

**FACULTY OF LIBRARY &
INFORMATION STUDIES**

- FLIS -

FACULTY LIST

OFFICERS OF THE FACULTY

Salem, Elie	President of the University
Nahas, Georges	Vice President for Planning and Educational Relations, Dean
Karam, Nadim	Vice President for Health Affairs and Community Development
Najjar, Michel	Vice President for Development, Administration and Public Affairs
Moubayed, Walid	Dean of Admissions and Registration
Ayoub, Olga	University Librarian

FACULTY MEMBERS

Ayoub, Olga	M.L.I.S - Master of Library and Information Science, Wayne State University, USA.
Bashir, Sameera	M.L.S - Master of Library Science, State University College at Geneseo, USA.
Blankenberg, Ngaire	Master of Arts, Media and Cultural Studies, Cume Laude University of Natal, Durban, South Africa
Chemali, Yasmine	Master 2 Profrrsionnalisant, “Metiers du Patrimoine” à l’école du Louvres, France
Dannaoui, Elie	Doctorat Philologie et Histoire, Institut Pontifical Oriental, Italy.
Farah, Ibrahim	M.L.I.S - Master of Library and Information Science, Wayne State University, USA.
Hanna, Nathalie	Masters in Conservation-Restauration of Cultural Properties: Archaeological Objects, Paris I, La Sorbonne.
Haroun, Nadine	Doctorat en Archéologie des périodes Historiques, Paris I, Sorbonne .
Lord, Barry	National Gallery of Canada Museum Training Program, Graduate Work, History and Philosophy of Religion Harvard University, Cambridge, Massachusetts
Melki, Antoine	Ph.D., Computer Science, University of Patras, Greece.
Menegazzi, Cristina	Ph. D., Museums Risk Management University of Viterbo, Italy
Nahas, Georges	Doctorat en Education, Paris IV, Université René Descartes.
Nehmeh, Héléne	M.S., Computer Science, University of Balamand, Lebanon.

MISSION STATEMENT

Our mission is to create information professionals who view access to information as an important component of a democratic society.

Our programs seek to graduate professionals capable of leading and directing centers or institutions that deal with information management such as libraries, research and archive centers, museums, heritage centers, archaeological sites, etc.

PROGRAMS OF STUDIES

Library Science :

-Bachelor Degree in Library & Information Science (BLS)

COURSE CODES

Codes	Description
ARAB	Arabic Language & Litterature Course
BUSN	Business Course
CGIM	Computer Graphics Course
CSIS	Computer Science Course
CSPR	Cultural Studies Course
EDMM	Education Course
ENGL	English Language & Litterature Course
FREN	French Language & Litterature Course
FINE	Finance course
HOSP	Hospitality Course
MGMT	Management Course
MUSE	Museum Studies & Cultural Heritage Management Course
LISP	Library & Information Science Course
TSCG	Technical Skills Computer Graphics Course
QMET	Quantitative Methods Course

COURSES ARE GROUPED INTO TWO CATEGORIES:

Major courses: Students should pass these courses with an average of 60% or 70%. When 70% is required, courses are flagged in the text by one asterisk (*).

Non – major courses: Student should pass these courses with an average of 60%.

UNDERGRADUATE PROGRAMS

The University policies stipulated in the “General Information Section” in this catalogue are followed by the Faculty of Library and Information Studies unless otherwise stated.

1. ADMISSION REQUIREMENTS

Admission to the undergraduate program in the Faculty of Library and Information Studies is on a semester basis.

- a. Applications are processed as described in Section I of this catalogue.
- b. Applicants must satisfy University admission requirements as described in this catalogue.

2. ADMISSION OF TRANSFER STUDENTS

See University Rules and Regulations.

3. ACADEMIC RULES AND REGULATIONS

See University Rules and Regulations.

A- ACADEMIC PERFORMANCE

See University Rules and Regulations.

B- GRIEVANCE PROCEDURE

Students may appeal against a decision regarding them taken by the Faculty. The appeal must be submitted in writing. A Grievance Committee structured according to the rules and regulations of the University will evaluate the situation.

4. TEACHING LABORATORY

Teaching laboratory sessions are an integral part of many basic courses.

