

**DIVISION OF
SPECIAL PROGRAMS**

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AIMS

The Division of Special Programs aims to:

- I.** Enable potential students to meet the admission requirements of the University through programs that provide intensive English study and remedial work in other subject matter areas.
- II.** Provide opportunities for further education.
- III.** Link the University with the community, by combining academic study with practical service work to the community.

PROGRAMS OF STUDY

- 1.** Freshman Program
- 2.** Special Orientation Program (SOP)
- 3.** Service Experience: Education through Doing (SEED)
- 4.** Continuing Education Program (CEP)

1. FRESHMAN PROGRAM

1.1 Requirements for Admission to the Freshman Class

All applicants to the Freshman Class must hold a Secondary School Certificate based on twelve (12) years of schooling starting with Grade One awarded by an institute recognized by the University of Balamand, UOB, and the Lebanese Ministry of Education. All applicants to the Freshman Class are required to take/pass the TOEFL (or equivalent) and SAT I. Scores may be sent directly to UOB by specifying the Institution code assigned to the University of Balamand: **2960**, on the registration form.

Prior to registration at UOB, All Applicants to the Freshman Class must obtain, a “PERMISSION” from the Equivalence Committee of the Lebanese Ministry of Education, allowing them to pursue their higher education in a Foreign (non-Lebanese) Program. In this regard, the Equivalence Committee requests Lebanese Applicants to provide evidence of having lived and studied outside Lebanon for at least two years. Lebanese, holders of a foreign passport, are not required to provide such evidence. *Applicants are advised to begin the process of securing this “permission” at least two months prior to the time set for registration at the University.*

Lebanese Applicants are also requested to take both the SAT I and the SAT II subject tests.

The SAT I exam includes three tests:

- Mathematical Reasoning
- Verbal Reasoning
- Writing

The Lebanese Law specifies that the SAT II subject tests must be taken as follows:

For Freshman Sciences:

- Mathematics IIC – Obligatory
- Two out of the three following tests:
Biology, Chemistry, and Physics

For Freshman Arts:

- Mathematics IC – Obligatory
- Any two SAT II subject tests

Applicants must obtain a minimum total score of 2850 (Freshman Sciences) or 2750 (Freshman Arts) points for the SAT I and the SAT II tests. SAT I must be taken *prior to admission to the Freshman Class*. SAT II may be taken either before admission to the Freshman Class or while studying the Freshman Class. Note that no freshman student is promoted to the sophomore year unless he satisfies, in addition to the program course requirements, the minimum total score of both SAT I and SAT II tests. It is the responsibility of the applicant to register for, and take, the required SAT I and SAT II. For more details on the dates and the locations of these tests, contact the Testing Center nearest to you. In Lebanon, applicants may contact **AMIDEAST** offices in Beirut.

1.2 Number of Credits and Type of Subjects offered during the Freshman Class

Applicants, admitted to the Freshman Class, should confer with their advisors to ensure that the number of credits and the types of subjects taken during their Freshman Year are in compliance with the requirements of the “Equivalence Committee” of the Lebanese Ministry of Education. These requirements are as follows:

Subject	Freshman Arts (credits)	Freshman Sciences (credits)
Humanities	09	09
Mathematics & Natural Sciences	06 with minimum of 3 credits in Natural Sciences	06 with minimum of 3 credits in Natural Sciences
Social Sciences	No Restriction	No Restriction
Electives	No Restriction	No Restriction
Total	30	30

Upon the successful completion of the Freshman Class, students are asked to obtain the *Freshman Class equivalence to the Lebanese Baccalaureate* from the Equivalence Committee of the Lebanese Ministry of Education. After acquiring the “Official Equivalence Certificate”, students will be promoted to the Sophomore Class at UOB. Freshman students do not have to sit for the UOB Entrance Exams. However, they will be judged on the basis of their Freshman Year record and their scores on the SAT I and SAT II. Applicants may try to improve their SAT I/II scores by re-taking the tests.

1.3 Freshman Subjects and Courses

The courses in the Freshman Program, as offered by the University of Balamand, are selected in such a way to prepare the students for the Major of their choice and to allow them to obtain the Lebanese High School Equivalency from the Ministry of Education. Accordingly, the courses selected include the subjects recognized by the Lebanese Ministry of Education and are categorized as follows:

1.3.1 Humanities

History, Languages, Literature, Philosophy
HIST 101, ENGL 101, ENGL 102, PHIL 101, PHIL 102, PHIL 103

1.3.2 Social Sciences

Psychology, Sociology, Anthropology, Economics, Geography, Public Administration, Business Administration, Political Sciences, Management
BUSN 101, ECON 101, GEOG 101, PSIA 101, PSIA 102, PSYC 101, PSYC 102, SOCL 101, SOCL 102

1.3.3 Natural Sciences

Biology, Chemistry, Physics, Geology, Astronomy, Nutrition
ASTR 100, BIOL 101, BIOL 102, BIOL 103, BIOL 104, CHEM 100, CHEM 101, CHEM 102, CHEM 103, CHEM 110, CHEM 150, GEOL 100, PHYS 100, PHYS 102

1.3.4 Mathematics

MATH 111, MATH 112, MATH 113

1.3.5 Arts (a maximum of three credits)

Plastic Arts, Music, Acting/Theater
ARTH 101, FNAT 101

1.3.6 Electives

CSIC 100, EVSC 100

1.4 Academic Rules and Regulations

The Freshman Program is a 30 credit curriculum which is anticipated to be covered within two semesters. Students may require a third semester to finish the freshman course requirements. In this case, during this third semester students are allowed to take one course from the sophomore year of the undergraduate Program of choice.

