





**2022 - 2023  
UNDERGRADUATE  
CATALOG**

Prepared by  
American University In the Emirates

 [aue.ae](http://aue.ae)  
 [aueae](https://www.instagram.com/aueae)

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# University Catalog:

## Disclaimer

The American University in the Emirates aims to adhere to policies and procedures, Admission and Registration, Bachelor and Master Degree requirements and financial charges as announced in this Catalog. The AUE, still, reserves the right to modify its policies that may affect the admission and enrollment of students or the granting of credit degrees, or to adjust its fees and other charges, when such adjustments are deemed necessary.

Efforts are made to ensure that the information provided in this catalog is accurate, therefore regulations and policies of the University are not changed by other errors.

Anyone attending the American University in the Emirates is required to abide by the AUE code of conduct which is consistent with the United Arab Emirates norms and traditions.

While this catalog is a contract between AUE and students, each student is ultimately responsible to read and understand all policies and regulations, and ensure fulfilling all graduation requirements for the student's particular program.



## Academic Calendar

FALL SEMESTER 2022-2023 "Weekend"		
AUG - 22	1	Start Day of Registration
	22 - 2 Sep	Admission Placement Tests
	22 - 26	New Faculty Orientation
SEP-22	3	Start Day of Classes (Weekend classes)
	3 - 6	Add and Drop
	6	Last Day of Registration
	7 - 9	Late Registration (with late registration fees)
	19 - 25	Student Orientation
OCT-22	8	Prophet Mohamed Birthday
	20	Last day of withdraw courses without grade penalty "W"
	22 - 27	Midterm Exam
	28 - 3 Nov	Midterm Grades Publishing
NOV - 22	29	Withdraw courses with penalty "WF"
	30	Commemoration Day
DEC-22	2	National Day
	9	Last Day of Classes
	10	Final Exam begins
	23	Final Exam ends
	24	Last day of final grade publishing
	24 Jan 25 - 8 Jan 2023	Last Day of Grade Appeal Winter Break

FALL SEMESTER 2022-2023 "Weekday"		
AUG - 22	1	Start Day of Registration
	22 - 30	Admission Placement Tests
	22 - 26	New Faculty Orientation
SEP-22	5	Start Day of Classes (Weekday classes)
	5 - 8	Add and Drop
	8	Last Day of Registration
	9 - 11	Late Registration (with late registration fees)
	19 - 25	Student Orientation
OCT-22	8	Prophet Mohamed Birthday
	20	Last day of withdraw courses without grade penalty "W"
	22 - 27	Midterm Exam
	28 - 3 Nov	Midterm Grades Publishing
NOV - 22	29	Withdraw courses with penalty "WF"
	30	Commemoration Day
DEC-22	2	National Day
	9	Last Day of Classes
	10	Final Exam begins
	23	Final Exam ends

	<b>24</b>	Last day of final grade publishing
	<b>24 Jan</b>	Last Day of Grade Appeal
	<b>25 - 8 Jan 2023</b>	Winter Break

### SPRING SEMESTER 2022-2023 "Weekend"

<b>JAN-23</b>	<b>1</b>	New Year
	<b>1 Dec 2022</b>	Start day of Registration
	<b>2 - 8</b>	Admission Placement Tests
	<b>2 - 6</b>	New Faculty Orientation
	<b>14</b>	Start day of classes (weekend classes)
	<b>14 - 16</b>	Add and Drop
	<b>16</b>	Last day of Registration
	<b>17 - 18</b>	Late Registration (with late registration fees)
<b>Mar-23</b>	<b>23 - 29</b>	Student Orientation
	<b>2</b>	Last day of withdraw courses without grade penalty "W"
	<b>4 - 9</b>	Midterm Exam
	<b>10 - 16</b>	Midterm Grades Publishing
<b>APR-23</b>	<b>3</b>	Beginning of Spring Break
	<b>16</b>	End of Spring Break
	<b>17</b>	Class resumption
	<b>21 - 23</b>	Eid Al Fitr
<b>MAY-23</b>	<b>1</b>	Last day to withdraw from courses after midterm "WF"
	<b>7</b>	Last day of classes
	<b>8</b>	Final Exam begins
	<b>17</b>	Final Exam ends
	<b>19</b>	Last day of final grade publishing
	<b>19 June</b>	Final Grade Appeal

### SPRING SEMESTER 2022-2023 "Weekday"

<b>JAN-23</b>	<b>1</b>	New Year
	<b>1 Dec 2022</b>	Start day of Registration
	<b>2 - 8</b>	Admission Placement Tests
	<b>2 - 6</b>	New Faculty Orientation
	<b>9</b>	Start day of classes (weekday classes)
	<b>9 - 11</b>	Add and Drop
	<b>11</b>	Last day of Registration
	<b>12 - 13</b>	Late Registration (with late registration fees)
<b>Mar-23</b>	<b>23 - 29</b>	Student Orientation
	<b>2</b>	Last day of withdraw courses without grade penalty "W"
	<b>4 - 9</b>	Midterm Exam
<b>APR-23</b>	<b>10 - 16</b>	Midterm Grades Publishing
	<b>3</b>	Beginning of Spring Break
	<b>16</b>	End of Spring Break
	<b>17</b>	Class resumption
	<b>21 - 23</b>	Eid Al Fitr

<b>MAY-23</b>	<b>1</b>	Last day to withdraw from courses after midterm "WF"
	<b>7</b>	Last day of classes
	<b>8</b>	Final Exam begins
	<b>17</b>	Final Exam ends
	<b>19</b>	Last day of final grade publishing
	<b>19 June</b>	Final Grade Appeal

<b>SUMMER 1 TERM 2022-2023 "Weekend"</b>		
<b>M A</b>	<b>1 Apr</b>	Start day of Registration
	<b>27</b>	Start day of classes (weekend classes)
<b>JUNE - 23</b>	<b>27 - 28</b>	Add and Drop
	<b>22 May - 27 May</b>	Admission Placement tests
	<b>28</b>	Last day of Registration without late fees
	<b>29 - 1 June</b>	New Faculty Orientation
	<b>29</b>	Last day of Registration with late fees
	<b>JUNE - 23</b>	<b>3 - 6</b>
<b>9</b>		Last day of withdraw courses without grade penalty "W"
<b>10 - 15</b>		Midterm exam
<b>16 - 20</b>		Midterm grades publishing
<b>29 - 1 July</b>		Arafat Day and Eid Al-Adha
<b>JULY - 22</b>	<b>1</b>	Last day of withdraw courses with grade penalty "WF"
	<b>2</b>	Start day of Final Exam
<b>JULY - 22</b>	<b>6</b>	Last day of Final Exam
	<b>7</b>	Last day of grade publishing

## SUMMER 1 TERM 2022-2023

## "Weekday"

<b>MAY</b> - 23	<b>1 Apr</b>	Start day of Registration
	<b>29</b>	Start day of classes (weekday classes)
	<b>29 – 30</b>	Add and Drop
	<b>22 May – 27 May</b>	Admission Placement tests
	<b>30</b>	Last day of Registration without late fees
	<b>29 – 1 June</b>	New Faculty Orientation
	<b>31</b>	Last day of Registration with late fees
<b>JUN</b> E - 23	<b>3 – 6</b>	Student Orientation
	<b>9</b>	Last day of withdraw courses without grade penalty "W"
	<b>10 – 15</b>	Midterm exam
	<b>16 – 20</b>	Midterm grades publishing
	<b>29 – 1 July</b>	Arafat Day and Eid Al-Adha
<b>JULY</b> - 22	<b>1</b>	Last day of withdraw courses with grade penalty "WF"
	<b>2</b>	Start day of Final Exam
	<b>6</b>	Last day of Final Exam
	<b>7</b>	Last day of grade publishing

## SUMMER 2 TERM 2022-2023

## "Weekend"

<b>JULY</b> 2023	<b>1 April</b>	Start day of Registration
	<b>8</b>	Start day of classes (weekend classes)
	<b>8-9</b>	Add and Drop
	<b>9</b>	Last day of Registration without late fees
	<b>10</b>	Last day of Registration with late fees
	<b>15– 18</b>	Student Orientation
	<b>20</b>	Last day of withdraw courses without grade penalty "W"
	<b>22 –27</b>	Midterm exam
<b>AUG</b> 2023	<b>27– 29</b>	Midterm grades publishing
	<b>10 Aug</b>	Last day of withdraw courses with grade penalty "WF"



	<b>12</b>	Start day of Final Exam
	<b>16</b>	Last day of Final Exam
	<b>18</b>	Last day of grade publishing
	<b>18 September</b>	Last day of grade appeal

### SUMMER 2 TERM 2022-2023

#### “Weekday”

<b>JULY 2023</b>	1 April	Start day of Registration
	<b>10</b>	Start day of classes (weekend classes)
	10-11	Add and Drop
	<b>11</b>	Last day of Registration without late fees
	<b>12</b>	Last day of Registration with late fees
	<b>15 – 18</b>	Student Orientation
	<b>20</b>	Last day of withdraw courses without grade penalty "W"
	<b>22 - 27</b>	Midterm exam
<b>AUG 2023</b>	<b>27 -29</b>	Midterm grades publishing
	<b>10 Aug</b>	Last day of withdraw courses with grade penalty "WF"
	<b>12</b>	Start day of Final Exam
	<b>16</b>	Last day of Final Exam
	<b>18</b>	Last day of grade publishing
	<b>18 September</b>	Last day of grade appeal

(\*) All Islamic lunar holidays for the private sector will be fixed per announcement by the relevant ministry



# About American University in the Emirates

## History

The American University in the Emirates (AUE) originated in the Academic Year (AY) 2006-2007 as the “American College in the Emirates” (ACE). The College’s initial mission “to offer quality, multidisciplinary, and career-oriented academic degree programs, that prepare students for successful employment and continuing higher education.” As a self-financed institution, ACE awarded two-year associate degrees in media, information technology, business, and design. At this time, the United Arab Emirates and Dubai governments and business sectors accepted graduates with associate degrees for intermediate and entry-level employment.

The College labeled itself an “American College” since it offered associate degrees under a credit hour system and an American curriculum comprised of General Education and free elective courses. In the 63-credithours associate degree programs, ACE focused on General Education and the Liberal Arts during the first year of study, and offered specialization courses with job training for the second year. The initial intake in the 2006/07 year was comprised of 40 students—a blend of first-year students and working professionals.

By the year’s end, 21 students had dropped out due to a lack of English language and mathematics competency. For a startup, self-financed institution, a greater than 50% dropout rate was a significant challenge. However, with the shareholders’ commitment and financial support, the founding Board of Trustees and the College President were inspired to continue with the project of establishing a new, top quality academic institution that would prioritize academic rigor and education. The Board of Trustees added two new priorities to the initial strategic plan: 1) student success and retention; and 2) resource optimization.

By the end of AY 2007/08, the College developed the slogan “Nothing is Impossible” to inspire students to thrive and overcome all challenges in academic and professional endeavors, as well as to motivate the College’s faculty members and staff to work effectively and efficiently in the face of inevitable early obstacles.

During AY 2008/09, before ACE graduated its first cohort (i.e., the class of 2007), the global financial crisis affected most business firms in Dubai and the Gulf region in general. As a result, organizations downsized and retained only the most skilled and experienced staff. The College’s Board of Trustees observed the effects of the crisis on the United Arab Emirates’ markets and business firms and the College’s graduates. Consequently, to meet the new market dynamics, the Board was determined to equip its graduates with more knowledge, skills, and competencies by offering full bachelor’s degree programs.

For a complete history of the University, please visit <https://aue.ae/brief-history-of-aue-2/>

## Vision Statement

The American University in the Emirates (AUE) is dedicated to be one of the leading higher educational institutions locally and regionally, providing an integrated pathway for students to become creative, effective, and productive members of the community.

## Mission Statement

The American University in the Emirates is a coeducational undergraduate and graduate degree-granting institution committed to preparing students as global citizens for future career aspirations and lifelong learning through quality teaching, research, and service opportunities.

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## Institutional Goals

**Goal 1:** Offer quality academic programs that enable students' success as professionals and positive contributors to their various communities.

**Goal 2:** Promote and support academic research at AUE.

**Goal 3:** Enhance and expand student and academic support services based on best practices to support students at AUE.

**Goal 4:** Engage in sustainable practices in the areas of finance, health, safety, and risk management.

**Goal 5:** Integrate quality management and institutional effectiveness processes across the university to seek improvement by using results.

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## Core Values

- Respect and Dignity for all.
- Openness, Trust and Integrity.
- Innovation and Creativity.
- Teamwork and Partnership for Common Goals.
- Persistence and Entrepreneurialism.
- Stewardship and Economic Viability.
- Equal Opportunities and Recognition.
- Improved Quality of Life.
- Safety and Environmental Responsibility.

## Accreditation

The American University in the Emirates located in the emirate of Dubai is officially licensed from 30th of June 2017 to 04th of September 2022 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education.

## International Accreditation

### **Southern Association of Colleges and Schools Commission on Colleges**

American University in the Emirates is a candidate for accreditation by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the status of the American University in the Emirates may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033- 4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

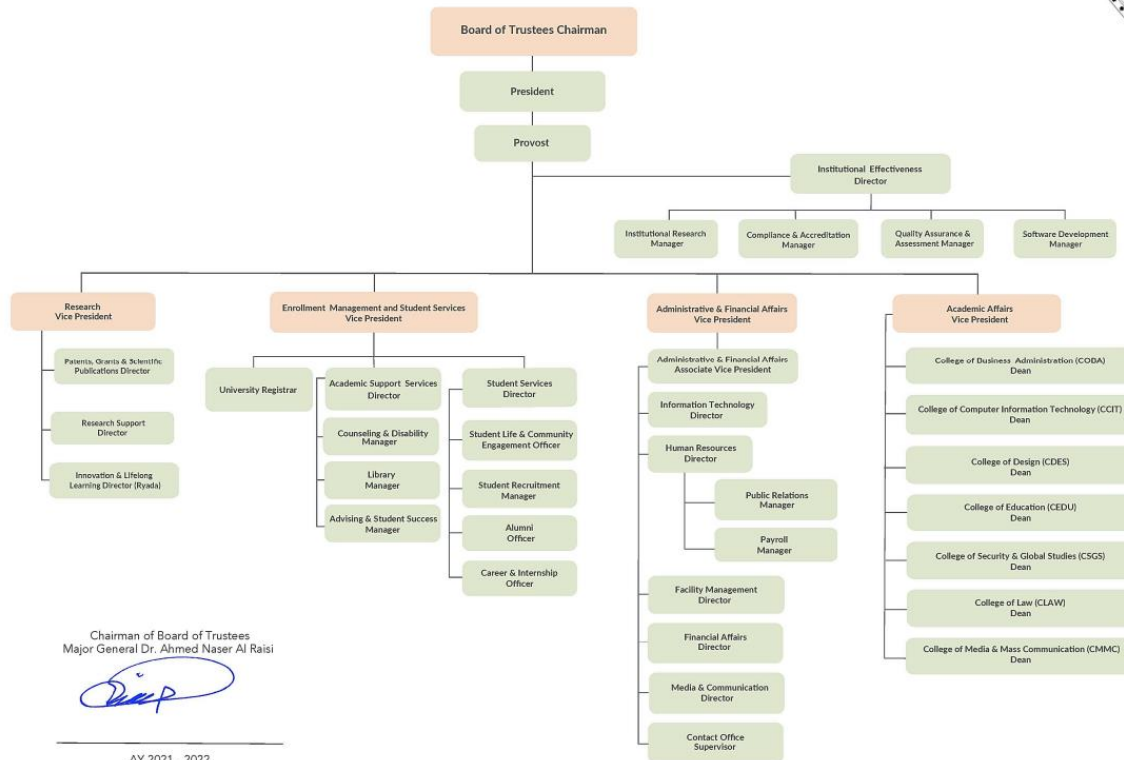
### **College of Business Administration**

As the world's largest business education alliance, AACSB International—The Association to Advance Collegiate Schools of Business (AACSB)—connects educators, students, and businesses to achieve a common goal: to create the next generation of great leaders. AACSB is a global membership association for the business education industry. The member network, known as the AACSB Business Education Alliance, is a network of business educators, business, nonprofit, and public-sector organizations dedicated to sharing knowledge and best practices to accelerate innovation in business education. The College of Business Administration at the American University in the Emirates has obtained accreditation from the AACSB in 2022 and is a member of AACSB. AACSB International is a global association of leaders in education and business dedicated to supporting and advancing quality business education worldwide. Through membership, accreditation, research, thought leadership, professional development, and advocacy, AACSB partners with over 1,700 organizations, from more than 100 countries. Membership or participation in the Global Education Alliance does not imply accreditation.

### College of Computer Information Technology

The Bachelor of Computer Science in the College of Computer Information Technology is accredited by the Computing Accreditation Commission of ABET: <https://amsub.abet.org/aps/name-search?searchType=institution&keyword=american%20University%20in%20the%20>

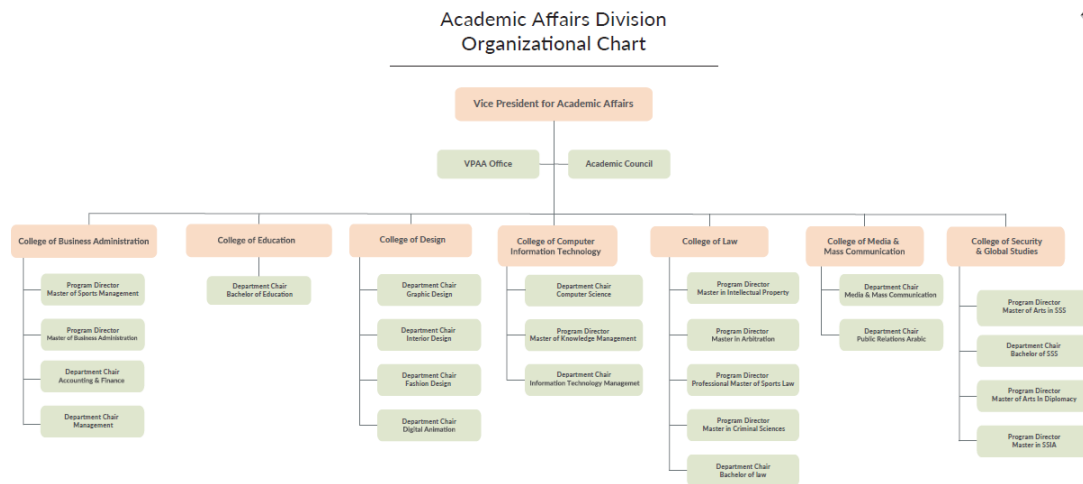
## Organizational Chart



Chairman of Board of Trustees  
Major General Dr. Ahmed Naser Al Raisi

AY 2021 - 2022  
Revised on July 2022





# THE CAMPUS

## Location

The university is situated in Dubai International Academic City (DIAC), very accessible to all residential and commercial areas, and at a 30-minute drive from the downtown. DIAC is a hub of education, where American University in the Emirates is one of the biggest Universities in the area, neighbored with a number of other Universities from around the world.

## Building

The University campus is located in Block 6 and 7 of the Dubai International Academic City (DIAC). The University accommodates the building with 39 classrooms, 290 faculty and administrative offices, one (1) Conference Hall, 11 Meeting rooms, 1 Library, 2 Recreation and waiting areas, 1 First aid clinic, Male and 1 Female room, in order to accommodate the academic and administrative activities.

The University shares the sports facilities, parking services, food court, and recreation facilities with other Universities in Dubai International Academic City, providing all campus facilities to the University community.

## Area of buildings

The building premises occupied by AUE are Block 6, which has a total floor space of 41, 203 square feet, and Block 7, which has a total floor space of 71, 251 square feet providing the total size of the building space of 112,454 square feet.



## Student capacity

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The University possesses the capacity to run 190 sessions per day in the available 39 classrooms and 20 labs. Depending on the class duration and credit hours taught. These sessions on a daily basis can accommodate 4,000 to 5,000 students if the classes are fully utilized throughout the day, but the University limits the number of students per session to provide an interactive and better learning environment for the students.

## Description of offices

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The University consists of 290 offices for its academic and administrative staff to provide adequate resources for its academic and administrative activities. The offices are categorized based on the nature of work and position assigned to the staff that are built along with the meeting rooms, waiting areas, and storage rooms in order to minimize the movement, enhance the efficiency. The office structure helps the University to manage the crowd to provide a relaxing and calm atmosphere for University staff and students.

## Description of classrooms and Labs in each floors

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The University provides adequate classroom facilities to support the academic activities, where the classrooms are equipped with all required needs including the seating of students, seating of the faculty, computer and projector for presentations, and stationary required for the classrooms. Below picture shows the images from one of the classroom, where all the classrooms are equipped with the similar equipment. The University building consists of 39 classrooms with a total of 1400 seats for students, where the University operates 12 hours on all 7 days of the week.

The University provides 20 laboratories to support the academic activities of all colleges in the University. Below is the list of all laboratories available in the University to cater all requirements of college activities in order to provide the best equipment in the field for students to practice their skills and gain knowledge to complete in the current vibrant market.

- Computer Lab
- Network Security Lab
- Database Programming & Administration Lab
- Business Intelligence and Simulation Lab
- Physics Lab
- Innovation Lab
- Workshop for College of Design
- Digital Forensics & Computer Architecture Lab
- Computer Literacy Lab
- Accounting, Programming & Software Engineering Lab
- Multimedia, Web Design, & Mobile Technology Lab
- Multimedia Studio
- Interior Design Lab
- Digital Animation Lab
- Graphic Design Lab

- Drawing Lab
- Fashion Design Lab
- Drafting Lab
- Mac/Cinema 4D Lab
- Moot Court

## Academic Programs:

### List of Undergraduate Programs

College	Program	Medium of Instruction
College of Business Administration	Bachelor of Business Administration concentration in Business Management	English
	Bachelor of Business Administration concentration in Accounting	English
	Bachelor of Business Administration concentration in Finance	English
	Bachelor of Business Administration concentration in Insurance and Risk Management	English
	Bachelor of Business Administration concentration in Hospital and Healthcare Management	English
	Bachelor of Business Administration concentration in E-commerce and Marketing	English
	Bachelor of Business Administration concentration in Human Resource Management	English
	Bachelor of Business Administration concentration in Logistics and Supply Chain Management	English
College of Media and Mass Communication	Bachelor of Arts in Media and Mass Communication concentration in International Relations	English
	Bachelor of Arts in Media and Mass Communication concentration in Public Relations	English
	Bachelor of Arts in Media and Mass Communication concentration in Radio and Television	English
	Bachelor of Arts in Media and Mass Communication concentration in Integrated Marketing Communication	English
	Bachelor of Public Relations	Arabic & English
College of Computer and Information Technology	Bachelor of Computer Science concentration in Digital Forensics	English
	Bachelor of Computer Science concentration in Network Security	English
	Bachelor of Science in Information Technology Management	English
College of Design	Bachelor of Science in Design – Digital Animation	English
	Bachelor of Science in Design – Fashion Design	English
	Bachelor of Science in Design – Graphic Design	English
	Bachelor of Science in Design – Interior Design	English
	Bachelor of Arts in Security and Strategic Studies concentration in Crisis Management	English

College	Program	Medium of Instruction
College of Security and Global Studies	Bachelor of Arts in Security and Strategic Studies concentration in Disaster Management	English
	Bachelor of Arts in Security and Strategic Studies concentration in Emergency Management	English
	Bachelor of Arts in Security and Strategic Studies concentration in Risk Management	English
College of Law	Bachelor of Law	Arabic & English
College of Education	Bachelor of Education concentration in Special Education	English & Arabic

## Admission Policies – Undergraduate:

In alignment with its mission, AUE follows selective admission criteria, and it is committed to admitting competent students, who will be an added value to the students' body and will assist the University in its endeavor to graduate students with high competencies to support the development process in their community. AUE applies various qualitative and quantitative measures to ensure appropriate selection of candidates such as admission interviews and rubrics with the purpose to ensure that a complete and accurate picture of the candidate emerges such that not only can a decision be made about admission to AUE but also that upon admission the student is given adequate support, guidance, and directed into the various avenues of student life available at AUE.

The Admission requirements for the programs are regularly evaluated to ensure compliance with CAA standards and published accordingly in all university publications.

### Eligibility and Limit Enrollment

AUE offer equal opportunities for applicants, all admission applications are being evaluated equally apart from any discrimination based on religion, nationality, race, gender, age, or ethnic background. Applicants who fulfil the admission criteria become eligible to admission, however meeting admission requirements does not guarantee enrollment to University programs. The University reserves the right to limit admission and allow enrollment to limited space as per the directives of the CAA regarding limitations (caps) on total enrolment, or enrolment in specified programs.

all applicants are notified about their admission eligibility through an official offer letter issued by the Admission and Registration Department. those who were declined for admission will also be notified officially.

### Admission Requirements

All the admission requirements and criteria are published in the University website, undergraduate catalog, and brochures. The University reviews the admission requirements annually and shall recommend and amend changes and additional admission requirements to recruit qualified and competent students.

All applicants seeking admission in the undergraduate programs are required to submit the required scores, documents and follow all admission processes specified in the procedures of this policy. The Admission and Registration Department ensures the accuracy and authenticity of all student's credentials, as outlined in the admission procedure.



All documents and credential (original and copy) submitted by the students to the Admission and Registration Department become the property of the institution. The University reserves the right to retain the original credential to students.

## Freshmen Students

Applicants who have not previously attended any higher education institute, are considered as freshmen. Those applicants should meet the following requirements in order to be accepted at AUE.

### **A. Senior Secondary School Education**

All applicants should submit valid original copies of their High school diplomas or its equivalent, attested by the UAE Ministry of Education, as per the following categories:

#### **A. Holders of UAE Secondary School Certificate**

Original Copy of the General Secondary School Certificate, attested by the UAE Ministry of Education. The minimum score average required for direct admission is based on the academic stream followed by the applicants during their senior school year, as following:

- 1- For All undergraduate programs except for (Bachelor of Law, Bachelor of Science in Computer Science, and Bachelor of Science in Design), applicants should fulfil the below minimum score for direct admission
  - Elite/Advance/ Scientific stream: Minimum average is 75%
  - General/ literary stream: Minimum average is 80%
  - Other Streams (Technical, Vocational, Commercial ,, etc): Minimum Average is 80%
- 2- For applicants to the Bachelor of Law, Bachelor of Science in Computer Science, and Bachelor of Science in Design

The minimum score average required for direct admission is based on the academic stream followed by the applicants during their senior school year, as following:

- Elite/Advance/ Scientific stream: Minimum average is 80%
- General/ literary stream: Minimum average is 85%
- Other Streams (Technical, Vocational, Commercial): Minimum Average is 85%

#### **B. Holders of American High School Diploma**

- The minimum average for admission as stipulated in part (A) is applied.
- High School Diploma (grade 10, 11 & 12) attested by the UAE Ministry of Education.
- Applicants are required to submit certificate of equivalency for their High School Certificates from the UAE Ministry of Education

#### **C. Holders of British System Certificate (IGCSE, GCSE)**

The minimum required for university admission is a total of seven (7) courses at O-level and AS/A2 level (5 o-level plus 2 AS/A level), with a minimum grade of "C". The courses should cover at least four of the following fields:

- Mathematics
- Languages
- Sciences
- Social Studies and Humanities
- Arts and Design

In addition, students will need to submit the following documents to complete their admission process:

- School Leaving Certificate (Grade 12- Year 13)
- Applicants are required to submit certificate of equivalency for their High School Certificates from the UAE Ministry of Education.

***D. Holders of Senior Secondary School Certificates from schools within UAE, based on Foreign Curriculums.***

Applicants with senior secondary school certificates from private schools within UAE which follows foreign curriculums (e.g. French, Indian, Pakistani, Canadian,,etc) should achieve a minimum average in their senior school certificate as stipulated in part (A), and should submit "Certificate of Equivalency" from the UAE Ministry of Education.

***E. International Students***

Applications of holders of a non-UAE High School Certificate, obtained abroad, are processed in accordance with the relative decrees by the UAE Ministry of Education, as follows:

In general, holders of the National High School Certificate of a foreign country are eligible for admission if:

- Should achieve a minimum average in their senior school year as stipulated in part (A) for direct admission.
- The certificate is considered for admissions in public universities of the Country where it was delivered,
- The certificate was obtained after at least 11 years of schooling,
- The certificate includes at least 6 subjects covering the four areas: Mathematics, Sciences, Languages, and Social Sciences & Humanities or Arts.
- Holders of High School Certificates from countries having two-levels High School Certificates must submit the certificate of the higher level.
- Applicants are required to submit certificate of equivalency for their High School Certificates from the UAE Ministry of Education.

**B. English proficiency requirement**

In alignment with UAE Commission of Academic Accreditation (CAA) standards, all applicants for all undergraduate degrees (except for the Bachelor of Law and Bachelor of Public relations programs) should submit original valid copy for any of the following English proficiency exams:

Exam type	Minimum score
TOEFL ITP	500
TOEFL iBT	61
IELTS Academic	5.0
EmSAT -English	1100
The Pearson test of English Academic (PTE Academic)	44

The Cambridge English: Advanced Test of English	41
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For Bachelor of Law and Bachelor of Public Relations, applicants should submit original valid copy for any of the following English proficiency exams:

Exam type	Minimum score
TOEFL ITP	450
TOEFL iBT	45
IELTS Academic	4.5
EmSAT -English	950
The Pearson test of English Academic (PTE Academic)	38
The Cambridge English: Advanced Test of English	36

### C. UAE National Exam (EmSAT) REQUIREMENTS

In alignment with UAE Commission of Academic Accreditation (CAA) standards, applicants to specific programs as shown below should achieve specific scores in the UAE National exams (EmSAT) as part of the entry requirements to their programs.

Applicants to the Bachelor of Law should submit valid copy of the EmSAT exam in the following subjects:

- EmSAT Mathematics: minimum score of 800
- EmSAT Arabic: minimum score of 1000

Applicants to the Bachelor of Business Administration, should submit valid copy of the EmSAT exam in the following subjects:

- EmSAT Mathematics: minimum score of 600
- EmSAT Arabic: minimum score of 600, Non-Arabic speakers will be required to take an Arabic preparatory courses for non-Arabic speakers during their first semester at the university.

Applicants to the Bachelor of Public Relations (Arabic) should submit a valid copy of the EmSAT exam in the following subjects:

- EmSAT Arabic: minimum score of 1000

Applicants to the Bachelor of Education (Special Education) should submit a valid copy of the EmSAT exam in the following subjects:

- EmSAT Arabic: minimum score of 800
- EmSAT Mathematics: minimum score of 800

### D. Placement test

All new applicants to undergraduate programs will need to sit for placement tests according to their program of study, and as per the following categories:

#### 1. Computer technology

All applicants to all undergraduate programs need to sit for a placement test in computer technology, the passing mark in the exam is 60% for Bachelor of Computer Science program, and 50% for applicants to other undergraduate programs. Students who fail the placement test will need to pass a remedial course on computer technology during their first semester at the university. If the student fails to pass the remedial course successfully, he/she needs to repeat the

course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

## **2. Mathematics**

Applicants to the College of Computer Information Technology or the College of Business Administration will need to sit for a placement test on mathematics. The passing mark is 50%, and applicants who fail the test will need to pass a remedial course in mathematics during their first semester at the university. Students who fail the placement test will need to pass a remedial course on mathematics during their first semester at the university. If the student fails to pass the remedial course, he/she needs to repeat the course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

## **3. Physics**

Applicants to the Bachelor of Computer Science program will need to sit for a placement test in Physics. The passing mark for the test is 50%. Applicants who fail the test will need to pass a remedial course in physics during their first semester at the university. If the student fails to pass the remedial course, he/she needs to repeat the course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

## **4. Arabic language**

Applicants to the Bachelor of Law program or Bachelor of Public Relations program will need to sit for a placement test on the Arabic Language, the passing mark for the test is 50%. Applicants who fail the test will need to pass a remedial course in Arabic during their first semester at AUE. If the student fails to pass the remedial course, he/she needs to repeat the course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

## **5. English Language**

All applicants to the undergraduate programs, except for applicants to the Bachelor of Law program and the Bachelor of Public Relations program, who have fulfilled the English language entry requirements should sit for the placement test in the English language. The passing mark for the test is 50%, and applicants who fail the test will need to pass a remedial English language course during their first semester at the university. If the student fails to pass the remedial course, he/she needs to repeat the course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

Freshmen students who do not meet the minimum English proficiency score prior to their admission shall be admitted conditionally to the Intensive English Program (IEP), and students must obtain the mandatory English proficiency scores in a maximum period of 12 months; otherwise, students will not be able to enroll for any further semester. After obtaining the mandatory English proficiency scores, the student should sit for the placement test in the English language. The passing mark for the test is 50%, and students who fail the test will need to pass a remedial English language course in the first semester of their status of full admissions. If the student fails to pass the remedial course, he/she needs to repeat the course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

## **6. Drawing**

Applicants to the Bachelor of Science in Design programs will need to sit for a placement test in Drawing. The passing mark for the test is 50%. Students who fail the test will need to take a remedial course in Drawing during their first semester at the university. If the student fails to pass

the remedial course, he/she needs to repeat the course. The course can be repeated for a maximum of two times. If the student fails for the third time, he/she will be dismissed from the program.

### **E. Admission Essay**

All applicants to the undergraduate programs will need to write an admission essay in the English language, except for applicants to the Bachelor of Law and Bachelor of Public Relations programs, where they should write it in the Arabic language.

The length of the essay should not be less than 250 words, and

The essay will be evaluated during the admission interview by the faculty member who will conduct the interview in order to evaluate the applicant' writing skills.

The essay should mainly tackle the following areas:

- a) What are your vision and goals for your future?
- b) How and why will a degree from AUE help you achieve your vision and goals?
- c) The university slogan is "Nothing is Impossible" How does this apply to your life?
- d) If AUE offers you a seat, how would you contribute to your university?
- e) How does your professional & academic background prepare you for success in the future?

### **F. Admission Interview**

All applicants to undergraduate programs will need to sit for admission interviews with faculty members from the college which they intend to join. The interview is evaluated through a designated rubric, which assesses the following areas:

- Written skills (through admission essay)
- Oral communication skills
- Leadership, Initiative, and extracurricular activities
- Ability to succeed in desired major
- Community Engagement
- Recommendation letters (if any)
- Appearance and nonverbal cues

### **G. Identifications**

All applicants will need to submit original valid copy of the following:

- Passport
- Emirates ID
- Four Recent passport size photographs
- Certificate of Good Conduct (From Police authorities in UAE)
- Non-Objection letter from the National Military Service Authority (for UAE Nationals Only)

### **H. Methods of Applying**

#### ***Walk-in applicants***

Applicants who visit the Admission and Registration Department in person to apply are considered as walk-in applicants. All applicants are expected to visit the university in person to fill the designated application, submit the required documents, pay the admission fees, and finalize the admission process.

### ***Online applicants***

Applicants can apply online through the university website. Their applications will be evaluated, and they will be provided with offer letters accordingly. Except during the emergency remote online operations, all applicants will have to visit the university to complete the admission process in the university admission fee as part and pay the admission fees.

## **I. Admission Timeline**

The University has a rolling admissions process that allows students to apply at any point of the academic year. However, applicants applying for admission after the semester deadlines shall be reviewed for the subsequent semester.

## **Transfer Students**

The University accepts transferring students from recognized higher education institution and adheres to the course learning outcomes based transferred credits process and mapped appropriately with the AUE programs. The University requires that credit hours earned at AUE must be at least 50% of the credit hours of the undergraduate degree; and 75% of the credit hours for the graduate programs.

### **Undergraduate Transfer Admission**

The attended Higher education institution must be accredited by the Ministry of Education - Higher Education Affairs. International students must provide authenticated transferred credit by the relevant Ministry or entity in the country of origin. Students who are transferring from other institutions into a program in the same field of study must be in good academic standing as stipulated Undergraduate Transfer Admission section.

## **Transfer of Credits**

Students who are transferring from another accredited higher education institution may be considered for admission at AUE after meeting the following requirements:

- » The Higher education institution attended must be accredited by the Ministry of Education - Higher Education Affairs. International students must provide authenticated transferred credit by the relevant Ministry or entity in the country of origin.
- » Students who are transferring from other institutions into a program in the same field of study must be in good academic standing and have achieved a CGPA of 2.00 on scale of 4.00 or it's equivalent;
- » Allow students who are not in good academic standing and achieved a CGPA less than 2.00 on scale of 4.00 to transfer credit only to a program in a field distinctly different from the one which the student is transferring;
- » Courses that were taken under an articulation agreement with another institution will be considered as transfer credit

- » All transfer students must satisfy the English entry requirements and present a valid certification of (EmSAT, TOEFL, IELTS or other certification approved by the CAA;
- » Transfer only courses that are equivalent to the learning outcomes and which the student earned a grade of “C” (GPA 2.00 on scale of 4.00) or above
- » All transfer students must satisfy all the admission requirements as no conditional admission is allowed to transfer students;
- » Transfer students are allowed to transfer maximum of 50% of the total number of credits which are required to complete a degree;
- » The transfer course is evaluated course by course.
- » Only courses at level 100 and 200 at AUE are transferable.
- » Graduation project, Thesis and Internship are not transferable
- » Courses with 3 and 4 credit hours will be considered equivalent to AUE’s three credit hours.
- » No more than two courses will be transferred from a student’s chosen concentration.
- » All courses transferred to AUE must be conducted in English Language (except College of Law and Public Relations (Arabic).

## Transfer of Credits Procedure

Students applying for transfer credit at American University in the Emirates will follow the below steps:

1. Submit the official transcripts of all attended institutions and course syllabi/description to the office of admission
2. As part of the admission process, the admission officer will conduct a verification of records with the attended institutions;
3. A committee which includes a member of admission office and a specialized faculty member from each college will review, assess and evaluate the credit that are mapped with the learning outcomes of AUE programs;
4. general Education courses will be evaluated by the General education committee.
5. Students will be notified in written on the number of credits been transferred;
6. Student will need to follow the admission procedure as per the program of study
7. Student will need to pay the designated transfer credits fees.
8. The transfer course will be recorded in the student’s transcript as “TR” and will not be part of the student’s GPA

## Visiting Students

Students from other higher education institutions who are looking to study at AUE for one semester and are not seeking any degree at AUE can apply as visiting students. Visiting students can enroll for a maximum period of one year and can take no more than 15 credit hours per semester. All visiting students should submit the following documents upon admission:

- Non-objection letter from their home institution listing the courses they wish to study at AUE.
- A copy of their TOEFL or IELTS score or any other English proficiency test as proof of their use of the English language.



## Advanced Standing

Qualified applicants seeking to pursue undergraduate studies in the American University, in the Emirates with internationally recognized examinations scores upon evaluation are awarded course credits. Such credits shall only be applied for freshman-level and free elective courses leading towards a degree. The University awards applicants seeking undergraduate admission a maximum of 50% of credit hours comprising of advanced standing, external transfer credits and credits awarded through recognition of prior learning.

### Advanced Standing Application

Freshman students applying for undergraduate studies must fill in and submit the advanced standing application at the first semester prior enrollment to the program. The University will not approve any advanced standing request after the completion of the first semester.

### Advancement Placement Records

The equivalent courses that the student is exempted from will be recorded in the student's transcript as "EX" and will not be part of the student's Grade Point Average.

The advanced standing application and documentations are all kept and recorded by the Admission and Registration Department, as outlined in the Student Record Policy

### Advanced Standing Committee

An ad hoc committee involving a member from the Admission and Registration Department and subject matter faculty members to review and assess the advanced standing application.

#### Advanced Standing Assessment

The assessment process of the advanced standing credits shall be conducted in a fair and consistent manner to all applicants. The designated committee for reviewing and assessing the advanced application shall ensure that the submitted examinations are aligned with the learning outcomes of the stipulated courses and meet the minimum required scores outlined in this policy.

### Appeal

The applicant is not permitted to request for an appeal on the decision made for the advanced standing, as the policy clearly outlines the applicable courses and minimum grade requirements for awarding credits as advanced standing.

### Advancement Standing Assessment

The assessment process of the advanced standing credits shall be conducted in a fair and consistent manner to all Freshman students. The AUE Provost shall form an ad-hoc committee which should include members from various colleges, Admission and Registration Department and Institutional Effectiveness Department which will be responsible for reviewing and assessing the submitted advanced standing application forms to ensure that the examination scores are aligned with the learning outcomes of the stipulated courses (please see Tables 1, 2, 3 below) and meet the minimum required scores outlined in this policy.



**Advanced Placement (AP) Credit Calculation:**

AP Exam	Minimum Grade	AUE Equivalency	Credits Awarded
Calculus AB	3	MAT 110	3
Calculus BC	3	MAT 200	3
Physics 1 or 2	3	PHY 100	3
Psychology	3	ASC 200	3
Statistics	3	ASC 205	3
Computer Science Principles	3	CSC 110	3
English Language and Composition	3	ENG 102	3
English Literature and Composition	3	ENG 201	3
Environmental Science	3	ASC 211	3
World History	3	ASC 203	3

**International Baccalaureate (IB) Credit Calculation:**

IB Exam	Minimum Grade	AUE Equivalency	Credits Awarded
Mathematics	5	MAT 100	3
Physics with Magnetism/Physics	5	PHY 100	3
Psychology	5	ASC 200	3
Computer Science	5	CSC 110	3
Business and Management	5	MGT 100	3
Arabic B	5	ARLAA 100	3
Economics	5	ECO 100	3
English A: Language and Literature	5	ENG 102	3
English Language B	5	ENG 102	3
French	5	Free Elective	3
Geography	5	ASC 206	3

**British System (GCE) credit calculation:**

A-Level Exam	Minimum Grade	AUE Equivalency	Credits Awarded
Mathematics	C	MAT 100	3
Physics	C	PHY 100	3
Psychology	C	ASC 200	3
Sociology	C	ASC 104	3
Computer Science	C	CSC 110	3
Accounting	C	ACC 100	3
Arabic	C	ARLAA 100	3
Business Studies	C	MGT 100	3
Economics	C	ECO 100	3
English Literature	C	ENG 201	3
French	C	Free Elective	3

## Re-admission

Students who have officially withdrawn from the University for one or more regular academic years and wish to resume their study at the University must re-apply again. Returning students must meet and follow the official published admission requirements in the undergraduate catalog which they are applying for as well as the tuition fees structure and submit all the required admission documents to the Admission and Registration Department. Returning students who have attended another University after withdrawing from AUE, must apply for transfer credit and submit the relevant record to the Admission and Registration Department.

## Confirmation of Admission

Undergraduate Students accepted by AUE must pay a non-refundable enrollment of 3,150 AED confirmation fee within a month of receiving the admissions offer and before starting the orientation, registration and advising process. The offer of admission is only valid for the same semester in which the student applied for.

### Admission Types

All undergraduate applicants admitted by University must receive a letter of admission specifying their type of admission. Undergraduate programs are categorized into four different types as following:

- **Full Admission**

Applicants who meets all entry requirements as stipulated in the “freshmen” admission part will be given a full admission offer.

- **Probationary Admission**

Freshmen students who does not meet the minimum scores requirements of the senior secondary school certificate as stipulated in the Freshmen admission section shall be admitted probationary, where they are enrolled for one semester with limited credit hours until the minimum cumulative grade point average (CGPA) is achieved, otherwise, they will be dismissed from their program of study.

- **Conditional Admission**

Freshmen students who does not meet the minimum English proficiency score prior to their admission shall be admitted conditionally to the Intensive English Program (IEP), and requires students to obtain the mandatory scores in a maximum period of 12 months; otherwise students will not be able to enroll for any further semester.

Transfer students must meet the English proficiency requirements prior to their acceptance at the University.

Students can obtain a maximum of 12 credit hours (4 courses) courses while enrolling in the ELL, as listed in the table below:

English Level	Number of courses allowed per semester	POOLED COURSES TO CHOOSE FROM
<b>TOEFL/IELTS PREPARATION</b>	Four Courses	- Social or Behavioral Sciences - Arabic Language
<b>ADVANCED</b>	Three Courses	- Islamic Studies
<b>INTERMEDIATE</b>	Two Courses	- Natural Science Communication and Study Skills
<b>BEGINNER</b>	One Course	

#### - **Provisional Admission**

Applicants who are unable to submit any of the required primary documents by the time of the admission, they will be admitted provisionally. Provisionally admitted students will have to submit all missing documents prior the end of their first semester at the University, otherwise, they will not be able to enroll for any further semesters.

#### Students

In accordance with the university undergraduate admission policy and in alignment with the relevant UAE Ministry of Education decrees, Students who were awarded their senior school certificate from private schools in UAE which follow non-Ministry of Education curriculums, or international students who got their senior school certificate from abroad, will need to submit a conditional admission letter from the UAE Ministry of Education upon their admission to the university and will need to successfully complete the relevant preparatory courses as stipulated in the conditional admission letter within the timeframe mentioned in the letter.

Failure to adhere to this will result in a hold on the student's enrollment at the university.

## Forged admission documents

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

# Academic Policies and Regulations

## Academic Integrity

The University expects all its students, faculty members and staff to adhere to and maintain high standards of academic honesty and integrity, as well as to respect the work and creativity of others in all of their work. All University stakeholders are expected to understand the definitions of cheating and plagiarism, and other offences defined in this policy, as well as the consequences of detection and the penalties that will be imposed.

### Academic Integrity Principles

The University adopts (ICAI) academic integrity principles as the commitment to six fundamental values:

- 1) **Honesty:** As students and faculty members pursue knowledge, they must be truthful with one another and with themselves. In classrooms, laboratories, and libraries, fostering and practicing honesty provides the groundwork for a lifetime of integrity.
- 2) **Trust:** One of the most important aspects of academic work is the capacity to believe that someone is telling the truth. Members of the academic community must be able to believe that neither student nor faculty work is fabricated and that everyone is held to the same standards. Students, faculty members, and researchers can openly collaborate, share information, and disseminate new ideas when they have confidence in one another. Faculty promote trust by setting clear guidelines for assignments and for evaluating student work in an equitable, timely, and forthright manner.
- 3) **Fairness:** Fairness is a crucial element in the formation of ethical communities. It encompasses predictability, transparency, and clear, reasonable expectations. Fairness reinforces the significance of truth, ideas, logic, and rationality, impartial treatment.

Faculty members are fair to students and to one another, and they presents an ideal example by clearly articulating expectations, constantly responding to dishonesty, and continuously maintaining academic integrity principles. Students demonstrate fairness by completing their own original work, properly acknowledging borrowed work, following and enforcing academic integrity policies, and preserving the institution's excellent reputation.

- 4) **Respect:** Respect in academic communities is mutual and needs both self-respect and respect for others. Respect for oneself entails confronting obstacles without surrendering one's own principles. Respect for others is appreciating the variety of viewpoints and recognizing the need to challenge, test, and refine ideas.

Students demonstrate respect when they value and take advantage of opportunities to obtain new knowledge by taking an active role in their own education, contributing to class debates, attentively listening to various viewpoints, and performing to the best of their abilities. Respect is demonstrated by faculty members taking students' ideas seriously, acknowledging them as unique individuals, assisting

them in the development of their ideas, offering complete and honest comments on their work, and valuing their opinions and aims.

5) **Responsibility:** Integrity is both an individual commitment and a social responsibility. Every member of an academic community—each student, staff member, faculty member, and administrator—is responsible to themselves and each other for protecting the integrity of its study, teaching, and service.

Being responsible involves opposing misconduct, avoiding negative peer pressure, and setting a good example. Individuals who are accountable take responsibility for their own behavior and seek to discourage and avoid misconduct in others. In addition to creating and enforcing classroom, responsible faculty members also effectively communicate the expectations accordance to these policies. They adhere to university policies and maintain their commitment.

6) **Courage:** Courage is the capacity to act in accordance with one's values despite fear. Students who demonstrate courage hold themselves and their peers to the highest standards of academic integrity, despite the possibility of negative consequences, such as a failing grade or reprisal from peers or others. Courage displays itself in faculty members' commitment to hold oneself, students, and other faculty accountable for upholding an environment of integrity as indicated by the five extra principles. Faculty are accountable for fostering a climate that promotes integrity.

### Academic Integrity Violations

Violations of the Principles of Academic Integrity may include but not limited to:

1) **Cheating:** is defined as any actual or attempted act that is undertaken with the intention to gain unfair advantage on coursework, assessments, or examinations that include but not limited to

- a) The unauthorized possession and/or use of any electronic devices during in-class assessment and examinations such as mobiles, headsets, tablets, calculators, and smartwatches, and other devices.
- b) Sharing, soliciting information verbally, copying the work of another student, or intentionally allow another student to copy from one's own coursework, assessment, or examination paper.
- c) Submitting coursework for credit in more than one course without acknowledging that it has already been published or submitted and assessed in the same course, another course.
- d) Any violation of examination guidelines stipulated in the exam instruction sheet and examination hall.
- e) Impersonating another student's identity in class attendance, coursework submission, or examinations.

2) **Plagiarism:** is defined as misrepresenting someone else's ideas or work without acknowledging the original ownership and source. Plagiarism includes but is not limited to using parts or all of an idea,

word, sentence, diagram, artwork without proper citation even if minor or major changes have been applied to the original work. The plagiarism may take many the following forms:

- a) Purchasing a complete or partial assignment from a person, repository, or organization.
- b) Acquiring answers or information from artificial intelligence tools.
- c) Sharing work and/or answers with other people.
- d) Translating the work from one language to another without proper citation and references.
- e) Perform any unauthorized collaboration.

**3) Fabrication or Falsification**, representing evidence, results, data, or information that is included in student work in a way that is inaccurate or deceptive with the purpose to mislead the evaluator. This Fabrication includes:

- a) Submitting false or fraudulent information including transcripts, test scores, medical reports identify cation papers, etc.
- b) Intentionally misrepresenting facts, related to situations and/or individuals for the purpose of inflicting harm and/or personal gain including fabricated grievances.
- c) Gaining access to unauthorized information and/or material and failure to report knowledge of such access gained personally or by other students.

### **Responsibility of Faculty Members**

Faculty members should emphasize the importance of academic integrity in the learning process to students by alerting them that the University does not tolerate any academic integrity violation, or other kinds of academic misconduct. Faculty members are responsible for implementing strategies that make plagiarism and copying more difficult. Such is dividing a project or assignment into many milestones and requiring students to submit multiple drafts and submissions. Faculty members supplement students with guidelines for appropriate writing techniques and citations as part of the coursework. Faculty members are responsible for adhering to this policy and for reporting any identified academic integrity violation, and they are expected to take measures to discover plagiarism and other breaches and, if confirmed, impose the penalties outlined in this procedure.

### **Responsibility of Department Chair / Program Director**

Department Chairs and Program Directors to build a culture of academic integrity and align programs' faculty members to adopt and enhance their learning and teaching practices in order to prevent plagiarism and other offenses. It is the responsibility of department chairs and program directors to coordinate the investigation processes and coordinate the imposition of penalties for alleged examination and assessment violations.

## Academic Integrity Procedures

This procedure must be adhered to, when a student is perceived to be violating the University's Academic Integrity Policy.

### Misconduct Categories

The following categories of common offenses correspond essentially to the three levels of penalties.

- **Minor Academic Misconduct:** Applicable to early stages of a student's study. Typical instances would include where there is a very small impact, such as poor referencing, lack or incorrect attribution for copied work inserted in an assignment, paraphrasing without adequate acknowledgement, or minor similarity is detected.

In Minor Misconduct, faculty members and Student support services provide students with supplementary assistance in the form of explanations and examples of acceptable academic writing techniques should always be provided where necessary.

- **Moderate Academic Misconduct:** The student attempted to achieve or facilitate other students in an unfair advantage, which resulted in misleading faculty members in evaluating or grading the coursework results. Examples of the moderate academic misconduct,
  - Improperly cited sources with or without significant similarity to one or multiple sources.
  - Without course faculty permission, providing assistance to students on quizzes, or other assignments.
  - The use and submission of identical or substantially related content from other students.
  - Submitting graded assignment from one course to satisfy a requirement in another course.
- **Major Academic Misconduct:** This category includes repeated moderate academic misconduct breaches or discovery with proof of severe plagiarism or cheating, as well as obvious evidence of the intent to mislead or gain a substantial advantage. Examples of the major academic misconduct:
  - Cheating in examination with physical or recorded evidence (during or after exam session).
  - Impersonating another student's identity in class attendance, coursework submission, or examinations.
  - Purchasing a complete or partial assignment from a person, repository, or essay mill business.

- Intentional improperly cited sources with or without significant similarity of submitted assignment to one or multiple sources in key assessment (*assessment weights greater than or equal to 30/100*), such as course final project, capstone, thesis.
- Any repeated (second) moderate academic misconduct.

### Penalties

Penalties are associated to the category and severity of the academic misconduct. Penalties are categorized into two levels: Faculty level penalties, Institution level penalties. They vary according to the level of study (undergraduate or graduate degrees), and the weight of the assessment.

#### a. Faculty Level Penalties

All faculty-level penalties are coursework assessment violations of academic integrity. Based on the nature of the misconduct, course faculty members can impose one or more penalties defined below.

Penalty Code	Official Record	Penalty Description
<b>Faculty- A1</b>	Not recorded	<i>Educational Penalty:</i> Refer the student to Academic Support Services for mandatory training on referencing and citation in writing
<b>Faculty-A2</b>	Not recorded	<i>Educational Penalty:</i> Refer the student to <i>Academic Support Services</i> complete an orientation on academic integrity.
<b>Faculty-B1</b>	Not recorded	Rewriting the work or assignment and retaking a test or exam without a reduction in grade
<b>Faculty-B2</b>	Not recorded	Rewriting the work or assignment, retaking a test or exam grade deduction
<b>Faculty-C1</b>	Recorded with official written notification	Reduction in the violation-related assessment grade that can reach zero without opportunity of make-up.
<b>Faculty C2</b>	Recorded with official written notification	Course Faculty assigns (F) regardless of the quality of grades received in the course.

*Faculty-A1* and *Faculty-A2* penalties may be combined with other penalties.



### b. Institution Level Penalties

Institution-level penalties are imposed by Academic Integrity Committee penalties for repeated moderate or major misconduct. When an institution-level penalty is imposed on a student, The University revokes the student's scholarships, grants, and financial aid. Also, all institution-level penalties are recorded in student academic integrity record.

Penalty Code	Penalty Description
<b>Inst-D1</b>	<i>Reflection Penalty:</i> In coordination with <i>Student Success Office</i> , the offended student deliver presentation to students about academic integrity principles, policy, and procedure.
<b>Inst-D2</b>	The offended student receives an (XF: Academic Integrity Failure) in the transcript in the violated course. This penalty is permanently recorded on the student's transcript.
<b>Inst-E1</b>	The offended student completes the current semester but will be suspended from enrolling the next regular semester (excluding summer).
<b>Inst-E2</b>	The offended student is suspended immediately from the current semester but can be enrolled the next regular semester.
<b>Inst-F1</b>	The offended student is cheating in examination with physical or recorded evidence (during or after exam session).
<b>Inst-X</b>	The offended student is dismissed immediately but may apply for readmission after one year.

### Determining Penalty according to Violation

In addition to the above-mentioned penalties students may be subject to additional Disciplinary Sanctions as deemed appropriate by the Disciplinary Committee.

Misconduct Level	Misconduct Categories	Penalty Code	Additional Remarks
<b>Faculty level</b>	Minor Academic Misconduct	Faculty- A1	Not Recorded
		Faculty- A2	Not Recorded
		Faculty-B1	Not Recorded
	Moderate Academic Misconduct	Faculty-B2	Not Recorded
		Faculty-C1 Faculty C2	Recorded as an official misconduct with a written warning to student.
<b>Institutional Level</b>	Major Academic Misconduct	Inst-D1	These penalties are permanently recorded on the student's transcript.
		Inst-D2	
		Inst-E1	
		Inst-E2	

		Inst-F1	Academic Integrity is Recorded as an official misconduct.
		Inst-X	Academic Integrity Dismissal is recorded in the student's transcript.

### Academic Integrity Dismissal

If a student accumulates three courses with (XF: Academic Integrity Failure) in the transcript, this will lead to immediate dismissal from the University. In addition, depending on the severity of the violation, the academic Disciplinary Committee can impose dismissal when appropriate. Academic Integrity dismissed students can apply for readmission after one year from the dismissal semester.

### Academic Integrity Suspension

Immediate suspension of the current semester from university, in which all currently registered courses are dropped with (W: Withdrawal) grade. Suspension of the next semester, in which offended student can complete the current semester but will be suspended from enrolling the next regular semester (excluding summer).

### Handling Academic Integrity Violation for Assessment

Course faculty members are responsible for assessing and grading student coursework, and they are accountable for determining if an academic integrity violation has been committed. They are primarily responsible for assessing the severity of a violation and imposing an appropriate penalty. If a faculty member suspects a student has violating academic integrity, he or she may acquire evidence either directly or through the input of others.

The faculty member presents the student with the available evidence of the suspected violation and requires an explanation. If the student agrees to the faculty member's charges and the faculty member is satisfied with the student's explanation, penalties are imposed according to the penalties categories defined in this procedure.

### Referring the Violation to the Disciplinary Committee

In case the student denies the allegations and the situation cannot be settled between the faculty and the student, or in case the violation is deemed major, the faculty member refers the case to the institution-level disciplinary committee. The faculty member submits an *Academic Integrity Violation Report* through the system, along with any supporting documentation and other evidence. The *Academic Integrity Violation Report* includes the nature of the allegation or evidence against the student, a brief explanation of the discussion with the student, and the faculty member's recommendation. The institution-level disciplinary committee reviews the *Academic Integrity Violation Report* submitted by the course faculty member.

### Handling Academic Integrity Violation - Cheating in Examination:

- a. During examination
  - i. The faculty member, the proctor, or Exam Committee member may confiscate the exam of a student suspected of cheating, investigate the case, and eject the student from the exam hall or end the student's online exam. A student who suspects another student of

cheating should report this to a faculty member, proctor, Exam Committee for further action. The faculty member or the proctor who suspends the student's exam must report the case and evidence to the Exam Committee for further investigation.

ii. A student's exam attempt should be aborted only in cases of compelling evidence of cheating. In case of suspicion of cheating with no hard evidence, the student should be permitted to complete the ex with precautionary steps as needed (e.g., by moving the student to a new location to complete the exam). The faculty member, proctor or Exam Committee member can still investigate the case during the exam and refer the incident to the Disciplinary Committee.

b. After an exam: After the exam has concluded, If the faculty member, or the proctor discovers proof of cheating (such as by reviewing a recording of an online exam), he or she must promptly notify the Disciplinary Committee.

**Referring to the violation to the Disciplinary Committee:** The proctor or member of the Exam Committee who investigated the student must submit the Exam Cheating Form supported with the appropriate evidence to the Chair of Disciplinary Committee.

### Hearing

A hearing session is scheduled with the student, who must attend and present an explanation for the alleged academic integrity violations. The student may bring additional evidence.

If it is concluded that the student is not guilty for the alleged violations, the student may either continue the course without penalty or withdraw from the course. However, if the student is found guilty of violating academic integrity, the student is not permitted to withdraw from the course and will be subject to the penalties imposed by the Disciplinary committee.

The student academic violation documentation of hearing, deliberation, evidence, pertaining documents are submitted to recording with the Office of Student Life and Community Engagement. The aim of recordkeeping is to track the number of violations and their severity, as repeated violations will result in more severe penalties, moreover, recording violations will prevent students from engaging in academic misconduct.

If the academic semester concludes prior to the resolution of the academic integrity violation, due process must be followed, and the alleged student will be assigned a grade of (IP: In progress) for the relevant course until a decision is made, and final grade is published to replace the (IP) grade.

### Appeal Procedure

Within 10 days of the disciplinary committee's decision, the students have the right to file an appeal for a decision made by the Disciplinary Committee. An Appeal Committee is formed by Vice President for Academic Affairs (VPAA). The appeals committee examines the case and makes a final decision. The student may submit additional evidence in the appeal, and the appeal committee may seek a hearing session with the student. The Appeal Committee presents its findings and recommendations to the VPAA, who then notifies the student via the university's official email of the outcome of the appeal.

### **Documentation of Academic Integrity Misconduct**

The American University in the Emirates adopts The Family Educational Rights and Privacy Act (FERPA) in prohibiting the unauthorized release of confidential information about individual applicants, students, and alumni.

All student conduct documentation of academic integrity deliberation, evidence, appeal and other pertaining documents are private and protected by the designated personnel of the Office of Student Life and Community Engagement who are the sole authorized custodians of these records in addition to the course faculty member and department chair in which the misconduct was reported. These documents are shared solely with the members of the applicable committees based on the nature and process of the misconduct, such as the Academic Integrity Committee, Disciplinary Committee, Appeal Committee, and Grievance Committee, in accordance with the University Committees Charter, for the sole purpose of making the necessary decisions regarding the resolution of grievances and/or disciplinary measures in accordance with university policies and procedures.

In cases where the penalty outcomes impact the student transcript or academic standing in the University as in the case of assigning (XF) grade, Academic integrity suspension or dismissal, such penalties are permanently recorded on the student's transcript. The designated personnel of the Office of Student Life and Community Engagement is authorized to share the relevant parts of a student's disciplinary records including but not limited to penalties and sanctions with the Admission and Registration Department, course faculty member, and department chair.

In addition, academic integrity documents and records can be shared externally only upon the formal written request on the part of the UAE's authorities including but not limited to the Police and Armed Forces. These records are retained for a total period of five years.

## **Code of Conduct**

The American University in the Emirates offers students a community to learn and grow. Students are expected to demonstrate behavior that is consistent with the core values of the American University in the Emirates and uphold the responsibilities outlined in the policy on Student's Rights and Responsibilities and the conduct expectations outlined in this policy. This policy applies to all undergraduate and graduate students who are registered at AUE or are enrolled in a course or program.

Instances of perceived violations will be subject to the appropriate procedures as outlined in this Policy including internal measures and/or supporting the relevant authorized entities in taking appropriate measures. The authority for pursuing action in cases of perceived violations lies with the Student Life & Community Engagement Office that maintains all relevant documents regarding student violations and disciplinary measures in the Student Files that are securely maintained with limited access to designated personnel of the Student Life & Community Engagement Office.

Students are expected to adhere to all local laws of the Emirate of Dubai, the federal law of the UAE, and all rules, regulations, policies, and procedures established by the American University in the Emirates.

### **1. Alcohol and Substance Abuse**

The University is an alcohol and substance-free campus.

## 2. **Abuse of Information Technology and Social Media Policy** (move from separate policy to include under Student Code of Conduct)

The use of the University's IT platforms including the computers, University email, Portal, and the University's social media outlets including its Twitter, Facebook, Instagram, or LinkedIn accounts are subject to the laws of the UAE and subject to the following prohibitions:

1. Compromising the security of the University IT systems and platforms and/or interfering with the AUE network or system.
2. Attempts to gain unauthorized access to computers, accounts, or data.
3. The use of technology devices or social media platforms to fraudulently represent the University.
4. The use of technology devices or social media platforms for any unlawful activity.
5. The use of technology devices or social media platforms to harass or intimidate any individuals and/or entities.
6. Spreading false information.
7. The use of offensive or inappropriate language via the University's technology devices or social media platforms.
8. AUE systems and networks are not allowed to be used for any commercial and/or personal purpose without prior approval from the relevant departments.
9. AUE content on its platforms and Social Media are subject to the UAE Law of Intellectual Property and Copyright.

## 3. **Dress Code**

Student attire must be in compliance with the UAE laws and respectful of its values and culture. Students are expected to follow the dress code policy while on campus or off campus on official University events to ensure compliance with the customs, traditions, and laws of the UAE.

Inappropriate attire includes but not limited to:

1. Wearing ripped clothing
2. Wearing sleeveless tops
3. Wearing shorts or skirts above the knee
4. Wearing clothing that bares the midriff, back and/or chest
5. Wearing clothing and accessories with offensive and/or inappropriate symbols or language

## 4. **Conduct on Campus & in University Official Events**

Students are expected to abide by the Student Rights and Student Responsibilities and the Student Code of Conduct while on the University premises and during official University events include events of all scales that take place both on and off campus. Students participating in these events must not engage in any behavior or activities that violate UAE laws or disrespect its cultural values or any of the policies related to student conduct. Inappropriate conduct includes but is not limited to:

1. Disruptive behavior including intentional obstruction or disruption of any form (including excessive noise) while on the University campus.
2. The use of inappropriate verbal or written language including racist, derogatory, threatening, vulgar, profane, inappropriate slang, insulting or offensive remarks or gestures against any member of the University community including students, faculty, staff, and visitors.

3. Verbal or physical assault and damage to property and any behavior that is deemed threatening and aggressive against a member of the University community.

#### **5. Classroom Conduct**

Students are expected to demonstrate classroom behavior that is respectful of their instructors and peers and mindful of the UAE law and cultural values. Inappropriate classroom conduct includes but is not limited to:

1. Disruptive behavior including repeated, excessive lateness (more than twenty minutes from the start of the class), repeatedly leaving the classroom, eating or drinking inside the class, sleeping, or any other behavior that is distracting to the instructor and/or peers.
2. The use of electronic devices during the class without the instructor's permission including mobile phones, laptops, ipads, earpods/headphones, smart watches, and recording devices.
3. Refusal to cooperate and/or comply with the instructor's directions during lectures.
4. The use of inappropriate language (including racist and derogatory remarks) or gestures against instructors and/or peers.
5. Verbal or physical assault and damage to property and any behavior that is deemed threatening and aggressive against instructors and/or peers.

#### **6. Theft & Property Damage**

This includes but is not limited to:

1. The theft or unauthorized use of property including University property or property of a member of the University community (a student, faculty, staff, or visitor) while on campus. This includes both possession and use of the property.
2. The damaging of or vandalizing of any objects or property that belongs to the University that is either purposeful or reckless.