A- FACILITIES

The laboratories in the Faculty of Library and Information Studies are multidisciplinary; designed and equipped to cope with all the activities that are carried out as part of curricular requirements. The settings meet the needs of basic laboratory research work.

B- DAMAGES

Students will be charged for damage to instruments caused by neglect. The amount of the charge will be the actual cost of repair, and, if the damage results in total loss of apparatus, adjustments will be made in light of the condition of the instruments. Where there is a danger of costly damage, an instructor should be requested to check the equipment's set-up.

5. GRADUATION REQUIREMENTS

To be eligible for graduation, students who enter as sophomores must complete a minimum number of credits as described in the concerned curriculum. For other graduation requirements refer to the "General Information Section" in this catalogue.

BACHELOR DEGREE IN LIBRARY & INFORMATION SCIENCE

BLS

COURSES FLAGGED BY ONE ASTERISK (*): PASSING GRADE = 70%

UNIVERSITY REQUIREMENTS : 21 CREDITS

Arabic Language: ARAB 201*, 205

English Language: ENGL 203*

Cultural Studies : 12 credits; choose 3 credits from each of the proposed 4 streams.

FACULTY REQUIREMENTS : 6 CREDITS

LISP 209 Computer Applications for the Information Specialists	3.0: 3 cr. E
BUSN 210 Business Communication	3.0: 3 cr. E

CORE COURSES : 39 CREDITS

LISP 203* Introduction to Libraries and Library Resource	3.0: 3 cr. E
LISP 204* Survey of Classification	3.0: 3 cr. E
LISP 205* Survey of Descriptive Cataloging	3.0: 3 cr. E
LISP 206 Effective Communication Skills for Information Specialist	3.0: 3 cr. E
LISP 207 Survey of Record Management	3.0: 3 cr. E
LISP 221 School Libraries and Children's Literature	3.0: 3 cr. E
LISP 222 Library Administration and Services	3.0: 3 cr. E
LISP 223 Introduction to Library Automation	3.0: 3 cr. E
LISP 225 Multilingual Terminology of Library & Information Studies	3.0: 3 cr. E/A/F
LISP 231 Ethics and Licensing for Librarians	3.0: 3 cr. E
LISP 232 Electronic Sources: Evaluation and Use	3.0: 3 cr. E
LISP 240 Practicum	3.0: 3 cr. E
LISP 250 Seminar in Librarianship	3.0: 3 cr. E

CONCENTRATION COURSES: 18 CREDITS

CONCENTRATION A: INFORMATION TECHNOLOGY

CGIM 226 Web Design	3.0: 3 cr. E
CSIS 235 Mobile Computing	3.0: 3 cr. E
CSIS 245 Seminar in Computer Programming	3.0: 3 cr. E
CSIS 246 Survey of Telecommunications & Computer Networks	3.0: 3 cr. E
CSIS 247 Survey of Database Systems and Technologies	3.0: 3 cr. E
CSIS 251 Computer Graphic Design	3.0: 3 cr. E

CONCENTRATION B: MULTIMEDIA

CSIS 247 Survey of Database Systems and Technologies	3.0: 3 cr. E
TSCG 201 Computer Graphics I	3.0: 3 cr. E
TSCG 202 Computer Graphics II	3.0: 3 cr. E

TSCG 221 Video Editing	3.0: 3 cr. E
TSCG 222 Audio for Electronic Media	3.0: 3 cr. E
TSGD 252 Photography Lab and Studio I	3.0: 3 cr. E

CONCENTRATION C: BUSINESS AND MANAGEMENT

BUSN 202 Survey of Management and Marketing	3.0: 3 cr. E
FINE 205 Survey of Financial Accounting and Finance	3.0: 3 cr. E
BUSN 240 Business Law I	3.0: 3 cr. E
MGMT 220 Principles of Management	3.0: 3 cr. E
QMET 215 Statistical Data Analysis	4.0: 4 cr. E
HOSP 202 Hosting Principles and Practices	1.3: 2 cr. E

FREE ELECTIVES: 6 CREDITS

- 1.To be taken according to student’s interest and needs, but not from within the Faculty.
- 2.Students coming from French background are encouraged to take a French language communications course: FREN 201 according to the academic requirements.

Total number of credits to be completed at graduation = 90 cr.