Freshman students who have exceeded the three semester limit will not be given the permission to take any higher level courses. This situation will continue till all freshman course requirements are satisfied.

1.5 Course Descriptions

ARTH 101 History of the Arts 3.0: 3 cr. E

A cultural course that deals broadly with all the arts in a historical and geographical context - A general knowledge course, a new and daring approach to history useful to any cultured person.

Pre-requisite: ENGL 101.

ASTR 100 Introduction to Astronomy 3.0: 3 cr. E

A general science course designed to educate students about the modern views of the origin and evolution of the universe. It describes the solar and extra-solar systems, the planets, moons, constellations, and major celestial objects. It highlights the vastness of the universe and the wonder of its parts. As a result of taking this course, students will gain appreciation for the beauty of the universe and for its Creator.

BIOL 101 Introduction to Biology I 3.0: 3 cr. E

This course is an introduction to the basic concepts of Genetics and Evolution, for students undertaking the Freshman Program.

BIOL 102 Introduction to Biology Laboratory I 3.0: 1 cr. E

A set of experiments that introduces students to the world of Biology, including use of the microscope, introduction to DNA isolation and manipulation, and the safe use of biology laboratory equipment.

BIOL 103 Introduction to Biology II 3.0: 3 cr. E

This course compliments BL 101 and introduces the students to the basic concepts of Immunology and Metabolism.

Pre-requisite: BIOL 101.

BIOL 104 Introduction to Biology Laboratory II 0.3: 1 cr. E

A set of experiments that introduces students to metabolism, including anatomy of the nervous systems, neurophysiology, testing for glycaemia, blood cells, blood typing, and an introduction to immunological techniques.

Pre-requisite: BIOL 102.

BUSN 101 Freshman Business 3.0: 3 cr. E

This is a survey of the major fields in Business Administration. Topics covered include a brief overview of management, marketing, finance, accounting and data processing.

CHEM 100 Introduction to Chemistry I**3.0: 3 cr. E**

Basic Chemistry Level I for Freshman students in the Scientific section. An elective for Freshman students in the Literary section. Accordingly, the course covers the following topics: Atomic theory of matter, types of reactions, concepts of acids and bases, molecular and ionic equations, oxidation-reduction reactions, calculations with chemical formulas and equations, stoichiometry, empirical gas laws, the ideal gas law, introduction to quantum chemistry.

CHEM 101 Introduction to Chemistry Laboratory I**0.3: 1 cr. E**

The aim of this course is to introduce and familiarize Freshman students with the laboratory environment. Students will learn how to safely handle chemical reagents, glassware and basic apparatus by carrying out basic and preliminary experiments.

Co-requisite: CHEM 100.

CHEM 102 Introduction to Chemistry II**3.0: 3 cr. E**

Basic Chemistry Level II for Freshman students in the Scientific section. Accordingly, the course covers the following topics: types of chemical bonds, electro negativity and polarity, rate of a chemical reaction, half life, chemical equilibrium, Le-Chatelier's principle, Equilibrium in aqueous solutions (acids, bases, buffer), solubility, introduction to organic chemistry: hydrocarbons, hybridization, alkenes and cycloalkanes, alkenes, alkynes, aromatic hydrocarbons, reactions of hydrocarbons, organic compounds containing oxygen, Reaction of oxygen containing organic compounds, organic compounds containing nitrogen, and organic polymers.

Pre-Requisite: CHEM 100.

CHEM 103 Introduction to Chemistry Laboratory II**0.3: 1 cr. E**

In this laboratory course, Freshman students will carry out experiments such as precipitation, electrical conductivity of solutions, acid-base titration, melting point determination, distillation, etc.

Co-requisite: CHEM 101.

CHEM 110 Introduction to Food Chemistry and Nutrition**3.0: 3 cr. E**

An introductory course for the exploration of the structure, properties, and chemical composition of food systems and the changes they undergo during processing and under storage. Basic food chemistry provides the student with knowledge of the three primary food constituents: carbohydrates, lipids and proteins and some of the main reactions between them. The Caloric concept of different food components is also discussed.

CHEM 150 Introduction to the Science of Cosmetics**3.0: 3 cr. E**

This is an enjoyable course for all students regardless of their educational formation or background. Cosmetics and toiletries are products of our every day life, ranging from the use of toothpastes, hair gels, deodorants, facial soaps, shampoos, hair conditioners and many others. Understanding how these products are made and how they work will enable you to decide which product to buy and which serves simply as a commercial tool. The student will also become familiar with basic perfume manufacturing process.