#### **7. Possession or Use of Weapons**

This includes but is not limited to:

1. The use, possession, sales, or distribution of any weapons, fireworks, explosives, or firearms or any objects that may be used as a weapon while on campus or during events that are sponsored by the University off campus. This includes all weapons that are prohibited by the UAE law.

#### **8. Sexual Misconduct**

This includes but is not limited to:

1. Sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature including inappropriate touching or fondling, non-consensual sexual contact, or non-consensual sexual intercourse.

#### **9. Unauthorized and Illegal Activities**

1. Smoking is prohibited inside all campus buildings and DIAC facilities. This includes the use of any lighted cigarette, cigar, pipe, midwakh, dokha, electronic cigarette, or any other smoking device in non-designated areas. Smoking is only allowed in designated smoking areas located outside of the campus buildings. The possession of or use of shisha on campus is prohibited.



2. Gambling or other forms of unauthorized games or activities of chance while on campus or at University-sponsored activities or events.
3. The making, attempting to make, sharing, or distribution of a recording of any form, including audio or visual, or the photographing of, any person without the prior knowledge or consent of the person in locations where there is a reasonable expectation of privacy on campus or during a University-sponsored event, and when the action causes or is likely to cause injury, distress, or damage to reputation or violates applicable law.
4. The electronic or physical distribution or sharing of pornographic or inappropriate material.
5. Unauthorized use, distribution, or posting of any printed or electronic material or use of the University's name or logo in any communication or print by any student or student clubs. This includes use of the University's logo or name in any off-campus activities, which may not be reserved in the name of the University.

#### **10. Endangering the safety of others**

1. Behavior that threatens or endangers the safety of any student
2. Physically restricting a person's movement intentionally without their consent
3. Activation of fire alarms or discharge of fire extinguishers without justifiable cause, tampering with power supply or electric equipment that results in a power outage or disruption or compromises of University functions or activities or results in potential harm to other individuals.
4. Blackmail of another person
5. Encouraging or provoking another individual to perform a humiliating or demeaning act that causes excessive mental stress
6. Inflicting self-injury or imposing self-harm

#### **11. Bullying, Harassment, and Verbal Assault**

This includes but is not limited to:

1. Any form of intimidation, harassment, threats, irritation or disrespect of another member of the University community that may threaten their mental or physical health, or cause embarrassment, humiliation, or discomfort. This includes any act of racism, sexism or discrimination based on race, gender, color, nationality, age, disability, financial abilities, religion, etc.
2. The use of technology including mobile phones, emails, instant messaging, text messaging, social media, websites, or other forms of digital content to harass or aid in the harassment of a member of the University community that may harm or disrespect them.
3. Any form of stalking whereby an individual, by any action, method, device or means, directly or indirectly follows, monitors, tracks, observes, surveils, threatens, harasses or communicates to or about an individual.
4. The wrongful and intentional publication of a verbal or written statement with the intent to defame or spread false rumors about a person so as to cause irritation and embarrassment.

#### **12. Physical Assault**

This includes but is not limited to:

Physical abuse including assaults or physical injury to a student, staff, faculty member, or visitor on campus or at official University events off campus.



## Appeal

Students have the right to appeal on the decision made by the designated committee, by submitting an official and written appeal as per the permitted period outlined in the procedures. It is the responsibility of the Office of Student Life to notify the students on the decision of the appeal.

## Course Registration

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

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

However, visiting and exchange students must register for their courses at the Admission and Registration Department. Expected to graduate students are given the priority to register for courses in the case of limited seats, and the University reserves the right to withdraw students from courses they repeat in order to give opportunity to other graduated students and students taking the course for the first time. Students are required to comply with the following registration steps:

- 1- Students should start reviewing their academic program and their study plan.
- 2- Students should plan to meet with their Academic Advisors and review the offered courses in order to select the right courses and complete the online registration procedure.
- 3- The Academic Advisor shall approve the courses to be registered with an advisement notes to be kept as a record on the advisement system.
- 4- Students must proceed to the Financial Affairs Department to settle their financial dues within five days, otherwise, the selected online courses will be cancelled and students would be required to re-register for the courses.
- 5- Students must abide by the registration deadlines as announced in the academic calendar.
- 6- Students who register and pay for their courses during the late registration period are subject to pay for a late registration penalty of 1,575AED.

## Course Load

The full-time undergraduate student credit load is between 12 and 18 credits per regular semester. Students undertaking less than 12 credits per regular semester are considered studying as part-time.

### Overload students:

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

## Add and Drop Policy

AUE students may adjust and change their registered courses by adding and dropping courses from their schedule in alignment with the published calendar and the deadline of add and drop period. After the add and drop period, student can only apply for a course withdrawal.

### Due Process

- » It is the student responsibility to follow the appropriate process of drop and add and the published deadline of the add and drop period as per the academic calendar.
- » Adding and/or dropping courses will solely be from the predefined advised courses selected and approved by the academic advisor.
- » Students can add a course(s) to their schedule or drop a course(s) in respect to the maximum and minimum credit hours allowed based on semester, student degree plan, and academic standing.
- » Transferring from one section to another section of the same course should also follow the add and drop process. Failure of complying with this process and attending different section of the same course without following the add and drop process and without notifying the Admission and Registration Department, may result on dismissal due to non-attendance of the original registered section.
- » Dropped course(s) during add/drop period are not recorded in the student record and not appearing in the student transcript.
- » Students who decide to drop a course(s) during the add and drop period will be fully refunded, however, changing courses may implicate variation in the tuition fees. Students are advised to visit the Financial Department to pay any financial difference to successfully apply the added courses in the schedule.

### Add and drop limitation

As per the student's program study plan, undergraduate preparatory courses, graduate bridging courses, other introductory courses are designed to prepare and improve students' skills in particular field of studies at the beginning of their degrees, it is not permitted to drop these courses.

### Administrative drop

The University reserves the right to force a drop course(s) in the following cases:

- » If the section will be close and student is not adjusting his/her schedule accordingly
- » If the student is not eligible to register a particular course (prerequisite not met, academic standing not fulfilled, exceeding maximum allowed credit hours)
- » If the student registers a course which is not part of the study plan/program
- » The number of students enrolled in the class do not meet the minimum class size demonstrated in the "Class Size Policy".

## Course Withdrawal

Students who decide to cancel a course after the add and drop period are required to initiate the process from their portal and obtain the course instructor and academic advisor approvals:

### ***Withdrawal before and after the Midterm procedure:***

1. Student needs to login to the portal and go to the course withdrawal application.
2. Student needs to select the course which intended to withdraw and the reason why he/she wants to withdraw the course.
3. Sponsored students by the University or from a third-party organization must discuss the decision of the course withdrawal with the Office of Student Life and obtain the approval from the sponsor prior to withdrawing from the course(s).
4. The course instructor and academic advisor will receive a notification on the student request to withdraw the course.
5. If the reasons why the student needs to withdraw the course may be addressed by the instructor, the course instructor may advise the student to remain in the course and reject the course withdrawal accordingly, otherwise, the course instructor approved the course withdrawal request.
6. The academic advisor will receive the notification for approval, along with the student and course instructor comments.
7. Once all approvals are completed, if the course withdrawal occurs before the midterm, student will receive a grade of "W" in the course(s) registered in the semester and will be recorded in the student transcript accordingly. The refund policy will apply.
8. If the course withdrawal occurs after the midterm, student will receive a grade of "WF" in course(s) registered in the semester and will be recorded in the transcript accordingly, with no tuition fees refund.

### ***Administrative Withdrawal procedure:***

- 1- The Admission and Registration Director will initiate the administrative withdrawal based on the decision of Director of Student Services or College Dean.
- 2- Automatic withdrawal may be resulted on non-compliance with the University requirements such as failure to pay the University tuition fees, violation of code of conduct, disciplinary action.
- 3- A grade of "W" will be recorded for any administrative withdrawal of registered courses at any time of the semester the administrative withdrawal take place.

### ***Medical Withdrawal procedure:***

- 1- Students are encouraged to submit their request to the Admission and Registration Department as soon as possible, along with appropriate documentation to apply for medical or compassionate withdrawal.
- 2- The submitted medical documentation provided with the health authority consist of:

- i. Date of the commencement of illness
  - ii. Nature of the medical condition and why preventing the student to complete the course
  - iii. Anticipated date to return to University
- 3- Student applying for compassionate withdrawal required to submit an appropriate documentation to the Admission and Registration Department, which may include first degree relative death family, illness or any other critical circumstances.
- 4- The Admission and Registration and Student Services Director review the submitted documentation by students and decide on approving or rejecting the withdrawal request.
- 5- If the withdrawal is approved, the registered courses will be withdrawn and a grade of "W" will be assigned for each registered course.
- 6- The refund of tuition fees will follow the official refund calendar.
- 7- All the refunded tuition fees are credited in the student account and cannot be refunded in cash to the student.

### ***Hardship Withdrawals:***

Students who wish to withdraw from any given semester due to sever health condition or injury or any other significant and critical personnel situation that prevents students from continuing the course(s) needs to follow the below procedure:

- 1- Submit a written request to the college and attach to it valid supporting documents
- 2- Fill up the "course withdrawal form" for all courses registered in that semester and submit it to the college along with the written request and supporting documents
- 3- Once the request is approved by the college, it needs to be sent to the admission and registration department to reflect it on the student's records
- 4- Student will receive a grade of "W" in all courses withdrawn on that semester and it will be reflected on the academic transcript.
- 5- As for the tuitions fees, the refund policy will be applied as stipulated in the calendar.

### **Retention of Student Records**

The course withdrawal forms, and relevant documentations are retained with the Admission and Registration Department, as articulated in the Students Records Policy.

## University Withdrawal

Students who wish to withdraw from the University due to mitigating circumstances, are urged to meet with their Academic Advisor, College Dean and Academic Support Department to seek guidance and support before the withdrawal process takes place.

Students are required to complete the process of withdrawal and clearance before leaving the University, failure to follow the appropriate process, may result in failing the courses and full payment of tuition fees.

**Withdrawal before the Midterm**

Students are permitted to withdraw from the University prior midterm period as prescribed in the official academic calendar. Students who officially withdraw before the Midterm will receive a grade of “W” in all registered courses in the semester and will be recorded in the student official transcript accordingly. The refund policy will apply as outlined in the procedure. The status of the withdrawn students will be converted from “Enrolled” to “Withdraw” and must reapply for admission if wishing to return to the University as articulated in the Undergraduate and Graduate Admission Policy.

**Withdrawal after the Midterm**

Students are permitted to withdraw from the University after midterm period as prescribed in the official academic calendar. Students must be aware of academic consequences when the withdrawal take place after the midterm period.

Students who officially withdraw after the Midterm will receive a grade of “WF” in all courses registered in the semester and will be recorded in their official transcripts accordingly, with no tuition fees refund. Students must be aware that a grade of “WF” has an impact on the student academic standing. Withdraw student status will be converted to “Withdraw” and must reapply for admission if wishing to return to the University.

**Withdrawal during the final week of the semester**

Students are not permitted to withdraw during the last week of instruction or during the final exam, unless students have a serious condition such as accident or serious medical condition that is beyond their control that impact the ability to remain enrolled and complete the required academic obligations, they can submit to the course instructor an incomplete request rather than withdrawing from the University.

**Withdrawal of Sponsor students**

Students who are sponsored by the University or from a third-party organization must discuss the decision of the withdrawal with the Office of Student Life and obtain the approval from the sponsorship prior to withdrawing from the University.

**Hardship Withdrawals**

Students may apply for a hardship withdrawal from the University in case of severe health conditions or injury or any other significant and critical personnel situation that prevents students from enrollment in the University.

The hardship withdrawal from the University requires students to withdraw from all registered courses. The request for hardship withdrawal may apply at any time during the semester along with the required credible and valid evidence. Students applying for hardship withdrawal are granted a grade of “W” in all registered courses, with the application of the refund policy upon the required approval.

**Retention of Student Records**

The physical records of the students who are officially withdrawn from the University are retained with the Admission and Registration Department as articulated in the student records policy.

## Deferment Regulations

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

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

In the case of medical reason or some special and valid reasons approved by the College, students may exceed three nonconsecutive semesters of absence under strict regulations.

## Major and Minor

The University offers undergraduate students the opportunity to extent their primary degree by declaring a minor or double major. A minor, which must be associated with a major, is a group of courses in a particular discipline which enrolled students can pursue in addition to their major. Students who seek declaring a minor must complete minimum of fifteen (15) credit hours of specialized courses in addition to the prescribed credit hours of their major. A double major includes certain courses from another particular discipline which enrolled students can pursue in addition to their primary major. Students who seek to earn a double major must complete a minimum of thirty (30) credit hours specialized courses in addition to the prescribed credit hours of the primary major.

### **Adding a Major (Double Major)**

Students are eligible to pursue an additional area of discipline by adding a second major (double major). The second major should be minimum of thirty credit hours of specialization courses only. All students who are interested in seeking double major are eligible to apply upon successful completion of 90 credit hours from their current major, with a minimum CGPA of 2.00 out of 4.00 and upon fulfilling the admission requirements of the intended second major. In case students have failed to complete the requirements of the second major, they will graduate without double majors.

### **Changing Double Major**

Students can change their major to another major upon fulfilling the requirements of the intended major and upon the approval of the Department Chairs of those majors.

### **Adding Minor**

Students are eligible to pursue an additional area of discipline by adding a minor. The minor should be with a minimum of fifteen credit hours of specialization courses only. All students who are interested in seeking a minor are eligible to apply upon successful completion of 90 credit hours from their current major, with a minimum CGPA of 2.00 out of 4.00 and upon

fulfilling the admission requirements of the intended minor. In case students have failed to complete the requirements of the minor, they will graduate without the registered minor.

### **Changing a Minor**

Students can change their minor to another minor upon fulfilling the requirements of the intended minor and upon the approval of the Department Chairs of those minors.

## Recognition of Prior Learning

The University rigorously reviews all prior learnings. If the review process demonstrates that the prior learnings meet all course learning outcomes, the University approves the acceptable prior learnings for the course credential.

### ***Recognition of Prior Learning Principles***

Applicants with professional and/or academic qualifications seeking graduate or undergraduate studies are entitled to apply for a recognition of prior learning in a condition to meet all learning outcomes of the predefined courses, articulated in the University Catalog. The University adheres to transparent processes that are accessible to students and stakeholders through its University Catalog, all applicants seeking recognition of prior learning must submit reliable, valid, and current evidence for which credit are awarded to demonstrate the achievement of all learning outcomes. Prior learning that partially meet the learning outcomes of the predefined courses, will not be accepted by the University.

The University awards applicants seeking undergraduate admission a maximum of 50% of the total credit hours of the attended undergraduate program through the RPL process, that include any transfer credit from another institution and credits awarded for advanced standing; and a maximum of 25% of the total credit hours of the graduate programs for applicant seeking graduate admission, including any transfer credit from another institution(s) and credits awarded for advanced standing.

Each of the RLP course is recorded in the student's transcript as exempted "EX" by the equivalent credit hour of the course offered in the University. All courses accepted through the RPL process are not included in the calculation of the cumulative grade point average (CGPA).

### ***Required Recognition of Prior Learning Evidence***

Applicants seeking recognition of prior learning are required to submit a complete portfolio demonstrating the prior achievements, sit for a challenge exam designed by the University and sit for an interview to demonstrate direct observation of skills or competencies. The University adheres to a systematic verification process built on evidence.

### ***Recognition of Prior Learning Committee***

The academic department forms an ad hoc committee to review, assess and ensure that the applied RPL courses, units, qualification, knowledge or competencies are meeting all



learning outcomes of the predefined courses, as well as, ensure meeting the minimum requirements of professional and/or academic qualifications.

### ***Recognition of Prior Learning Assessment***

The assessment process considers the combination of the submitted portfolio, challenge exam and interview conducted by the University. The designated ad hoc committee is responsible in reviewing and assessing the RPL application along with the required evidence to ensure that the applied courses for prior learning are meeting all learning outcomes of the predefined courses.

If any fraudulent documentation or misleading information has been observed during the assessment by the committee, the RPL application will be denied. If the application submitted by an enrolled student, the case will be subject for a disciplinary action.

### ***Timeline and Limitation***

Applicants must apply for RPL prior to enrollment in the program. In the event that a significant qualification, course, module, or unit is obtained by the student during the study of the program, the student is required to notify the Chair of Department/Program Director as well as the Admission and Registration Department to determine the applicability and eligibility of the process before the subsequent semester on which the course is offered.

### ***Quality Assurance, Monitoring and Review***

The recognition of prior learning policies, procedures and documentations are regularly reviewed and audited by the Institutional Effectiveness Department for ensuring credibility, consistency, and adherences to the Institutional and accrediting bodies standards.

### **Recognition Of Prior Learning Procedure**

Applicants who intend to enroll in Fall semester will be eligible to apply for RPL from 1st of June to 31st August, and who intend to enroll in Spring semester will be eligible to apply for RPL from 1st October to 31st December.

1. RPL application which is provided by the Admission and Registration Department must be filled and submitted by potential students along with the required evidence outlined in this policy to the Admission and Registration Department.
1. Applicants must visit the Financial Affairs Department to pay a non-refundable fee for the RPL Application. Applicant who intends to join undergraduate program shall pay a fee of AED 2,500 for RPL Application, whereas applicant who intends to join graduate program shall pay a fee of AED 3,500 for RPL Application.

2. Admission and Registration Department shall ensure that the submitted RPL application is completed by the potential students along with the needed supporting document.
3. The submitted application and evidence will be forwarded to the concerned Dean who will form an ad-hoc committee for reviewing the submitted application.
4. If the concerned ad-hoc committee requires any further information and/or documentation prior to making any final recommendations, the concerned potential students should submit the requested information/documentations.
5. The ad-hoc committee will interview the concerned potential students to observe their skills and competencies. This ad-hoc committee should also document their recommendation and observation in the submitted RPL application.
6. Upon the initial approval of the ad-hoc committee, the concerned potential students are requested to pay a non-refundable fee of AED 525 per course prior to sitting for the challenge exam.
7. Upon the receipt of payment, the potential students will be notified with the date and time of the challenge exam by the Admission and Registration Department.
8. The potential students' results of the conducted RPL challenge exam will be included to the RPL application and documents for final assessment and decision.
9. The potential students who failed the challenge exam will have the right to appeal the results of the RPL within three (3) days from the results announcement.

### ***Challenge Exam Guidelines***

1. Potential students shall sit for the challenge exam for each applied RPL course, after the initial approval of the concerned RPL ad-hoc committee.
2. The challenge exam shall be an authentic assessment that composes of different types of questions involving real-life scenarios and cases to determine and examine the applicant's knowledge, critical thinking, synthesis, and competencies toward meeting and fulfilling the CLOs.
3. The challenge exam paper shall clearly define and demonstrate the linkage of each developed question with the relevant CLO.
4. Potential students must answer all questions in the examination paper to address all the CLOs.
5. Every question linked to a CLO must possess a predefined rubric reviewed and approved by the concerned RPL ad-hoc committee.
6. Each CLO shall be considered as a rubric criterion that involves the challenge exam.
7. Potential students will be given maximum of three (3) hours to complete the exam.
8. The minimum passing score is 70% for each course challenge exam. Failing in the challenge exam will deny the recognition of the applied course.
9. No second attempt is permitted for the challenge exam for each course; however, the concerned potential student have the right to appeal against the challenge exam result

### Recognition of Prior Learning Ad-hoc Committee Recommendations

Upon finalizing the assessment of RPL process by the concerned ad-hoc committee, its report will be submitted to the concerned college council for final review and approval . However, if any fraud documentation or misleading information submitted by potential students has been observed during the assessment process, the RPL application will be denied by the concerned ad-hoc committee. If the application is submitted by an enrolled student, the case will be subject for a disciplinary action.

### **Appeal Process**

1. If the potential students are not accepting the recommendations of the concerned RPL ad-hoc committee, they have the right to appeal against the results of the RPL challenge exam and/or the assessment decision of the RPL application.
2. The appeal request shall be made in writing within three (3) days from receiving the final recommendation or the RPL challenge exam result.
3. Upon receiving the appeal request from the potential students, the concerned Dean shall form an ad-hoc appeal committee to review the appeal forms.
4. The Admission and Registration Department shall provide the necessary documents as per the appeal request to the ad-hoc appeal committee for further review and assessment.
5. The ad-hoc appeal committee shall report the final decision to the concerned Dean within ten (10) working days.
6. The final decision of the appeal shall be notified to student by the Director of Admission and Registration Department prior to enrolment in the program.

### **Documents Needed for RPL Assessment**

Potential students submitting RPL application form, are required to submit the following documents evidences:

1. Qualification certificates
2. Official transcripts of previous study,
3. Official job descriptions or statements of duties and responsibilities,
4. Letters of reference from employers detailing a student's relevant skills and experience,
5. Courses taken at another provider
6. Samples or statements of work performed
7. Provide reflective papers, journal articles or similar documents that relate past learning to the learning or competency outcomes of the course or qualification in which the student is enrolling.
8. enrolling.

### **Recognition of prior learning through academic qualification**

Courses taken by potential students prior to their admission at AUE which have failed to comply by the AUE Transfer Policy, the Admission and Registration Department will advise the concerned potential students to apply for the RPL process.

### ***Recognition of prior learning through professional qualifications/experience***

The following requirements will be taken into consideration while reviewing and assessing the RPL application and supporting evidence, to decide on the awarded credit:

1. Work experience including self-employed, must be within the last three (3) years (minimum) for undergraduate, bridging, and preparatory course and last five (5) years (minimum) for graduate program, in the relevant discipline to the applied program.
2. Job description is fully aligned with the learning outcomes of the awarded credit.
3. The training program/courses taken by another provider are within the last three (3) years (minimum) and are relevant to the field of study.
4. Training programs/courses are fully aligned with the learning outcomes of the awarded credit.

## Grading System

The student's performance and learning assessed by the University is equally and consistently graded in accordance with the outlined uniformed grading scale. The grading scale for both undergraduate and graduate courses must be conveyed to students via the course syllabi and published University Catalogs.

### **Preparatory Courses**

Preparatory courses are offered as non-credit courses to undergraduate students who lack a sufficient background, knowledge and skills in one or more educational areas for a specified period of time. Upon successfully completing the preparatory courses, students will be permitted for admitting to a credit-bearing program. The grading scale for the preparatory courses are either Pass (P) or Fail (F) that are recorded in the student's transcript but not counted in the cumulative GPA.

### **Bridging / Remedial Courses**

Remedial Courses are offered as non-credit courses to undergraduate and graduate students who lack a sufficient background in one or more educational areas for a specified period of time. Upon successfully completing the remedial courses, students will be permitted for admitting to a credit-bearing program. The grading scale for the remedial courses are either Pass (P) or Fail (F) that are recorded in the student transcript but not counted in the cumulative GPA.

### **Grade Approval and Publishing**

The faculty member is responsible to submit the final grades of students within the required time as articulated in the procedures upon the approval of the Chair of Department/Program Director and the College Dean. With the exception of the Final Exam, all other assessments, must

be submitted within the specified period articulated in the procedures. All assignment grades must be finalized prior to the start of the final exams. Where the final exams are substituted by final coursework/assessments; faculty members are required to submit the final grades before the start of the final exams of the courses only upon the approval of the Program Chair/Program Director/Dean.

### Changing Grade

Grades submitted by the faculty member are not subject to change after they have been submitted for publishing except in certain cases due to any clerical or administrative error and grade appeal. In an event of a grade error, the faculty member must initiate the changes in the grade in adherence to the outlined procedure.

### Grade Appeal

In an event when an unfair and incorrect grading is assigned, as a result of any inequitable, arbitrary, or erroneous manner supported with evidence, students have the right to apply for a grade appeal to any of the course assessments assigned as per the course syllabus, as outlined in the Grade Appeal Policy.

### Undergraduate Level Grading Scale

Undergraduate level grade codes, their respective numerical values and grades points are given in table below

Grades	Description	Numerical Scale of the Grades	Grade Points Value
<b>A</b>	Excellent	90.00-100	4.00
<b>B+</b>	Very Good	85.00-89.99	3.50
<b>B</b>	Good	80.00-84.99	3.00
<b>C+</b>	Satisfactory	75.00-79.99	2.50
<b>C</b>	Average	70.00-74.99	2.00
<b>D+</b>	Below Average	65.00-69.99	1.50
<b>D</b>	Poor	60.00-64.99	1.00
<b>F</b>	Fail	Less than 60	0.00
<b>P</b>	Pass	60 and above	0.00
<b>FA</b>	Failure Due to Attendance	N/A	0.00
<b>WF</b>	Withdrawal with Failure	N/A	0.00
<b>XF</b>	Failure due to academic dishonesty	N/A	0.00
<b>IP</b>	In Progress	N/A	N/A
<b>I</b>	Incomplete	N/A	N/A
<b>W</b>	Withdrawal	N/A	N/A

### Undergraduate Academic Standing

CGPA RANGE	ACADEMIC STANDING
<b>3.60-4.00</b>	Excellent
<b>3.01-3.59</b>	Very Good

2.60-3.00	Good
2.00-2.59	Satisfactory

**In progress (IP) Grade**

Students who have not been able to complete their Internship / Capstone during the same semester are given an "IP" (In Progress) grade. In this case the grade "IP" is reported on the transcript of the student. Students are expected to complete the Internship / Capstone course requirements prior the agreed deadline with the Supervisor and Registrar, otherwise the "IP" grade revert to "F." It is the responsibility of the student to communicate with their supervisor in order to fulfil the requirements of Internship / Capstone and the deadline.

**Incomplete (I) Grade**

Students who have requested for an incomplete exam due to mitigating circumstances beyond students control as prescribed in the Assessment Policy are awarded with (I) grade. The grade will be recorded in the student transcript but will not be calculated to the cumulative GPA until the incomplete exam is completed.

**Withdraw (W) Grade**

When the student drops a course after the add/drop period and prior to the midterm exam period, student will be awarded with an (W) grade. The grade will be recorded in the student transcript but will not be calculated in the cumulative GPA. Student must retake the course again to complete the course and credit hours successfully.

**Withdraw with Failure (WF) Grade**

When the student drops a course after the midterm exam period, student will be awarded with a (WF) grade. The grade will be recorded in the student transcript and will be computed in the cumulative GPA. Student must retake the course again to complete the course and credit hours successfully.

**Pass (P) Grade**

The (P) grade is awarded to students who has successfully completed the remedial courses or the Thesis. The grade and the credit hours attainment will be recorded in the student transcript but will not be counted as part of the cumulative GPA.

**Fail (F) Grade**

The (F) grade is awarded to students not successfully completing a course. Students must retake the course again to complete the course successfully. The grade is recorded in the transcript of the student and calculated in the cumulative GPA except for remedial in the graduate program where the grade is not part of the cumulative GPA.

**Dishonesty/ Cheating (XF)**

The (XF) grade is awarded to students in case of any violation to the academic integrity such as cheating and plagiarism. The grade is recorded in the student's transcript and computed as part of the CGPA.

## Grade Appeal

Faculty members are responsible for ensuring careful evaluation and timely assignment of appropriate grades. Course assessment grading schemes must be shared to students at the beginning of the semester. Students have the right to expect thoughtful and clearly defined mechanism to the grading of their course assessments.

In an event when an unfair and incorrect grading is assigned, as a result of any inequitable, arbitrary, or erroneous manner supported with evidence, students have the right to apply for a grade appeal to any of the course assessments assigned as per the course syllabus. Students can apply for grade appeal due to the following reasons:

- Miscalculation in the marks;
- Applying an evaluation or grading system which was not included in the course syllabus;
- Awarding of a grade on basis other than the performance of student during the course;
- Evidence of discrimination or bias in grading;
- Lack of consistent and fair grading

Students should not appeal if the justification is pertaining unsatisfactory of curriculum design, instructions, or due to violation of academic dishonesty, students may, instead, submit a grievance to the Office of Student Life for such incidents.

### **Time Limits for Appeal**

Grade appeals must be submitted through the Student's Learning Management System supported with a written statement and evidence within the permitted timeline after the publishing the final grade of the appealed course.

### **Appeal Record**

Any appeal must be written, dated, and addressed with the title "Academic Appeal." If a formal appeal is lodged with a faculty member, it must be lodged at all subsequent stages of appeal in its original form, while new statements can be incorporated at any time. Supporting evidence and statement is part of the appeal's permanent record and must be provided at each level of appeal. Students can be required to present their appeal in person, at the University's discretion.

### **Grade Appeal Committee**

The grade appeal committee is responsible to ensure that the grade assigned to the student's work is neither incorrect nor unfair, as well as is in compliance with the assigned and approved grading schemes – rubric that are shared with students via the course syllabus and student Portal.

The Grade Appeal Committee shall refer students to the Office of Student Life and Community Engagement if the grade appeal is associated with any type of discrimination or harassment. The Grade Appeal Committee shall process the appeal requests after the Grievance Committee resolution.



## Grade Appeal Procedures:

### Step 1: Informal grade appeal:

- Student must discuss the grade with the instructor in attempt to resolve the issue (maybe miscalculation, issue in grading system,...)

### Step 2: Formal grade appeal

- If it's not resolved, student login to their portal and file a grade appeal;
- Once the grade appeal is submitted, the course instructor will receive a notification in Akademia system and enter his comments within (3 days) from the day of receiving the appeal application;
- Then the chair of department offering the course will receive the notification of the grade appeal submitted by the student along with the instructor comments, the chair of department enter his/her comments and make a decision within (3 days) from the day of receiving the decision of the instructor.
- Students and the course instructor will receive a notification on the final decision of the chair of department; if the grade appeal is approved by the chair of department, the instructor will process the grade change [should write and explain the reason why the grade has changed].
- If the grade appeal is rejected and the student disagree on the decision made by the chair of department, he/she can appeal to the dean [within 3 days from the day of the notification received from the chair of department]
- The dean will form an adhoc committee to review the case and the comments made by the instructor and chair of department, and enter the committee's decision in the system within (3 days) from the day of receiving the appeal from the student.
- Students, instructor and chair of department will receive a notification on the decision made by the adhoc committee.
- If it is approved, the instructor will proceed with the grade change [should write and explain the reason why the grade has changed]
- If rejected, the grade appeal ends at the grade appeal ad hoc committee level.

## Repeating Course

Upon the College Dean 's approval and the availability of the course and seat, students are allowed to repeat a course with a grade less than (D+). Students are not eligible to repeat the course at a different institution or by Independent Studies. In this case the higher grade earned is listed on the CGPA of the student.

If the student has registered for a Free Elective and has not passed or the course has been removed from the program study schedule, the student may study another Free Elective, after the College Dean 's approval.

Students with a scholarship or financial support shall contact the Office of Student Life before repeating a course, since the University does not cover the monetary costs of completing any course at the University.

## Examination and Assessment

The University is committed to offer quality academic programs to prepare its students for successful career Aspiration and continuing higher education. Faculty members develop appropriate assessment tools and methodologies complied with the National Qualification Framework of Emirates (QF Emirates) level 7 and 9 and aligned with the course learning outcomes, to ensures its students obtain the required knowledge, skills, and competencies. All course assessments are graded based on well-developed rubrics to ensure consistency and moderate grading on the students work. Students shall submit all coursework through the dedicated Student Portal, and further will ensure that their submission is the result of their own efforts. It is mandatory for assignments to avoid similarity (without acknowledging the sources) and the same shall be ensured by faculty member through the integrated anti-plagiarism software Turnitin.

All students are expected to attend the final examination as per the announced schedule shared in the student portal. In addition to other course assessments required and given at the day and time of the course schedule. Students must adhere to the Examination Guidelines outlined in the Student Portal and Student Handbook, when attending all examination. All types of examinations are subject of proctoring and monitoring to ensure exam security, academic integrity, and fairness.

### **In-term Examinations**

All course assessments except the final exam are given during the course scheduled time. In case the faculty member decided to conduct exams outside the course schedule and timing, it is the responsibility of the instructor and college to notify the students on the date, timing, and venue of the exams.

### **Midterm Examinations**

Midterm exams are scheduled during the seventh and eighth weeks of the semester. It is the responsibility of the faculty member to notify and announce to students the date of the midterm exam of a particular course and to assure appropriate administration of midterm exam as per the Examination Guidelines.

### **Lab Examinations**

Computer-based courses examination are administered in the University labs adhering to the Examination Guidelines. Students must complete the lab examination with the University resources without any external and additional equipment and devices. The access of internet browser during the examination is prohibited, in case the student faces any technical issue, it is reported to the exam proctor.

### **Open Book Examinations**

Students are allowed to refer to either class notes, summaries, textbooks, or other approved material by the instructor (that are clearly mentioned on the cover page under the instruction section) during the open book examinations. The open book examinations are designed in a way that requires students to apply their knowledge, through analysis and critical thinking. All examination guidelines are applied on the open book examinations.

**Final Projects**

Based on the level and nature of the course, the faculty may request students to submit a final project report either individually or in a group and present it in class. Prior the final project submission, students must adhere to the guidelines on the expected structure and outcome of the final project and presentation provided by the faculty member in the student portal. As part of the grading and assessment process, two or more examiners, involving internal and external juries, are invited by the faculty member to assess the student's project and presentation skills. Final Projects are conducted during the class timing and on the last week before the final exam period. If the faculty member chooses a different day and time from the course schedule, students must be notified on the date, time, and venue of the final presentation.

**Final Exams**

Final exams are conducted during the final exam period as outlined in the Academic Calendar. No coursework such as projects, assignments or case studies should be assigned to students during the final exam period.

The final examination schedule provided by the exam committee must be announced in the student's portal. Students will have a maximum of two exams scheduled for the same day; in case of more exams (three or more in a day), students have the right to approach their college dean and request to reschedule alternative dates.

The Office of Student Life and Office of Counseling and Disability communicate and coordinate with the exam committee to accommodate the special need students during the examination period. Special need students are allocated in different examination halls and are adhered to the University's Examination Guidelines.

All faculty members are expected to be available during the final exam period. It is the responsibility of the college dean to assure that final exams are conducted and managed appropriately under proper proctoring protocols. The College must notify the exam committee in case of any special requirements needed during the final examination. The final exam committee allocates sufficient number of proctors across all final exam halls and ensure the integrity of the examination process. All faculty members must post the grade within the defined timeline from the day of the examination.

**Final Exams Permit**

Only students who are registered in the course are eligible to sit for the final exams. Students who are dismissed from the course due to absences and holds financial dues are not permitted to sit for the final exam. University IDs must be presented by the permitted students to proof their identification and to sit for the final exam. Students are expected to be present at the final examination venue on time; late arrival students are strictly not allowed to enter the examination hall.

**Emergency final exam**

Faculty members must submit an emergency final exam that is different than the version given to students. The emergency exam must be sealed and kept with the College Dean.

## Incomplete Exam

All students are expected to accomplish the course work requirements, including the final exam, to earn a final grade successfully. Students who do not attend both the midterm and/or the final exams due to the following reasons: (1) Emergency Illness, (2) Road Accident, (3) Death of next of kin and (4) Official/Governmental Mission shall be awarded (F) and immediately apply for an Incomplete Exam within the Office of Admission and Registration.

The request for an Incomplete Exam can only proceed for those students upon the approval of the Course Instructor, Chair of Department/Program Director, College Dean and Provost. This Incomplete Exam Approval shall be subject to (1) achieving the satisfactory course work requirements and (2) are not dismissed under any grounds (disciplinary/attendance). Once approved, a grade of "I" will be recorded on the student's transcript and will be pending until the completion of incomplete examination/final course assessment.

All incomplete exams will be conducted within one week after the completion of final exams and will be announced on the student's portal. Hence, the Academic Calendar, which is announced at the beginning of each Academic Year, shall include an "Incomplete Exam Period" right after one week of the final exams. It is then the student's responsibility to coordinate with their Course Instructor and appear for the incomplete exam as per the announced schedule.

Failing which no repeat exam will be conducted and the grade of "I" will be reverted to "F" in the final exam and the final grade shall remain as assigned by the Course Instructor.

### **Incomplete Course Work Procedure:**

- » If student did not show up for the exam of a particular course assessment (apart from final exam), the course instructor shall mark the student absent.
- » Once marked as absent, the student will receive a notification in the portal to apply for the incomplete exam and submit the legitimate excuse justifying the reason of absence.
- » Student must apply and submit the incomplete exam request within seven days from the date of receiving a notification from the course instructor.
- » Once the student apply for the incomplete coursework exam, the course instructor will review the student request, and approve or reject.
- » If approved, the course instructor will determine the exam date, time and venue, accordingly the student will receive a notification in the portal on the details of the makeup exam.

### **Incomplete Final Exam Procedure:**

- » If a student is unable to take an examination due to a valid reason as stated below, he/she may apply for an incomplete examination.
- » Incomplete exams status shall be granted only by the EC and approved by the Provost and the verifying with relevant documentation demonstrating a valid reason (health issues supported by a certified medical report, death of first degree relative supported by relevant documentation).
- » If a student has missed an exam for any reason (other than the above reasons), s/he may appeal to retake the test or exam if extreme circumstances warrant it.
- » The written student appeal must describe the circumstances that caused the student to miss the examination. Supporting documentation should be provided when appropriate.

- » Copies of the appeal must be sent to the EC for review.
- » A student, who misses his exam, shall fill and sign an Incomplete Exam Form from his/her college and shall secure all the needed signatures, providing all supporting documents.
- » The EC shall verify and approve all the Incomplete Exam Forms.
- » Upon the verification and approval of EC, the Forms shall be submitted to the Provost for final approval.
- » The colleges shall then schedule the Incomplete Exams and shall provide the Admission and Registration Department with the schedule and the approved list of students who will be taking the Incomplete Exams.
- » Incomplete Final Exams shall be conducted on or before the first week of the following semester.
- » Incomplete Midterm Exams shall be conducted and graded before the start of the final exams.
- » If a student misses the incomplete exam for any reason, no further exam shall be granted.

## Credit Hour Policy

**Definition:** Credit hour is defined as the amount of work represented in the intended learning outcomes and verified by evidence the student achievement.

The University definition of a credit hour is adhered to the articulated definition in the CAA Standards, Annex 23, considering minimum of 50 minutes as the recognized length of a classroom, one semester credit hour for both undergraduate and graduate courses. Students are awarded with academic credits upon successful completion of course requirements, assessments, and fulfilment of the course learning outcomes.

**Lecture Courses:** Courses that emphasizes on concepts, discussion, ideas, and principles.

One regular semester credit equals minimum 50 minutes teaching in a class per week for a semester of fifteen weeks or longer, including one week of examination. Students are expected to spend minimum of 100 minutes per week of independent learning outside the class hours.

**Independent Study:** Courses on which students are permitted to study in a considerable depth beyond the scope of a regular course. it also conforms to the standard of minimum 50 minutes teaching in a class per week for a semester of fifteen weeks or longer, including one week of examination. Student with independent study is expected to spend a minimum of 100 minutes per week of independent learning outside the class hours.

**Laboratory and Studio-based:** Courses that focuses on practical application on which the major focus is on hands-on practices for supporting the students learning experience. One semester credit for laboratory and studio-based courses are given for a minimum of 100 minutes practical teaching in a lab or studio per week for a semester of fifteen weeks or longer, including one week of examination. Students are expected to spend minimum of 200 minutes per week of independent hands-on work outside the class hours.

**Internship:** Courses that encourages students to learn independently to develop and apply job-related or practical skills in a relevant discipline. One semester credit in the Internship course

is equivalent to 60 working hours throughout the semester for both graduate and undergraduate internship courses. Internship courses with 3 credit hours, are expected to have total of 180 working hours and Internship courses with 6 credit hours, are expected to have total of 360 working hours throughout the semester.

**Thesis:** Students working on independent projects also conforms to the standard minimum of 50 minutes of student work per credit hour, per week, throughout the semester of fifteen weeks or longer.

### **Summer Credit Hour Assignment**

Courses offered during summer semester are twice as intensive as those in regular semesters (Fall and Spring). Students are expected to spend 400 minutes per week in a class throughout the summer semester, including two days of examination and 800 minutes per week of independent learning outside the classroom hours.

### **Credit Hour Allocation**

The academic departments are accountable for defining the level and amount of credit awarded for courses, as well as, ensuring the assigned credit hours of courses comply with this policy. Furthermore, it is the responsibility of academic administrators to ensure that courses are delivered as per the assigned credit hours of each course.

### **Course Designation**

**00 level courses:** Non-credit bearing courses, the 00 code is designated to the preparatory courses for which students are registered during the first semester in the University as a result of the placement test.

**100 level courses:** Lower-division courses, the 100 code is designated to courses that are designed to present the fundamental information, knowledge and introductory level of skills and techniques are

**200 level courses:** Intermediate level course which usually have 100 level courses as a prerequisite.

**300 and 400 level courses:** Mix of core and specialization courses that provide more in-depth study beyond the introductory level courses, usually the 400 level courses are primarily for seniors and emphasizes more on the field of specialization.

## **Academic Progress**

Students attending the American University in the Emirates are expected to maintain a Satisfactory Academic Progress (SAP) as they are moving toward completing their degree. Satisfactory Academic Standing is defined as a minimum of cumulative GPA for undergraduate students that need to maintain, and the timely completion of the program requirements.

The University measures the Satisfactory Academic Progress of students based on qualitative standard which denotes to the Cumulative Grade Point Average (CGPA) of students; and



quantitative standard that consists of the maximum timeframe that student is allowed to complete the degree requirements, and the minimum credit hours to be enrolled and earned per semester.

**Maximum timeframe:**

Full-time and part-time students are expected to complete their bachelor's and master's degrees' requirements within 150% of the credit hours length of their programs. the equivalent of 6 years for bachelor program

**Minor and double majors**

Students who intend to pursue minors and/or double majors shall adhere to the maximum timeframe of primary program length (150% of the credit hours length) in addition to the 150% of double degree and/or minor credit hours length. the equivalent of 6 years for bachelor program

**Academic Warnings**

Students shall be placed in academic probation if the minimum Cumulative Grade Point Average (CGPA) is not achieved. Students shall receive academic warning as an alert of the potential consequences and necessity to improve their academic standing.

- » Undergraduate students earned 30 credit hours or above, with a Cumulative Grade Point Average (CGPA) less than 2.00 will be placed in an Academic Probation.

Students who are not making Satisfactory Academic Progress are limited to a maximum credit hours enrollment per semester. They are expected to seek assistance from the University and perform upon the advice of the academic advisor and the designated department and office in charge of providing support to students who are at academic risk. Advice may include and not limited to conditions on the enrolment in certain courses, repetition of courses with low grades, mandatory extra classes.

All University grants, scholarships and financial aid shall be revoked for students on probation (unless the grant/scholarship explicitly specified otherwise).

If the minimum Cumulative Grade Point Average (CGPA) of the student reaches the acceptable standard, the student will return to good standing in the next semester of enrolment.

- 1- Students who attended more than 30 credit hours and achieved a cumulative GPA less than 2.0 on 4.00 scale are placed in academic probation and receive the first academic warning that is recorded in the student's transcript.
- 2- Students on the First academic warning can register for a maximum of 12 credits (four courses).
- 3- If the students who are placed in the first academic warning could not achieve a minimum cumulative GPA of 2.00 on 4.00 scale by the end of the semester, will be placed on the second academic warning and can register for a maximum of 9 credits (three courses).
- 4- Students who are placed in the second academic warning and who fails to achieve a satisfactory cumulative GPA of 2.00 on 4.00 scale by the end of the semester, will be placed



in the third academic warning and allowed to only repeat a maximum of nine (9) credit hours in the next semester.

- 5- If the student fails to achieve a cumulative GPA of 2.00 on 4.00 scale, he/she will be dismissed from the program and suspended for one academic year (two regular semesters) and are not eligible to enroll unless they are reinstated.
- 6- If the student's cumulative grade point average remains below than 2.00 on 4.00 scale after a probationary period and completed a minimum of 75% of the total credit hour of the program enrolled in, he or she will remain in the program and restricted to repeat courses with a "D" or "D+", until fulfilling the degree requirements.

### Dismissal

Students who fail to meet the academic progress requirements and who fail to meet the minimum expectations of the academic program criteria shall be dismissed from the program. Students shall receive a dismissal letter expressing the reasons for the decision in the subsequent regular semester (summer semesters are not considered).

Undergraduate students on academic probation who earned 75% of the program credit hours or above shall not be dismissed from the program, however, they can graduate only if the program graduation requirements are fulfilled.

Graduate students who have been probationary Admitted are enrolled for one semester with limited credit hours until the minimum cumulative grade point average (CGPA) 3.0 is achieved, otherwise, they will be dismissed from their program of study. (Please see Graduate Admission Policy).

Graduate students with Cumulative Grade Point Average (CGPA) less than 3.0, cannot graduate unless program graduation requirements are fulfilled.

## Transient student

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

- a. The student should justify the reason for taking the course outside AUE to the Academic Advisor, Program Director, College Dean and the Registrar and explain whether:
  - The student is graduating.
  - The University is not offering the said course.
  - Graduation plan of the student is affected.
- b. Students should submit the duly approved Transient Student Form, upon approval from the VPAA, College Dean, Program Director, Academic Advisor and the Registrar for taking the course outside AUE.
- c. The VPAA, College Dean, Program Director, Academic Advisor and the Registrar should ensure that the proposed university in which the course is taken, whether in the UAE or abroad (Universities approved by the Ministry of Education - Higher Education Affairs (MOE) or the Universities that AUE has a partnership with, are duly approved by AUE.
- d. The number of total credits per regular semester (Fall and Spring), including Summer semesters should not exceed 18 credit hours from the total credits of the program they are enrolled in.

- e. Total credit hours to be taken during the Summer term should not exceed six credits.
- f. The Internship/Capstone /Practicum Courses are not allowed to be taken outside AUE.
- g. An extra load of only three credits can be added during the Fall/Spring semesters, totaling 21 credit hours and subject to the following conditions:
  - Students are graduating.
  - CGPA of 3.6 and above.
- f. The learning outcomes and the syllabi of the courses taken at any other university should match an appropriate manner with the one offered by the AUE.
- g. The student should obtain prior approval and an official letter from the Registrar, should they decide to take any courses outside the University.
- h. The student should submit a letter of acceptance, duly stamped from the host university, with the official syllabi to registration within a week of approval of the student's application.
- i. Students should earn a minimum Grade of "C" for the courses to be considered.
- j. The chosen course should not be a repeated course.
- k. The student must provide the official transcript for the course in order to receive credit.
- l. The student is in no case allowed to exceed the number of credit hours as stipulated above by simultaneously taking the courses in both host and home university

## Student Attendance

The AUE offers credit-bearing academic graduate programs in a traditional, face-to-face on campus course delivery. Students are expected to attend punctually all their classes, lectures and Labs sessions as described in each course syllabus. Students must be aware that excessive absences and tardiness with or without excuses shall affect their class performance. Students bear the responsibility of familiarizing themselves with the class attendance requirements.

### Attendance Warning

Attendance is mandatory for all courses. Class participation takes place when the student actively interacts with the instructor and/or other students through discussion or written assignments. Students with poor attendance records will receive three levels attendance warnings, if student absences exceed the allowed maximum class hours per semester, students shall receive an "FA" "Failed due to Absence" grade for that course.

An exemption of defined provision of absences shall be permitted subject to the documented evidence of legitimate excuse.

### Absences Thresholds and Notification

The University determines the number of contact hours per week for each course based on the course's credit hours and the course's structure, which may vary depending on whether the course includes theoretical, practical (lab or studio), or a combination of the two components. Additionally, the weekly contact hours vary according to regular semester (Fall and Spring) and intensive term (Summers). Please refer to the Credit Hour Policy for additional information on course contact hours.

Students should keep in mind that the attendance threshold percent calculation varies per course's weekly contact hours.

**First Attendance Warning:** When a student misses 10% of the total class contact hours, he or she receives the first attendance warning in an enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal.

**Second Attendance Warning:** When a student misses 20% of the total class contact hours, he or she receives the second attendance warning in an enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal.

**Third Attendance Warning:** When a student misses 25% of the total class contact hours, he or she receives the third attendance warning in an enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal.

**Dismissal from the course:** When a student exceeds 25% of absences of the total class contact hours, he or she will be dismissed from the enrolled course. A notification is generated and sent to course faculty member on the faculty portal, and to the student on the student portal. Furthermore, the student receives an "FA" "Failed due to Absence" grade in that course. The grade shall be recorded in the student transcript.

When a student is dismissed from a course, he or she will no longer be able to attend lectures or access course learning materials, assignments, or any coursework assigned by the faculty member.

### **Authorized Excuses**

Students may submit an authorized excuse for absences up to 5% (in addition to the permissible absence level defined in this procedure) of the course's total class contact hours. Students may submit an authorized excuse for the following circumstances: (1) Emergency Illness supported by Dubai Health Authority sick leave; (2) Road Accident supported by police report. (3) Death of a close relative supported by a death certificate; and (4) Official/Governmental Mission.

After absences, students must submit an authorized excuse (excuse submission shall not exceed one week). Students are advised to keep the course faculty member informed of any anticipated impediments to attendance.

### **Submission of Authorized Excuses**

- a) Through the student portal services, the student should submit an "attendance excuse request" identifying the dates of absences and attaching a copy of the supporting documents.
- b) The request will be considered and approved or denied by the course faculty member.

c) If the request is approved, the student will receive an email notification and his attendance records will be adjusted accordingly.

The Admission and Registration Department will also be notified once the request is approved.

## Direct Study

Directed study course is intended to replace a conventional course not offered in the semester the undergraduate student wishes to enroll in order to timely graduate. A student is assigned to study individually with the faculty member to complete a credit for work course. For these courses, the syllabus topics and outlines covered are matching as that covered in the conventional course. Directed study is well-structured and defined coursework of substantive reading, research, and course assessments, that is guided by course learning outcomes attainment, and scheduled course delivery that meet the course and program rigor.

Under unusual circumstances, the University offers directed study to student to study individually with the faculty member to complete a credit for work course that is not offered for the semester for graduating students.

### Eligibility

Major/specialization courses that are not offered in the semester for undergraduate programs are qualified for directed study. Junior and senior students who achieved acceptable academic progress and good standing Cumulative Grade Point Average (CGPA) are eligible to enroll in directed study course. Students are limited to enroll in a directed study only twice (up to 6 credit hours with a maximum of 3 credit hours course) during the tenure of the student in an undergraduate program.

### Contact Hours

Student will be deemed to be an independent learner for the course. As such, the student will be required to meet regularly with the faculty member as stipulated in the course syllabus. The faculty is required to provide and discuss the course topics, outlines, and course assessments with the student. The faculty shall follow the institutional grading policy to assign a final grade. The faculty has the responsibility to provide and support with evidence (course file) the same academic rigor in offering the course as for any other undergraduate course in the University.

## Class Standing

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

CREDIT HOURS	CLASS STANDING
Less than 30.00 Credit Hours	Freshman
30.00 – 59.99 Credit Hours	Sophomore

60.00 – 89.99 Credits Hours	Junior
90.00 and more Credit Hours	Senior

## Dean's and President List

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

AUE students will be placed on the Honors list for the semester in which they complete a minimum of 15 course hours with a semester Grade Point Average (GPA) of 3.50 and above.

Students who hold Pass, Fail, Exempted, Transferred, Withdrawn and Incomplete statuses cannot be considered for the Honors list. In addition, students should not hold a record of violation of code of conduct or any disciplinary action to be considered for the Honors list.

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

- **Dean's List: 3.50 - 3.74**
- **President's List: 3.75 - 4.00**

## Graduation Honor

Recognition of academic Honors at graduation is an important aspect of the commencement exercise. Students awarded bachelor's degree at the University are granted Latin Honors as described in the below table and wear "Honor Sashes" as a kind of appreciation to their academic achievement.

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

## Degree Completion and Graduation Requirements

Students are awarded with a bachelor's degree from the University, upon the completion of the prescribed credit hours and courses of a particular program and meeting the minimum Cumulative Grade Point Average. Degrees are awarded to undergraduate students at the end of each semester, fall, spring and summer upon meeting successfully the outlined requirements. The number of credit hours earned depend on the program. Undergraduate students are expected to complete their degree requirements within 150% of the total credit hours of the program bounded by a time limit articulated in the procedures. The full-time undergraduate student credit load is between 12 and 18 credits per regular semester. Students undertaking less than 12 credits per regular semester are considered studying as part-time.

### **Degree Completion Requirements**

For undergraduate degree completion, undergraduate students must satisfy the following requirements:

1. Successfully Complete all courses as per the program study plan.
2. Fulfill the Credit hours requirement of the academic program.
3. Earn a minimum CGPA of 2.00 out of 4.00 by the end of the last semester.
4. Complete the program within the timeframe of the program.
5. Upon the completion of the degree requirement, the University Registrar initiate the final clearance process.
6. Student should Log-in to the students' portal and apply for the final clearance
7. Complete the online exit-survey
8. The final clearance request will go to the below units/departments for their review and confirmation as per the following order:
  - a- Office of Students Life
  - b- Academic Advisor
  - c- Department chair
  - d- Library
  - e- Facility Management Department
  - f- Alumni Office
  - g- Financial Affairs Department
  - h- Admission and Registration Department
9. Student needs to communicate with the financial affairs department to pay the graduation fees and clear all financial dues
10. Once the online clearance request reaches to the admission and registration department, the University Registrar updates the record of student in the University Information System and changes the status from "Enrolled" to "Graduated"

11. The University Registrar will prepare the attested graduation certificate along with academic transcript

## Graduation

Once the Graduation Ceremony is announced, all students who are eligible to attend the commencement exercise will be notified by email and phone to visit the Registration Department, complete the “*Graduation Application Form*”, pay the Graduation fees and all other requirements, such as, gown measurements and yearbook photograph. However, students must respect the deadline to submit their application for processing.

## Financial Aid

### Financial Support

The University offers students financial support in the form of scholarships, grants, and financial aid subject to eligibility and availability per semester. The allocation of financial support is centrally coordinated via the Office of Student Life that is subject to a bi-annual audit to ensure compliance with the internally approved eligibility criteria for awarding the various forms of financial support as well as ensuring that this allocation is made in an equitable, transparent, and consistent manner. The University reserves the right to amend the categories of financial support offered and the eligibility criteria as well as revoke financial support in cases of violations of any of the University policies.

The University offers financial support in the following categories:

1. **AUE Scholarship:** AUE offers full academic scholarships to eligible students at the undergraduate and graduate levels.
2. **High School Merit Scholarship:** AUE offers the High School Merit Scholarship to academically qualified applicants with a specific high school average for a period outlined in the procedures of consecutive semesters. Eligible students are required to maintain a specific minimum
3. CGPA outlined in the procedures in order to continue availing the Scholarship.
4. **University Merit Scholarship:** AUE offers the AUE University Merit Scholarship to students who achieve and maintain a particular CGPA after the completion of a minimum number of credit hours as outlined in the procedures.
5. **Athletic Scholarship:** AUE offers Athletic Scholarships to students who demonstrate exceptional athletic abilities and are registered athletes on an AUE athletic team.
6. **Corporate and Government Grants:** AUE offers partial grants of varying percentages as per agreements signed with various entities in the public and private sectors.
7. **Financial Aid:** AUE offers partial grants to highly qualified undergraduate students with demonstrated financial need. Award amount depends on demonstrated financial need and academic qualifications



## Types of Financial Aid

The Financial Support Catalogue below applies to all new freshmen undergraduate and graduate students enrolled to begin their academic journey with AUE during the 2022-2023 academic year.

The Financial Support Catalogue is separated into three main categories:

1. Privilege Cards and Government Grants
2. University Scholarships and Grants
3. University Aid

Undergraduate - Bachelor's Degree					
1. PRIVILEGE CARDS & GOVERNMENT GRANTS					
Funding Type	Description	Amount	CGPA	Combinability	Notes
ADNOC	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Current employee or family member</li> <li>All programs except Law and PR Arabic</li> </ul>	30%	2.6+	None	ADNOC Employee and their family member must one of the following: <ul style="list-style-type: none"> <li>ADNOC ID</li> <li>Access of ADNOC Offer Application</li> <li>ADNOC Pioneer ID</li> <li>ADNC Offers Car &amp; Family Members</li> <li>ADNOC Strategic Partner</li> <li>Fertil Borouge</li> </ul>
Al Saada Card Grant	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Current employees of General Directorate of Residency and Foreigners Affairs (Dubai)</li> <li>Valid card in student's name</li> </ul>	40%	3.0+	None	
Esaad Card Grant	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Valid Esaad card in student's name <b>OR</b></li> <li>Have an eligible family member as listed on the back of a valid Esaad card</li> </ul>	40%	3.0+	None	Proof of family relation*
FAZAA Card Grant	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Valid FAZAA card in student's name</li> </ul>	20%	3.0+	None	
Dubai Corporation for Ambulance Services	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Employees of Dubai Ambulance</li> </ul>	30%	3.0+	None	100% scholarship for 1 employee who is of people of determination, with proof of DCAS nomination letter  50% scholarship to 10 employees, with proof of DCAS nomination letter
Dubai Electricity and Water Authority (DEWA) Grant	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Current employees</li> </ul>	20%	3.0+	None	
Dubai Police Grant	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Current or retired employee <b>OR</b></li> <li>Have parent or spouse who is a current or retired employee</li> </ul>	40%	2.6+	None	Proof of family relation*

<b>General Directorate of Residency and Foreigners Affairs, Dubai (GDRFA) Grant</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Current or retired employee; <b>OR</b></li> <li>Have parent or spouse who is a current or retired employee</li> </ul>	25%	3.0+	None	Proof of family relation*
<b>Government Employee Grant</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Current UAE government employee</li> </ul>	15%	3.0+	<ul style="list-style-type: none"> <li>Early Payment</li> <li>Family Grant</li> <li>Financial Aid</li> <li>High School</li> <li>University Merit</li> </ul>	100% government owned entities are eligible Semi-government organizations not entitled

**2. UNIVERSITY SCHOLARSHIPS & GRANTS**

Funding Type	Description	Amount	CGPA	Combinability	Notes
<b>Athletic Scholarship</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Registered athletes on an AUE team</li> <li>Nominated by Athletic Coordinator</li> </ul>	1 <sup>st</sup> Team: 50% Sub.: 25%	2.6+	None	
<b>AUE Scholarship</b>	<ul style="list-style-type: none"> <li>New undergraduates</li> <li>Enrolling directly from high school</li> </ul>	Up to 100%	3.6+	None	
<b>Early Payment</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Pay in full by early payment deadline</li> </ul>	5%	None	<ul style="list-style-type: none"> <li>Family Grant</li> <li>Financial Aid</li> <li>High School</li> <li>Government (15%)</li> <li>University Merit</li> </ul>	
<b>Family Grant</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Two or more registered immediate family members (siblings, parents, spouse, children)</li> <li>Registered in courses simultaneously</li> </ul>	10% per family member	3.0+	<ul style="list-style-type: none"> <li>Early Payment</li> <li>Family Grant</li> <li>Financial Aid</li> <li>High School</li> <li>Government (15%)</li> <li>University Merit</li> </ul>	Must be registered and have AUEID numbers. Proof of family relation*
<b>High School Merit Scholarship</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Final high school average of 85 or higher</li> <li>High school graduate within two years of enrolling at AUE</li> <li>Granted for first four consecutive semesters of study</li> </ul>	<b>20%</b> HS Average 95%+ <b>15%</b> HS Average 90-94.9% <b>10%</b> HS Average 85-89.9%	3.0+	Can be combined <ul style="list-style-type: none"> <li>Early Payment</li> <li>Family Grant</li> <li>Financial Aid</li> <li>Government (15%)</li> <li>University Merit</li> </ul>	
<b>University Merit Scholarship</b>	<ul style="list-style-type: none"> <li>Undergraduate students</li> <li>Min. 45 credit hours completed</li> </ul>	CGPA 3.60 – 3.89: 10% CGPA 3.90 – 4.0: 15%	3.6+	Can be combined <ul style="list-style-type: none"> <li>Early Payment</li> <li>Family Grant</li> <li>Financial Aid</li> <li>High School</li> <li>Government (15%)</li> </ul>	

**3. UNIVERSITY AID**

Funding Type	Description	Amount	CGPA	Combinability	Notes
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<b>Financial Aid</b>	<ul style="list-style-type: none"> <li>• Undergraduate students</li> <li>• Extreme financial hardship</li> <li>• Must apply through student portal</li> </ul>	Up to 50%	3.0+	Can be combined <ul style="list-style-type: none"> <li>• Early Payment</li> <li>• Family Grant</li> <li>• High School</li> <li>• Government (15%)</li> <li>• University Merit</li> </ul>	Required Documents are posted on the Student Portal
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### **Additional Notes**

- Deadline to apply for scholarships/grants
  - Fall: September 25
  - Spring: January 25
- Deadline to apply for financial aid
  - Fall: September 1
  - Spring: January 5
- Undergraduate students can receive up to 40% in financial support per semester
- Repeated courses will not be included in the scholarship/grant
- Proof of familial relation: If the middle and family names do not match, student must provide proof of familial relation (marriage certificate, family book, passport, etc.)
- Terms and Conditions apply

## Financial Information

### Tuition and Fees

Undergraduate Degrees Tuition Fees			
Programs	Per credit hour	Per course	
	AED	AED	USD
General Education Courses	1,347	4,043	1,101
College of Computer Information Technology (CCIT) - Core Courses	1,733	5,198	1,416
College of Design ( CDES) - Core Courses	1,733	5,198	1,416
College of Business Administration (COBA) - Core Courses	1,540	4,620	1,259
College of Media and Mass Communication (CMMC) - Core Courses	1,540	4,620	1,259
* Bachelor of Public Relations (Arabic)	1,733	5,198	1,416
College of Security & Global Studies (CSGS) - Core Courses	1,848	5,544	1,511
College of Law (CLAW) - Core Courses	1,617	4,851	1,322
College of Education (CEDU) - Core Courses	1,925	5,775	1,574

### Students Services Fees (Non-Refundable)

Services	Fees	
	AED	USD

Admission Fees - Undergraduate Degrees (Including ID & Application Fees)	3,150	863
Admission Fees - Undergraduate Degrees (Visiting Students)	1,050	288
Admission Fees - Graduate Degrees (Visiting Students)	1,575	432
Admission Application Form Fee - ELI Fees	788	216
Late Registration Fees	1,575	432
Graduation Fee (To be paid upon final clearance application)	2,100	575
Internet & Lab Fees (Per Regular Semester)	525	144
Internet & Lab Fees (In Summer Semester)	197	54
Replacement ID Fees	210	58
External Transfer Fee (Per Course)	525	144
Official Transcript	315	86
Graduation Certificate Fee	683	187
Attested Graduation Certificate Fee	315	86
Official Letter Request	79	22
Fee Quotations	79	22
Student Lockers (Per Semester)	158	44
Visa Processing Fee (Inside UAE)	4,200	1151
Visa Processing Fee (Outside UAE)	3,675	1007
Health Insurance	1,102	288
Emirates I.D.	179	49
Visa Processing - Medical Test	441	121
Passport Deposit / Security Fee	5,500	1,507
Visa Renewal Fee	1,050	288
Visa Cancellation Fee - Inside UAE	525	144
Visa Cancellation Fee - Outside UAE	788	216
Transport - Dubai after Mall of the Emirates	1,000	274
Transport - Dubai before Mall of the Emirates	900	247
Transport - Sharjah	1,200	329
Penalty for bouncing cheque	525	144
Health Care Services (Per Semester)	126	35
Health Care Services (in Summer Semester)	63	17

Change Major/College Fees	210	58
Course Syllabus (Printed & Stamped)	210	58
TOEFL Test (AUE students)	735	202
TOEFL Test (Outsiders)	840	231
<b>Intensive English Programs (IEP)</b>		
Programs	AED	USD
Intensive English Program	4,158	1,133
<b>Visiting Student's Tuition Fees (Undergraduate Degree)</b>		
<b>Undergraduate Degrees</b>	<b>Per credit hour</b>	<b>Per course</b>
<b>Programs</b>	<b>AED</b>	<b>AED      USD</b>
General Education Courses	1,733	5,198      1,425
College of Computer Information Technology (CCIT) - Core Courses	2,118	6,353      1,740
College of Design ( CDES) - Core Courses	2,118	6,353      1,740
College of Business Administration (COBA) - Core Courses	1,925	5,775      1,583
College of Media and Mass Communication (CMMC) - Core Courses	1,925	5,775      1,583
* Bachelor of Public Relations (Arabic)	1,925	5,775      1,583
College of Security & Global Studies (CSGS) - Core Courses	1,925	5,775      1,583
College of Law (CLAW) - Core Courses	1,810	5,429      1,487
College of Education (CEDU) - Core Courses	2,118	6,353      1,740

## Payments Plan

AUE students are expected to pay their tuition fees and other service charges related to attending Bachelor and Master courses at American University in the Emirates before the beginning of each semester/term. All outstanding balances must be cleared prior the final exams.

Students may settle their outstanding balances by visiting the Financial Affairs Department on campus and make direct cash payment, checks (current and post-dated) or credit cards. They can also access the student's portal and pay the pending dues online, or deposit the outstanding balance through a bank transfer directly to the University bank account.

AUE offers flexible payment plan, which applies to all students and published in all University publications.

The following plan options are available:

- **Enrolled Self-Sponsored Students ( Undergraduate Students):**

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

**Option 1:** Full Payment (Payment should be made on the first day of registration) by cash/ credit card/current dated check

**Option 2:** 50% down payment for the total tuition fees should be made on the same day of registration, the second 50% must be done by two months postdated check (checks need to be dated on the 5th of the due month).

**Option 3:** 60% down payment of the total tuition fees should be made on the same day of registration; the equal second and the third installments (20% each) should be made by two months and three months postdated checks respectively. (checks need to be dated on the 5th of the due month).