Number of Credits in Major: 39 + 18 = 57 cr.

*** Course with passing grade = 70**

ARAB 201, ENGL 203, LISP 203, 204, 205 should be successfully achieved within a maximum of 12 months starting the first semester of enrollement in the Department.

MINOR IN LIBRARY AND INFORMATION SCIENCE

Students wishing to have a minor in Library & Information Science must complete the following courses (18 credits): LISP 203, 204, 205, 207, 221, and one of the following: LISP 206, 222, or 223.

COURSE DESCRIPTIONS

BUSN 202 SURVEY OF MANAGEMENT AND MARKETING

3.0: 3 cr. E

This is a survey course that is designed to acquaint non business students with the basics of management and marketing. This course will give the student the necessary basis for the courses in the MBA program. A remedial course for non-business MBA candidates. Topics in Management include the functions of management (planning, organizing, directing and controlling) and their implementation. Topics in Marketing include the evolution of the marketing concept, segmentation and positioning, strategic decisions involving product, price, promotion and distribution.

Prerequisite: ENGL 203.

Students should be able to:

1. Demonstrate knowledge of the marketing and the marketing process
2. Apply the marketing mix, marketing environment, and the marketing strategies
3. Describe consumer behavior, and market segmentation, targeting, and positioning
4. Discuss the differences between managers and entrepreneurs.
5. Assess the importance of CSR in the development of an organization.
6. Prepare a plan based on strategic management.
7. Apply decision making skills within the organizational structure

BUSN 210 BUSINESS COMMUNICATION

3.0: 3 cr. E

This course introduces the communication skills expected in a general business environment. It concentrates on practical written application of communication theory in the forms of business correspondence, memoranda, reports and employment related documents. The course also introduces interpersonal, group, presentational, electronic and non-verbal communication as well as ethical and cross-cultural considerations.

Prerequisite: ENGL 203.

Students should be able to:

1. Think clearly and appropriately about how to communicate in the business world.
2. Demonstrate competency in oral and interpersonal communication, including one-on one, small or large group communication, and oral presentation.
3. Demonstrate understanding of the significance of intercultural communication.
4. Master editing and revision skills.
5. Demonstrate competency in designing, researching, and writing an effective memo, paper, presentation, resume and other business correspondence.
6. Create an effective job search strategy, resume and cover letter.
7. Use career skills that are needed to succeed, such as using ethical tools, working collaboratively, observing business etiquette, and resolving workplace conflicts.
8. Plan successfully for and participate in meetings and conduct proper techniques in telephone usage.

CGIM 226 WEB DESIGN

3.0: 3 cr. E

This course focuses on web development using the latest in user-side, server-side and CGI programming, with an emphasis on effective interactive design. Students learn the processes involved in the creation of a dynamic interactive site. Tools include PHP, SSL, PERL, MYSQL, Filemaker.

Students should be able to:

1. Plan a website.
2. Create and edit the digital assets of a website.
3. Create simple webpages.
4. Populate pages with digital content (images, video, audio...).
5. Link pages and create navigation system.
6. Publish the website.

CSIS 235 MOBILE COMPUTING

3.0: 3 cr. E

This course covers the fundamentals concepts of mobile computing including mobile area overview, mobility and data management, how to develop applications for mobile platforms. Topics include mobile communication, mobile devices and components, data and service management, characteristics of mobile applications including programming languages, frameworks, libraries and integrated development environments.

Students should be able to:

1. Describe the mobile computing environments.
2. Differentiate between Desktop and Mobile Applications and their implications.
3. Trace and debug applications that are developed using mobile computing technologies.
4. Describe the structures (software and hardware) behind the design of mobile applications.
5. Develop an effective user interfaces for mobile phones.
6. Design and implement Mobile Applications.

CSIS 245 SEMINAR IN COMPUTER PROGRAMMING

3.0: 3 cr. E

This course is recollection of the foundation of computing and algorithmic principles, programming life cycle, procedural programming and object-oriented programming, abstraction, objects and classes, decision constructs and repetition structures.

Students should be able to:

1. Create applications to solve a specific scientific problem.
2. Understand and use programming data types and expressions.
3. Properly utilize flow control constructs and arrays.
4. Implement functions as basic elements of programming.
5. Use an Integrated Development Environment.

