman student at M.U.B.S. is required to complete 30 credits in either the arts or science program.

Freshman students admitted to Bachelor of Arts programs are considered Freshman Arts students, while those admitted to Bachelor of Science programs are considered freshman Science students.

Applicants should obtain a minimum combined score of SAT I and SAT II of 2750 for freshman Arts and 2850 for freshman science.

FRESHMAN ARTS REQUIREMENTS:

ENG 101 English 101
 ENG 102 English 102
 ARB 201 Arabic Culture
 ARB 202 Arabic Studies
 PSY 20 Int. to Psychology
 SOC 201 Int. to sociology
 ART 201 Fine Arts
 HEA 201 Health
 NUT 201 Nutrition

Choose one course of the following:

BIO 101 Int. to Biological Science
 PHY 101 Int. to Physical Science
 CHM 101 General Chemistry

Freshman Science Requirements:

ENG 101 English 101
 ENG 102 English 201
 ARB 201 Arabic culture
 MTH 101 Calculus I
 MTH 102 Calculus II
 BIO 101 Int. to Biological Science
 PHY 101 Int. to Physical Science
 CHM 101 General Chemistry

Choose 2 courses of the following

ART 201 Fine Arts
 NUT 201 Nutrition
 HEA 201 Health

Non-Arabic speaking Students can substitute their Arabic Requirements by taking courses from the following selection:

ENG 201 Advanced English
 ENG 202 Applied Communication Skills
 TEF 200 English Grammar
 PHL 201 Introduction to Philosophy

Are you seeking a promotion?

Want to add to your credentials?

Need In-Depth Professional Training?

M.U.B.S. Training & Continuing Education Institute

In the 21st century, continuing education has become an essential element for human development in areas such as adult literacy, life skills education, work-skills and training which goes beyond academia.

M.U.B.S. Training & Continuing Education Institute (TCEI) is the first continuing education institution in Lebanon to meet the standards for licensed certificates from the Lebanese Ministry of Education and Higher Education.

M.U.B.S. (TCEI) is one of three institutions in the Middle East who became members in the University Continuing Education Association (UCEA) based in Washington D.C.

M.U.B.S. (TCEI) is once again making history through several agreements with regionally accredited institutions such as the Arab Academy for Banking & Financial Sciences (AABFS), and granting certificates of training through the American Bankers Associations (ABA)

T.C.E.I. is committed to:

- Delivering high quality training programs
- Opening its doors to all those who are motivated to learn and to enrich their lives.
- Offering more opportunities than ever before through new programs and services to the business community.
- Constantly developing new industry and business partnerships.
- Providing new opportunities to change lives and to improve skills and knowledge which will lead to a better career path.

VISION STATEMENT

M.U.B.S. TCEI is committed to addressing the needs of a knowledge-based environment, and developing competent and socially responsible professionals, business leaders and individuals who value diversity, lifelong learning and training.

MISSION STATEMENT

M.U.B.S. (TCEI) provides training programs that are reflective of changes in industry and a technology-driven environment. It aims to establishing and supporting an environment of training and learning through collaborative integration among its faculty, students, staff and community members, instilling a learner-driven training and development experience that integrates theory with practice, capacity for critical thinking and a continuous desire for knowledge.

American Bankers Association

I. American Bankers Association Certificates (ABA)

The Performance Training Series (PTS)

The ABA Performance Training Series is banking-specific and bank-tested. The half-day and full-day course packages were developed using input from bank executives, line managers, and human resources personnel.

All the PTS Modules lead towards the obtainment of the PTS Professional Certificates in:

Bank Teller
Call Center Representative
Customer Service Representative
Account Specialist
Sales Manager
Financial Services Specialist
Team Leader
Supervisor Certificate
Branch Manager

When joint programs are conducted, joint training certificates are granted by The Arab Academy for Banking & Financial Sciences (AABFS) and its partner institution The American Bankers Associations (ABA). Joint professional diplomas are granted by AABFS and ABA when 50% or more of the training hours are covered by joint programs.

Program Duration:

Duration is contingent on the requirements of each program. Some programs may require 60 hours; others may require up to 120 hours.

Training Methodology Training will consist of Power Point presentations, industry related materials (Papers, Books...), best practice documents, and role playing.

Language:

Training will be conducted in English and/or Arabic

Cost per credit:

Varies according to each program

AABFS

The Arab Academy for Banking & Financial Science Certificates

The following programs are offered through the Arab Academy for Banking and Financial Services (AABFS), and lead to a diploma based on completing six courses:

Accounting
Advanced Bank Credit
Risk Management
Auditing
Bank Branch Management
Bank Operation Management
Basel II
Basic Bank Credit
Computer-based Information System
Financial Management
Human Resources Management
Insurance

International Bank Operations and Foreign Exchange
Islamic Modes of Finance and Operations
Management
Marketing of Banking and Financial Services
Office Management
Portfolio Investment Management
Public Relations
Retail Banking and Financial Services
Small and Medium Enterprises (SME) Credit
Specialized Bank Credit
Financial Markets

Duration:

One week per course (25 hours)

Cost per course:

\$1400 for members / \$1600 for non-members

Continuing Education Division

OFFICIAL CERTIFICATIONS

M.U.B.S.'s CED offers officially recognized certificates in the following majors:

1. Business Administration

This fast-track certificate in Business Administration introduces you to the fundamentals needed to succeed in Business Management, including accounting, financial management, marketing concepts and essentials of economics.

Our program provides you the opportunity to step back from your current situation and concentrate on understanding and improving performance, managing projects and change.

2. Human Resource Management

The certificate uses current and classic theory and research to develop a critical understanding about HRM. The focus is on strategic and individual level improvements, through assessment of the role of HRM in modern organizations, the issues involved in developing employment relations, and selecting, motivating, and developing staff.

3. Project Management

The program in Project Management provides a well-respected curriculum for professionals currently working as project managers or aspiring to take on project management responsibilities.

In this interactive program, participants learn multiple aspects of effective project management so you can plan and control projects and work effectively with project teams to go forward with confidence, improve performance, provide leadership, and deliver projects on time and on budget.

4. Information and Communications Technology (ICT)

The Advanced certificate in ICT can provide access to positions in fields requiring a broad knowledge of hardware, software and information systems. It represents a chance to gain a broad grounding in the core aspects of information and communication.

5. Marketing

The Certificate in Marketing will equip participants with the fundamentals of business management, with specific emphasis on salesmanship and marketing communication.

6. Banking & Finance

The program enables people with specialized skills to develop an understanding of a broader range of subjects involved in modern banking and financial issues. It provides candidates with a broad-based knowledge of banking law, financial accounting, banking services and products, investment analysis, treasury operations, bank marketing and management.

7. Islamic Banking

The certificate equips students with a comprehensive understanding of the concept and operation of this system. It is principally intended for graduates or individuals who have relevant work experience with the purpose of educating and training for a career in Islamic finance or for students who simply wish to have an understanding of the underlying concepts and implementation of Shari'ah-compliant financial transactions. The lessons are designed by Islamic Financial experts and scholars in the field of Islamic banking and finance.

8. Accounting

The program is especially designed for employees who need to perform accounting duties such as introducing and maintaining accounting systems, reporting on business performance, preparing financial statements, maintaining internal control systems and preparing management accounting reports. This certificate prepares participants for position such as Bookkeepers, Auditing clerks and Cost accountants in an accounting division, auditing, and costing and finance division.

9. Hospital Management

The program first examines hospitals in their social and organizational context before studying the internal organization and relationships within hospitals. Advanced Planning issues and finance will be considered together with HRM issues specific to hospitals. In sum, participants will acquire theoretical knowledge and develop practical skills to apply scientific approach to management of people, materials, finance, and communication and for organizing work and managing resources.

10. The Certified Marketing Executive, CME

The certified marketing executive is ideal for professionals, who are employed as marketing managers, regional marketing managers, marketing officers or an individual or company owner responsible for marketing management and who has direct reports. Marketing educators and marketing consultants who specialize in marketing management may also apply.

11. The Certificate in Customer Management

The offered track is linked to the definition of Marketing, to identify, anticipate and satisfy current and future consumer and customer expectations, needs and problems by facilitating and consummating exchange to achieve targeted levels of profitability and / or value in an accountable and socially responsible manner. It provides Interesting courses for learners who are already involved in the field of Customer Management or who enter the field at a higher level.

12. Internet and Computing Core Certification IC³:



The Internet and Computing Core Certification (IC³) provides students and job-seekers with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The Global Standard 3 is an internationally recognized standard for digital literacy and reflects the most relevant skills needed in today's academic and business environments.

In an increasingly digital world, where virtually every field and function is impacted by computers, IC³ certification can help you refine your aptitude in the most important and valuable areas. What's more, IC³ helps teachers and instructors define their students' proficiency and marketable skills as they enter the workforce.

The IC³ Certification comprises of three individual examinations:

1. Living online: Covers skills for working in an Internet or networked environment.
2. Key application: Covers popular word processing, spreadsheet and presentation applications and the common features of all applications.
3. Computing fundamentals: Covers a foundational understanding of computing

13. Microsoft® Certified Application Specialist (MCAS):



Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. This Microsoft credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft Certified Application Specialist certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite, encompassing Word 2007, PowerPoint® 2007, Excel® 2007, Outlook® 2007 and Access® 2007, as well as Windows Vista®.

14. Microsoft Office Specialist (MOS):



Microsoft Office Specialist is the official Microsoft Office certification for desktop productivity, it is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Whether you're looking for the ideal job, trying to advance in your present career, or pursuing academic goals, Microsoft Office Specialist gives you the tools to achieve more, distinguish yourself, and advance in today's competitive academic and professional environments. Exams are available for Microsoft Office 2000, Office XP, and Office 2003.

15. Adobe Certified Associate:



Employment using digital communications skills is growing worldwide. Whether it's a career in graphic design, Web marketing, video production, or more, becoming an Adobe Certified Associate will help give you the inside track to work in these exciting new fields. With certification, hiring managers will know that work similar to the excellent portfolio they just reviewed can be accomplished efficiently. Adobe offers three areas in which to gain certification:

1. Flash Professional
2. Dreamweaver
3. Photoshop

The Adobe Certified Associate certifications are offered for the following versions: Macromedia version 8, Creative Suite 3 and Creative Suite 4.

16. TOEFL Preparatory Course:

The Continuing Education Division at M.U.B.S offers preparatory courses for the TOEFL exam. Courses are offered for individuals, groups & it may be offered at the workplace for professionals.



M.U.B.S. serves as a TOEFL Testing Center:

Most universities require students to take The Test of English as a Foreign Language TOEFL to evaluate their English proficiency. The TOEFL exam is administered in an Internet-based format at M.U.B.S./Hamra- Beirut. Tests are held approximately every two weeks, depending on demand, and are scheduled by appointment.

You may directly register online on <http://www.ets.org>.

INTERNATIONAL PROFILE

UNIVERSITÉ DE PICARDIE JULES VERNE UPJV (FRANCE):

Une convention a été signée entre l'université M.U.B.S. et l'université de Picardie Jules Verne, Amiens – France, il y a 3 ans. Cette convention permet aux étudiants libanais de suivre le master en management des organisations de la net économie au Liban ou en France.

Le 28 juin 2010 et lors de la visite du président de M.U.B.S. Dr. Hatem Alami à l'université Picardie Jules Verne un avenant a été signé avec le Président de l'UPJV M. Georges Fauré concernant la licence en gestion ou les étudiants libanais se bénéficient d'une double diplôme.

UNIVERSITY OF WALES INSTITUTE, CARDIFF (United Kingdom):

M.U.B.S. is currently in the final stages for signing a Memorandum of Understanding with UWIC. The memorandum is expected to cover:

- Collaborative provision of the University of Wales Institute, Cardiff degrees in Lebanon
- Collaboration in Academic Research
- Exchange of Staff and Students

Mount Allison University (Canada):

M.U.B.S. signed a cooperative agreement with Mount Allison University. This agreement covers student exchange programs, and transfer students to complete a Bachelor degree at Mount Allison. Collaborations are underway for: a joint degree program, faculty exchange, as well as a sharing of methodology and curriculum materials.

Université de Liège (Belgium):

In April 23rd 2008, M.U.B.S. and the Université de Liège signed a memorandum of understanding to exchange students and faculty, exchange scientific information, offering joint degrees and the possibility of joint supervision of doctoral thesis. The memorandum is a first step towards more cooperation between the two institutions.

University of Cagliari (Italy):

M.U.B.S. signed a cooperative agreement with the University of Cagliari to carry out jointly programs of study, research and exchanges on matters of common interest. The two Universities will maintain cooperation and exchange relationship set up on mutuality and aiming for a reciprocal cultural and technical enrichment.

UAC - KUWAIT:

The Directorate of Applied Sciences in the State of Kuwait granted in 2009 its approval of the Training Diploma Program accredited in Kuwait. The program which grants students a degree from the Continuing Education Division at the Modern University for Business and Science (M.U.B.S.) is administered by both M.U.B.S. & the United Arab Consultancy (UAC).

THE TRANS-EUROPEAN MOBILITY PROGRAM FOR UNIVERSITY STUDIES (TEMPUS):

Tempus (The Trans-European mobility scheme for university studies) supports the modernization of higher education and creates an area of co-operation in countries surrounding the EU. Established in 1990 after the fall of the Berlin Wall, the scheme now covers 27 countries in the Western Balkans, Eastern Europe and Central Asia, North Africa and the Middle East.

Tempus finances two types of actions:

1. Joint Projects are based on multilateral partnerships between higher education institutions in the EU and the partner countries. They can develop, modernize and disseminate new curricula, teaching methods or materials, boost a quality assurance culture, and modernize the management and governance of higher education institutions.
2. Structural Measures contribute to the development and reform of higher education institutions and systems in partner countries, to enhance their quality and relevance, and increase their convergence with EU developments. Partnerships are made up of consortia of organizations including higher education institutions, businesses, ministries, NGOs, and other organizations working in higher education; both from the EU and partner countries.