- **Enrolled Sponsored Students:**

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

## Refund Policy

Students are eligible for only tuition fees refund after the add/drop period within the time frame stipulated. Admission and service fees are non-refundable.

It is the student responsibility to apply for the course withdrawal and abide by the refund below calendar.

100% Refund of Course Fee	Withdrawal from a course within seven days after the last day of add/drop
75% Refund of Course Fee	Withdrawal from a course within 14 days after the last day of add/drop period
25% Refund of Course Fee	Withdrawal from a course within 28 days after the last day of add/drop period
0% Refund	Withdrawal from a course over 28 days after add/drop period

All the refunded fees are credited in the student's account; cash reimbursement can occur only when students are withdrawing from the University or graduating.

## Adjustments of charges

Tuition and fees are subject to annual increases up to the maximum annual cap specified in the below table. The University reserves the right to adjust tuition and fee rates at any time, and may include additional fees to existing students to meet specific higher education needs and expectations. Students are notified one semester in advance via the official communication channels of the University.

Type of Fees	Maximum Limit Annual Increase
Tuition Fees	10%
Service Fees (*)	20%

## Student Life

### On-Campus Services

AUE provides a broad selection of services and facilities to students. AUE has well-resourced facilities designed to create a welcoming environment that allow students to be engaged smoothly in the university life.

#### **Student Residence**

AUE facilitates student accommodation via a trusted third-party provider. AUE students may approach the Student Life and Community Engagement Office for information related to the student residence via the third-party provider.

#### **Recreational Facilities**

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

#### **Immigration and Visa Services**

AUE provides its students with UAE residence visa's that are valid for one year and renewable upon request. Upon admission and registration for a minimum of 3 credit-bearing courses students who require a visa apply by filling the relevant forms at the Protocol and Public Relations Department located on the second floor and proceed to make the necessary payments.

#### **Lost and Found**

The University shall not be liable for any unattended personal belonging on University premises, and any loss, including theft or damage, under any circumstances. The Facilities Management Department has a dedicated office to handle and preserve the lost items for a specific period and retrieve it to the rightful owner. The University shall announce to the University community of the lost and found items.

Valuable Items: Items found such as cash, jewelries, keys, appliances, and others are identified valuable items and are subject to disposal according to the outline guidelines.

Identification and Bank Documents: Items found such as emirates ID, passport, debit card, credit card and other vital documentations are subject to disposal according to the outline guidelines.

Non-Valuable Items: Items found such as papers, notebooks, clothes, and other items are subject to disposal according to the lost and found procedure.

#### **Transportations & Parking**

AUE provides its students with transportation services upon their request. Students who require transportation services approach the AUE Facility Management Department located on the second floor.

#### **Bookstore**



The AUE bookstore located on the ground floor offers students all the required resources for their coursework including textbooks, books, and other print material.

### **Library**

The AUE library located on the ground floor provides students, faculty and staff with access to textbooks, books, and other resources in print and electronic format. Additionally, the library provides students with access to computers and xx study rooms that provide a quiet and productive learning environment.

### **Copy Center**

The AUE copy center located on the ground floor that serves the printing, documentation, and lamination needs of students, staff, and faculty members.

### **Laboratories**

AUE students have access to computer laboratories equipped with the programs and software that are required for their coursework for experimental learning purposes. Either computer labs or special labs, students are encouraged to have hands on experience through practicing the course assets through these specialized labs.

### **Cards**

AUE students are issued student ID Cards at the Admissions and Registration Department located on the second floor. Students are required to have their AUE Student ID Cards at all times and produce it for verification if required by a staff or faculty member.

### **Dining Services**

For their dining needs students have access to the DIAC food court closely located to the AUE campus. For recreational purposes students have access to the student area on the ground floor.

### **Prayer Rooms**

Students have access to male and female prayer rooms located on the second floor.

### **Security and Safety**

The health and safety of students, faculty, and staff is a top priority at AUE that ensures a healthy and secure environment for all by ensuring strict adherence to the UAE Federal Labor Law Articles 91 and 101 on employee and student safety. Hence AUE provides all members of its community with appropriate protection.

The AUE campus is monitored via security cameras in addition to being secured via security agents that monitor the campus 24 hours a day 7 days a week to ensure the safety of students, Throughout campus, detailed instructions related to fire prevention and fighting are displayed on each floor in both Arabic and English in a permanent and prominent place. Additionally, the campus has an emergency evacuation plan that is regularly tested. This evacuation plan is fixed in each floor next to

the lifts showing the following: The place (where you are) according to the Campus Evacuation Exit Doors Assembly Point Instructions This evacuation plan is annually tested by both TECOM authority and AUE Facility Management Department.

### **Health Services and Insurance**

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

### **Substances Hazardous to Health**

The substance that is hazardous to health – Adapting the Control of Substance Hazardous to Health (COSHH) is a law in the United Kingdom that requires organizations to control substances that are hazardous to human health.

Any chemicals or products containing fumes, dust, vapors, gases, biological agents, and mists are hazardous substances.

These substances may include dangerous properties that could be irritants or flammable products. Exposure to these substances may cause chronic or acute occupational illnesses such as asthma, cancer, skin disease, or other adverse reaction to the human body.

The university applies stringent measures regarding the use of hazardous substances, provided that such chemicals would not damage the health and safety of all staff. However, the use of certain chemicals and materials for educational and training purposes could be allowed in the university.

Provide COSHH Risk Assessment to enable chemicals and substances used as building materials for maintenance based on the Safety Data Sheets submitted describing the chemicals or substance.

### **AUE Laboratory HSE Rules**

1. All students are required to take HSE induction before use of laboratory equipment, computers, 3D printers and machines.
2. Unauthorized experiments are not allowed in the laboratory.
3. Students are not allowed to use the laboratory in absence of the Laboratory supervisor/instructor.
4. Always follow the manufacturer's operating manual for usage of Laboratory equipment.
5. Food and Drinks are prohibited in all laboratories, all spillages must be cleaned immediately to avoid slip and fall accident. Cleanliness is a must.
6. All students must wear covered footwear during practical classes.
7. Long hair should be covered or tied to avoid entanglement with the machine.
8. Defective equipment, sharp edged material and broken glassware must be reported immediately. "Defective electrical equipment is a fire waiting to happen".
9. Faulty electrical wirings and damaged electrical cords must not be used and reported immediately.
1. Do not overload electrical outlets and never neglect mobile phones or devices while charging.
2. Be aware of strange smell like burning plastic or wiring, which might be an early warning of a fire.
3. Be aware of the safety facilities of the laboratory, i.e. fire extinguishers, first aid kits, hand wash station and emergency exit.
4. Wear the required and approved Personal Protective Equipment (PPE) like apron, hand gloves, mask and goggles while using laboratory equipment.
5. Never remove warning labels from any equipment.

6. Never operate the equipment if not trained to do so
7. Never leave work in progress and do not remove any equipment from the laboratory.
8. Trailing electrical cords or cables must be reported immediately as this may lead to trip and fall accident.
9. Obey and follow all safety signages.
10. Keep all Store coats, bags, and other personal items in designated areas.
11. If in any doubts, seek guidance from the laboratory tutor/instructor and/or University security officers.

## Career Services

The University's prioritizes equipping students with real life practical experience as a core part of its curriculum. Career preparedness and employment support are hence a core part of the student experience provided by the University. This policy outlines the ways in which the University provides career services in compliance with CAA Standard 6.7.4.

The University provides internship support, and career placement services for students via the Office of Careers and Internship that caters to students from the first year of enrollment. The services offered are as follows:

1. **Career Counseling and Job Placement:** The University offers students individualized career counseling as part of a career planning process in which students interests, specialization, and strengths are mapped with industry opportunities. The University works with the students to then secure adequate employment opportunities that are aligned with their field of study on an individual basis as well as via an annual Career Fair that brings potential employers from the public and private sectors.
2. **Career Development and Job Preparedness:** The University ensures job preparedness by offering students specialized workshops on CV writing, Interview Skills, Business Etiquette, Job Search Fundamentals as well as offering job psychometric tests. This is an addition to guest speakers and specialized workshops related to employment in specific fields as aligned with the University's offered specializations.
3. **Internship Placement and Support:** The University offers students support in securing internship placements that are aligned with the student's interests and fields of study both on an individual basis and as part of the core Internship requirement in specific programs. In addition to internship placement the University offers ongoing counseling and job support throughout the internship including obtaining performance feedback from the internship supervisors.

## Counseling and Disability Services

As an equal opportunity institution, the University supports students in their educational endeavors regardless of any personal barriers to success. The University works to ensure that students with physical, mental disabilities receive the support needed to achieve their goals during their academic careers. This policy outlines the University's student counseling and disability support offerings in compliance with CAA Standards 6..

The Office of Counseling and Disability at AUE provides a physical space that is conducive to secure and personal discussion of barriers to success that may face any given student during their academic career. The Office also ensures that students are provided a qualified and experienced individual with whom they may speak with regarding any challenges they may be facing. The Office takes confidentiality extremely seriously and ensures procedures reflect a will to preserve sensitive data externally as well as within the university itself. The Office ensures that any personnel which are tasked with counseling duties are trained regarding university policy and procedures, to ensure the timely provision of services to students seeking them.

The Counseling and Disability Office provides AUE students with the support needed to ensure mental health and well-being as well as the ability to succeed via adequate support for physical and mental disability. The Counseling and Disability Office offers students the following services:

1. One-on-one counselling
2. Workshops on areas related to mental health and disability support
3. Special accommodation for students

**Procedure for supportive and educational counseling provided to help students in improving and applying effective learning approaches and self-advocacy skills.**

- 1- Prior to enrollment the prospective student must inform the Office of Counselling and Disability Support of any known mental or physical challenges that would require special accommodation throughout the program of study. The Office of Counselling and Disability support, based on an initial review of supporting documents, assesses the kind of support needed by the student upon admission and determines if the University's resources adequately support those needs.
- 2- Upon enrollment students must provide the Office of Counselling, and Disability Support with the following:
  - a. An impartial UAE certified professional must mail a report (which should be accredited by the Dubai Health Authority) to the Office Counselling and Disability Support with a clear diagnosis, ongoing treatment, prognosis (as per the Diagnostic and Statistical Manual of Mental Disorders nomenclature in cases of mental challenges), and the evaluation procedures employed.
  - b. Clear history of treatment/diagnosis with the most recent one being within the last 12 months.
  - c. Clear explanation of any medications and potential side effects that would impact the student's learning experience and the extent of the student's compliance with the prescribed treatment.
  - d. Clear explanation of any aides that would be used to support the students physical or mental challenge.
  - e. Clear stipulation of the kind of special accommodation needed by the student to successfully complete the program of study.
- 3- Upon review of the aforementioned information provided the Office of Counselling and Disability Support notifies the Student Life of the kind of special accommodation the student requires both inside and outside the classroom in their future career and social live.

- 4- The Office of counselling and disabilities office notifies the relevant faculty/staff of the kind of special accommodation that the student requires and ensures adequate follow up.
- 5- Where applicable students must provide updated medical reports annually to the Office of Counseling and Disability Support.
- 6- The Office of Counseling, and Disability Support verifies the “special accommodation” needed by students to the Office of Student Life and Community prior to the start of each new academic semester.
- 7- Students may approach the Office of Counseling, and Disability Support at “scheduled times to seek support for any emotional or mental health issue they may be facing throughout the semester.
- 8- The Office of Counseling, and Disability Support provides University wide workshops on various issues related to mental health and the support of people of determination.
- 9- Counseling that is conducted is done so with the utmost attention to confidentiality. As such each student requesting counseling services will be informed of the university's assurance of confidentiality. Group and the counselor will have signed documentation to this effect.

## Grievance Policy and Procedure

The Student Grievance policy provides clear and accurate advice and guidance for students making a complaint or appeal, and for staff involved in handling or supporting complaints and appeals. This policy will encourage constructive engagement with the appeals and complaints procedures and offer opportunities for early and/or informal resolution. In addition, students will be able to raise matters of concern without the risk of disadvantage. The Policy will ensure that the appeals and complaints procedures are conducted in a timely, consistent, fair manner and appropriate action is taken. The University will maintain formal records of all student grievances from initiations to the final decisions.

A grievance is defined as any incident or situation in which an enrolled AUE student perceives that one of his/her rights have been violated as outlined in the Policy on Student Rights and Responsibilities. This includes informal complaints, formal grievances, and appeals regarding perceived inadequate teaching and learning, inappropriate classroom conduct, discrimination, harassment, bullying arising between the student and his/her peers, instructors, or staff members.

An informal complaint involves academic or non-academic issue between a student and a member of faculty, staff, or student(s) for which a student pursues informal mediation and resolution directly with the party concerned.

### **Non-academic Grievance**

A non-academic grievance is defined as any situation in which the student perceives his/her rights have been violated and wishes to pursue formal action against another student, faculty or staff member outside the context of a course on matters unrelated to teaching or learning by filing a Student Grievance Format the Office of Student Life.

### **Academic Grievance**

An academic grievance is defined as any situation in which the student perceives that his/her rights have been violated in the context of a course in matters related to teaching and learning and wishes to pursue formal action against a faculty member by filing a Student Grievance Format the Office of Student Life.

The student grievance procedure shall be used by someone who is a student at AUE at the time the case occurred. The student registering the grievance must have received the unfair treatment as a student. A grievance cannot be filed on behalf of another student. During the grievance process, the student is responsible to provide evidence in support of the claim by maintaining written notes and necessary documentation for each step of this procedure. All accusations arising from a single event should be part of one grievance filing.

### **Eligibility**

The purpose of the student grievance procedure is to provide a system to channel student complaints against students, faculty or staff, concerning the following:

1. Academic matters, excluding individual grades (which must follow the Grade Appeal Procedure)
2. Alleged discrimination based on age, gender, race, or disability excluding sexual harassment grievances.
3. Misconduct of a member of the University community violating University policies and/or procedures
4. Sexual Misconduct
  - a. Because of the sensitive nature of such grievances, alleged sexual harassment complaints should be sent directly to the Manager of Student Life and Community Engagement.
  - b. A meeting with the Manager of Student Life and Community Engagement will replace the first step of the grievance procedure. The Manager of Student Life and Community Engagement will counsel with the student to determine the appropriate action that is required.
  - c. If the grievance is not resolved after this meeting, then the remainder the grievance procedure will be followed.

### **Definitions**

The Office of Student Life's Grievance Hearing Policies and Procedures refer to the following terms, as defined below:

1. Written Grievance: refers to the written statement from a student indicating his/her intent to pursue a grievance through the American University in the Emirates student grievance system or through the University email.
2. Complainant: refers to an individual who has filed a formal grievance against a member of the American University in the Emirates community through the online student grievance system or through their University email.
3. Respondent: refers to a member of the American University in the Emirates who has been alleged of violating the policy on Student Rights and Responsibilities, Student Behavior and Discipline policy, or any other University policies or procedures
4. Manager of Student Life and Community Engagement: refers to the individual responsible for overseeing the proper implementation of the grievance procedures and student grievance system. The Manager may designate any other appropriate individual to perform these duties.



5. Student Grievance Committee: refers to an ad-hoc Grievance Committee formed by the Grievance Committee to investigate a specific student grievance. This ad-hoc committee is chaired by the Manager of Student Life and Community Engagement and reports to the Chair of the Grievance Committee (the Student Services Director).
6. Grievance Procedures: refers to the Student Life and Community Engagement Office's procedures to address complaints against University policies and procedures.
7. Student: refers to an individual enrolled into an undergraduate or graduate program at the American University in the Emirates.

### **Informal Complaint: Mediation**

1. Students should attempt to resolve their complaints informally prior to filing a formal grievance. They may do so by approaching the Office of Student Life and Community Engagement with their complaint for advice.
2. The Manager of the Office of Student Life and Community Engagement may mediate between the student and the other parties involved in the incident (student, staff, or faculty member).
3. This step is not applicable in the cases of alleged sexual harassment, sexual misconduct or discrimination in which case the Office of Student Life and Community Engagement will provide all necessary support to follow the procedures correctly.
4. If the mediation efforts resolves the issue, then the Manager of Student Life and Community Engagement will notify the decision in writing to the Complainant(s) and the Respondent(s) within seven (7) days from the date of resolution.

### **Formal Complaint: Grievance**

#### **A. Filing a Formal Grievance**

1. If the Complainant(s) is/are not satisfied with the outcome of the mediation effort, he/she may file a written grievance by submitting a Student Grievance Form through their Student Portal.
2. The Student Grievance Form should state the name of the Respondent (if known) and describe with reasonable specificity any of the alleged incident(s) of that he/she wants to be addressed by the Student Life Office, including the date and place of the incident(s).
3. The Complainant may also upload any evidence connected to the reported incident.

#### **B. Responding to a Formal Grievance**

1. The completed Student Grievance Form grievance form is reviewed by the Student Life Office and presented to the Manager of Student Life and Community Engagement, or designee, within 48 hours after satisfying the first step in the grievance process. The Manager of Student Life and Community Engagement, or designee, confirms the type of grievance: whether it is an academic or non-academic grievance.
2. The Manager of Student Life and Community Engagement, or designee, shall give written acknowledgement of receipt of the Student Grievance Form.

#### **C. Resolving a Grievance**

**Academic Grievance:** If the grievance involves an incident or situation between a student and a faculty member related to teaching and learning:



1. **Notify College Dean or VPAA:** The Manager of Student Life and Community Engagement, or designee, will forward the Written Grievance to the College Dean and/or the Vice President of Academic Affairs (VPAA) via the Student Grievance Portal.
2. **Investigation:** Upon receiving grievance, the College Dean and/or the Vice President of Academic Affairs forms an Academic Grievance Committee to begin a formal investigation of the grievance.
  - a. The Academic Grievance Committee contacts the Complainant and the faculty member.
  - b. The Academic Grievance Committee seeks evidence pertaining to the grievance from both complainant and the faculty member.
3. **Academic Grievance Committee Hearing**
  - a. An Academic Grievance Committee will be assembled to review the grievance case, conduct an Academic Grievance Hearing, and determine a resolution.
  - b. The Academic Grievance Committee calls in the Complainant to give a statement and then questions the Complainant during an interview
  - c. The Academic Grievance Committee then calls in the faculty member to give a statement and then questions the faculty member independently during an interview
  - d. The Academic Grievance Committee may call in Witnesses independently during an interview
  - e. The Academic Grievance Committee may call the Complainant, the faculty member, or Witnesses to answer any further questions, independently
  - f. The Academic Grievance Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.
  - g. The Chair shall report the decision to the Vice President of Academic Affairs
4. **Committee Findings Shared with OSL:** Once the VPAA approves the Academic Grievance Committee decision, the Chair shares the Committee findings, evidence, and recommendations with the Student Life and Community Engagement Office via the Student Grievance Portal within 48 hours from the reporting of the grievance.
5. **Notification:** The Student Life and Community Engagement Office forwards the outcome via the Student Grievance Portal within 48 hours from when the Academic Grievance Committee's decision is communicated

**Non-Academic Grievance:** If the grievance involves an incident or situation between student and his/her peer:

1. **Meeting with Complainant:** If the Student Grievance Form is not clear, the complainant will be called in the by the Manager of the Student Life & Community Engagement Office, or designee, to meet and clarify details of the grievance
2. **Investigation:** Upon receiving grievance, the Student Life & Community Engagement Office will begin a formal investigation of the grievance. The Student Life & Community Engagement Office will contact the respondent, the witnesses, and collect evidence and/or documents.
3. **Letter of Notice:** If reasonable cause exists, the complainant (and respondent, if applicable) will be notified of a scheduled Student Grievance Committee Hearing via a letter of notice to the official University email account. The formal letter of notice will outline the alleged violations, notification of where to locate the Student Code of Conduct and/or University policies, procedures for resolution of the complaint, and notification of the date and time of the scheduled hearing within 48 hours of the reported violation.

The respondent may also be contacted informally via phone call or in person by a Student Life Officer to follow up on the formal letter of notice.

4. **Interim Actions:** The Manager of the Student Life & Community Engagement Office may impose interim actions during the investigation process including a “No Contact Order” or “Temporary Suspension.” Such actions may be taken to ensure the safety and well-being of the university community and the accused student.
5. **Student Grievance Committee Hearing**
  - a. An ad-hoc Grievance Committee will be assembled to review the grievance case, conduct a Grievance Hearing, and determine if the Respondent violated a university policy.
  - b. Student Grievance Hearings are closed to the public, are not live, and do not involve cross-examination.
  - c. Student Grievance Hearings are informal
  - d. The Student Grievance Committee calls in the Complainant to give an statement and then questions the Complainant independently during an interview
  - e. The Student Grievance Committee then calls in the Respondent to give an statement and then questions the Respondent independently during an interview
  - f. The Student Grievance Committee then questions Witnesses independently during an interview
  - g. The Student Grievance Committee may call the Complainant, Respondent, or Witnesses to answer any further questions, independently
  - h. The Student Grievance Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.
  - i. The Chair shall report the decision to the Chair of the Grievance Committee (Student Services Director)
  - j. The Chair forwards a copy of the Student Grievance Committee’s decision to all parties involved within seven (7) days of the Student Grievance Committee’s decision.
6. **Decision & Notification:** Based on the findings of the Student Grievance Committee, the respondent(s) will receive a formal letter within seven (7) days of the hearing outlining the violation(s), the Committee’s decision, and the student’s right for an appeal. The student is subject to any one or more of the Disciplinary Sanctions (see Disciplinary Sanctions).

**Non-Academic Grievance:** If the grievance involves an incident or situation between a student and a staff member or a faculty member on matters unrelated to teaching and learning:

1. **Meeting with Complainant:** If the Student Grievance Form is not clear, the complainant will be called in the by the Manager of the Student Life & Community Engagement Office, or designee, to meet and clarify details of the grievance
2. **Investigation:** Upon receiving grievance, the Student Life & Community Engagement Office will begin a formal investigation of the grievance. The Student Life & Community Engagement Office will contact witnesses, collect evidence and/or documents.
3. **Letter of Notice:** If reasonable cause exists, the complainant (and respondent, if applicable) will be notified of a scheduled Student Grievance Committee Hearing via a letter of notice to the official University email account. The formal letter of notice will

outline the alleged violations, notification of where to locate the Student Code of Conduct, procedures for resolution of the complaint, and notification of the date and time of the scheduled hearing within 48 hours of the reported violation. The respondent may also be contacted informally via phone call or in person by a Student Life Officer to follow up on the formal letter of notice.

4. **Interim Actions:** The Manager of the Student Life & Community Engagement Office may impose interim actions during the investigation process including a “No Contact Order” or “Temporary Suspension.” Such actions may be taken to ensure the safety and well-being of the university community and the accused student.
5. **Student Grievance Committee Hearing**
  - a. An ad-hoc Grievance Committee will be assembled to review the grievance case, conduct a Grievance Hearing, and determine if the Respondent violated a university policy.
  - b. Student Grievance Hearings are closed to the public, are not live, and do not include cross-examination.
  - c. Student Grievance Hearings are informal
  - d. The Student Grievance Committee calls in the Complainant to give a statement and then questions the Complainant independently during an interview
  - e. The Student Grievance Committee then calls in the Respondent to give a statement and then questions the Respondent independently during an interview
  - f. The Student Grievance Committee then questions Witnesses independently during an interview
  - g. The Student Grievance Committee may call the Complainant, Respondent, or Witnesses to answer any further questions, independently
  - h. The Student Grievance Committee deliberates and shall decide the resolution of the grievance by a majority vote. In case of a tie, the Chair shall vote and thus break the tie.
  - i. The Chair shall report the decision to the Chair of the Grievance Committee (Student Services Director)
  - j. The Chair forwards a copy of the Student Grievance Committee’s decision to all parties involved within seven (7) days of the Student Grievance Committee’s decision.
6. **Decision & Notification:** Based on the findings of the Grievance Committee, the respondent(s) will receive a formal Outcome letter within seven (7) days of the hearing outlining the violation(s), the Committee’s decision, and the student’s right for an appeal. The student is subject to any one or more of the Disciplinary Sanctions (see Disciplinary Sanctions).

### Grievance Appeal

1. **Submit Student Appeal:** A Respondent may appeal the decision by filing a Student Appeal through the Student Portal. A Respondent who submits an Appeal is called an “Appellant.”
  - a. An Appellant must submit the Appeal within five (5) working days from the date of receiving the formal letter via the Student Portal.
  - b. No appeal shall be allowed unless the appellant cites specifically to the grievance/conduct record and states with specificity the grounds under which the appeal shall be allowed.

- i. Substantial Procedural Error: A specific procedural error or error in interpretation of the University policies and procedures substantially affected the process
  - ii. New Information: New, significant, or relevant information that was not discovered during the Grievance hearing that may substantially affect and/or change the decision of the Student Grievance Committee Hearing.
  - c. Any appeal submitted that does not include the required information will be dismissed without review.
- 2. Notify Student Services Director:**
- a. The completed Student Appeal is reviewed by the Manager of Student Life and Community Engagement and presented to the Student Services Director.
  - b. The Student Life & Community Engagement Office shall give written acknowledgement of receipt of the Academic Appeal to the Appellant.
- 3. Student Appeal Committee:**
- a. The Student Services Director forms a Student Appeal Committee
  - b. The Student Services Director shall present all relevant information on the case to the Student Appeal Committee.
  - c. The Student Appeal Committee will not include live hearings or interviews, unless the Student Appeal Committee deems it necessary.
  - d. If the Student Appeal Committee overrules a decision in whole or in part, it may:
    - i. Modify the decision; or
    - ii. Remand for further proceeding.
  - e. The Student Appeal Committee shall be responsible for reviewing substantive or procedural appeals from the decision(s) of the Student Grievance Committee, the Student Conduct Committee, or Disciplinary Sanction(s) assigned by the Student Life and Community Engagement Office
- 4. Decision & Notification:** Based on the findings of the Student Appeal Committee, the Appellant will receive a formal letter within seven (7) days of the appeal committee meeting outlining the Student Appeal Committee's decision. Decisions of the Student Appeal Committee are final. There is no further opportunity for appeal.

## Student Rights and Responsibilities

AUE safeguards the rights of its students as they pursue knowledge, personal and professional growth as members of the University community in a manner that enables a safe and conducive learning environment for all. Fundamental to these rights is the guarantee of equal opportunity for all regardless of age, gender, nationality, race, religion, and physical ability. Furthermore, as members of the University community students are also accountable for upholding their responsibilities in accordance with the laws and cultural values of the UAE and the provisions of the University policies and procedures.

### Student rights are as follows:

1. The right to fair and equal treatment by all members of the University community including faculty and staff.
2. The right to respect, dignity, and confidentiality of information in accordance with the University policies and procedures.

3. The right to due process that is fair and in accordance with University policies and procedures.
4. The right to report any perceived violations of the University policies and procedures via appropriate channels.
5. The right to a safe and conducive learning environment that offers adequate and appropriate resources.
6. The right to complete and accurate information about the University policies, procedures, and any other information via timely communication by the University's official communication channels including official email, print, website, portal announcements, the call center, and social media outlets.
7. The right to express their views and share their feedback about University operations, faculty members, and courses via appropriate channels as outlined in the University policies and procedures.
8. The right to participate in institutional decision making via appropriate channels as outlined in the University policies and procedures.
9. The right to complete and accurate information regarding classwork including but not limited to: a complete course outline, grading rubric, grade scale, and coursework descriptions clearly stipulating requirements.
10. The right to pursue extracurricular interests and personal and professional growth by forming and participating in University clubs, societies, and events.

**Student responsibilities are as follows:**

1. To abide by the University Honor Code, Code of Conduct, and the stipulations outlined by the University policies and procedures.
2. To uphold the University values and treat all members of the University community including faculty, staff, and peers with dignity and respect and in accordance with the UAE culture and values.
3. To obtain complete and accurate information about University policies and procedures and seeking the support of the relevant individuals and departments in a timely manner.
4. To provide complete and accurate information to the University such that it is able to communicate with the student in a timely manner including activating and using the University email as well as an accurate and valid phone number.

If an enrolled student perceives that any of the aforementioned rights have been violated by any student, faculty, or staff member on or off campus then he/she has the right to file a Grievance as per the Grievance Policy.

## Orientation

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

- Be introduced to AUE academic life.
- Gain information on the general academic policies and regulations.
- Socialize with peers.
- Meet the faculty members and administration staff of AUE.
- Discuss relevant issues as freshmen.
- Gain information on the University facilities and services.

- Go on campus tours and visit the departments.

With the assistance of the Students Life and Community Engagement Office, each college/department organize an orientation for their students to allow them to familiarize themselves with the college study plan, requirements, regulations and any other academic issues.

Students who fail to attend their Orientation Program will miss crucial information relevant to their journey at AUE, which provides updates concerning all campus-wide or program issues and changes each year. AUE introduced the Orientation Program under the name “University Life” in the “Study and Learning” course to ensure students who could not attend the Orientation Program could also benefit from it.

## Student Publications and Media

Students may contribute to the University publications or initiate/participate in student-run publications as part of extracurricular activities/clubs/societies. Any kind of participation in University publications or representing the University in outside publications is prohibited without the explicit written approval of the Office of Student Life and Community Engagement and/or the concerned faculty/staff member where applicable.

## Student Activities

The Student Life & Community Engagement Office is responsible for developing, overseeing, and coordinating all activities related to student life and development that are aligned with the Institutional mission; including but not limited to clubs, societies, events, trips, workshops and competitions that imbue the principles and practices conducive to sustainability. Students have the right to pursue extracurricular interests and personal and professional growth by forming and participating in University clubs, societies, and events. Faculty may also propose and/or supervise student clubs, societies, and events in collaboration with the Student Life & Community Engagement Office.

## Student Privacy and Records

The University maintains records for its students and graduates that includes the history and status of the entire educational journey. The University retains the students’ documents to use, analyze, and report information for decision making. Personal records comprise information such as emergency contacts, addresses, tracking of the educational performance reviews, disciplinary, qualifications, credentials, admission, mental and fitness medical information. Accrediting bodies and legal authorities require regular reports on student information, therefore maintaining accurate, up to date students’ files is a significant function to the University compliance with relevant authorities. This policy provides guidance and direction on the management of students’ records and information at the University to ensure these records are complete, accurate and safe.



### The Family Educational Rights and Privacy Act (FERPA)

The American University in the Emirates adopts FERPA in prohibiting the unauthorized release of confidential information about individual applicants, students, and alumni.

The University defines and maintains various student records and outlines the level of disclosure of the records and ensure their security and confidentiality including provision of secure fireproof storage and off-site electronic backup.

### University Officials

The University officials comprise University full-time, visiting, and part-time employees: faculty members; administrators; academic advisors, counselors, health staff, attorneys; clerical staff, board of trustees' members; members of University standing committees, ad hoc disciplinary, grievance committees (including students serving in these committees), and other parties to whom the University has outsourced institutional services or functions. The University Officials have a legitimate educational interest if he or she needs to review an education record in order to fulfill his or her professional responsibility.

### Student Directory Information

In line with FERPA exception that permits the University to non-consensually disclose personally identifiable information from a student's education records. AUE defines the Student Directory Information as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes:

Field	Description
Student ID	Internal ID issued by the AUE
Al Ethbara (File No.) For UAE Nationals Only	Ethbara is the file number of UAE national family book.
Emirates ID	All UAE nationals and residents have Emirates ID card, each individual with identifier number.
Passport Number	The passport number of the student
Family Book Number For UAE Nationals Only	Family book serial number as issued on the family book issued for UAE nationals.
Family Number For UAE Nationals Only	Family number as issued on the family book issued for UAE nationals.
City Number For UAE Nationals Only	City number as it appears on the family book, only for UAE nationals.
Student Name (English)	The full name of the student in English (as per the passport)



Student Name (Arabic)	The name of the student in Arabic (as per the passport for Arabs)
Student Email Address	The email address of the student
Student Mobile Number	The mobile number of the student

### **Definition, Collection and Maintenance of Student Records**

Student records defined as those documents submitted and related directory to a student and maintained by the University. The University Registrar, document controller and the admission and registration officers are in charge of updating the student's records and accessing the electronic and physical student's official documents.

### **Records of Admission Applicants**

Physical Records of the applicants who have applied to the University but were rejected or were accepted but have not been accepted the admission offer will be disposed by the end of the registration period for that particular semester. The electronic copies of records of those applicants will be kept for potential applications for a specific number of years articulated in the procedure of this policy. However, the institutional research shall use the admission applicants' information for analysis and reporting.

### **Financial Aid Supporting Information:**

The awarding of financial support in the form of partial grants and/or financial aid is a competitive process that necessitates that students present various forms of documentation to support their application for financial support. The information that students provide in this process along with all supporting documentation is private and protected by the designated personnel of the Office of Student Life and Community Engagement who are the sole authorized custodians of this information. Student's information and supporting documents in relation to financial support applications are shared solely with the members of the Financial Support Committee as per the AUE Committees Charter solely for the purpose of making the necessary decisions pertaining to the awarding of financial support and it is not shared internally or externally for any other purpose. These records are retained for a period of 5 years from the date of submission.

### **Student Conduct Records:**

All documents pertaining to student conduct is private and protected by the designated personnel of the Office of Student Life and Community Engagement who are the sole authorized custodians of these records. These documents are shared solely with the members of the Grievance Committee as per the University Committees Charter solely for the purpose of making the necessary decisions pertaining to the resolution of grievances and/or disciplinary measures as per University pertinent policies and Procedures. Additionally, in cases where the outcomes impact the student standing in the University as in the case of Probation, Suspension or Expulsion the designated personnel of the Office of Student Life and Community Engagement is authorized to share the relevant parts of a student's disciplinary records including but not limited to penalties and sanctions. These records can be shared externally only upon the formal written request on the part of the UAE's authorities including but not limited to the Police and Armed Forces. These records are retained for a total period of five years.

### **Counselling records of Mental and Fitness Medical Records**

The official mental and fitness medical records serve as a reference to the counselor to help exploring the psychological ability of the student and to diagnose his/her mental and medical condition. It also allows the counselor to understand deeply the case of the student to arrange an appropriate accommodation. Official medical documents and certifications are also very important to understand the pathology of the student, in order to determine the psychological consequences and identify exactly the type of mental condition to organize the required counseling sessions.

All students mental and fitness records are stored safely and confidentially in the Counseling and Disability Office. To ensure the student's privacy, the Director of Counseling and Disability Office is the only authorized person in the University who can access the mental and fitness medical official records of students, however, the counselor can describe the student mental and physical status to student's instructor without revealing any confidential information.

The office of Counseling and Disability may disclose the student's record to a third party (including Ministry of Education, External auditors, valid subpoena or a court order) only after getting a written authorization letter duly signed by the student, allowing the third party accessing their official records.

All the official mental and fitness medical records are kept five years after the student's graduation or drop from the University, unless the student submit a written request to the office of Counseling and Disability to discard his/her records immediately after graduating or leaving the University.

### **Student Coursework**

All student's coursework such as midterm exams, quizzes, assignments, projects, and final exams are maintained electronically in the associated college and department institutional effectiveness in course files, as articulated in the Course File Policy.

### **Students photographs in University publications**

The University may invite students to take part in photo sessions in order to use them in university publications such as brochures, flyers, websites and any other printed or electronic material. Students wishing to have their photos published in such materials will need to fill out a consent form to allow the University to use their photos unconditionally. In addition, graduate student photos for the yearbook will be included in the yearbook, which will be distributed to the public without the need for any prior consent from the students.

### **Student Records Storage, Disposal and Retention**

All Student Records are stored in fireproof cabinets and located in a storeroom with limited access under the Admission and Registration Department and under the supervision of the document controller who ensure access security. The student records are also stored electronically in the system on each student's profile. Student electronic records and data are protected in case of any disaster and failure of server system. The Information Technology Department is responsible for the backup of data held in datacenter systems and related database. The Information Technology Department keeps fully recoverable backups in the form of Data Tape on weekly basis schedule.

Student physical records are kept for five years after the date of graduation, withdrawal, or dismissal from the University; however, academic qualifications, transcripts and degrees are maintained electronically and accessible for a period of not less than fifty years.

### **Student Records Confidentiality and Security**

AUE student records and information are confidential and therefore only accessible to AUE authorized Personnel, they are not disclosed to any third party without the consent of the students in writing. Exception to governmental entities and accreditation bodies reviewing AUE programs.

## Information Release

The University safeguards students' rights to individual privacy and confidentiality of information and records in a way that serves the best interest of the students and the institution. AUE student records are defined as files, documents, and materials, electronic or in print, that include educational, personal, medical and any other information pertaining directly to a student. Access to these records is restricted to specific departments and personnel within the University.

Unless explicitly prohibited in writing the University can share the students' Directory Information (including Name, Date of birth, Nationality, Specialization, Enrollment Date, Graduation Date, Employment Status) to a third party as well as use it in its publications.

No information including but not limited to grades, attendance, financial history, disciplinary records, counseling reports, can be released to a third-party including parents, guardians, or any other individuals or entities without the explicit written consent of the student. However, should a student violate a Student Code of Conduct, the Manager of the Office of Student Life and Community Engagement may communicate with the parent or guardian without the student's written consent.

## Advising and Student Success

The Advising and Student Success Office is focused on enabling students to achieve their academic goals throughout their journey towards fulfilling their degree requirements. The goals of the Advising and Student Success Office are as follows:

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

The Office provides students support in two important areas:

- Advising services which focus on providing students with the support needed as they make fundamental decisions about their academic goals, course registration in line with their study plans, providing students with the information needed to better understand their academic standing, and developing strategies that enables students to confidently move towards their academic goals.
- Success support services which focuses on providing students at risk with the support needed in obtaining course-specific support in the form of peer mentorship. This process is particularly important given that it is built on a system in which students with a demonstrated record of academic excellence are given the opportunity to develop their own leadership/mentorship skills and gain practical experience as they assist their peers in subjects/skillsets in which they may be struggling. This student-centric learning process provides a unique learning experience for the students and enables them to more actively engage in the learning process whether as mentors or mentees.

The Office offers a variety of services including:

1. First Year Advising
2. Peer Advising
3. Mentoring Program
4. Academic Coaching
5. Workshops

### **First Year Advising**

The Advising and Students Success Office is mainly focused on first-year students to assist them through their academic journey and help them avoid typical first-year pitfalls including low academic performance.

### **Peer Advising**

Peer Advisors are academic achievers in their junior or senior year at AUE who use first-hand experience to advise fellow undergraduate students. They are available to meet virtually to recommend strategies for success in their specific college at AUE and answer questions from a student's perspective. Which is mainly helping the students to have a better perspective about their majors, courses, instructors, and their future career.

### **Mentoring Program**

The mentoring program is one of the most effective academic support services in the AUE which offer the students to have a mentor "Study Buddy" in any General, Core, Specialization courses offered in the AUE. In the student's study plan many courses can require a mentor because of the student's previous knowledge background didn't cover such topic before so it is always

important for the students to have the mentoring program in the top of their head as soon as they need an academic help in the course.

### **Workshops**

All academic unites in the university offer workshops to the students and to the faculty members too, but in the office of Advising and Students Success the workshops are mainly focusing on the student life and challenges faced by the students specially the “First Year Students”.

## English Language Program

The American University in the Emirates (AUE) provides students with the necessary English language support to ensure their academic, professional, and social success. It offers general English language courses for all levels, TOEFL and IELTS preparation classes, and one-on-one tutorials.

All students who join the English program must take an English placement test to be placed in the correct level.

In addition to providing English language support, the English program supports AUE students' continuous learning and development in academic and professional writing, speaking, and visual presentation through the **Writing Lab**.

The Writing Lab is a free of charge service provided by the AUE to enhance students' writing, research and speaking skills. It focus primarily on students' development, and aim to help the students discern areas for improvement, and to guide them into the next stage of growth.

### **The Writing Lab provides:**

1. **Individual Consultations** on oral, visual, and written projects: Students can book consultations with a consultant at the Lab. Appointments can be up to 50 minutes. Students can book up to two appointments per week. They can consult before they have started their projects (E.g. Brainstorm ideas, discuss the assignment implications), while working on the project, after the project is finished, or after they have received feedback on their project from their professor.
2. **Workshops** on various aspects of academic writing such as Paraphrasing, summarizing and Quoting in Academic Writing, Mechanics of Academic Writing and Cohesion in Academic Writing.
3. **Courses** that would last up to 6 weeks on Academic Writing and Speaking Skills such as Academic Writing Skills Support Course and Academic Speaking Support Course
4. **Writing Together Groups:** Daily 90-minute sessions are arranged to create student writers who connect, write together, and to motivate each other to make progress on their academic projects.
5. **Peer- Review Working Groups:** The purpose of these groups to build a community of student academic writers and to provide the students with the opportunity to receive feedback from their peers.

## General Education Requirements

General education component is a set of courses that all undergraduate students must complete as part of graduation requirements. General education is an aspect of the curriculum that intends to provide students with critical thinking skills and a broad understanding of the approaches to knowledge such as humanities or arts, social or behavioral science and natural science or mathematics. Participants also acquire a common core of understanding among students (such as in Islamic studies or other cultural studies), and a level of skills appropriate to higher education in mathematics, information literacy, and the application of technology and communications (oral and written).

### General Education Competencies:

1. Communication Literacy: Develop effective strategies of communication
2. Quantitative Literacy: Utilize mathematical and other quantitative information to formulate evidence-based conclusions
3. Information Literacy: Interpret information from various print and digital sources while developing research methodologies effectively and ethically
4. Scientific Literacy: Apply scientific methodology and paradigm to contemporary issues.
5. Critical Thinking: Demonstrate critical thinking in problem solving
6. Ethical Reasoning: Apply ethical reasoning when presented in a given context
7. Aesthetic and creative comprehension: Express personal reflection in creative works

Each academic program in colleges in AUE requires a minimum of 30 credit hours of General Education courses.

## Listing of Faculty Members College of Business Administration

NO.	NAME	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Abhilasha Singh	Ph.D. Psychology	Banaras Hindu University	India
2	Prof. Asma Salman	Ph.D. Finance & Economics	Harbin Institute of Technology	China
3	Prof. Assem Abd El-Fattah Hussein Tharwat	Ph.D. Operations Research	Charles University	Czech Republic
4	Prof. Munther Momany	Ph.D. in Commerce	University of Santo Tomas	Philippines
5	Dr. Nikolina Ljepava	Ph.D. in Marketing	University of Belgrade	Serbia

6	Dr. Azzam Hannon	Ph.D. in Accounting	The Arab Academy for Banking & Financial Sciences	Jordan
7	Prof. Salaheddin Abosedra	Ph.D. in Economics	University of Colorado	United States of America
8	Prof. Robert Karaszewski	Ph.D. in Economics and Management	Nicolaus Copernicus University	Poland
9	Dr. Abdulkarim Dahan	Ph.D. in Mineral Economics	The University of Arizona	United States of America
10	Dr. Ahmed Al-Omush	Ph.D. in Research	University of the West of England - UWE Bristol	United Kingdom
11	Dr. Alaa Mushtaha	Ph.D. in Business Administration	United Arab Emirates University	United Arab Emirates
12	Dr. Bassel Kassem	Ph.D. in Management Engineering	University of Milan - Politecnico di Milano	Italy
13	Dr. Edyta Skibinska	Ph.D. in Medicine	Medical University of Łódź	Poland
14	Dr. Ilija Stojanovic	Ph.D. in Science in Economics	University of Banja Luka	Bosnia and Herzegovina
15	Dr. Marko Begovic	Ph.D. in Sports Management	German Sport University Cologne	Germany
16	Dr. Mohammad Alsmairat	Ph.D. in Business Management	Girne American University	Cyprus
17	Dr. Mohammed Eldahamsheh	Ph.D. in Business Administration	Saint Mary's University of Minnesota	United States of America
18	Dr. Mona Hammad	Ph.D. in Insurance	Cairo University	Egypt
19	Dr. Nasser Easa	Ph.D. in Knowledge Management and Innovation in Banking Industry	University of Stirling	United Kingdom
20	Dr. Rabeb Ben Abdallah	Ph.D. in Management	Université Paris Est	France
21	Dr. Riad Al Chami	Ph.D. in Marketing	Jinan University	Lebanon
22	Dr. Samer Kobrossy	Ph.D. in Business Administration	Grenoble Ecole de Management	France
23	Dr. Sung IL Hong	Ph.D. in Sport Management	Florida State University	United States of America
24	Dr. Tamara Mohammad	Ph.D. in Human Resources Management	University of Gloucestershire	United Kingdom
25	Dr. Tatyana Gibbs	Ph.D. in Advanced and Legal Studies	University of London	United Kingdom
26	Dr. William Klubinski	Ph.D. in Finance	University of Essex	United Kingdom
27	Dr. Yasmine Essafi	Ph.D. in Science Management	Paris Dauphine University	France

## College of Media and Mass Communication

NO.	EDUCATIONAL			
	NAME	QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Mohammed Kirat	Ph.D. in Mass Communication	Indiana University	United States of America
2	Dr. Walaa Fouda	Ph.D. in Mass Communication	Cairo University	Egypt
3	Dr. Samia Ahmad Hashim	Ph.D. Mass Communication Journalism	University of Baghdad	Iraq



4	Dr. Sonja Brown	Ph.D. in Interpersonal Communication & Media Studies	University of Georgia	United States of America
5	Dr. Soad Matar	Ph.D. in Media Communication	University of Franche-Comté	France
6	Dr. Mario Rodriguez	Ph.D. in Communication & Culture	University of Pennsylvania	United States of America
7	Dr. Mona Abdelrahman	Ph.D. in Public relations	Cairo University	Egypt
8	Ms. Elizabeth Matar	University of North Texas	MFA in Radio, Television and Film	United States of America
9	Dr. Yahia Benlarbi	Ph.D. in Communication and Information Sciences	University of Oran 2 Mohamed Ben Ahmed	Algeria
10	Dr. Khaled Al-Kassimi	Ph.D. in Political Science	McMaster University	Canada
11	Dr. Federico Triolo	Ph.D. in Marketing	RMIT university	Australia

## College of Security and Global Studies

NO.	NAME	EDUCATIONA QUALIFIC ATION	UNIVERSITY	COUNTRY
1	Prof. Chahine Ghais	Ph.D. in Political Science	University of Missouri	United States of America
2	Prof. Dusko Tomic	Ph.D. in Political Sciences	University of Belgrade	Serbia
3	Dr. Eldar Saljic	Ph.D. in Security	University of Novi Pazar	Serbia
4	Dr. Mohamed-Badine El Yattoui	Ph.D. in Political Science	Lyon III University	France
5	Dr. David Meyer	Ph.D. in Political Science	Columbia University	United States of America
6	Dr. Kleanthis Kyriakidis	Ph.D. in International Relations/ Public Administration	University of the Aegean	Greece
7	Dr. Nahla Hamdan	Ph.D. in Political Science	Wayne State University	United States of America
8	Dr. Gerasimos Rodotheatos	Ph.D. in Law of the Sea	Panteion University of Social and Political Sciences	Greece
9	Dr. Shishir Upadhyaya	Ph.D. in International Relations and Security Studies	University of Wollongong	Australia
10	Dr. Renny Castaneda	Ph.D. in Economics and Political Science	University of Hamburg	Germany
11	Dr. Nahla Hamdan	Ph.D. in Political Science	Wayne State University	United States of America

## College of Computer Information Technology

NO.	NAME	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Firas Alkhalidi	Ph.D. in Business Information System	University of Huddersfield	United Kingdom
2	Dr. Abedallah Abualkishik	Ph.D. in Software Engineering	University Putra Malaysia	Malaysia
3	Dr. Rasha Almajed	Ph.D. in Information Technology	Towson University	United States of America
4	Dr. Nahia Mourad	Ph.D. in Applied Mathematics	Université Paris Est	France
5	Dr. Amer Ibrahim	Ph.D. in Computer Science	University of Granada	Spain
6	Dr. Mohammad Al Nasar	Ph.D. in Doctor of Philosophy - Information Science	Universiti Kebangsaan Malaysia	Malaysia
7	Dr. Rami Alshwaiyat	Ph.D. in Computer Science	Universiti Kebangsaan Malaysia	Malaysia
8	Dr. Ibrahim Abualsondos	Ph.D. in MIS Knowledge Management	Universiti Utara Malaysia	Malaysia
9	Dr. Waseem Alhasan	Ph.D. in Computer Engineering	Cairo University	Egypt

## College of Law

NO.	NAME	EDUCATIONAL QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Tarek Abdelsalam Mohamed	Ph.D. in Law	Helwan University	Egypt
2	Prof. Amer Al-Fakhoury	Ph.D. in International Public Law	University of Reims	France
3	Prof. Rabih Chendeb	Ph.D. in Law	University Paris II	France
4	Prof. Inas Alkhalidi	Ph.D. in Arbitration in electronic commerce disputes	el menoufia	Egypt
5	Dr. Khalid Alshoha	Ph.D. in Private Law	Amman Arab University	Jordan
6	Dr. Ehab Alrousan	Ph.D. in Private Law	University of Tunis El Manar	Tunisia
7	Dr. Mahir Albana	Ph.D. in Public and Private International Law	University of Nice Sophia-Antipolis	France
8	Dr. Jehad Qwaider	Ph.D. in Private Law	Amman Arab University For Graduate Studies	Jordan
9	Dr. Naser Al-Shrman	Ph.D. in Commercial Law	Cairo University	Egypt

10	Dr. Hatem Adileh	Ph.D. in Economics & Public Finance	Zagazig University	Egypt
11	Dr. Abdelawal Bassiouny	Ph.D. in Comparative Islamic Jurisprudence	Al Azhar University	Egypt
12	Dr. Ayman Al-Hawawsheh	Ph.D. in Criminal Law	Institute of Arab Research & Studies	Egypt
13	Dr. Mohammed Al-Awjar	Ph.D. in Private Law	University of Mosul	Iraq
14	Dr. Ahmed Eldabousi	Ph.D. in Law	Mansoura university	Egypt
15	Dr. Luma Aldhaheer	Ph.D. in Constitutional Law	Lebanese University	Lebanon
16	Dr. Qusay Alfalahi	Ph.D. in Private Law	Baghdad University	Iraq
17	Dr. Dorsaf Ayadi	Ph.D. in Private Law	University of Tunis El Manar	Tunisia
18	Dr. Raed Faqir	Ph.D. in Law	University of Delhi	India
19	Dr. Farouq Al-Shibli	Ph.D. in Law	The University of Manchester	United Kingdom

## College of Design

NO.	NAME	EDUCATIONAL		
		QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Taha Duri	Ph.D. in Architecture	University of Pennsylvania	United States of America
2	Dr. Toufic Haidamous	Ph.D. in Design Sciences	Instituto Universitario Academico di Venezia	Italy
3	Mr. Wameedh Jameel	MFA in Painting & Drawing	Baghdad University	Iraq
4	Mr. Rahul Malpure	Masters in Computer Art	Savannah College of Art & Design	United States of America
5	Mrs. Shlagha Agarwal	Masters in Textile & Clothing	University of Delhi	India
6	Dr. Arafat Al Naim	Ph.D. in Art History and Fine Arts	National Academy of Arts	Bulgaria
7	Dr. Luca Donner	Ph.D. in Architecture,	Lusiada University of Lisbon	Portugal
8	Mr. Gaurav Jain	Masters in Architectural Lighting Design	Hochschule wismar University of Technology, Business & Design	Germany
9	Ms. Jill Alexandria	MFA in Painting	Cranbrook Academy of art	United States of America

10	Mr. Neven Mihic	Masters in Costume Design	University of Zagreb	Croatia
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## College of Education

EDUCATIONAL				
NO.	NAME	QUALIFICATION	UNIVERSITY	COUNTRY
1	Prof. Mohammed Aboelenein	Ph.D. in Doctor of Philosophy	University of Wisconsin–Madison	United States of America
2	Dr. Nahla Moussa	Ph.D. in Education	Auburn University	United States of America
3	Dr. Areej Ahmed	Ph.D. in Doctor of Philosophy	Ohio University	United States of America
4	Dr. Nesslerin Shaya	Ph.D. in Education	The British University in Dubai	United Arab Emirates
5	Dr. Dalal Bin Hamdan	Ph.D. in Sociology	South Dakota State University	United States of America
6	Dr. Sabina Akhter	Ph.D. in Plant Breeding & Genetics	Sher-e-Kashmir University of Agricultural Sciences & Technology	India
7	Mr. Sobhi Khalid	Masters in Diplomacy	American University in the Emirates	UAE
8	Ms. Hala Albukhari	Masters in Cross Cultural Studies of Children, Child development and Youth	Brunel University	United Kingdom
9	Ms. Hebatalla Elbahwashy	Masters in TESOL	American University in Sharjah	United Arab Emirates
10	Mr. Michael Doyle	Masters in Literature	National University of Ireland	Ireland
11	Ms. Karoleen Molaeb	Masters in International Affairs	Lebanese American University	Lebanon
12	Mr. Tariq Saali	Masters in Mathematics & Computer Science	University Saint-Boniface	Canada
13	Mrs. Amani Yassine	Lebanese University, Lebanese University	Masters in Laser: Medical and Industrial Applications, Masters in Fundamental Physics	Lebanon, Lebanon
14	Mr. Jehad Mousa	Islamic University of Madinah	Masters in Islamic Propagation and Culture	Kingdom of Saudi Arabia
15	Mr. Umer Sarhan	World Islamic Sciences & Education University	Masters in Literary and Critical Studies	Jordan

16	Dr. Wael Ali	Ph.D. in Psychology Science	Al-Mustansiriya University	Iraq
17	Ms. Loyal Hmaid	Masters in Arts and Sciences	American University of Beirut	Lebanon

## Listing of Senior Administrators

### Top Management

- Prof. Muthanna AbdulRazzaq – President
- Prof. William Cornwell – Provost
- Prof. Abhilasha Singh – Vice President for Academic Affairs
- Prof. Assem Abd El-Fattah Hussein Tharwat – Vice President for Research
- Ms. Haneen Anbar – Vice President for Administrative and Financial Affairs
- Dr. Corlise le Roux – Associate Vice President for Administrative and Financial Affairs
- Ms. Nisrine Rannak – Vice President for Enrollment Management and Student Services

### College Deans

- Prof. Asma Salman – Dean for the College of Business Administration
- Prof. Assem Tharwat – Interim Dean for the College of Computer Information Technology
- Prof. Chahine Ghais - Dean for the College of Security and Global Studies
- Prof. Prof. Mohammed Aboelenein – Dean for the College of Education
- Prof. Taha Duri – Dean for the College of Design
- Prof. Tarek Abdelsalam Mohamed - Dean for the College of Law
- Prof. Mohammed Kirat – Dean for the College of Media and Mass Communication

## Listing of Governing Board and their Affiliations

Governing Board Member	Board Position	Affiliation
<b>Major General Dr. Ahmed Nasser Al Raisi</b>	Chair of the Board of Trustees	General Inspector of the Ministry of Interior, UAE
<b>H.E Mirza Al-Sayegh</b>	Deputy Chair of the Board of Trustees	Director, Office of H.H. Sheikh Hamdan Bin Rashid Al Maktoum; Chairman, Al Maktoum College, UAE
<b>Mr. Khalaf Al Qubaisi</b>	Board Member <i>Ex Officio</i>	Chairman, Specialized Investment Group (SIG), UAE
<b>Professor Muthanna G. Abdul Razzaq</b>	Board Member <i>Ex Officio</i>	President of American University in the Emirates, UAE
<b>Professor Jean Keller</b>	Board Member	Professor, University of North Texas, Department of Kinesiology and Public Health, USA
<b>Professor Suzanne Trager Ortega</b>	Board Member	President of the Council of Graduate Schools, USA
<b>Professor Matthew D. Shank</b>	Board Member	President, Marymount University, USA
<b>Mr. Abdullatif Al Mulla</b>	Board Member	Group Chief Executive Officer, RMB, UAE
<b>Mr. Frank Islam</b>	Board Member	Chairman/ CEO, FI Investment Group (FIIG), USA
<b>H.E. Major General Abdullah Al Hashmi</b>	Board Member	Assistant Undersecretary for Support Services, UAE

<b>Mr. Khalid Al Shamsi</b>	Board Member	Managing Director and Chief Investment Officer of Dubai Group
<b>Mr. Khalid Al Halyan</b>	Board Member	Chief Audit Executive at Dubai Aviation City Corporation (DACC)
<b>Dr. Amin Al Amiri</b>	Board Member	Asst. Undersecretary of Public Health Policy & Licensing Sector – Ministry of Health and Prevention - UAE

## College of Business Administration (COBA) Programs

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

## Program Goals

- 1- Provide quality and accredited undergraduate business degree programs in the areas of business studies and practices.
- 2- Offer preferred and career oriented undergraduate business curriculum with specialized coursework and practical application to meet national and international job market demand
- 3- Prepare students to become professionals in their chosen fields with the skills needed to meet the demands of a dynamic business environment regionally and internationally.
- 4- Develop critical thinking and reasoning skills to evaluate information, solve problems, and make sound decisions.