CSIS 246 SURVEY OF TELECOMMUNICATIONS AND COMPUTER NETWORKS

3.0: 3 cr. E

This course presents network principles and design. Topics include: Basic concepts and terminology of computer networks, networking models and theory, networking protocols, LAN, WAN, MAN, wireless and mobile network technologies, network performance, network security, layers of the Internet Protocol Suite (the TCP/IP family of protocols), Internet addressing (IPv 4, IPv 6), and network applications and services (such as DNS, HTTP, peer-to-peer networks, web servers, VPN, open SSL.)

Students should be able to:

1. Acquire working knowledge of the architecture of computer networks
2. Read and understand technical literature on networking
3. Describe the protocols at different layers of a network's hierarchy
4. Identify and classify network security issues
5. Design client/server applications

CSIS 247 SURVEY OF DATABASE SYSTEMS AND TECHNOLOGIES

3.0: 3 cr. E

The course covers the steps in building information systems: analysis, design and implementation. Emphasis is placed on creating and manipulating databases: concept of data, DBMS architecture, schema and sub-schema, database system life cycles, normalization, security, integrity, and concurrency. Database technologies and applications are emphasized in lab work and projects.

Students should be able to:

1. Assess the feasibility of using a database application to solve specific problems
2. Transform the solution of some problem formulated in an everyday language into a data model feasible for implementation
3. Create tables and indexes in the relational model
4. Design and implement a database application for a small enterprise
5. Evaluate, test and debug a database application
6. Implement a database connection
7. Describe the database management activities

CSIS 251 COMPUTER GRAPHICS DESIGN 1**3.0: 3 cr. E**

This course is designed to introduce students into the world of computer graphics, interactive design and animation. Students will learn the basic principles of design, and get a hands-on experience with the tools and software applications which are currently being used by professionals in the field of computer graphics.

Students should be able to:

1. Acquire the skill of how to digitize, manipulate, and add effects to bitmap images
2. Create and handle vector graphics using state of the art software
3. Demonstrate understanding of time based media, 2d Animation and interactivity

FINE 205 SURVEY OF FINANCIAL ACCOUNTING AND FINANCE**3.0: 3 cr. E**

This is a remedial course for non business MBA candidates and for non business majors. Topics in accounting include basic financial statements, the accounting cycle, accruals, defferals, and reporting results. Topics in finance cover time value of money, risk and return, stocks, bonds, and capital budgeting.

Co-requisite: ENGL102.

Students should be able to:

1. Explain the importance of Financial accounting information
2. Explain accounting principles that are necessary to interpret financial statements.
3. Identify and understand the steps in the accounting cycle.
4. Understand and use the double-entry system of accounting.
5. Understand and calculate risk and return in investments.
6. Understand and calculate the time value of money.
7. Understand and value stocks and bonds.
8. Understand and calculate capital budgets.

HOSP 202 HOSTING PRINCIPLES AND PRACTICES**1.3: 2 cr. E**

Designed for non-Hospitality students, the course presents the basic concepts of professional hosting. Emphasis is placed on the principles of events planning, organizing and servicing. A combination of classroom theory and hands-on practical experiences, the course offers an exposure to the different practices of professional service techniques.

Students should be able to:

1. Plan and organize an event: meetings, seminars, workshops...
2. Differentiate the use of various table settings according to the event
3. Apply the principles of etiquette and serving techniques based on the needs required

LISP 200 INFORMATION SKILLS AND SEARCH TECHNIQUES (for non-majors only)

1.1: 1 cr. E/A/F

This course teaches the fundamentals of library use, information skills and search in addition, it focuses on the uses of the different library resources and their use.

This course is free of charge.

LISP 203 INTRODUCTION TO LIBRARIES AND LIBRARY RESOURCES 3.0: 3 cr. E

This course traces the history of libraries and their role in society. It concentrates on the reference services, including the electronic and online aspects of the service. After the introductory, theoretical section, the major part of the course involves practical applications.

Co-requisite: ENGL 203.

Students should be able to:

1. Describe the purpose, role and importance of libraries in society.
2. List various types of libraries, their nature, and their corresponding objectives and services.
3. Identify and locate the resources required to answer a user's needs and questions.