Completed Projects:

BIRD: Benchmarking International Relations Offices for Development

M.U.B.S.; jointly with the American University of Beirut (AUB), has been awarded on July 4th 2005 an EU project (TEMPUS Structural and Complementary Measures project).

The European partners of the project are University of Saarland (Germany) and University of Alicante (Spain). The BIRD Project (Benchmarking International Relations Offices for Development) is a project funding by the European Commission in the framework of the TEMPUS MEDA program.

The duration of this project is 12 months (October 2005-October 2006) and its main aim is to disseminate good practices in benchmarking analysis applied to university international relations in order to identify areas for change, and assists in setting targets for improvement.

QAHEL: Quality Assurance for Higher Education in Lebanon

M.U.B.S. has been awarded a second EU project titled Quality Assurance for Higher Education in Lebanon (QAHEL). The objective of this project is to make the Lebanese Higher Education Institutions aware of the European Quality Assurance processes and to help them reform their higher education systems by achieving greater compatibility and comparability with the European systems of Higher Education. The grant holder of the project is the University of Sunderland (UK), the coordinator is M.U.B.S. (Lebanon) and the other partners are American University of Beirut (Lebanon), Beirut Arab University (Lebanon), CERAM (France), Hariri Canadian University (Lebanon) and Directorate General of Higher Education in Lebanon. The deadline of the project is March 2008.

The general objective of this project is to make the Lebanese higher education institutions aware of the European higher education quality models and to allow them to benefit from the European experiences in the field of quality assurance through:

- Designing and developing three training guides in quality assurance for higher education.
- Training Lebanese academics to become experts in the field.
- Encouraging and help higher education institutions to establish their own institutional quality centers.
- Benefiting from this program as a base for institutional self-improvement in the field.

The outcomes of this project are:

- Preparing training guides in the field of quality assurance and making them available to all institutions of higher educations through the project website.
- Training Lebanese academics (from all Lebanese higher education institutions) on higher education quality assurance.
- Suggesting performance indicators and standards for quality assurance for the Lebanese higher education institutions.

Running Projects:

ALTAIR Project

Project background

In a globalised world where knowledge creation is essential and competition becomes critical, Higher Education Institutions are put under pressure to formulate, discuss and communicate clear priorities and focus on efficient management, planning and resource processes to achieve excellence and ensure continuous performance improvement. In recent years, many Arab Higher Education Institutions (HEIs) has been adversely affected by economic social and even political conflict situations as well as by diminishing financial resources.

In view to this, the overall objective of the project is to strengthen the institutional capacity of Arab Universities in support of policy, management and planning at national and regional levels in order to meet accountability needs and successfully address growing demands upon Arab HEIs, despite diminishing resources.

Objective

A major mean capable to simultaneously generate improvement of Universities management, planning capacities and overall institutional performance is the development and embedding of a quality culture for institutional quality assurance within HEIs. Referring to the European experience and the statement of the Berlin Communiqué stressing that “the primary re-

sponsibility for assuring quality lies with higher education institutions”, it is evident that putting in place effective mechanisms for assuring quality within an institution enables a critical self-analysis of its programmes, its institutional capacities

and its services as well as formulation of recommendations for improvements. In consequence embedding quality culture and continuous implementation of self-assessment mechanisms within HEIs may lead to increased efficiency of planning, administrative and management of Universities.

In view to this, the specific project objective addresses the Development of sustainable Quality Culture and Capacity Building Quality Assurance in Arab Universities (AUs).

Partners include:

University of Alicante (Spain), Ministère de l'Éducation Nationale (Morocco), Miguel Hernández University of Elche (Spain), Association of arab universities (Jordan), Newcastle university (United Kingdom), Beirut Arab University (Lebanon), Direction Général de L'Enseignement Supérieur (Lebanon) and M.U.B.S (Lebanon) in addition to many other universities from Germany, UK, Palestine & Egypt.

TIES Project

About Ties

TIES - TOWARDS AN INTERNATIONALISATION OG HIGHER EDUCATION NETWORK FOR THE MEDA REGION.

The purpose of the project is to contribute to the development of international relations (IRs) management in HEIs in the MEDA region, in particular in Algeria, Tunisia, Lebanon, Egypt, Morocco, and Jordan.

The project partnership is comprised of 3 European partners with expertise in institutional internationalization (UA, UPMF, and TUGM) and 12 partners from the MEDA region, hailing from Algeria, Tunisia, Egypt, Jordan, Morocco and Lebanon (2 per country). All seek to improve their international relations management.

The project will focus on strengthening the know-how and management capacities of the staff of the partner universities, and to build efficient structures for international relations. The project includes different types of actions, including on-site observation sessions, human resources development for both top-level management (Strategic level) and IRO staff (Practical level), the development of strategic internationalization plans for the participant institutions (with a period until 2015) and, the main output, a formalized regional network dedicated to internationalization. All the activities are designed to be complementary and drive the participants towards a more innovative and united approach to internationalisation and the management of international relations.

Objective

Overall objective: To develop institutional capacity in the area of internationalization for MEDA country institutions through the transfer of know-how, managerial capacities and good practice for the management or IROs (International Relations Offices).

Specific objectives:

- Develop an internationalization culture through regional actions;
- Provide appropriate knowledge and means and methods to improve internationalization actions of MEDA partner country institutions;

- Create a recognized regional network for internationalization for good practice transfer.
- Outcomes and outputs
- The main objective of the TIES Project is the improvement of international relations management of the partner universities in the MEDA region.
- This main goal is expected to be reached through: the transfer of experiences, the organisation of trainings for the qualification of human resources in the area of internationalisation, the design of documents and action plans to help to develop a culture of international relations, and finally the set up of a network for the internationalisation of the MEDA Region.
- As a result of the objectives above, the project aims at producing numerous technical and managerial benefits for its partner institutions.
- The main tangible results of TIES are: 7 sets of workshop training, plus its materials, qualification of over 150 managers for international relations, project and network websites, creation or improvement of websites dedicated only to international relation activities in every partner institution (12), a publication for the IRO Management in the MEDA Context, institutional internationalisation plans in each partner university, and a regional internationalisation network for the MEDA region.
- What is more, it is expected that the project will make an important contribution in developing an internationalization culture for the higher education systems in the Mediterranean region. In that sense, other results are: increased knowledge in the field of international relations management; enhancement of their management and performance quality; improvement in the understanding of their role with regard to knowledge, to students, to the environment; enhancement of their community leadership; consolidation of their ties with other universities; new directional strategic thinking; self- evaluation techniques; new contacts and the participating on new projects; and prestige.

Partners

PARTNER	COUNTRY
Universidad de Alicante	SPAIN
Università Telematica Guglielmo Marconi	ITALY
University Pierre Mendès France	FRANCE
Beirut Arab University	LEBANON
Modern University for Business and Science	LEBANON
University of Kairouan	TUNISIA
University of Sfax	TUNISIA
Mouloud Mammeri University of Tizi-Ouzou	ALGERIA
University of Bejaia	ALGERIA
Princess Sumaya University for Technology	JORDAN
Philadelphia University	JORDAN
Sidi Mohamed Ben Abdellah University	MOROCCO
University Mohammed v Soussi	MOROCCO
Mansoura University	EGYPT
Beni Suef University	EGYPT

University Memberships

Mena-Air: www.mena-air.org

ARAB ACRAO: www.arab-acrao.org

Euro-Mediterranean University: www.emuni.si

Academic Impact: www.academicimpact.org

GUIDE Association: www.guideassociation.org

Magna Charta Universitatum: www.magna-charta.org

Association of Arab Universities: www.aaru.edu.jo

International Association of Universities (IAU): www.iau-aiu.net

ACBSP-Association of Collegiate Business Schools and Programs: www.acbsp.org

UCEA-University Continuing Education Association: www.ucea.edu

EPUF-Euromed Permanent University Forum: www.epuf.org

M.U.B.S.
Modern University
for Business & Science

Student Life

Office of Student Services:

This office manages student activities, counseling & guidance, career development center and athletics.

Student Activities:

M.U.B.S. believes that extracurricular activities are an essential part of a university student's life. For this, it continuously seeks opportunities to hold such activities that may help develop a better student's spirit and personality, develops civic responsibility, empowers students and provides service to the society through the cultural initiatives.

M.U.B.S. has student representative committees that are the communication interface between the university administration and the students. These committees are elected yearly. M.U.B.S. also holds various kinds of activities such as organizing lectures and seminars throughout the year in addition to the Open Day which is organized on a yearly basis.

Counseling and Guidance Office:

M.U.B.S.'s friendly environment helps provide focused attention and guidance to students. But university life can sometimes be tense for students. The Counseling and Guidance Office serves and helps students facing difficulties on the personal or academic level.

The office may refer needy students to specialists if suffering from depression or anxiety and it may also refer students with academic problems to academic consultants and advisors.

Career Development Center:

The Career Development Center (CDC) helps students and graduates in finding the right placement opportunities. The center tries to do so by continuously communicating with senior students and university graduates and by providing them with the available and suitable openings. The center also helps current students set their career goals by improving their planning skills.

M.U.B.S. also requires students to complete a period of internship as part of its curriculum. M.U.B.S. believes that an internship serves as a valuable bridge between learning and work experience. M.U.B.S. strong connections with the business community lead to many opportunities for its students.

COURSES DESCRIPTION

ECO201 Microeconomics:

This course focuses on the individual decisions in the market economy. After an overview of how a market economy works, the course develops theories of consumer behavior, the behavior of firms in various degrees of competition, and workers' decision to offer labor. Government regulation of markets is also examined.

ECO202 Macroeconomics:

This course offers an overall picture for the economy. The course focuses on how the economic system determines the level of national income, the unemployment rate, and the rate of inflation. Fiscal, monetary, and supply-side policies are discussed.

ACC201 Principles of Accounting I:

An introduction to the principles of financial accounting for students of all business curricula. Specific topics include a study of the basic accounting equation, accounting concepts, recording transactions, financial statement preparation, accounting systems, and inventory.

ACC202 Principles of Accounting II :

The second of two introductory courses in financial accounting. This course covers the accounting for partnerships and corporations. Bonds payable and the statement of changes in financial position are discussed. GAAP are also covered and applied in the preparation, analysis and interpretation of financial statements.

ACC301 Management Accounting:

An introductory study of internal accounting with emphasis on cost analysis and budgeting. The course stresses the attention-directing and problem-solving function of accounting in relation to current planning and control, evaluation of performance, special decisions, and long-range planning. Topics covered include cost behavior and cost-volume relationships, the master budget, flexible budgets and variance-analysis.

ACC302 Intermediate Accounting:

The course covers the principles and standards of financial accounting used for the preparation and presentation of financial statements. Financial statements are covered in much more depth than in ACC201 and ACC202. The effects of changing prices on financial statements, and current developments in financial accounting are also covered.

BUS 201 Business Math I :

The course is an introductory course to mathematical tools used in business and economics. It covers linear functions, quadratic functions, differentiation, equations, basic statistical tools, payroll, trading, simple interest and compound interest. The course intends to provide students with a solid base in mathematics applied to business.

BUS 202 Business Math II :

This course introduces students to advanced mathematical tools applied to business and economics. The course covers supply and demand, revenues, costs, profits, optimization techniques, marginal functions, elasticity, matrix and linear programming. The course prepares students to advanced courses in economics and finance.

ACC303 Cost Accounting:

Cost determination and analysis, cost control, and cost-based decision making. Included are such topics as job order and process costing systems, application of factory overhead, and responsibility accounting.

ACC304 Advanced Accounting:

Mergers and acquisitions accounting as well as preparation of consolidated statements after acquisition. Special accounting problems in consolidated financial statements, partnerships pension funds, fund accounting, and fiduciary accounting. Courses Description (Emphasis in Economics)

ECO301 Intermediate Microeconomics:

Theory of the firm and the consumer. Topics covered include: maximizing behavior of consumers; business firm behavior in price and output decisions under different types of market structures; factor price determination; welfare implications of marketplace performance. (Prerequisites: Introduction to Microeconomics and Introduction to Macroeconomics).

ECO302 Intermediate Macroeconomics:

A study of the aggregate approach to economics. Subjects include the determination of output, employment, the rise of interest rates, and the price levels. Moreover, Inflation, unemployment, budget debt and deficit, business cycles, fiscal and monetary policies are also discussed. (Prerequisites: Introduction to Microeconomics, Introduction to Macroeconomics).

ECO303 Public Finance:

The course studies the public sector. It analyses government expenditures, revenues, deficit and debt in addition to market failures and optimal taxation. (Prerequisite: Intermediate Microeconomics)

ECO304 Monetary Economics:

The course is a study of the development of monetary theory and policy. Topics include the demand and supply of money as well as the central bank and the instruments of monetary management. (Prerequisites: Introduction to Microeconomics, Introduction to Macroeconomics).

ECO305 International Economics:

Theoretical and policy approach to the study of the international trade. Topics include trade theory, instruments of commercial policy, tariffs, foreign exchange markets, and international monetary systems. (Prerequisites: Introduction to Microeconomics, Introduction to Macroeconomics).

ECO306 Economics of Growth and Development:

The course is an introduction to the different theories of economic growth and development. Models of economics development and growth and policy formulation in developing countries are discussed. (Prerequisites: Intermediate Microeconomics, Intermediate Macroeconomics).

ECO307 Managerial Economics:

The course covers topics such as price determination, income distribution, consumer behavior, resources allocation, and the theory of the firm. (Prerequisites: Introduction to Microeconomics and Business math I).

ECO308 History of Economic Doctrines :

A study of the origin and development of economic thoughts from mercantilism to the present. (Prerequisites: Introduction to Microeconomics, Introduction to Macroeconomics).