## Bachelor of Business Administration Program Learning Outcomes Mapping with QF Emirates Level 7

PLO Number	PLO Text	7A1	7A2	7A3	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7S1	7S2	7S3
1	Acquire knowledge about the fundamental concepts, principles and theories in the specialization				✓	✓								
2	Develop interpersonal and leadership skills relevant to their career paths				✓	✓	✓	✓						
3	Analyze and interpret specialized											✓	✓	



	data and information to make rational business decisions													
4	Apply innovative and advanced approaches to evaluate national and international business environment	✓	✓	✓			✓	✓	✓		✓	✓	✓	✓
5	Demonstrate practical skills of various business disciplines	✓	✓				✓		✓		✓	✓		

## Bachelor of Business Administration Program

### Program Structure

REQUIREMENTS	TYPE	BA- BUSINESS ADMINISTRATION	
		NO. OF COURSES	CR. HRS.
<b>General Education</b>	Compulsory	11	33
<b>Core</b>	Compulsory	18	51
<b>Specializations (*)</b>	Compulsory	11	33
<b>Free Elective</b>	Elective	3	9
<b>Total</b>		<b>43</b>	<b>126</b>
(*) 12 specialization courses (36CH) required for Logistics and Supply Chain Management with total credit hours of 129 CH			

## Degree Requirements

### Study Plan

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Business Administration must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	MAT 90	Mathematics Preparatory	0	Passing the Placement Test
3	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

#### General Education Courses

Total 11 Courses - 33 Credit Hours

#### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

#### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

#### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	-
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
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1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208	UAE and GCC Society	3	-

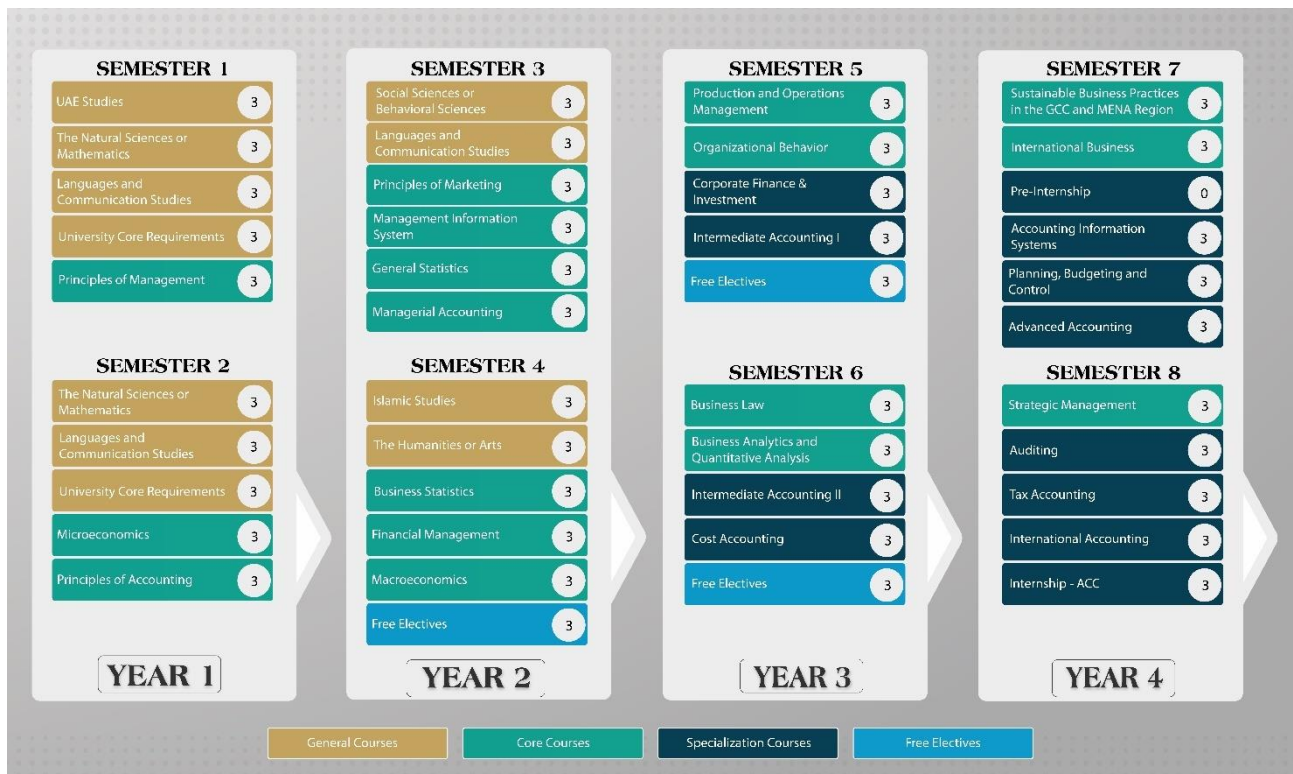
### Core Requirements/Business Compulsory courses (18 courses/51 CH)

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	MGT 100	Principles of Management	-	3
2	ACC 100	Principles of Accounting	-	3
3	ACC 105	Managerial Accounting	ACC 100	3
4	ECO 100	Microeconomics	-	3
5	MGT 200	Management Information System	MGT 100	3
6	ASC 205	General Statistics	MAT 100	3
7	MGT 202	Business Statistics	ASC 205	3
8	MKT 200	Principles of Marketing	ECO 100	3
9	FIN 200	Financial Management	ACC 100,MGT 100	3
10	ECO 200	Macroeconomics	ECO 100	3
11	MGT 205	Organizational Behavior	ASC 200,MGT 100	3
12	MGT 300	Production and Operations Management	MGT 100,MGT 202	3
13	MGT 301	Business Law	MGT 100	3
14	MGT 303	Business analytics and quantitative analysis	MGT 202	3
15	MGT302	Sustainable Business Practices in the GCC and MENA Region	ASC208, MGT100	3
16	MGT 405	Strategic Management	Completion of 105CH	3
17	MGT 400	International Business	MGT 300	3
18	INTERN 101	Pre-Internship	-	0

### Compulsory courses – Accounting Specialization (11 courses/33 CH)

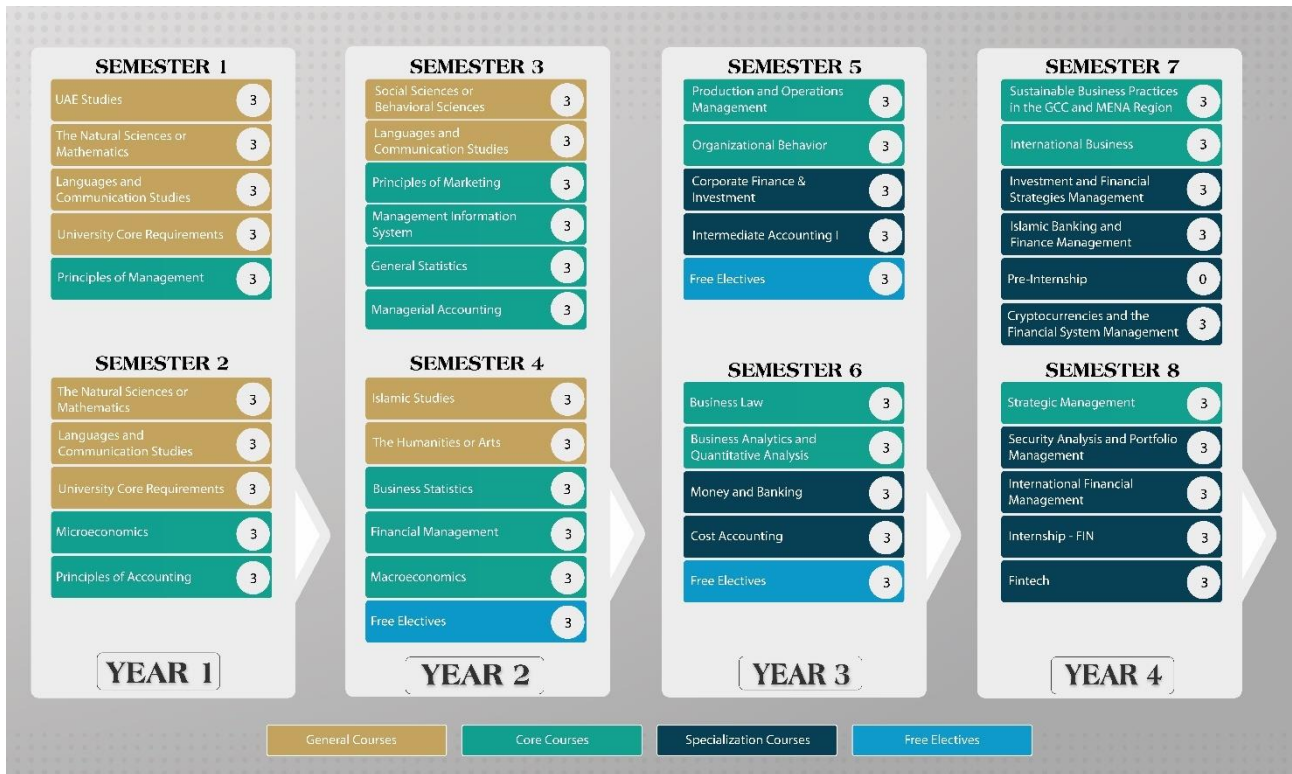
NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	ACC 200	Intermediate Accounting I	ACC 100	3
2	ACC 205	Intermediate Accounting II	ACC 200	3
3	ACC 300	Cost Accounting	ACC 200	3
4	FIN 300	Corporate Finance and Investment	FIN 200	3
5	ACC 301	Accounting Information System	ACC 205,MGT 200	3

6	ACC 306	Planning, Budgeting and Control	ACC 105, ACC 200	3
7	ACC 400	Auditing	ACC 205	3
8	ACC 401	Advanced Accounting	ACC 205	3
9	ACC 403	Tax Accounting	ACC 205	3
10	ACC 405	International Accounting	ACC 401	3
11	ACC 411	Internship- Accounting	Intern 101	3



### Compulsory courses – Finance Specialization (11 courses/33 CH)

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	ACC 200	Intermediate Accounting I	ACC 100	3
2	ACC 300	Cost Accounting	ACC 200	3
3	FIN 301	Money and Banking	FIN 200	3
4	FIN 302	Islamic Banking and Finance	FIN 301	3
5	FIN 300	Corporate Finance and Investment	FIN 200	3
6	FIN 403	Cryptocurrencies and the Financial System	FIN 300	3
7	FIN 405	Fintech	MGT 200, FIN 403	3
8	FIN 401	Investment and Financial Strategies	FIN 300	3
9	FIN 402	Security Analysis and Portfolio Management	FIN 401	3
10	FIN 404	International Financial Management	FIN 401	3
11	FIN 411	Internship- Finance	Intern 101	3



*Compulsory courses – Business Management Specialization (11 courses/33 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	MGT 304	Small Business Management	ACC 100, MKT 200, FIN 200	3
2	MGT 305	Negotiation Skills	MGT 100	3
3	MGT 306	Managing in the Service Environment	MGT 205	3
4	HRM 300	Human Resource Management	MGT 205	3
5	MGT 402	Project Management	MGT 309	3
6	MGT 403	Entrepreneurship Management	ECO 200, MGT 205	3
7	MGT 404	Organization Theory and Design	MGT 300, MGT 400	3
8	MGT 406	Total Quality Management	MGT 205, MGT 309	3
9	MGT 408	Leadership and Organizational Creativity	MGT 403, MGT 200, ECO 200	3
10	MGT 410	Computer Applications in Management	MGT 200, MGT 403, ECO 200	3
11	MGT 411	Internship MGT	Intern 101	3

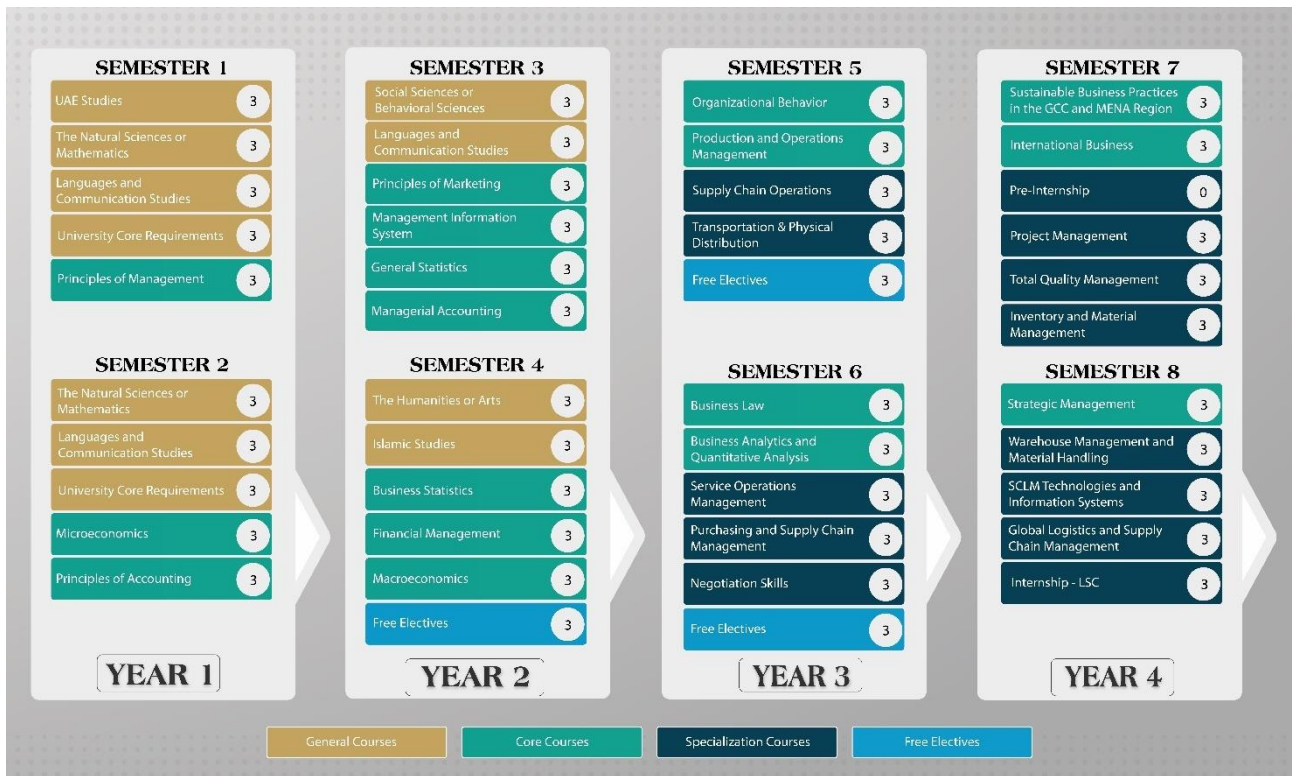


*Compulsory courses – Logistics and Supply Chain Management Specialization (12 courses/36 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	LSC 200	Supply Chain Operations	MGT 100	3
2	LSC 300	Transportation and Physical Distribution	MGT 200	3
3	MGT 305	Negotiation Skills	MGT 100	3
4	LSC 302	Service Operations Management	MGT 300	3
5	LSC 305	Purchasing and Supply Chain Management	MGT 300	3
6	LSC 400	Inventory and Materials Management	LSC 305, LSC 200	3
7	MGT 402	Project Management	MGT 309	3
8	LSC 403	SCLM Technologies and Information Systems	MGT 200, LSC 300	3
9	MGT 406	Total Quality Management	MGT 205, MGT 309	3
10	LSC 402	Warehouse Management and Material Handling	LSC 400	3



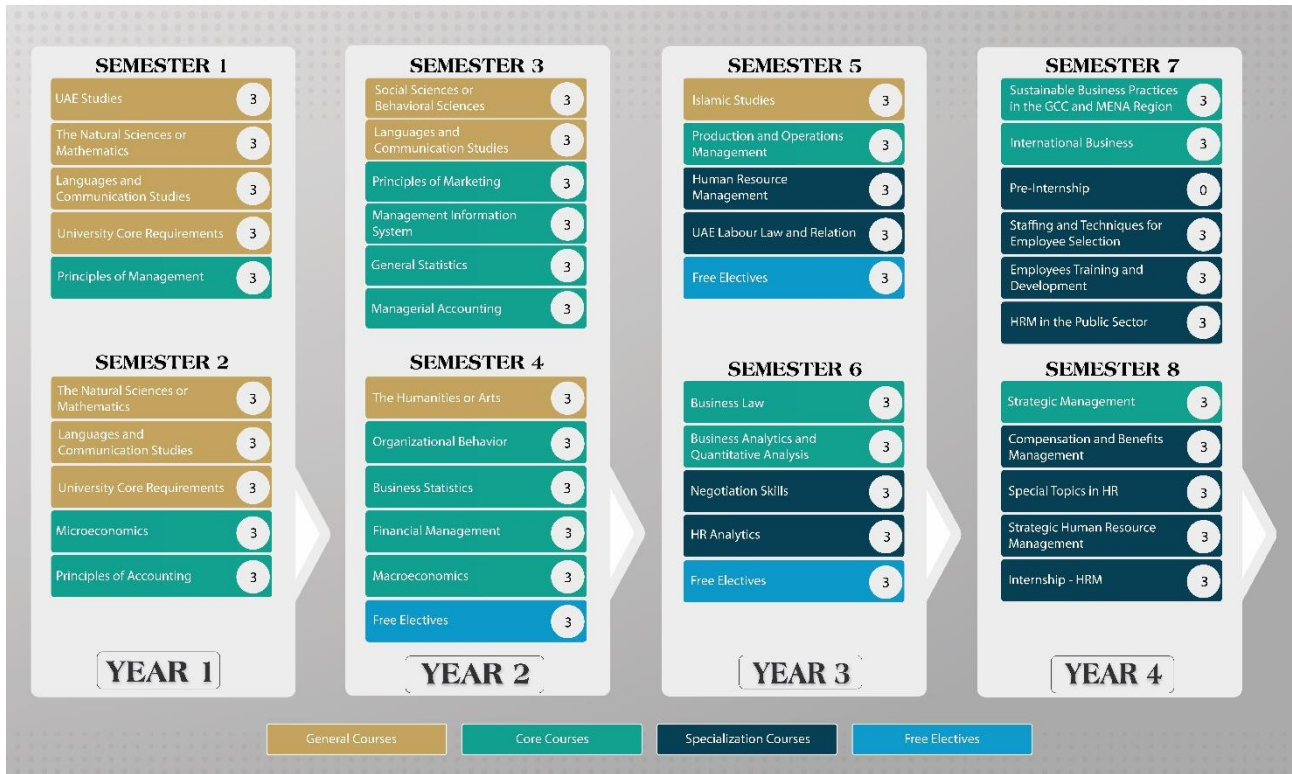
11	LSC 405	Global Logistics and Supply Chain Management	LSC 300, LSC 400	3
12	LSC 409	Internship LSC	Intern 101	3



*Compulsory courses – Human Resource Management Specialization (11 courses/33 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	HRM 205	UAE Labor Law and Relations	MGT 100	3
2	HRM 300	Human Resource Management	MGT 205	3
3	MGT 305	Negotiation Skills	MGT 100	3
4	HRM 303	HR Analytics	MGT 200	3
5	HRM 304	HRM in the Public Sector	HRM 300	3
6	HRM 400	Staffing and Techniques for Employee Selection	HRM 300	3
7	HRM 401	Employees Training and Development	HRM 300	3
8	HRM 402	Compensation and Benefits Management	HRM 400	3
9	HRM 405	Strategic Human Resource Management	HRM 400	3

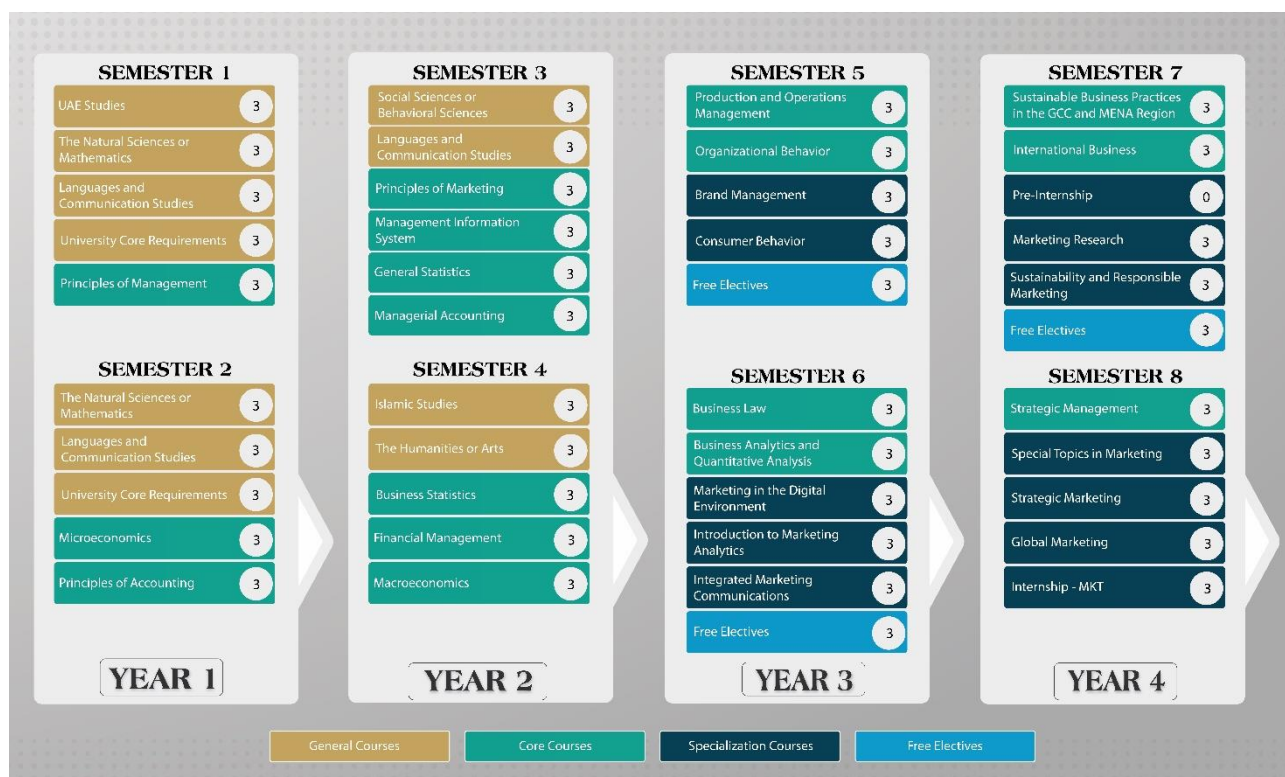
10	HRM 404	Special Topics in HR	HRM 400	3
11	HRM 411	Internship HRM	Intern 101	3



*Compulsory courses – E-Commerce and Marketing Specialization (11 courses/33 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	MKT 202	Consumer Behavior	ASC 200, MKT 200	3
2	MKT 203	Brand Management	MKT 200	3
3	MKT 302	Marketing in Digital Environment	MKT 202	3
4	MKT 305	Integrated Marketing Communication	MKT 202	3
5	MKT 304	Introduction to Marketing Analytics	MGT 200, MKT 203	3
6	MKT 406	Sustainability and Responsible Marketing	MKT 305	3
7	MKT 401	Marketing Research	MGT 202, MKT 304	3
8	MKT 407	Global Marketing	MKT 305, MKT 202	3

9	MKT 405	Strategic Marketing	MKT 203, MKT 304, MKT 305, MKT 401	3
10	MKT 404	Special Topics in Marketing	MKT 305	3
11	MKT 411	Internship MKT	Intern 101	3



Compulsory courses – Hospital and Healthcare Management Specialization (11 courses/33 CH)

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	HHM 200	Introduction to Health Care Industry	MGT 100	3
2	HHM 305	Healthcare Management	HHM 200	3
3	HHM 300	Healthcare Law and Regulatory	HHM 200, MGT 301	3
4	HHM 302	Economics of Hospital and Healthcare Sector	HHM 300, ECO 200	3
5	HHM 304	Ethics and Fraud in Healthcare	HHM 200	3
6	MGT 306	Managing in the Service Environment	MGT 205	3
7	HHM 403	Healthcare Analytics	MGT200, HHM 200	3
8	HHM 401	Clinic Services Management	HHM 300	3

9	HHM 402	Hospital Support Services Management	HHM 300, HHM 305	3
10	HHM 404	Hospital Strategic Management	HHM 305	3
11	HHM 409	Internship HHM	Intern 101	3

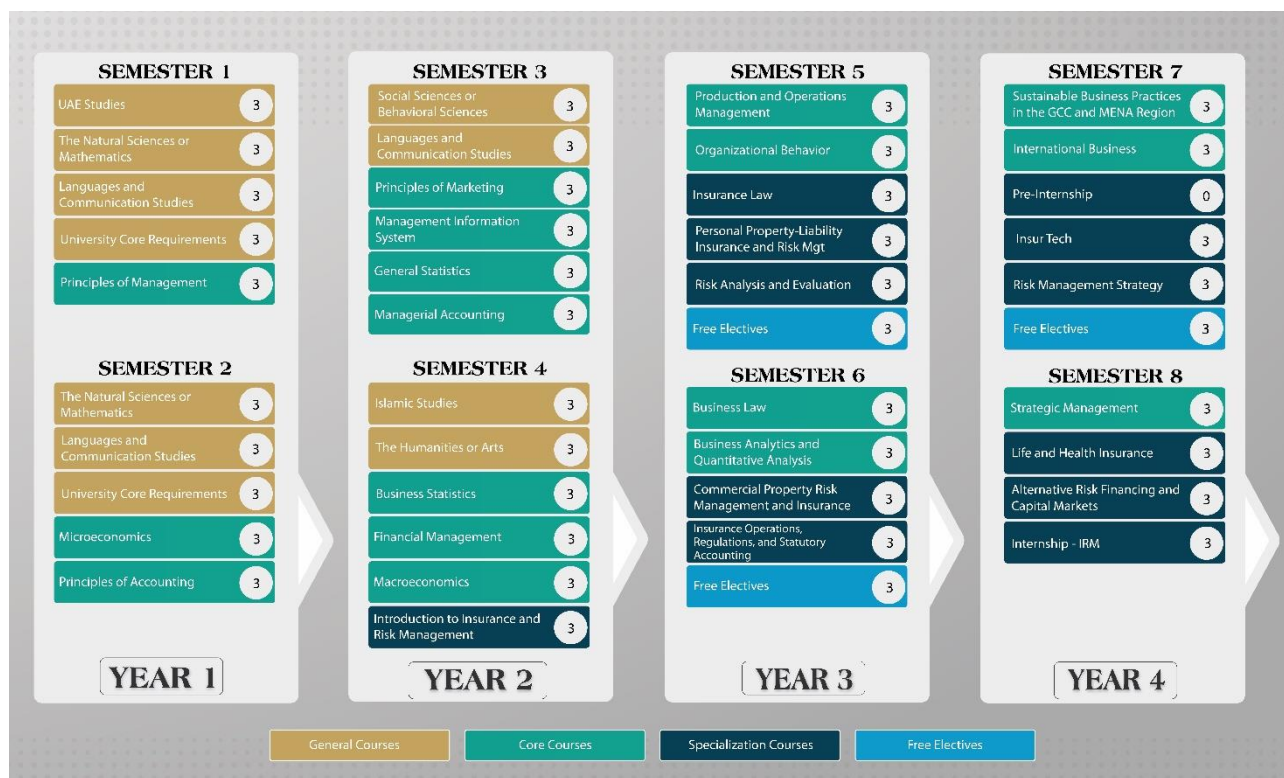


*Compulsory courses – Insurance and Risk Management Specialization (11 courses/30 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	IRM 200	Introduction to Insurance and Risk Management	MGT 100	3
2	IRM 300	Insurance Law	IRM 200, MGT 100	3
3	IRM 305	Risk Analysis and Evaluation	ACC 100, IRM 200, MGT 100, MGT 202	3
4	IRM 302	Life and Health Insurance	FIN 200, IRM 200, MGT 100	3
5	IRM 304	Personal Property-Liability Insurance and Risk Management	FIN 200, IRM 200, MGT 100	3
6	IRM 400	Insurance Operations, Regulations, and Statutory Accounting	IRM 200, IRM 304, MGT 100	3



7	IRM 401	Commercial Property Risk Management and Insurance	ACC 100, FIN 200, IRM 200, IRM 304, MGT 100	3
8	IRM 404	Alternative Risk Financing and Capital Markets	FIN 200, IRM 200, IRM 305, MGT 100	3
9	IRM 405	Risk Management Strategy	IRM 200, IRM 305, MGT 100, MGT 202	3
10	IRM 406	InsurTech	IRM 200, IRM 304	3
11	IRM 411	Internship- IRM	Intern 101	3



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

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

## Course Description

*General Education Courses:*

### University Core Requirements

**ASC 101 University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in

innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises;

and demonstrate critical thinking and individual insight with a personal mastery portfolio.

## Languages and Communication Studies

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

*ASC 207 Introduction to Research (3CH):* The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

*ARLAA 100 Communication Skills in Arabic (3CH):* This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides

basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

## The Natural Sciences or Mathematics

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

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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is

a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society



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

### Core Courses:

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

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

**ACC 105 Managerial Accounting (3CH):** This is an introductory level course and introduces the concepts of management accounting. It involves accounting as a tool for planning and managing; students are acquainted with techniques and understand how relevant accounting information is used for effective operational planning and decision-making.

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

**MGT 200 Management Information Systems (3CH):** The course is aimed to provide both theoretical explanations and practical understanding of the utilization of information system in managerial decision making. Further it is aimed to discuss procedure for planning of the information system, as well its proper organization and application in technological advancements. The course is mainly of a managerial outlook, aimed for better utilization of the latest information technology for managerial planning, organizing, implementation and decision making at all levels of managerial activities.

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

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

**MKT 200 Principles of Marketing (3CH):** This course familiarizes the students with the scope, terminology, topics, and procedures of marketing in a modern company. It introduces the principles of marketing with providing a comprehensive overview of the marketing process from marketing research and analysis up to capturing customer value. Marketing channels, developing marketing strategies, consumer behavior, societal marketing, and new product planning are also discussed.

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

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

**MGT 205 Organizational Behavior (3CH):** Organizational behavior studies the influence of individuals, groups, and work culture on behavior within organizations; its chief goal is to improve an organization's effectiveness. This course introduces students to the core concepts of organizational behavior including attitudes, emotions, and moods; communication; conflict and negotiation; diversity; group behavior and work teams; individual decision making; leadership and power; motivation; organization culture and structure; organizational change; and personality and values.

**MGT 300 Production and Operations Management (3CH):** The course aims to interpret the basic theories and the practices in production and operations management. The course equips the students with the necessary skills, and utilization of tools and techniques for effective and efficient management of operations. It further provides skills to the students for better decision-making and problem solving in any industrial scenario.

**MGT 301 Business Law (3CH):** This course familiarizes students with the concept of the rule of law as a

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

*MGT 303 Business analytics and quantitative analysis (3CH):* This course introduces the core quantitative methods that are prerequisites for adequate business analytics and decision-making in business. It focuses on all three business analytics models, including descriptive, predictive, and prescriptive models. The knowledge taken from this course equips students with tools for assessing various business problems and making decisions based on quantitative business analytics. The overall objective of this course is to provide students with a sound conceptual understanding of management science models and their role in solving business problems.

*MGT 302 Sustainable Business Practices in the GCC and MENA Region (3CH):* The course aims to interpret the basic theories and the practices of sustainability in business. It equips the students with insight into how new technologies can be used to solve sustainability issues. The course further creates solutions for effective and efficient management of operations by providing an understanding of how to navigate the tensions between pursuing sustainability initiatives and optimizing business performance.

*MGT 405 Strategic Management (3CH):* This course captures the complexity of current business environment and offers contemporary concepts and skills which enables the students to design cutting-edge strategy through skills building exercises. Furthermore, it benefits attendees to gain necessary knowledge to manage consistent higher organizational performance by reading, analyzing and designing suitable working environment. Different models and tools in the course are practically applicable to find out strengths, weakness of the organizations, this analysis finally helps students to design the effective strategies and strategic plan for the business.

*MGT 400 International Business (3CH):* The course in International Business provides emphasis to the global business scenario, analyze interrelation between governments and business across borders. Further it studies the economic dynamics between countries/regions. The course provides a detailed insight into the international monetary system, international trade and foreign direct investment. The basic objective of the course is to provide an understanding of the global economy to gain the best understanding of the subject with the major issues related to the business environment. This course is generally "macro" in its composition, which is developed to provide intellectual focus with emphasis on

the impact and overriding theories best describing the International Business scenario.

### *Business Management Specialization Courses:*

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

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

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

*HRM 300 Human Resource Management (3CH):* This is an introductory course for HRM specialization that will help

students to acquaint with the roles and the functions of the HRM. Students will analyze different HR trends and challenges from both an employee's point of view and an employer's point of view. This course challenges the students to recognize, understand, and apply HRM concepts and functions. Further, it helps students to enhance their HR skills through use of case studies, in-class assignments, projects discussions, and develop the necessary analytical and critical thinking required to understand problems that HR managers face and to handle them responsibly.

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

*MGT 404 Organizational Theory and Design (3CH):* Organization Theory and Design marks students journey into understanding the mechanisms of organization business processes and the fundamentals of building organizational capabilities. The course enables students to explore the essentials of organization structure and design, its impact on an organization's internal and external capabilities, organizational culture, power and politics, and the ways in which these are utilized for effective change management and strategic planning. Students are also exposed to the multilayered relationship between these elements and an organization's ability to navigate the challenges of operating regionally and in a global context.

*MGT 403 Entrepreneurship Management (3CH):* This course marks students' entry into the world of entrepreneurship. As they navigate the course, students will explore the ways in which entrepreneurship has evolved as a discipline, the fundamentals of opportunity recognition and creation, and the tools with which to turn opportunities into new ventures. The course enables students to innovate and pursue entrepreneurial opportunities from the idea development stage, formulating the business plan, and operationalizing a venture from a multilayered perspective including finance, marketing, and management decisions with an emphasis on navigating a venture regionally and in a globalized context.

*MGT 406 Total Quality Management (3CH):* The course is aimed to provide a wider and much better knowledge of business excellence based on continues improvement philosophy. The course further invites attention of the students in better understanding the importance of quality concerns and best practices to be followed in both service and manufacturing sectors. The course provides a better understanding of the importance of customers needs and expectations. The course provides a better understanding of the quality measurement standards, methods tools and techniques to the students.

*MGT 408 Leadership and Organizational Creativity (3CH):* This course examines the importance of leadership and creativity in organizations and explains the role of leadership in time of change. The course objective is to provide balance of theory and practice as it combines traditional theory with cutting-edge leadership topics. Students will examine emerging issues, such as enhancement of emotional intelligence and leadership of virtual teams and they will connect those issues with events including ethical scandals, leader successes and mistakes, social turmoil, etc. The course will also help in challenging students to think critically and to make decisions by considering the courses and nature of change, cultural and political context for change and how to lead change. Students will be put into leadership role, engaged in applying the concepts and handling leadership function. Topics covered include empowerment and motivation of employees, team development, shaping culture and values in an organization and designing creative working environment.

*MGT 410 Computer Applications in Management (3CH):* Computer applications in management is a course with the blend of theoretical and applied aspects. The course is developed with the emphasis to provide adequate exposure to the students in the computer applications in diversified areas of management functions. The course emphasizes on the various management processes to guide and assist managers, executives and other professionals to succeed in the tech-driven business world. The course equips the students with the necessary skills required to function effectively utilizing modern technologies.

*MGT 411 Internship-MGT (3CH):* An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical business management activities and within the framework of business management.

### *Accounting Specialization Courses:*

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



(Principles of Accounting) and incorporates the examination of current real-world issues in financial reporting and analysis.

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

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

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

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

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

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

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

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

*ACC 403 Tax Accounting (3CH):* It is necessary for accounting students to understand tax concepts and tax issues. This course is intended to determine the difference between financial and tax accounting, introduce students to taxes, objectives, characteristics and its importance to economic developments in different countries and in UAE as well. Additionally, the course provides an understanding of tax filing status, deductions, and taxable income computation. It also provides the students with the knowledge and skills needed to apply Value Added Tax (VAT) in practice, rules, and computations in different countries and UAE.

Moreover, this course will equip the students with principles & standards used for taxation systems. Upon completing this course, students are expected to use to tax issues treatments that is crucial for their career skills. Furthermore, covering in-depth both individual taxation and business taxation, is expected to enhance students with knowledge, and provides them with a strong foundation. Finally, the contents of this course are designed to provide students with technical and practical details needed in their work field.

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

*ACC 411 Internship-Accounting (3CH):* An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical

side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical accounting analytical activities and within the framework of Accounting.

### *Finance Specialization Courses:*

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

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

*FIN 301 Money and Banking (3CH):* The aims of the course are to introduce the students to the main role of the central banks, banking sector and the main monetary policies. In addition, the course enables them to learn about the major financial markets and their regulations. On the other hand, the course targets toward teaching the students about the current monetary practices linking them to the field of banking industry. Money is the blood stream of any economy; this course introduces the students into the basic concepts of banking and how changes in the money supply can affect any economy. It covers topics including barter, the evolution of money, the gold system, trade, investments and currencies. The accounting treatment of the financial banking products is also discussed to acquaint students with the technical knowledge of banking and reserve systems. Monetary policy

*FIN 302 Islamic Banking and Finance (3CH):* The course enriches the knowledge of finance students about the difference between the conventional and Islamic banking

financial system. The goal of the course is to equip students with the knowledge of banking activities that are consistent with the Shariah principles and its application as well as developing moral and ethical financial values for implementation.

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

*FIN 405 Fintech (3CH):* The world has changed the way we use the financial products and services. Financial technology or FinTech has created a ripple effect in the economy, thus generating both opportunities and threats in the traditional economy while transitioning its way to the future. Banks, Insurers, Financial institutions and start-ups all have become avid users of financial technology, popularly known as fintech. Students will gain understanding of how the fintech ecosystem is gaining a worldwide acceptance due to lower costs and increased completion and at the same time ensuring a smooth payment mechanism. Global fintech investment grew by 75% in 2015 thus clearly directing the future of the ecosystem and the Future of Digital Advice; the Robo Advisors.

*FIN 403 Cryptocurrencies and the Financial System (3CH):* Finance gurus and economists alike have embraced the evolution in finance, the cryptocurrency financial system and related financial innovative products. This course enables the students to distinguish between a crypto driven system and the traditional financial system. As the transitional phase is underway, it paves ways for countless opportunities but also calls for emerging threats. This course compares the Financial Intermediation in Cryptocurrency Markets, its Regulation and identifies gaps to obtain solutions. Topics include; Global Financial Institutions, Financial Inclusion and Micro Finance Institutions, Big Data, Smart Data and Data Technology..

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

*FIN 402 Security Analysis and Portfolio Management (3CH):* This course aims at introducing concepts of security analysis and designing strategies for creating stock portfolios. It covers the market structure theories, risk mechanisms and analysis of different valuation approaches for sound investing decisions. Students will be introduced to hedge management strategies and the emerging field of behavioral finance will be discussed throughout the course.

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

*FIN 411 Internship-Finance (3CH):* An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical fintech activities and within the framework of Finance.

### *Human Resources Management Specialization Courses:*

*HRM 205 UAE Labor Law and Relations (3CH):* This course introduces HR students to professional legal requirements in Human Resource Management. It teaches students how to comply with the UAE legal and regulatory framework to minimize legal risks and avoid lawsuits, fines, and legal. The course introduces students to workplace and employment laws that govern safety and responsibility and protect employee rights. Through case, and practical exercises students will gain knowledge about the UAE laws regulating hiring and firing; workplace safety; fair pay; family and medical leave; protecting employees from discriminatory practices and harassment; and other legal issues that affect the workplace.

*HRM 300 Human Resource Management (3CH):* This is an introductory course for HRM specialization that will help students to acquaint with the roles and the functions of the HRM. Students will analyze different HR trends and challenges from both an employee's point of view and an employer's point of view. This course challenges the students to recognize, understand, and apply HRM concepts and functions. Further, it helps students to enhance their HR skills through use of case studies, in-

class assignments, projects discussions, and develop the necessary analytical and critical thinking required to understand problems that HR managers face and to handle them responsibly.

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

*HRM 303 HR Analytics (3CH):* This course provides students with an introduction to practical applications in HR analytics. The course is focused on new practices and techniques used to collect and analyze HR data, and predict and solve the questions and challenges facing businesses. The course will provide students with knowledge and skills needed to successfully measure human capital and other HR metrics, while focusing on both basic analytical study methods and predictive HR analytics. Upon completion of the course students will be able to successfully capture and analyze an HR business case using advanced analytical and visualization tools to successfully create HR analytical reports.

*HRM 304 HRM in the Public Sector (3CH):* The primary purpose of the course is the current context and practice of Human Resource Management in the Public Sector using thorough, provocative, and award-winning coverage of the complex issues of management in the public sector, from both employee and managerial perspective. Students will study the HR practices and analyze the methodologies used in governmental sectors for hiring people and how each and every of these areas are so widely different from the others.

*HRM 400 Staffing and Techniques of Employee Selection (3CH):* This course deals with an in-depth analysis of recruitment strategies, legal and regulatory factors, equal employment opportunity, selection methods, career planning and organizational exit. Topics such as Strategic staffing gives a deeper understanding to the students on how they should well in advance plan on recruitment of employees in an organization. Moreover, the topic of staffing is essential for the crucial understanding of how to hire the right people for the right position and whether it should be internal or external. The emphasis of this course is on the formal expression of plans, goals, and objectives of managing staffing that covers an amalgamation of the first and most critical HRM activity. Furthermore, course

helps in developing skills for conducting effective interviews to make the best selection of employees. Students will identify the effective staffing techniques, design job interview questions and conduct job interviews.

*HRM 401 Employees Training and Development (3CH):* Training and Development is the base for any organization to grow effectively and efficiently. In this course, the students will be introduced to employees training and development strategies and to identify the underlying challenges that occur while creating, executing, implementing and evaluating different training sessions in the company. Students will comprehend reasons behind the incorporation of different strategies used while conducting the training and designing it. An in-depth analysis of the history of training is also discussed to understand the evolution of this course. Unique topics like E-Learning and Special Challenges in Career Management will enable students to get a more practical learning on the potential pitfalls that could arise when encountering different training strategies.

*HRM 402 Compensation and Benefits Management (3CH):* This course gives in-depth analysis of the broad field of compensation and benefit management. It refers to the use of both intangible and tangible forms of compensations and how HR can use them to motivate employees and reward their performance. The course analysis job analysis, description and evaluation from the point of view of compensable factors. Moreover, it focuses on designing equitable pay structure. The course covers the compensation issues for both hourly workers and managerial employees. The course covers some of the following topics: internal and external pay equity, merit pay, incentive pay and variable pay, employee benefits, etc.

*HRM 405 Strategic Human Resource Management (3CH):* This course is designed in the way that students can comprehend the strategic role of Human Resource Management in providing a sustainable competitive advantage significant to the success of the organization. The course examines the employees and team members' involvement in appraising of colleagues and how line managers employ and develop efficient and effective HR practices to enhance the strategic objectives of their departments and an overall organization. Strategic Human Resource Management course outlines the various spectrums of the field of HRM but from a different point of view and from many additional perspectives such as understanding the importance of having various strategic partnerships, the external and organizational environments, performance management, employee separation and retention, etc. These topics are the backbone of planning and executing a company's business.

*HRM 404 Special Topics in HR (3CH):* This course deals with the ongoing developments in HR such as understanding the role of HRM in the 21st century. Furthermore, some of the elements discussed in this course are dealing with carving of architectures of the 21st century corporations

through job design. The course helps in the development of students by taking them to different areas of HRM, one step further from all the learnings they have had so far. Topics such as HR technologies for attracting and retaining talent, HR technologies for rethinking the future, health and wellbeing, managing the international workforce, statistical techniques, etc. are being analyzed from HRM futuristic perspective. By using class projects, case studies, different journals and article readings in this course, students will be able to critically understand and assess future developments and challenges that will be faced in the HR field and providing solutions to resolve them.

*HRM 411-Internship-HRM (3CH):* An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical HRM activities and within the framework of HRM.

### *Logistics and Supply Chain Management Specialization Courses:*

*LSC 200 Supply Chain Operations (3CH):* Supply chains are complex integrated networks to move the product / service from the supplier to the customer. The course emphasizes different techniques used to manage the flow dynamics of a supply chain. The course explores different measures and practices to achieve optimum cost saving and maximum service level. Moreover, the students will understand the different variables in material, cost and information. A detailed focus will be given to scheduling tools such as Distribution requirement planning and supply chain aggregate planning.

*LSC 300 Transportation and Distribution (3CH):* Globalization is opened doors for companies to operate internationally leaving national boundaries, which lead to the need of having a strong transportation network for the smooth flow of goods and services from one end to another. This demand creates many logistics issues and call for an efficient and smooth network and modes for transportation for effective and efficient management in supply chain department of organizations. This course gives students required knowledge and in-depth analysis of transportation and distribution management with its opportunities and challenges. It equips the students in creating decision making skills in various factors of transportation such as various models of transportation, its cost and time factor, insurance factor, efficiency and modernization, technology and various documentation need while shipping goods internationally. It also gives insights about the various distribution models and the managerial functions of distribution.



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

**LSC 302 Service Operations Management (3CH):** The Course Illustrates the characteristics of service and its different nature from Products. It also relates to the science of operations management with regards to effectively and efficiently manage the consumer service experience. This course as well focus on the impact of customer satisfaction on the design of the service environment.

**LSC 305 Purchasing and Supply Management (3CH):** This course discusses the fundamentals of purchasing management, Purchasing technologies and techniques in supply chain management. This course focuses on procurement and supply chain management. Contract management especially partnership contracts and contractual negotiation techniques are discussed and analyzed. The course describes the different procurement criteria such as optimization based and value-based procurement.

**LSC 400 Inventory and Materials Management (3CH):** The course discusses the different forms of inventory in supply chains whether its raw material, work in process or finished product. Also, applications of the different inventory management techniques that optimizes demand of products under certainty and under uncertainty. This focuses on making good inventory decisions in logistics and supply chains. This course addresses the key operations and supply chain issues that have strategic and tactical implications.

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

**LSC 403 SCLM Technologies and Information Systems (3CH):** Supply chain management and logistics information systems focuses on the integration of various ERP systems

like CRM, SRM, SCM and production planning modules. These technologies allow collaboration and information sharing among the supply chain partners. It focuses as well on the integration of new technologies such as RFID and Big data in the supply chain. The delivery of the course is both theoretical and Experiential using ERP system modules and case studies as well as machine learning and visualization software.

**MGT 406 Total Quality Management (3CH):** The course is aimed to provide a wider and much better knowledge of business excellence based on continuous improvement philosophy. The course further invites attention of the students in better understanding the importance of quality concerns and best practices to be followed in both service and manufacturing sectors. The course provides a better understanding of the importance of customers' needs and expectations. The course provides a better understanding of the quality measurement standards, methods tools and techniques to the students.

**LSC 402 Warehouse Management & Material Handling (3CH):** The course elaborates on the main functions of warehousing systems, as staging, picking, sorting, storing and shipping. The course as well illustrates the various layout and the preferred industry for each layout, the management information systems used inside the warehouse and finally the role of warehousing in inbound transportation and physical distribution.

**LSC 405 Global Logistics and Supply Chain Management (3CH):** This course delivers the concepts and knowledge of the global logistics strategy; it links between competitive strategy and supply chain strategy. The course explains the global facility location, capacity planning, designing and managing global supply networks. The impact of risk management in global supply chains, global sourcing and distributions strategies are covered in this course.

**LSC 409-LSC (3CH):** An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical LSCM activities and within the framework of LSCM.

### *E-Commerce and Marketing Specialization Courses:*

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

*MKT 203 Brand Management (3CH):*

The course highlights the importance of creating a true brand is one of the most powerful things any company can do to enhance its market power. At the end of this, course students will learn that successful branding ads customer value and can provide protection from price competition and pressures towards commoditization. The course aims at showing the branding in fact it is an art and a science which involves a creativity and originality component. After course completion students will be able to construct a detailed brand management plan and implement course concepts to theoretical and practical test.

*MKT 302 Marketing in Digital Environment (3CH):*

This course provides an overview of contemporary trends in digital marketing and e-business. Students will learn about major trends in digital marketing, the Internet audience and online consumer behavior, digital media, digital marketplace analysis and digital channels. Additionally, students will engage in analysis of digital marketing strategies, learn to prepare digital marketing plan, develop digital presence, and use web and social media tools to promote and sell products and services online.

*MKT 305 Integrated Marketing Communications (3CH):*

Integrated Marketing Communications course allows students to understand the basis of marketing communication model, consumer behavior and buyer persona decision-making process, underlying effective advertising and promotion activities. At the same time knowledge, supported with numerous practical examples allows students to understand how the above-mentioned variables interact for constituting a coherent, integrated and synergic impact and final impact easily translated into profits.

*MKT 304 Introduction to Marketing Analytics (3CH):* The aim of this course is to provide students with comprehensive knowledge of the solutions used for marketing analytics that are applied in contemporary marketing. The first part of the course will provide an overview of the most recent methods and approaches to marketing analytics along with introducing students to terminology and tools in marketing analytics. The second part will focus on relevant web and social media analytics software solutions. The emphasize of the course is placed on practical training activities which will enable students to apply and utilize main analytical tools relevant to contemporary market requirements.

*MKT 406 Sustainability and Responsible Marketing (3CH):*

This course will explore, examine and inform how the marketing function of business activity engages in responsibility and sustainability issues. Specific topics such as value analysis, sustainable branding and sustainable decision making will cover how these issues are influenced by consumer trends and how they are communicated to consumers. In the end of the course students will be able to examine marketing problems found in the non-profit, for-profit and public sectors. Guest speakers, case studies, class discussions and a real-world

group project will help students build knowledge and develop capacity to be a positive social change agent through ethical reasoning in marketing management.

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

*MKT 407 Global Marketing (3CH):*

The interdependence among countries has forced business organizations for marketing outside local boundaries. This course addresses this issue and seeks to expose students to international marketing and marketing strategies and methods applied in the global environment.

*MKT 405 Strategic Marketing (3CH):*

This course will help students to deal with the process of developing and implementing a marketing strategy. The course focuses on competitive positioning at the heart of marketing strategy and includes in-depth discussion of the processes used in marketing to achieve competitive advantage. In the end of the course students will be able to create marketing plans that will sustain superior performance in the marketplace. The course examines ways in which firms can differentiate their offerings through the recognition of environmental and social concerns and innovation.

*MKT 404 Special Topics in Marketing (3CH):*

Course aims at presenting contemporary topics in marketing, follows the most current trends in the sector as well includes the specificity of GCC and UAE markets. Equally in relation to presence of guest speakers, it will provide students with numerous networking opportunities. Course outline is designed to be determined by the course's instructor however a suggested outline is provided in the Syllabus.

*MKT 411 Internship -MKT (3CH):* An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical digital marketing and social media activities and within the framework of ecommerce and marketing.

### *Hospital and Healthcare Management Specialization Courses:*

*HHM 200 Introduction to Health Care Industry (3CH):* This course outlines and examines health care environments in the global and regional context, explaining healthcare venues, systems, need, public health, contemporary issues, and opportunities. The course also discusses topics concerning health care access, funding, services delivered, careers opportunities, and exposes the students to the historical background of the hospitals and their functions development. This course is also an opportunity to provide the students with knowledge through real case studies of the alternate and non- traditional health care delivery, with related settings and functions.

*HHM 305 Healthcare Management (3CH):* The course provides an overview of the management functions and the role of managers in healthcare organizations. Students will acquire enough understanding of the overall health system, healthcare settings, and the level of healthcare services. This course also exposes the students to different managerial and operational topics, and equips with the necessary applicable knowledge to follow in the life. The course handles the overall approach and management of human resources, information technology, financial management, and managing cost and revenue. In addition to equipping them with necessary theories and practical skills related to healthcare marketing, and event management. Moreover, it provides the real concept of quality assurance, its elements, approaches and improvement tools, in addition to addressing the methods, approaches, tools and techniques used to control and measure organizational performance. Finally, the students will go through special topics related to the emerging issues such as reemerging of outbreaks, consumer directed healthcare, medical tourism and others.

*HHM 300 Healthcare Law and Regulatory (3CH):* This course familiarizes students with the legal and regulatory issues encountered in healthcare administration. Students will consider these issues as they relate to designing policy and procedures within healthcare facilities, and structuring healthcare transactions to best manage risk. Issues are addressed both from a general, international perspective and from the specific standpoint of local law and regulation, including developing regulations and trends in the UAE healthcare industry.

*HHM 302 Economics of Hospital and Healthcare Sector (3CH):* This course is an overview of health economics. It explains the purpose of health economics and it will focus on important topics that are essential to understand health economics and its connection to health policy. The course discusses the economic concepts, principles, theories, and evaluation tools of health and healthcare industry. Governmental intervention and market related topics

concerning physician, hospital, pharmaceutical, and services are also examined.

*HHM 304 Ethics and Fraud in Healthcare (3CH):* This course examines current and historical legal and ethical issues impacting health administration. These include professional ethics, ethical theories, fraud and abuse, privacy and confidentiality, professional standards and institutional ethics. It will also address topics such as quality review, the ethics of distribution, and public health. Students will explore and inspect ethical dilemmas related to clinical issues faced by health professionals such as the end of life, test and screening, transplant, and biomedical research. By the end of this course, students will also have obtained comprehensive theoretical and practical knowledge of data protection and cyber security standards in management of sensitive health information, using practical case studies to explore ethical questions and options.

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

*HHM 403 Healthcare Analytics (3CH):* This course provides an overview of the need of health information in healthcare facilities, to be used for clinical and administrative issues. It also explains the process of selecting and implementing health information system within a hospital. The course also addresses the most important applications; hardware, software, and generic applications; and also, focuses on property management systems for various functions and departments; features of computerized management systems; the selection and implementation of computer systems; the impact of the Internet and private intranets on the hospital and healthcare. Uses of software such as word processing, spreadsheet, database and presentation applications are also examined.

*HHM 401 Clinic Services Management (3CH):* This course provides varieties of topics related to clinic administration and operational planning, including staff management issues associated with wide range of factors. The course outlines very precise topics of clinic service management that require more analytical views and critical thinking such as; patient safety, quality assurance, auditing, inspection process, and risk management. The students will also participate in developing measurement tools for operational aspect of physician practice, and will have the opportunity to go through healthcare technology, healthcare marketing and public relation. Finally, the student will be exposed to crises management through brining real world case studies to debate their decision making and boost up their problem solving and leadership skills.

*HHM 402 Hospital Support Services Management (3CH):* This course provides full understanding and comprehension of all support services related to hospitals, definitions, design, location, roles and functions, it also examines the principles of planning a new healthcare facility, financial planning, along with the policies and procedures required to set up the hospitals. The students will explore the special requirements of the support services, in terms of structure, equipment, technology and human resource. The students will also be exposed to the importance of sanitary and workplace safety to protect patients and health workers and keep them away from physical or chemical hazards. This course will also provide effective tools to monitor and evaluate the quality of hospital support services, besides discussing the challenges and solutions faced by hospital support services management.

*HHM 404 Hospital Strategic Management (3CH):* This course provides the students with required conceptual knowledge about general healthcare environment. It introduces comprehensive definition about the nature, value, process, and needs of strategic management in hospital settings. The students will examine formulation of hospital strategic management, as well as analyze and reflect on the effect of both external and internal environment, and their competitive advantages or disadvantages, the student will evaluate and develop directional strategies and strategic alternatives using the effective leadership skills, quality performance measurements, as long as learning and reflecting on joint ventures, strategic alliances, strategic analysis, and strategic surveillance. Students will analyze and critical appraise the role of the management of human resources, advertising, marketing and sales in healthcare facilities, and also recognize the process of decision-making regarding culture, structure and strategic resources, that needs to be maintained or changed.

*HHM 409 Internship-HHM (3CH):*

An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization

deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical HHM activities and within the framework of HHM.

*Insurance and Risk Management Specialization Courses:*

*IRM 200 Introduction to Insurance and Risk Management (3CH):* This principal level course introduces the concepts of insurance and risk management. It acquaints students with the growing importance of insurance and risk from various perspectives like finance, law, management and ethics to make informed decisions within the global market place. The goal of this course is to engage students in active discovery of Insurance and Risk Management principles. Students will be prepared to function in a business environment, developing an awareness of the challenges, the tools, and the process of implementing principles of insurance and risk management in business activity.

*IRM 300 Insurance Law (3CH):* This course introduces the fundamentals of Insurance Law. It also addresses issues related to insurance policy and regulation and ethical issues encountered in the field of insurance law. Students will learn the basic legal concepts underlying the formation and enforcement of insurance agreements, such as offer and acceptance of insurance agreements, misrepresentation and mistake in insurance offers, legal interpretation of insurance agreements, the legal mechanics of insurance contracts, the insurable interest requirement, premiums, reserve and surplus, notice and proof of loss, cancellation, filing claims, the insurer's duty to defend and subrogation. The course also covers issues particular to insurance law in the UAE, such as the legal requirements for insurance policies in the UAE, special issues regarding takaful (Islamic insurance), and subrogation issues particular to the UAE.

*IRM 305 Risk Analysis and Evaluation (3CH):* This course examines how risk is analyzed and evaluated both within organizations and by the external users. A specific emphasis is placed on the principles of risk management in insurance. The students will be able to understand the main tools from probability and statistics that are used in modeling and analyzing risk in a business context, become familiar with the basic concepts and methods of risk analysis and become acquainted with the applications or risk analysis to several domains such as valuation with risk, financial risk minimization, and underlying cycle in insurance. After accomplishing this course, the students are able to carry out an independent project.

*IRM 302 Life and Health Insurance (3CH):* This unique course builds on the concepts of insurance with the introduction and evaluation of life and health insurance



contracts. Within the financial services and the insurance industry; life and health insurance continues to grow and change rapidly. Students are acquainted with concepts from all perspectives, either as an insurance buyer or an insurance financial advisor.

*IRM 304 Personal Property-Liability Insurance and Risk Management (3CH):* This course will give the student an overview in liability insurance and personal risk management. It examines topics related to the insurance and coverage of life and personal properties, residential and medical payments etc. It is aimed at engaging students with the fundamentals of Liability Insurance and equip them with the tools to analyze business risks in a challenging business environment and developing tools for implementing principles of liability insurance and risk management in business activity.

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

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

*IRM 406 InsurTech (3CH):* This course introduces students to the relatively new concept of Insurtech. This can be described as the innovative use of technology in insurance. In this course the students will learn about how the business of insurance is transforming driven by technological advancements and socio-economic trends. The topics of the course will include examples of

recent applications of technology in the different lines of insurance business.

*IRM 404 Alternative Risk Financing and Capital Markets (3CH):* This course introduces students to the main concepts of Alternative Risk Financing and Capital Markets. The globalization of financial markets and the increased risks are pushing business towards innovations in raising capital, transferring risk and addressing the futuristic market demands. Topics include drivers for risk transfer, traditional and alternative risk transfer techniques, market nature and key participants.

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

*IRM 411 Internship IRM (3CH):* An internship experience is an effective means to bridge the gap between theory and practice. The students enrolled in the Bachelor of Business Administration program require to take this mandatory course as part of their specialization requirement. As this specialization deals with the practical side of the business, students can explore their career interests. This course is aimed at making students market ready and to ensure that the knowledge acquired in the classroom setting can be applied to the external environment. The internship must occur in a workplace underlying practical IRM activities and within the framework of Insurance.

# College of Media and Mass Communication (CMMC)

## Program

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

## Program Goals:

### **Bachelor of Arts in Media and Mass Communication**

1. Equip students with the skills, knowledge and competency to be professional practitioners in the field of communication.
2. Equip students with comprehensive media understanding and involve them in the community events to achieve social responsibility.
3. Create a platform for research development to enable students to pursue life-long learning and advanced studies in mass communications related disciplines.
4. Provide students with the current industrial standards of their disciplines to meet market demand.

### **Bachelor of Public Relations (Arabic)**

1. Provide the United Arab Emirates, Gulf countries and the Arab region with public relations specialists and practitioners for the purpose of contributing in the development of the public relation sector.
2. Enrich the industry with graduates who are able to adapt and understand the public relation sector.
3. Allow graduates to interact with practitioners and community professionals to preserve and develop the nation, and its public and private sectors.



4. Strengthen the relation with relevant entities to recognize the required needs from graduates and to conduct research and consulting.
5. Continuously communicate and collaborate with external stakeholders from the industry to assess the quality of the program in order to ensure its compatibility with the present needs and future changes.

## Bachelor of Arts in Media and Mass Communication Program Learning Outcomes Mapping with QF Emirates Level 7

PLO#	PLO Text	7A1	7A2	7A3	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7S1	7S2	7S3
1	Demonstrate the ability to know, evaluate and apply basic mass communication messages in the communication theories	✓	✓	✓		✓	✓	✓	✓				✓	✓	✓
2	Effectively communicate with others in interpersonal, small group and public speaking situation						✓	✓	✓				✓		✓
3	Capable to use appropriate research methods to answer relevant questions	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	
4	Demonstrate sensitivity to the ethical issues to their practice					✓	✓	✓						✓	✓
5	Ability to apply relevant theory to communication practice	✓			✓			✓	✓	✓		✓	✓	✓	✓
6	Apply the integrated marketing communication principles, procedures and strategies	✓	✓											✓	

6	Ability to think critically about the relationship between mass media ,society and between nation-states									✓							✓
6	Use the various techniques and skills required for effective public relations, and suggest appropriate PR action plans with the cost and time		✓							✓						✓	✓
6	Apply successfully the appropriate concepts, knowledge, skills and theories of radio and television media													✓	✓	✓	

## Bachelor of Public Relations (Arabic) Program Learning Outcomes Mapping with QF Emirates Level 7

PLO#	PLO Text	7A1	7A2	7A3	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7R3	7R4	7S1	7S2	7S3
1	Explain the of role of public relations in governmental and private organizations.					✓	✓	✓	✓	✓							✓
2	Summarize the concepts of					✓	✓		✓	✓					✓	✓	

	Humanities in public relations.																
3	Apply the Public relations strategies in the field of media and mass communication.	✓	✓						✓		✓		✓			✓	
4	Implement the promotional and marketing campaigns for Public relations purposes	✓	✓	✓											✓	✓	✓
5	Use the Scientific research results to find innovative solutions in public relations.	✓	✓	✓	✓						✓				✓	✓	✓
6	Arrange using the modern techniques within the digital communication in promotional campaigns and mass communication methods	✓							✓	✓					✓	✓	✓
7	Achieve professional and Managerial Ethics at the organization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Degree Requirements: Bachelor of Arts in Media and Mass Communication

REQUIREMENTS	TYPE	BA- MMC	
		NO. OF COURSES	CR. HRS.
General Education Courses	Compulsory	19	57
Core Courses	Compulsory	9	24
Specialization Courses	Compulsory	11	30

Free Elective Courses	Elective	5	15
<b>Total</b>		<b>44</b>	<b>126</b>

## Study Plan

### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Arts in Media and Mass Communication must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

### General Education Courses

Total 19 Courses - 57 Credit Hours

### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
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1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

The student selects 18 credit hours (6 courses) from the list below:

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	Mandatory
2	ASC 104	Introduction to Sociology	3	Mandatory
3	ASC 202	Introduction to Political Science	3	Mandatory
4	ASC 110	Introduction to Social Science	3	Mandatory
5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	Mandatory

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	-
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	Mandatory
4	ASC 203	World History	3	Mandatory
5	ASC 204	Middle East History	3	Mandatory
6	ENG 200	English Literature	3	Mandatory

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208	UAE and GCC Society	3	-

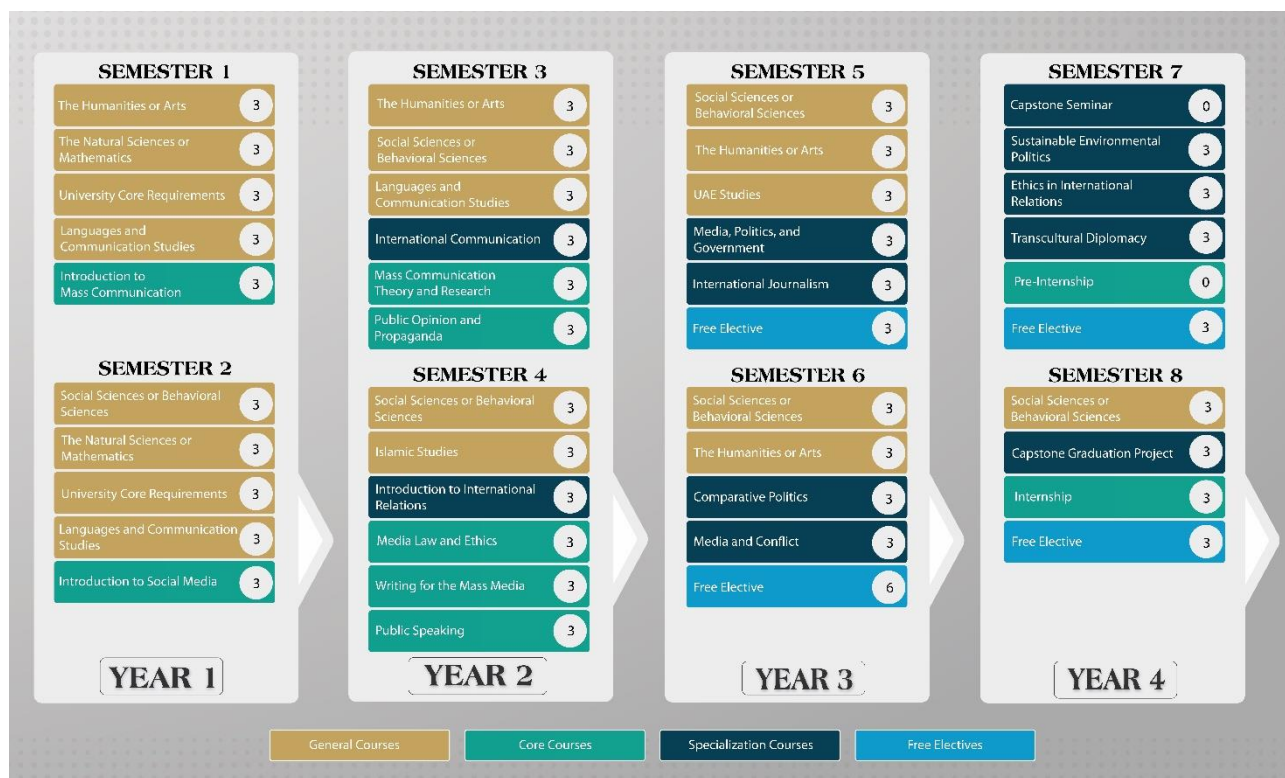
*Core requirements/ Compulsory courses (9 courses/24 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	MMC 200	Introduction to Mass Communication	-	3
2	PRE 300	Public Speaking	ENG 101	3
3	MMC 206	Introduction to Social Media	-	3
4	MMC 303	Writing for the Mass Media	MMC 200, ENG 101	3
5	INTERN 101	Pre-Internship	90 CH	0
6	MMC 305	Internship	INTERN 101	3
7	MMC 302	Public Opinion and Propaganda	MMC 200	3
8	MMC 400	Mass Communication Theory and Practice	MMC 200	3
9	MMC 404	Media Law and Ethics	MMC 200, MMC 206	3

*Compulsory courses – International Relations Specialization (11 courses/30 CH)*

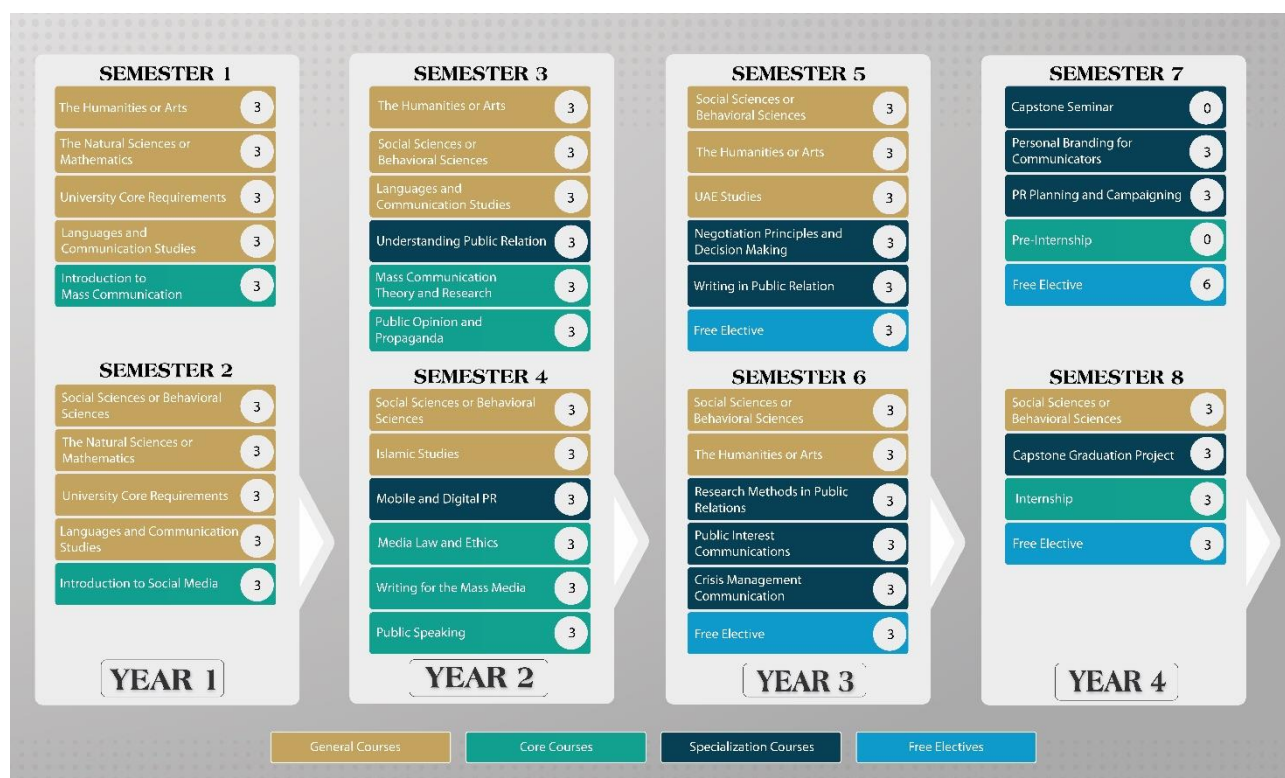
NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	IRE 201	International Communication	MMC 200	3
2	IRE 300	Introduction to International Relations	IRE 201	3
3	IRE 303	International Journalism	MMC 200, MMC 303	3
4	IRE 304	Media, Politics, and Government	IRE 300	3
5	IRE 401	Media and Conflict	IRE 300, IRE 304	3
6	IRE 403	Comparative Politics	IRE 300, IRE 304	
7	IRE 404	Ethics in International Relations	MMC 404, IRE 401	3
8	IRE 406	Sustainable Environmental Politics	IRE 401, IRE 403	3
9	IRE 407	Transcultural Diplomacy	IRE 303, IRE 401	3
10	IRE 310	Capstone Seminar	90 CH	0
11	IRE 405	Capstone Graduation Project	IRE 301	3





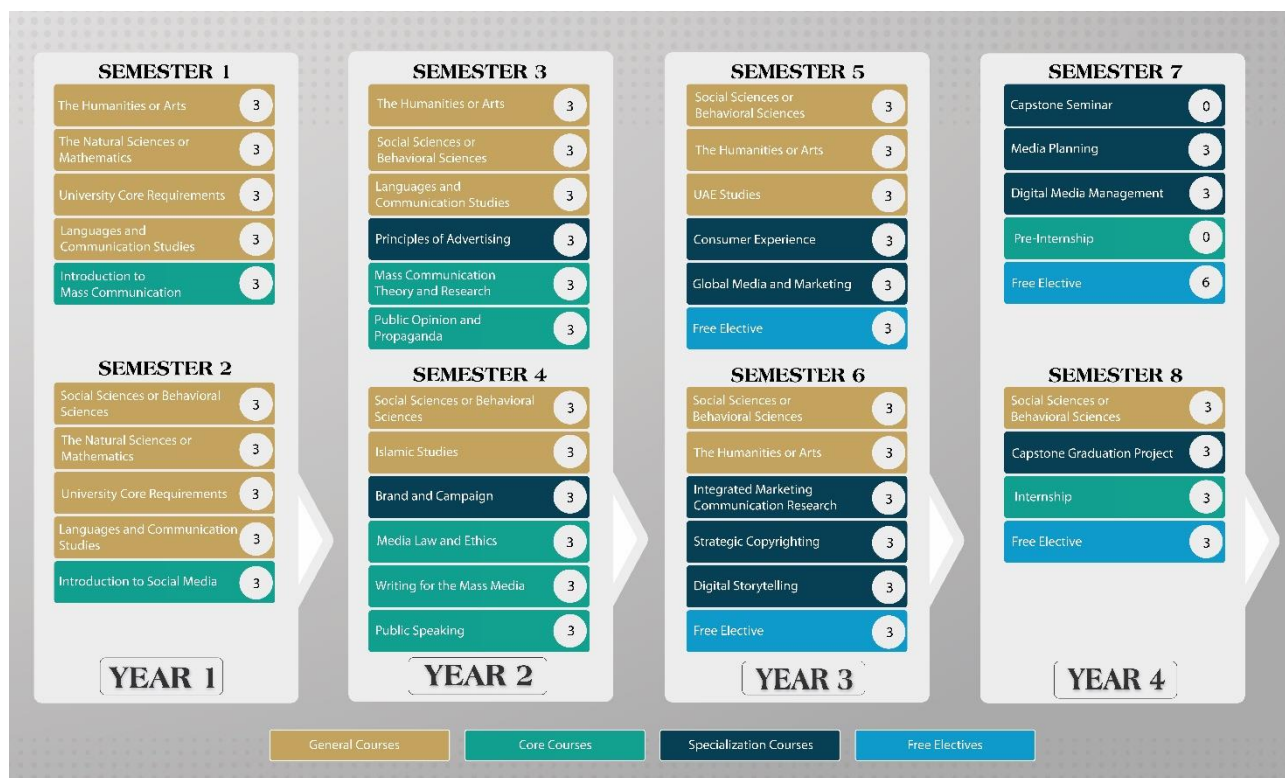
*Compulsory courses –Public Relations Specialization (11 courses/30 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	PRE 201	Understanding Public Relation	MMC 200	3
2	PRE 302	Writing for Public Relations	MMC 303, PRE 201	3
3	PRE 303	Mobile and Digital PR	PRE 201	3
4	PRE 304	Negotiation Principles and Decision Making	PRE 201	3
5	PRE 305	Personal Branding for Communicators	PRE 201	3
6	PRE 401	PR Planning and Campaigning	PRE 302	3
7	PRE 402	Crisis Management Communication	PRE 302, PRE 304	3
8	PRE 403	Public Interest Communications	PRE 302, PRE 303	3
9	PRE 404	Research Methods in Public Relations	PRE 302	3
10	PRE 310	Capstone Seminar	90 CH	0
11	PRE 405	Capstone Graduation Project	PRE 405	3



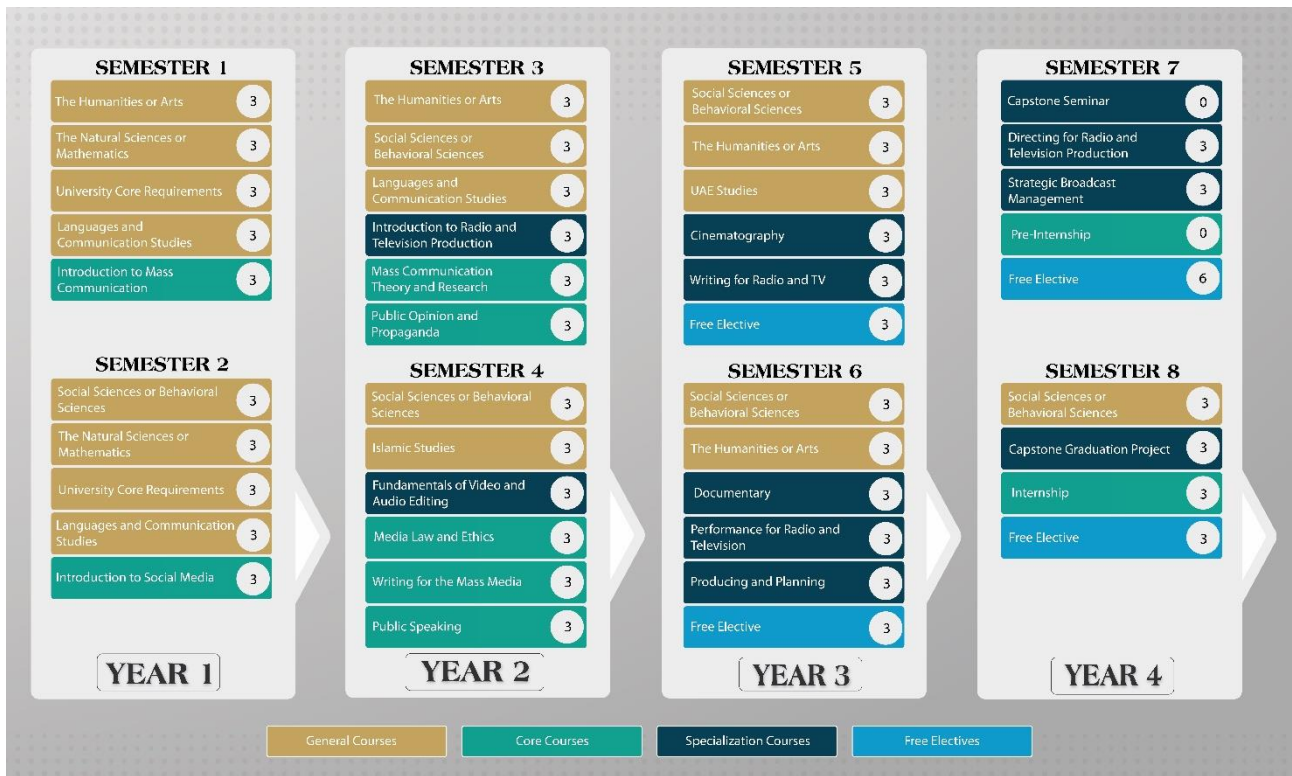
*Compulsory courses – Integrated Marketing Communication Specialization (11 courses/30 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	IMC 300	Principles of Advertising	-	3
2	IMC 301	Brand and Campaign Management	IMC 300	3
3	IMC 302	Global Media and Marketing	IMC 300	3
4	IMC 303	Consumer Experience	IMC 300	3
5	IMC 304	Digital Storytelling	MMC 200	3
6	IMC 400	Digital Media Management	IMC 300, IMC 302, IMC 303	3
7	IMC 401	Strategic Copywriting	MMC 300, IMC 301	3
8	IMC 402	Media Planning	IMC 300, IMC 303	3
9	IMC 403	Integrated Marketing Communication Research	IMC 300, IMC 302, IMC 303	3
10	IMC 310	Capstone Seminar	90 CH	0
11	IMC 405	Capstone Graduation Project	IMC 301	3



*Compulsory courses –Radio and Television Specialization (11 courses/30 CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	RTV 201	Introduction to Radio and Television Production	MMC 200	3
2	RTV 204	Cinematography	RTV 201	3
3	RTV 205	Fundamentals of Video and Audio Editing	RTV 201	3
4	RTV 300	Writing for Radio and Television	MMC 303	3
5	RTV 303	Performance for Radio and Television	RTV 201	3
6	RTV 302	Producing and Planning	RTV 300	3
7	RTV 304	Documentary	RTV 203, RTV 300	3
8	RTV 404	Strategic Broadcast Management	RTV 301	3
9	RTV 406	Directing for Radio and Television Production	RTV 300, RTV 301	3
10	RTV 310	Capstone Seminar	90 CH	0
11	RTV 405	Capstone Graduation Project	RTV 310	3



*Free Electives courses (5 courses/15 CH)*

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

## Course Description

*General Education Courses:*

### University Core Requirements

**ASC 101 University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises;

and demonstrate critical thinking and individual insight with a personal mastery portfolio.