LISP 204 SURVEY OF CLASSIFICATION 3.0: 3 cr. E

This is a general introduction to classification practices. It studies in detail the Dewey Decimal Classification theory and concepts and involves practical work in classes 000-900. It also studies subject classification through the use of Library of Congress Subject Headings.

Co-requisite: ENGL 203.

Students should be able to:

1. Describe the role and elements of library classification in knowledge organization.
2. List and compare the various schemes of classification.
3. Analyze material based on the DDC Scheme.
4. Classify material based on the DDC Scheme.

LISP 205 SURVEY OF DESCRIPTIVE CATALOGING 3.0: 3 cr. E

This is a general introduction to cataloging and studies in detail the Anglo-American cataloging rules and the RDA, in theory and practice.

Co-requisite: ENGL 203.

Students should be able to:

1. Describe the role of cataloging in retrieving library material.
2. Apply the international standards of cataloging, including MACHine-Readable Cataloging (MARC) format.
3. Apply the skills imparted to catalog material using AACR2 and RDA.
4. Critically analyze a bibliographic description created by another entity.

LISP 206 EFFECTIVE COMMUNICATION SKILLS FOR INFORMATION SPECIALISTS 3.0: 3 cr. E

This course will allow students to examine and develop a range of key skills that empower them to be more effective communicators (verbal and non-verbal). They will recognize that skills such as teamwork, presentations, problem solving, decision making, leadership and negotiation will allow them to better understand and serve the wide range of library users.

Prerequisite: ENGL 203.

Students should be able to:

1. Apply the concepts and issues related to interpersonal communication in the library environment with users and colleagues
2. Conduct a user-based interview to clearly identify the needs of a user and provide the effective guidance.
3. Apply appropriate interpersonal communication techniques to problems within library and information science environments.

LISP 207 SURVEY OF RECORDS MANAGEMENT

3.0: 3 cr. E

An introduction to the theories, methodologies, and technologies used in managing institutional information and records. Topics include the history of records management, the records' life cycle, record inventory and analysis, classification and filing, retention scheduling, equipment, and more.

Students should be able to:

1. Identify different kinds of records
2. Analyze, classify and file records according to types and needs, whether in their original form or electronic form with the appropriate system (technological and others)

LISP 209 COMPUTER APPLICATIONS FOR THE INFORMATION SPECIALISTS

3.0: 3 cr. E

This course will seek to provide a basic level of knowledge of information technology and applications that could be utilized in different types of information centers and libraries. It will cover practical issues related to information retrieval and the basics of electronic information retrieval systems, emphasizing internet and commercial services.

Students should be able to:

1. Identify of the role and functions of computer-based information systems in libraries, information centers or on the web
2. Recognize the major computer and communications technologies and trends applicable to libraries, archives or other information centers
3. Describe the design and operation of information systems in libraries or information centers or on the web
4. Demonstrate basic skills in selected current technologies (such as database management systems (DBMS), HTML, wikis, or blogs) to organize and disseminate information
5. Appraise the importance of professional development and continuous learning about information technology in Library and Information Science.

LISP 221 SCHOOL LIBRARIES AND CHILDREN'S LITERATURE

3.0: 3 cr. E

This course describes the role and organization of school libraries and media centers and evaluates children's literature and library services for children.

Students should be able to:

1. Adopt and implement activities and services to the library or grade level of their choice.
2. Devise lesson plans and other programs for school libraries in order to integrate the library into the curriculum.
3. Critically evaluate children's literature according to genres, type (print or electronic) authors, works, and illustrators.

LISP 222 LIBRARY ADMINISTRATION AND SERVICES

3.0: 3 cr. E

After describing the objectives and functions of public, national, and academic libraries, the course studies the administration of these institutions (planning, budgeting, decision making...) and the implementation of an array of services (reference, current awareness, document delivery, interlibrary loan...).

Students should be able to:

1. Discuss the principles of management and their application in library work.
2. Apply management techniques in libraries in their different forms (academic, public...).
3. Monitor and evaluate library performance.

LISP 223 INTRODUCTION TO LIBRARY AUTOMATION

3.0: 3 cr. E

This course surveys and evaluates the use of automation in libraries and information centers. Topics covered include the use of automated library systems for library management activities such as circulation, acquisition, and cataloging; and the importance of computer networks to offer services to users in a technologically oriented society.