At the end of the course, each pupil will "manufacture" his/her own product they chose. The list includes shampoos, shaving creams, toothpastes, hand creams etc...

CSIS 100 Basic Computer Applications**2.4: 2 cr. E**

The course is intended to help the students master a number of software packages used in problem solving and daily operations in their different fields. The applications covered are mainly: word processing, spreadsheets, internet and presentations. The course employs a combination of lecture-based delivery of material and experimental hands-on problem solving workshops.

ECON 101 Freshman Economics**3.0: 3 cr. E**

A broad introduction to the field of economics and its principles, both at the micro and macro levels. Topics covered include supply and demand and utility under different market conditions, national income, public finance and international deals.

ENGL 101 English Communication Skills I**5.0: 5 cr. E**

English 101 focuses primarily on the underlying skill of grammar as a basic means to produce error-free sentence writing. Students are exposed not only to traditional sentence patterns but also to outlining and paragraph writing. Training is also given in reading and oral communication.

Prerequisite: ENGL 003 or TOEFL score 197 or above and EEE below 70.

ENGL 102 English Communication Skills II**5.0: 5 cr. E**

English 102 focuses primarily on the four traditional sentence patterns as a means to promote effective, coherent, and unified paragraph writing. Students are exposed to basic and key principles of effective writing as well as to different types of paragraph and essay development. Training is also given in reading and oral communication.

Prerequisite: ENGL 101 or TOEFL score 197 and EEE 70 or above but below 80.

EVSC 100 Introduction to Environmental Science**2.0: 2 cr. E**

This course will introduce the principles of basic-science and technology involved in processes of environmental change, pollution and protection of natural resources, and their implications to economic and human systems.

FNAT 101 Basic Drawing I**3.0: 3 cr. E**

Meant to be an introductory approach not only to hand skills, but mostly to ways and means of analysis and to dealing with proper understanding of sight. Teaching the eye to be intelligent. Corollary to this are the hand skills.

GEOL 100 Introduction to Geology**3.0: 3 cr. E**

An introduction to earth science from a geological and ecological perspective. Provides information about formation of the Earth and Solar System; evolution of the crust, mantle, and core; weathering and soil formation; hydrology and limnology; and protection of earth resources and environmental sustainability.

GEOL 101 Organization of the World**3.0: 3 cr. E**

The purpose of this course is to introduce students to the new organization of world space. It will focus on the study of the major economical and political powers as well as the relation between North and West (USA/JAPAN, INDIA/CHINA). The course will analyze the new territorial organization and the international communication and information network, the commercial exchange, the formation of economical alliances, unemployment problems, energy and all new geographical challenges.

HIST 100 The Twentieth Century**3.0: 3 cr. E**

This course presents the evolution of the world from the middle of the Nineteenth Century to the present, beginning with the industrial revolution and the triumph of nationalist states in Europe and their impact on cultural and artistic evolution. It analyzes colonialist expansion and imperialist interests and rivalries during this period. The course emphasizes the outcomes of the First and Second World Wars and on the principal events of our contemporary world such as the 1917 Bolshevik Revolution, the 1929 world economic crisis, the cold war and its effects, and decolonization and development of the Third World.

MATH 111 Introduction to Calculus I**3.0: 3 cr. E**

The course introduces the basic trigonometric functions and their inverses. It discusses the basic ideas of functions including limits, continuity, derivatives, variations, and symmetry of functions leading to the graphs of polynomial and rational functions. The course then introduces indefinite integrals, the rules for anti-derivatives and the substitution method before definite integrals and their application to areas are discussed. The course ends by introducing vectors within a three dimensional coordinate system and by defining sets of points such as planes and lines in space.

MATH 112 Introduction to Calculus II**3.0: 3 cr. E**

This course has been organized to present the calculus of logarithmic and exponential functions. Separable variable, linear first and second order differential equations follow. Basic operations in complex numbers are covered in detail. Combinatory analysis that involves combinations and permutations follows. Topics in analytical geometry such as angles between lines and planes and the orthogonal projection of a point on a plane are presented.

Pre-Requisite: MATH 111.

MATH 113 Introduction to Calculus III**4.0: 4 cr. E**

The basic ideas concerning sequences of numbers and their limits are covered in the first part of the course. Algebraic manipulation and substitution integration techniques are carried a step further by introducing powerful techniques as integration by parts and the integration of rational and inverse trigonometric functions. The concept of probability is then introduced. Basic operations in complex numbers are developed to cover applications to Demoivre's and Euler's formulas and solutions to differential and second order complex equations. At the end of the course a detailed analytic geometry of conic sections is presented.

Pre-Requisite: MATH 111.

PHIL 101 Introduction to Islamic Philosophy I**3.0: 3 cr. E**

A survey course that traces the intellectual and cultural development of Arabs from Pre-Islamic times up to the rise of Islamic "Kalam". Special emphasis is placed on the translation movement and the passing of Greek sciences to the Arabs.

The course concludes with an introduction to the basic concepts in classical Greek philosophy up to Plotinus and the schools of Alexandria. The course is meant to be a preliminary to PHIL 102.