ECO309 Labor Economics:

The study of the labor market. Topics include: labor composition, human capital theory, wage determination, demand and supply of labor, policies of unemployment and income distribution. (Prerequisites: Introduction to Microeconomics, Introduction to Macroeconomics).

ECO310 Economics of Planning:

The course concentrates on the application of economics to a set of issues that interest planners such as housing, public goods, choices and cost benefit analysis. (Prerequisites: Introduction to Microeconomics, Introduction to Macroeconomics).

ACC305 Auditing:

A study of the theory and application of generally accepted auditing standards used in the examination of financial statements. The role of internal control review, working papers, audit programs, and the auditor's liability are considered along with selected case studies.

ACC306 Accounting Information Systems:

An introductory course to accounting information systems, intelligent systems for aiding decision-making, documenting information systems, database management systems, and controlling information systems.

ACC307 Taxation: A study of income tax, including the principles of income recognition, business and non-business expense deductions, and the concept of capital gains and losses. The course concentrates on a study of advanced income taxation, with particular attention to corporations, partnerships, and estates. Case problems involve preparation of tax returns and supporting schedules.

ACC308 Government and Non-Profit Accounting:

This course covers fund accounting, budget and control issues, revenue and expense recognition, and issue of reporting for both government and non-profit entities. Topics covered include: Environment of government/ non-profit accounting and financial analysis, Budgeting control, Revenues, and expenditures, issues of reporting, disclosure, and non-profit organizations.

ACC309 International Accounting:

This course will discuss the official and unofficial generally accepted accounting principles used in major countries (USA-UK-France...). International Accounting standards, which are used by many countries that do not have well-developed national GAAP will also be studied. The course is designed to facilitate the understanding and financial analyses of international corporations.

MGT201 Int. to Management:

The basics of an operational theory of management are presented under the functions of planning, organizing, staffing, directing, and controlling. The emphasis is on the manager's role in creating and maintaining an internal environment for performance. Cases are presented and discussed in detail.

MKT201 Int. to Marketing:

An introductory course in basic marketing principles is viewed from the perspective of a marketing manager. Topics covered include: the marketing concept, product analysis, consumer behavior, channels of distribution, pricing, promotion, international marketing, and marketing's role in society.

MKT301 Professional selling and sales management:

An overview of selling and sales management. Topics covered include sales representative selection and training, sales planning, sales incentives, and territory design.

MKT302 Services Marketing:

Students will study how to market services. Topics covered include characteristics of services and their marketing implications, developing marketing strategies for services, pricing and promoting the service performance, and ensuring customer delight and satisfaction.

MKT303 International Marketing:

Students will study the elements of the marketing mix for a company operating internationally. The laws related to international marketing as well as the selection of marketing policies and techniques and world trade are also covered.

MKT304 Electronic Marketing:

An overview of electronic marketing development and its impact on marketing transactions. Topics covered include E-marketing as a strategic approach, management of electronic marketing projects, financial, legal, and security issues.

MKT307 Marketing Research:

A study of the application of research methods, both quantitative and qualitative, in the collection of marketing information and the development of marketing strategy. Applied marketing research studies are examined from the perspectives of planning, designing, executing, and interpreting.

MKT308 Consumer Behavior:

This is an introductory course in consumer behavior. Topics covered include the roles of a consumer, consumer purchase decision process, the psychological and socio-cultural influences on consumer behavior, determinants of consumer behavior, consumer decision-making, and consumer-focused marketing.

MKT309 Strategic Marketing:

Integration of marketing elements in a strategic planning framework.. Topics include demand analysis, formulating marketing strategies, establishing marketing policies and procedures, coordinating marketing actions, and evaluating performance of marketing functions.

MKT305 Advertising Strategies:

Study of modern advertising as both an industry and symbolic system.the course combines rigorous textual and critical analysis of advertising (to include print, broadcasting, outdoor, and online advertising) with an understanding of campaign strategies. The course also analyzes the relationship between advertising and consumerism.

MKT306 Customer Service and Customer Relationship Management:

This course will provide students with the knowledge of how to acquire and develop long-term, profitable customer relationship through CRM systems and strategies. Using a variety of techniques, which may include case analysis, guest speakers, and study of best practices, students will explore CRM issues and applications, current technologies and the marketing.

BUS200 Int. to Business:

(Freshman and Sophomore only) An introductory business course providing an overview of the business environment. Topics include: Management and organization; The tools of management; Business operations (Marketing, Financial institutions, Financial management, Production...); The social and legal environment of business.

BUS202 Business Arabic:

This course is taught in Arabic. It emphasizes the importance of communication in Business Arabic, develops skills in writing effective business correspondence in Arabic. The course gives special attention to proofreading and mechanics of Arabic grammar. The topics covered in this course include: communication concepts and issues, business letters and memorandums, career communication, business reports and non-written communications.

BUS203 Management Information Systems:

A survey of the uses of information in organizational management, with emphasis on systems to support managerial decision-making. Students apply concepts in practical application projects using currently available software.

BUS204 Business Statistics: A basic statistical foundation is developed. A study of descriptive statistics is emphasized including functional and summation notation, describing data graphically and numerically, and probability distributions. An introduction to statistical inference is also covered. Computer applications form an essential part of this course.

BUS205 Quantitative Business Analysis:

The use of applied statistical methods as scientific tools in the analysis of economic and business problems. Topics covered include hypothesis testing, analysis of variance, simple regression and correlation, and time series forecasting. Computer applications for these tools are also included.

BUS206 Business Law:

The study of the legal environment of Business, with an overview of the development of law, the court system, legal concepts underlying business crimes and torts, contracts, commercial papers, creditors rights, business organizations (sole proprietorships, partnerships, and corporations), directors liability, and bankruptcy.

BUS207 Electronic Business:

This course aims at providing the students with a thorough knowledge of e-business concepts and terminology and an overview of the new developments in this field. Students' research projects constitute an integral part of this course.

BUS399 Senior Project:

Students apply the theoretical concepts and methodologies learned in the program to develop a major project.

BUS400 Internship:

A work experience in an operating business where the student, under academic and employer supervision, participates in actual work functions (75 hours). The student must keep extensive diary of work experiences, and submit a final report to his / her academic supervisor. All internships are supervised by M.U.B.S. faculty, who also assign grades for this internship. (prerequisite : Junior standing / written proposal and consent of Department chair or Dean of Academic Affairs).

FIN201 Financial Management:

This course is about the principles of financial management and will cover topics such as: the role of finance and the financial manager, risk, return and interest rate, long-term investment decisions, cost of capital, and short and long-term financing decisions.

FIN301 Financial Markets and Institutions:

A study of the financial markets and financial institutions and their role in the economy. Topics covered include banks and non bank financial intermediaries, term structure of interest rates, securities market, the Keynesian macroeconomic model, and effects of money and credit on national income, prices, and interest rates.

ACC501 Financial reporting and control:

This is an introductory course in accounting for prospective managers.

This course examines the various theoretical frameworks that are essential to explore the structure, the features, and the limitations of accounting and financial reporting. Study of theoretical concepts as well as research articles in journals are emphasized.

MGT501 Managing Individuals and Organizations:

Introduces students to concepts, models and frameworks to help them become better managers of the organizations they work for, the teams they work in, the people they work with, and their own personal development. The course also explores how organizations and managers can be transformed for better alignment with the business demands of the future.

ECO501 Business Economics Analysis and Forecasting:

The application of economic theory tools to business decision, using a variety of multivariate models and computer packages. Forecasting of demand, production and cost-output relationships and pricing models are included.

MKT501 Marketing Management;

Builds an in-depth understanding of basic marketing concepts and applies those concepts to a variety of management situations, including nonprofit and public sector settings.

ITC501 IT Strategies for a Networked Economy:

A case-based course that demonstrates the role of information technology in shaping business strategy and models. This course provides an overview of the key technologies that are important in today's business environment and introduces organization and management concepts relating to the IT functions.

HRM501 Human Resource Management:

Advanced study of contemporary topics related to the effect of management of human resources. Topics covered include management practices, general employment practices, staffing, training and development, compensation and benefits, employee-mgt relations, health, safety and security.

STA501 Graduate Research methods:

The basic objective is to sharpen the MBA candidates' critical thinking processes by studying and applying scientific methods to problem solving. The course includes preparation of a literature review, qualitative and quantitative approaches, triangulation methods, research designs, threats to internal and external validity, sampling techniques, data collection & analysis methods, and ethical considerations.

MTH 101: Calculus I:

This is the first of three courses in the calculus sequence. Topics covered include the limit of a function; the derivative of algebraic, trigonometric, exponential, and the definite integral and its basic applications to area problems. Applications of the derivatives are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using CALCULUS.

MTH 102: Calculus II:

This is the second of three courses in the basic calculus sequence. Topics covered include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

BIO 101: Introduction to Biological Science:

Introduction to the major concepts of biology with emphasis on the chemical basis of life, the biology of cells, and the physiology of human systems as biological ideas of importance to human problems.

PHY 101: Introduction to Physical Science:

An introduction to the basic principles of physics, chemistry, astronomy, geology. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world.

CHM 101: General Chemistry:

This course is an introduction to general chemistry. The topics covered include matter and energy, Chemical nomenclature, chemical reactions, stoichiometry, modern atomic theory, chemical bonding, quantum concepts, and gas laws.

MTH201 Calculus III:

Infinite series, Conic sections, Parameterized curves, Polar coordinates, Vectors & analytic geometry in space, Vectors-Valued functions and motion in space, Multiple function, Partial derivatives, Multiple integrals, Integration in vector fields.

MTH202 Discrete Mathematics:

Combinatorial Counting, Logic, Set theory, Induction, Relations, Generating functions, Recurrence relations, Network graphs, Discrete optimization, and Combinatorial games.

FIN302 Commercial Bank Management:

Students will learn how commercial banks operate and function. Topics covered include profitability, credit analysis, banking regulations, liquidity management, and international banking.

FIN303 Investment Management:

Equity and debt securities as investments, the organization and functions of the capital market, and the analysis and evaluation of securities and portfolios.

FIN304 Insurance:

This course includes a survey of the major patterns of life, property and business insurance and the investment aspects of the insurance industry.

FIN305 Int'l Financial Management:

Finance from the viewpoint of an int'l financial manager. This course introduces the differences in financial regulatory environments, and tries to analyze the opportunities and financial decisions confronting multinational companies.

FIN306 Real Estate Management:

Students will study the principles and practices of real estate management and presents an overview of real estate markets. Topics covered include evaluating real estate investments, property valuation and management, real estate development, and real estate securities.

FIN307 Personal Financial Planning:

Students will learn how to plan and manage personal finance. Topics covered include cash flow budgeting, debt management, consumer credit, retirement planning and personal bankruptcy. Computer applications for some of the tools learned are included in this course.

FIN308 Islamic Banking:

This course emphasizes the evolutionary and interconnected nature of Islamic banking. Topics covered include: The history of Islamic banking, modern Islamic banks, functions of Islamic banks, the balance sheet and income statements of the Islamic banks, fields of investment, the relationship of Islamic banks and the central banks, the future of Islamic banks.

FIN309 Futures, options and other derivatives:

This course covers options, forward contracts, future contracts, and Swaps. This course will illustrate how futures and options may be used in portfolio management. Although the course focuses on business concepts and reasoning, the subject and the approach are highly quantitative. The course requires a basic knowledge in Calculus, Statistics and Microsoft Excel.

MGT303 International Management:

Concentrates on various aspects of international management, linking theory and research findings with international management practice. Topics covered include a discussion of the challenges of managing international organizations, and the management of cultural diversity at home and abroad.

MGT304 Organizational Behavior:

A study of behavioral science concepts as they apply in organizational settings. Issues discussed include individual behavior, group behavior, leadership, motivation, and organizational design / development, conflict resolution.

MGT305 Project Management:

Students will learn the necessary skills to manage business projects. Topics covered include skills of project managers, task breakdown structure, resource analysis, project monitoring, and PERT / CPM scheduling and budgeting.

MGT307 Int. to Production and Operations Management:

This course gives the students an introduction to the functional area of production and operations management as practiced in manufacturing industries and the service sector. It includes decision making, project management, facility layout in both manufacturing and services industries, waiting lines, quality control, just-in-time systems, forecasting, aggregate planning (MPR), and operations scheduling.

MGT308 Strategic Management:

This course focuses on the principles and practices in designing, evaluating, and using strategic management in today's organizations to achieve performance excellence and increase shareholder value by executing strategies. Topics to be covered include planning, budgeting and analysis, activity - based costing and management, strategic profitability, performance measurement, value - based management, people and leadership development, and risk management.

MGT306 Leadership and Team Building:

Students will learn the advanced skills in organizational leadership and the tools and techniques used in team building so that to successfully carry out and improve their personal work processes and peer group work processes within an organizational setting.

HRM302 Labor Law and General Employment Practices:

Students will be exposed to the Lebanese Labor Law and international employment laws associated with practicing effective human resource management. Topics covered include laws affecting discriminatory practices, guarding against discrimination practices, selected related famous cases, enforcing equal employment opportunity, general employment practices, and current issues in Labor and Employment Laws.

HRM303 Staffing:

In this course, students will explore the activities surrounding “getting employees” into the organization. Topics covered in details include employment planning and job analysis, recruitment and the foundations of selection, and effective selection devices.

HRM304 Training and Development :

Students will learn how to coordinate the provision of training and development experiences in organizations. Topics covered include the diagnosis of training needs, types of training, socializing, orienting, and developing employees, managing careers, transfer of training, maximizing subsequent job performance, and evaluation of training and development activities.

HRM305 Compensation and benefits management:

The aim of this course is to prepare students to effectively design and administer a compensation and benefits system, which is considered critical to the success of any business firm. Because the administration of compensation and benefits presents many country-specific challenges, the primary focus of this course will be on the Lebanese, the Canadian, and the US systems practices.