Prerequisites: LISP 204 and 205.

Students should be able to:

1. Identify the different component of a library system.
2. Evaluate a library system with all its components and features.
3. Apply clear and objective criteria for the selection of the most appropriate system based on the type, needs and capabilities of the library.

LISP 225 MULTILINGUAL TERMINOLOGY OF LIBRARY AND INFORMATION STUDIES

3.0: 3 cr. E

This course enables students to master the library and information study terminology in French and Arabic in order to perform actions such as cataloging, indexing, abstracting, thesaurus building, etc., in the French and Arabic languages for works in the Arabic, English or French.

Prerequisites: LISP 204, 205, 207.

Students should be able to use French and Arabic to:

1. Classify and catalog a document.
2. Index a document.
3. Generate a thesaurus for a specific subject.

LISP 231 ETHICS AND LICENSING FOR LIBRARIANS

3.0: 3 cr. E

This course will cover two scopes that are most salient to librarians and professional in the information world. The first half will provide an overview of ethical reasoning, followed by discussion of issues most salient to information professionals, e.g., intellectual property, copyright and fair use, privacy, access/censorship, freedom of access to information, effects of computerization, and ethical codes of conduct. The second half will discuss the complex purchase models of electronic material compared to the traditional print subscription model. Topics discussed will include a good understanding of the key issues surrounding publisher licensing and negotiations, together with practical skills and knowledge which they will be able to use in their professional lives.

Students should be able to:

1. Demonstrate knowledge of the ethical issues involved in the profession whether international or national.
2. Identify the different licensing models of print and electronic resources.
3. Adapt to the new and current issues arising from developments in the field and technologically.

LISP 232 ELECTRONIC SOURCES: EVALUATION AND USE

3.0: 3 cr. E

This course introduces the design, development and use of different forms of electronic sources and information systems used to retrieve information. Topics include aspects of database types and other electronic resources CD/DVD, design issues, selection and evaluation.

Students should be able to:

1. Recognize different types of electronic resources and differentiate them from other types of information resources.
2. Evaluate and select electronic resources based on needs, use, features and cost for collection development
3. Demonstrate an understanding of the issues and current trends in selection, de-selection, cataloging, acquisitions, licensing, preservation, and access of e-resources.
4. Promote and assist students in using electronic resources in their work.

LISP 240 PRACTICUM

3.0: 3 cr. E

This course is completed in two semesters. It involves working in a library for a minimum of 120 hours of cataloging, classification, circulation, and reference work. The course also includes the completion of a project with emphasis on research and bibliographic documentation.

Students should be able to:

1. Apply the necessary skills acquired during their years of study in various technical services.
2. Complete a research project with the appropriate documentation.

LISP 250 SEMINAR IN LIBRARIANSHIP

3.0: 3 cr. E

Senior standing. In-depth discussion, study, and research of current topics and aspects related to the role of the library in responding to social and technological developments, as well as changes in the profession.

Students should be able to:

1. Discuss issues related to current and debatable topics and aspects of the library world.
2. Identify changes and developments occurring in the profession, as well as the social, technological areas.

MGMT 220 PRINCIPLES OF MANAGEMENT

3.0: 3 cr. E

This course is an introductory level course that acquaints students with basic concepts and theories in the field of management. It tackles basic managerial functions, skills and roles that are carried out by managers in different organizations, levels and capacities. Major topics covered in this course include the different managerial functions of planning, organizing, leading and controlling. Other more specific topics taught include management objectives and goals, organizational structures, strategic and tactical planning, decision making skills, team work, communication, motivation and human resource practices among others. It is a must-take course to both business and non-business students, due to the richness of theoretical and practical contents that are relevant to various domains.

Corequisite: ENGL 203

Students should be able to:

1. Identify the managerial skills & managerial roles that a manager must have to manage effectively & efficiently.
2. Distinguish the personality traits, attitudes, moods & emotions that a manager must possess and the role managers can play in influencing & creating a strong innovative organizational culture.
3. Identify the global environment forces and recognize the challenges that each force presents to managers
4. Understand the types of decisions and the steps & constraints in decision making process.