### Languages and Communication Studies

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

**ASC 207 Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research



proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

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

This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):*

This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

## The Natural Sciences or Mathematics

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

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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## Core Courses:

*MMC 200 Introduction to Mass Communication (3CH):* This course is a fully developed introduction to the fundamentals of the theories that define the communication discipline and professions. This being journalism, public relations, multimedia productions, and

s. Covering the main questions and theories emphasizing the emergence of mass communication in the UAE and the Gulf States (GCC) at large.

*MMC 206 Introduction to Social Media (3CH):* Social media are constantly changing the ways masses communicate with each other and the business. Students comprehend different types of social mediums, tactics, and how social media changed the way we interconnect and collaborate with the world, professionally and in personal lives.



Students will be required to apply their insight about the subject by contributing on available social mediums and platforms through intuitive course projects. The course will investigate the connection amongst media and human conduct, and will examine how corporations are capitalizing through social mediums.

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

*INTERN 101 Pre-Internship (0 CH):* Pre-Internship is designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*MMC 305 Internship (3CH):* Internship is an experience external to the University for a student in a specialized field involving a written agreement between AUE/the Training and Continuing Education Centre and MMC Firms. AUE internship course provides experience related to each student's academic specialization and the opportunity is open to all MMC students who have completed 90 Credit Hours, and who have a GPA of at least 2.00. The internship course is an ongoing seminar between the student, the faculty member, and the workplace/employment supervisor at the end of which, each student presents his/her project to his/her class and the MMC faculty summarizing the internship experience and how it has influenced their education and career objectives.

*MMC 302 Public Opinion and Propaganda (3CH):* This course provides the students with the basic knowledge base of public opinion and propaganda. Covering the discourse of Public knowledge, public policies and diplomacy. The main skills attained will enclose negotiation, critical analysis and knowledge in the public domain. Principally, the major components are the political and social aspect of public opinion and propaganda.

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

*MMC 404 Media Law and Ethics (3CH):* The Media Law and Ethics is a course which teaches the ethical and judicial issues in mass communication. Regulations concerning advertising, PR and journalism including the social media

are also topical in this course. Issues such as censorship, libel, personal privacy, ownership of information will be leaned in a basic sense.

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

### *International Relations Specialization Courses:*

*IRE 201 International Communication (3CH):* Students in International Communication will build personal understanding of relevant areas of 1) communication, 2) strategic messaging, 3) international health communication, and finally, 4) international relations including its relation to cultural studies of global media. This intensive course critically engages with key areas such as: global communication, international politics, transnationalism, security, stakeholders, social movements. Students observe contemporary developments in the realm of global and transnational media. Examples include East/West relations, global online communities, global/local interactions, transnational media and media flows, role of technology, models of mass communication, cultural production of global media, hybridity, etc. Students gain an appreciation for the scale and scope of global communication across borders and how new subcultures form through surprising interfaces between peoples and nations.

*IRE 300 Introduction to International Relations (3CH):* This is an introductory Level III course on International Relations (IR) which is foundational for all students who want to become familiar with the theoretical and conceptual language of IR as a subset of political science. The course will begin by teaching students the basic theories, concepts, methods, and principles used in the field as well as with the formation, evolution, and extension of the modern nation-state system and its challenges by discussing concepts such as sovereignty, free-trade, and civilization, including themes such as pre-emptive war, Global War on Terror, and Liberal (humanitarian) Interventionism. To do so, students will familiarize themselves with conceptual frameworks necessary to critically evaluate events (i.e., Arab uprising) by attempting to explain their effects – especially in the Arab World – through three facets: 1) International Security (IS), 2) International Political Economy (IPE), and 3) International Law (IL). To do so, following week 4, students will be introduced to a thematic exploration of major topics of international relations by moving beyond “Mainstream” approaches thereby familiarizing themselves with how a “Critical/Alternative” approach seeking to deconstruct and reveal the limit of mainstream (realist) communicated narratives in channeling justice. These include topics relating to Terrorism, Pre-Emptive War Strategy, National Security Doctrine, Internal and External Displacement, Private Military Contractors, Humanitarian Intervention, and Democratization.

*IRE 303 International Journalism (3CH):* International Journalism focuses on the origins, development, export and modern Western journalistic practice. Beginning with the origins of the field in the age of mercantilism, this course traces the rise of newspapers in the 19th and 20th centuries and the rise of what Jurgen Habermas called the “public sphere.” As such, important parallels are drawn with the functioning of contemporary democracies and the export of the Western “free press” model of journalism. The course incorporates consideration of comparative media systems, including Western (“free” or “public service”), developing, revolutionary and authoritarian (formerly, Soviet), and the impact of current events such as political turmoil, climate change, COVID-19, etc., on the Western and developing models. Students in the course will gain expanded knowledge of the history and origins of journalism and will refine skills that allow them to meaningfully critique journalism and compare and contrast among existing media systems. Students should also gain exposure to work of professionals in the field, e.g., celebrated journalists, international correspondents, etc. Students should gain an opportunity to better understand the profession of international reporting and read some classic examples of journalism by international reporters, while being inspired to produce their own work.

*IRE 304 Media, Politics, and Government (3CH):* This course introduces students to Critical Media Studies (CMS) by utilizing Critical Security Studies (CSS) thereby further analyzing the links between communication, political sociology, and government. Traditionally, mainstream security studies structuring International Relations (IR) literature focuses on state security and the state as the main referent object thereby reifying a (neo)-realist and/or (neo)-liberal lenses to communicate and frame political issues informing world events. This course is divided into 3 parts. The first part will introduce students to the evolution of media in the Arab world. The second section will introduce students to a variety of critical approaches and/or frameworks to further deconstruct the effects and relations linking media, politics, and government. These include Critical Theory, Discourse Analysis, Postcolonialism, Post-Structuralism, and Securitization Theory. The themes this course will analyze and debate using the aforementioned approaches include: the Environment, Gender, Modernity, Civilization, Migration, Border Security, and finally, Terrorism. In short, our goal is to use a CMS and CSS approach to broaden our intellectual horizon thereby interpreting, communicating, and explaining contemporary issues by navigating interdisciplinary approaches accenting politics, media, and government.

*IRE 401 Media and Conflict (3CH):* Media and conflict course is an important course that allow the students to develop an understanding of how media deals with the critical issues like war, security, and conflicts in national and international contexts. The course will provide a cross-disciplinary approach considering both cultural and political dimensions relating to media responses. The course will focus on some several thematic issues like a) public diplomacy and soft power, b) the role of new media in perceptions of conflict, circulation, and reception of

imagery of conflict, and finally, c) the effects of news reporting on government policy and NGO activity.

*IRE 403 Comparative Politics (3CH):* This Level 4 course seeks to extend students with a multi-disciplinary and critical understanding of the complex ways in which peoples conduct politics in the Arab and non-Arab world. It addresses the questions of Why, what, and how to study and compare different political and economic systems. From a Comparative Political perspective going beyond a problem-solving approach in tandem with the use of a critical political sociology approach, the course examines the historical, economic, social, and cultural factors that have shaped politics across the East (i.e., Orient) and the West (i.e., Occident) during the 20th and 21st century. It aims to make students cognizant of historically contingent concepts and/or theoretical frameworks, such as the Nation-State and the Ummah, Modernization theories and the Dependency School, Religion and Secularism, and finally, Globalization and Social Movements, thereby equipping students with conceptual tools helping them compare different societies and explain their failure and/or success in developing political-economic system. Themes this course will navigate include gender and politics, social movements, and the Arab uprising, “civil society” and globalization, and finally, the global political economy, are examined in order to illustrate the changing and differing nature of politics in the Arab and non-Arab world in recent years.

*IRE 404 Ethics in International Relations (3CH):* What does it mean to think, and act, ethically and morally in the world? What is the relationship between ethics, politics, and power? The objective of this course is to familiarize students with the necessary theoretical, philosophical, and historical perspectives allowing them to think critically about theories and issues related to relation between ethics and politics. International ethics is a rapidly expanding field within the discipline of International Relations because of the clear moral and unethical posture of many recent global problems occurring, and concepts accenting, the 20th and 21st century. In relation to events these include exponential poverty and inequality, climate change, universalizing/globalizing a particular philosophical worldview, internal/external displacement, and pre-emptive war(s). In relation to concepts these include the nation-state and ummah, religion and secularism, reason and revelation, free-trade and fair-trade, human and citizen. This course will examine mainstream International Relations theoretical perspectives (i.e., neo-realism and neo-liberalism) and will then move on to discuss the incorporation of different/critical theoretical perspectives. These approaches are necessary to examine ethical issues, including the ethics of war and the global war on terror, the political economy, the recent refugee crisis, and humanitarian interventions. By the conclusion of the course students should have familiarized themselves with the limit of mainstream approaches to IR and use critical approaches aiding them to analyze issues thereby making global political relations more ethical.

*IRE 406 Sustainable Environmental Politics (3CH):* With our planet’s population now more urban than rural, a visible pyroxene, more than 30 years of above average global

surface temperatures, changing geopolitical relationships that shape migration, military engagement, and markets, the world is in constant turmoil. But beyond the fact of flux – which is a natural human phenomenon – what are the politics of these ecological and social challenges? Some transformations generate environmental and social harm, while others promote a shift to greater equity and sustainability. In light of these sociological tensions, this course on sustainable environmental politics takes as its focus the politics of reconstruction and transformation. Our main framing question is the following: how and with what consequences are humans transforming our planet? As a Level 4 course, the students will be exposed to multiple perspectives to answer this question. Throughout this course, with an international relations lens, we will investigate the nature of – and responses to – global environmental challenges and changes, considering a critical approach to questions and assumptions examining a number of key areas such as global environmental politics, including transnational governance, political economy, and environmental justice.

*IRE 407 Transcultural Diplomacy (3CH):* This Level 4 course is designed to provide students with a thorough understanding of the relation between cultural diplomacy (i.e., soft power or smart power) and International Relations. A foreign policy and its transcultural relations can succeed or fail depending on the cultural traits embodying and communicated between two or more countries. Cultural diplomacy – as an (re)emerging type of public diplomacy – is one of the main instruments of political power and in many contexts is more effective than the application of coercion and declaration of war by a state. In fact, many of the global issues facing the world today are incapable of a military solution, thereby lending themselves instead to (cultural) diplomacy to address. This course delves into the history of diplomacy and the role of “culture” in mitigating or faltering diplomatic relations by providing students with a “cultural understanding” of the institution of diplomacy and how it has evolved in the 20th and 21st century. The multiple diplomatic vehicles navigated throughout this course emphasizing the practice of cultural diplomacy include: Gastronomy, Sports, Artistic Sites (i.e., museums, movies, festivals), and Educational Exchange Programs. While a realist approach to international relations considers diplomacy – therefore culture – as trivial since it is interests rather than principles that inform such worldview, this course seeks to emphasize why and how an international relations based on civilizational homogeneity rather than cultural heterogeneity complicates cooperation between different cultural backgrounds. Since the course is divided into 3 sections, by the end of the course, students will be able to understand the conceptual foundations of cultural diplomacy as a field as well as to analyze a variety of past and current examples of successes and failures in diplomacy such as the lack of inter-religious dialogue or the lack of dialogue that exists between certain cultures and societies of the world.

*IRE 310 Capstone Seminar (0CH):* Media and Mass Communication students are required to complete a one-hour course in preparation for the Capstone Graduation Project in International Relations. Students must

understand the dimensions of the Capstone Graduation Project in which they will develop proficiency in the core knowledge of their specialization. Students will be introduced to the expectations of a Capstone project in International Relations, as well as a gentle introduction to fundamental theories and philosophy surrounding research. Students gain an opportunity to also refine their verbal skills through debate and reflection on key concepts. The Capstone Seminar is intended to introduce students to the concepts of field-based contextual analyses. The Capstone Seminar will prepare students to undertake the Capstone project which is vital to attaining the AUE degree. The seminar will also include reflections on special topics, e.g., digital media, technology, research methodologies, globalization, intercultural communication, and others that specifically impinge on the field of IR and its future.

*IRE 405 Capstone-Graduation Project (3CH):* Students in Media and Mass Communication are expected to complete a 3 credit-hour course on the Capstone Graduation Project (CGP). To graduate, students are required to demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and are capable in learning aptitudes in the four specializations. While it will be a challenging and thorough adventure, the reward for undertaking a significant experience is enormous and will without a expand their vocational choices in the future. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone Graduation Projects ought to be as field-based contextual analyses. The CGP is intended to extend students a helpful working comprehension of the requirements and desires expected to move on from AUE.

### *Public Relations Specialization Courses:*

*PRE 201 Understanding Public Relation (3CH):* This course provides a historical background in television and radio, but quickly transitions into hands-on creation of audio and visual media for radio, television, podcasts, streaming video, series, films, social media, and beyond. Students will create a short narrative (fictional) video, a short documentary video, and will learn how to transform this media to be suitable on multiple platforms. There is a special focus on the Arab media landscape.

*PRE 303 Mobile and Digital PR (3CH):* The course focuses on theory and principles of digital communications by developing a) digital strategies, b) conducting analytic audience research, c) design messages and drive behavior, and finally, d) selecting from a multitude of social media platforms to achieve their goals as digital communication consultants. The course will enable students to demonstrate a fundamental understanding in grasping digital communication principles and data-driven audience insight thereby increasing their positive sentiment by creating innovative social media programs.

*PRE 302 Writing in Public Relations (3CH):* Writing in public relations is designed to provide students with diverse professional strategies of writing in public, relations with a particular focus on communication objectives, techniques, strategies, styles, and mechanics.



Building on students' knowledge of the principles of public relations, the course provides practical, real-world writing experience within different formats for a wide range of audiences. The student's critical thinking and writing skill are predicted to improve over their study.

*PRE 304 Negotiation Principles and Decision Making (3CH):*

This course focuses on the negotiation principles of communication, the significance of decision making in the age of digital and interactive media. Considerable attention will be placed on the role of negotiations in different public relations practices and the importance of decision-making in the different social contexts.

*PRE 305 Personal Branding for Communicators (3CH):* This course will focus on the important issues elaborate in creating and building the best personal brand. An inclusive overview of strategies and tactics implemented in building personal brand even-handedness and successful communication skills socially. The course will provide students with solid knowledge of the mechanisms adaptable the marketing as well as the competitive, and the challenging work environments. The course is designed to provide an understanding of the art of personal branding; individual soft skills such as leadership style, communication skills, and organization skills will be introduced in this course to prepare students to successfully complete this essential course.

*PRE 401 PR Planning and Campaigning (3CH):* This course is designed to introduce students to concepts and methods of strategic campaign planning, and to improve their knowledge of how strategic communication planning fits within the wider scope of organizational goals. This course is designed to provide students with solid work knowledge and experience in PR campaign practice and improve their overall skills in research, planning, organizing, managing time, and evaluation, as well as communicating with clients and colleagues in written form and in person. This course extends upon the study of public relations, by creating, evaluating, and critiquing public relations campaigns. Students will grow upon skills developed in basics and Principles of Public Relations and Communication to enhance their knowledge of the processes of planning, accomplishing, and evaluating strategic campaigns.

*PRE 402 Crisis Management Communication (3CH):* Focuses on crisis management communication, the significance of crisis management in the age of digital and interactive media, crisis management stages and processes, crisis management team. Considerable attention will be placed on: Crisis communication preparation, developing a crisis management plan, crisis response strategies and role of social media during crisis.

*PRE 403 Public Interest Communications (3CH):* Social change requires passion and engagement. The greatest ideas involve the right people in those efforts, and this is a form of strategic communication that will have a benefit to society. Thus, those who work in Public Interest Communications must be trained as professional public relations practitioners. In fact, Public Interest

Communication will take the well-being of a community or population into consideration when developing PR Strategies and Tactics. In this course, students will learn effective communication as regards Public Interest Communication, such as those organizations that take on the particular cause of Public Interest Communication. The idea is to elevate the discourse of Public Relations above the monetary gain of the individual organizations and practitioners, for the betterment of society and all humanity. Students will gain knowledge and skills allowing them to become savvy practitioners in the development of Public Interest Communications, transcending the interests of a single individual. Course involves consideration of Public Health and Safety, Crisis Communication, Environmentalism, Climate, Media Accountability, and Security, etc., among others.

*PRE 404 Research Methods in PR (3CH):* Research Methods in PR and Digital Communication is a course designed to engage students in strategic thinking, especially as it relates to the HWW (how, why, whom) of digital media interaction. As this course progresses, students should possess a working knowledge of fundamental research tools that are key to planning and evaluating communications for effectiveness. Students will increase their proficiency by understanding and using a multitude of social media and web tools. Students will also be able to utilize these principles to establish, monitor, and finally, evaluate communications programs. This course also focuses on a) research planning, b) theory, c) designing, d) sampling, e) surveying, f) experiments, g) focus groups, h) content analysis, and i) participant observation. Additionally, the course will focus on qualitative and statistical analysis, including the reporting of research with advanced technologies. During this course, students will use an existing company as a case study to deconstruct its communication mechanism to identify which areas can be improved upon and what benefits the company could reap changing its PR strategy.

*PRE 310 Capstone Seminar (0CH):* The pre-capstone course is designed to prepare the students for the pre-production planning and processes for public relation projects and campaigns. The students will follow certain steps in the production process while identifying and presenting their idea, concept, and methodology. The students will have comprehensive knowledge about writing the capstone proposals, reports, presentations, and designing the ideas for the different PR campaigns.

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

The Capstone Graduation Project is intended to give students a helpful working comprehension of the requirements and desires expected to move on from AUE.

## *Integrated Marketing Communication*

### *Specialization Courses:*

*IMC 300 Principles of Advertising (3CH):* Students in Principles of Advertising will survey the principles and practices of advertising. In addition, the course will examine the advertising industry from the client's perspective to the professionals who craft ad messages, and finally, to the salient effects of advertising on the society. Topics included in this course are: a) advertising ethics, b) advertising research, c) media strategies, d) global advertising, e) communication, and finally, f) social change.

*IMC 301 Brand and Campaign Management (3CH):* Brand and Campaign Management is a course that provides students with a solid knowledge of the culturally responsive advertising process, how to develop and implement a culturally responsive advertising campaign for a product or service, with an emphasis on the situation analysis, market research, target audience, marketing, advertising strategies and message creation for traditional and new media. Students will learn to conduct a full culturally responsive campaign in practice.

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

*IMC 303 Consumer Experience (3CH):* This course seeks to present an introduction to the practiced consumer experiences and their importance by focusing on the understanding of the theoretical and methodical approaches and the psychological processes that affect consumer experience—applying knowledge from areas of psychology, sociology, anthropology, and culture. This course explains how and why people make purchases, the external and the internal factors such as motivation, perception, and involvement that influence consumer's decisions.

*IMC 304 Digital Storytelling (3CH):* Digital Storytelling is a course that focuses on examining both traditional and new media. This includes oral storytelling, literature, museum exhibits, poetry, visual arts, architecture, hypertext fiction, Net Art, and finally, computer games. The students explore and develop their sense of visual narrative through key theories of visual narrative and look at a broad range of examples from within the integrated strategic communications to help consider how images and spaces

can tell stories with or without accompanying words. Narrative perspectives of the maker, the audience, and visual form itself will be examined to design campaigns and promotional materials for changing attitudes and behaviors, as well as to promote products, ideas, and services for marketing.

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

*IMC 401 Strategic Copywriting (3CH):* The course Strategic Copywriting introduces students to creative theory and practices through the art of writing persuasively. Students will learn the craft of copywriting for digital media, branding, advertising, direct marketing, social marketing, print, broadcast, and internal communication that build up to a complete integrated marketing campaign.

*IMC 402 Media Planning (3CH):* This course seeks to equip students with an understanding of vital media arrangements in the general setting of advertisement and marketing. The course will navigate multiple areas such as audience and market research, selection, evaluation, and planning of all advertising media. It will also consider different choices and issues that emerge in the media arranging process.

*IMC 403 Integrated Marketing Communication Research (3CH):* Marketing and Planning Research is a course focusing on the theoretical foundations and strategic understanding of marketing communication and its impact on relationships with consumers and brands. Students will learn how to analyze and synthesize solutions, implement research methods, procedures, and processes. The course covers a) research design, b) data collection and analysis, c) evaluation of research findings, and finally, d) performance of marketing functions.

*IMC 310 Capstone Seminar (0CH):* The pre-capstone course is designed to prepare the students to the pre-production planning and processes for integrated marketing communication projects and campaigns. The students will follow certain steps in the production process while identifying and presenting their idea, concept and methodology. The students will have comprehensive knowledge about writing the capstone proposals, reports, presentations and designing the ideas for the different IMC campaigns.

*IMC 405 Capstone-Graduation Project (3CH):* Integrated marketing communication students are required to complete a three-credit hour course on the Graduation Project. Students should demonstrate that they have developed capability and proficiency in the knowledge of IMC and can show capability in learning aptitudes in the four specializations. It will be a challenging and thorough

adventure however the reward for undertaking a significant experience is enormous and will without a doubt give AUE graduates a capable begin in vocation they may pick. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone Graduation Projects ought to be as field based. The Graduation Project is intended to provide students a helpful working comprehension of the requirements and desires expected to move on from AUE.

### *Radio and Television Specialization Courses:*

*RTV 201 Introduction to Radio and Television Production (3CH):* This course provides a historical background in television and radio, but quickly transitions into hands-on creation of audio and visual media for radio, television, podcasts, streaming video, series, films, social media, and beyond. Students will create a short narrative (fictional) video, a short documentary video, and will learn how to transform this media to be suitable on multiple platforms. There is a special focus on the Arab media landscape.

*RTV 204 Cinematography (3CH):* Cinematography course is designed to expose students to the principles of motion picture cinematography, to include technical knowledge and artistic application. Over the course outline, focus will be placed on the specific camera and lighting equipment. Cinematography course includes number of the essential topics to build the students' knowledge and competency about camera operation, composition and framing, blocking, continuity, camera angles and all aspects of visual storytelling.

*RTV 205 Fundamentals of Video and Audio Editing (3CH):* This course introduces visual and auditory storytelling and the process of listening/viewing, logging, editing, and enhancing digital video and audio trans medially. The student will use video and audio editing skills to produce professional media visual and vocal content applying the basic techniques and principles of editing and visual storytelling for various genres of media.

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

*RTV 303 Performance for Radio and Television (3CH):* This course introduces the Radio TV presenting and performance strategies and techniques from a theoretical and practical aspects, students will focus on learning Radio and TV 's various kinds of programs considering the camera and microphone at the same time. students will use the elements of the TV shows preparation process to craft a successful screen performance and adjusting for TV and audio recording, and understanding commercial, broadcast and voice-over styles.

*RTV 301 Planning and producing (3CH):* Planning and producing is a course introducing students to the business and management side of radio and video production. The course trains the students in both line

producing/production management and creative producing of radio and TV with the aim of maximizing their opportunities for work in the production industry at professional level. Students would understand budgeting and scheduling and the operation of related software, contracts, copyright, distribution, and the basics of financing for independent filmmakers. Course work covers the role of the producer; development of concepts, rights research, crew, casting budgets; scheduling, packaging presentations; production overview and management; postproduction; marketing and distribution; and new media perspectives.

*RTV 304 Documentary (3CH):* Documentary is a course that will provide students with skills and different approaches to "reading," understanding, and analyzing documentary films. Also, students will learn the terminology and theory informing documentary as genre. Students will also learn the practical and applied aspects of preproduction, production, and post-production for documentary, including location sound recording and lighting.

*RTV 404 Strategic Broadcast Management (3CH):* The course is designed to provide students with theoretical and practical knowledge about management, leadership, policy, and regulatory guidance. This includes the effective management of broadcast operations, program planning, managing the different contents, channels, and stations marketing and promotion, solving problems, issues, and concerns, and designing short-term and long-term broadcast plans.

*RTV 406 Directing For Radio And Tv (3CH):* Directing for Radio and TV will introduce students to television and digital video directing, incorporating both studio and field production techniques. Students will also learn how to develop, plan, shoot, direct and edit a variety of television and digital video productions in live studio, single and multi-camera formats.

*RTV 310 Capstone Seminar (0CH):* The pre-capstone course is designed to prepare the students to the pre-production planning and processes for radio and tv projects. The students will follow certain steps in the production process while identifying and presenting their idea, concept and methodology. The students will have comprehensive knowledge about writing the capstone proposals, reports, presentations and designing the ideas for the different Radio and TV projects.

*RTV 405 Capstone-Graduation Project (3CH):* This course dedicated to students in the College of MMC requires students to complete a three-credit hour course specifically involving a Capstone Graduation Project. To graduate, students should demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and can show capability in understanding aptitudes in the four specializations. The work that the student completes will be their key to admission into further study and/or will show their future employer their capabilities and interests, so it must be of the highest standard. It must also be self-conceived and self-driven; students must plan thoroughly but also be



adaptable to changes that occur. The research done for the proposal will be appropriate to the genre of media created.

## Degree Requirements: Bachelor of Public Relations – Arabic

REQUIREMENTS	TYPE	BA- Public Relations (Arabic)	
		NO. OF COURSES	CR. HRS.
General Education Courses	Compulsory	18	54
Core Courses	Compulsory	9	27
Specialization Courses	Compulsory	12	30
Specialization Elective	Compulsory	3	9
Free Elective	Electives	2	6
<b>Total</b>		<b>44</b>	<b>126</b>

### Study Plan

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Public Relations must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
3	ARA 90	Arabic Preparatory	0	Passing the Placement Test

#### General Education Courses

Total 18 Courses - 54 Credit Hours

#### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101AR	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship ( <i>in English</i> )	3	Mandatory

#### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 100	English Language	3	Mandatory

2	ASC 207AR	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210AR	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

The student selects 15 credit hours (5 courses) from the list below:

#	Course Code	Course	C.H	Remarks
1	ASC 102AR	Introduction to Anthropology	3	Mandatory
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science (in English)	3	Mandatory
4	ASC 110AR	Introduction to Social Science	3	Mandatory
5	ASC 200AR	General Psychology	3	Mandatory
6	ASC 206AR	Introduction to Geography	3	Mandatory

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 105	History of Islamic Art	3	-
2	ASC 201AR	Introduction to Philosophy	3	Mandatory
3	ASC 203AR	World History	3	Mandatory
4	ASC 204AR	Middle East History	3	Mandatory
5	DES 104	Contemporary Arab Art	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105L	Islamic Culture	3	-
2	ASC 106AR	Islamic Civilization	3	-

## UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208AR	UAE and GCC Society	3	-

### Core requirements/ Compulsory courses (9 courses/27 CH)

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	MMC 200	Introduction to Mass Communication (in English)	-	3
2	MMC 213	Media and communication in UAE	MMC 200	3
3	PRP 321	Communication and Crisis Management	MMC 200	3
4	MMC 316	Research Methodology	ASC 207AR	3
5	MMC 302	Public Opinion and Propaganda (in English)	MMC 200	3
6	PRP 321	Organizational Communication	MMC 200	3
7	MMC 404	Media Law and Ethics (in English)	PRP 331	3
8	IMC 403	Integrated Marketing Communication Research	PRP 228	3
9	MMC 315	The Arts of Persuasion	PRP 222	3

### Specialization requirements/ Compulsory courses (12 courses/30 CH)

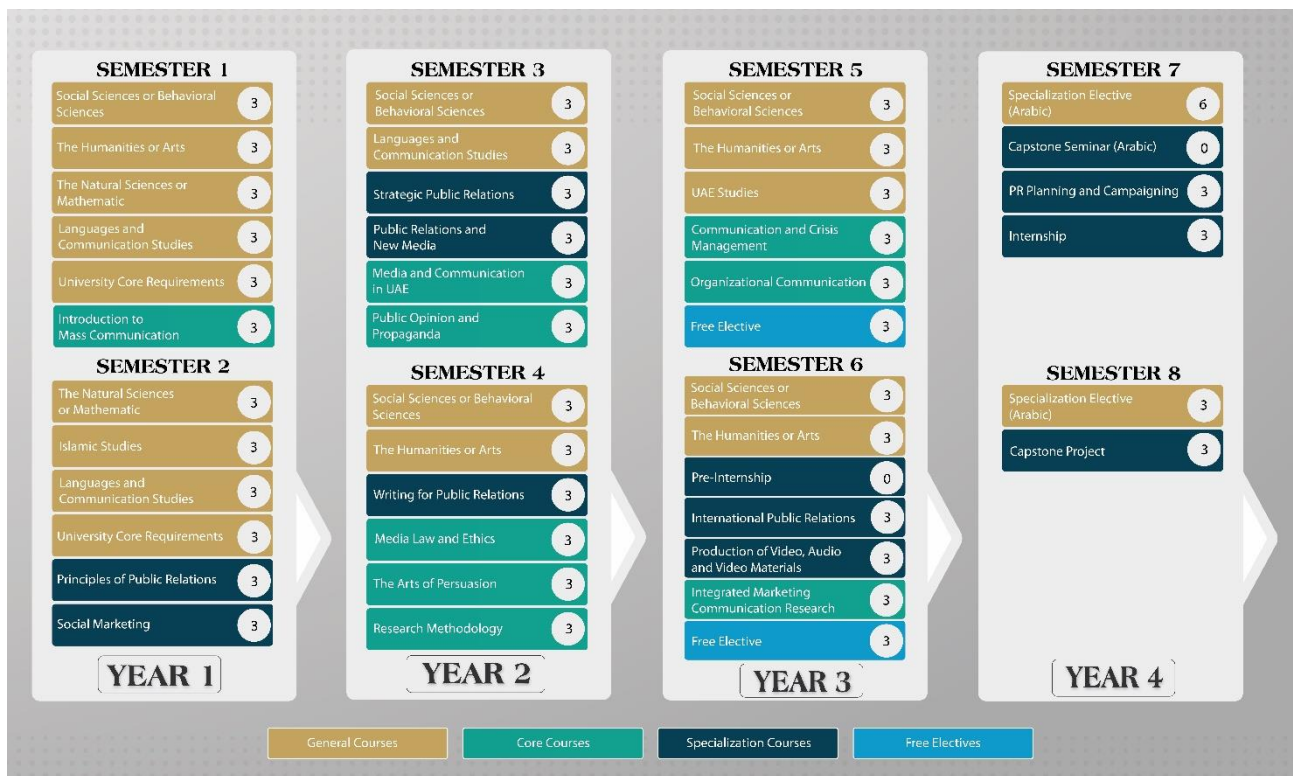
NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	PRP 222	Principles of Public Relations	-	3
2	PRP 226	Public Relations and New Media	PRP 222	3
3	PRE 401	PR Planning and Campaigning (in English)	PRP 426	3
4	PRP 331	Strategic Public Relations	PRP 222	3
5	PRP 332	Writing for Public Relations	PRP 222	3
6	PRP 426	Production of video, audio and video materials	PRP 332	3
7	PRP 228	Social Marketing	PRP 226	3
8	PRP 431	International Public Relations	PRP 331	3
9	INTERN 101	Pre Internship	90 CH	0
10	PRP 425	Internship	INTERN 101	3
11	PRP 310	Capstone Seminar	90 CH	0
12	PRP 446	Capstone Project	PRP 425	3

*Specialization Elective requirements: students must choose (3 courses/9 CH) from the below list:*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	PRP 227	Protocol and Etiquette	PRP 222	3
2	PRP 333	Digital Photography	PRP 226	3
3	PRP 336	Applied Public Relations	PRP 331	3
4	PRP 444	Special Topics in Public Relations	PRP 331	3

*Free electives courses:*

Students must choose (2 courses/06 credit hours) from different college/program



## Course Description

### University Core Requirements

**ASC 101AR University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class

activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking,

creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

## Languages and Communication Studies

**ENG 100 English (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

**ASC 207AR Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

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

This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

### **ARLAA 105 Arabic Composition (3CH):**

This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and

listening to assist the learners to confidently interact with the Arab community.

## The Natural Sciences or Mathematics

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

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

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

**MAT 100AR General Mathematics (3CH):** This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

**ASC 102AR Introduction to Anthropology (3CH):** This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic



perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202AR Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206AR Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203AR World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

*ASC 105L Islamic Culture (3CH):* This course will expand students' knowledge to enable them to understand the Islamic culture and its characteristics. It analyzes the sources of legislation in Islam. It offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

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

## UAE Studies

*ASC 208AR UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce



the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

### Core Courses:

**MMC 200 Introduction to Mass Communication (3CH):** This course is a fully developed introduction to the fundamentals of the theories that define the communication discipline and professions. This being journalism, public relations, multimedia productions, and organizational communications. Covering the main questions and theories emphasizing the emergence of mass communication in the UAE and the Gulf States (GCC) at large.

**MMC 213 Media and Communication in UAE (3CH):** This course introduces the students to the history of means of communication in the UAE and its evolution as it provides them with the basic knowledge needed to understand the media and cultural roles of communication entities and their organizational structures. Furthermore, the course helps the students acquire and develop the skills to understand and analyze the structure of press, radio and television organizations and the Emirates News Agency (WAM), in addition to the freedom of speech, legal frameworks and media legislation that determine the course of professional practice of old and new media. The course also provides the students with site visits to the headquarters of newspapers and broadcasting stations.

**MMC 310 Communication and Crisis Management (3CH)**  
Focuses on crisis management communication, the significance of crisis management in the age of digital and interactive media, crisis management stages and processes, crisis management team. Considerable attention will be placed on: Crisis communication preparation, developing a crisis management plan, crisis response strategies and role of social media during crisis.

**MMC 316 Research Methodology (3CH):** This course aims to provide the students with scientific knowledge about the methodologies for scientific research used in media and communication sciences, public relations, advertising, and recent trends in the scientific method. The course primarily focuses on the field, descriptive and analytical research, content analysis, polls, case studies, focus groups, practical application of the steps of scientific research and the development of applied research in the PR field.

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

**MMC 432 Media Legislation and Ethics (3CH):** This course seeks to present and view advanced knowledge in media legislation and ethics, and to provide students with critical thinking and objective analysis' skills to understand and analyze philosophical trends, the concepts and theories which established the ethics of media work in political,

economic and social contexts, with a focus on practical applications and case studies that constitute models for professional practices in the world of Public Relations within modern organizations

**PRP 435 Integrated Marketing Communications (3CH):** This course seeks to provide students with knowledge of integrated marketing communications and to identify its various elements, functions and various characteristics. The course also works to provide students with the skills for evaluating the processes and methods of institutions in practicing integrated marketing communications and how to use them according to market requirements making the students well equipped to apply integrated marketing communications' strategies to promote the organization according to values, professional and ethical standards.

**MMC 315 The Art of Persuasion (3CH):** The course provides a historical overview of the origins and evolution of the art of persuasion, and focuses mainly on explaining the models and theories of persuasion most applied in contemporary time for the purpose of providing students with the skills and competencies to apply persuasion strategies, methods and techniques to influence the audience, taking into account ethical values and standards.

**MMC 302 Public Opinion and Propaganda(3CH):** This course provides the students with the basic knowledge base of public opinion and propaganda. Covering the discourse of Public knowledge, public policies and diplomacy. The main skills attained will enclose negotiation, critical analysis and knowledge in the public domain. Principally, the major components are the political and social aspect of public opinion and propaganda.

### Specialization requirements/ Compulsory courses (12 courses/30 CH)

**PRP 222 Principles of Public Relations (3CH):** This course represents an introduction to the study of the public relations program where the student gains knowledge about the origins and development of public relations and its various models. The course allows students to understand the functions of public relations in planning, organizing and evaluating programs and campaigns conducted by public relations in the institution. The course focuses also on traditional means of communication and the Internet or tools of persuasion.

**PRP 226 Public Relations and New Media (3CH):** This optional course aims to introduce students to virtual public relations and the digital mechanisms used by public relations practitioners to achieve the institution's goals, which include building the institution's mental image and strategies in virtual public relations, creating digital content, maintaining the institution's active presence on social networks and enhancing the institution's interaction with its audience through promotional campaigns and audience research.

**PRE 401 PR Planning and Campaign (3CH):** This course is designed to introduce students to concepts and methods of strategic campaign planning, and to improve their knowledge of how strategic communication planning fits within the wider scope of organizational goals. This course is designed to provide students with solid work knowledge and

experience in PR campaign practice and improve their overall skills in research, planning, organizing, managing time, and evaluation, as well as communicating with clients and colleagues in written form and in person. This course extends upon the study of public relations, by creating, evaluating, and critiquing public relations campaigns. Students will grow upon skills developed in basics and Principles of Public Relations and Communication to enhance their knowledge of the processes of planning, accomplishing, and evaluating strategic campaigns.

*PRP 331 Strategic Public Relations (3CH):* The course aims to teach students the fundamentals of public relations strategies and enrich them with the knowledge and skills necessary to understand and analyze strategic communication in organizations and public relations departments. Also, students will learn how to build strategies according to the established theories and professional ethics. The course will provide students with the skills needed to make appropriate decisions to manage organizations and public relations entities. It will also teach them how to deal with audiences and stakeholders.

*PRE 332 Writing in Public Relations (3CH):* Writing in public relations is designed to provide students with diverse professional strategies of writing in public, relations with a particular focus on communication objectives, techniques, strategies, styles, and mechanics. Building on students' knowledge of the principles of public relations, the course provides practical, real-world writing experience within different formats for a wide range of audiences. The student's critical thinking and writing skill are predicted to improve over their study.

*PRP 426 Production of video, audio and video materials (3CH):* A practical applied course that works on providing the student with knowledge and skills related to the basic framework for the preparation, design and production of printed, audio and visual media materials for the purposes of public relations for the organization, and to communicate with the public as well as building the organization's reputation and mental image. The course also includes the foundations of preparing and designing publications and other public relations' materials such as posters and brochures, magazines, newsletters, fold-outs, business cards, radio and television materials, advertisements and promotional gifts using modern technologies in preparation, design and production.

*PRP 228 Social Marketing (3CH):* The course is designed to equip students with knowledge and skills related to the concept of social marketing and the distinction between it and commercial marketing, social marketing models and theories, social marketing and building the mental image of the organization through social marketing programs that promote the organization's social values and practices, and the importance of social marketing in the Internet age, in order to qualify them for planning and implementing marketing campaigns.

#### *Elective requirements courses:*

*PRP 431 International Public Relations (3CH):* This course provides students with an overview of international public relations through theories and models explaining international public relations, as well as planning based on scientific research, studying the effects of media and communication in international public relations, and discussing public relations experiences in this field such as America, Europe, Africa and the Middle East.

*INTERN 101 Pre-Internship (0CH):* Pre-Internship is designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*PRP 425 Internship (3CH):* This course is provided to College of Media and Mass Communication's students who completed 90 credit hours in the PR field under written agreements between the American University in the Emirates and potential training places in the UAE. The course serves as a continuous seminar that includes the professor, the student and the labor market. The student shall submit a comprehensive report to the respective supervisor on the experience acquired from the training and its importance to his/her future career at the end of the course.

*PRP 310 Capstone Seminar (Arabic) (0CH):* The pre-capstone course is designed to prepare the students for the pre-production planning and processes for public relation projects and campaigns. The students will follow certain steps in the production process while identifying and presenting their idea, concept, and methodology. The students will have comprehensive knowledge about writing the capstone proposals, reports, presentations, and designing the ideas for the different PR campaigns.

*PRP 446 Capstone Project (3CH):* Media and Mass Communication students are expected to complete a three-credit hour course on the Graduation Project. To be graduated, students must demonstrate that they have developed capability and proficiency in the core knowledge of their specialization and can show capability in learning aptitudes in the four specializations. It will be a challenging and thorough adventure however the reward for undertaking a significant experience is enormous and will without a doubt give AUE graduates a capable begin in vocation they may pick. Moreover, English dialect and innovation capability should likewise be illustrated. The Capstone is ought to be as field-based contextual analyses. The Capstone Graduation Project is intended to give students a helpful working comprehension of the requirements and desires expected to move on from AUE.

*PRP 227 Protocol and Etiquette (3CH):* This course introduces students to the basic concepts and principles of protocol arts

and etiquette, and the rules governing meetings, conferences, diplomatic occasions and specific precedents. The course focuses in detail on providing students with the basic skills to implement protocol and etiquette.

*PRP 333 Digital Photography (Practical) (3CH):* The technically-oriented course aims to teach the students digital photography skills and techniques through theoretical and practical training. The theoretical training helps students understand the definition of the photograph and how it's created, in addition to learning the difference between traditional and digital photography. The practical training teaches the students how to use traditional and digital cameras and introduces them to the photo production process and computer software used to edit digital photos and print them for media and PR purposes.

*PRP 336 Applied Public Relations (3CH):* The course aims to provide students with skills in applying the knowledge,

models, theories and strategies of public relations in their practical and applied field of work after graduation, through case studies in public relations in the local framework in the UAE with global approaches for the purposes of self-development and with the aim of identifying the reality of the practice of public relations and how to deal with different issues in terms of applications and practice.

*PRP 444 Special Topics in Public Relations (3CH):* The course includes various topics according to students' interests and the emergence of new topics in the field of public relations that may appear in that field. The topics that may be included in the course, such as: modern communication technology and its impact on public relations and the media, the media and its role in business, and building its mental image. Social marketing and social responsibility for public relations in the organization. Applied public relations and many other topics.

# College of Computer and Information Technology (CCIT)

## Program

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

## Program Goals

### **Bachelor of Science in Computer Science**

1. Have a graduate degree or professional career in computer science or related disciplines.
2. Become successful researchers, team members or leaders.
3. Maintain high standards of work ethics, social responsibilities and professionalism.
4. Specialize in solving technical problems using computing knowledge, skills and competence.
5. Be creative, effective, and productive members of the local, regional and international communities.

### **Bachelor of Science in Information Technology Management**

1. Seek professional development and post graduate degrees in the fields of Information technology and Management.
2. Work in teams and demonstrate effective communication and collaborative research skills.
3. Demonstrate knowledge and skills in the fields of Information Technology and Management.
4. Show ethical, professional, and social qualities.
5. Be an effective member of the community and make positive contributions to the society

## Bachelor of Science in Computer Science Program Learning Outcomes Mapping with QF Emirates Level 7

PLO #	PLO Text	7A2	7A3	7A4	7K1	7K2	7R1	7S1	7S2	7S3
1	Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.					✓		✓	✓	
2	Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.	✓						✓	✓	✓
3	Communicate effectively in a variety of professional contexts.			✓	✓	✓	✓			✓
4	Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.		✓				✓		✓	
5	Apply computer science theory and software development fundamentals to produce computing-based solutions.							✓	✓	✓

## Bachelor of Science in Information Technology Management Program Learning Outcomes Mapping with QF Emirates Level 7

PLO #	PLO Text	7A1	7A2	7K1	7K2	7K3	7K4	7K5	7R1	7R3	7S1	7S2	7S3
1	Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.			✓	✓	✓	✓	✓				✓	✓
2	Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.	✓	✓	✓	✓		✓	✓			✓	✓	✓
3	Communicate effectively in a variety of professional contexts	✓								✓		✓	✓
4	Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles	✓	✓			✓	✓	✓	✓		✓	✓	✓
5	Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline			✓	✓				✓			✓	
6	Support the delivery, use, and management of information systems within an information systems environment		✓	✓			✓			✓			



## Degree Requirements: Bachelor of Science in Computer Science

REQUIREMENTS	TYPE	BS - CS	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	10	30
Core Requirements	Compulsory	29	81
Specialization Requirements	Compulsory	05	15
<b>Total</b>		<b>44</b>	<b>126</b>

### Study Plan

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Science in Computer Science must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	MAT 90	Mathematics Preparatory	0	Passing the Placement Test
3	PHY 90	Physics Preparatory	0	Passing the Placement Test
4	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

#### General Education Courses

Total 10 Courses - 30 Credit Hours

#### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

#### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-

2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	-
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	-
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

## Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

## UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208	UAE and GCC Society	3	-

## Core required courses (29 courses/81 CH)

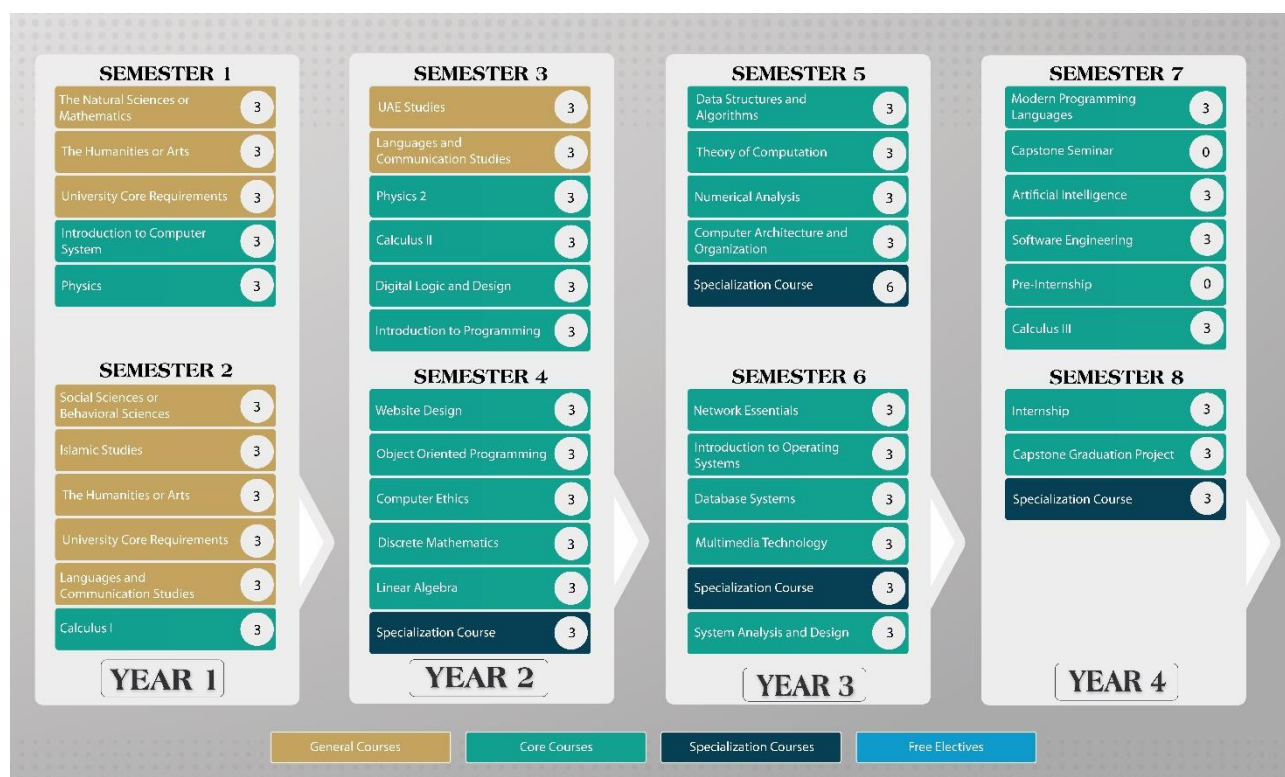
NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	CSC 110	Introduction to Computer Systems	-	3
2	PHY 100	Physics 1	-	3
3	PHY 200	Physics 2	PHY 100	3
4	MAT 110	Calculus I	-	3
5	CIT 201	Introduction to Programming	CSC 110	3
6	CSC 200	Object Oriented Programming	CIT 201	3
7	CSC 201	Digital Logic and Design	CSC 110	3
8	MAT 200	Calculus II	MAT 110	3
9	CSC 210	Data Structures and Algorithms	CSC 200	3
10	MAT 210	Linear Algebra	MAT 110	3
11	CIT 205	Website Design	CSC 110	3
12	CSC 212	Discrete Mathematics	MAT 200	3
13	CIT 300	Multimedia Technology	CIT 205	3
14	CSC 301	Introduction to Operating Systems	CSC 210	3
15	CSC 302	Network Essentials	CSC 210	3
16	CSC 304	Theory of Computation	CSC 212	3
17	MAT 300	Calculus III	MAT 200	3
18	CSC 310	Numerical Analysis	MAT 200	3
19	CIT 212	Database Systems	CSC 210	3
20	CSC 314	Modern Programming Languages	CSC 210	3
21	CSC 313	Computer Architecture and Organization	CSC 201	3
22	CIT 307	Computer Ethics	ENG 101	3
23	INTERN 101	Pre Internship	90 CH	0

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
24	CIT 305	Internship	INTERN 101	3
25	CSC 400	Artificial Intelligence	CSC 212	3
26	CSC 401	Software Engineering	CSC 210	3
27	CIT 402	System Analysis and Design	CSC 210	3
28	CSC 330	Capstone Seminar	105 CH	0
29	CSC 411	Capstone Graduation Project	CSC 330	3

*Specialization courses (5 courses/15 CH) students are free to choose 15CH from the following courses*

*BSc. Computer Science - Digital Forensics:*

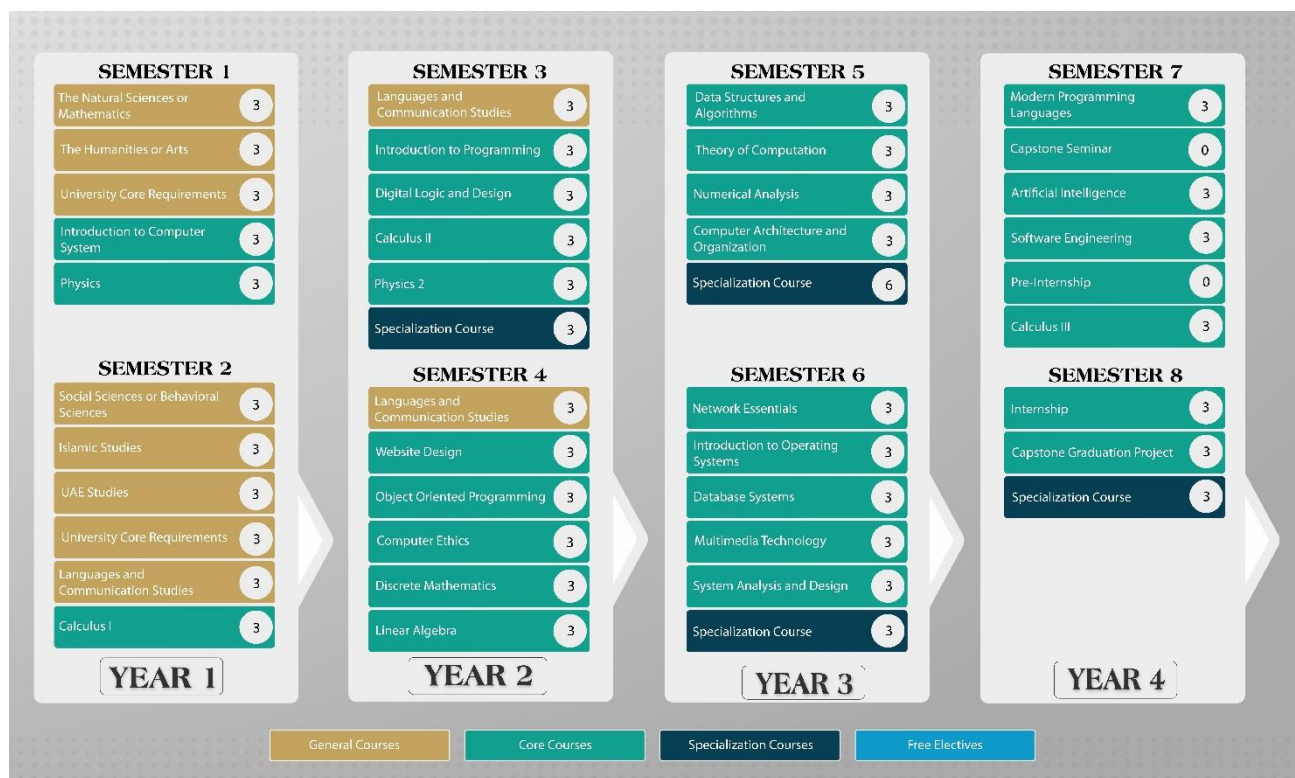
NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	CSC-S 310	Network Security	CSC 302	3
2	CSC-S 403	Introduction to Computer Forensics	CSC-S 310	3
3	CSC-S 404	Intrusion Forensics	CSC-S 310	3
4	CSC-S 413	Computer Crime and Investigation Techniques	CSC-S 403	3
5	CIT 410	Advanced Topics in CIT	90 CH	3
6	CSC-S 414	Reverse Engineering	CSC-S 310	3



Specialization courses (5 courses/15 CH) students are free to choose 15CH from the following courses

*BSc. Computer Science - Network Security:*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	CSC-S 310	Network Security	CSC 302	3
2	CSC 303	Computer Threats and Risks	CSC-S 310	3
3	CSCS 401	Mobile Technology	CSC 302	3
4	CIT 411	Human Computer Interaction	CIT 300	3
5	CSC-S 410	Advanced Topics in CIT	90 CH	3
6	CIT 415	Decision Support System and Business Intelligence	CSC 400	3
7	CSC-S 412	Distributed Systems	CSC 301	3



## Course Description

### General Education Courses:

#### University Core Requirements

*ASC 101 University Life (3CH):* The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

*INV 200 Innovation and Entrepreneurship (3CH):* Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

#### Languages and Communication Studies

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

*ASC 207 Introduction to Research (3CH):* The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

*ARLAA 100 Communication Skills in Arabic (3CH):* This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on

the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

#### The Natural Sciences or Mathematics

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



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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the

roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society

## Core Courses:

*CSC 110 Introduction to Computer Systems (3CH):* The purpose of this introductory course is to study computers and data. It gives an establishment to utilizing computers in different courses and educational module for research, correspondence, and writing. Students will be exposed to the fundamentals of hardware and its associated software and systems improvement. The course will show how the computer automates the processing of information.

*PHY 100 Physics (3 CH):* Physics course introduces the basic concepts, theories and terminologies of the scientific method in the context of the science of physics. Students will reinterpret and express ideas and views of our physical world from the basic principles of physics.

Mathematics being the physics' language, students enrolled in this course are expected to be able to deal with simple vectors operations, basics of calculus (differentiation and integration), algebraic relations and trigonometric functions. This course allows students to differentiate between the various multitudes of measurement, learn kinematics including translational and rotational motion together with the motion of projectiles, interpret forces and torque, and then apply Newton's Laws to analyze objects situations. Students will be able to set up equations related to energy conservation, work and momentum conservation.

*PHY 200 Physics 2 (3 CH):* This course explores the physical concepts of electrostatics and electromagnetism. This subject benefits the students to develop solid background of the electricity and magnetism fundamentals. Topics include: electric charge, electric field, Coulomb's law, Gauss's law, electronic component such as resistors, capacitors and inductors, direct and alternative currents and various experiments that focused on the given topics.

*MAT 110 Calculus I (3CH):* This course is an introduction to differential and integral calculus. It begins with a short review of basic concepts related to functions. Then it introduces the concept of a limit to a function. It then unfolds to the study of derivatives and their applications. Thereafter it considers the area problem and its solution, the definite integral.

*CIT 201 Introduction to Programming (3CH):* This course introduces students to the fundamentals of computation problem solving. The course covers the main principles of algorithm-based problem solving and implementation of solutions using a computer programming language. Students will learn the essential programming concepts and computation problem solving such as algorithms, data flow, decomposing large problem into smaller components, program design, data types, control structures, functions and handling input and output. The course includes several labs to give hands-on experience to students.

*CSC 200 Object Oriented Programming:* The course introduces Object-Oriented programming language and design using high-level programming language. The course aims at introducing abstraction, information hiding, classes, methods, attributes, inheritance, polymorphism, file processing, overloading, exception handling, reading and writing from text files. The course includes hands-on exercises that will help students develop skills required to develop functioning programs for solving computing problems.

*CSC 201 Digital Logic and Design (3CH):* This course offers an introduction to electronic models with logic design and the basic concepts used in digital systems. The course covers the design and applications of combinational logic components and sequential circuits. The course includes details of how computer systems are developed by highlighting the basic concepts involved in computer theory like truth tables, binary arithmetic, and standard representation of logic functions.

*MAT 200 Calculus II (3CH):* Students who have taken calculus 1, can take this course to excel in the taught subjects. The course will focus on Transcendental Functions, Techniques of Integration, Infiniti Series, integrals and their applications methods and optimization techniques using partial derivatives. Furthermore, students will learn various concepts of curl and divergence and apply them to real-life context.

*CSC 210 Data Structures and Algorithms (3CH):* In this course, students apply basic knowledge of essential science, math, and designing standards to solve computational problems. This course aims to strengthen the capability of students to develop algorithm and classify the proper data structure method to solve the problem. Algorithms define the approaches for giving solutions utilizing computer facilities. Regularly, the aim is to develop fast computational methods using the least number of resources. For example, specific data structures are used to organize large numbers of records by quickly defining the existing records and/or quickly finding and inserting deleted and new records. The course will concentrate on Big O notation, arrays, stacks, queue, lists, trees, heap and hashing techniques.

*MAT 210 Linear Algebra (3CH):* In this course students will learn linear algebra and develop an appreciating on how the application of this branch of mathematics plays an important role in many computer science undertakings and help solving diverse problems in internet search, data mining, machine learning, graphic design, compilers, bioinformatics, relational database design, and database optimization. The course aims to improve the analytical thinking skills of students through their ability to understand the core principles of linear algebra, such as linear equations, matrices, vector spaces, coordinate systems, determinants, linear operators, linear transformations, eigenvalues, eigenvectors, orthogonality, and quadratic Forms, and then be able to apply these techniques to solve basic problems in IT.

*CIT 205 Website Design (3CH):* This course covers the basic concepts of web design techniques. Its main topics are Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students do not need any programming skills. previous knowledge of HTML or web design. This course introduces to students how to develop webpages and website using different tools such as HTML editors and web browsers. They will learn how to write HTML code using different techniques. They will be taught to enhance the format of websites using styling and layout, to improve webpage look and feel through images, graphics and tables and to enrich their contents by adding audio, video and multimedia files. In addition, students will work in groups to create a website combining all the techniques they have learned throughout the semester.

*CSC 212 Discrete Mathematics (3CH):* This course of discrete mathematics aims to introduce students to concepts, ideas, and techniques that are widely used in computer science. The goal of this course is to teach various topics in discrete mathematics that qualify students to think logically and mathematically to solve

problems in computer science. To achieve this goal, students will study logic and proofs concepts, basic structures, set operations, functions, sequence and summations. Moreover, the following concepts constitute part of the course, as well: methods of proving theorems, induction and recursion, basic rules of counting, pigeonhole principles, permutation and combination, discrete probability, advance counting technique, graph terminology, Dijkstra's algorithm, traveling salesman and trees.

*CIT 300 Multimedia Technology (3CH):* Multimedia Technology course will enhance the understanding of fundamentals of multimedia techniques using computer software. The course shall go into deep details of defining features, uses and practical development considerations for each of the major multimedia content such as text, graphics, sound, and video. Several compression algorithms for digital and analog multimedia content will be covered. A portion of this course concentrates on how communication of multimedia content works by highlighting various networking techniques to efficiently communicate by avoiding errors in communication. The course includes several hands-on exercises on creation and manipulation of multimedia content using various tools like Adobe Photoshop, Audacity and Windows Movie Maker etc. These exercises will strengthen the practical multimedia production skills. Furthermore, students will be equipped with skills and knowledge of enhancing the web pages using HTML and ASP.NET language embedded codes for video, sound, text and images.

*CSC 301 Introduction to Operating Systems (3CH):* This course covers the essential operating system concepts. The students will be provided an introduction to operating systems including a brief history of development through the years and the five managements under each operating system. The course will also cover the topics including processes and threads in context of resource management, memory management and related schemes, CPU scheduling algorithms and file systems. Several alternative algorithms related to page replacement policies and CPU scheduling are discussed along with understanding their advantages and disadvantages. The role of the device manager will be emphasized in the context of resource sharing. Other topics such as concurrent processes and synchronization, deadlocks and security are also presented briefly. Furthermore, the students will get hands-on practical labs on modern Operating Systems including Linux and Windows. The advanced labs will introduce the practice of a scripting language to understand the various topics presented through the course outline.