HRM306 Int'l Human Resource Management:

This course is intended to help students increase their expertise in the principles and practices of international HR through a global perspective of its seven major segments: international HR management, staffing international assignments, cross-cultural dynamics, assignment management, performance management, assignment compensation and benefits, labor relations and employee health and safety.

HRM308 Human Resource Information Systems:

Human Resource information management and system issues, trends and technology are studied to enable management, maintenance, and the use of HR information technology to leverage business and make strategic decisions.

TOU301 Introduction to Tourism:

This course provides an overview of the tourism industry. Topics include: sectors of the tourism industry, size, scope and infrastructure, definitions and conceptual models, and current issues, travel motivators, career opportunities, ethical issues, tourism as a community-based industry.

TOU303 Tourism Information Systems:

This course features concepts and techniques used to analyze and design information systems for use in tourism organizations. Topics include: system planning and business analysis methods; information system development, standards and techniques; and information and application of systems analysis tools and processes needed to solve problems in the global tourism industry.

TOU305 Ticketing and Reservations:

In this course, students learn the Galileo reservation system. Students research and analyze international fares and understand the accounting system of the billing and settlement plan.

TOU306 Tour operating and consolidators:

Tour operating is an important aspect of the travel industry and is a large employer offering many entry level jobs such as destination representatives and reservation agents. Consolidation involves the latest method of product distribution. The skill sets for a career with organizations specializing in air seat consolidation are largely interchangeable with those of tour operating.

TOU307 Wholesale Travel Industry and Airlines:

This course discusses the evolution of the travel wholesale organizations and emphasizes airline operations and security procedures. Topics covered include operations and security procedures for domestic and international airlines, airport policies for handling passengers and their baggage.

TOU304 Tourism Policy and Planning:

This course examines a variety of tourism policy and planning issues that will influence the successful development, management and marketing of tourism organizations and destinations. The subject builds on the understanding that tourism systems are incredibly complex and to survive, must make a number of tactical decisions about the product markets in which they choose to compete, and as such, must adopt a policy driven approach to tourism. The course examines the role tourism policy plays in assisting these decisions.

THM301 Tourism and Hospitality Marketing:

The objective of this course is to relate the concept, principles, and practices of marketing to the tourism and hospitality environments. Students who study this course will have a better appreciation and understanding of marketing as a vital management tool within the tourism and hospitality sectors.

THM302 Special Events Management:

Application of special events management concepts. Includes: planning, marketing, staffing, producing, and fiscal and quality control.

THM303 Practicum:

Provides workplace-based learning opportunities. The experience allows students to practice the principles and skills learned during classroom study and develop industry competencies. Internships connect the learner with industry managers and employees, building employment linkages and establishing the foundations of an individual career.

HOS301 Introduction to Hospitality:

This course takes a management perspective in introducing students to the organization and structure of hotels, restaurants, and clubs. There are chapters on business ethics, franchising, management contracts, and areas of management responsibility such as human resources, marketing and sales, and advertising.

HOS303 Hospitality Information Systems:

The purpose of this course is to provide an understanding of how the hospitality industry applies information technology for management, decision-making, and competitive advantage. Topics examined in this course include the information system concept and its components, networks, e-commerce, restaurant management system, property management systems, global distribution systems, central reservations systems and database management systems.

HOS304 Hospitality Operations:

In this course, students will explore the people, products and finances of the Food and Beverage, and conference services sectors of the hotel industry, students interested in a career in resorts, restaurants, catering services on nightclub enterprises can develop skills, knowledge and attitudes that will constitute to their success in these and other fields of the tourism and hospitality industries.

HOS305 Lodging MGT:

This course allows the students to explore and analyze the principles and practices of lodging management. The management of and interaction between various decisions are studied, with an emphasis on sales and marketing, food and beverage, accounting and finance, and management contacts, franchising, and consortiums. Focus of the course is on communications between departments, divisions, the consumers and the owner(s).

HOS306 Cost Control and Analysis:

Provides students with a thorough understanding of hospitality financial accounting concepts. The emphasis of this course is to use accounting information in making management decisions and to prepare and understand hospitality financial statements.

HOS307 Food and Beverage Services and Management:

Current types of food and beverage service systems and components, managerial methods applied to produce effective systems. Systems approach to food and beverage service management planning and decision-making.

MTH203 Linear Algebra:

Vector Spaces: Vector spaces, subspaces, sums, direct sums, span, linear independence, bases, and dimension. Linear transformations: null and range spaces, the matrix representation of a linear transformation. Polynomials: degree, real and complex coefficients. Eigenvalues and eigenvectors. Inner product spaces, projections, functionals, adjoints, and norms. Operators on inner product spaces, spectral theorem, QR, SVD. Operators on vector spaces, Jordan form. Trace and Determinants. Over the past several years, a new notation for object-oriented analysis and design called the UML (Unified Modeling Language) has emerged and has been widely adopted in industry, is supported by a number of commercial and widespread software tools, and has been standardized by the OMG (Object Management Group). Furthermore, the UML is becoming the dominant analysis and design notation for modeling real-time and distributed systems. Accordingly, this course will focus on the UML and its diagrams.

CSC302 Computer Applications for Business:

This course provides students with hands-on intensive experience with Spreadsheets and database management applications using such software as Excel and Access. Topics include building complex Worksheets; using mathematical, financial, and statistical functions. The course also provides an introduction to computer programming using Visual Basic, including the structure and syntax of the language. Special applications in accounting systems and stock control.

CSC206 Software engineering :

Topics in this course include: Software Engineering Overview, the role of software development processes, current software engineering techniques, Products and Processes, Requirements Analysis, Software Design, Validation and Verification, Project Management.

CSC207 Data Structure and Algorithms:

This course is an introduction to the concepts of Abstract Data Structures such as Arrays, Queues, Stacks, Heaps, Linked Lists, Maps and Trees. Data structures are implemented in the software development process, through accompanying algorithms, in order to develop efficient, robust and creative software. A brief, yet effective introduction to Algorithm Analysis will be provided to further stimulate the theoretical expression of the concepts of computation and to elevate Programming into Computer Science. The discussion of each ADT (Abstract Data Types) will include its conceptual definition, memory model, advantages and disadvantages in the areas of creating, appending, referencing, searching, sorting, memory efficiency, access-time efficiency, the applications of the ADT, actual implementation of some of the ADT's and their respective functions, and finally an introduction to their pre-defined implementations in C# language.

CSC208 Digital Systems and Logic Design:

The focus of this course is on the design of combinational and sequential logic circuits based on MSI and LSI devices. Topics cover the fundamentals of Boolean algebra, binary representation of numbers, combinational circuit representations and combinational circuit minimization techniques. There will also be extensive coverage of design methods for combinational circuits based on adder, decoders, multiplexers, PLAs. The sequential logic section of the course is designed to provide students with a thorough knowledge and understanding of sequential devices, the fundamentals of sequential machines and design methods for synchronous and asynchronous sequential systems. Design and analyze a simple synchronous sequential circuit, flip-flops and registers, random-access and read-only memories, etc. Again, the emphasis is on the use of MSI and LSI devices.

CSC209 Object Oriented Programming :

Review of microprocessors and computer organization. Fundamentals of computer design: performance metrics and cost. Instruction set architecture: MIPS. Memory hierarchy design: cache, main memory and virtual memory. Pipelining: hazards, Instruction-Level Parallelism. I/O system design. Multiprocessors and thread-level parallelism.

MTH204 Numerical Analysis:

Numerical Methods in General, Solution of Equation by Integration, Numerical Integration, Numerical Methods in Linear Algebra, Numerical Methods for Differential Equations, Numerical Methods for Partial Differential Equations.

MTH205 Statistical Packages:

Introduction to statistics, Data frequency distribution & graphic presentations, Measures of location, Measures of dispersion, Probability concepts, Discrete probability distributions, Normal probability distributions, Sampling methods & sampling distribution, Hypothesis testing-small & large samples, Variance, Linear regression & correlation, Multiple regression & correlation analysis, Non-parametric methods: Chi-square applications, Non-parametric methods: Analysis of ranked data, Statistical quality control, Time series & forecasting.

CSC202 Programming I:

This course starts by an introduction to algorithm and algorithm components and expands on the fundamental features of the C# language by covering basic features of the language as well as software engineering topics such as basic strings and data structures. Moreover it aims to develop further the programming skills of students in a conventional programming language and to introduce the basic concepts of Object-Oriented programming through the C# language.

CSC203 Programming II :

A presentation about object concepts and their manner to use with different examples will start this course. Course must cover the following: Class description, attributes (with visibilities), methods (instance and static), concrete class and abstract class, using of interface. Classes as Structured Data, Methods, Properties, and Operators, Characters and Strings, Arrays and Indexers, inheritance, Virtual Methods and Polymorphism, Formatting and Conversion, Exceptions, Collections, Graphical User Interface, Event-Driven Programming and Event Handling Model, Window Components, Mouse and keyboard event handling.

CSC204 Computer Organization and Assembly Language:

Data representation, Logic gates, and Simplification of logical expressions, Design and Analysis of simple combinational circuit. Topics cover also the program instruction cycle, Data path, buses, registers, ALU, stack pointer, PSW and others. Instruction set architecture and programming in assembly language. The Intel 80386 instruction set is used as a case study.

CSC205 System Analysis and Design:

Modern software development processes treat requirements analysis and design as intertwined activities that depend on each other, and in this course several lectures will be devoted to showing how to use the UML for this type of modern development process.

CSC210 Computer Architecture:

Processor / Register organization. Instruction and arithmetic pipelining. Hardwired and micro-programmed control, and micro-instruction sequencing / execution. Instruction set design. RISC / CISC systems. Computer systems design.

CSC303 Operating System:

Topics of this course include process description and control, process scheduling, threads, SMP, mutual exclusion and synchronization, partitioning, paging, segmentation, memory management algorithms, disk scheduling and file systems.

CSC304 Database Systems:

Introduce data base concepts. Define a logical architecture: separate data description from data processing. Initiate to 3 data abstraction levels: external, conceptual and physical. Define the functionalities required for DBMS. These allow the followings: physical and logical independence between the 3 abstraction levels, the capacity to use a non procedural language, to use a data administration functionality, to make data access easier, to under control data duplication, to ensure data coherence, data sharing, and data security. Introduce the "Codd" Model, relational data model based on two dimensional tables. Introduction to SQL: Non Procedural Normalized Language. (Structured Query Language). Conceptual Data Model: concepts of the Entity/relationship Model. Translate the Entity/relationship model into the relational model.

CSC297 Special Topics in Computer Science:

Selected topics are chosen from recent advances in computer science and technology. Course content will vary from year to year.

CSC301 Theoretical Computer Science:

Topics cover the introduction to theoretical computer science, Automata theory: Finite automata, Boolean operations on finite automata, Nondeterminism in finite automata, Regular expressions, From regular expressions to finite automata and back, Regular pumping lemma, Push-down automata, Context-free grammars, From context-free grammars to push-down automata and back, Chomsky normal form, Context-free pumping lemma, Boolean operations on push-down automata, Turing machines, Boolean operations on Turing machines, Nondeterminism in Turing machines, From problems to languages, Undecidability, Reductions, Complexity classes, P and NP, NP-completeness, Polynomial-time reductions, SAT is NP-complete, NP-complete graph problems, NP-complete number problems.

CSC305 Data Communication & Computer Networks:

Basic computer networking technologies and the required infrastructure which comprises the key steps involved in the communication process. They cover also an introduction to the layered approach that makes design, implementation and operation of extensive networks possible, a 7-layer OSI network model (each layer and its responsibilities) and the TCP/IP suite of protocols and the networked applications supported by it, a knowledge of the basic protocols involved in wired/wireless communication process; these include the characteristics of the required infrastructure for Local Area Networks (MAC-CSMACD/Ethernet, Token Ring, FDDI, and others), and for Wide Area Networks using the TCP/IP,UDP/IP. Topics cover also the link of different network performance concepts and traffic issues for Quality of Service (QoS) in broadband communication, the basic design principles of wired and wireless communication networks, and the way to model and analyze the structural performance for some commonly used network architectures.

CSC306 Web Programming :

Topics of this course cover the basic web development from a client-side perspective. We step through basic HTML and progress to cascading style sheets. We also take a peek at the evolving web standards like XML, XHTML etc. JavaScript the leading client-side programming language on the web is dealt with in detail in this course. We study how to customize web pages using JavaScript and also go into advanced concepts like JavaScript debugging and security features. Topics focus also on developing dynamic and active Web pages and complex sites by using a modern scripting language like ASP.

CSC307 Principles of Programming Languages:

Topics of this course cover overview over programming language paradigms, Abstract vs. concrete syntax, abstract grammars, algebraic signatures, terms and substitution, Variables and Binding. Type: role of types in programming and programming languages, types and their operations: products, sums, functions, recursive types, reference and array types, Type systems: strongly typed languages type checking (static vs. dynamic), type equivalence (by name vs. structural), overloading, coercion, polymorphism, type inference. Binding: declarations and environments. Block structure: scope and visibility, stack discipline. Bound occurrences: static vs. dynamic binding. Encapsulation: Information hiding, modules, abstract data types, classes.

CSC308 Human Factors in Computing:

Human factors issues in the development of software, use of database systems, and design of user interfaces for interactive systems. Science base (theories, models, usability studies, and controlled experimentation), and software engineering with user interface development environments. Issues include: command languages, menus, forms, and direct manipulation, graphical user interfaces, computer supported cooperative work, information search and visualization, World Wide Web design, input/output devices, and display design.

CSS301 Information Security:

Topics of this course cover Explaining How Assets Are Attacked, Explaining How Assets Are Secured, Implementing Security-Enhanced Computing Baselines, Helping to Protect Information Using Authentication and Access Control, Using Cryptography to Help Protect Information, Using a PKI to Help Protect Information, Securing Internet Applications and Components, Implementing Security for E-Mail and Instant Messaging, Managing Security for Directory Services and DNS, Securing Data Transmission, Implementing and Monitoring Security for Network Perimeters, Managing Operational Security, Preserving Business Continuity, Responding to Security Incidents.