PHIL 102 Introduction to Islamic Philosophy II**3.0: 3 cr. E**

A survey of Islamic philosophy starting mainly with al-Kindi, al Farabi and Ibn Sina as upholders of the rational approach to truth including revelation, moving on to Al-Ghazali and the anti-reason movement, and winding up with rationalism in its come back with Ibn-Rushd in the Arab West.

Emphasis is placed at each stage on the stand of the respective philosophers on at least five of the issues that

most engaged Islamic thought: The existence of God, the question of creation, the existence of the soul, the hereafter and the congruency of philosophy and revolution.

PHYS 100 Introduction to Physics I

3.0: 3 cr. E

Physical quantities, standards and units. Vectors and scalars. Velocity and acceleration. Motion in one, two and three dimensions. Newton's laws, falling bodies, uniform circular motion. Work and energy, power, Kinetic energy theorem. Conservation of total energy. Rectilinear sinusoidal motion, angular sinusoidal motion. Linear and angular momentum collisions. Gravitation.

PHYS 102 Introduction to Physics II

3.0: 3 cr. E

Fluids, statics, pressure, Pascal's principle and Archimede's Principle. Wave motion, interference of waves. Sound waves. Temperature, Kinetic theory, Brownian motion. Thermodynamics, first and second law. Alternating current, R-L-C circuits, power in A/C circuits. Light nature and propagation, reflection and refraction at plane surfaces. Spherical mirrors, interference of light. Diffraction, polarization, photoelectric effect, X-rays.

Pre-Requisite: PHYS 100.

PSIA 101 Introduction to Political Sciences I

3.0: 3 cr. E

This course provides the students at the Freshman level with the basic foundation and framework of knowledge about political science: What is political science? Why is it called a science? The answer to these two questions will be provided by exposing students to the different definitions of politics, the different approaches to the study of political science, the different tools of political analysis, and the four major elements of political science: Comparative politics, political ideologies and philosophy, public administration and international relations.

PSIA 102 Introduction to Political Sciences II

3.0: 3 cr. E

This course provides the students at the Freshman level with careful explanations and analysis of a number of topics in political science, including, but not necessarily limited to, political power, forms and machineries of governments, democracy, the nation, the state, political ideologies, political interaction and global politics.

Pre-Requisite: PSIA 101.

PSYC 101 Introduction to Psychology I

3.0: 3 cr. E

This is an introductory course, which surveys the development of psychology from its inception up to the present, with emphasis on major concepts and schools. Class lectures and discussions are supplemented with a textbook and selected readings.

PSYC 102 Introduction to Psychology II

3.0: 3 cr. E

This course is a continuation of PY 101 with more concentration on, and exposition of, modern psychological theories and concepts. Special emphasis is placed on the relationship between psychology and the other fields of studies in Arts and Social Sciences. Class lectures and discussions are supplemented with textbook and selected readings.

Pre-Requisite: PSYC 101.

SOCL 101 Introduction to Sociology I**3.0: 3 cr. E**

This course will involve a comprehensive introduction to the study of sociology. It focuses on identifying, explaining, and interpreting, concepts, principles, patterns and processes of human social relations. This is done by exposing the students to a systematic study of social structures, interactions, and social forces in society. Students registered for this course will first be introduced to the different definitions of sociology, its problems and perspectives. They will be then exposed to themes such as culture, society, socialization, conformity, deviance, gender, social stratification, etc. Upon completion of the requirements of the course, the students will be familiar with a sociological perspective they can apply to their own reality. They will be able to understand the major social forces that shape who they are, what they believe, and how they choose to live their lives.

SOCL 102 Introduction to Sociology II**3.0: 3 cr. E**

This course is an introductory overview of sociology. It will start by exposing the students to the existing social institutions such the kingship, the family, the marriage, etc. It will as well study the different social changes taking place in the modern world. In that regard, students registered for this course will be exposed to themes such as globalization of social life, urbanization, revolutions and social movements, etc. Furthermore, they will learn the basic sociological approaches, theories and methods that are used by sociologists. They as well will be exposed to the different theoretical developments that took place in the field of sociology in the last decades. Upon completion of the requirements of this course, students will have a clear understanding of the major sociological orientations. They will be able to apply these orientations to social situations and problems. They will be as well more aware of the relevance of sociology and sociological research to their lives and to their future professions and careers.

Pre-Requisite: SOCL 101.

2. SPECIAL ORIENTATION PROGRAM (SOP)

The University of Balamand offers a special orientation program in order to prepare students for acceptance into the appropriate faculties.

The program is offered to *two categories* of students:

- (a) Those who had their secondary education in a language other than English, or lack the required proficiency in the English language. Those students must hold a High School Diploma equivalent to the Lebanese Baccalaureate.
- (b) Those who have an appropriate technical baccalaureate.

Usually students have a period of one year to finish this program.

2.1 Admissions and Registration

- Applicants must submit an application form to the Office of Admissions and Registration.
- Applicants should sit for a placement test to evaluate their English Language Proficiency, in addition to the TOEFL test (Institutional or International).
- Applicants will sit for a placement test in the Arabic Language.