*CSC 302 Network Essentials (3CH):* This course is designed to provide a needed background to understand computer networks. It describes types of networks, how networking affects society, and the components and tools that are used to create networks in various business models. The course also introduces networking, offering easy-to-follow details on hardware, networking protocols, remote access, and security. New networking professionals will first learn what they need to know about network technology, and



then how to apply that knowledge to set up, manage, and secure networks.

*CSC 304 Theory of Computation (3CH):* This course is about the concepts of theory of computation. It covers the subject from a mathematical approach based on design of theorems and proofs. It brings together main concepts, such as the equivalence of deterministic and nondeterministic finite automata, and the conversions between pushdown automata and context-free grammars to produce an efficient and clear method for parsing. Furthermore, students will study different concepts related to computational theory that include, but not limited to regular expressions, Turing machines and its variants, decidable languages, recursion theorem, and complexity.

*MAT 300 Calculus III (3CH):* Students who have taken calculus II can take this course to excel in the taught subjects needed by computer scientists. The course will demonstrate the use of differential equation in mathematical and real-life modeling. In addition, parametric equations and polar coordinates will be tackled later in the course. Furthermore, students will learn various concepts of infinite sequences and series and apply them in different context.

*CSC 310 Numerical Analysis (3CH):* Numerical analysis deals mainly with algorithms that apply numerical estimation to tackle mathematical analysis problems. This course introduces, to students, numerical algorithms as methods to develop solutions to prevalent problems articulated in different disciplines such as science, engineering, and mathematics. The emphasis is to make students understand the concepts of construction, application, and restrictions of numerical algorithms. The course includes numerical methods to solve equations, polynomial interpolation, differential and integration equations, analysis of numerical errors and applications of these analyses. The course will also help students to acquire skills in problem solving.

*CIT 212 Database Systems (3CH):* This course is designed to introduce database concepts and data models such as hierarchical, networks with more focus on relational databases and ER modeling. The course aims to introduce the database normalization process and enables students to design basic databases through hands-on exercises, case studies, and a teamwork project.

*CSC 314 Modern Programming Languages (3CH):* The course will introduce modern programming languages and their concepts. The course emphasizes the rationale for studying programming languages and the criteria to evaluate them. The concepts of language design, constructs and common design trade-offs will be discussed. Topics include Syntax and semantics of languages, Data types, Names, Bindings, Scopes, Expressions and Assignment Statements, Control Structures, Subprograms and their implementation. This course also covers the advanced topics such as abstraction and concurrency support offered by modern programming languages. Furthermore, the latest trends such as functional programming paradigm will be explained in the course. The hands-on

exercises of this course will help students to explore new languages and take well-informed decisions for their future projects.

*CSC 313 Computer Architecture and Organization (3CH):* This course discusses main concepts of computer architecture and organization such as the behavior and structure of different computer's functional modules. Students will learn as well how these functional modules interact to meet users' processing needs. In addition, the course will introduce students to basic computer organization, data representation and computer arithmetic, digital components, digital logic circuits, register transfer, micro-programmed control, input-output organization, central processing unit, memory organization and pipe-lining.

*CIT 311 Computer Ethics (3CH):* Computer Ethics is an interdisciplinary course. The course reflects the rapid expansion of information technology and the civic and ethical challenges that have emerged from the expansion. The course content is organized around a number of issues that are of immediate concern, including threats to privacy from massive database, data mining, high-speed networks, workplace surveillance, the electronic theft of intellectual property, such as music, video, film and text, and catastrophic computer -related accidents such as airplane crashes and nuclear power plant shutdowns.

*INTERN 101 Pre-Internship (0 CH):* Pre-Internship is a course designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*CIT 320 Internship (3CH):* CCIT offers the Internship program as a graduation requirement for students in the Computer Science and IT Management programs. This program allows students link theory to real world practice. The student is required to complete 280 working hours within 2 months. During this time, the student submits 4 reports explaining the tasks conducted and the skills gained/improved. At the end of the semester, the student provides an oral presentation that explains his/her performance during the internship

*CSC 400 Artificial Intelligence (3CH):* This course provides a foundation for students to explore the field of Artificial Intelligence (AI). This course covers the introduction to basic concepts and techniques that are essential to many AI applications. The topics discussed include intelligent agents and environment, classical search, knowledge representation and reasoning techniques, first order logic with its syntax and semantics, classical planning with its algorithms, and the uncertainty knowledge approaches such as probabilistic and Bayesian networks. Students will expand their knowledge to practice in a wide range of

applications such as computer vision, robotics, and natural language processing.

*CSC 401 Software Engineering (3CH):* This course aims to introduce the theoretical concepts and methodologies of software engineering to students. In particular, this course concerns with software engineering concept, software processes including process models, process activities, process improvement and coping with changes, agile software development and agile methods, requirement engineering, system modelling, implementation, testing and evolution. The course aims to deliver a comprehensive and complete theoretical framework of software development activities and design essentials to students. By the end of course, student will submit a project that addresses the concepts, methods and techniques learnt during the course to tackle certain real life problem. The project is a group project maximum of two students.

*CIT 402 System Analysis and Design (3CH):* This course aims to clarify the processes modifying-on an existing system or proposing a new system that facilitates the achievement of clearly defined business objectives. The course introduces Systems Development Life Cycle (SDLC) methodologies and explains the SDLC phases starting from Planning: by developing a comprehensive system proposal document that includes the business analysis, feasibility analysis and scheduling the tasks of developing the new system, moving to Analysis where requirements are being defined, use case analysis, data flow and entity relationship diagrams are introduced. Then to system design by introducing system acquisition strategies, architecture, user interface, program and database design, to the implementation phase and finally the transition to the new system.

*CSC 330 Capstone Seminar (0CH):* Prepares the student for applied self-directed capstone experience. The course aims at addressing problem identification within the field of study, apply project management principles to prepare project deliverables, and present project proposal.

*CIT 411 Capstone Graduation Project (3CH):* The goal of the capstone graduation project is to evaluate the aptitude of students to independently complete a project in an area of their preference (e.g., software and web development, network administration and security systems, database systems, and digital forensics). The responsibilities required are identifying a research area and developing a project proposal identifying the research aim, objectives, research plan, time schedule, and estimated budgets. Students are required to present their findings through an oral presentation and written thesis.

### *BSc. Computer Science - Digital Forensics Specialization Courses:*

*CSC -S 310 Network Security (3CH):* Students learn the various network security principles and features including protocols, and implementations used in today's networks.

Students should learn about the router configuration using Access Control Lists, configuring Firewalls, and other migration techniques. Topics in this course include Security Policy, Types of Attacks, Firewalls, Virtual Private Networks, Unix Security Issues, Windows Server Security Issues and Wireless Security.

*CSC-S 403 Introduction to Computer Forensics (3CH):* This course provides the student with a comprehensive introductory to the uses of computers in the world of digital forensics. Through this course the student will get familiar with the known methods of computer investigations and digital evidence, the requirements of work and lab environments of computer forensics, the techniques of data acquisition and data analysis used today in computer forensics, and the legal aspects of forensics investigations. The course serves as an essential primer to digital forensics investigations. It covers the well-known techniques and tools used by investigators for acquiring, comparing, and analyzing digital evidence in computer in private and public investigations. General legal issues such as handling evidence, chain of custody, admissibility, search warrants, and working with law enforcement are also covered. Several hands-on lab exercises that include working, analyzing, and examining digital images and evidences will be carried out throughout this course.

*CSC-S 404 Intrusion Forensics (3CH):* This course introduces students to network intrusions and its relation to forensics. It further talks about key issues in intrusion forensics such as fundamental concepts of intrusion detection systems, packet analysis, Snort signatures, and products. It also introduces some advanced topics like intrusion prevention, forensic analysis using alert correlation, decoy systems, data mining, and some introduction to proactive forensics as well. Most of cyber-attacks are performed using networks and can be further prevented using intrusion detection and prevention systems. Intrusion detection can help to trace out the hackers and sue them in courts for committing digital crimes.

*CSC-S 413 Computer Crime and Investigation Techniques (3CH):* In this course, the students will be made aware of different types of digital evidence, how to seize electronics devices on crime scene and the way to secure mobile devices from electromagnetic radiations. Students will also learn how to acquire digital evidence from different types of devices like different types of HDDs, USB devices etc. Different techniques to make copies of evidence without modifying the original data will also be studied in the class. Students will learn to use different write-blocker devices when copying the data from original evidence device. After acquiring the image of evidence device, students will also process them using different open source and licensed software. They will have hand-on practice using Autopsy, Access Data FTK Imager, EnCase etc.

*CIT 410 Advanced Topics in CIT (3CH):* Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry

challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics and practitioners to discuss various specializations in the Information Technology industry. Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports. The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses. By learning through an array of teaching methods and cutting-edge research in Information Technology students are prepared for successful leadership roles in organizations and government. Students on this course also acquire skills and knowledge that ensure any implemented Information System meets industry best practice. Topics covered in this course include Information Technology implementation strategies, Operations and post implementation of Information Technology, Information Technology program and project management, Organizational change and Process Reengineering, global ethics and security management, value chain and data analysis.

*CSC-S 414 Reverse Engineering (3CH):* Students will learn how to tackle legacy software systems challenges and issues. During the semester, students will explore and implement reverse engineering approaches and techniques used in the IT sector to do systems reengineering, understand legacy software systems design and implementation, maintain, evolve and migrate them. Students will be able, as well, to acquire critical thinking in integrating existing software and gain the expertise of practical experience in reengineering and reverse engineering of legacy systems.

### *BSc. Computer Science - Network Security Specialization Courses:*

*CSC-S 310 Network Security (3CH):* Students learn the various network security principles and features including protocols, and implementations used in today's networks. Students should learn about the router configuration using Access Control Lists, configuring Firewalls, and other migration techniques. Topics in this course include Security Policy, Types of Attacks, Firewalls, Virtual Private Networks, Unix Security Issues, Windows Server Security Issues and Wireless Security.

*CSC-S 303 Computer Threats and Risks (3CH):* This course examines the threats, risks, and historical perspective of hacking methodology. Furthermore, it covers the main processes that are required for the identification of threats to an organization. The course also emphasizes the importance of constructive thinking in the process of elimination and mitigation of the associated risks that are

confronted by businesses in a computer network world. Students will learn the types of vulnerabilities inside a system and crackers who use well-known schemes such as worms, viruses and Trojan horses to vandalize digital systems to steal proprietary information.

*CIT 409 Mobile Technology (3CH):* The course builds on prior knowledge gained in network essentials. The course introduces mobile technologies used for cellular communication. Topics covered include transmission fundamentals, protocols and the TCP/IP suite, antennas and propagation, coding and error control, satellite communications, mobile IP and Wireless Access Protocol and IEEE 802.11 Wireless LAN Standard. The main goal of the course is for students to learn and demonstrate knowledge of concepts, issues, tools, techniques and methods associated with mobile technologies and future trends in wireless communication. The course also provides hands-on introduction to write code for data communication over latest mobile and wireless networks.

*CIT 411 Human Computer Interaction (3CH):* The course is aimed at introducing the students to the interdisciplinary field of Human Computer Interaction which integrates concepts from Computer Science, Design and Cognitive Psychology. Topics include introduction to Human Computer Interaction, Interaction Design principles, User Experience, Usability Testing Evaluating and Designing interfaces. The course will be a mix of theory and practice; where the concepts will be introduced and interface prototyping and evaluation will be conducted.

*CIT 410 Advanced Topics in CIT (3CH):* Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics and practitioners to discuss various specializations in the Information Technology industry. Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports. The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses. By learning through an array of teaching methods and cutting-edge research in Information Technology students are prepared for successful leadership roles in organizations and government. Students on this course also acquire skills and knowledge that ensure any implemented Information System meets industry best practice. Topics covered in this course include Information Technology implementation strategies, Operations and post implementation of Information Technology, Information Technology



program and project management, Organizational change and Process Reengineering, global ethics and security management, value chain and data analysis.

*CSCS 411 Decision Support System and Business Intelligence (3CH):* The focus of this course is to explain the vital role of decision support systems (DSSs) for decision making in modern business environment. The course delivers both theory and practice behind DSSs and how Business Intelligence (BI) supports different managerial tasks and processes for individuals and organizations. The concepts, theories, and technologies of DSSs are explained, and the components and tools of BI, from data collection, data modeling, and data analysis, are also covered. The course provides the knowledge for students to understand the analytical, logical, and mathematical foundations of BI modeling and explains modern technologies used in creating decision support systems. These include data visualization, data warehouses, data mining, big data analytics and knowledge management. An emphasis will be given to students to acquire the necessary skills to

develop rudimentary decision support systems through several lab exercises using standard software packages.

*CSC-S 412 Distributed Systems (3CH):* This course covers the range of concepts related to Distributed systems, and case studies to analyze the design of existing distributed systems and applications. The students will learn about the different models of the Distributed Systems, importance of Synchronization, and the vital role of Operating System layer. Furthermore, the students will be introduced to various communication models including Remote Procedure Invocation, Message Passing Interface (MPI), Indirect communication, Group communication, and Peer-to-peer communication. The course will help students in identifying the components and issues related to different Distributed Systems such as Web-based Systems, File Systems, Mobile and Ubiquitous Systems and Multimedia Systems. The students will get hands-on practical labs to evaluate popular algorithms to support communication and to deal with different issues related to resource management.

## Degree Requirements: Bachelor of Science in Information Technology Management

REQUIREMENTS	TYPE	BS - ITM	
		NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Requirements – Business	Compulsory	12	36
Core Requirements – IT	Compulsory	18	48
Free Electives	Elective	03	09
<b>Total</b>		<b>44</b>	<b>126</b>

### Study Plan

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Science in Information Technology Management must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	MAT 90	Mathematics Preparatory	0	Passing the Placement Test
3	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

## General Education Courses

Total 11 Courses - 33 Credit Hours

### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-

5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	-
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208	UAE and GCC Society	3	-

### Core Requirements/IT Compulsory courses (18 courses/48 CH)

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	CSC 110	Introduction to Computer Systems	-	3
2	CIT 201	Introduction to Programming	CSC 110	3
3	CIT 212	Database Systems	CIT 201	3
4	CIT 205	Website Design	CSC 110	3
5	CIT 300	Multimedia Technology	CIT 205	3
6	ITM 310	Database Administration	CIT 212	3
7	ITM 306	Server Operating System and Network Management	CSC 110	3
8	CIT 307	Computer Ethics	ENG 101+ CSC 110	3
9	INTERN 101	Pre- Internship	90 CH	0
10	ITM 320	Internship	INTERN 101	3

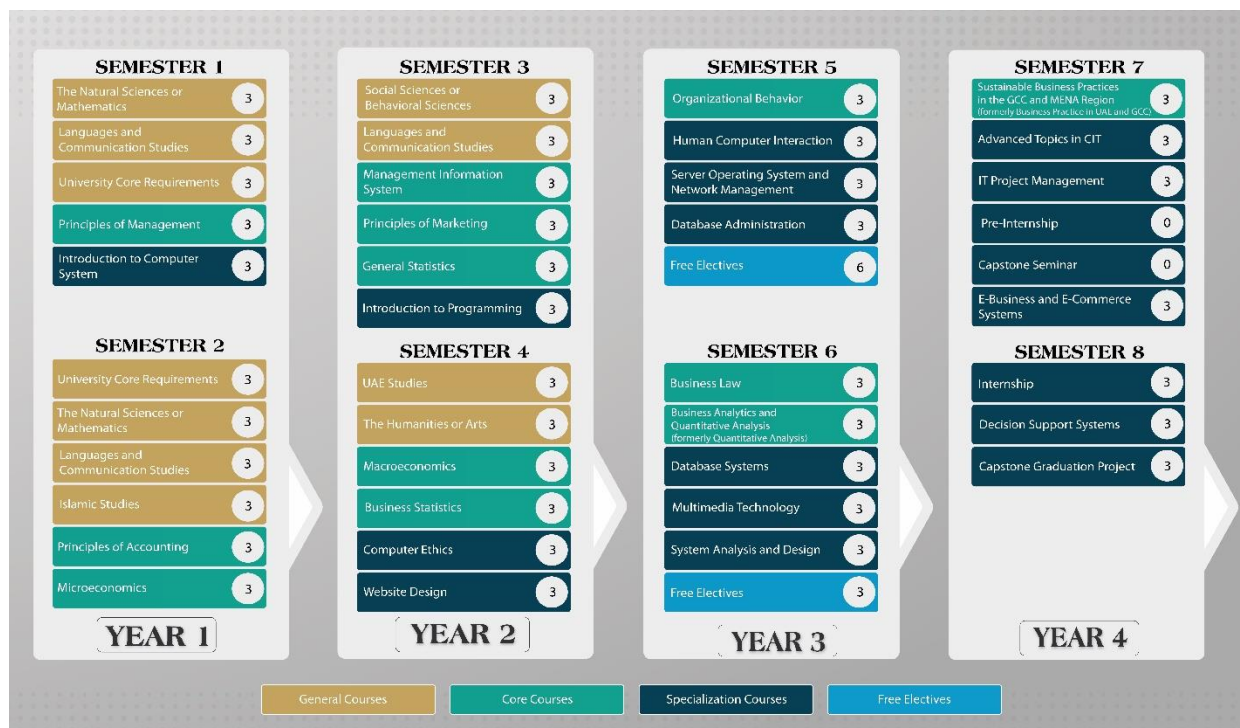
11	ITM 400	E-Business & E-Commerce Systems	CIT 205	3
12	ITM 404	IT Project Management	90 CH	3
13	CIT 411	Human Computer Interaction	CIT 300	3
14	CIT 410	Advanced Topics in CIT	90 CH	3
15	CIT 402	System Analysis and Design	CIT 212,CIT 205	3
16	ITM 330	Capstone Seminar	105CH, ITM 404,CIT 402*	0
17	ITM 411	Capstone Graduation Project	ITM 330	3
18	CIT 415	Decision Support Systems	ITM 400	3

*Core Requirements/Business Compulsory courses (12 courses/36 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	ACC 100	Principles of Accounting	-	3
2	MGT 100	Principles of Management	-	3
3	ECO 100	Microeconomics	-	3
4	MKT 200	Principles of Marketing	ECO 100	3
5	MGT 200	Management Information System	MGT 100	3
6	ECO 200	Macroeconomics	ECO 100	3
7	ASC 205	General Statistics	MAT 100	3
8	MGT 202	Business Statistics	ASC 205	3
9	MGT 205	Organizational Behavior	ACC 200, MGT 100	3
10	MGT 301	Business Law	MGT 100	3
11	MGT 309	Business analytics and quantitative analysis	MGT 202	3
12	MGT 307	Sustainable Business Practices in the GCC and MENA Region	ASC208, MGT100	3

*Free Electives courses (03 courses/09 CH)*

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



## Course Description

### General Education Courses:

### University Core Requirements

**ASC 101 University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

### Languages and Communication Studies

**ENG 101 Academic Writing (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various

academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

**ASC 207 Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

**ARLAA 100 Communication Skills in Arabic (3CH):** This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the

student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

## The Natural Sciences or Mathematics

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

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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

*ASC 200 General Psychology (3CH):* An introduction to the science of psychology, its theories and foundations. The course is focused on principles and research methodologies, including the following topics: history of psychology, the biology of mind, memory, learning, child



and personality development, psychological disorders and therapy. The aim of the course is to introduce the basis of psychology, provide the foundational knowledge to pursue the subject in more depth in the future, and build an ongoing interest in the application of psychology in everyday life.

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the

United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## BSc. in Information Technology Management

### (Business Core Courses):

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

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

*ECO 100 Microeconomics (3CH):* This course is designed to introduce students to basic microeconomics concepts relating to individual decision-making. The course exposes students to the meaning, nature, and methods of studying Microeconomics. The concepts of supply, demand, and

elasticity are used to analyze the behaviors of consumers and firms in different types of markets. Main topics covered include: consumer behavior, firm production costs, Pure Competition, Monopolistic Competition, Monopoly, and Oligopoly.

*MKT 200 Principles of Marketing (3CH):* This course familiarizes the students with the scope, terminology, topics, and procedures of marketing in a modern company. It introduces the principles of marketing with providing a comprehensive overview of the marketing process from marketing research and analysis up to capturing customer value. Marketing channels, developing marketing strategies, consumer behavior, societal marketing, and new product planning are also discussed.

*MGT 200 Management Information Systems (3CH):* The course is aimed to provide both theoretical explanations and practical understanding of the utilization of information system in managerial decision making. Further it is aimed to discuss procedure for planning of the information system, as well its proper organization and application in technological advancements. The course is mainly of a managerial outlook, aimed for better utilization of the latest information technology for managerial planning, organizing, implementation and decision making at all levels of managerial activities.

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

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

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

*MGT 205 Organizational Behavior (3CH):* Organizational behavior studies the influence of individuals, groups, and work culture on behavior within organizations; its chief goal is to improve an organization's effectiveness. This course introduces students to the core concepts of

organizational behavior including attitudes, emotions, and moods; communication; conflict and negotiation; diversity; group behavior and work teams; individual decision making; leadership and power; motivation; organization culture and structure; organizational change; and personality and values.

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

*MGT 309 Business analytics and quantitative analysis (3CH):* This course discusses the essence of Quantitative Analysis and covers various types of analysis including: decision analysis and risk attitudes, inventory control, linear programming, transportation problem, queuing theory, and simulations. Emphasis is on the formulation of problems and their solutions by standard methods and by computer packages such as MS Excel and QM.

*MGT 307 Sustainable Business Practices in the GCC and MENA Region (3CH):* Arab Gulf Area has developed as a major destination for international business. In the recent times, GCC nations remain as one among the trade blocks which is competitively placed in the world economy. Diversified business interests from oil, petroleum, marine products, tourism etc created momentum for regional growth and investments. The course provides students a better understanding related to the best opportunities and the good practices that needs to be followed to engage in business in the region. The subject mainly focuses on the policies and procedures to engage in business, free zone operations, PESTLE analysis and SWOT analysis among GCC nations as a directive for doing business in the GCC nations.

## *BSc. In Information Technology Management*

### *(IT Core Courses):*

*CSC 110 Introduction to Computer System (3CH):* The purpose of this introductory course is to study computers and data. It gives an establishment to utilizing computers in different courses and educational module for research, correspondence, and writing. Students will be exposed to the fundamentals of hardware and its associated software and systems improvement. The course will show how the computer automates the processing of information.

*CIT 201 Introduction to Programming:* This course introduces students to the fundamentals of computation problem solving. The course covers the main principles of algorithm-based problem solving and implementation of solutions using a computer programming language.

Students will learn the essential programming concepts and computation problem solving such as algorithms, data flow, decomposing large problem into smaller components, program design, data types, control structures, functions and handling input and output. The course includes several labs to give hands-on experience to students.

*CIT 212 Database Systems (3CH):* This course is designed to introduce database concepts and data models such as hierarchical, networks with more focus on relational databases and ER modeling. The course aims to introduce the database normalization process and enables students to design basic databases through hands-on exercises, case studies, and a teamwork project.

*CIT 205 Website Design (3CH):* This course covers the basic concepts of web design techniques. Its main topics are Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students do not need any programming skills. previous knowledge of HTML or web design. This course introduces to students how to develop webpages and website using different tools such as HTML editors and web browsers. They will learn how to write HTML code using different techniques. They will be taught to enhance the format of websites using styling and layout, to improve webpage look and feel through images, graphics and tables and to enrich their contents by adding audio, video and multimedia files. In addition, students will work in groups to create a website combining all the techniques they have learned throughout the semester.

*CIT 300 Multimedia Technology (3CH):* Multimedia Technology course will enhance the understanding of fundamentals of multimedia techniques using computer software. The course shall go into deep details of defining features, uses and practical development considerations for each of the major multimedia content such as text, graphics, sound, and video. Several compression algorithms for digital and analog multimedia content will be covered. A portion of this course concentrates on how communication of multimedia content works by highlighting various networking techniques to efficiently communicate by avoiding errors in communication. The course includes several hands-on exercises on creation and manipulation of multimedia content using various tools like Adobe Photoshop, Audacity and Windows Movie Maker etc. These exercises will strengthen the practical multimedia production skills. Furthermore, students will be equipped with skills and knowledge of enhancing the web pages using HTML and ASP.NET language embedded codes for video, sound, text and images.

*ITM 310 Database Administration (3CH):* This course focuses on topics such as DBA roles, DBMS security, data administration, backup and recovery, clustering and replication, resource management and database tuning. The course aims at equipping the students with the following learning outcomes.

*ITM 306 Server Operating System and Network Management (3CH):* Students will learn about operating systems without getting into detail about internal algorithms. Case studies involving operating systems and networks are used by students to gain an understanding of how operating systems work and their role in Computers. The course covers structures of operating systems, processes and process synchronization, main memory, storage structure mass, file systems, operating system protection and security, virtual machine and UNIX flavors. Students learn to monitor, secure and configure an operating system using a UNIX flavors.

*ITM 311 Computer Ethics (3CH):* Computer Ethics is an interdisciplinary course. The course reflects the rapid expansion of information technology and the civic and ethical challenges that have emerged from the expansion. The course content is organized around a number of issues that are of immediate concern, including threats to privacy from massive database, data mining, high-speed networks, workplace surveillance, the electronic theft of intellectual property, such as music, video, film and text, and catastrophic computer -related accidents such as airplane crashes and nuclear power plant shutdowns.

*INTERN 101 Pre-Internship (0 CH):* Pre-Internship is a course designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, teamwork skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*ITM 320 Internship (3CH):* CCIT offers the Internship program as a graduation requirement for students in the Computer Science and IT Management programs. This program allows students link theory to real world practice. The student is required to complete 280 working hours within 2 months. During this time, the student submits 4 reports explaining the tasks conducted and the skills gained/improved. At the end of the semester, the student provides an oral presentation that explains his/her performance during the internship.

*ITM 400 E-Business and E-Commerce Systems (3CH):* The course provides a hands-on introduction to fundamental technologies that are essential in building and marketing e-commerce solutions. Students will learn the skills to utilize available software to create a fully functional ecommerce website with shopping cart and secure order processing, and methods to market it using online advertisement. The course emphasizes the importance of back-end server applications interfacing with a database and teaches its development. Topics covered include business models for e-Commerce, e-Commerce Infrastructure, e-Commerce Security and payments, e-Commerce marketing and advertising, ethics, law and online media. This course requires that students should



have working knowledge of HTML and database management before taking this course.

*ITM 404 IT Project Management (3CH):* The goal of this project is to explain the necessary skills of project management with a strong emphasis on issues and problems associated with the successful delivery of IT projects. This course is designed to provide a thorough understanding of the theory and practice of project management through an integrated approach that includes the concepts, tools, methodologies, skills, and techniques managing information technology projects. CIT 404 focuses on information technology projects with the following course objectives: issues associated with information technology projects, successful and failed information technology projects, and teamwork practices in information technology projects. The course covers all related aspects and issues of managing IT projects. These include, project management tools, such as Gantt charts and critical paths, project contexts, processes, and management of integration, cost, scope, time, human resources, quality, communications, and risks of an IT project.

*CIT 411 Human Computer Interaction (3CH):* The course is aimed at introducing the students to the interdisciplinary field of Human Computer Interaction which integrates concepts from Computer Science, Design and Cognitive Psychology. Topics include introduction to Human Computer Interaction, Interaction Design principles, User Experience, Usability Testing Evaluating and Designing interfaces. The course will be a mix of theory and practice; where the concepts will be introduced, and interface prototyping and evaluation will be conducted.

*CIT 410 Advanced Topics in CIT (3CH):* Advanced Topics in IT uses a variety of teaching strategies to expose students to real world scenarios which are current industry challenges. The approach ensures CCIT graduates are equipped with contemporary skill sets required in the ever-changing Information Technology industry. The course provides a platform for students, academics, and practitioners to discuss various specializations in the Information Technology industry. Learning of soft and hard skills are reinforced through write ups, oral and presentation of professional reports. The course enables students explore distinct areas of Information Technology which are not covered in the regular course work and focuses on the identification of long-term overall aims and interests and the means of using Information Technology to help businesses achieve their organizational goals. Topical issues including using Information Technology to elevate production by suppling uninterrupted processes which optimize resources and allow organizational leaders to make quick, accurate, and consistent decisions are studied via case studies analyses. By learning through an array of teaching methods and cutting-edge research in Information Technology students are prepared for successful leadership roles in organizations and government. Students on this course also acquire skills and knowledge that ensure any implemented Information System meets industry best practice. Topics covered in this

course include Information Technology implementation strategies, Operations and post implementation of Information Technology, Information Technology program and project management, Organizational change and Process Reengineering, global ethics and security management, value chain and data analysis.

*CIT 402 System Analysis and Design (3CH):* This course aims to clarify the processes modifying-on an existing system or proposing a new system that facilitates the achievement of clearly defined business objectives. The course introduces Systems Development Life Cycle (SDLC) methodologies and explains the SDLC phases starting from Planning: by developing a comprehensive system proposal document that includes the business analysis, feasibility analysis and scheduling the tasks of developing the new system, moving to Analysis where requirements are being defined, use case analysis, data flow and entity relationship diagrams are introduced. Then to system design by introducing system acquisition strategies, architecture, user interface, program and database design, to the implementation phase and finally the transition to the new system.

*ITM 330 Capstone Seminar (0CH):* This course aims to prepare the students for applied self-directed capstone experience. The course aims at addressing problem identification within the field of study, apply project management principles to prepare project deliverables, and present project proposal.

*ITM 411 Capstone (3CH):* The goal of the capstone graduation project is to evaluate the aptitude of students to independently complete a project in an area of their preference (e.g., software and web development, network administration and security systems, database systems, and digital forensics). The responsibilities required are identifying a research area and developing a project proposal identifying the research aim, objectives, research plan, time schedule, and estimated budgets. Students are required to present their findings through an oral presentation and written thesis.

*CIT 415 Decision Support Systems (3CH):* The focus of this course is to explain the vital role of decision support systems (DSSs) for decision making in modern business environment. The course delivers both theory and practice behind DSSs and how Business Intelligence (BI) supports different managerial tasks and processes for individuals and organizations. The concepts, theories, and technologies of DSSs are explained, and the components and tools of BI, from data collection, data modeling, and data analysis, are also covered. The course provides the knowledge for students to understand the analytical, logical, and mathematical foundations of BI modeling and explains modern technologies used in creating decision support systems. These include data visualization, data warehouses, data mining, big data analytics and knowledge management. An emphasis will be given to students to acquire the necessary skills to develop rudimentary decision support systems through several lab exercises using standard software packages.

# College of Security and Global Studies (CSGS)

## Program

1. Bachelor of Arts in Security and Strategic Studies – Disaster Management
2. Bachelor of Arts in Security and Strategic Studies – Emergency Management
3. Bachelor of Arts in Security and Strategic Studies – Risk Management
4. Bachelor of Arts in Security and Strategic Studies – Crisis Management

## Program Goals

1. To be a career path program that will graduate experts, decision-makers and leaders in the field of security and strategic studies.
2. Motivate students to engage in constant learning inside and outside of the class; learn how to research and propose recommendations in the field of specialization in Security and Strategic Studies.
3. Offer quality teaching and research learning resources environment, conducive for undergraduate students.
4. Assure quality and consistency in learning outcomes of both theoretical and practical value, meeting the national market demands.
5. Continuously develop the program, ensuring operating strategic standards are met, aligning with the AUE's mission; aligning with national and international standards and strategies and methodologies to produce original and advanced research in the intelligence and security field

## Bachelor of Arts in Security and Strategic Studies Program Learning Outcomes Mapping with QF Emirates Level 7

PLO	PLO Text	7A1	7A2	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7R3	7S1	7S2	7S3
1	Identify and illustrate the concepts and principles of security and strategic studies.				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
2	Interpret and apply the practices and theoretical approaches of disaster, crisis, emergency, and risk management.				✓	✓	✓	✓	✓	✓		✓	✓	✓	
3	Develop and implement planning methods and processes for disaster, crisis, emergency, and risk management	✓	✓		✓	✓	✓	✓	✓				✓	✓	✓
4	Examine and assess the features of national and global affairs in security and strategy.	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓
5	Identify and appraise the interdisciplinary implications of existing and future security threats and challenges.	✓			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓



## Degree Requirements

REQUIREMENTS	TYPE	NO. OF COURSES	CR. HRS.
General Education	Compulsory	12	36
Core Courses	Compulsory	19	54
Specialization Courses	Compulsory	06	15
Elective Courses	Elective	05	15
<b>Total</b>		<b>42</b>	<b>120</b>

## Study Plan

### General Education Courses

### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Arts in Security and Strategic Studies must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

### General Education Courses

Total 12 Courses - 36 Credit Hours

### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-

#	Course Code	Course	C.H	Remarks
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	Mandatory
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	Mandatory
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	-
6	ASC 206	Introduction to Geography	3	Mandatory

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	-
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

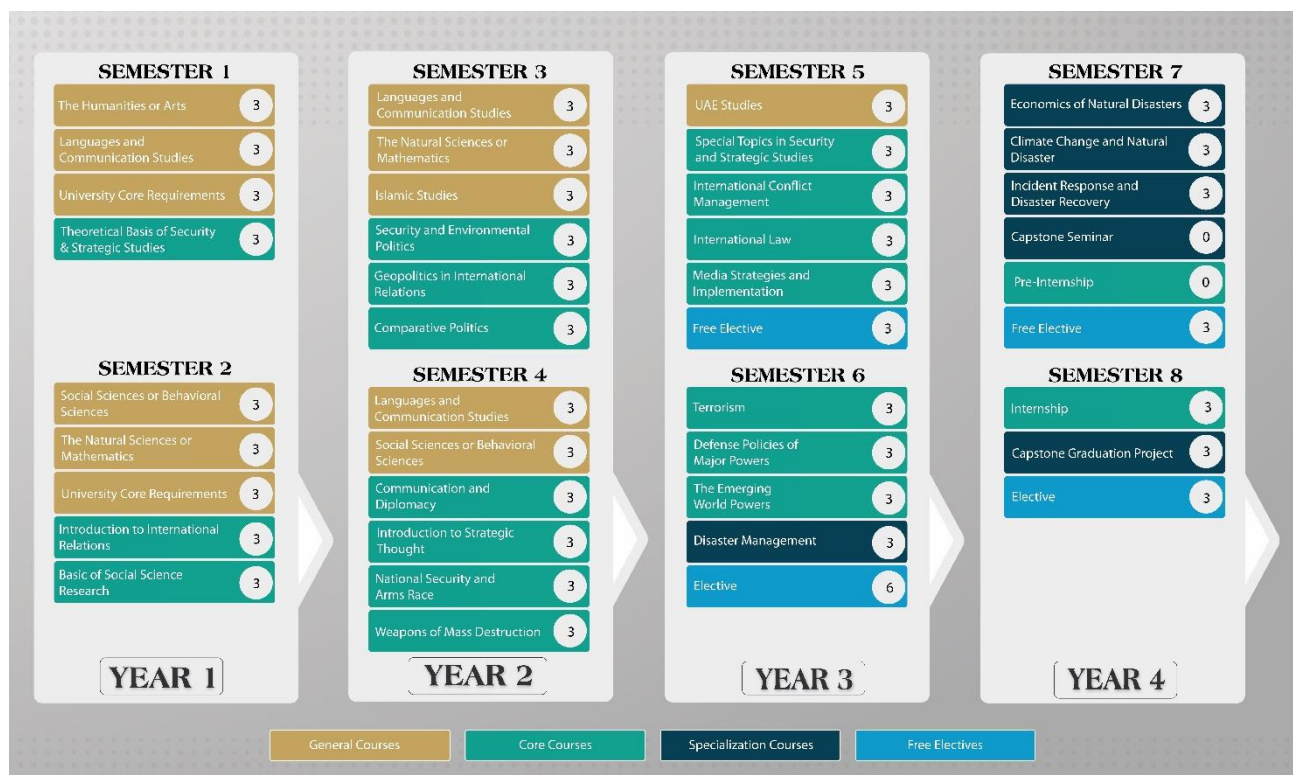
#	Course Code	Course	C.H	Remarks
1	ASC 208	UAE and GCC Society	3	-

### Core requirements/ Compulsory courses (19 courses/ 54 CH)

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	SS 300	Theoretical Basis of Security & Strategic Studies	-	3
2	SS 301	Basic of Social Science Research	-	3
3	SS 302	Introduction to International Relations	-	3
4	SS 303	Introduction to Strategic Thought	-	3
5	SS 304	International Law	-	3
6	SS 305	Security and Environmental Politics	SS 300	3
7	SS 306	Geopolitics in International Relations	SS 302	3
8	SS 307	Comparative Politics	ASC 107	3
9	SS 308	Weapons of Mass Destruction	SS 302	3
10	SS 309	National Security and Arms Race	SS 302	3
11	SS 310	Communication and Diplomacy	-	3
12	SS 311	Media Strategies and Implementation	-	3
13	SS 312	Special Topics in Security and Strategic Studies	SS 300	3
14	SS 401	International Conflict Management	SS 303	3
15	SS 402	Terrorism	SS 302	3
16	SS 403	Defense Policies of Major Powers	SS 300	3
17	SS 404	The Emerging World Powers	SS 300	3
18	INTERN 101	Pre-Internship	72 CH	0
19	SS 411	Internship	INTERN 101	3

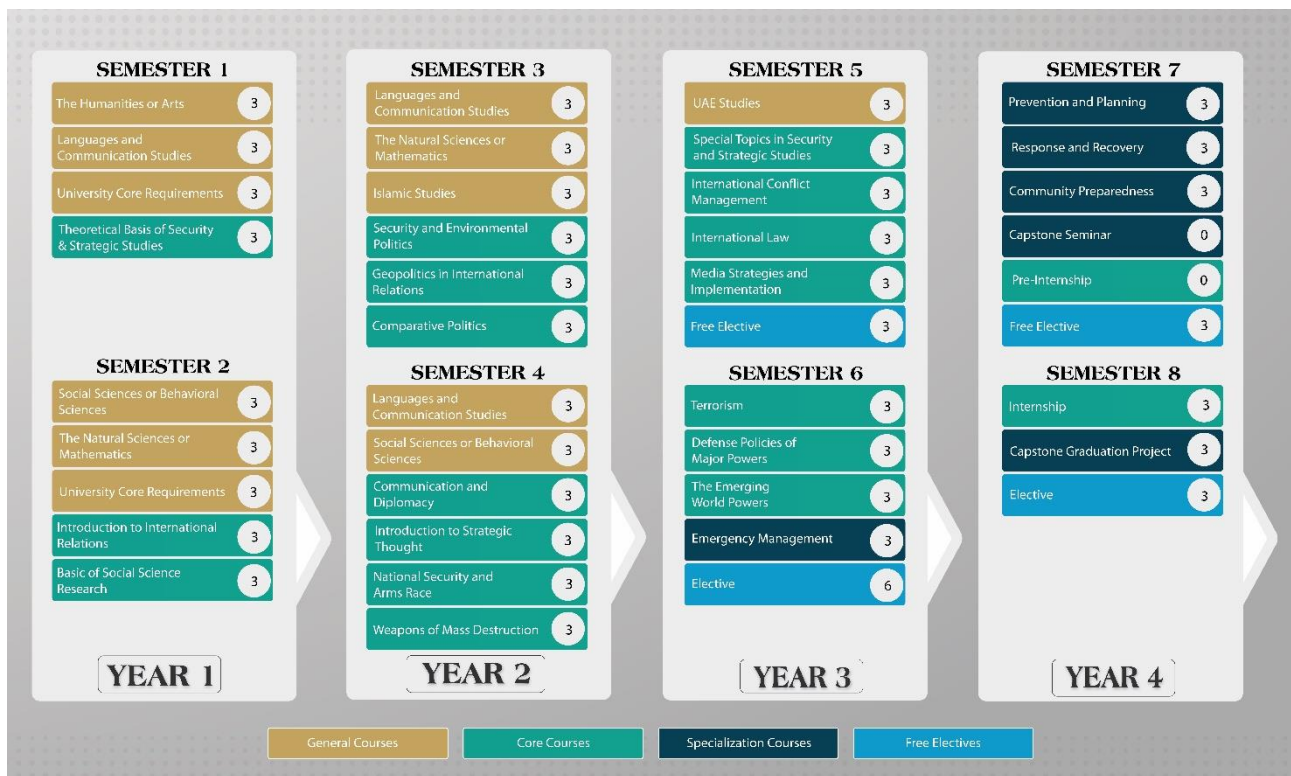
*Specialization courses - Disaster Management (6 courses/ 15 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	SSDM 400	Disaster Management	ASC 210, SS 303	3
2	SSDM 405	Climate Change and Natural Disaster	ASC 206, SS 305	3
3	SSDM 402	Economics of Natural Disasters	ASC 206, SS 305	3
4	SSDM 403	Incident Response and Disaster Recovery	SS 310	3
5	SS 415	Capstone Seminar	SS 310	0
6	SSDM 404	Capstone Graduation Project	90 C.H	3



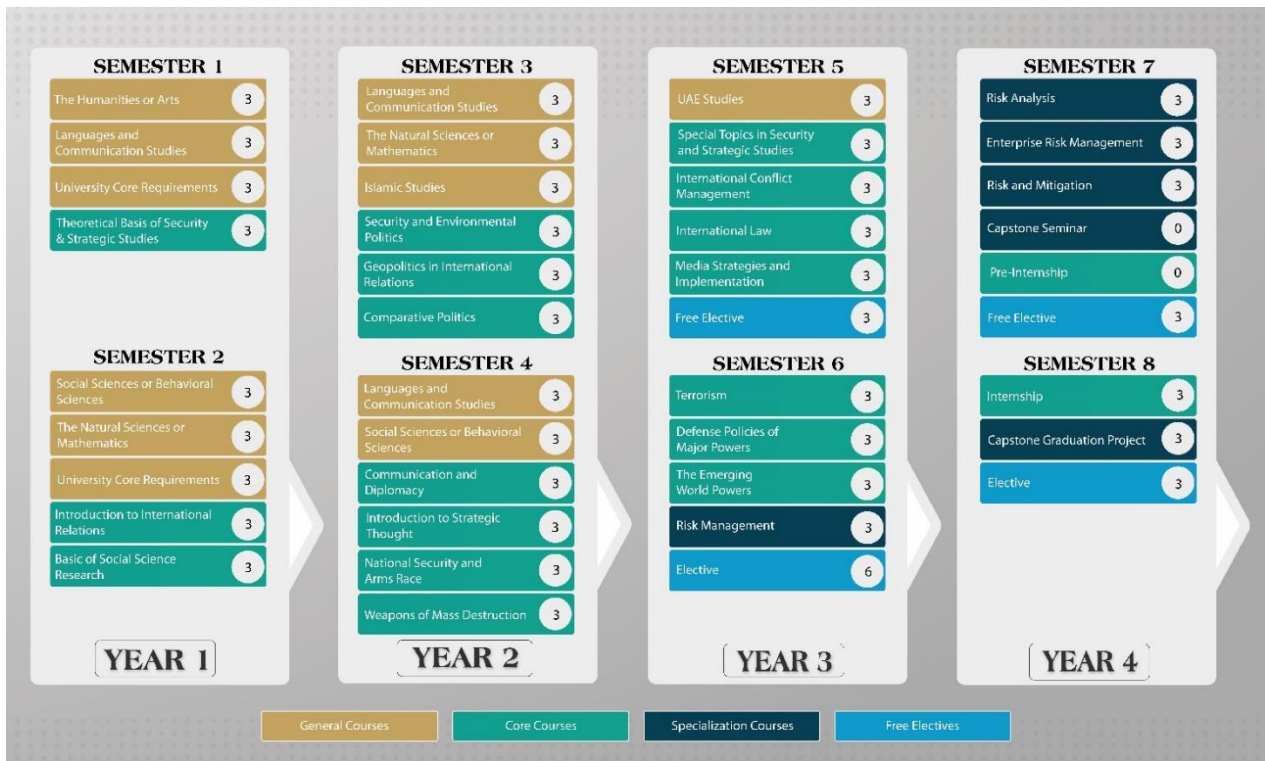
*Specialization courses –Emergency Management (6 courses/ 15 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	SSEM 400	Emergency Management	SS 303, SS 306	3
2	SSEM 401	Community Preparedness	SS 303, SS 307	3
3	SSEM 402	Response and Recovery	SS 301, SS 303	3
4	SSEM 403	Prevention and Planning	SS 302, SS 401	3
5	SS 415	Capstone Seminar	90 C.H	0
6	SSEM 404	Capstone Graduation Project	SS 415	3



*Specialization courses –Risk Management (6 courses/ 15 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	SSRM 400	Risk Management	SS 303	3
2	SSRM 401	Risk and Mitigation	SS 310	3
3	SSM 402	Enterprise Risk Management	SS 310	3
4	SSM 403	Risk Analysis	SS 311, SSRM 400	3
5	SS 415	Capstone Seminar	90 C.H	0
6	SSRM 404	Capstone Graduation Project	SS 415	3



*Specialization courses –Crisis Management Specialization (6 courses/15 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	SSCM 400	Crisis Management Communication	SS 300, SS 303	3
2	SSCM 401	Crisis Management and Business Continuation	SS 310	3
3	SSCM 402	Intergovernmental Crisis and Security Management	SS 307, SS 401	3
4	SSCM 403	Crisis Psychology and Mental Health	SS 303, ASC 200	3
5	SS 415	Capstone Seminar	90 C.H	0
6	SSCM 404	Capstone Graduation Project	SS 415	3





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

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

## Course Description

*General Education Courses:*

### University Core Requirements

**ASC 101 University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of

innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

### Languages and Communication Studies

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

**ASC 207 Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them

understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

*ARLAA 100 Communication Skills in Arabic (3CH):* This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

## The Natural Sciences or Mathematics

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

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

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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans.

During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics

from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

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

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

relevance and challenges. The course seeks to effectively address the notion of the 'clash of civilizations.

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

### Core Courses:

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

*SS 301 Basic of Social Science Research (3CH):* Research is one of the most crucial objectives within a BA Program. Getting to accustomed and developing on conducting a research, firstly in social sciences, specifically in Strategic topics in the world, is the main objective of this program and course. Conducting the research and especially orchestrating a social survey, problem of objectivity in strategic research, cultivating a specific formula on research problems and most importantly propound a right hypothesis on a deep subject are the assets of this course. To ensure and develop above mentioned processes and steps, scanning current articles, books and different studies in a specific area and pursuing selective reading techniques are cardinal elements to be studied. Preparing extended outline in accordance with hypothesis assembled in Security Studies, extending and transformation techniques, data collection, and research writings are the steps which will be learnt in this course. Some research topics are included into study such as security history, strategic geography, modern phenomena of peacemaking and peacekeeping, disarmament, counterinsurgency, important military strategists, types of strategies, effect of military and industrial complexes on the conflicts.

*SS 302 Introduction to International Relations (3CH):* This course examines the key themes in IR: state and non-state actors, international norms, international law, international institutions, international theory and international system in a Globalized world The "Four Cs" (confrontation, compromise, co-operation and conflict) will be analyzed in depth. Last but not

least, this course will focus on international security – in particular, the major threats of the 21st century

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

*SS 304 International Law (3CH):* This course is an introduction to international law, generally understood as the set of rules binding the international conduct of Nation-states actors and non-state actors. It will identify public international law, its sources, jurisdictions and states' rights and obligations. Special topics to be addressed will include law of the sea, international criminal law, environmental law, human rights, and humanitarian international law. In addition, this course will provide a conceptual framework for the analysis of international law, contemporary debates and future trends.

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

*SS 306 Geopolitics in International Relations (3CH):* The course is a third-year level course for the Bachelor of Security and Strategic Studies. The course examines and analyses, through the scope of geography and political science combined, international and strategic affairs. Its scope provides an emphasis on political geography, international relations, strategic and security affairs and elements of international law



when applicable in international affairs. Students will be introduced to elements of international affairs of the 20th and the 21st century, through the comprehension and utilization of maps and showcase the importance of natural resources and how pivotal role these play in international affairs seen as national, regional or international interests. Students are expected to approach international issues in way which can be define pragmatic in nature, as these vary from strategically led traditional approaches of international relations.

*SS 307 Comparative Politics (3CH):* This course introduces a sub-field of political science known as Comparative Politics. It is one of the four traditional subfields of political science. Simply put, this is the study of political relationships and processes within particular countries (as opposed to the relations between countries), using the theoretical and empirical knowledge gained from comparative analysis. It differs from international relations for two reasons: in its focus on individual countries and regions, and its comparison across units (national and subnational actors) and substantive topics.

To understand the challenges posed by democratic forms of government, the course covers topics in the comparative study of contemporary politics as it relates to the development of the state and consolidation of democratic regimes, and the persistence of non-democratic and hybrid regimes.

*SS 308 Weapons of Mass Destruction (3CH):* This course aspires to acquaint students with the various weapons of mass destruction (nuclear, chemical, biological and radiological) and explain to them how they can be developed (and acquired) by states and armed non-state actors and how they can become a grave security threat in the wrong hands (i.e. rogue states or terrorists).

*SS 309 National Security and Arms Race (3CH):* The course is designed to provide the students with deeper insight and perspectives towards national security and the arms race in the era of globalization. After the WWII, the dominant actors in the world politics have spent major portion of their national budget pursuing missile defense system, transnational threats, proxy wars, and star wars to shield against the threat of nuclear attacks, thus, provoking new arms races among nations and states. The emergence of 21st century is experiencing the most critical concerns of national security, which reflects the balance of power politics and the global arms race. The rapid changes emanating from the susceptibility of the transnational threats observed after post 9/11 symptoms demands more dynamic thought process to examine pure military expeditions have resulted in further alienation and paralysis of statehood theory and to some extent the democratic apparatus system. The

course looks more deeply into the national security, statecraft, emergence of faith based ideological aspects, conflict resolution and peacemaking. The present trends on the arms races has seen countries both developed and under developing to set their security strategies covering risk assessment, security analysis, and public policy to long-term strategic goals. The course will help students to understand responsibility of the governments to address these threats to national and international security. Students will learn basic terminologies and discusses strategic and policy debates about new forms of terrorism after the 9/11. The sessions are designed to stimulate interest and debate among the students, professionals, public and policy-makers, by providing solid facts and analysis. This also allows scientific, geopolitical, historical and strategic analysis of various components to critique the delusion of perfect national security.

*SS 310 Communication and Diplomacy (3CH):* This is an undergraduate course for students interested in pursuing their career in the sphere of international relations: it is for future diplomats of respective national Ministries of Foreign Affairs, those interested in working for international organizations, as well as for students interested in the day-to-day process of foreign policy making. The aim of this course is to give students an insight into the real-world practice of international relations. Lectures will introduce the most important facts and concepts about actors in the area of international relations and the basic knowledge necessary for diplomats. Other sessions will help students improve their writing and presentation skills in this area. This course will introduce students to the basic principles and techniques of modern diplomacy. The course will include discussions of international legal obligations, diplomatic policy and the role of publicity in diplomacy and different aspects of diplomacy including public diplomacy.

*SS 311 Media Strategies and Implementation (3CH):* This course intends to examine how mass media (especially at the Age of the Internet) affects political system, social stability, crisis, or ongoing wars. Concepts about fake news, brainwashing and propaganda wars will be examined through various cases studies.

*SS 312 Special Topics in Security and Strategic Studies (3CH):* The Special Topics in Strategic Studies' is intended to showcase the diversified areas of teaching that has wide relevance in local, regional and global context. Special Topics on Security will also provide the necessary skills for students to identify and assess contemporary security situations, most of which may include events and problematics on crime, terrorism, criminality, public and private security, cybersecurity, asymmetric warfare and illegal trade.

*SS 401 International Conflict Management (3CH):* International conflicts are traditionally associated

with dispute of two or more nation-states (inter-state), but could be related to conflict within one country (intra-state), when one or more groups are fighting for specific cause that have international consequences. The course will analyze international conflicts, while examining strategies and tactic for conflict management and conflict resolution.

Additionally, the course will provide inter-disciplinary academic perspectives of international conflict management, in combination with specific techniques used in some real-life cases. Special attention will be dedicated to negotiation, as one of the possible tools for management of international conflicts. Blend of academic knowledge and practical experience would assist students to systematically understand of different strategies and tools of international conflict management.

**SS 402 Terrorism (3CH):** After 9/11 terrorism studies has emerged as a science and made a considerable number of social scientists and scholars write and debate about complex dynamics of terrorism. This course is designed to make the students understand all the dynamics of Terrorism in detail.

**SS 403 Defense Policies of Major Powers (3CH):** This course examines the defense policies of major world powers in an effort to understand the policy-making issues with regards to national security. In addition, the inter-connection between strategy and defense is briefly analyzed. The application of the defense policy in crisis situations, bilateral and multilateral realities as well as interactions with global actors other than states is also of essence.

**SS 404 Emerging World Powers (3CH):** This course will expose students to the evolution of the International System in the 21st Century, focusing on the causes and processes of regional and global power rise and collapse. The course emphasizes the role of emerging international powers and the fundamental factors driving their rise in addition to the significance of crisis international law in the emergence of these new world powers. As a result of this course, students will be able to examine the various aspects of power in these states and analyze their central policies.

**INTERN 101 Pre- Internship (0 CH):** Pre-Internship is designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

**SS 411 Internship (3 CH):** This Internship course offers students a substantial industry placement. The Internship course intends to provide students the opportunity to apply and develop their classroom and academic learning in the workplace environment related to their study discipline and chosen specialization prior to graduation. Students typically enroll in this course in their penultimate or final semester. Employers increasingly expect university graduates and their graduate employees to have gained practical and vocationally specific experience as part of an undergraduate degree program. They also expect graduates to behave with an accomplished professionalism and to have developed professional attitudes, skills and behaviors. Undergraduate students, likewise, wish to have the academic and practical skill set to be valued as a potential employee. Undergraduate students also seek knowledge about the various career possibilities and opportunities in security field. An internship allows current students to understand the relationship between their academic and career choices and build a personal portfolio to assist them to make their career ambitions become a reality.

### *Specialization Courses – Disaster*

#### *Management:*

**SSDM 400 Disaster Management (3CH):** The course will appraise Disaster management as a constituent of national security and a component of civil defense. Also, the course addresses in an integrated and synthetic way a range of issues including normative order of disaster management, creating priority inventories of disaster management vulnerability, resistance and redundancy as well as evaluation of scenarios and threat analysis with uncertain impact on reaching the goals of disaster management. The historical and empirical background of the role of disaster management, as well as the reasons behind civil society organization directed to assess and react to disasters, had a foundational correlation with the role of the civil defense, and the institutional approach to mitigation, management, contention and prevention of disasters.

**SSDM 405 Climate Change and Natural Disasters (3CH):** This course will examine certain natural Disasters (drought, flood, hurricane, wildfire) and Climate Change as a critical contributing factor to them. It will discuss the causes and the consequences of the climate change and how it amplifies certain phenomena. Furthermore, it will assess the effect of these changes to the management of the aforementioned natural disasters. Climate change models and natural disaster prediction will be discussed as well as the byproducts of these natural disasters and the difficult of management (like coping with climate refugees).



*SSDM 402 Economics of Natural Disasters (3CH):* Since the turn of the millennium, more than one million people have been killed and 2.3 billion others have been directly affected by natural disasters including wild fires around the world. In cases like the 2010 Haiti earthquake or the 2004 Indian Ocean tsunami, these disasters have time and time again wrecked large populations and national infrastructures. While recognizing that improved rescue, evacuation, and disease control are crucial to reducing the effects of natural disasters, in the final analysis, poverty remains the main risk factor determining the long-term impact of natural hazards. Furthermore, natural disasters have themselves a tremendous impact on the poorest of the poor, who are often ill-prepared to deal with natural hazards and for whom a hurricane, an earthquake, or a drought can mean a permanent submersion in poverty. This course is a study of the economics associated with international, national, state, or local level disaster. Students will study, analyze, and conduct research on the direct and indirect economic losses associated with disaster. The course will cover the economics associated with both public and private institutions, implementing the study of frameworks, protocols and standards used both, at the national level, as well as international institutions such as the World Bank, the Interamerican Development Bank and the International Monetary Fund.

*SSDM 403 Incident Response and Disaster Recovery (3CH):* This course will enable students to think critically about response and disaster recovery operations. Students will learn about the nature of emergencies and disasters and develop skills to assess alternate viewpoints about how practitioners should deal with them. Students will be encouraged to review disaster management literature and examine the various strategies and tools that can be utilized for effective disaster response. Through a survey of recovery policies and programs, this course also examines methods that can be utilized to promote a quick return to normalcy. In this sense, it also keeps the mitigation of future disasters in mind.

This course will introduce students to various incident response and disaster recovery tools and techniques. Topics covered include: the development and implementation of incident response, business continuity and disaster recovery plans and traffic analysis.

*SS 415 Capstone Seminar (0CH):* This course covers the pre-production planning and processes for completing the capstone graduate project. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

*SSDM 404 Capstone Graduation Project (3CH):* Global Security and Strategic Studies students are required to take a three-credit hour course on the Capstone

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

### *Specialization Courses – Emergency Management:*

*SSEM 400 Emergency Management (3CH):* This course focuses on the notion, importance and implementation of emergency management. The course reflects the 4th year Bachelor student' needs on security and strategic studies-specialization pathway. The course examines and analyses the various conditions and levels of security in emergency management. It focuses on four stages and phases: among others mitigation and preparedness, response and recovery. The course is of both theoretical and practical value. Students are to acquire knowledge both theoretical and practical on and about security institutions of all levels. Among others, public and private emergency services, institutions, and agencies.

*SSEM 401 Community Preparedness (3CH):* The course provides an understanding of how communities prepare for manmade and natural disasters with severe consequences on public health and safety. It will analyze social volatility and community capacities to take appropriate emergency management measures in order to: 1) prepare and apply warning systems, 2) define and apply evacuation procedures, 3) create shelters, 4) apply adequate measures for property protection. The course will also discuss ability of communities to generate and apply disaster properness plans, as well as to establish efficient mechanism of inter-agency integration and cooperation during emergency situations.

*SSEM 402 Response and Recovery (3CH):* This course focuses on the notion, importance and implementation of response and recovery as phases of emergency management. The course reflects the 4th year Bachelor student' specialization on security and strategic studies. The course examines and analyses the various conditions and levels of security methods of response and recovery in an emergency/crisis management situation. The course focuses on the theoretical and practical stages and phases during and after the crisis; on how response takes place while

recovery phase is operationally applied. The course addresses among others rescue and relief methodologies in the context of non-man made or man-made disasters, recovery and rehabilitation, reconstruction, disaster future risk reduction, while also evaluating and planning a disaster response and recovery methodology.

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

*SS 415 Capstone Seminar (0CH):* This course covers the pre-production planning and processes for completing the capstone graduate project. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

*SSEM 404 Capstone Graduation Project (3CH):* Global Security and Strategic Studies students are required to take a three-credit hour course on the Capstone Graduation Project of Emergency Management. To be graduated, students are requested not only to passing courses and earning required credits, but also, they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in the field of Emergency Management. The capstone course will provide the necessary theoretical and empirical tools to allow students to develop consistent research problems that deal with the different stages of Emergency Management, allowing the student to demonstrate in the submission a clear understanding of trigger events, emergency response, emergency recovery and management.

### *Specialization Courses - Risk Management:*

*SSRM 400 Risk management (3CH):* This course will introduce students to the Risk management in security studies, which is a systematic, analytical process to consider the likelihood that a threat will harm an asset or individuals and to identify actions that reduce the risk and mitigate the consequences of an attack or event. Risk management principles acknowledge that while risk generally cannot be eliminated; enhancing protection from known or potential threats can reduce it. A risk management approach has three elements: assessments of threat, vulnerabilities, and criticality.

*SSRM 401 Risk and Mitigation (3CH):* This course explores the use of "risk" in making individual and group decisions. It explores qualitative and quantitative methods for evaluating risk and develops practices to use such information to improve decision

making processes in the context of emergency management. It is related with Risk Management which is a systematic, analytical process to consider the likelihood that a threat will harm an asset or individuals and to identify actions that reduce the risk and mitigate the consequences of an attack or event. Risk Mitigation is the systemic reduction in the extent of exposure to a risk and likelihood of its occurrence. The main idea of this course is decreasing the risk or risk reduction. A vulnerability assessment is a process that identifies weaknesses in physical structures, personnel protection systems, processes, or other areas that may be exploited by the "others" will be main core ideas to eliminate or mitigate those weaknesses.

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

*SSRM 403 Risk Analysis (3CH):* Risk Analysis is a technique to identify and assess factors that may jeopardize the success of a project or achieving a goal. This technique also helps to define preventive measures to reduce the probability of these factors from occurring and identify countermeasures to successfully deal with these constraints when they develop to avert possible negative effects on the competitiveness of the company. The analysis of risk is being increasingly viewed as a field in itself, and the demand for a more orderly and formal treatment of risk is great.

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

*SS 415 Capstone Seminar (0CH):* This course covers the pre-production planning and processes for completing the capstone graduate project. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

*SSRM 404 Capstone Graduation Project (3CH):* Global Security and Strategic Studies students are required to take a three-credit hour course on the Capstone

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

### *Specialization Courses - Crisis Management:*

#### *SSCM 400 Crisis Management Communication (3CH):*

This course offers students the basics in identifying, preventing, and controlling crisis situations. The topics include comprehensive emergency management, public and private roles and partnerships for emergency and crisis management, the risk management process, strategic crisis management, contingency planning, training and exercises, emergency response, business continuity and recovery, the role of the crisis management team, and crisis communication. It also helps students identify potential risks or situations that may precipitate a crisis or emergency and learn approaches on how to respond to such incidents.

#### *SSCM 401 Crisis Management and Business Continuation (3CH):*

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

#### *SSCM 402 Intergovernmental Crisis and Security Management (3CH):*

This course will help students to understand the way governments manage crises and security threats. Governments at all levels of society (from local government to federal or national governments, from local police to international organizations) are traditionally obliged and naturally eager to protect its citizens. This course is organized around two main issues: the nature of intergovernmental relations and the management of

crises and emergencies. The course informs about the political system in which emergency managers navigate and provides an overview of key governmental agencies and actors involved the management of crises and emergency situations.

#### *SSCM 403 Crisis Psychology and Mental Health (3CH):*

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

*SS 415 Capstone Seminar (0CH):* This course covers the pre-production planning and processes for completing the capstone graduate project. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

#### *SSCM 404 Capstone Graduation Project (3CH):*

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

# College of Design (CDES)

## Programs

- 1- Bachelor of Science in Design - Digital Animation
- 2- Bachelor of Science in Design - Fashion Design
- 3- Bachelor of Science in Design - Graphic Design
- 4- Bachelor of Science in Design - Interior Design

## Programs Goals

- 1- Provide students a substantial understanding and fair knowledge of the Design fields.
- 2- Provide students with specialized skills that enable them to develop innovative, creative and problem-solving skills and make aesthetic judgments in their area of work.
- 3- Prepare students for successful and productive careers in Design fields by adapting to the technological changes through teamwork, ethical concerns, and effective communication.
- 4- Enable students to pursue their advanced studies and life-long learning in the design field.