CSC312 Client Server Computing:

Topics of this course cover Client/Server Overview, Distributing Client/Server Components, Enabling Client/Server Components, Client/Server Architecture Strategies, Client/Server Supporting Technologies, and Distributed Object Computing.

CSC311 Web Services:

Overview of the Microsoft .NET Framework, Creating a Microsoft ASP.NET Web Form, Adding Code to a Microsoft ASP.NET Web Form, Validating User Input, Creating User Controls, Accessing Relational Data Using VB.NET, Accessing Data with Microsoft ADO.NET, Configuring, Optimizing, and Deploying a Microsoft ASP.NET Web Application.

CSC211 Artificial Intelligence:

Introduction to AI. Problem Solving by Searching. First-Order Logic. Inference in First-Order Logic. Inheritance and Description Logics. Building a Knowledge Base. Fuzzy logic. Machine Learning. Natural Language Processing. Ontology and knowledge representation. Introduction to Prolog language. Simple Prolog Application.

CSS202 Computer Ethics:

This course is designed to educate IT professionals on the tremendous impact ethical issues play in the use of information technology in the modern world. Students get the foundation they need to make appropriate decisions when faced with difficult situations and make a positive impact in the field of information technology. The course is a survey of the ethical issues involved in computing. It discusses the way that computers and software pose new ethical questions or pose new versions of standard moral problems and dilemmas. It stresses case studies that relate to ethical theory.

CSS203 Cyberlaw and Privacy in a Digital age:

This course examines how laws have to change to account for the expanded realm of crimes in the digital age: Legislation intended to combat the problems of identity theft, intellectual property rights, plagiarism by students who pull content from the Internet, and stalkers logging into their victims lives and gaining access to highly confidential medical and financial information, and sabotaging their victim's reputations.

CSS 302 Security platforms and applications:

This course is an introduction to security architecture of common IT platforms and applications. Course topics include how to identify security needs within the network, in operating systems, databases and applications and over the Web. The course also includes instruction on how to implement different security measures.

CSS 303 Information Security Perspective on intranet, internet, and e-commerce infrastructure:

The course covers security issues to address when connecting to an intranet or the Internet and related concepts with respect to e-commerce infrastructure.

CSS304 Hacker Techniques, tools and incident handling:

This course is an introduction to hacking tools and incident handling. Areas of instruction include various tools and vulnerabilities of operating systems, software and networks used by hackers to access unauthorized information. This course also addresses incident handling methods used when information security is compromised.

CSS305 Security policies and implementation issues:

The course includes a discussion on security policies that used to help protect and maintain computers and networks, such as password policy, e-mail policy and Internet policy. The issues include policy development, implementation, and enforcement, in addition to organizational behavior and crisis management.

CSS306 User authentication systems and role-based security:

The course introduces various systems and techniques that are used to authenticate users. The course also discusses how users can be assigned permissions based on the role they perform in an organization.

CSS307 Network security:

This course explores concepts and issues pertaining to network security; examines methods and technologies for securing wired/wireless computer systems and communications network systems; and surveys wired/wireless network security standards. Emphasis is placed Internet security.

CSS308 Cryptography:

This course introduces cryptography and encryption concepts and how they are applied in real-world situations in order to implement strong and reliable security safeguards. The course covers a study of historical and modern cryptographic techniques and algorithms. Topics include symmetric and asymmetric key cryptography, one-way functions, secure hash functions, digital signatures, key exchange, authentication, key management, PKI, DES, AES (Rijndael), current topics.

CSC399 Senior Project :

Students apply the theoretical concepts and methodologies learned in the program to develop a major project.

CSC400 Internship :

Students are required to spend a training period at an operating organization in their field of study

ART201 Fine Arts:

Introduction to painting procedure, it includes detailed studies from still life, landscape and the human figure. It is an application and in a way a continuation of several instruction in drawing – Fund. Of Des. I color theory. This is one of the most challenging disciplines in art program. First section, Drawings preparation of the canvas, Use of different Medias such as: Water colors, Aquarel, Charcoal, Oil paint.

ART202 Advertising Art Direction:

This course covers basic principles of advertising from conception through production and places emphasis on forming a unique promotional concept for a product. Student learns to develop and present their ideas through creative design and layout.

ART203 Color Theories :

In this course students develop their skills in working with color as a main element in graphics and illustration. Color properties, chromatic circle, contrast, harmony... theories and principles of colors are introduced in workshop settings.

ART204 History of Art & Design 1:

The first of two courses in which students learn to place any work of art in its proper historical and chronological context. This course will present art in its major forms from the ancient world to the end of the 18th century.

ART205 History of Art & Design 2:

The second of two courses, History of Art will continue with the major cultural developments and styles that have shaped the 19th and 20th century modern art and contemporary art and design.

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ART206 Basic Photography:

This course introduces students to the user of photography as a helpful design tool. It is a lab and theory course that covers the history of photography, the elements of photography, its principles of composition, and choice of plans, framing, tuning, special effects, live snap shooting.

ART207 Portfolio Preparation:

Focus will be on developing a portfolio for purposes of further study or professional marketing. The student will develop an appropriate portfolio for graphic design by working on assigned projects, selecting and presenting work, developing appropriate associated materials (e.g. resume, card, stationery, tear sheets or printed pieces).

DRA201 Drawing & Illustration 1:

A studio course in which students are expected to learn how to draw, shade and sketch (Using the sic different types of line sketching). Subjects include: still life compositions, landscape, natural forms, interiors and exteriors. Students are introduced to the use of various art media and techniques. Illustrations in general and book illustrations in particular are artistically addressed in either one shot/frame or narrative sequence.

DRA202 Drawing & Illustration 2:

This course will continue to develop students' skills in the use and application of draw, shade and sketch such as: volume positive-negative, composition study, masses composition, introducing light & shades. Students will begin to explore subjects include: the human figure (anatomy, human scale, building the figure, proportion, volume, structure & mechanism of the body.

GRA201 Fundamentals of Design 1:

A studio course investigates the basic elements and principles of design. It is a study of the visual arts as applied in two-dimensional media and form. This course introduces students to the use of various art media and techniques.

GRA202 Fundamentals of Design 2:

A studio course applies the basic elements and principles of design of the visual arts in three-dimensional media and forms. This course explores the plastic elements of three-dimensional forms: line, shape, mass, space and texture, through a variety of design projects covering the complete space-mass continuum, and through the use of a variety of three-dimensional media and techniques.

GRA203 Intro to Computer Graphics:

This course introduces students to computer graphics. It covers both techniques and execution and allows the students to apply their already acquired design skills in computer generated image through Adobe Illustrator and Photoshop software.

GRA204 Rendering & Studio Skills:

This course introduces students to the various drafting tools and techniques used in art and to their graphical representation. Also this course will provide students with an opportunity to practice in an in class studio environment.

GRA205 Introduction to Typography:

This studio course will introduce the elements, principles, and techniques of typography in the graphic design field. In this course, students explore typography as a form of visual communication, and produce their work in both the traditional and digital media.

GRA206 Graphic Design 1:

This course requires students to apply the principles and visual elements of design and problem-solving methods, generating concepts of design through a sequence of projects emphasizing corporate and visual identities.

GRA207 Computer Software I for Graphic + Lab:

This course will teach the students two important design's software: Adobe Photoshop & Illustrator. Will explain the difference between vectors and pixels, and the correct usage for design purpose. In this course the students will be able to design their own graphic identity, using the two design's software.

GRA208 Graphic Design 2:

This is an applied Graphic Design course in which students learn to combine type and image into sequential design projects, 3d Graphics, and 3d Design.

GRA209 Printing Variables:

This course is designed to introduce students to the history of print production, its different types and stages: pre press, production and post production. Principles of designing of various covers, books, magazines, brochures, newspaper, and techniques of setting up pages.

GRA210 Computer Software II for Graphic Design + Lab:

This course will teach the students an important design's software: Adobe InDesign. The students will work with some of the tools and features to create eye-catching printed documents using InDesign.

GRA211 Art of Calligraphy: This is both a theory and a studio course. Students are introduced to the history of Arabic calligraphy, its various scripts and its close relationship with the art of the arabesque. Application by the students of kufi script and one of the cursive scripts is expected in the studio part of the course with the aid of computer graphics.

GRA212 Story Board:

This course promotes the visualization of thoughts and ideas expressing a specific sequence of an advertising TV film story or commercial by drawing several sketches inside frames on paper using different techniques and colors and a lot of special effects taking into consideration other elements involved in video and film production such as music, lighting, set design, styling and narration.

GRA213 Typography & Packaging:

The subject continues to develop students' skills in the use of application of text type as both communication and design elements by means of the printed world, Book Design, Magazines, Newspapers, etc.

GRA214 Graphics in the Environment:

In this course students look at the printed message through posters and billboards and at the informational/directional message through signage. This course is based on research, presentations and a series of small projects illustrating the various aspects of this course.

GRA301 Visual Perception

This course will serve as an introduction to the process of visual perception. The goal of this course is to provide the student with a understanding of what goes on behind of scenes of human visual perception, and how this understanding can help to advance the technologies of computer vision, computer graphics, multimedia and human computer interaction(HCI).

GRA302 Animation 3D:

This is a general purpose course that introduces the world of 3D animation, using a variety of basic techniques. Students will gain skills in manipulating the software, as well as the ability to create simple 3D animations. Projects will cover modeling, lighting and animation.

GRA303 Graphic Design 3:

This course involves studying and creating corporate strategies and identities through the formulation of promotional campaigns (awareness, informative, etc...). The course will focus on the usage of both Arabic and Latin languages through advanced handling of Typography.

GRA304 Graphic Design Internship – 1credit:

A work experience in an operating business where the student, under academic and employer supervision, participates in actual work functions. The student must keep extensive diary of work experiences, and submit a final report to his / her academic supervisor. All internships are supervised by M.U.B.S. faculty, who also assign grades for this internship.

GRA399 Web Design:

Students are introduced to the planning, design and production of interactive projects that are Web based. Web design concepts and methods in site design, page design and graphic user interface design will be explored. Advanced and dynamic methods in merging content and interactivity design are introduced.

GRA400 Senior Project:

This project is designed as a culminating academic effort on the part of the senior student. Students are expected to utilize the knowledge gained in the concentration courses and are encouraged to apply significant effort towards greater synthesis and facility in completing the senior Project. This is the last semester-long project in which students have to present a final project based on all they have been learning throughout their previous academic years. A high level of design and artistic performance is expected.

EDU201 Int. to Education:

This course provides an overview of basic principles of education, including how students learn, the elements of effective teaching, and the institutional context in which education occurs. Curriculum context and organization and basic teaching competencies are introduced in light of professional organization.

PSY202 Developmental Psychology:

It is an advanced course covering the psychological growth and development of children from infancy through adolescence. The course includes reference to major factors involved in psychological development, including genetic and other biological factors, parenting and families, peers, schools, and the larger social context. Cultural and sub-cultural aspects are addressed, as are factors associated with gender.

EDU202 Environmental Education:

This course explores various approaches to influencing public understanding, appreciation, concern, and behavior toward the natural environment. Topics covered include definition and objectives of environmental education; theoretical foundations of learning and development; childhood experience of nature; formal, informal, and non formal environmental education; issue-based environmental education; and international forms of environmental education. A survey of educational resources, curricula, and teaching and assessment strategies is included. Course requirements include readings and discussion, lesson planning and presentation, and when practicable, participation in a field-related environmental education trip.

SCE 201 Science for education :

This course discusses the major ideas and techniques in the biological sciences and the physical sciences. While experience is provided in studying science in a systematic way, concepts are interpreted for use in teaching at the elementary school level.

EDU203 Classroom teaching and evaluation:

Examination of various research-based means for enhancing student achievement, developing thinking skills, assessing student's needs and motivation, matching strategies with instructional goals, and promoting group interaction skills.

EDU204 Instructional strategies and teaching methods:

Introduction to measurement theory and the application of measurement, assessment, and evaluation principles for learning in educational environments. Topics covered include the development, use, and evaluation of a variety of formal and informal assessment instruments and procedures throughout the curriculum planning, instructional, and evaluation process.

EDU205 Technology in Education:

This course presents an overview of computers in education including productivity tools such as word processing, spreadsheets, databases, and graphic. Students survey examples of educational software, explore the internet, and conduct online learning.

EDU206 History and Philosophy of Education:

This course examines the history and philosophy of education. Current trends and contemporary problems, as well as the science and art of teaching are examined. Students have an opportunity to explore various aspects of education to assist in career decision making.

EDU207 Curriculum Planning and Design:

An examination of theoretical structures underlying curriculum and the implications of these for the work responsible curriculum decision-makers at all levels, including administrators, instructional supervisors, and teachers.

EDU208 Counseling and Guidance:

This course surveys the field of counseling and guidance. It considers the various theories and focuses on the development of school counseling and guidance skills including basic interviewing and other assessment skills. Stress will also be placed upon the acquisition of skills related to empathy, the counselor-counselee relationship, and the establishment of a therapeutic alliance within the existing cultural context.

EDU209 Special Education:

Theories, etiology, prevalence, psychological characteristics and educational approaches for children with various handicapping conditions, field visits are required in schools and clinical settings to observe and interact with individuals with disabilities.

EDU210 Field experience:

This course aims at providing students with the opportunity of applying theories during a semester-long full-time supervised field experience in a Placement School.

EDU211 Research Methods:

Introduction to the methodology of systematic study of problems in education: principles of research design, data processing, technical writing, and evaluation of research proposals and reports.

EDU299 Seminar: Safety Practices

This course will focus on school safety and school emergency training focused on practical, cost-effective, and common sense best practices.

ECE301 Introduction to E.C.E.: This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children.