For information on placement tests, refer to the Office of Admissions and Registration.

2.1.1 Requirements

- Acceptance letter for SOP obtained from the Office of Admissions and Registration.
- Placement test results obtained from the Office of Admissions and Registration.
- Receipt of the first payment towards the tuition fee.

2.1.2 Registration Procedure

- The applicant must submit the completed file of the requirements to the coordinator of the SOP, who advises him/her of the required courses to be taken and all University regulations.
- The applicant after receiving the registration slip must complete his/her enrolment in the Office of Admissions and Registration.

2.1.3 Important Remark

SOP students are asked to submit a petition form to the Office of Admissions and Registration, determining their major, no later than one month after the commencement of each semester.

2.2 Curriculum

There are five courses in the SOP. The student would have to take some of these courses depending on the selected major, in addition to the English Language requirements.

- (a) **Engineering Majors:**
Math-Science (MATH 001), and
Physics (PHYS 001)

- (b) **Science Majors**
- i- Computer Science:* Math-Science (MATH 001)
 - ii- Mathematics:* Math-Science (MATH 001)
 - iii- Physics:* Math-Science (MATH 001), and Physics (PHYS 001).
 - iv- Basic Sciences Program, Faculty of Health Sciences, and Faculty of Medicine:*
Math-Science (MATH 001) **and** any two of the following:
Physics (PHYS 001)
Chemistry (CHEM 001)
Biology (BIOL 001)
- (c) **Business and Management Majors:**
Math-Arts (MATH 002)

2.3 Course Descriptions

BIOL 001 Biology 3.0: 0 cr. E

This course covers the organization of life, cell structure, cell division, classification, and energy transfer through living organisms.

CHEM 001 Chemistry 3.0: 0 cr. E

This is Basic Chemistry course. It covers the following topics: Atomic Theory, Stoichiometry, Oxidation & Reduction, Ideal Gas Laws, Quantum Chemistry, Chemical Equilibrium and an introduction to Organic Chemistry.

MATH 001 Math-Science 3.0: 0 cr. E

Derivative: Definition, Formulas and Applications. Indefinite and Definite Integrals: Properties and Applications. Logarithmic and Exponential Functions: Properties, Graph, and Applications. Differential Equations: Linear First Order and Second Order and General Problems.

MATH 002 Math- Arts 3.0: 0 cr. E

Equalities and Inequalities: Equation of a Straight Line. Notions about Limits. Derivatives: Rules and Application. Second Degree Functions, Third Degree Functions and Rational Functions: Graphical Interpretation, Asymptotes, Equation of Tangent, and Element of Symmetry. Notion about Logarithmic and Exponential Functions. Simple Integrals.

PHYS 001 Physics 3.0: 0 cr. E

This course covers the basic concepts of mechanics within the context of the Newtonian theory, kinematics motion of a particle, dynamics, work and energy conservation, momentum conservation, circular motion, mechanical system in rational equilibrium, angular momentum conservation and direct alternating currents.

2.4 Completion of Program

- 1- The student's performance is evaluated through term and final examinations, and the final grade is sent to the Office of Admissions and Registration; the faculty concerned sets the passing grade.
- 2- Upon successful completion of the course, the student may enter a full-time university program or be re-admitted into another SOP program.
- 3- An SOP student will be exempted from registering of any of the assigned courses provided that he/she passes the entrance exam required for that course.

3. SERVICE EXPERIENCE: EDUCATION THROUGH DOING (SEED)

The SEED program is built on the philosophy of service learning, a pedagogical method that unites classroom theory with practical work in the community. Service learning students learn the course subject and simultaneously develop citizenship skills through thoughtfully organized service that:

- * Meets real community needs as defined by the community and that is coordinated in partnership between the community and the university;
- * Is integrated into the students' academic curriculum and provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity;
- * Provides a student with opportunities to use newly-acquired skills and knowledge in real-life situations in their own communities;
- * Promotes civic concern and responsibility through linking university and local communities.

SEED courses are optional and typically combine an academically rigorous 3-credit classroom course with a 1-credit service-learning placement directly related to the course content. Every regular University course can become a SEED course by attaching an optional, and free, one credit to its credit value. Generally, the student is required to do 40 hours of community service in addition to regular class instruction. An in-class component in the form of presentations, journals, papers, and open forums among others, is provided for reflecting on the service learning experience. The instructor, the SEED office, and the community partner evaluate the SEED one credit component. A student who fails the course the main course fails the additional SEED element as well.

Interested students need to contact the SEED office for details on the available courses and to register for only one course each semester. Registration usually takes place during the Drop and Add period. Students who accumulate 3 one-credit SEED courses will be eligible for a reduction of 1 three-credit elective course required for graduation.

4. THE CONTINUING EDUCATION PROGRAM (CEP)

The Continuing Education Program works in cooperation with the academic units of the University to plan, coordinate, facilitate and provide administrative support for delivering both credit and non-credit offerings to various sectors of the community based on their needs.