## Bachelor of Science in Design – Digital Animation Learning Outcomes Mapping with QF Emirates Level 7

PLO #	PLO Text	7A1	7A2	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7S1	7S2	7S3
1	Demonstrate breadth and depth of knowledge in digital animation concepts and processes.				✓	✓	✓	✓	✓			✓		✓
2	Use and integrate knowledge and relevant technologies, methodologies, and professional skills into meaningful animation and time-based solutions.	✓	✓		✓		✓	✓	✓			✓	✓	
3	Apply critical thinking and analytical skills per animation industry standards.	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓
4	Produce a satisfactory body of animation work, appropriate for a professional position in the industry.	✓	✓							✓	✓	✓		✓
5	Appraise digital animation practices, ethical and social responsibilities in regional and global contexts.	✓	✓	✓				✓		✓		✓	✓	✓

## Bachelor of Science in Design – Fashion Design Learning Outcomes Mapping with QF Emirates Level 7

PLO #	PLO Text	7A1	7A2	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7S1	7S2
1	Demonstrate breadth and depth of knowledge in fashion design concepts and processes using industry terminology.				✓			✓	✓		✓	
2	Integrate knowledge and relevant technologies, techniques and equipment to achieve innovative design solutions.		✓			✓	✓	✓	✓		✓	
3	Apply trend research, design aesthetics and creative skills per industry standards.			✓	✓	✓	✓	✓	✓		✓	✓
4	Produce a satisfactory body of creative work appropriate for a professional position in the fashion industry.	✓	✓				✓			✓		✓
5	Appraise fashion design practices, ethical and social responsibilities in regional and global contexts.								✓			✓



## Bachelor of Science in Design – Graphic Design Learning Outcomes Mapping with QF Emirates Level 7

PLO	PLO Text	7A1	7A2	7A3	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7R3	7R4	7S1	7S2	7S3
1	Demonstrate breadth and depth of knowledge in graphic design concepts and processes.				✓	✓	✓	✓	✓					✓	✓	✓
2	Use and integrate knowledge and relevant technologies, methodologies, and professional skills into meaningful visual communication design solutions.		✓		✓	✓	✓	✓	✓	✓				✓	✓	✓
3	Apply critical thinking and analytical skills per creative industry standards.	✓	✓	✓	✓		✓	✓		✓		✓	✓	✓	✓	
4	Produce a satisfactory body of creative work, appropriate for a professional position in the visual communication industry.	✓	✓	✓				✓	✓		✓		✓	✓	✓	✓
5	Appraise graphic design practices, ethical and social responsibilities in regional and global contexts.	✓	✓				✓	✓		✓					✓	✓

## Bachelor of Science in Design – Interior Design Learning Outcomes Mapping with QF Emirates Level 7

PLO	PLO Text	7A1	7A2	7A3	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7S1	7S2	7S3
1	Demonstrate breadth and depth of knowledge in interior design concepts, processes and practices.		✓			✓	✓	✓	✓	✓		✓		
2	Use and integrate knowledge and relevant technologies, methodologies, and professional skills into meaningful interior design solutions.		✓		✓	✓	✓		✓	✓		✓	✓	
3	Apply critical thinking and analytical skills per industry standards.	✓	✓	✓					✓			✓	✓	✓
4	Produce a satisfactory body of animation work, appropriate for a professional position in the industry.	✓			✓	✓	✓		✓		✓	✓	✓	✓
5	Appraise sustainable interior design practices in regional and global contexts.				✓				✓	✓		✓	✓	✓

## Degree Requirements: Bachelor of Science in Design – Digital Animation

REQUIREMENTS	TYPE	NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Courses	Compulsory	11	30
Specialization Courses	Compulsory	16	60
Elective Courses	Elective	01	03
<b>Total</b>		<b>39</b>	<b>126</b>

## Study Plan: Digital Animation

### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Science in Design must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	DES 90	Drawing Preparatory	0	Passing the Placement Test
3	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

### General Education Courses

Total 11 Courses - 33 Credit Hours

### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	Mandatory
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

## UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 215	UAE and GCC Society	3	-

### Core requirements courses (11 courses/30CH)

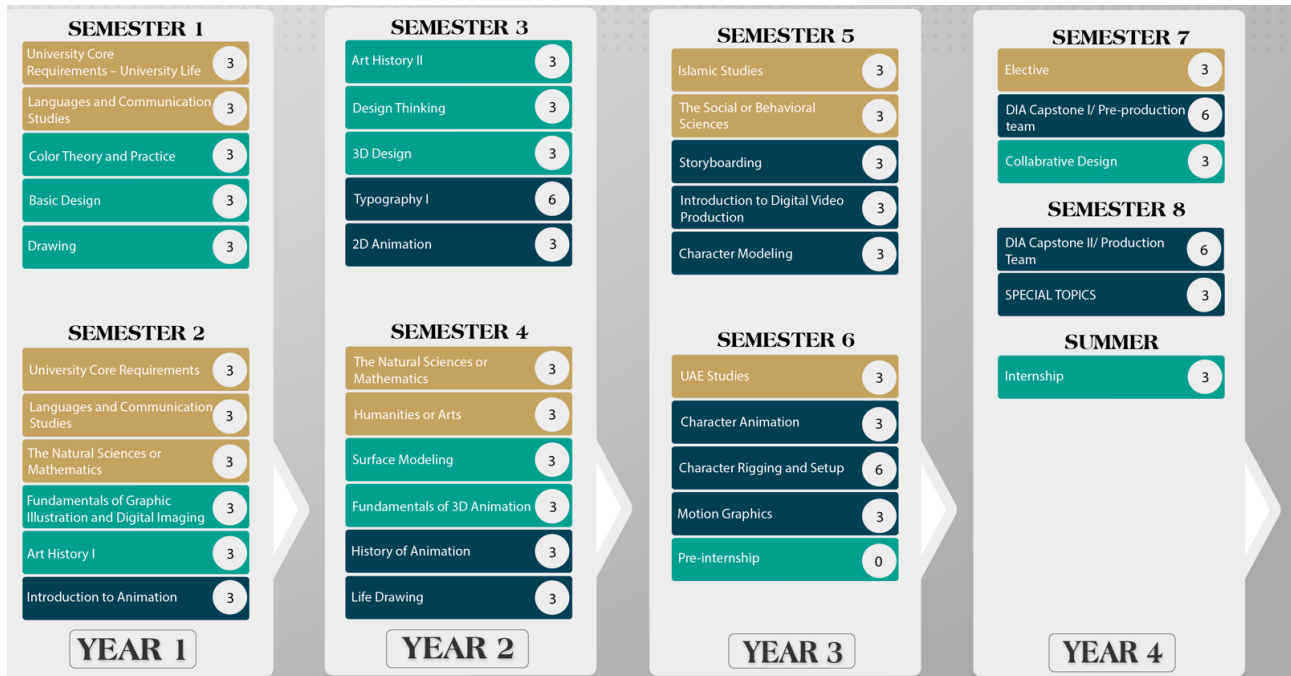
NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	DES 100	Color Theory and Practice	-	3
2	DES 101	Basic Design	-	3
3	DES 102	Fundamentals of Graphic Illustration and Digital Imaging	-	3
4	DES 121	Drawing	-	3
5	DES 210	Design Thinking	DES 101	3
6	DES 122	Art History I	-	3
7	DES 211	Art History II	DES 122	3
8	DES 212	3D Design	DES 102	3
9	DES 414	Collaborative Design Studio	DES 301	3
10	DES 300	Pre-Internship	90 CH	0
11	DES 301	Internship	DES 300	3

### Compulsory courses –Digital Animation Specialization (16 courses/60 CH)

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	DIA 120	Introduction to Animation	-	3
2	DIA 312	Introduction to Digital Video Production	DIA 120	3
3	DIA 322	Motion Graphics	DIA 312	3
4	DIA 223	Surface Modeling	DES 212	3
5	DIA 314	Character Modeling	DIA 221	3
6	DIA 325	Character Animation	DIA 313, DIA 314	3
7	DIA 222	History of Animation	DIA 120	3
8	DIA 313	Storyboarding	DIA 214	3
9	DIA 323	Character Rigging and Setup	DIA 314	6
10	DIA 415	Capstone I/Pre-Production Team	DIA 325	6
11	DIA 422	Capstone II/Production Team	DIA 415	6
12	DIA 423	Special Topics in Digital Animation	DIA 415	3
13	DIA 214	2D Animation	DIA 120	3
14	DIA 224	Fundamentals of 3D Animation	DES 212, DIA 120	3
15	GRD 213	Typography I	DES 102	6
16	GRD 221	Life Drawing	DES 121	3

### Free Electives courses (1 course, 3CH)

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



## Course Description

### General Education Courses:

#### University Core Requirements

**ASC 101 University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of

innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

#### Languages and Communication Studies

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

**ASC 207 Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of



research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

*ARLAA 100 Communication Skills in Arabic (3CH):* This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

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## The Natural Sciences or Mathematics

*ASC 210 Natural Science (3CH):* The natural science course incorporates a wide range of subjects of sciences such as astronomy, geology, biology, chemistry, and environmental science. The course will present the scientific facts of astronomy, the Earth and its weather, water, and environment, biology, and nutrition with the chemicals of life. The course emphasizes understanding the core principles of different branches of science and their effects on our lives. Moreover, the course explores the scope of

natural phenomena, changing environment conditions, general health rules of nutrition, and the variety of living organisms. The course helps the students to acquire skills in observation, critical thinking, analyzing, interpreting, understanding and discussing scientific terminology and facts.

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*ASC 104 Introduction to Sociology (3CH):* This course introduces the science of Sociology. Students will

examine Society, Institutions and the relationships that make up a social context. The scientific methodology used to study social interactions, stratification and other elements of sociological enquiry will be discussed to emphasize the core concept of sociology as a systematic study of societies and social structures.

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a

chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## Core Courses:

*DES 100 Color Theory and Practice (3CH):* This course examines color theory as an aid to communication, control and expression in traditional and contemporary design. The fundamental course allows students to explore color topics including color theory, color interaction, and color psychology. Students will study a wide range of creative and technical aspects of color and its use in design, experimenting with traditional mediums and digital applications.

*DES 101 Basic Design (3CH):* This course is one of the fundamental courses in which the students will be introduced to the visual elements of design comprising of: point and line; shape and form; surface and texture; color and value; light and shadow; negative and positive space. The students will practice design principles: unity and variety; similarity; emphasis and point of interest; scale; proportion; and balance. This course is designed to give the students a strong understanding of 2D and 3D visual communications.

*DES 102 Fundamentals of Graphic Illustration and Digital Imaging (3CH):* Fundamentals of Graphic Illustration and Digital Imaging introduces students to the use of a computer as a powerful digital drawing and imaging tool. The focus of the course is on basic computer skills and use, mastering fundamental digital illustration and imaging skills, and developing efficient working styles. The course learning experience incorporates a variety of visual artwork strategies including but not limited to, color/ texture enhancements, typography, pen/ brush tools, perspective tool, using different color schemes. This course involves considerable hands-on instruction and multiple projects using Adobe Photoshop/ Illustrator.

*DES 121 Drawing (3CH):* This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

*DES 210 Design Thinking (3CH):* This course introduces students to human centered design thinking methods and practices through a variety of hands-on activities. DT is a methodology used by designers for the identification of problems and the definition of innovative solutions. Students will engage in processes for idea generation including sketching and diagramming, concept mapping and low-fidelity prototyping infusing visualization techniques and empathic tools into their design process.

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

*DES 211 Art History II (3CH):* This course covers the extensive cultural shifts from the early Renaissance through to the 20th century. Students will study painting, sculpture, furniture architecture as individual works in relation to their geographical, social, political, and religious environments. Also, analysis and comparative study of periodic decorative elements, strong designs and architectural features will be conducted.

*DES 212 3D Design (3CH):* In this course, students will learn various techniques to construct objects in digital 3D space, as well as physical 3D solutions. Students will follow a concept development process of research and sketching, to generate designs for 3D production. A final original design, related to each student's major, will be constructed using industry-standard 3D software.

*DES 414 Collaborative Design Studio (3CH):* The course is designed to promote interdisciplinary collaboration in design. Graphic, Interior, Fashion Design and Digital Animation are brought together into one studio environment to allow students with different skills and strengths work as a team solving a relatively complex design problem. Students develop a research plan followed by the establishment of intent and context for the topic and identification of stakeholders, leading to concept exploration and creation of a holistic design solution in cooperation with other specializations, institutes or with professionals from the industry.

*DES 300 Pre-Internship (0CH):* Pre-Internship is a zero credit hour internship preparatory course designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and

networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*DES 301 Internship (3CH):* The college considers students' internship as an essential channel that brings together the college, the students, and the job marketplace. Furthermore, internship is a method that integrates the instructional theoretical backgrounds to real existing practice. The training allows them to work under the observation and guidance of the field supervisor without replacing any regular employee. The internship is closely monitored by a college faculty member as an academic supervisor.

### *Digital Animation Specialization Courses:*

*DIA 120 Introduction to Animation (3CH):* This course is exploration of animation theory, principles and techniques. Principles of animation will be introduced through the art of experimental and stop motion animation. Practical experience with different techniques including but not limited to the media of clay, paper cutouts, found objects, pixilation, and stop motion puppets will be provided to the students. Projects developed in this course will increase the students' professional vocabulary and allow them to demonstrate a working knowledge of a range of animation techniques.

*DIA 312 Introduction to Digital Video Production (3CH):* This course covers the theory of digital production, compositing and working in digital formats. In addition to production theory, students learn to handle equipment as they shoot, light, record sound, edit, and author original productions.

*DIA 322 Motion Graphics (3CH):* This course introduces the theory and production of motion graphics utilizing industry-standard software and current broadcast techniques with emphasis on classic animation principles and workflow. The focus is on animating with typography, graphic symbols, shapes and color, to design and produce highly compelling time-based motion graphics and typography for broadcast, web, and mobile platforms.

*DIA 223 Surface Modeling (3ch):* This course introduces students to the different 3D modeling hard-surface methods using industry relevant software with an emphasis on polygonal, subdivision surfaces and Nurbs modeling. The focus will be on the basic and advanced tools, and the production methodology.

*DIA 314 Character Modeling (3CH):* This course focuses on 3D character design and modeling for animation. Modeling, animation, lighting, texture mapping and rendering are introduced in a production setting. Students will work on several hands-on 3D modeling

and animation projects using industry-standard software.

*DIA 325 Character Animation (3CH):* This course builds upon information introduced in Character Modeling and introduces basic theory of computer animation with an emphasis on character development. Students will be able to hone their professional skills through exploration and application of animation principles (timing, spacing, force, dynamic posing, weight, arcs) and technique. The principles of character animation will be implemented in conceptualizing, storyboarding and executing of a high-quality animation project.

*DIA 222 History of Animation (3CH):* This course is an exploration of the history and evolution of animation forms and contemporary animation. Students will identify and analyze the timeline of different genres and the work of the key creative figures in the development of this industry. In addition to lectures, review and analysis of professional work, they will construct early animation devices to develop an understanding of the moving image.

*DIA 313 Storyboarding (3CH):* This course introduces students to storyboarding as an integrated stage in the preproduction process through studying scripts and sketching a sequence of images to give a better idea of how the scene will play out. Story development, camera language, stages in storyboarding, storyboarding formats, motion and animation, character development, preproduction packets, and pitching will be included. Students will learn how to structure a storyboard for presentation.

*DIA 323 Character Rigging and Setup (6CH):* In this course, students will construct rigs for characters and animals, for efficient and convincing animation. Students will experiment with both FK and IK systems and their respective components, spline controls, and blend shapes. Scripting, expressions and Set Driven Key will be covered, to create rigs for dynamic animation.

*DIA 415 Capstone I - Pre-Production (6CH):* This course covers the pre-production planning and processes for digital animation projects. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology. Students will implement a team-based animation project to understand and manage the collaborative workspace. Tasks will include story, script, concept, storyboard, character design, storyboards, animatics, modeling and rigging.

*DIA 422 Capstone II - Production (6CH):* This course covers production and postproduction for animation. The students will continue working on their team-based Capstone Project. They will receive continuous instructions and critiques from their supervisor. In addition, students will complete peer review approaches to their projects. Students will receive feedback and refine their concepts, methodologies and



outcomes, focusing on meeting deadlines, and following the production pipeline to maintain efficient professional practices. Findings will be documented weekly, compiled, and presented orally as well as in writing through a capstone report. A Demo Reel of the student work on the capstone production will be delivered.

*DIA 423 Special Topics in Digital Animation (3CH):* This course provides an opportunity for students to focus on various issues in digital animation and to study advanced techniques and processes. Course content vary each time the course is offered. The course emphasizes research analysis and the creative process that leads to innovative solutions and allows students to pursue individual projects related to the subject of the course. The course may include lectures, discussions, individual projects and critique, depending on the nature of the topic.

*DIA 214 2D Animation (3CH):* This course is an exploration of theory, principles and techniques of 2D animation using industry standard software. Students will apply basic animation principles to produce their own characters, storyboards and integrate them into a short-animated movie utilizing industry standard software. Emphasis will be placed on timing and performance. Use of capture device, pencil tests, inking, audio/visual language integration and other 2D animation skills will be explored.

*DIA 224 Fundamentals of 3D Animation (3CH):* This course is an implementation of the twelve principles of animation with 3D animation tools. Students will be able to build a solid set of foundational skills and to create convincing and entertaining animation as well as to enhance their knowledge of the basic physics and mechanics of animation. Studio practice will include

graph editor drills, best practices from planning to polish, and carefully guided demonstrations. At the end of the semester, student will be presenting a short character animation, including audio, background, lights, and camera.

*GRD 213 Typography I (6CH):* Typography-I is the study of letterforms including their purpose as communication tools, type anatomy, syntax, and their evolution with technologies in printing and new media. This course will provide the student with a foundation to understand the evolution of typography from both historical and conceptual perspective. Students will be exposed to a vocabulary of professional terms to articulately communicate their ideas with their peers, and their future associates and clients. In addition, students will learn to incorporate the basic principles of typography with the essential technical skills necessary to achieve success in graphic design and advertising.

*GRD 221 Life Drawing (3CH):* Students will develop an in-depth knowledge of human anatomy and figure construction through exploration of the skeletal, muscular and surface systems of the human body. Portraiture and facial expression also form part of the course. Classic technique and personal interpretation will be explored through intensive studio practice based on direct observation of the model examining shape, form, line, tone, value, texture, weight, balance, stress and movement. Advanced composition, sophisticated mark-making and the development of personal expression, interpretation and visual fluency are key in this course as well as thoughtful and constructive participation in group critiques using appropriate terminology.

## Degree Requirements: Bachelor of Science in Design – Fashion Design

REQUIREMENTS	TYPE	NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Courses	Compulsory	11	30
Specialization Courses	Compulsory	14	57
Elective Courses	Elective	2	6
<b>Total</b>		<b>38</b>	<b>126</b>

### Study Plan: Fashion Design

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Science in Design must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	DES 90	Drawing Preparatory	0	Passing the Placement Test
3	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

#### General Education Courses

Total 11 Courses - 33 Credit Hours

#### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

#### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory



2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	Mandatory
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

## Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

## UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 215	UAE and GCC Society	3	-

## Core requirements courses (11 courses/30CH)

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	DES 100	Color Theory and Practice	-	3
2	DES 101	Basic Design	-	3
3	DES 102	Fundamentals of Graphic Illustration and Digital Imaging	-	3
4	DES 121	Drawing I	-	3
5	DES 210	Design Thinking	DES 101	3
6	DES 122	Art History I	-	3
7	DES 211	Art History II	DES 122	3
8	DES 212	3D Design	DES 102	3
9	DES 414	Collaborative Design Studio	DES 301	3
10	DES 300	Pre-Internship	90 CH	0
11	DES 301	Internship	DES 300	3

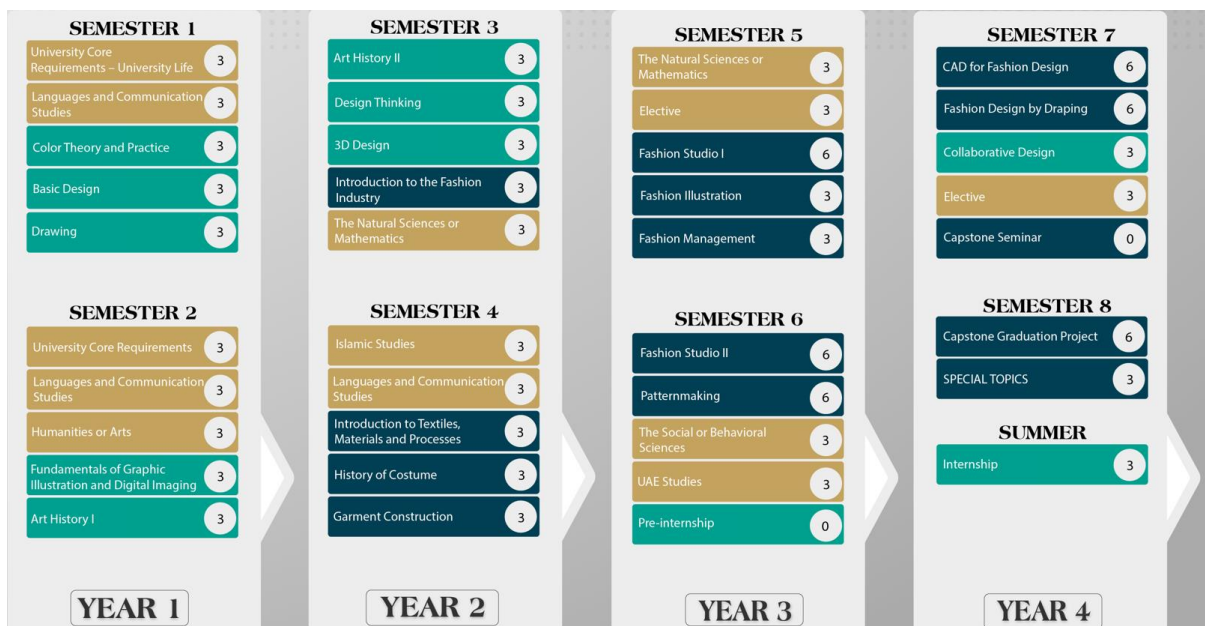
## Compulsory courses –Fashion Design Specialization (14 courses/57 CH)

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	FSD 211	Introduction to Fashion Industry	-	3
2	FSD 223	Introduction to Textiles, Materials & Processes	-	3
3	FSD 312	Fashion Illustration	DES 121	3
4	FSD 224	Garment Construction	FSD 211	3
5	FSD 311	Fashion Studio I	FSD 224	6
6	FSD 314	Fashion Management	FSD 211	3
7	FSD 322	Patternmaking	FSD 311	6
8	FSD 410	CAD for Fashion Design	DES 102, FSD 312	6

9	FSD 412	Fashion Design by Draping	FSD 321	6
10	FSD 321	Fashion Studio II	FSD 311	6
11	FSD 415	Capstone Seminar	90 CH	0
12	FSD 421	Capstone Graduation Project	FSD 412, FSD 415	6
13	FSD 222	History of Costume	DES 211	3
14	FSD 422	Special Topics in Design	FSD 412	3

*Free Electives courses (2 courses, 6CH)*

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



## Course Description

*General Education Courses:*

### University Core Requirements

*ASC 101 University Life (3CH):* The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

*INV 200 Innovation and Entrepreneurship (3CH):* Innovation is the engine of opportunity and, acting as

a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises;

and demonstrate critical thinking and individual insight with a personal mastery portfolio.

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## UAE Studies

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## Core Courses:

*DES 100 Color Theory and Practice (3CH):* This course examines color theory as an aid to communication, control and expression in traditional and contemporary design. The fundamental course allows students to explore color topics including color theory, color interaction, and color psychology. Students will study a wide range of creative and technical aspects of color and its use in design, experimenting with traditional mediums and digital applications.

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experience incorporates a variety of visual artwork strategies including but not limited to, color/ texture enhancements, typography, pen/ brush tools, , perspective tool, using different color schemes. This course involves considerable hands-on instruction and multiple projects using Adobe Photoshop/ Illustrator.

*DES 121 Drawing (3CH):* This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

*DES 210 Design Thinking (3CH):* This course introduces students to human centered design thinking methods and practices through a variety of hands-on activities. DT is a methodology used by designers for the identification of problems and the definition of innovative solutions. Students will engage in processes for idea generation including sketching and diagramming, concept mapping and low-fidelity prototyping infusing visualization techniques and empathic tools into their design process.

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

*DES 211 Art History II (3CH):* This course covers the extensive cultural shifts from the early Renaissance through to the 20th century. Students will study painting, sculpture, furniture architecture as individual works in relation to their geographical, social, political, and religious environments. Also, analysis and comparative study of periodic decorative elements, strong designs and architectural features will be conducted.

*DES 212 3D Design (3CH):* In this course, students will learn various techniques to construct objects in digital 3D space, as well as physical 3D solutions. Students will follow a concept development process of research and sketching, to generate designs for 3D production. A final original design, related to each student's major, will be constructed using industry-standard 3D software.



*DES 414 Collaborative Design Studio (3CH):* The course is designed to promote interdisciplinary collaboration in design. Graphic, Interior, Fashion Design and Digital Animation are brought together into one studio environment to allow students with different skills and strengths work as a team solving a relatively complex design problem. Students develop a research plan followed by the establishment of intent and context for the topic and identification of stakeholders, leading to concept exploration and creation of a holistic design solution in cooperation with other specializations, institutes or with professionals from the industry.

*DES 300 Pre-Internship (0CH):* Pre-Internship is a zero credit hour internship preparatory course designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*DES 301 Internship (3CH):* The college considers students' internship as an essential channel that brings together the college, the students, and the job marketplace. Furthermore, internship is a method that integrates the instructional theoretical backgrounds to real existing practice. The training allows them to work under the observation and guidance of the field supervisor without replacing any regular employee. The internship is closely monitored by a college faculty member as an academic supervisor.

### *Fashion Design Specialization Courses:*

*FSD 211 Introduction to the Fashion Industry (3CH):* The course explores the concept of the fashion design cycle from trend research and production to fashion retailing. The processes involved in conceptualizing, designing and creating a collection for various sectors of the industry are examined. The students will gain insights into the working processes and inter-relationships in the international fashion industry, as well as understand relevant areas for design practice and career opportunities.

*FSD 223 Introduction to Textiles, Materials and Processes (3CH):* This course introduces students to textile materials and their application in fashion design. It explores various textile processes, techniques, materials and their performance, serviceability, identification and selection of suitable fabrics. Environmental and sustainability issues associated with textiles practice are also examined to provide a comprehensive view of the textile industry and its relation to fashion design.

*FSD 312 Fashion Illustration (3CH):* The course introduces fashion illustration styles and techniques. The focus is on the development process of the fashion figure, design details, fabric rendering, flats, customer profile analysis, and collection development. The students will also discover and compare the work of famous fashion illustrators and consequently develop their individual style that will be demonstrated in the portfolio.

*FSD 224 Garment Construction (3CH):* This course introduces students to the fundamentals of sewing and garment construction. They develop skills in the operation and maintenance of professional sewing equipment and learn to apply various hand and machine techniques for the construction and appropriate finishing of garments. They explore the variation in sewing techniques for different types of materials and execute an outfit in fashion fabric with manual dexterity.

*FSD 311 Fashion Studio I (6CH):* In this course, students will learn to adapt garment construction principles, techniques and skills based on the lean methodology of "learn, build, test and repeat". They will create prototypes that will be tested and recreated to achieve new outcomes per prevailing industry standards and requirements.

*FSD 314 Fashion Management (3CH):* This course provides fashion management and business knowledge to the students through real world experience. The different aspects of fashion retail industry and global supply chain are explored in relation to consumer behavior and current industry trends from line planning to product development, visual merchandising, retail distribution, marketing and management. Through industry-related projects involving in-depth research, data collection and analysis via case studies, site visits, surveys and interviews, students enhance their competencies and communication skills. They participate in exciting group exercises, model making and fashion industry events/presentations to gain insights about the operation of the global fashion system to be able develop their own merchandising and management strategies.

*FSD 322 Patternmaking (6CH):* This course is aimed at providing students the knowledge and skills of the principles and techniques of flat patternmaking to produce drafts according to standard and individual measurements. The students will prepare paper patterns for different types of garments and garment parts and use their sewing skills to execute the pattern for an original design into an outfit. Students learn the importance of fit and balance in patterns to get a well finished garment

*FSD 410 CAD for Fashion Design (6CH):* This course explores the application of computer-aided design (CAD) in the fashion industry. The students will be

using industry-standard software to create and enhance digital designs including concept boards, storyboards, illustrations and flats. They will develop a portfolio of creative responses through trend research and analysis for effective visual communication.

*FSD 412 Fashion Design by Draping (6CH):* This course is a study of three-dimensional fashion design through the technique of draping directly on a body form. Various silhouettes and garment style features are explored through draping in muslin, and then converted to flat patterns to have an integrated design approach. Students use the principles of draping to create original apparel designs in fashion fabric for specified target markets.

*FSD 222 History of Costume (3CH):* This course studies the historic development of Western and Asian fashion design and costumes. The evolution of clothing from the ancient times to the present day will be examined in detail, with an understanding of the social, technological and artistic influences. Students will study the significant fashion designers and their contribution to the field of fashion. They will comprehend and explore extensive design possibilities and apply them in contemporary fashion design.

*FSD 321 Fashion Studio II (6CH):* The course builds upon previously learnt apparel construction principles, techniques and skills to apply them in the production of various garments. The focus will be on integrating research and design to plan and construct outfits of intermediate complexity from muslin and subsequently with fashion fabric. The students will execute the construction using advanced tailoring techniques and develop their ability to achieve precision in fitting and adjustments.

*FSD 415 Capstone Seminar (0CH):* This course covers the pre-production planning and processes for fashion design projects. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

*FSD 421 Capstone Graduation Project (6CH):* The capstone graduation project is the representation of the students' in-depth learning and understanding of their field of specialization through a long-term project accomplished in a professional manner. They are

evaluated on their ability to complete this project with originality and quality, applying the skills, techniques and methodologies they have learnt during their course of study. The student is assigned to research and identify a topic, and develop a detailed research proposal highlighting the goals, objectives, tasks, methodology and time plan. The topic could range from an academic research to school/ community service, student-developed business or any other area of personal interest. The student communicates regularly with his/ her academic-capstone advisor for review, while working constantly to improve the outcome by building upon previously gained expertise. The academic-capstone advisor contributes through meaningful feedback and setting expectations of standards, offering an opportunity for open-ended learning through self-reflection and improvement. Students of fashion design are expected to create a minimum of five original pieces for a clothing line with the integration of trend research and creative response. The process is documented, findings are compiled and presented orally as well as in writing through a capstone report. The project is divided into three distinct phases: 1. Research and topic selection 2. Conceptual and design development 3. Design execution/ design presentation, with necessary documentation and a comprehensive report.

*FSD 422 Special Topics in Design (3CH):* This course provides an opportunity for students to focus on various issues in fashion design and to study advanced techniques and processes. Course content vary each time the course is offered. The course emphasizes research analysis and the creative process that leads to innovative solutions and allows students to pursue individual projects related to the subject of the course. The course may include lectures, discussions, individual projects and critique, depending on the nature of the topic.

## Degree Requirements: Bachelor of Science in Design – Graphic Design

REQUIREMENTS	TYPE	NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Courses	Compulsory	11	30
Specialization Courses	Compulsory	13	54
Elective Courses	Elective	3	9
<b>Total</b>		<b>38</b>	<b>126</b>

### Study Plan: Graphic Design

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Science in Design must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	DES 90	Drawing Preparatory	0	Passing the Placement Test
3	ENG 99	Academic Writing 1 (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

#### General Education Courses

Total 11 Courses - 33 Credit Hours

#### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

#### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory

**Students must take one of the following Arabic Language courses:**

1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

**The Natural sciences or Mathematics**

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

**The Social or Behavioral Sciences**

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

**Humanities or Arts**

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	Mandatory
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 215	UAE and GCC Society	3	-

### Core requirements courses (11 courses/30CH)

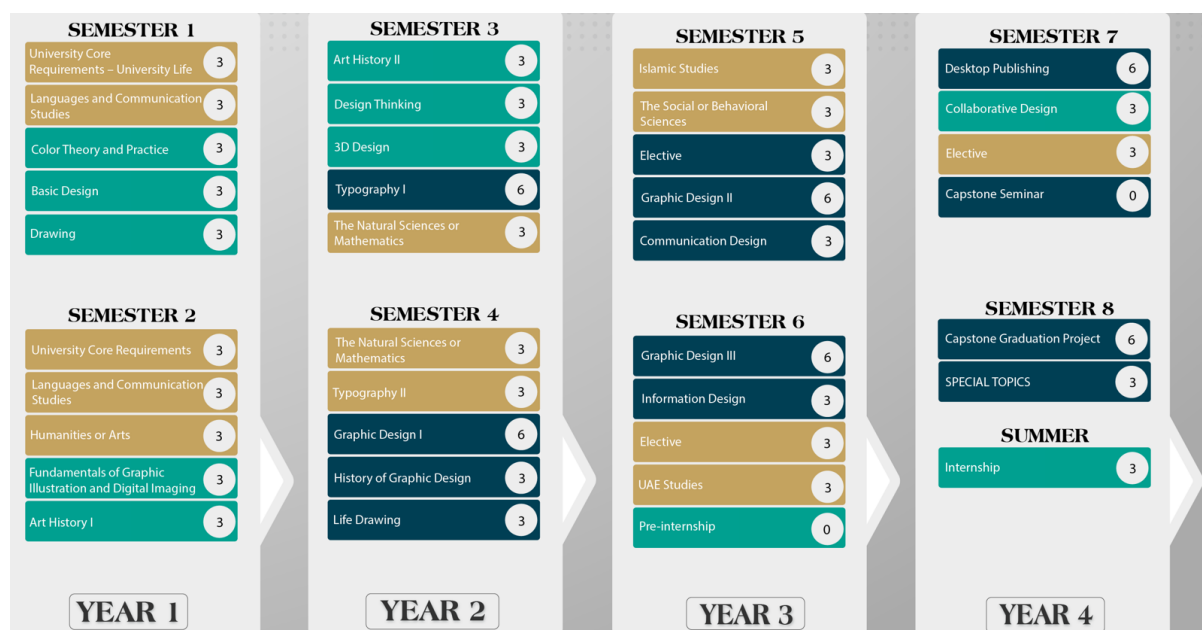
NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	DES 100	Color Theory and Practice	-	3
2	DES 101	Basic Design	-	3
3	DES 102	Fundamentals of Graphic Illustration and Digital Imaging	-	3
4	DES 121	Drawing I	-	3
5	DES 210	Design Thinking	DES 101	3
6	DES 122	Art History I	-	3
7	DES 211	Art History II	DES 122	3
8	DES 212	3D Design	DES 102	3
9	DES 414	Collaborative Design Studio	DES 301	3
10	DES 300	Pre-Internship	90 CH	0
11	DES 301	Internship	DES 300	3

*Compulsory courses –Graphic Design Specialization (13 courses/54 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	GRD 213	Typography I	DES 102	6
2	GRD 221	Life Drawing	DES 121	3
3	GRD 222	History of Graphic Design	DES 211	3
4	GRD 223	Graphic Design I	DES 102	6
5	GRD 224	Typography II	GRD 213	3
6	GRD 311	Communication Design	GRD 224	3
7	GRD 312	Graphic Design II	GRD 223	6
8	GRD 321	Information Design	GRD 311	3
9	GRD 322	Graphic Design III	DES 212, GRD 312	6
10	GRD 411	Desktop Publishing	GRD 321, GRD 322	6
11	GRD 415	Capstone Seminar	90 CH	0
12	GRD 421	Capstone Graduation Project	GRD 411, GRD 415	6
13	GRD 422	Special Topics	GRD 411	3

*Free Electives courses (3 courses, 9 CH)*

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





## Course Description

### General Education Courses:

#### University Core Requirements

*ASC 101 University Life (3CH):* The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

*INV 200 Innovation and Entrepreneurship (3CH):* Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

#### Languages and Communication Studies

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

*ASC 207 Introduction to Research (3CH):* The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific

research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

*ARLAA 100 Communication Skills in Arabic (3CH):* This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Natural Sciences or Mathematics

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

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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

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*DES 121 Drawing (3CH):* This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

*DES 210 Design Thinking (3CH):* This course introduces students to human centered design thinking methods and practices through a variety of hands-on activities. DT is a methodology used by designers for the identification of problems and the definition of innovative solutions. Students will engage in processes for idea generation including sketching and diagramming, concept mapping and low-fidelity prototyping infusing visualization techniques and empathic tools into their design process.

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

*DES 211 Art History II (3CH):* This course covers the extensive cultural shifts from the early Renaissance through to the 20th century. Students will study painting, sculpture, furniture architecture as individual works in relation to their geographical, social, political, and religious environments. Also, analysis and comparative study of periodic decorative elements, strong designs and architectural features will be conducted.

*DES 212 3D Design (3CH):* In this course, students will learn various techniques to construct objects in digital 3D space, as well as physical 3D solutions. Students will follow a concept development process of research and sketching, to generate designs for 3D production. A final original design, related to each student's major, will be constructed using industry-standard 3D software.

*DES 414 Collaborative Design Studio (3CH):* The course is designed to promote interdisciplinary collaboration in design. Graphic, Interior, Fashion Design and Digital Animation are brought together into one studio environment to allow students with different skills and strengths work as a team solving a relatively complex design problem. Students develop a research plan followed by the establishment of intent and context for the topic and identification of stakeholders, leading to concept exploration and creation of a holistic design solution in cooperation with other specializations, institutes or with professionals from the industry.

*DES 300 Pre-Internship (0CH):* Pre-Internship is a zero credit hour internship preparatory course designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*DES 301 Internship (3CH):* The college considers students' internship as an essential channel that brings together the college, the students, and the job marketplace. Furthermore, internship is a method that integrates the instructional theoretical backgrounds to real existing practice. The training allows them to work under the observation and guidance of the field supervisor without replacing any regular employee. The internship is closely monitored by a college faculty member as an academic supervisor.

### *Graphic Design Specialization Courses:*

*GRD 304 Typography I (6CH):* Typography-I is the study of letterforms including their purpose as communication tools, type anatomy, syntax, and their evolution with technologies in printing and new media. This course will provide the student with a foundation to understand the evolution of typography from both historical and conceptual perspective. Students will be exposed to a vocabulary of professional terms to articulately communicate their ideas with their peers, and their future associates and clients. In addition, students will learn to incorporate the basic principles of typography with the essential



technical skills necessary to achieve success in graphic design and advertising.

*GRD 221 Life Drawing (3CH):* Students will develop an in-depth knowledge of human anatomy and figure construction through exploration of the skeletal, muscular and surface systems of the human body. Portraiture and facial expression also form part of the course. Classic technique and personal interpretation will be explored through intensive studio practice based on direct observation of the model examining shape, form, line, tone, value, texture, weight, balance, stress and movement. Advanced composition, sophisticated mark-making and the development of personal expression, interpretation and visual fluency are key in this course as well as thoughtful and constructive participation in group critiques using appropriate terminology.

*GRD 310 History of Graphic Design (3CH):* This course explores the evolution of graphic communication from prehistory through postmodern design and the digital revolution. Building on the learning experiences of Art History I and II, as well as historical information gleaned from other courses, students will develop a clear and chronological grasp of the evolution of Graphic Design principles and practices throughout history, with particular focus on the role of mass production, printing, mass media and digital developments. Students will consider the impact of technological advances and enhancements as well as reflect on the comparisons and contrasts that can be found across all areas of visual communication throughout time. This will be communicated through a series of quizzes, exams, written essays and papers in which students are required to make cogent and well-informed observations on the evolution of this field.

*GRD 223 Graphic Design I (6CH):* This course is an introduction to graphic design and visual communication design systems. Students will build on previous knowledge, while enhancing and applying design elements such as spatial relationships, typography, hierarchy, color management and imagery through a range of practical visual solutions for branding, promotion and typography. Students will solve basic design problems through investigation of design elements and principles combining creative visual solutions with technical skills to solve visual communication problems. Students are introduced to state-of-the-art digital software as well as being encouraged to utilize traditional skills to investigate and experiment through a series of projects.

*GRD 224 Typography II (3CH):* This course is an in-depth examination of the function of typography as a visual element within the larger context of graphic communication. Students will explore the role that typography plays in shaping the form and content of visual communication. It expands their thinking and practice related to diverse forms of visual expression and enhance their abilities to visualize and

communicate complex information that is mainly typographic. Through reading, research, critique, studio practice and design production students will explore a variety of advanced design problems and build skills in communicating visual meaning.

*GRD 311 Communication Design (3CH):* This course is an introduction to communication design principles, methods, and practice. It covers a wide variety of communication design practices as the means to achieve an effective outcome. Students will learn communication design across a broad range of media and develop an understanding of various tips and techniques. They explore communication in a commercial environment through problem solving while working on hands-on projects.

*GRD 305 Graphic Design II (6CH):* This course focuses on brand design and identity through a series of exercises and projects. Students will utilize a range of acquired art and design skills to investigate existing design work, and generate original visual communication solutions and demonstrate effective design thinking. They are exposed to industry standards and international practices, and will learn to interpret design briefs, responding to the needs and specifications of the client.

*GRD 321 Information Design (3CH):* This course explores the theory and practice of information design and presentation. It introduces students to the design, presentation, and communication of information in a range of media. The emphases on information types, methods and modes of presentation, and document design and layout. The main objective is to develop understanding of design principles and increase critical awareness of information presentation techniques. Topics include the study of sign systems, way-finding methods, ideographs and symbol-based communication, charts, graphs and public information. Topics include: corporate communication systems, publication, way-finding, interaction design, etc.

*GRD 322 Graphic Design III (6CH):* This course is designed to familiarize students with package design, covering branding, graphics and typography. Students will develop aesthetic, composition and structural design skills needed to create a series of package design from rough sketches to final presentation.

*GRD 411 Desktop Publishing (6CH):* This course focuses on the print processes and digital layout design systems and technology. Emphasis is placed on production techniques and developing an in-depth familiarity with the practical factors relating to design in the print and publishing industry. Students will explore contemporary trends in different markets and create functional designs through a series of practical projects that will help them realize their ideas into effective, aesthetically appealing outcomes.

*GRD 415 Capstone Seminar (OCH):* This course covers the pre-production planning and processes for graphic design projects. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

*GRD 421 Capstone Graduation Project (6CH):* The capstone graduation project is the representation of the students' in-depth learning and understanding of their field of specialization through a long-term project accomplished in a professional manner. They are evaluated on their ability to complete this project with originality and quality, applying the skills, techniques and methodologies they have learnt during their course of study. The student is assigned to research and identify a topic, and develop a detailed research proposal highlighting the goals, objectives, tasks, methodology and time plan. The topic could range from an academic research to school/ community service, student-developed business or any other area of personal interest. The student communicates

regularly with his/ her academic-capstone advisor for review, while working constantly to improve the outcome by building upon previously gained expertise. The academic-capstone advisor contributes through meaningful feedback and setting expectations of standards, offering an opportunity for open-ended learning through self-reflection and improvement. The process is documented, findings are compiled and presented orally as well as in writing through a capstone report.

*GRD 422 Special Topics (3CH):* This course provides an opportunity for students to focus on various issues in graphic design and to study advanced techniques and processes. Course content vary each time the course is offered. The course emphasizes research analysis and the creative process that leads to innovative solutions and allows students to pursue individual projects related to the subject of the course. The course may include lectures, discussions, individual projects and critique, depending on the nature of the topic.



## Degree Requirements: Bachelor of Science in Design – Interior Design

REQUIREMENTS	TYPE	NO. OF COURSES	CR. HRS.
General Education	Compulsory	11	33
Core Courses	Compulsory	11	30
Specialization Courses	Compulsory	21	63
Elective Courses	N/A	-	-
<b>Total</b>		<b>43</b>	<b>126</b>

### Study Plan

#### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Science in Design must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	DES 90	Drawing Preparatory	0	Passing the Placement Test
3	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

#### General Education Courses

Total 11 Courses - 33 Credit Hours

#### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

## Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

## The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

## The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	Mandatory
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

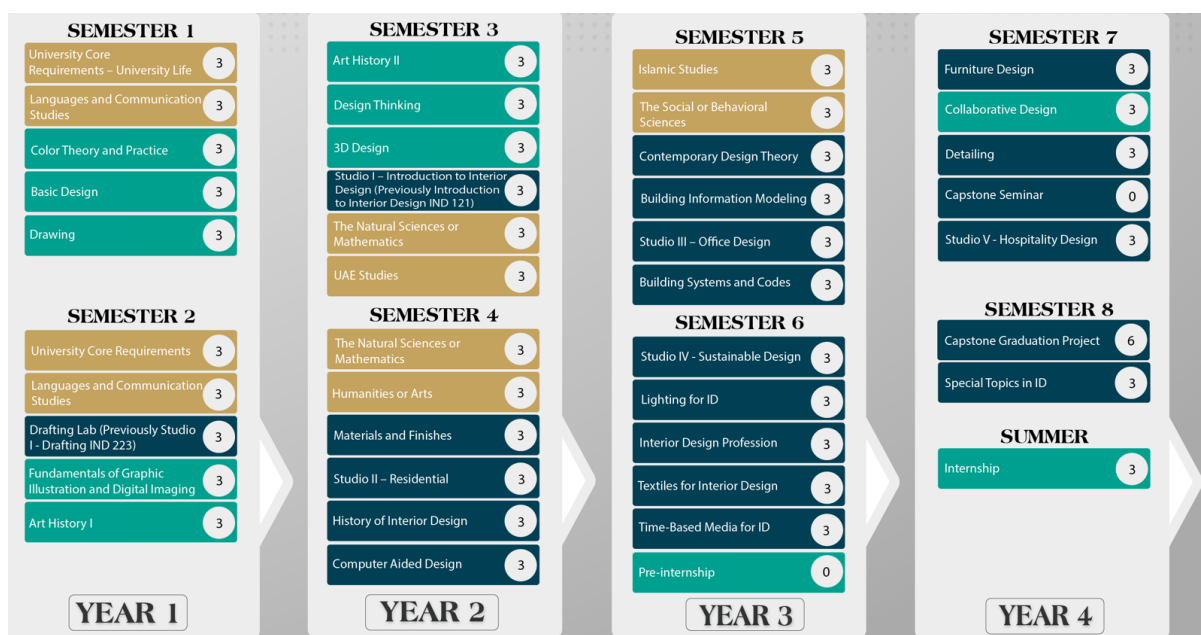
#	Course Code	Course	C.H	Remarks
1	ASC 215	UAE and GCC Society	3	-

### Core requirements courses (11 courses/63 CH)

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	DES 100	Color Theory and Practice	-	3
2	DES 101	Basic Design	-	3
3	DES 102	Fundamentals of Graphic Illustration and Digital Imaging	-	3
4	DES 121	Drawing I	-	3
5	DES 210	Design Thinking	DES 101	3
6	DES 122	Art History I	-	3
7	DES 211	Art History II	DES 122	3
8	DES 212	3D Design	DES 102	3
9	DES 414	Collaborative Design Studio	DES 301	3
10	DES 300	Pre-Internship	90 CH	0
11	DES 301	Internship	DES 300	3

*Compulsory courses –Interior Design Specialization (21 courses/57 CH)*

NO.	COURSE CODE	COURSE TITLE	PREREQUISITE	CR. HRS.
1	IND 122	Drafting Lab	-	3
2	IND 214	Studio I – Introduction to Interior Design	IND 122	3
3	IND 221	Computer Aided Design (CAD)	IND 213	3
4	IND 222	History of Interior Design	DES 211	3
5	IND 225	Materials and Finishes	IND 214	3
6	IND 226	Studio II - Residential	IND 214	3
7	IND 312	Building Systems and Codes	IND 226	3
8	IND 316	Studio III – Office Design	IND 226	3
9	IND 317	Building Information Modeling	IND 221	3
10	IND 325	Time Based Media for Interior Design	IND 317	3
11	IND 318	Contemporary Design Theory	IND 222	3
12	IND 326	Interior Design Profession	IND 316	3
13	IND 322	Lighting for Interior Design	IND 312	3
14	IND 327	Textiles for Interior Design	DES 100	3
15	IND 328	Studio IV- Sustainable Design	IND 316	3
16	IND 411	Detailing	IND 317	3
17	IND 414	Studio V- Hospitality Design	IND 328	3
18	IND 415	Furniture Design	IND 327	3
19	IND 420	Special Topics in Interior Design	IND 414	3
20	IND 419	Capstone Seminar	90 CH	0
21	IND 422	Capstone Graduation Project	IND 414, IND 419	6



## Course Description

### General Education Courses:

#### University Core Requirements

*ASC 101 University Life (3CH):* The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

*INV 200 Innovation and Entrepreneurship (3CH):* Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

#### Languages and Communication Studies

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

*ASC 207 Introduction to Research (3CH):* The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying

data collection instruments, and interpreting data.

*ARLAA 100 Communication Skills in Arabic (3CH):* This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

#### The Natural Sciences or Mathematics

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

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

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

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans.

During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.



*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## Core Courses:

*DES 100 Color Theory and Practice (3CH):* This course examines color theory as an aid to communication, control and expression in traditional and contemporary design. The fundamental course allows students to explore color topics including color theory, color interaction, and color psychology. Students will study a wide range of creative and technical aspects of color and its use in design, experimenting with traditional mediums and digital applications.

*DES 101 Basic Design (3CH):* This course is one of the fundamental courses in which the students will be introduced to the visual elements of design comprising of: point and line; shape and form; surface and texture; color and value; light and shadow; negative and positive space. The students will practice design principles: unity and variety; similarity; emphasis and point of interest; scale; proportion; and balance. This course is designed to give the students a strong understanding of 2D and 3D visual communications.

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*DES 121 Drawing (3CH):* This course provides a core introduction to drawing, covering a wide range of basic and intermediate practical and technical skills. Students will explore approaches and concepts to the subject through manual practice using a comprehensive range of media and with reference to great masters in the field. Traditional and objective drawing skills in the use of line, tone, form and perspective provide the foundation for learning in this course. Students are required to develop their ability to observe, perceive and interpret through drawing the world around them, reflecting their understanding of 2D and 3D space.

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*DES 211 Art History II (3CH):* This course covers the extensive cultural shifts from the early Renaissance through to the 20th century. Students will study painting, sculpture, furniture architecture as individual works in relation to their geographical, social, political, and religious environments. Also, analysis and comparative study of periodic decorative elements, strong designs and architectural features will be conducted.

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networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*DES 301 Internship (3CH):* The college considers students' internship as an essential channel that brings together the college, the students, and the job marketplace. Furthermore, internship is a method that integrates the instructional theoretical backgrounds to real existing practice. The training allows them to work under the observation and guidance of the field supervisor without replacing any regular employee. The internship is closely monitored by a college faculty member as an academic supervisor.

### *Interior Design Specialization Courses:*

*IND 122 Drafting Lab (3CH):* This course is an introduction to spatial organization of interior space. The students will develop basic skills in documenting interior design concepts, analysis and conceptual development. The focus will be on design inquiry, process and presentation through drafting, orthographic drawings, use of tools, sketching, lettering, dimensioning, finish drawings and models.

*IND 214 Studio 1- Introduction to Interior Design (3CH):* This course introduces students to design elements and their context, relationships and role in establishing the functionality, organization, and aesthetics of interior spaces. In addition, the students will grasp the physical and cultural background of interior designs and the way program requirements may materialize to fulfil the needs and aims of its users.

*IND 221 CAD (3CH):* This course introduces the basic drafting skills using CAD. Students will learn basic architectural / interior technical skills and integrate their existing drafting and design skills to produce a simple set of drawings for interior spaces.

*IND 222 History of Interior Design (3CH):* This course will introduce design as a product of the age and cultural context in which it was created. Design will be demonstrated as a representative of the political, religious, aesthetic, socioeconomic, or other ideals that prevailed at a certain time and place in history. On the other hand, design will be revealed as a tool that was intentionally used to achieve specific goals: political, cultural, religious, in order to influence societies. Through the examination of the history of design, students will develop a critical view of historical examples, gain an informed understanding of today's built environment and apply this knowledge into their practice of design. An overview of the history of interior design will be offered and its direct relationship to other design products including architectural and decorative art products. The material will span the time from ancient civilizations

to the twenty first century, and will touch on a worldwide geographical area.

*IND 225 Materials and Finishes (3CH):* This course introduces the materials and finishes used in the design of interior spaces and the basis of their prospective impact on the function and aesthetics of architectural interiors, the users' wellbeing and safety and the environment at large. The students will explore the wide range of interior building materials, which will develop their prospects for creativity in design solutions. Technical vocabulary and systematic concepts associated with materials' sourcing, manufacturing and evaluation will be stressed. Finally, the students will be aware of their role as interior and product designers in preserving natural resources and improving the quality of interior built environments for the users through studying examples of best practices.

*IND 226 Studio II – Residential (3CH):* This course is an introduction to the planning of interior residential spaces. The students will be introduced to the methodology used by interior designers to conceptualize, analyze, and develop workable solutions to residential applications. Students will examine existing floor plans, study furniture placement, construct a model and develop layouts for residential spaces. An emphasis will be placed on sustainable design concerns, users' requirements and cultural influences.

*IND 312 Building Systems and Codes (3CH):* In this course, students will be introduced to the interior design construction and service systems according to the building codes and regulations and the ways they affect interior design. Students will learn technical terminology of the built environment and the relationship between design, construction, services and codes and the way this relationship influences design decisions. The importance of designing a functional and safe interior environment for all users will be emphasized.

*IND 316 Studio III – Office Design (3CH):* This studio course will introduce the students to the elements of commercial design. Emphasis will be placed on concept development for the design of office space for specific clients, using creativity to enhance the space while maintaining the identity of the client/brand. Students will critically analyze the workspace requirements and user needs then apply evidence based design in their office layout techniques and furniture, lighting, and finishing selection. Considerations of the relevant accessibility codes, universal design topics and sustainability are integrated in the course material.

*IND 317 Building Information Modeling (3CH):* In this course, students will be introduced to the interior design construction and service systems according to the building codes and regulations and the ways they

affect interior design. Students will learn technical terminology of the built environment and the relationship between design, construction, services and codes and the way this relationship influences design decisions. The importance of designing a functional and safe interior environment for all users will be emphasized.

*IND 325 Time Based Media for Interior Design (3CH):* This course will introduce students to the process of taking plans created earlier on a CAD software to an advanced presentation level of 3D modeling and rendering through the use of time based media software such as 3D Studio Max. Small practice projects are used to explore topics such as the import of CAD drawings, building a 3D model, materials and textures, lighting, rendering, cameras and animation.

*IND 318 Contemporary Design Theory (3CH):* This course considers the changing role of theory with respect to the design practice over the course of the twentieth and twenty-first centuries. Examining key designers, movements, and texts, this course delivers an outline of the major theories that have informed, energized, or undermined recent architectural, interior and product design discourse. The course, especially considers the development of design knowledge as a factor that contributed to the main social, political, cultural, and technological changes of the time.

*IND 326 Interior Design Profession (3CH):* This course will introduce the students to the principles of interior design professional practice. Students will learn the basics of professional ethics and project management. Types of business contracts will be demonstrated and ways to enhance the design career will be stressed.

*IND 322 Lighting for Interior Design (3CH)* This course is an introduction to the principles of lighting design, including lamps, luminaires, lighting techniques, and applications for residential and commercial projects. It provides students with a specific approach related to light, color, texture and form, and places a special emphasis on sustainable methods and opportunities. It introduces fundamentals of lighting design including technical terminology, criteria, calculations, planning and layout.

*IND 327 Textiles for Interior Design (3CH):* This course will introduce students to the different fiber qualities and properties, yarns, weaving methods and how they affect the performance of textile products and applications. The course material is presented within the context of sustainability awareness and the role of design professionals in preserving natural resources and preventing pollution. Applications in interior design will be emphasized through hands-on projects and assignments.

*IND 328 Studio IV – Sustainable Design (3CH):* This course aims to focus on the sustainable design approach and its holistic effect. Students will develop

an understanding of various sustainable elements and factors including materials, water usage, indoor air quality, thermal comfort and the principles of alternative energy. The current status of sustainable practices will be analyzed. Hands-on projects using environmentally conscious materials are implemented in the course. The designer's ethical responsibility in the context of sustainable design is stressed.

*IND 411 Detailing (3CH):* This course explores advanced concerns in design and detailing of interior finish structures. The course is planned to highlight the importance of detailing as part of the evolving design. The students will produce interior millwork drawings, and construction documents, through which they will be able to understand the assimilation of building codes and life safety subjects. They will also realize the possible methods through which they can communicate their design goals to the contractor or fabricator in order to achieve a successful and efficient execution of the design project. They will learn the importance of being part of a design team through projects that involve group collaboration.

*IND 414 Studio V – Hospitality Design (3CH):* Students will gain understanding of various factors related to the design of hospitality space. They will be exposed to topics that include types of lodging, food facilities, circulation, furniture layout, and materials selection. Emphasis is placed on the application of universal design principles and the needs of the general population. Sustainably considerations will be highlighted throughout the course. Through research and case studies, best practices will be illustrated.

*IND 415 Furniture Design (3CH):* The course will introduce furniture design and fabrication as they represent the hallmark of the human engagement with the material realm. Students will learn about furniture as a vehicle to understanding the smaller scale of form and space that engages human occupation and use, and as a scaled object of the evolving relationship between form, material and assembly. Another aspect that the students will be exposed to is the interplay between furniture design and the principles of anthropometrics and ergonomics, which will lead to a better understanding of the essence of universal design. The role of technological advancements in CAD fabrication will be emphasized as they represent new challenges and new opportunities in the exploration of the craft. Both historical and contemporary material and fabrication processes will be explored, through which, students will work together to research material form and assembly process, producing design solutions and

finished projects of furniture fabrication. Students will work in groups and will use various methods to develop furniture design pieces using wood as a primary material for fabrication.

*IND 420 Special Topics in Interior Design (3CH):* This course provides an opportunity for students to focus on various issues in fashion design and to study advanced techniques and processes. Course content vary each time the course is offered. The course emphasizes research analysis and the creative process that leads to innovative solutions and allows students to pursue individual projects related to the subject of the course. The course may include lectures, discussions, individual projects and critique, depending on the nature of the topic.

*IND 419 Capstone Seminar (0CH):* This course covers the pre-production planning and processes for interior design projects. The students will follow the necessary steps in the production pipeline while identifying and refining their idea, concept and methodology.

*IND 422 Capstone Graduation Project (6CH):* The capstone graduation project is the representation of the students' in-depth learning and understanding of their field of specialization through a long-term project accomplished in a professional manner. They are evaluated on their ability to complete this project with originality and quality, applying the skills, techniques and methodologies they have learnt during their course of study. The student is assigned to research and identify a topic, and develop a detailed research proposal highlighting the goals, objectives, tasks, methodology and time plan. The topic could range from an academic research to school/ community service, student-developed business or any other area of personal interest. The student communicates regularly with his/ her academic-capstone advisor for review, while working constantly to improve the outcome by building upon previously gained expertise. The academic-capstone advisor contributes through meaningful feedback and setting expectations of standards, offering an opportunity for open-ended learning through self-reflection and improvement. The process is documented, findings are compiled and presented orally as well as in writing through a capstone report. The project is divided into three distinct phases: 1. Research and topic selection. 2. Conceptual and design development. 3. Design execution/ design presentation, with necessary documentation and a comprehensive report.



# College of Law (CLAW)

## Program

1- Bachelor of Law

### Bachelor of Law Program Learning Outcomes Mapping with QF Emirates Level 7

PLO	PLO Text	7A1	7A2	7A3	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7R2	7R3	7R4	7S1	7S2	7S3
1	Define the knowledge of the fundamentals and theories of law in its various sections and applications		✓			✓	✓				✓		✓				✓
2	Discuss the foundations of the legal and judicial structure in the United Arab Emirates.			✓		✓	✓			✓		✓		✓			
3	Describe the scientific research methods in the legal field to solve emerging problems					✓		✓	✓		✓	✓				✓	✓
4	Analysis the legal rules and judgement according to scientific principles,	✓	✓		✓		✓	✓		✓				✓	✓	✓	
5	Apply legal formulation skills and oral pleadings.	✓					✓		✓	✓			✓		✓	✓	✓
6	Use information and communication technologies skills to analyze legal cases	✓	✓					✓					✓	✓	✓		✓
7	Express personal opinion clearly and	✓	✓		✓			✓		✓		✓			✓	✓	✓

	take responsibility for the assigned work																
8	Manage Work independently with taking into account the ethics and morals of the profession	✓						✓		✓	✓			✓			✓

## Degree Requirements

REQUIREMENTS		TYPE	NO. OF COURSES	CR. HRS.
<b>General Education</b>		Compulsory	10	30
<b>Core Courses</b>		Compulsory	36	94
<b>Specialization Courses</b>	<b>Elective</b>	Elective	2	6
<b>Total</b>			48	130

## Study Plan

### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Law must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	ARA 90	Arabic Preparatory	0	Passing the Placement Test

### General Education Courses

*Total 10 Courses - 30 Credit Hours*

### University Core Requirements

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

#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

### Languages and Communication Studies

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



#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 100	English Language	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210AR	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	-

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102AR	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science (in English)	3	-
4	ASC 110AR	Introduction to Social Science	3	-
5	ASC 200AR	General Psychology	3	-
6	ASC 206AR	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 105	History of Islamic Art	3	-
2	ASC 201AR	Introduction to Philosophy	3	Mandatory

3	ASC 203AR	World History	3	Mandatory
4	ASC 204AR	Middle East History	3	Mandatory
5	DES 104	Contemporary Arab Art	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105L	Islamic Culture	3	-
2	ASC 106AR	Islamic Civilization	3	-

### UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208AR	UAE and GCC Society	3	-

### Compulsory core courses – (36 courses/94 CH)

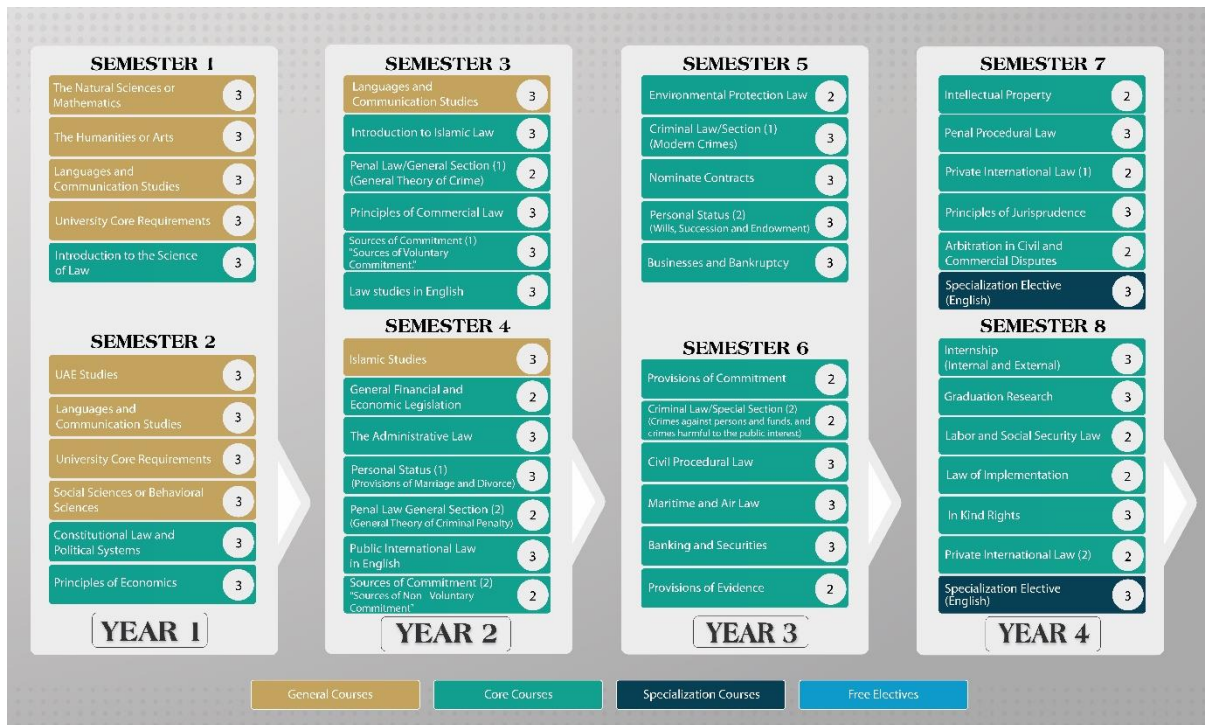
SR	Course Code	Course Title	Prerequisite Course	Credit Hours
1	Law 100	Introduction to the Science of Law	-	3
2	ECO 100L	Principles of Economics	-	3
3	Law 102	Constitutional Law and Political Systems	-	3
4	Law 103	Introduction to Islamic Law	-	3
5	Law 105	Law studies in English	Law 100	3
6	Law 200	Penal law/General section (1) (general theory of crime)	Law 100	2
7	Law 201	Sources of Commitment (1) "Sources of Voluntary Commitment.":	Law 100	3
8	Law 202	Penal Law - General Section (2) (General Theory of Criminal Penalty)	Law 200	2
9	Law 203	Principles of Commercial Law	Law 100	3
10	Law 204	Personal Status (1) (provisions of marriage and divorce)	Law 103	3
11	Law 205	Sources of Commitment (2) "Sources of Non - Voluntary Commitment"	Law 201	2
12	Law 206	Public International Law in English	Law 105	3
13	Law 207	The Administrative Law	Law100	3
14	Law 210	General Financial and Economic Legislation	ECO 100	2
15	Law 300	Businesses and Bankruptcy	Law 203	3
16	Law 301	Provisions of Commitment	Law 205	2

17	Law 302	Criminal Law/Section (1) (modern crimes)	Law 202	3
18	Law 303	Criminal Law/Special Section (2) (Crimes against persons and funds, and crimes harmful to the public interest)	Law 302	2
19	Law 304	Civil Procedural Law	Law 312	3
20	Law 305	Personal Status (2) (wills, Succession and Endowment)	Law 204	3
21	Law 306	Nominate Contracts	Law 205	3
22	Law 308	In Kind Rights	Law 306	3
23	Law 309	Maritime and Air Law	Law 203	3
24	Law 310	Banking and securities	Law 203	3
25	Law 312	Provisions of Evidence	Law 205	2
26	Law 315	Intellectual property	Law 203	2
27	Law 400	Penal Procedural Law	Law 303	3
28	Law 401	Private International Law (1)	Law 304	2
29	Law 402	Private International Law (2)	Law 401	2
30	Law 403	Principles of Jurisprudence	Law 103	3
31	Law 404	Arbitration in civil and commercial disputes	Law 304	2
32	Law 405	Environmental Protection Law	Law 207	2
33	Law 407	Law of Implementation	Law 304	2
34	Law 420	Labor and Social Security Law	Law 301	2
35	Law 411	Internship (Internal and External)	Law 304+Law 301	3
36	Law 416	Graduation research	110 CH	3

*Specialization Elective Courses: Six (6) credit hours*

The student must choose two courses from the following:

SR	Course Code	Course name	Prerequisite	Credit hours
01	Law 408	International trade contracts (in English)	Law 203+Law 206	3
02	Law 410	Legal regulation of electronic commerce (in English)	Law 205	3
03	Law 415	International organizations (in English)	Law 206	3
04	Law 419	Money and banks (in English)	ECO 100L	3
05	Law 414	International economy (in English)	ECO 100L	3
06	Law 413	Consumer Protection Act	Law 300	3



## Course Description

### General Education Courses:

### University Core Requirements

**ASC 101AR University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

## Languages and Communication

**ENG 100 English I (3CH):** This course provides students with advanced writing skills in English so that they can successfully pursue their studies in various academic specializations. It helps students to develop, improve, and upgrade their writing and structure skills, and it also acquaints students with technical writing, research papers, and essays since brief research methods are applied in student projects and assignments.

**ASC 207AR Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

**ARLAA 100 Communication Skills in Arabic (3CH):** This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and

to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

## The Natural sciences or Mathematics

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

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

*ASC 212 Sustainable Energy (3CH):* This course gives a thorough introduction to sustainable energy, conservation, and energy

efficiency within the UAE and the world. It will explore the relationship between energy, environment, economy and ecological well-being. It will discuss energy production from the biology, natural science, environmental science and social sciences perspectives. A variety of topics will be introduced including global warming, climate change, sustainable food production, solid waste management, environmental and natural resources laws. The course includes the growing challenges of climate change and energy crisis and proposes solutions to overcome them.