ECE302 Play Activities, Arts materials:

Students will explore creative activities in several curriculum areas and adapt plans to meet the needs of all children or the developmental levels of children. The classroom environment will be discussed as a means of children's learning.

ECE303 Sociology of the Family:

Students learn to support the social and emotional development of young children and to provide positive guidance. Students explore ways to work effectively with families, and develop program management skills related to observing children.

ECE304 Practicing Communication Skills for E.C.E.:

Students learn to support children's development, encourage cognitive learning and the development of communication skills, and enhance creative expression.

ECE305 Early Childhood Curriculum:

This course will focus on the elements of developmentally appropriate curriculum for children. Students explore ways in which children, beginning in infancy, acquire language, develop the basis of literacy, and come to understand their social world. Students learn ways of creating integrated curriculum, organize the environment, and of providing children with developmentally appropriate activities that foster concept and increase and promote social and scientific awareness.

ECE306 Crisis Intervention with families:

This course will introduce intervention strategies used by helping childcare professionals to control family child abuse. In this sense, the course focuses on effective methods of communication between parents and childcare professionals. Students will be introduced to principles of communication as they apply to Family Day Care. Appropriate methods of explaining policy, addressing parental concerns and responding to problems will be covered. Students will write a statement of philosophy and policy for their childcare setting.

ECE307 Children's Literature:

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

ECE 308 Children's rights :

This course discusses the development of human rights of children movement nationally and internationally. Central documents, databases, national and international legislation in the area of children and youth rights. The United Nations convention on the rights of the child of 1989 and its implementation, Unicef activities, and more. Rights of children to full development and to education, healthcare, and culture.

ECE309 Legislation, Advocacy, and Administration:

This course provides information and methods for developing, teaching and administering a preschool program. It examines the universal minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Course topics focus on new directors' administrative skills and role as a community advocate for young children, survey of types of preschool programs, how to staff and plan a budget for a preschool program, setting up preschool environments, and planning for children like parent involvement, obtaining child and family histories, implementing regulation requirements, program evaluation procedures, child assessments, staff supervision, and nutrition programs.

ECE399 Senior Project :

Students apply the theoretical concepts and methodologies learned in the program to develop a major project.

EDU/EDM397 Special Topics:

A course that deals with contemporary education / educational management issues not included in regular courses.

EDU398 Practicum:

Observation and practice in schools under the guidance of university professors.

EDM301 Int. to Educational Management:

The purpose of this course is to impart knowledge and managerial techniques specific to educational and related institutions. Both general management issues and areas unique to the educational environment are examined. Topics covered include institutional policy and strategy, the application of systems, analysis and decision theory, Motivation and management, Organizational Communication, and Educational marketing.

EDM302 Educational Laws and Policies:

Topics covered in this course include educational laws which govern public and private schools, educational policies setting and adoption processes, and factors influencing educational laws and policies are also explored.

EDM303 Leadership and Strategic Management:

This course emphasizes the main theories of leadership and provides an overview of strategic management. Students will learn the advanced skills in school leadership and the tools and techniques necessary to improve their personal work processes and peer group work processes within a school setting.

EDM304 Management of Finance and External Relations :

This course introduces students to the study of internal accounting and financial management within a school setting. Emphasis will be placed on educational finance and budgeting. The course will also cover external relations and the study of legal and policy topics that impact the day-to-day operations of schools.

HRM 301 Human Resource Management : Human Resource Management covers the philosophy and practice of HRM within a school setting. The focus is on developing the managerial capabilities of students to handle the HRM tasks and challenges they may face in the future. Such development entails building (1) a conceptual understanding of HRM strategy and methodology and (2) the personal competencies needed to perform HRM tasks and functions.

EDM397 Special topics:

It covers latests trends and challenges in the field of Educational Management.

EDM398 Practicum:

Observation and practice in schools under the guidance of university professors.

EDM399 Senior Project:

A major research project conducted, reported, and defended by the students after the completion of course work. An original investigation conducted under the direction of a two- member committee and meeting accepted standards of research procedures and of reporting format.

PPO 201 Introduction to Public Policy:

Public policy includes the history, mission and philosophy. Content must be presented about the history and current patterns of provision of public policy, the role of the social policy in helping or deterring people in the maintainer or attainment of optimal health and well-being, and the effect of policy on social work practice, and services. Student must be taught to analyze current social policy within the context of historical and contemporary factors that shape policy. Content must presented about political and organizational processes to influence policy. The process of policy formulation, and the frameworks for analyzing social policies in light of the principles of social and economic justice.

SSW201: Introduction to social work:

Introduces the profession of social work and its place in the social welfare institution. Special emphasis is placed upon client-centered generalist social work and the knowledge, skills, abilities, and values necessary for professional practice. Fields of practice are studied in terms of the programs and services provided to client systems and social workers' role within these fields.

SSW202: Introduction to social services:

Survey of public and private social services from a historical perspective and examination of current child, family, group and community services. National and international standards for services are reviewed along with policy development, legislation, funding and research related to programs, and service delivery. Services such as family and child support, child protection, foster care, community and group services.

SSW203 Human Behavior in the environment:

Examination of human diversity in relation to ethnic, cultural, and other minority group affiliation and membership. Discrimination against various groups will be addressed with focus on individual and group development, opportunity, aspiration and self concept.

SSW206: Social work practice I:

Overview, identification, understanding and skill development for communication, problem solving and planned change efforts in generalist social work practice with individuals. Emphasis on client strengths, person environment context, professional values, self awareness, diversity, and the development of a professional framework for interviewing, intervention, and change. A planned volunteer experience in a community agency is included in the laboratory experience.

SSW 207 Law and Social Work:

Principal legal problems encountered by service professionals in fields such as health, employment, welfare and social work, with special emphasis on professional liabilities and poverty law.

SSW 208 Field Seminar (6 Cr.):

This course is designed to integrate theoretical material gained from social work practice and theory courses with the realities of practice faced by students in their field work.

SSW 209 Gerontology:

The course covers the emotional, biological, environmental and mental aspect of aging that occur in the elderly, with special emphasis on the Lebanese population.

SSW210 Field Practicum:

All students are required to complete at least 16 credit hours of field practicum: Students are placed with a community agency for one day per week Social work practicum placement in which concepts, knowledge, skills and values are applied to client-centered problem solving in generalist social work practice emphasis is on application of generalist practice skills in the areas of interviewing, assessment and planning for client system

SSW 301 Human Behavior in the Macro Environment:

This course addresses the theoretical and conceptual foundation of community and the formal organizations: Community research, institutional discrimination distribution of community resources, and power and control as they relate to oppressed groups.

SSW302: Social work practice II:

Fundamentals for generalist social work practice with emphasis on values, skills and problem solving for application to client systems in need of professional interventions assessment and planning for social work practice with individuals, families, groups, communities and organizations.

SSW303 Research methods:

Definition of client-centered research questions, selection of theoretical framework development frameworks, development of a variety of research designs including qualitative, quantitative and single subject, sampling, data collections computer application of statistical analysis and reporting. Students are expected to engage in a practice related research project and develop the skills necessary for utilization of existing research.

SSW304 Social work practice III:

Macro generalist social work practice with emphasis on the utilizations of the change process model with organizations and communities. The course covers selected theoretical frameworks applicable to professional practice with these consumers systems.

SSW306: Social policy:

Analyzes social inequality and Lebanese social welfare system traces historical development of government response to social inequality. Explores historical and persisting dilemmas-ethical, political, social health and economic. Explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and solutions.

SSW 307 Field Concurrent Recent Issues Seminar:

Students are required to present issues and concerns regarding their clients. Agency or problems for group processing and resolution. This seminar integrates classroom knowledge with field experience through group processes.

EDU301 Reading instruction in the elementary school:

This course is designed to enable the elementary school teacher candidate to acquire knowledge and skills to assist the teaching of reading through a study of principles involving content selection, instructional techniques, and theories basic to classroom instruction.

EDU302 Teaching math in elementary school:

This course provides a base for understanding the changing societal needs impacting on curriculum changes in mathematics. Emphasis is placed on aiding the prospective teacher in acquiring important mathematical concepts, skills, and effective strategies for teaching mathematics in the elementary classroom.

EDU303 Teaching Language Arts In Elem. School:

This course is designed to enable the elementary school teacher candidate to acquire knowledge and skills to assist the teaching of language arts through a study of principles involving content selection, instructional techniques, and theories basic to classroom instruction. Research implications and the interrelatedness of the language arts are emphasized.

EDU304 Teaching Science in Elementary school:

This course is designed to enable the elementary school teacher candidate to make effective decisions about pedagogical content knowledge, learning objectives, teaching strategies, assessment tasks, and curriculum materials that will facilitate scientific literacy for students with diverse backgrounds, experiences, motivations, learning styles, abilities, and interests. Analyzing various science programs of significance to the elementary school pupil and principles in selecting science experiences for children are emphasized.

EDU305 Teaching Social studies in Elementary:

This course is designed to provide the elementary school teacher candidate with effective methods for teaching social studies. Candidates will focus on underlying philosophy, objectives, current curriculum trends, and organizational strategies for the classroom.

TEF200 English Grammar:

This course is a systematic and rigorous survey of the structure of English grammar. The course also explores the usage problems associated with contemporary grammar in both speech and writing. The course will focus on prescriptive and descriptive models of grammar and some transformational grammar.

TEF201 Introduction to Linguistics:

The nature of language; includes the study of phonetics, phonology, syntax, semantics, and morphology.

TEF202 Advanced English Composition:

Principles of effective composition (continued from efficiency writing); emphasis on rhetorical techniques, modes of discourse; inquiry into what is "quality" in writing.

TEF203 Literature and culture:

Literature as the record and expression of a culture's values and beliefs, an inquiry into the symbiotic relationship between a culture and its literature; intercultural; thematic approach to literary works. exploration of the "authorship question"; consideration of Shakespeare's place in the canon.

TEF302 History of literacy criticism:

This course introduces students to the major critics and texts formative in the development of an English critical tradition. The study will begin with Plato and Aristotle, and proceed from the renaissance through to modernist critical theory.

TEF303 Major works of British and US Literature:

Intensive study of selected British and US literacy masterpieces across the genres of fiction, drama, and poetry; comparative study of differences and similarities between British and US literatures.

TEF304 Post-Colonial Writing in English:

Survey of important writers of the former British colonies of Africa; Australia; New Zealand and South Pacific; Canada; the Caribbean; and South and South-East Asia; exploration of historical, cultural and contemporary concerns related to colonial legacies.

TEF305 Second Language Teaching Theory and Methods:

Contemporary second language teaching methodology and underlying theories of second language acquisition; explores theories of learning and the characteristics of a successful language learner.

TEF306 Teaching Listening and Speaking:

Introduction to approaches to teaching listening and speaking to speakers of English as a second or foreign language; evaluates instructional and assessment strategies used as a basis for creation of classroom materials; emphasis on cultural sensitivity to student differences, including different learning styles.

TEF307 Teaching, Reading and Writing:

introduction to approaches to teaching reading and writing to speakers of English as a second or foreign language; evaluates instructional and assessment strategies used as a basis for creation of classroom materials; emphasis on cultural sensitivity to student differences, including different learning styles.

TEF308 Second Language Assessment, Evaluation and Placement:

Approaches to second language proficiency and achievement assessment; includes the classification of assessment instruments as well as the consideration of important affective factors in the evaluation.

ENG 101 English I:

This course will teach students to understand and to use the English language at a university level. Students will be expected to read articles, paragraphs, essays etc... and analyze their content in order to summarize readings and answer comprehension questions. This course also includes a number of expansion grammar skills as well as practical vocabulary.

ENG 102 English II:

This course is a continuation of ENG 101 and will teach students how to summarize readings, answer comprehension questions, and to apply critical thinking and analysis skills. Students will be communicating at an advanced EFL level however, there may be a certain degree of confusion as to some technical aspects of the English language. Therefore certain sections of each unit devote time to the practical application of these grammatical items via the four communication skills.

ENG201 Advanced English:

The course aims at improving students' academic English skills, especially scanning and writing. It enhances students' critical thinking and creativity through exposing them to a variety of literacy, scientific and journalistic texts of global scientific and social topics.

ENG202 Applied Communication Skills:

The course continues to develop the four communication skills (reading, writing, listening and speaking) integrating them in an academic context. Oral presentations, analytical reading and writing of informative and argumentative essays are enhanced.

ENG203 Applied Communications for Business:

The course aims at increasing the proficiency of students in English within the context of business. The focus is on interpreting data, charts, tables and graphs, and utilizing varied forms of communication and transmission of information such as conducting interviews, reporting, documenting, writing a memorandum outlining etc...

ENG204 Efficiency Writing:

The course aims at helping students develop into better writers of the kinds of papers they are most often required to write, in both university and the world of work: summaries, analyses, reports, arguments, and documented papers. The course shows students the interrelatedness of reading, analytic, argumentative, and research skills and seeks, in connecting these skills, always to extend each student's critical thinking ability.

TEF200 English Grammar:

This course is a systematic and rigorous survey of the structure of English grammar. The course also explores the usage problems associated with contemporary grammar in both speech and writing. The course will focus on prescriptive and descriptive models of grammar and some transformational grammar.

CCS201 Introduction to Computer:

Introduction to the scope and nature of professional activities computer & Communications specialists do including: Program solving techniques, analysis and design methods, using computers for communication and problem solving tasks, CCS ethics, and the various fields of CCS.

ARB201 Arabic Culture:

تكوين العالم العربي، المجتمعات العربية (العالم العربي المسلم، الأرياف والمدن، طرق الإسلام، الفكر والثقافة، المدن والحكام)، العثمانيون (المجتمعات العثمانية، النفوذ الأجنبي)، عصر الامبراطوريات الأوروبية (الامبريالية والأصلاح، أساليب الحياة والفكر)، عصر الأمم والدول (نهاية الامبراطوريات، المجتمعات العربية والثقافة القومية، الوحدة العربية والانقسامات). والعولمة وانعكاساتها على التعايش الحضاري.