The Continuing Education Program is divided into two segments:

- (a) The first segment includes those members of the community who enrol in regular university courses to upgrade their knowledge and skills in areas related to their specialisations or in areas of interest to them. Students enrolled in regular university courses may attain a grade for the courses on the basis of the evaluation criteria explicitly stated in the course syllabus provided by the instructor at the beginning of the course or may choose to attend the courses without sitting for the exams upon which they are granted a certificate of completion.
- (b) The second segment includes those members of the community who enrol in courses that have been tailored to meet specific educational and professional needs. These courses may be in the form of short courses, workshops and seminars designed to facilitate the continued development of the enrolled person. Students enrolled in these courses or workshops will receive certificates of completion or attendance.

4.1 Admissions and Registration

4.1.1 Registration Procedures

- The candidate must first make an appointment with the CEP academic advisor to discuss the requirements. The academic advisor will advise the candidate of all University regulations and procedures.
- The candidate must then fill in an application form and submit it to the Office of Admissions and Registration before the deadline. The Office of Admissions and Registration then forwards the application to the Director of Special Programs for his consideration and decision.
- The Director of CEP, after consultations with the appropriate Faculty informs the candidate in writing of the decision and the requirements to be met.
- Upon receipt of the admission letter, the candidate must either sit for an English placement test if required or directly register for the requested and approved courses with the CEP advisor. The candidate is then responsible for finalizing registration through the Office of Admissions and Registration.

4.1.2 Important Remarks

- Usually no placement tests are necessary for enrolment in CEP course. The required placement tests, if any, will be stated in the admission letter received by the applicant from the Office of Admissions and Registration.

4.2 Curriculum

4.2.1 Regular Courses

- Students registered in segment (a) of CEP may enrol in any regular University course.
- Course descriptions of these courses are available in the University Catalogue.
- The course schedule is available from the Office of Admissions and Registration and is set at least one month prior to the beginning of the semester.

4.2.2 CEP Courses

- Students registered in segment (b) of CEP may enrol in the courses listed below. These courses belong to a range of disciplines such as Business and Management, Computer Science, Languages, the Fine Arts, Tourism and Hotel Management and Engineering.

i- Fine Arts:

Water Color Painting, Painting and Drawing Workshop, Basic Drawing, Figure Drawing, Introduction to Photography, Etching, Music Appreciation, Beginners Piano, Intermediate Piano, and Advanced Piano

ii- Tourism and Hotel Management

The Art of Cooking

iii- Languages

Beginners Arabic, Intermediate Arabic, Advanced Arabic, Beginners English, Intermediate English, Advanced English, Beginners Spanish, Intermediate Spanish, Advanced Spanish,

iv- Business and Management

Intellectual Property, Cyber Law, Alternative Dispute Resolution, Business Ethics, Mergers and Acquisitions, Human Resources Management, Strategic Management, Executive Education Program: Entrepreneurship

v- Sciences

Basic Computer Applications, Intermediate Computer Applications, Computer Aided Drafting, Cosmetics

vi- Engineering

Design with the PIC18F Microcontroller

4.3 Course Descriptions

CESP 001 Basic Drawing I

3.0: 0 cr. A/E

This course is an initiation to drawing. It is a study of basic drawing techniques, elements and principles of art. The fundamentals of composition and drawing techniques will be presented through a series of studio projects, with regards to still life and landscape.

CESP 002 Basic Drawing II

3.0: 0 cr. A/E

Analytical and expressive drawing will be explored to develop technical, intellectual and observational skills. It will involve a concentrated study of still life, perspective, landscape and the human figure.

CESP 003 Initiation to Color

3.0: 0 cr. A/E

This course is an introduction to the world of colors. Students will learn about the very important role color plays in arts. This knowledge of color will help them use it more creatively and effectively in their own art works.

CESP 004 Drawing on the Right Side of the Brain

3.0: 0 cr. A/E

Discover new drawing techniques. This course is an exploration of drawing problems in a variety of media. The emphasis is on students becoming familiar with contemporary approaches to drawing and developing their own individual creative expression.

CESP 005 Painting & Drawing Workshop I

3.0: 0 cr. A/E

This is a studio course developing skills in the use of various painting materials and techniques. It is a stepping stone to different media. Composition and painting techniques will be presented through a series of studio projects. Media used: tempera and oil paint.

CESP 006 Painting & Drawing Workshop II

3.0: 0 cr. A/E

This is an advanced painting course with an emphasis on the student's individual development as a painter, through independent problems, along with class discussion and individual critiques. Media used: watercolor and acrylic.

CESP 007 Art Workshop I

3.0: 0 cr. A/E

This is a studio course developing in students a greater awareness of art's expressive potential in the creation of various moods. In this class students will learn how to stimulate and develop their imagination and creativity learning different techniques such as: mixed media, and the techniques of hand-made pottery.

CESP 008 Art Workshop II

3.0: 0 cr. A/E

This is a studio course investigating the basic elements and principles of the visual arts in three-dimensional media and form by modeling, carving and casting meaningful subjects.

CESP 009 Exploring Art III**3.0: 0 cr. A/E**

Discovering other art techniques like napkins techniques, papier maché, or stained glass window...