*MAT 100AR General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102AR Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202AR Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

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



about social issues, social change and social institutions.

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

*ASC 206AR Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203AR World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional, comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn

about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

*ASC 105L Islamic Culture (3CH):* This course will expand students' knowledge to enable them to understand the Islamic culture and its characteristics. It analyzes the sources of legislation in Islam. It offers a review of the history of Islam and how it is currently the fastest growing religion in the world.

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

## Compulsory Courses

*Law 100 Introduction to the Science of Law - LAW 100*  
This course examines the Theory of Law and its divisions and branches, classification of the legal rule in terms of its force of binding, criteria of distinction between jus cogens and complementary rules, the idea of public order and morals and the applications thereof in public and private Law, sources of the legal basis and scope of application and interpretation thereof, as well as studying the Right Theory, in terms of definition, types, sources, element, subject, persons and legal protection of the Right.

*Law 103 Introduction to Islamic Law :* This course addresses an introduction to Islamic jurisprudence, an introduction to Islamic Law and its impact on the social, legal and political status of Arabs prior to Islam, the knowledge of the family law then prevailed, as well as knowledge of the general rules of Islamic law, the roles of Islamic jurisprudence in all ages, knowledge of the Islamic doctrines and groups that have emerged, and knowledge of the sources of Islamic jurisprudence.



*Law 105 Law studies in English:* This course deals with the study of legal terminology in English through the definition of the law, the variety of legal norms and sources of law, branches and divisions of law, as well as it studies certain judicial principles in municipal law.

*ECO 100L Principles of Economics:* This course deals with the definition of Economics and determine its concept, the subject of Economics and economic problem, general economic principles in Islam, properties of the capitalist economic system, Modular Economics (Microeconomics) including: supply and demand, partial balance, product behavior; competition and monopoly, macroeconomics (aggregate) including national income and its balance.

*Law 102 Constitutional Law and Political Systems:* This course deals with the essence and nature of constitutions. It also deals with the nature of the Constitutional Law and its relation to other branches of law, the sources of constitutional rules, types of constitutions, methods of constitutions evolution, the judicial control of the constitutionality of laws. It also deals with the study of the state and its components, systems of governance, and then a statement of the United Arab Emirates constitutional system.

*Law 201 Sources of Commitment (1) "Sources of Voluntary Commitment.":* This course is designed to identify the sources of voluntarily commitment i.e. the contract and the individual will, so that the student shall learn about the concept of the contract in terms of definition and statement of its elements in terms of eligibility, satisfaction, place and cause, and then identify its scope, effects and expiration, whether by termination, dissolution or nullity, and then identify the second voluntary source of commitment, namely, the individual will by identifying through knowing its nature, extent of its commitment and legal effects.

*Law 205 Sources of Commitment (2) "Sources of Non - Voluntary Commitment.":* This course deals with the definition of tort liability and the distinction between it and the contractual liability and the combination and the choice between both liabilities, the elements of tort liability (the harmful act, the damage and the causal relationship). The harmful act deals with liability for personal error, liability for third party's acts, liability for things, both material and moral damage, causal relationship between the harmful act and the damage, study of the tort and compensatory liability, the study of the beneficial act and the law as two non-voluntary sources of obligation.

*Law 200 Penal Law - General Section (1) "General Theory of Crime.":* This course deals with a detailed and analytical study of the general theory of crime, in terms of definition and types of crime, and the study of its two elements (material and moral), with indicating the applicability of the criminal law in terms of time, place and persons, and indicating participation in the crime and its provisions, contraindications of criminal liability and grounds for permissibility.

*Law 202 Penal Law - General Section (2) (General Theory of Criminal Penalty):* This course deals with the general theory of criminal punishment, which includes:

Statement of general provisions and rules of penalties, definition of the penalty, its characteristics, divisions and rules of implementation, individualization of the punishment in its three forms (legislative, judicial and executive individualization) with explanation the system of return to crime and the cessation of the penalty implementation and the system of police release. The course also studies the reasons of penalty expiration and lapse with explanation of the system of rehabilitation. Finally, the course studies the system of precautionary measures in terms of their nature, characteristics and types.

*Law 301 Provisions of Commitment:* This course deals with the implications of the commitment and the modified descriptions of the impact of the commitment; the course then explains the transfer of commitment, the transfer of the right, transfer of the debt, cessation of the commitment and the proof of commitment through "writing, evidence, presumption, acknowledgment and oath."

*Law 203 Principles of Commercial Law:* This course deals with the definition of the commercial law, its history and sources; the course also studies the business theory and the traders including the capacity of traders, and the commitments of traders "register in the commercial register and keep commercial books"; as well as the study of commercial contracts, commercial mortgage and agency by commission and brokering in general.

*Law 206 Public International Law in English:* This course discusses the Public International Law and its branches. It explains the legal basis of such law, and identifies entities that are subject to its rules. It concentrates also on the international agreements illustrating their conditions, consequences, termination, and their international recognition.

*Law 207 The Administrative Law :* This course deals with the definition of administrative law in terms of its origin, definition, characteristics, sources and its relation to other laws. This course also includes the study of administrative organization as well as the methods of administrative organization. It also deals with the study of administrative activity, public facilities, administrative control, administrative contract and public funds. The course also deals with the civil service.

*Law 312 Provisions of Evidence :* This course deals with the general provisions of evidence, the provisions related to various methods of evidence, and the impact of scientific and technical development on the provisions of evidence

*Law 300 Businesses and Bankruptcy:* This course deals with the development of companies in the commercial

law, the provisions of which are contained in the Federal Companies Law (as amended) and the details of provisions thereof in terms of their establishment, management, classification and cessation, including (solidarity companies, limited partnerships, partnerships limited by shares, public and private shareholding companies). This course also deals with the explanation of the provisions of the commercial bankruptcy, its publicity, protective conciliation and the implications thereof.

*Law 306 Nominate Contracts:* The course deals with the study of the concept of nominate contracts and the distinction between them and the innominate contracts in terms of their sources, nature and objectives, then the course studies the three most important contracts (contract of sale, lease and contracting agreement) in terms of their terms, elements and the obligations arising from each type. The course also deals with a comparative study with the provisions of the Federal Civil Transactions Law and its principles from the Islamic jurisprudence and the secular jurisprudence in regard thereto.

*Law 308 In - Kind Rights :* This course deals with the study of i- kind rights according to the following:

**Original in-kind rights:**

The course studies the rights of property in general and the scope of such rights, means of protection, characteristics, elements and limitations thereon, as well as common property, with a study of the forms of the reasons for the acquisition of ownership and the consequential rights.

**Consequential In-Kind Rights:**

The course deals with the study of mortgage and lien, as well as the study of hypothecation rights.

*Law 302 Criminal Law/Section (1) (modern crimes):*

This course deals with the definition and importance of the special section of the Penal Law and the study of two types of crimes:

**Crimes against persons:**

The study of the most important crimes against persons: murder crimes, their descriptions and circumstances, involuntary manslaughter, physical abuse, and the study of crimes assault against public morality and ethics, and crimes against freedom and consideration.

**Crimes against funds and crimes harmful to the public interest:**

The study of the most important crimes against funds such as the crime of theft and its aggravated circumstances, the crime of fraud, the crime of breach of trust, the crime of bribery, embezzlement and forgery.

*Law 310 Banking and Securities:* This course covers the study of the legal aspects of the most important banking transactions such as bank deposits, bank transfers, current accounts, bank loans, letters of guarantee and bank credits. The course also covers the commercial papers such as: bills of exchange, checks

and notes, and the study of their provisions and obligations, trading and fulfillment thereof.

*Law 420 Labor and Social Security Law:* This course deals with the study of the general principles of the Labor Law, individual employment contract, collective work contract, and the matters addressed by the law in terms of the relation between employers employees, the social security, the social security law and its importance, occupational injuries, occupational diseases, and old age insurance especially in the United Arab Emirates.

*Law 304 Civil Procedural Law:* This course deals with a detailed and analytical study of the general theory of crime in terms of definition and types of crime, and the study of its two elements (material and moral), with the indication to the applicability of the criminal law in terms of time, place and persons, and explaining participation in the crime and its provisions, contraindications of criminal liability and grounds for permissibility.

*Law 401 Private International Law (1):* The course deals with the definition of private international law and explanation of its sources, rules and characteristics, as well as the study of the provisions of nationality (original and acquired), the general rules of naturalization, loss of nationality in the UAE, domicile and legal treatment of foreigners.

*Law 402 Private International Law (2):* The study deals with the international special relations, the conflict of laws problem, the conflict of international jurisdiction, the adaptation of disputes and how to solve them based on the rules of attribution in the Federal Civil Transactions Law. The course also deals with the determination of the international jurisdiction controls for the Federal courts.

*Law 407 Law of Implementation:* This course deals with the general theory of forced implementation, the introduction of the law of procedure, the study of the procedural department in terms of its competence and the persons in-charge thereof, the litigation on implementation and the methods of forced implementation on the debtor's money and self, and how the implementation outcomes are distributed, and implementation grievances.

*Law 307 Maritime and Air Law:* The course deals with the definition of maritime law, the study of the ship: definition and status thereof, ownership and rights in kind, the seizure of ships and the legal system of the ship's crew, as well as the study of the "exploitation of the ship" contract of maritime transport, maritime accidents and liability of the ship owner, and maritime insurance." In addition, the course also covers the air law in terms of the definition of the aircraft and the physical elements of air navigation (aircraft, airports, air space) and the elements of human air navigation (the aircraft operator, the air and ground crew of the aircraft) and air exploitation as the lease of aircraft, especially the ordinary lease and insurance lease, and

air transport in terms of the scope of application of international conventions, especially the Montreal Convention, the effects of the contract of air carriage, the obligations arising from the contract of air carriage, and the legal responsibilities that follow.

*Law 315 Intellectual Property:* This course deals with the study of rights In-Kind, industrial property and protection thereof at the international level and in domestic legislation, trade relations and merchandise marks, trade names and titles i.e. the study of commercial property and moral property in both national and international legislation through the provisions of international conventions such as the Berne Convention, the Paris Convention and the GATT Conventions in the scope of international trade.

*Law 404 Arbitration in Civil and Commercial Disputes:* This course includes the definition of arbitration and its importance in solving the commercial disputes at the international level, and arbitration rules for various regional and Arab arbitration centers, the agreements on the implementation of arbitration provisions as well as the efforts of international organizations to find specific rules for arbitration and everything related to the arbitration agreement and the conditions thereof, arbitration clause as well as arbitration in Arab laws and conventions .

*Law 405 Environmental Protection Law:* This course deals with the definition of the environment, pollution and sources of pollution, and the protection of the environment from the legal point of view, and the criminal, civil and administrative penalties resulting from pollution of the environment through the study of the Federal Environmental Protection Law.

*Law 210 General Finance and Economic Legislation:* This course deals with the study of the introduction to public finance and the rules governing the state finance (budget, expenditure and income), with a focus on the legislative applications of these foundations in the federal financial legislation such as the legislation regulating investment and the legislation regulating customs with a reference to taxes and types thereof.

*Law 400 Penal Procedural Law:* This course deals with the definition of the criminal procedural law, the study of the public lawsuit in terms of its establishment and the competent authorities thereof, and the ways of cessation, as well as studying the civil suit related to a criminal suit. The study also includes the stage of investigation and deduction, a stage carried out by the competent police bodies, and the trial stage, which is administered by the special courts. The course also deals with the study of methods of appeal against penal judgments (opposition, appeal, cassation, petition for reconsideration).

*Law 204 Personal Status (1) "Marriage and Divorce Provisions":* This course deals with the concept of personal status and the development of its legislation and the importance of family and breed and their status in Islam. The course discusses marriage

precursors, engagement and its provisions, the marriage contract in terms of its concept, provisions and legality, and the mandate in marriage, prohibitions and implications of marriage; the dowry: definition and wisdom and types; maintenance, its definition, wisdom, types, amount and conditions. Then the course discusses divorce in terms of definition, wisdom, legality and divisions; conditional divorce (Khula'a), its ruling and legality; separation, its types and implications; waiting period (Iddat), its wisdom and implications; and finally the discussion of alimony in terms of definition, forms, , wisdom and implications.

*Law 305 Personal Status (2) "Wills, Successions and Endowment":* This course deals with the definition of endowment (waqf), its legality, ruling, types, conditions and provisions. The course also deals with the meaning of Will, its legality, ruling, types and provisions; the rights related to the succession and how to divide the estate on the heirs (paternal kinsman and maternal kinsman), and determining the share of each in the estate, and the principles the estate issues, the bonus share and loss of share, the division of inheritance issues, replications and disassociations, and the provisions of succession for embryos, missing persons and hermaphrodites. Then the course deals with the impact of endowment system, wills and successions in the achievement of social solidarity in the Muslim community.

*Law 403 Principles of Jurisprudence:* This course deals with the definition of the fundamentals of jurisprudence, its subject, usefulness and methods of authorship, definition of legal ruling and explanation of its two divisions (mandatory and objective), and the types of each division and conditions of commissioning for an act. The course also teaches the general, special, command, prohibition, absolute, limited, common, truth, imagery, explicit, apparent, text, precise, hidden, ambiguous, synopsized, similar, the text phrase, the text reference, the text indication, the text requirement, the concept of contravention. This course deals with the explanation of diligence and its role in interpreting the Sharia and legal texts.

*Law 416 Graduation Research:* The theoretical aspect includes studying the methods and techniques of research, how to choose the subject of the research and the stages of its preparation, the research tools and how to identify them and search therein and how to prepare the research plan, prepare the introduction, subject and conclusion.

The practical aspect required the student to prepare a legal research in the specialization chosen by the student. The Scientific Department to which the research subject relates shall approve the proposed title of the research and appoint a supervisor to oversee it during the research preparation stage. Upon completion of the research, the student shall submit it to the supervisor (at least four copies) at least two weeks before the start of the final examinations. The research will be discussed on the date set by the supervisor and another faculty member chosen by the Scientific Department.

*Law 412 Internship (Internal and External):* The course includes both external and internal training which are integrated into one course, provided that the internal training shall be in the College's Education Court and that the external training shall be conducted in the various relevant departments and other legal and judicial authorities.

## Specialization Elective Requirements

*Law 408 International trade contracts (in English):* This course covers the concept of the law of international trade, its origin, development and its relationship with other applicable laws. It also focuses on international agreements and organizations that established the legal basis of international trade, with special reference and emphasis on the General Agreement for Trade and Tariffs (GATT) and World Trade Organization (WTO). In addition, the course discusses and analyzes various aspects of international sale contracts and the legal basis governing such contracts, namely the general rules of the United Nations Convention on Contracts for the International Sale of Goods (Vienna Convention of 1980). The course also discusses the letter of credit as a leading method of payment for international trade transactions.

*Law 410 Legal regulation of electronic commerce (in English):* This course identifies the concept of E commerce, E Contracts, E signature, and E approval. In addition, it emphasizes the importance of E Commerce through explaining the concepts of E Money, E Payments and the concepts of assurance and privatization within the electronic transactions.

*Law 415 International organizations (in English):* This course analyzes the international organizations in the modern global system. It examines the structures and functions of major international governmental and nongovernmental organizations in the performance of their collective tasks. The course evaluates the activities of global institutions such as the United Nations Organization, its main organs, and specialized agencies, in a variety of issue. Regional organizations such as the European Union and the Arab League will be considered.

*Law 414 International economy (in English):* This course introduces the concepts of the international economics. It discusses the nature, the development and the performance of the international economic, as it is related to the international economic relations. In addition, it explains the theoretical background of these relations.

*Law 413 Consumer Protection Act:* This course deals with the definition of the ordinary and electronic consumer and means of protection thereof in the light of the general rules such as contracts of compliance , the option of vision, commitment to declaration, and

special rules such as the right of recourse, and the role of WTO agreements in this regard.

*Law 419 Money and banks (in English):* This course introduces the development of money, its functions and the monetary systems. In addition, it explains banking systems including central banks, commercial banks and Islamic banks. It explains, also financial markets, the Relations between different financial institutions, International Finance, behavior of interest rate and the foreign exchange market.

## College of Education (CEDU)

### Programs

- 1- Bachelor of Education – Special Education

### Programs Goals

1. Offer quality and career-oriented academic programs with specialized coursework and practical application to fulfil market demands in the education field
2. Prepare students to become professionals in their chosen fields with the skills needed to meet the demands in the field of education.
3. Show ethical, professional, and social qualities.
4. Be an effective member of the community and make positive contributions to the society
5. Develop critical thinking and reasoning skills to evaluate information, solve problems, and make sound decisions

### Bachelor of Education Program Learning Outcomes Mapping with QF Emirates Level 7

PLO	PLO Text	7A1	7A2	7A3	7A4	7K1	7K2	7K3	7K4	7K5	7R1	7S1	7S2	7S3
1	Demonstrate thorough understanding of the models, theories, and philosophies in the field of special education					✓	✓	✓	✓	✓				
2	Design pedagogically appropriate measures for students with special needs											✓	✓	✓
3	Apply effective teaching skills for diverse learners											✓	✓	✓
4	Demonstrate and articulate the use of educational technology (ICT) in a class to contribute to a positive learning environment for inclusive education and enrich educational systems in the region											✓	✓	✓



5	Manage a culturally responsive learning environment that support diversified learning styles and are based on ethical practices.	✓	✓								✓			
6	Establish and promote appropriate learning experiences for students with disabilities and talents	✓		✓							✓			

## Degree Requirements - Bachelor of Education – Special Education

REQUIREMENTS	TYPE	BA- Education	
		NO. OF COURSES	CR. HRS.
General Education Courses	Compulsory	14	42
Core Requirements	Compulsory	12	36
Specialization	Compulsory	16	42
Electives	Compulsory	02	06
<b>Total</b>		<b>44</b>	<b>126</b>

## Study Plan

### Preparatory Courses

Prior to their enrollment in the program, students applying for Bachelor of Education must sit for the placement test related to the program, failure to successfully passing the placement test, they are required to enroll in the following courses:

#	Course Code	Course	C.H	Exemption Condition
1	CIT 90	Computer Preparatory	0	Passing the Placement Test
2	ENG 99	Academic Writing (*)	0	Passing the Placement Test

(\*) Students must pass the English Proficiency.

### General Education Courses

Total 14 Courses – 42 Credit Hours

### University Core Requirements

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



#	Course Code	Course	C.H	Remarks
1	ASC 101	University Life	3	Mandatory – First semester of the first year
2	INV 200	Innovation and Entrepreneurship	3	Mandatory

### Languages and Communication Studies

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

#	Course Code	Course	C.H	Remarks
<b>Students must take all of the following courses:</b>				
1	ENG 101	Academic Writing	3	Mandatory
2	ASC 207	Introduction to Research	3	Mandatory
<b>Students must take one of the following Arabic Language courses:</b>				
1	ARLAA 100	Communication Skills in Arabic	3	-
2	ARLAA 105	Arabic Composition	3	-
3	ARLNA 100	Arabic for Non-Arab	3	Course designated for non-Arab Speakers

### The Natural sciences or Mathematics

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

#	Course Code	Course	C.H	Remarks
1	ASC 210	Natural Science	3	-
2	ASC 211	Environmental Science	3	-
3	ASC 212	Sustainable Energy	3	-
4	MAT 100	General Mathematics	3	Mandatory

### The Social or Behavioral Sciences

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

#	Course Code	Course	C.H	Remarks
1	ASC 102	Introduction to Anthropology	3	-
2	ASC 104	Introduction to Sociology	3	-
3	ASC 202	Introduction to Political Science	3	-
4	ASC 110	Introduction to Social Science	3	-
5	ASC 200	General Psychology (in Arabic)	3	Mandatory
6	ASC 206	Introduction to Geography	3	-

### Humanities or Arts

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

#	Course Code	Course	C.H	Remarks
1	DES 104	Contemporary Arab Art	3	-
2	DES 105	History of Islamic Art	3	-
3	ASC 201	Introduction to Philosophy	3	-
4	ASC 203	World History	3	-
5	ASC 204	Middle East History	3	-
6	ENG 200	English Literature	3	-

### Islamic Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 105	Islamic Culture	3	-
2	ASC 106	Islamic Civilization	3	-

### UAE Studies

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

#	Course Code	Course	C.H	Remarks
1	ASC 208	UAE and GCC Society (Arabic)	3	Mandatory

### Core requirements courses (12 courses/36 CH)

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	EDU 110	Foundation of Education	-	3
2	EDU 121	Introduction to Developmental Psychology (in Arabic)	ASC 200	3
3	EDU 122	Introduction to Educational Psychology	EDU 121	3
4	EDU 123	Introduction to Inclusive Education	EDU 223	3
5	EDU 223	Education of Exceptional Children	-	3
6	EDU 211	Research Methods and Statistics in Education	-	3
7	EDU 213	Teaching in a Multi-Cultural Environment	EDU 122	3
8	EDU 224	Collaboration in Schools – Working with Teams in the Teaching/Learning Process (in Arabic)	-	3
9	EDU 226	Theories of Psychotherapy	-	3
10	EDU 227	Professional Ethics in Education	-	3
11	EDU 228	Universal Design for Learning	-	3

12	EDU 229	Learning and Behavioral Problems in Education	EDU 121	3
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*Compulsory courses – Special Education (16 courses/42CH)*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	SED 300	Diagnosis and Assessment in Special Education	EDU 223	3
2	SED 301	Assistive technology – Trends, Patterns and Challenges	EDU 223	3
3	SED 302	Understanding Principles and Procedures of Behavior Analysis	EDU 226	3
4	SED 303	Pedagogy, Practice and Classroom Management in Inclusive Settings (in Arabic)	EDU 223	3
5	SED 304	Teaching Students with Sensory Impairments and Intellectual Disabilities (in Arabic)	EDU 223 + SED 300	3
6	SED 305	Teaching Students with Learning, Autism Spectrum and Developmental Disabilities	EDU 223 + SED 300	3
7	SED 306	Education Diagnosis/ Remediation of Literacy/Math Disabilities	EDU 123	3
8	SED 400	Principles and Methods of Teaching (in Arabic)	EDU 223 + SED 300	3
9	SED 401	Early Intervention in Special Education	-	3
10	SED 402	Gifted and Talented	EDU 223	3
11	SED 403	Curriculum and Instructional Material for Students with Disability	EDU 223	3
12	SED 404	Curriculum and Materials for Gifted and Talented	SED 305	3
13	INTERN 101	Pre-Internship	93 C.H	0
14	SED 420	Practicum	INTERN 101	3
15	SED 415	Capstone Seminar	93 C.H	0
16	SED 421	Capstone Graduation Project	SED 401	3

*Elective courses – Students must choose (02 courses/06CH) from the below list*

NO.	COURSE CODE	COURSE TITLE	Prerequisite	CR. HRS.
1	EDU 226	Mental Health	NA	3
2	EDU 227	Counseling Children and Adolescents	NA	3
3	EDU 228	Career Counseling	NA	3
4	EDU 229	Counseling Skills	NA	3
5	EDU 230	Group Counseling	NA	3



## Course Description

### General Education:

#### University Core Requirements

**ASC 101 University Life (3CH):** The purpose of this course is to facilitate the process of transition into new academic and cultural environment for the new students enrolled in the AUE. Furthermore, it aims to promote their confidence so that they could succeed and meet the academic requirements. The course assimilates academic content with interactive in class activities to ensure understanding of curricular options and begin to develop a future career plan through self-reflection.

**INV 200 Innovation and Entrepreneurship (3CH):** Innovation is the engine of opportunity and, acting as a catalyst, this course is intended to ignite an interest in innovation and inspire entrepreneurial action. At the core of innovation and entrepreneurship is a commitment to experiential learning that will encourage students to engage in critical thinking, creative problem-solving while also equipping them with the soft skills needed in their pursuit of academic and professional endeavors. Students will discuss the relevance and role of innovation and entrepreneurship in work and life situations; determine opportunities for creative disruption and design a strategy for its implementation; develop a practical understanding of innovation through thoughtful debate and exercises; and demonstrate critical thinking and individual insight with a personal mastery portfolio.

#### Languages and Communication Studies

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

**ASC 207 Introduction to Research (3CH):** The intent of this course is two-fold. First, it introduces students with the basic research terminologies. Second, it familiarizes them with the process of research from choosing a topic to writing the proposal. Students will be immersed in hands on experience where they will be introduced to research concepts that will help them understand, interpret, and review a journal article. Contents to be covered include the language of research, types of research, elements of scientific research proposal, writing an academic research proposal using APA style, research ethics, identifying data collection instruments, and interpreting data.

**ARLAA 100 Communication Skills in Arabic (3CH):** This course is designed to enable the Arabic-speaking student with the necessary language skills, especially focusing on the steps of writing reports, official letters and systematic research.

To achieve this, and to develop the student's abilities to understand correctly what he reads and listens, and

to gain the ability to write articles, reports, meeting minutes and recommendations of conferences and seminars in a sound manner, the course was concerned with training the student in basic writing skills; such as multiple spelling rules, punctuation marks, paragraph system, and essay writing progressively.

*ARLAA 105 Arabic Composition (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

*ARLNA 100 Arabic for Non-Arab (3CH):* This course is based on the principle that "Education" is an accumulative task especially when it comes to language learning. This process undergoes specific stages to assist the non-Arabic speakers to reach the ultimate goal which is to acquire the required skills (listening, speaking, reading, writing) easily and accurately. To achieve this aim, text-based dialogues are provided as head start for the non-Arabic speakers to continue to the higher levels. The course also provides basic elements for reading, writing, dialogues, and listening to assist the learners to confidently interact with the Arab community.

## The Natural Sciences or Mathematics

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

*ASC 211 Environmental Science (3CH):* The 'Principles of Environmental Science' course is designed to introduce the fundamental concepts of Environmental Science to undergraduate students. It includes topics from different areas of study such as ecology, biology, soil science and atmospheric science. The course aims at raising environmental awareness among students

and providing them with the scientific knowledge and skills to identify, prevent and solve environmental problems. Additionally, it deals with ecological concepts, organism interactions, communities and ecosystems. The course focuses on key areas of population dynamics, biodiversity, human activities and the environment managed ecosystems, air quality, water and solid waste management

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

*MAT 100 General Mathematics (3CH):* This course is designed to develop a good understanding of the fundamental concepts of mathematics. It also stresses on crucial cognitive transferable skills such as the ability to think logically and concisely. Mastering this course will give students the confidence to go on and do further courses in mathematics and statistics.

## The Social or Behavioral Sciences

*ASC 102 Introduction to Anthropology (3CH):* This course provides an understanding of anthropology, the study of human beings throughout time and space. Anthropology is a broad discipline that studies human from a holistic perspective looking at both biological and cultural aspects. Anthropologists use different methods in order to understand and study humans. During this course, students will experience ethnographic fieldwork.

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

*ASC 202 Introduction to Political Science (3CH):* This course will introduce the students to the key concepts of Political Science and its principal tools. The course will discuss the role of main political actors in the field of politics and their function.

*ASC 110 Introduction to Social Sciences (3CH):* This course serves as an introduction into the



interdisciplinary and multifaceted social sciences. The content on the course covers the range of different disciplines that social sciences consists of, namely: anthropology, sociology, psychology, political science, economics and to a lesser extent also history and geography. The secondary aim of the course is moreover for students to develop their critical thinking skills by engaging actively with material about social issues, social change and social institutions.

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

*ASC 206 Introduction to Geography (3CH):* This course will provide the students with a comprehensive overview of geography. Emphasis is on concepts that are necessary to understand global, regional and local issues. This course also includes topics on both human and physical geography.

## Humanities or Arts

*DES 104 Contemporary Arab Art (3CH):* This course explores Arab art and aesthetics from the beginning of the twentieth century till date. The students will learn about the contemporary art and design movement in Arab countries, the expression of cultural identity, as well as the factors involved and changes in aesthetics from Islamic to Arabic art. They will also study and analyze the role of pioneer artists from various generations with emphasis on their influence on contemporary Arab art.

*DES 105 History of Islamic Art (3CH):* This course aims to focus on the evolution of Islamic Art through a chronological overview of various trends and approaches throughout history. Students will explore and analyze the rise and influence of Islam leading to the formation of a new artistic culture the world over.

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

*ASC 203 World-History (3CH):* This course provides an overview of World / General History. The course will conclude with discussions about perspectives on World History. It surveys the history of humankind since 250CE till 1990 CE. In addition, interregional,

comparative, cross-cultural, transnational, and historiographical topics will be considered. The objective of the course is to explore the roots of contemporary globalization and to develop historical thinking and writing.

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

*ENG 200 English Literature (3CH):* This course will provide the students with a comprehensive overview of English literature in the United States. It will familiarize the students primarily with early Anglo-American writers and the different literary movements that took place in the United States. Today American literature includes many minority literary works, but the historical matrix remains Anglo-Saxon if we are to consider the dominant culture as the starting historical point.

## Islamic Studies

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

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

## UAE Studies

*ASC 208 UAE and GCC Society (3CH):* The course is designed to introduce the UAE and GCC society with its historical background and uniqueness. It is aimed at enabling students to understand the specific features of the society along with its customs, traditions and lifestyle. The course will introduce the processes and the challenges of development as well as the future aspirations of the UAE and GCC Society.

## Special Education Specialization Courses:

*SED 300 Diagnosis and Assessment in Special Education (3CH):* The course covers methods and materials used in assessing students who may be eligible for special education. Class sessions will involve experiential Lab work learning activities related to the assessment of students. This course includes technical prerequisites of understanding standardized assessment and the rationale for using curriculum-based measurement



(CBM) within the broad context of special education programming. Students will develop competencies in utilizing norm-referenced, criterion-referenced, curriculum-based, and teacher made assessment for instructional and placement decisions.

*SED 301 Assistive Technology – Trends, Patterns and Challenge (3CH):* This practical-based course provides an introduction to the field of assistive technology for students with disabilities and the integration of technology into teaching and learning within the field of special education. Various types of assistive technologies ranging from low to high tech will be discussed and demonstrated. Technology for high incidence as well as low incidence disabilities will be covered. Students will learn to apply a process for problem-solving and for the selection of appropriate tools to meet individual student needs. Students are expected to take an active role in learning about assistive technologies and hands-on learning will be included to facilitate that process.

*SED 302 Understanding Principles and Procedures of Behavior Analysis (3CH):* This course provides the student with an introduction to the concepts and principles of Behavior Analysis. This course covers basic behavioral principles and then discusses behavioral procedures with an emphasis on the principles underlying each procedure. This field focusing on the application of basic learning principles to socially relevant human behavior. We will cover basic learning principles, common behavioral procedures, the research methods and techniques of behavior analysis, as well as the application of it across a wide range of populations, settings, and behaviors. The primary objective of the course is to introduce students to understanding principles of behavior analysis through assigned readings, and through lectures that will review and expand upon material covered in assigned readings.

*SED 303 Pedagogy, practice, and classroom management in inclusive settings (3CH):* This course is designed to explore best practices of effective classroom management and individual behavior intervention strategies. Emphasis will be given to creating proactive learning environments through positive behavioral interventions and support as well as exploring how school and classroom methods are used to establish effective learning environments for individuals with varying degrees of disabilities. This course is taken for a maximum of three credits.

*SED 304 Teaching Students with Sensory Impairments and Intellectual Disabilities (3CH):* The purpose of this course is to develop skills for recognizing and effectively teaching students with various exceptionalities. Broad areas to be covered in this course are areas of exceptionalities, major trends and issues in special education with emphases on collaboration and inclusion, service delivery models, roles of general and special class teachers, individual

education programs, and family and community involvement.

*SED 305 Teaching Students with Learning, Autism Spectrum and Developmental Disabilities (3CH):* This course is designed to train teachers in instructional planning, management, and delivery of instruction. It includes strategic program planning incorporating due process procedures as specified in UAE legislation, as well as teaching methodology in systematic disorders, and mild disabilities, in public and private schools. The course also addresses classroom management and organization practices, involving experiential Lab work learning activities related designing and implementing optimal learning environments for students with learning disabilities, autism spectrum and developmental disabilities.

*SED 306 Education Diagnosis/ Remediation of Literacy/Math Disabilities (3CH):* The purpose of this course is to explore the theoretical underpinnings of reading difficulties as well as ways in which you can assist students in becoming readers that are more capable. We will be looking at various assessment measures and discussing ways to interpret the results. We will also be looking at interventions for individual learners and flexible groups. The interventions should be helpful not only for completing assignments with an individual student, but also for the students you are instructing within your classroom as a whole

*SED 400 Principles and Methods of Teaching (3CH):* This course addresses the models, history, current issues and strategies in providing collaborative supports, accommodations, and differentiated curriculum to include students with disabilities and other special needs in general education classes. The course addresses strategies to work with regular classroom teachers and other individuals involved in the educational program. This course is taken for a maximum of three credits.

*SED 401 Early Intervention in Special Education (3CH):* This course aims to prevent problems occurring in childhood such as disabilities or developmental delays. Studying how early intervention programs are and what are the main services that these programs provide is important to raise the awareness of the possibility of decreasing childhood problems. This course provides candidate teachers with knowledge of how the early intervention process can be done and to what extent these programs are effectiveness. It also emphasizes the importance of dealing with parents and community to raise the awareness of the services that early intervention programs provide for families. In addition, this course focuses on the main steps in assessing children and providing the therapy services..

*SED 402 Gifted and Talented (3CH):* This is an introductory course in the education of gifted, talented, and creative students. The course provides

an overview of the current and historical issues in the field. The intellectual, social, emotional, developmental, and educational characteristics of gifted students are introduced. Appropriate educational opportunities and programming are discussed. Issues in identification of the gifted, special gifted populations, and current research are reviewed.

*SED 404 Curriculum Materials for Gifted & Talented (3CH):* This course is designed to provide theoretical basis and practical techniques for implementing defensible practices in classes for the gifted. Students will be expected to relate the characteristics and learning needs of the diverse population of gifted students to appropriate instructional methods and materials that are needed to implement effective educational programs for all gifted and talented students. Students will be expected to assess learners and develop and modify instructional content and methodology to meet the learning needs of gifted students and demonstrate this knowledge by creating and implementing an instructional unit of study in their content area.

*INTERN 101 Pre-Internship (0CH):* Pre-Internship course is designed for students seeking an internship. The course will prepare students to successfully plan their internship by researching and identifying potential internship opportunities, creating professional resume and letter of introduction, developing interviewing and networking skills as well as a portfolio per industry requirements. Students will go through different learning modules including experiences, team work skills, communication skills, leadership skills, problem solving, self-management and professionalism to be able to make the most of their internship.

*SED 420 Practicum (3CH):* The practicum course is designed to provide opportunities for dialogue on the issues and practices related to the special education. It provides students a supervised experience that allows them to develop, sharpen and demonstrate their skills as future special education teachers. Students will be expected to apply and synthesize educational theory and pedagogy as they demonstrate skills and abilities in school setting and/or rehabilitation centers. The course objective is to facilitate the development of educators who are able to implement professional standards, advocate for children and youth with exceptionalities and their families and improve educational setting by designing a new environment fostering inclusive teaching.

*SED 415 Capstone Seminar (0CH):* This course focuses on enabling students throughout the course to adequately plan, create, and present a pre-production/proposal of the capstone – graduation project to produce a creative outcome that is established upon proper utilization of both theoretical and practical, knowledge, perspectives, research, and one-to-one supervision by an advisor covering the breadth and depth of the program. Students will reveal

the completion of the pre-capstone course, throughout planning, and, applying the proposed project during the capstone graduation project as part of their graduation requirements, receiving proper assistance and instructions. Students' tasks will include learning and applying the importance of individualized program development for students with special educational needs, and legal issues surrounding appropriate programming; the design, synthesis, and application of suitable instructional methods to accommodate students with special educational needs, showing creativity, leadership and innovative skills build upon knowledge, commitment, technical proficiency and meeting the individual needs of students.

*SED 421 Graduation Project (3CH):* This course provides the students with the opportunity to integrate knowledge, concepts, and skills acquired throughout the entire sequence of study in the program. The students will demonstrate their capacity to tackle practical challenging situations, to assess students with special needs and to design and apply adequate teaching strategies to accommodate them. The graduation project should reflect the effort of the student in creatively analyzing, synthesizing, evaluating and applying the learned knowledge and his commitment to show teaching leadership and fostering school change.

To be graduated, students are requested not only to passing courses and earning required credits, but also, they need to show that they have developed proficiency in core-content knowledge and can demonstrate proficiency in applied learning skills in their program. It will be a challenging and rigorous journey but the reward for undertaking a meaningful experience is immense and will undoubtedly give AUE graduates a powerful start in career they may choose. In addition, English language and technology proficiency must also be demonstrated.

### *Educational Psychology Specialization Electives Courses:*

*EDP 412 Group Counseling (3CH):* This course is designed to provide students with foundational knowledge of the theory and practice of group counseling. The class will focus on how groups function, group dynamics, the process and stages of groups, types of groups, ethical considerations, and techniques used in facilitating groups. This course is an applied course with a focus on integration of theory and clinical group work, and discussion of clinical, professional, and ethical issues. This course is designed for students to gain group counseling skills and self-awareness about how one's own qualities,

needs, motivations, and values can either facilitate or interfere with one's effectiveness as a group counselor. The prerequisite is EDU 124.

*EDP 413 Mental Health (3CH):* This course is intended to offer an introduction to the profession of clinical mental health counseling with a broad focus on psychological dysfunction that is associated with distress or impaired functioning in a manner that is not typical, or expected, based on cultural and societal norms. Content will be organized in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). This course will use an integrative approach toward the study of mental health including the interaction of biological, developmental, and social factors. Students will learn about the types and causes of mental disorders, their assessment, treatment plans, referrals for services, prognosis, related research in counseling, psychotherapy, and prevention. The legal, ethical, and sociocultural issues related to mental illness, psychopathology, behavior of mental health professionals, and society will be deliberated. Students will be exposed to the historical, philosophical, societal, economic, and political dimensions of mental health counseling. The course will provide an overview of the issues, needs, populations, skills, and models in mental health settings with an emphasis on prevention and wellness. The prerequisite is EDU 121.

*EDP 424 Counseling Children and Adolescents (3CH):* This course will provide counselors the awareness, understanding, practical and theoretical methods and skills to build basic competency in counseling children and adolescents with specific developmental, social, or behavioral issues in a variety of settings (i.e., school, community, family, etc.). Because the primary objective and rationale of this course emerges from a developmental perspective, content will focus on helping children and adolescents grow up feeling relatively normal and healthy, cope with what are diagnostically referred to as adjustment disorders, and to help them adjust to emerging adulthood. The course will also include topics on social and cultural issues challenging children and adolescents, common psychological disorders that affect them, and provision of counseling services for children and adolescents with exceptional issues such as giftedness, abuse, neglect, special needs, etc. The prerequisite is EDU 121.

*EDP 426 Career Counseling (3CH):* Students will develop knowledge about the major career development theories that are used in the school counseling profession. Students will learn to apply theories, assessment and occupational information in the school setting so as to advise appropriately on issues related to occupational and career aspirations. Strategies presented will be related to career exploration, career-related assessment, application of career development materials, technical and college career tracks of curriculum development. Exploration

of gender and cultural/ethnicity issues that may impact the career development of individuals in our society are emphasized. The prerequisite is EDU 124.

*EDA 223 Comparative Education (3CH):* The goal of this course is to introduce students to the origins and development of the field of comparative and international education (K12 and Higher Education systems) and to explore how both scholars and educational policymakers have engaged some of the debates that characterize research in education around the world. The course content presented will be equitably balanced and inclusive of both K-12 and Higher Education systems. Students will be oriented to comparative studies literature and develop understanding of the relative utility of different theoretical approaches and research methods for understanding formal and non-formal educational issues in comparative perspective. Special attention is devoted to similarities and differences in educational policy and practice between advanced and developing societies. Students are invited to consider current educational issues both at home and abroad, while developing global perspective and skills of comparative inquiry to use their own reflective classroom learning. This course presents works that consider "why" particular national systems operate as they do and the interrelated effects of globalization, the distribution of knowledge, and the inherent conflict highly evident in today's world among people of differing ethnicities, nationalities, genders, races, and religions. The prerequisite are EDU 111 & EDU 213.

*EDA 225 Educational Supervision (3CH):* The main purpose of this course is to acquaint the student of education with principles of supervision and evaluation useful for the refinement of the teaching/learning environment. Participants will learn how to develop leadership and supervisory platforms and professional development plans for individuals and school personnel. Therefore, the two major goals of this course are: 1) to familiarize each learner with fundamental concepts relevant to the supervision and evaluation of teachers; and 2) to assist each learner develop and articulate a platform for supervision and evaluation that explicitly relates these concepts to espoused personal practices. Because the platform of this course instructor explicitly values the roles that individual goal setting and self-evaluation play in adult learning situations, a corollary intent of this course is to model an educational structure which both has explicit, rigorous expectations and encourages individual goal setting and self-evaluation. To this end, the articulation and personal assessment of learning goals is expected from each learner taking the course. Special attention will be given to differing perspectives on the supervisory function within the educational organization context. Various supervisory styles introduced, including issues include hiring, mentoring, tenure, dismissal and remediation plans for personnel management. This course emphasizes

school culture and climate, teachers as adult learners, developmental leadership, democratic education, addressing diversity, community building, and how collegial supervision has helped redefine the meaning of supervision and instructional leadership for both scholars and practitioners. The prerequisite is EDU 111.

*DES 102 Fundamentals of Graphics Design Illustration and Digital Imaging (3CH):* the use of computer as a powerful digital drawing and imaging tool. The course focuses on mastering fundamental illustration and digital imaging skills, and developing efficient working practices. The learning experiences incorporates a variety of visual art techniques as they relate to the design and execution of layouts, illustrations and design work for advertising, displays, promotional materials, instructional manuals etc. through the study of effective methods used to design products that impart information and ideas. Instruction also covers visual communication design theory and preparation of copy, lettering, posters, vector illustrations, graphics, and artwork in addition to the incorporation of photographic images. The prerequisite is EDU 222.

*EDT 401 Multimedia-based education (3CH):* This course focuses on multimedia education -learning from text, audio, still images, animation, video, and interactivity, as it has developed in recent years. Areas to be explored by students include online presentations, e-courses, interactive lessons, simulation games, intelligent tutoring systems, slideshows, even textbooks, as those play a crucial role in education and in any teaching and learning context. This course prepares students to develop the ability to apply theories of multimedia learning and design principles to the design and production of effective Web based multimedia lessons. It addresses theoretical foundations, principles of multimedia learning, multimedia design process, interface design, typography, graphic design, audio and video production, and instructional animations. Examples of the most recent developments in multimedia learning will be examined based on authentic research evidence and within the context of pedagogical and cognitive theories. The prerequisite is EDU 222.

*EDT 305 Information Design (3CH):* This course is designed to introduce students to the use of design thinking and graphic design for organizing and presenting data and information from different sources in an interdisciplinary environment. Students will learn how to translate data to visual representations that aim at disseminating, documenting, and preserving knowledge in order to improve information communication and reception for different audiences and spaces. Additionally, students learn the process of conceptualizing and designing the presentation of varied types of information. Students will focus on the planning, creation, and organization of the informational design

process as applied to multimedia projects. The prerequisite is EDU 222.

### *Special Education Electives Courses:*

*EDU 226 Mental Health (3CH):* This course is intended to offer an introduction to the profession of clinical mental health counseling with a broad focus on psychological dysfunction that is associated with distress or impaired functioning in a manner that is not typical, or expected, based on cultural and societal norms. Content will be organized in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). This course will use an integrative approach toward the study of mental health including the interaction of biological, developmental, and social factors. Students will learn about the types and causes of mental disorders, their assessment, treatment plans, referrals for services, prognosis, related research in counseling, psychotherapy, and prevention. The legal, ethical, and sociocultural issues related to mental illness, psychopathology, behavior of mental health professionals, and society will be deliberated. Students will be exposed to the historical, philosophical, societal, economic, and political dimensions of mental health counseling. The course will provide an overview of the issues, needs, populations, skills, and models in mental health settings with an emphasis on prevention and wellness.

*EDU 227 Counseling Children and Adolescents (3CH):* This course will provide counselors the awareness, understanding, practical and theoretical methods and skills to build basic competency in counseling children and adolescents with specific developmental, social, or behavioral issues in a variety of settings (i.e., school, community, family, etc.). Because the primary objective and rationale of this course emerges from a developmental perspective, content will focus on helping children and adolescents grow up feeling relatively normal and healthy, cope with what are diagnostically referred to as adjustment disorders, and to help them adjust to emerging adulthood. The course will also include topics on social and cultural issues challenging children and adolescents, common psychological disorders that affect them, and provision of counseling services for children and adolescents with exceptional issues such as giftedness, abuse, neglect, special needs.

*EDU 228 Career Counseling (3CH):* Students will develop knowledge about the major career development theories that are used in the school counseling profession. Students will learn to apply theories, assessment and occupational information in the school setting so as to advise appropriately on issues related to occupational and career aspirations. Strategies presented will be related to career exploration, career-related assessment, application of career development materials, technical and college



career tracks of curriculum development. Exploration of gender and cultural/ethnicity issues that may impact the career development of individuals in our society are emphasized.

*EDU 229 Counseling Skills (3CH):* This course is designed to introduce students to a variety of theoretical concepts, techniques, and their applications in therapeutic settings. This course is designed as an introduction to interviewing and as a foundation for basic counseling skills in substance abuse and related issues. Student participation in role-plays and experiential exercises is an essential component of classroom activities. Course topics emphasize culturally responsive techniques and professional dispositions that demonstrate an appreciation for the multicultural issues related to effective counseling, respect for the client and for individual differences in the counseling process, appreciation for incremental change, and awareness of their personal strengths and limitations as a counselor. The student will explore oneself as a helper and learn facilitating skills to bring about change for clients. Emphasis is on self-understanding, verbal and non-

verbal communication, and skills essential to effective counseling.

*EDU 230 Group Counseling (3CH):* This course is designed to provide students with foundational knowledge of the theory and practice of group counseling. The class will focus on how groups function, group dynamics, the process and stages of groups, types of groups, ethical considerations, and techniques used in facilitating groups. This course is an applied course with a focus on integration of theory and clinical group work, and discussion of clinical, professional, and ethical issues. This course is designed for students to gain group counseling skills and self-awareness about how one's own qualities, needs, motivations, and values can either facilitate or interfere with one's effectiveness as a group counselor.

# University Terminology

## **University**

A large, diverse institution of higher education and research that offers both undergraduate and graduate degrees. Universities are typically composed of a number of colleges or schools devoted to the study of closely related disciplines or a single discipline, such as the College of Engineering or the School of Public Health.

## **College**

A smaller institution of higher education typically focused on undergraduate or vocational education, although some colleges offer a limited range of graduate programs. College is also a term for a unit within a university, synonymous with a Faculty, such as the College of Business Administration or the Faculty of Business Administration.

## **School**

The term school may refer to a unit within a university, as noted above, or it may refer to an educational establishment that offers education at a secondary or lower level, such as the British School or the Indian School.

## **Institute**

An institute is an organization created for a specified purpose, usually research or the promotion of a cause. An educational institute tends to be usually devoted to defined technical fields.

## **Academy**

In higher education the term academy is used for a post-secondary educational institution devoted to a single field of study, such as an academy of arts, military academy, or police academy. The term also may refer to an establishment offering education at the secondary or high school level.

## **University College**

The term university college has many different meanings in different countries and in different contexts. In the US, a university college provides continuing or adult education, or serves as the academic home for lower division undergraduate students. In Canada, the UK, and elsewhere the term university college may be applied to a constituent college of a university or to an independent institution of higher education.

## **Associate Degree/Diploma**

“Associate Degree” and “Diploma” are synonymous in the UAE, although the title of Diploma is often used for strongly vocational qualifications. An Associate Degree/Diploma usually requires a minimum of two years of full-time study, with a minimum of 60 semester credits (or equivalent) and a maximum of 72 semester credits (or equivalent). In the UAE, a common degree title is “Associate Degree in ...” or “Diploma in ...”, where the name of the relevant academic field is inserted. Elsewhere, typical degrees include the AA, Associate of Arts; AS, Associate of Science; AOS, Associate of



Occupational Studies; ABA, Associate of Business Administration; and AGS, Associate of General Studies.

### **Higher Diploma**

A Higher Diploma usually indicates a vocational program of study of three years in a specialized field. While credit requirements may vary, most Higher Diploma programs will require a minimum of 90 semester credits (or equivalent).

### **Baccalaureate or Bachelor's degree**

In the UAE, a Bachelor's degree normally requires at least four but no more than five years of full-time study, with a minimum of 120 semester credits (or equivalent). The maximum number of hours may vary, but many Bachelor's degrees in professional fields, such as engineering or dentistry, require five years of study and at least 150 semester credits (or equivalent)

### **Postgraduate Diploma**

A Postgraduate Diploma typically includes one year of full-time study, and at least 24 semester credits (or equivalent) of course work beyond the Bachelor's degree.

### **Master's degree**

A Master's degree typically requires at least one year of full-time study, or a minimum of 30 semester credits of course work (or equivalent) beyond the Bachelor's degree. The minimum credits are not inclusive of any non-credit bridge courses which may be required. (See "Bridge Program", below). A Master's degree requires a substantial thesis or dissertation of at least six and no more than nine credit hours. As is the case for the baccalaureate, the Master of Arts (MA) and Master of Science (MS or MSc) are the basic degrees awarded in the subject, such as an MA in English (not Master of English or Master of English Literature), or an MS in Chemistry (not Master of Chemistry).

### **Doctorates**

A Doctorate degree typically requires at least three years of full-time study, with at least 54 semester credits (or equivalent) beyond the Master's level. There are several recognized distinctions among those degrees which are generally labeled "doctorate."

### **Joint Qualification**

A single degree awarded by two institutions, where students study a curriculum that is agreed between the two institutions.

### **Dual Qualifications**

Two degrees awarded by two institutions, to students who have met the requirements for completion of both degrees

### **Part-time faculty**

A part-time faculty member is one whose major commitment is not to the institution concerned. Although part-time faculty members are subject to the same requirements

126 for employment as full-time faculty, their teaching assignment is limited to a maximum of six credit hours per semester (or equivalent). The term “adjunct faculty” is often used as a synonym for “part-time faculty.”

### **Full-time faculty**

A full-time faculty member is one whose primary employment is with the institution concerned, and who receives a contract as a full-time employee with a primary assignment in teaching and/or research.

### **Rolling Contract**

In a “rolling contract”, a faculty member’s favorable annual evaluation is followed by an extension of the contract, so that it remains valid for the same period as the original contract. In this fashion, an individual has reasonable job security as the contract does not expire. “Rolling contracts” assume that other conditions of employment, including residency requirements of the UAE, are met.

### **Professor**

An appointment requiring an earned doctorate or terminal degree, or equivalent, and demonstrated, sustained high quality teaching, wide recognition for scholarly activities, and substantial service to the university and appropriate outside communities. Appointment at the rank of Professor is usually made only after extended service as an Associate Professor.

### **Associate Professor**

An appointment requiring an earned doctorate or terminal degree, or equivalent, and demonstrated high quality teaching, recognition for scholarly activities, and service to the university and community. Appointment at the rank of Associate Professor is usually made only after extended service as an Assistant Professor.

### **Assistant Professor**

An appointment requiring an earned doctorate or terminal degree, or equivalent, and potential for excellence in teaching and research. This is typically the entry-level appointment for an individual who holds a terminal degree in his/her field.

### **Principal Lecturer**

An appointment requiring an earned doctorate or terminal degree, or equivalent, and an established record of excellence in teaching, research and scholarship. The rank of Principal Lecturer is substantially equivalent to Professor or an experienced Associate Professor. Appointment to the rank typically assumes extended service at the rank of Senior Lecturer.

### **Senior Lecturer**

An appointment requiring an earned doctorate or terminal degree, or equivalent, and demonstrated high quality teaching, research and scholarship. The rank of Senior Lecturer is substantially equivalent to an either an Associate Professor or an experienced

Assistant Professor. Appointment at the rank typically assumes extended service at the rank of Lecturer.

**Lecturer**

In the US system, “Lecturer” refers to an appointment below the Assistant Professor level, and is sometimes synonymous with “Instructor”. A Lecturer appointment normally requires at least a Master’s degree or equivalent professional qualifications. In the UK system and in some Arab countries, a Lecturer appointment normally requires a terminal degree and is equivalent to Assistant Professor.

**Instructor**

An appointment requiring a Master’s degree, or a Bachelor’s degree and equivalent professional qualifications.

**Visiting**

A guest appointment normally offered to a faculty member from another institution for a limited time period, for example one academic year, and appointed at the rank held at that institution. Responsibilities are normally similar to those of full-time faculty in the department to which the appointment is made.

**Advanced Standing**

The granting of credits (for a program/course/module) indicating that the learner is deemed to have satisfied the requirements for which the credits have been awarded. It may include exemption where applicable.

**Articulation**

The documented relationship between qualifications and programs, agreed through a process of comparison between qualifications and their respective outcomes, often with a view to facilitating learner progression.

**Assessment**

The processes used to evaluate achievement of the expected learning outcomes (knowledge, skills and competences), leading to certification of a qualification or part of a qualification.

**Benchmarking**

The process of measuring and comparing performance, services or practices with comparable systems or institutions both inside and outside the UAE, for the purpose of continuous improvement.

**Blended Learning**

A method of educating that uses e-learning techniques, such as online delivery through the web, discussion boards and e-mail, combined with traditional face-to-face lectures, seminars and tutorials.

### **Bridge Program**

A program intended to “bridge the gap” between a student's prior work and the background required for the program he/she is entering. Typically, such a program would be needed, for instance, by students entering graduate business education where the student’s undergraduate major was in an area other than business, or graduate engineering programs where the student’s major was in a different engineering specialty. The courses in a bridge program typically do not carry degree credit. Institutions may choose to require enrolment in bridge programs as a condition of admission. The term “bridge program” is also used in nursing to refer to a Bachelor's degree “top-up” program whose entry level is a Diploma in Nursing.

### **Clinical Training**

A program of learning established by cooperation between appropriate departments of an institution and hospitals or other allied health providers serving as the institution’s partners. Clinical training is structured with an appropriate learning plan, expected outcomes, and ongoing assessment and evaluation.

### **Cohort Analysis**

An analytical tool for tracking students from a common starting entry point through to graduation, often presented as a visual chart representing progression and attrition at various milestones between admission and graduation. Used for identification of obstacles and challenges in the progression of students, through the institution as a whole or in relation to specific programs of study.

### **Competency**

The proven ability to use knowledge, skills and other abilities, within a context of a system of values, to perform a function against a given standard in work or study situations, and in professional and/or personal development. In the QFEmirates, 'competence' is described in terms of autonomy and responsibility, self-development, and role in context.

### **Composite Award**

An award for formal recognition of learners who achieve a cohesive set of learning outcomes, but not the full combination of learning outcomes required for a Principal Qualification.

### **Concentration**

A concentration is best thought of as a grouping of courses which represent a subspecialization taken within the major field of study. For example, a student majoring in 129 biology might have a concentration in genetics, or a student in electrical engineering may have a concentration in telecommunications or instrumentation and control. A concentration may be specified on the student's academic record (transcript) but not on the degree certificate. The CAA requires a concentration to include at least 15 credits of study, or equivalent, in the specialized field in order to be recognized by the MoE. In graduate programs this must include the thesis and at least 9 credits of other courses.

### **Conditional Admission**

Conditional admission of a student to a college or university is dependent upon the individual successfully completing coursework, or meeting other specified criteria, in order to progress into the full set of courses within the academic program.

### **Course or Module**

A course consists of a number of instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, number, credits, and expected learning outcomes in the institution's Catalog. A module sometimes refers to a sub-division within a course covering a topic or part of a topic. In the British system, the term module is synonymous with course. In systems based on American higher education, the term module typically refers to a course which is offered in a more concentrated framework, such as an "8 week module." Note that in the UK and in other systems adopting terminology used in the UK, the word course is often used to refer to what the Standards term a program.

### **Credits and the Credit System**

The academic credit provides a basis to measure the amount of engaged learning time expected of a typical student. A credit, or credit hour, is a unit of measurement defining the student's overall effort towards attaining a qualification. In the US system, which is adopted by most UAE institutions, 1 semester credit equals approximately 1 hour of time in class per week over a semester of 15 weeks or longer. (See "Semester" below). It is assumed that a student spends two hours outside of class in independent learning or specific course assignments for every hour in class. This implies that one academic credit equates to a 45-hour commitment to learning over a semester. For laboratory or studio-based courses, the allocation of credit differs; 1 semester credit normally is given for two hours of laboratory or studio time per week over a 15-week semester. The UK system considers a single credit to be equal to 10 "learning hours", of which approximately one-third may be class contact time, and the remainder divided between directed and independent learning. On this basis the normal full load for a semester is 60 credits. Resulting from the Bologna Process in Europe, and aimed at facilitating student mobility in higher education, the ECTS (European Credit Transfer and Accumulation System) represents another alternative credit definition. In the ECTS system, 60 credits are allocated to the workload of a full-time academic year, 30 credits are normally allocated to a semester and 20 credits to a trimester. Qualifications that have formal programs lasting three full-time academic years in Europe are allocated 180 ECTS credits.

### **Credit Transfer**

A system whereby successfully completed units of study contributing towards a degree or diploma can be transferred from one program to another.

### **Curriculum**

The term refers both to the range of courses offered by an institution, and to a set of related courses constituting an area of specialization, such as the computer science curriculum or the civil engineering curriculum.

**E-learning**

E-learning is a term applied to any form of learning which is electronically based. The requirements for a course delivered through e-learning are the same as those that apply to any credit-bearing course. Electronically delivered courses must have learning outcomes, a syllabus or outline of study, regular and systematic assessments and an opportunity for students to interact with the faculty member teaching the course. The student-instructor and student-student interaction may be entirely electronically based, or it may include bringing students together physically from time to time. The latter is often referred to as a hybrid course or blended course, in that it combines electronic learning with traditional classroom learning

**Electives**

Courses which are not compulsory for students. Electives may be free—selected by the student from any course offerings, or restricted—chosen from a pre-determined list of options.

**Experiential Learning**

This term applies to those learning experiences which involve the application of learning typically outside of the classroom. Experiential learning encompasses such experiences as internships, practicums, field study, or clinical learning.

**Foundation Program**

A developmental or remedial program specifically intended to enable UAE secondary school graduates to qualify for admission to higher education.

**General Education**

General education is that aspect of an undergraduate curriculum intended to provide students with critical thinking skills; a broad understanding of the approaches to knowledge such as the humanities, the arts, the social sciences or the sciences; a common core of understanding among students (such as in Islamic studies or other cultural studies); and a level of skill appropriate to higher education in mathematics, information literacy, the application of technology and communications (oral and written).

**Independent Study**

A course in which a student is individually supervised by a faculty member, which enables a student to undertake a learning opportunity which is otherwise unavailable. Independent study courses must have an appropriate learning plan (typically a syllabus), learning outcomes, end of term evaluations and appropriate assessment. The 131 SPA limit the amount of such credit that can be applied to an undergraduate qualification.

**Internship**

The term applies to an experience in which a student has a program-related assignment involving attachment to a recognized business, agency or organization. The internship must be appropriate to the major or program of study of the student. The term



“practicum” is usually synonymous with internship. See Annex 12: Guidelines for Good Practice in Internships or Practicums.

### **Learning Outcomes**

In the context of QFEmirates, this refers to knowledge, skills, and aspects of competence that a learner is expected to know and be able to do at each level of a qualification (see <https://www.nqa.gov.ae/en>).

### **Level**

An indication of the relative complexity and/or depth of achievement, and the autonomy required to demonstrate that achievement by the learner. There are ten [10] levels in the QFEmirates; they differ from one level to another with the greatest complexity at Level 10 (see <https://www.nqa.gov.ae/en>).

### **Level Descriptors**

Generic statements which specify the learning outcomes and the purpose of a qualification at a given level, defined in terms of knowledge, skills and competence. The descriptors can be used for describing and comparing qualifications (see <https://www.nqa.gov.ae/en>).

### **Major**

The major is the field of study in which a student specializes at the baccalaureate level. The term is not typically used in qualifications below the baccalaureate and is only occasionally used in graduate programs. The major usually requires that a student complete a minimum of 30 semester credits (or equivalent) that are specified for the major and distinctive to that subject area. To earn a double major, a student must meet the subject-area requirements of each of the two majors. Typically a student receiving a degree with a major will be issued a degree certificate that includes the name of the major: for instance, Bachelor of Arts in History or Bachelor of Science in Biology.

### **Minor**

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

### **Practice Teaching**

A supervised part of an education curriculum involving a student’s placement in an educational institution, designed to prepare teachers for work in primary and secondary schools. In some institutions the term “student teaching” is used. Practice teaching is typically a full-time experience in the semester in which the student is engaged in it.

**Program**

The set of courses and other formally established learning experiences which together lead to a qualification (see Curriculum, above). Program may also refer to a specific aspect of the curriculum, such as the General Education program or a study abroad program.

**Qualifications Framework for the UAE (QFEmirates)**

The instrument for the classification of qualifications according to a set of criteria for specified levels of learning outcomes that need to be achieved, enabling qualifications to be described and compared. The framework of qualifications aims to integrate and coordinate certification subsystems within the UAE, and improve the transparency, access, progression, transferability and quality of such qualifications in relation to the employment sectors and other structures in civil society. A framework of qualifications has particular relevance as an aid in the recognition of foreign qualifications (see <https://www.nqa.gov.ae/en>).

**Remedial Courses or Programs**

Such courses or programs prepare a student for enrolling in a regular program, and aid the student in rectifying an area or areas of deficiency. Remedial courses are non-credit courses and do not count toward the requirements of an academic qualification.

**Research**

The systematic investigation into and study of materials and sources, in order to establish facts and reach new conclusions.

**Research Support**

The provision of supervision, technical facilities and advice, and appropriate library resources/reference materials that enable postgraduate research students to study effectively.

**Scholarly Activity**

Creative work that is peer reviewed and publicly disseminated. There are several basic forms of scholarship, including discovery of new knowledge; development of new technologies, methods, materials or uses; and integration of knowledge leading to new understanding.

**Semester and Term**

A semester is a period of time, typically a minimum of 15 weeks, during which an institution offers courses. Some courses may be offered in a time-shortened period, often called a term, such as a summer term or January term, which nonetheless offers class contact time and out-of-class assignments equivalent to a semester course. Some institutions use a calendar that divides the academic year into quarters (10-week instructional periods) rather than semesters.

**Teaching and Learning Methodologies**

The principles and methods used for instruction, to be implemented by teachers to achieve the desired learning by students. These strategies are determined partly by the subject matter to be taught, partly by the nature of the learner, and partly by the intended learning outcomes to be achieved. For a particular teaching method to be appropriate and efficient, it must relate to the characteristics of the learner and the type of learning it is supposed to bring about.

**Transcript**

A record, normally printed, detailing, for a given qualification/award, formally recognized 'parcels' of learning outcomes achieved against the standards/requirements set by the relevant accreditation/awarding body

**Academic Advisor**

Faculty member assigned to guide the student in choosing courses by providing information about the university study requirements and all academic policies and procedures.

**Academic Calendar**

Where all the official dates and deadlines of the academic year are listed

**Academic Standing**

Is determined by the number of credit hours attended and the number of grade points earned by the student (Good standing, Academic warning, Academic dismissal)

**Academic Year**

The period of the year during which students attend classes; usually starting from the beginning of the Fall semester and ending in the Summer semester

**Add/Drop**

The process when students need to change a schedule (courses/sections) for which they have already registered; this process usually occurs in the beginning of each semester

**Admission**

The process of being granted acceptance as student.

**Alumni**

Students who graduated and earned a degree from a university

**CGPA**

Cumulative Grade Point Average of the grades earned on all courses attended at a university

**Class Standing**

Referred as academic level determined by the number of credit hours completed (Freshman, Sophomore, Junior, Senior)

**College Dean**

Head of the college within the university.

**Commencement**

Graduation ceremony.

**Co-requisite**

Two or more courses which must be taken simultaneously in the same semester.

**Course Load**

The number of credit hours carried by a student during a given semester.

**Course withdrawal**

The act of cancelling a course after the drop period but before the final exam. The Withdrawn course is recorded on the student transcript by "W" or "WF".

**Deferred**

When a student decides to postpone his registration until a future semester.

**Dismissal**

When the student is involuntary separated from the university due to unacceptable academic achievement or misconduct.

**Enrollment**

The process by which a student who has been admitted to a university program, formally registers to undertake courses within their program as either a new or continuing student.

**GPA**

Grade Point Average of the grades earned in the course

**Prerequisite**

A course that students must take prior to attending another course.

**Registration**

The process of enrolling in classes for an upcoming semester. Registration may be accomplished by accessing student's portal, "eduGate"

**Schedule**

A list of offered courses during a semester's specified days, hours, locations and name of instructors.

**Student**

A person who was admitted at the University within one of the colleges/specializations, holding a University Identity number and paid the non-refundable admission fees.

**Specialization**

An approved area of study, having a specific curriculum, within a particular graduate degree.

**Syllabus**

The document that an instructor provides as a course outline. A syllabus usually includes assignments, due dates, grading procedures and attendance policies.

**Transfer student**

A student who attended another institute and receives acceptance at AUE. Courses completed at the student's previous institute might be considered for transfer after satisfying the transfer policies.

**Transient student**

AUE student who would like to attend courses at a different university, upon approval of the University.

University withdrawal

The process of officially leaving the AUE for reasons other than graduation.

**Visiting student**

A student who has enrolled in an accredited university and is granted permission from his University to register for specific courses (for two semesters) at AUE and earn transferable grades.





## Contact Information and Location



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