ARB202 Arabic Studies:

دراسات في اللغة العربية في المبنى والنحو من خلال نصوص مختارة يتعرف الطالب من خلالها على قواعد اللغة العربية والتذوق الأدبي والفني وأصول القوص في النواحي البطنية والاستنتاج والتقييم وتميز أنواع النصوص.

PHL201 Introduction to Philosophy:

In this course student will examine the kind of thinking that began to emerge as the classical question of philosophy evolve. This including the nature of knowledge, the good society and the meaning of human life will be examined using both traditional and contemporary sources.

PSY201 Introduction to Psychology:

A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented.

SOC201 Introduction to Sociology:

A general introduction to the science of sociology, emphasizing sociological theory and methods. Students are taught what is unique about the way in which sociologists analyze human behavior and society. Differences between the sociological perspective and perspectives of other social sciences are emphasized. There is also a heavy emphasis on the types of methods and data that sociologists use to test the validity of their ideas.

POL201 Introduction to Political Science:

This course is designed to give students a basic introduction to the academic discipline known as political science. You will explore in this course political issues at all levels – individual, group, national, and international. You will become familiar with the basic vocabulary of the discipline, learn about the different ways that political issues are studied, and acquire knowledge (including information of facts, terms, concepts, conventions, principles, generalizations, assumptions) concerning political science.

CST201 Cultural Studies I:

A general humanities course covering the ancient Near East, Greece, Judaism, Christianity, Islam and Medieval Europe.

CST202 Cultural Studies II:

A continuation of Cultural Studies I, beginning with the Renaissance, Covering the origins of modern science and philosophy, The Enlightenment, Romanticism, Some aspects of 19th century thought, including Marx and Darwin, and the Islamic Response.

ART202 Music:

An introductory course intended for students with NO previous experience in music. The main concepts and terminology of music from the Medieval period through the 21st-century will be explored in connection with the study of selected musical works.

NUT201 Nutrition:

This 3-credit course introduces students to basic applied nutrition and nutritional needs across the lifecycle. This class will cover : key nutrients and functions in the body, common eating concerns and the role of nutrition in preventing diseases.

HEA201 Health:

This course will address health sciences as a coherent group of disciplines concerned about the functional health of the individual, areas of concern and study, service delivery, the nature of the services provided, opportunities within selected fields, and the relationship of each field with other related fields within the health sciences; and the impact of changes in health-care delivery on these fields

IBU302 Managing the Multinational Corporation:

In this course students acquire know how and skills required to understand, identify, and shape market and non-market strategies for business organizations on globalizing market places. Part of this is the ability to understand global as well as country specific institutional frameworks for business interactions. The interactions may be between businesses but they may as well involve governments, international organizations or NGOs.

ECO305 International Economics:

The purpose of this course is to help students understand the basics of international trade and finance and the effects of various international economic policies on domestic and world welfare. The course will highlight sources of comparative advantage, gains and losses from trade, the impact of trade on economic growth, and effects of trade policy interventions such as tariffs, quotas, voluntary export restraints, and export subsidies. International agreements on regional trade liberalization (such as EU and NAFTA) and on multilateral trade liberalization (e.g., WTO) will be also discussed. Topics on international finance will include balance of payments, determination of foreign exchange rates, and international monetary system.

ENT309 Social entrepreneurship:

Social entrepreneurship is a rapidly developing and changing business field in which business and nonprofit leaders design, grow, and lead mission-driven enterprises. As the traditional lines blur between nonprofit enterprises, government, and business, it is critical that business students understand the opportunities and challenges in this new landscape. Through guest speakers, case discussion, lecture, and student presentations this course will explore this emerging field. Students will be expected to develop a business plan for a social enterprise.

ENT301 Entrepreneurship:

Evaluation of new market opportunities and starting a new venture focuses on identifying and evaluating new venture opportunities, developing and testing market strategies, evaluating test market performance, and evaluating business plans. The course emphasizes the interplay between marketing, manufacturing, finance, accounting, and team management.

ENT302 Entrepreneurial Ventures:

Primarily designed for upper-level students, this course explores key entrepreneurial concepts relevant to the high-technology world. Topics include the entrepreneurial perspective, start-up strategies, business idea evaluation, business plan writing, introduction to entrepreneurial finance and venture capital, managing growth and delivering innovative products. This course prepares technical and business minded students for careers focused on entrepreneurship, intrapreneurship and high technology. Students undertake intensive study of actual business situations through thorough case-study analysis.

ENT303 Entrepreneurial Marketing:

The course focuses on marketing issues related to the generation and development of innovative ideas, assessment of feasibility, implementation and execution, and valuation of business ventures, highlighting the real world applications by new ventures. In addition, this course addresses the marketing challenges facing the entrepreneurial firm, including the introduction and marketing of new products and services without the benefit of an established reputation, channel infrastructure or customer base. Topics include the development of marketing strategies, channel selection and design, product positioning, competitive pricing strategies, advertising and promotion, etc., all within the framework of the resource limitations inherent in an entrepreneurial start-up.

ENT304 Venture Growth Strategies for Entrepreneurs:

The course focuses on gaining experience in market analysis, new venture strategy formulation, and the management of a new venture. Topics include building an entrepreneurial firm, market opportunity analysis, product testing, developing and executing business plans, venture financing, and managing a growing company. In addition, the course focuses on developing and managing rapid-growth businesses. Topics include developing and executing business plans in markets poised for rapid growth, expanding beyond niche segments, seeking venture financing from private and public markets, and managing and directing growth appropriate hiring and market expansion.

ENT305 Entrepreneurial Finance:

The objective of this course is to build skills and knowledge in the financing of entrepreneurial ventures. Entrepreneurial Finance concerns not only the processes of financing and investing in start-up companies, but also the changes to the initial financing mix that may be required as start-up companies mature and grow. Topics include the market for venture capital and private equity, the decision to go public or remain private, alternative financing arrangements and the differential marketability and liquidity of the securities used to finance non-public firms.

ENT306 Entrepreneurial Business Strategies:

This advanced course in strategic management emphasizes business strategies appropriate for entrepreneurial firms. Within this framework, the course addresses the most recent approaches and perspectives on strategic management in rapidly changing environments. Topics include the formulation and evaluation of strategy in emerging industries, strategies for market entry and competition against established incumbents, the role of technology standards, the technology adoption life cycle model, theories of disruptive innovation, and the use of creative imitation, speed and agility to prevail over established competitors

ENT307 Creating a Business Plan:

This course explores the challenges and the requirements of transforming an idea into a business. It emphasizes developing business concepts and strategies, organizing resources, and creating strategic plans for growth. Furthermore, working in teams, students develop a business plan for a new venture, present their plans to a panel of investors, obtain funding, run the business, and exit the firm.

ENT308 Global Entrepreneurship:

Entrepreneurship in the 21st century is evolving. Because of global changes in technology, communications, and capital markets, today's innovative startups are building successful companies in countries around the globe, in many instances with investors, vendors, customers, and employees located thousands of miles away. The challenges these leading-edge companies face, particularly in emerging markets, are some of the most sophisticated issues both for businesses and governments alike. The aim of this course is to explore these issues and challenges.





ولكي يصبح الطالب مؤهلاً لهذا البرنامج لا بد من توفر الشروط التالية :

أ- أن يكون قد أكمل أكثر من ٦٠ وحدة دراسية في برنامج الشهادة العلمية المسجل فيها .

ب- ألا يكون موقوفاً عن الدراسة .

المادة التاسعة – العبء الدراسي :

يبلغ الحد الأعلى ١٨ وحدة دراسية (٩ وحدات في فصل الصيف) . ويجوز للطلاب وبعد الحصول على موافقة رئيس قسمه الأكاديمي أن يسجل ٢١ وحدة دراسية (١٢ وحدة دراسية في فصل الصيف) إذا كان معدله التراكمي في الفصول الدراسية التي تضم آخر ٣٠ وحدة دراسية لا يقل عن (٣,٠٠) من (٤,٠٠) .

المادة العاشرة – المواظبة :

يحرم الطالب من الإستمرار في المقرر كما يحرم من دخول الإختبار النهائي إذا قلت نسبة حضوره عن (١١,٧ ٪) من الحاضرات والدروس العلمية المحددة للمقرر ، سواء كان غيابه بعذر أو بدون عذر ويعطى تقدير منسحب (Withdraw) في المقرر .

المادة الحادية عشر – الإعتذار عن الإستمرار :

يجوز للطلاب الإعتذار عن الإستمرار في دراسة فصل دراسي دون أن يعدّ راسباً ، إذا تقدم بعذر مقبول لدى الجهة التي يجدها مجلس الجامعة ، وذلك قبل بداية الإختبارات النهائية بأربعة أسابيع على الأقل .

المادة الثانية عشر – تأجيل الدراسة:

يجوز للطلاب التقدّم بطلب تأجيل الدراسة لعذر يقبله مجلس الكلية على ألا يتجاوز مدة التأجيل فصلين دراسيين ، أو ثلاثة فصول غير متتالية ، حداً أقصى ، طيلة بقائه في الجامعة ، ثم يطوى قيده بعد ذلك ، ويجوز لمجلس الجامعة في حال الضرورة الإستثناء من ذلك .

المادة الثالثة عشر – التخرج :

يتخرج الطالب بعد إتمام متطلبات التخرج بنجاح حسب الخطة الدراسية ، على ألا يقل معدله التراكمي عن (٢,٠٠) من (٤,٠٠) .

المادة الرابعة عشر – الفصل من الجامعة:

يفصل الطالب من الجامعة في الحالات التالية :

أ- إذا حصل على ثلاثة إنذارات متتالية على الأكثر لإنخفاض معدله التراكمي عن ١ من ٤ ومجلس الجامعة بناء على توصية مجلس الكلية إعطاء فرصة رابعة لمن يمكنه رفع معدله التراكمي بدراسته للمقررات المتاحة .

ب- إذا لم يمه متطلبات التخرج خلال مدة أقصاها نصف المدة المقررة لتخرجه علاوة على مدة البرنامج ، ومجلس الجامعة إعطاء فرصة إستثنائية للطلاب لإنهاء متطلبات التخرج بحد أقصى لا يتجاوز ضعف المدة الأصلية المحددة للتخرج .

المادة الثانية – مسؤولية الطالب:

يتحمل الطالب مسؤولية معرفة ومتابعة نظام التدريس.

المادة الثالثة – المرشد الأكاديمي:

تعين الجامعة لكل طالب من طلابها مرشداً أكاديمياً يتم إختياره من قبلها من بين أعضاء هيئة التدريس في القسم أو الكلية لمساعدته في المسائل المتعلقة بمسيرته الدراسية .
يهتم المرشد بتمرين الطالب على تسلسل المقررات الإلزامية والإختيارية ويساعده في إختيار الملائم منها لكل فصل تبعاً لمتطلبات المنهج والإهتمامات وإمكانات الطالب العلمية.
ذلك بالإضافة إلى إرشاد الطالب خلال مراحل التسجيل المختلفة وتعريفه على الأنظمة الأكاديمية ومتابعة تقدمه الدراسي منذ دخوله الجامعة وصولاً للتخرج .

المادة الرابعة – الحذف والإضافة :

يجوز للطالب تعديل جدولته الدراسي بإضافة أو حذف بعض المقررات وذلك بموافقة المرشد الأكاديمي ، كما يمكنه حذف / إضافة مقررات أخرى خلال الأيام العشرة الأولى من الدراسة في الفصل الدراسي (خمسة أيام من فصل الصيف) دون أن يظهر ذلك في السجل الأكاديمي ويجب الحصول على موافقة المرشد الأكاديمي في حالتي الحذف أو الإضافة .

المادة الخامسة – إعادة مقرر دراسي:

إذا رسب الطالب في مقرر إلزامي فعليه إعادته . ويمكن للطالب أيضاً أن يعيد دراسة أي مقرر حصل فيه على علامة تتراوح بين ٦٠/١٠٠ و ٦٩/١٠٠ على أن تعتمد آخر نتيجة في سجله الأكاديمي . في حالة إعادة الطالب لمقرر دراسي حصل فيه على علامة تتراوح بين ٦٠ و ٦٩/١٠٠ ثم رسب فيه فعليه إعادته إذ كان مقررًا إلزامياً في خطة الطالب الدراسية وتحسب جميع التقديرات في السجل الأكاديمي.

المادة السادسة – تقرير الحالة الدراسية:

- الإنذار الأكاديمي : يوضع الطالب تحت الإنذار الأكاديمي بعد ظهور نتائجه مع نهاية كل فصل دراسي ، إذا كان معدله الفصلي أقل من ١ من ٤.

المادة السابعة – الإيقاف عن الدراسة :

يوقف الطالب عن الدراسة لمدة فصل دراسي على الأقل إذ تحققت أي من الحالتين التاليتين:
أ- إذا حصل الطالب على تحذير أو إنذار أكاديمي في فصل دراسي ، وحقق معدلاً فصلياً في الفصل التالي بما هو أقل من (١.٧٠) من (٤,٠٠).

المادة الثامنة – التسجيل في التدريب الصيفي:

يتعين على بعض طلاب الجامعة وحسب تخصصاتهم قضاء فترة التدريب الصيفي في مجال التخصص ومدتها أربعة أسابيع.

المنح:

يستفيد الطلاب المتفوقون من نسبة حسم اضافية في حال حصولهم على معدل ٢٠/١٥ من الامتحانات الرسمية للشهادة الثانوية حسب قرار ادارة الشؤون المالية في الجامعة.