The three last courses will include artists' lectures and visits, gallery and museum exhibition and field trips if available, depending on the schedule of events in the region. Students may be asked to prepare written reports and visual documents concerning these trips.

CESP 011 Introduction to Photography**3.0: 0 cr. A/E**

This course teaches the basic technical skills of a 35-mm camera, the operation including exposing and developing film, making contact sheets, and enlarging and finishing of black and white photographs.

CESP 015 Etching**3.0: 0 cr. A/E**

Learning and developing skills in engraving and etching. Introduction to different principles in professional printing.

CESP 020 The Art of Cooking**3.0: 0 cr. A/E**

The course offers students the opportunity to learn the basics of cooking while actually working in a professional kitchen with professional chefs. The course provides an excellent foundation in such cooking essentials as raw ingredients, tools, foundation recipes, and international cuisine.

CESP 030 Beginners Arabic**3.0: 0 cr. A**

This course focuses on developing the student's ability to read, write and communicate on matters pertaining to immediate personal needs. Students are also exposed to elementary rules of grammar, to listening and to basic matters pertaining to pronunciation.

CESP 031 Intermediate Arabic**3.0: 0 cr. A**

Stress in this course is placed on vocabulary, sentence formation and elementary applied grammar. More use is made of reading texts, and students are exposed to more training in communication. Students are expected by the end of the course to be able to express themselves with ease orally and in writing.

CESP 032 Advanced Arabic**3.0: 0 cr. A**

Students are exposed to more developed sentence structure, to more developed rules of grammar and are expected to be capable of elaborate self expression in talking and writing. Students at this level should be able to read an Arabic daily and comprehend fully all they read as well as comment on it.

CESP 035 Beginners English**3.0: 0 cr. E**

This course should develop the students' abilities: (1) to communicate in English through drills, dialogue and simple topic conversations, (2) to read and comprehend a short expository text, accelerate reading speed and to expand vocabulary (3) and to use different parts of speech and punctuation marks properly.

CESP 036 Intermediate English**3.0: 0 cr. E**

This course should develop the students' abilities to express themselves in English fluently, using basic vocabulary in dialogues, role playing, group activity and topic conversation. Students learn to read and comprehend an expository text, accelerate reading speed and expand vocabulary, and to use different parts of speech and punctuation marks effectively.

CESP 037 Advanced English**3.0: 0 cr. E**

This course should develop the students' abilities to communicate their thoughts and ideas as well as their daily needs in English and to do this with confidence and a high degree of accuracy. The course deepens comprehension, accelerates reading speed and expands vocabulary by introducing students to various kinds of reading material so they can get the meaning from context and come up with the major theme. Students learn to apply the rules of grammar and usage in writing and speaking.

CESP 040 Spanish I**3.0: 0 cr. S**

This course introduces the student to the Spanish Language. This course focuses on developing the student's ability to read, write and communicate on matters pertaining to immediate personal needs. Students are also exposed to elementary rules of grammar, to listening and to basic matters pertaining to pronunciation.

CESP 041 Spanish II**3.0: 0 cr. S**

In this course emphasis is placed on vocabulary, sentence formation and elementary applied grammar. More use is made of reading texts, and students are exposed to more training in communication. They are expected by the end of the course to be able to express themselves with ease orally and in writing.

CESP 042 Spanish III**3.0: 0 cr. S**

This course is designed to enhance the student's proficiency in the Spanish Language. Students are exposed to more developed sentence structure, to more developed rules of grammar and are expected to be capable of elaborate self expression in talking and writing.

CESP 050 Music Appreciation**3.0: 0 cr. A/E**

Music, its form styles and media, is an essential element of culture. This course enables a student to listen to music with understanding and intelligent enjoyment. The course studies the many forms used in the construction of music in a chronological survey of musical styles from the Baroque period to the twentieth century.

CESP 055 Beginners Piano**3.0:0 cr. A/E**

This course is an introduction to the fundamental principles of note reading, note values, time signature, rhythm and meter and expressive marks. The students will learn to play the piano and develop performance skills on the instrument.

CESP 056 Intermediate Piano**3.0:0 cr. A/E**

This course should develop the students' abilities to play chords on the piano. Concepts of major and minor scales, key signatures and the circle of fifths are covered thoroughly.

CESP 057 Advanced Piano**3.0:0 cr. A/E**

This course is designed to enhance the students' performance skills on the piano. Students are exposed to more developed music structures.

CESP 060 Cosmetics**3.0: 0 cr. E**

In this course each participant will be able to understand basic concepts in cosmetics, their ingredients, coloring and formulations. Participants will learn how to do their own mask, how shampoos and conditioners work, how nail polish is manufactured and what makes a brand dry faster than another. They will also learn to differentiate between marketing words and tools used in the cosmetic industry like words as "anti-wrinkle" cream.

CESP 070 Basic Computer Applications**3.0: 0 cr. E**

This course has been specifically designed for community members with no prior knowledge or use of computers and computer software. The course is divided into five introductory modules: Computer Hardware and Software, Microsoft Word, Microsoft Excel, Power Point Presentation, and E-mail and Internet Utilization.