المنحة الخاصة بالأخوة

تخصص المنحة عند انتساب أخوين اثنين او ثلاثة أخوة الى الجامعة بمعدل ٥ ٪ للأول و ١٠ ٪ للثاني و ١٥ ٪ للثالث، وذلك بموجب قرار دائرة الشؤون المالية، وذلك ضمن الشروط التالية:

- ان يكون الطلاب بدوام كامل اي ممن يتابعون ١٢ رصيماً في الفصل، يستثنى من ذلك الفصل الأخير ما قبل التخرج.
- الحصول على معدل تراكمي (GPA) لا يقل عن ٢,٠٠.
- يستثنى من هذه المنحة طلاب الماجستير.

منحة التفوق الخاصة بالبيكالوريوس والفرشمن

يستفيد الطالب المتفوق الذي يحصل على معدل تراكمي GPA ٣,٥ من حسم ٥ ٪ للفصل اللاحق لهذه النتيجة ونسبة ٧,٥ ٪ للطالب الذي يحصل على معدل ٣,٧ وما فوق ضمن الشروط الأكاديمية المعمول بها.

اعادة المواد:

في حال اعادة الطالب مادة واحدة او اكثر خلال الفصل يتوجب عليه تسديد كامل البدل عن المادة او المواد دون اي حسم في الفصل التالي.

منحة المساعد الأكاديمي:

يمكن استفادة الخريجين المتميزين من مساعدة خاصة بصفة مساعد في التعليم او الأعمال البحثية.

نظام التدريس والطلاب:

يوزع هذا الملخص عن نظام التدريس والطلاب على جميع الطلاب في الجامعة ويتحمل الطالب مسؤولية الإطلاع على مواد والإلتزام بمضمونه ، وعلى الراغبين بالتوسع في هذه المواد مراجعة قسم شؤون الطلاب للإستفسار أو التوضيح .

المادة الأولى – النظام وتعريفاته:

تعتمد الجامعة نظام الوحدات الدراسية (Credit System):

الوحدة الدراسية : المحاضرة الأسبوعية التي لا تقل مدتها عن خمسين دقيقة .

- المعدل الفصلي : حاصل قسمة مجموع النقاط التي حصل عليها الطالب على مجموع الوحدات المقررة لجميع المقررات التي درسها في أي فصل دراسي وتحسب النقاط بضرب الوحدة المقررة بوزن التقدير الذي حصل عليه في كل مقرّر.

الاقساط والرسوم لمرحلة الماجستير:

البدلات:

كلفة الرصيد credit (ماجستير ادارة اعمال)	\$	١٩٠ د.أ
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الرسوم:

رسم طلب الانتساب	\$	١٦٥ د.أ
رسم تسجيل (للفصل الواحد)	\$	٧٠ د.أ
Automation System (UMS) (للفصل الواحد)	\$	٢٠ د.أ
رسوم انترنت وتأمين وغيرها	\$	٥٥ د.أ
بدل تأخير في التسجيل	\$	٥٠ د.أ
رسم انتساب الى الضمان الاجتماعي	\$	١٠٠ د.أ

ملاحظة: لا يحق للطالب استكمال التسجيل او التخرج او الحصول على الشهادة او افادة بالعلامات قبل تسديد كامل الأقساط والرسوم.

استعادة القسط: رسوم التسجيل والامتحان غير قابلة للاسترجاع

في حال انسحاب الطالب من الدراسة، تحصر حقوقه باستعادة قسم من القسط المدفوع على النحو التالي:

- قبل بداية الصفوف يسترجع الطالب ٨٠٪ من القسط المدفوع للجامعة.
- خلال الأسبوعين الأول والثاني بعد بداية الفصل يسترجع الطالب ٦٥٪ من القسط المدفوع.
- بعد انقضاء الأسبوعين من الدراسة لا يحق للطالب استرجاع اي نسبة من القسط المدفوع.
- لا يحق للطالب استرجاع اية مبالغ من القسط المدفوع خلال فصل الصيف.

تسديد البدلات المطلوبة:

يمكن توزيع المبلغ المطلوب من الطالب الى دفعتين او ثلاثة بقرار من قسم المحاسبة.

المساعدة المالية:

تخصص الجامعة سنوياً مساعدات خاصة بالطلاب المحتاجين تبعاً للمصادر المالية للطالب او عائلته، وعلى الطالب الراغب الاستفادة من المساعدة تقديم نموذج الطلب المتوفر في مكتب التسجيل.
تعطى الأولوية للطلاب الذين يتسجلون قبل شهر ايلول.

الوثائق المطلوبة :

- طلب قبول.
- صورة عن الهوية او جواز السفر واخراج قيد عائلي.
- صورتان شمسيتان حديثتان.
- صورة مصدقة عن كل الشهادات.
- نتائج ال / SAT I & II و TOEFL* اذا وجدت
- العلامات المدرسية للمرحلة الثانوية.

لمرحلي الفرشمن والبكالوريوس:

الأقساط :

لمرحلة الفرشمن / الفصل الواحد	\$	٢٠٠٠ د.أ
بدل الرصيد credit في الادارة والعلوم التطبيقية	\$	١٣٠ د.أ
بدل الرصيد credit في التربية والعمل الاجتماعي	\$	١١٠ د.أ

الرسوم:

رسوم طلب الانتساب	\$	٥٠ د.أ
امتحان الدخول/للامتحان الواحد	\$	٣٠ د.أ
رسوم تسجيل (للفصل الواحد)	\$	٧٠ د.أ
University Management System (للفصل الواحد)	\$	٢٠ د.أ
رسوم تأخير في التسجيل	\$	٥٠ د.أ
بدل تغيير اختصاص	\$	١٠٠ د.أ
رسوم انترنت وتأمين وغيرها	\$	١٢٠ د.أ
رسوم صندوق الضمان الاجتماعي (لغير المضمونين)	\$	١٠٠ د.أ

ملاحظة: لا يستطيع اي طالب اكمال التسجيل، او التخرج او الحصول على افادة وعلامات الى حين تسديد كامل الأقساط والرسوم.

*الجامعة معتمدة كمرکز للإعداد وإجراء إمتحانات الـ TOEFL.

كلية التربية والعمل الإجتماعي: شهادات معادلة بموجب القرار رقم ٣٤ / ١٨ / ٢٠٠٤.

تدرس الإختصاصات باللغة الإنكليزية وباللغة العربية:

- التربية .
- الإدارة التربوية.
- التربية الحضانة.
- تعليم اللغة الانكليزية.

العمل الإجتماعي: باللغة الإنكليزية وباللغة العربية.

لمرحلة الماجستير:

- الماجستير في إدارة الأعمال MBA : عدد الوحدات المطلوبة ٣٩ وحدة موزعة على عامين جامعيين .
 - الإدارة
 - التسويق
 - المحاسبة
 - إدارة المستشفيات
 - العلوم المالية
 - الإدارة التربوية
- الماجستير في إدارة الأعمال MBA من جامعة بيكاردى الفرنسية - مدة الدراسة سنتين تدرس باللغة الفرنسية.

شروط قبول الطلاب:

- ان حملة الشهادات التالية يمكنهم تقديم طلباتهم لدراسة البكالوريوس:
- حملة الشهادة الثانوية اللبنانية.
- ما يعادل هذه الشهادة بقرار لجنة المعادلات المختصة.
- BT البكالوريا الفنية ضمن المسارات المعتمدة رسمياً في لبنان.
- اما بالنسبة للطلاب الذين درسوا في جامعة اخرى، يتم بحث ملفاتهم لتقرير عدد الوحدات المطلوب اتمامها في " M.U.B.S." لتخرجهم. "

مجلس الأمناء هو الهيئة التي ترعى شؤون الجامعة وتتولى السلطة العليا فيها.

يتألف المجلس من ١٢ عضواً يمثلون الهيئة المؤسسة و أساتذة وخبراء في التعليم الجامعي ورجال أعمال من ذوي الخبرة والسيارة المميزة في أعمالهم. يرسم المجلس السياسة العامة للجامعة في ضوء القوانين والأنظمة المرعية الاجراء ، ويضع أسس الجودة ويراقب تطبيقها.

يحدد المجلس السياسة العامة للجامعة ويعين رئيس عمداء الكليات ويشرف على إدارة أملاك الجامعة والعقود والصفقات التي تجريها بالإضافة إلى تحديد الرسوم الجامعية ودعم الموارد وقبول الهبات والتبرعات والوصايا.

الأقسام والاختصاصات:

إنطلاقاً من حرصها على إختيار أفضل الإختصاصات ضمن القوانين والأنظمة

المرعية الإجراء وحسب نظام المعادلة في لبنان للشهادات الجامعية خاصة في مرحلة البكالوريوس (الإجازة) تعتمد الإختصاصات موزعة على الأقسام حسب ما يلي:

كلية الإدارة: شهادات معادلة بموجب القرار رقم ٣٣ / ١٨ / ٢٠٠٤.

تدرس الإختصاصات باللغة الإنكليزية وباللغة الفرنسية:

- إدارة الأعمال
- الإدارة.
- المحاسبة.
- العلوم المالية والمصرفية.
- إدارة الموارد البشرية.
- التسويق.
- المعلوماتية الإدارية
- السياحة إدارة الفنادق.
- التجارة الدولية .
- الإقتصاد.
- الريادة في الأعمال.

تدرّس هذه الإختصاصات في شعبة اللغة الإنكليزية وشعبة اللغة الفرنسية.

كلية المعلوماتية والاتصالات والتصميم: شهادات معادلة بموجب القرار رقم ٣٥ / ١٨ / ٢٠٠٤.

- علوم الكمبيوتر.
- المعلوماتية والاتصالات.
- أمن المعلومات.
- التصميم الجرافيكي: شهادة معادلة بموجب القرار رقم ٢٠ / ٢٩ / ٢٠٠٧ (١٠٣ وحدات).

مجلس الأمناء في الجامعة الحديثة للإدارة والعلوم

- الدكتور حاتم علامي ، رئيس مجلس الأمناء
رئيس الهيئة المؤسسة لجامعة M.U.B.S.
- الدكتور باسم قيسي ، نائب رئيس مجلس الأمناء
نائب رئيس الهيئة المؤسسة لجامعة M.U.B.S.
- الأستاذ رؤوف أبو زكي
المدير العام لمجموعة الاقتصاد والأعمال
- اللواء الركن رياض تقي الدين
رئيس الأركان الأسبق في الجيش اللبناني ١٩٩١ - ١٩٩٧
- الدكتور عبد الرؤوف سنو
عميد كلية التربية في الجامعة اللبنانية سابقاً.
- الدكتور عصام الجوهري
مدير كلية التربية في الجامعة اللبنانية - الفرع الأول ١٩٩٤ - ٢٠٠٠
- الدكتور محمد جباعي
منسق برامج الماجستير في الجامعة اللبنانية
- الاستاذ منير حمزة
مستشار البنك الدولي
- الأستاذ فادي علامة
رئيس مستشفى ومجموعة الساحل
- الدكتور نائل علامي
باحث في مستشفى " سانت جود " للأبحاث ، ممفيس
- العميد الدكتور أسعد ذبيان
عميد كلية العلوم الاجتماعية في الجامعة اللبنانية ١٩٩٣ - ١٩٩٧
- الدكتور جورج كلاس
طبيب وأستاذ محاضر في جامعات كندا ولبنان
- رئيس الجامعة أ. الدكتور علي شعيب



العقد الأول في مسار الرؤية

مع تسارع إيقاع الثورة المعرفية تصبح رؤية وتوجهات التعليم العالي أكثر إنكشافاً أمام مجهر التقييم بالنظر إلى المهمات التي أخذتها على عاتقها في منظومة من العوامل تتشابه فيها برامج الإعداد للكادرات المؤهلة وترسيخ ثقافة البحث العلمي شرطاً للتطور ومواكبة التحديات وصولاً إلى التصدي لقضايا خدمة المجتمع بصفته أحد أبرز وجوه التعبير عن وتيرة الإنتظام في تناغم التعليم العالي مع المبادرة الفردية والمسؤولية الإجتماعية .

وسط هذه المفاهيم نعتبر الدليل الجامعي ليس فقط وسيلة لتعريف الطالب بالإختصاصات المتاحة في جامعة M.U.B.S. وبرامجها للنجاح والتميز عاماً بعد عام ؛ بل سبيلاً لبناء أرضية مشتركة لعلاقة إستراتيجية تستجيب لتطلعات المهتمين بفرصة نوعية في مسار من الإلتزام عبرت عن ديناميته سنوات العقد الأول لتطور الجامعة الحديثة للإدارة والعلوم .

فالتعليم الجامعي كمرآة للواقع ومؤشر على إمكانات التغيير والتطوير يجد نفسه في كنف واقع سياسي - إقتصادي - إجتماعي يطرح معه مجموعة من الخيارات على الصعيد الوطني في ظل العوامل التي تتحكم بمسارات العولمة والإنتفاع على الآخر وصولاً إلى فرص الشراكة التي تسود في أجواء البحث عن الحرية الأكاديمية وإعتماد السبل الكفيلة بالخلق والإبتكار .

من هنا تزداد المسؤولية لتحقيق نقلة نوعية بعد تخرج أكثر من ألف طالب إرتبط مستقبلهم بالفرصة - الخيار إلى الألواف الذين تفتح لهم جامعة M.U.B.S. عقلها العلمي وقلب حياقتها الجامعية لتجمعهم إلى نخبة إدارية أكاديمية في وسط ملتزم بكفاءاته وحركيته وطاقاته المتجددة للذهاب إلى أفضل مستويات العطاء ضمن أحدث الأنظمة التي توفرها الجامعة في مركزها - الدامور والحمر - .

إنه التطور الذي أدى إلى تأكيد حضور M.U.B.S. بإعتبارها إحدى التجارب الجدية السبقة إلى مزيد من الجودة في التعليم وتعزيز التواصل مع التجارب المتقدمة دولياً وإقليمياً ومحلياً .

وأملنا تبصراً و تطبيقاً بإيجاز المزيد من الخطوات من أجل مجتمعنا وشبابه في مسار النجاح لتحقيق غدٍ أفضل .

د. حاتم علامي

رئيس مجلس الأمناء