CESP 071 Intermediate Computer Applications**3.0: 0 cr. E**

This course has been specifically designed for community members who possess basic knowledge of computers and computer software. The course begins with a PC basics review. It is divided into four modules: Intermediate Microsoft Word, Intermediate Microsoft Excel, Microsoft Access, and Advanced E-mail and Internet Search Techniques.

CESP 075 Computer Aided Drafting (CAD)**3.0: 0 cr. E**

This course provides a comprehensive overview of the application of computers in drafting and designing of all types of civil and mechanical products. Using AUTO-CAD and other software, the student will be able to develop required industrial drawings and any modifications necessary with high standards and efficiency.

CESP 080 Intellectual Property**3.0: 0 cr. E**

This course is an introduction to the justifications for and the mechanics of legal protection for the fruits of creativity and innovation, concentrating primarily on trademark, patent, and copyright laws, and their Lebanese counterparts. The seminar will also explore how these areas of intellectual property law relate to the larger law of unfair competition, and to other fields of intellectual property law, particularly the law of trade secrets.

CESP 081 Cyber Law**3.0: 0 cr. E**

In this course there is a concentration on the specific legal issues impacting e-commerce businesses and the agreements used in e-commerce transactions. This seminar will combine the legal theory with a practical, hands-on approach of evaluating real world situations. We will explore such topics as website development, hyper linking, domain names, technology licensing, hosting and communications supplier agreements, ASP arrangements, electronic contracting, terms of use and privacy policies.

CESP 082 Alternative Dispute Resolution**3.0: 0 cr. E**

This course treats international civil litigation and international arbitration, negotiation, mediation and dispute resolution under GATT, NAFTA, etc. Some of the material covered in international civil litigation includes taking evidence abroad, service of process abroad, and enforcing foreign judgments.

CESP 083 Business Ethics**3.0: 0 cr. E**

In this seminar we will examine ethical issues in the context of business theory and practice. In the process of exploring these issues and raising questions, we will draw on a wide body of literatures including the humanities, management theory, and the social sciences. Among the most important goals of this seminar are: (1) to jointly examine thoughtfully ideas and perspectives in the field of business ethics and extend these ideas/perspectives to administrative practice and decision making; and (2) to enhance our moral sensibility and expand our capacity for moral inquiry, dialogue, and decision making in ways that will be useful in our professional and civic lives.

CESP 084 Mergers and Acquisitions**3.0: 0 cr. E**

The early years of the new century continue to witness a huge growth in merger and acquisition activities. Similarly, the majority of M&As continue to fail to achieve their potential value. This course is about breaking out of the cycle of great prospects and poor implementation leading to M&A failure through a real practical guidance and understanding of the critical success factors and potential pitfalls throughout the M&A process. The course is approached from three different angles: (1) a strategic perspective emphasizing the fundamentals of successful M&A processes (prospecting and evaluation, transition planning, and management of the integration process); (2) a financial perspective shedding light on financial M&A analysis tools and procedures for combining firms; and (3) a third angle focusing on the accounting treatment of M&As under both US and International Financial Reporting Standards.

CESP 085 Strategic Planning**3.0: 0 cr. E**

This course adopts a unique approach to strategic planning processes which goes beyond the traditional application of external and internal strategic audit procedures, to address issues of strategy formulation, implementation, evaluation and control for both the corporate level and business and functional levels. The course will also shed light on the impact of several factors on the strategic planning process (SPP), in particular, cultural diversity, social responsibility and ethics, and technology as a strategic weapon. It is noteworthy that this course could be approached from three different perspectives according to the interest of the audience: (1) SPP for the for-profit sector; (2) SPP for non-profit organizations; and (3) global strategic planning.

CESP 086 Human Resources Management**3.0: 0 cr. E**

The objective of this course is to present an integrated picture of Human Resources Management as a vital function in any enterprise of concern to all management. The frame of reference in this course is the organization and the needs of the business as a whole, where every manager is involved in obtaining, organizing, and interacting with the human resources she/he controls. The course is divided into four modules: 1) Organization Design and Development, 2) Manpower Planning, 3) Training and Development, and 4) Salary Scales and Administration (Evaluation System).

CESP 087 Executive Education Program: Entrepreneurship**3.0: 0 cr. E**

The Entrepreneurship development program is designed to help entrepreneurs and established corporations interested in providing an entrepreneurial culture to their executives, learn how to structurally develop ideas into successful outward-looking businesses. It is also designed to help understand what it takes to identify and increase entrepreneurial opportunities in the region. The program will introduce detailed teaching about venture capital and how to deal with this new form of financing slowly making its way into the Middle East.

CESP 090 Design with the PIC18F Microcontroller**3.0: 0 cr. E**

The course is intended to teach engineering students/practicing engineers how to use the PIC18F MCU to implement sophisticated electronics projects. Emphasis will be put on software design, I/O interfacing, interrupt handling, data acquisition and instrumentation. The course is applications oriented, intensive and advanced.

4.4 Tuition and Fees

- The tuitions and fees for the various programs are set by the Office of Admissions and Registration.
- The tuition and fees of segment (b) of CEP are encouraging and differ from the fees of regular University courses.