MGMT 240 HUMAN RESOURCES MANAGEMENT

3.0: 3 cr. E

This course focuses on the analysis of the policies and practices relating to job analysis, human resource planning, staffing, performance appraisal, training and development, wage and salary administration, and collective bargaining.

Prerequisite: MGMT 220.

Students should be able to:

1. Describe the field of “human resource management” & understand its relevance to managers and organizations.
2. Assess the importance of Equal Employment Opportunity and describe affirmative action plans.

3. Create a job description for a certain position as an outcome job analysis.
4. Explain the steps of recruitment process and apply the employee selection techniques.
5. Plan and conduct an effective general & job specific orientation for new employees.
6. Explain the employee performance management cycle and how performance appraisals should be carried out and how performance appraisal can be improved in order to be an effective human resource tool (HR).
7. Identify various types of training methods.
8. Prepare an effective training and development program for employees based on need analysis.
9. Design work in order to increase productivity through teamwork and motivation.
10. Explain how employees' health and safety are practiced through the HR activities.
11. Design a total compensation system as a way for retaining employees.
12. Explain the Lebanese labor law and to the laws of the National Social Security Fund related to employers and employees.
13. Establish HR related policies & procedures.
14. Evaluate HR department performance by using human resources information system.

QMETS 215 STATISTICAL DATA ANALYSIS

4.0: 4 cr. E

This course emphasizes the use of quantitative methods as a tool to make better managerial decisions. Topics include: the meaning, role and types of statistics and statistical data, descriptive measures, statistical inference, analysis of variance, bivariate and multiple regression, correlation analysis, hypothesis testing, applications of sampling distributions such as chi-square, F and student t distributions and elements of probability theory. Corequisite: ENGL 101.

Students should be able to:

1. Recognize the inter-connection between statistics and business.
2. Present and interpret data.
3. Compute measures of central tendency and dispersion; explain the meaning of central tendency and dispersion as related to a problem.
4. Perform graphical and numerical analyses using Microsoft Excel.
5. Solve counting and probability problems.
6. Describe methods to select a sample and determine sample size.
7. Construct a confidence interval and explain its meaning.
8. Perform one- and two-tailed hypotheses tests.
9. Employ analysis of variance methods.
10. Use regression analysis to predict the value of the dependent variable based on an independent variable.

TSCG 201 COMPUTER GRAPHICS I

3.0: 3 cr. E

TSCG 202 COMPUTER GRAPHICS II

3.0: 3 cr. E

These are introductory courses designed to give the students a general overview to the world of computer graphics, from 2d to 3d, still to time based, linear to interactive. They serve as a blind date meeting between students and the various software packages and hardware pieces they will be using throughout the remainder of the "computer graphics and interactive media" curriculum.

Students should be able to:

1. Produce Scanned Images.
2. Edit And Enhance Images Using Photo Editing Applications.
3. Undertake Technical Adjustment To Images.
4. Prepare Image Output.
5. Undertake Digital Illustration Assignments.
6. Undertake Photo Editing And Retouch Assignments.
7. Design And Produce Visual Designs And Documents.

TSCG 221 VIDEO EDITING

3.0: 3 cr. E

Introduces video editing as a creative tool for digital arts students interested in its application to motion graphics, animation, and interactive genres. It offers a thorough technical understanding of nonlinear editing on the final cut pro system. Through editing exercises, students learn to manipulate time, space, sound, and emotions to create subjective narrative and experimental works. The course begins with a review of cinematic and analog video technology, but focuses on the creation and manipulation of full-screen digital video imagery, including basic video effects, transitions, layering, audio, and titling.

Students should be able to:

1. Manage Intellectual Property Rights.
2. Monitor And Maintain Post-Production Equipment And Environments.
3. Capture Pictures And Sound For Non-Linear Editing.
4. Play, Cut And Join Film Material.
5. Prepare Film Material For Editing.
6. Edit.
7. Edit Material Using Non-Linear Equipment.
8. Assemble Pictures And Sound To Specifications.
9. Edit Sound.

TSCG 222 AUDIO FOR ELECTRONIC MEDIA

3.0: 3 cr. E

Audio is an essential building block for any time-based piece of art, such as 2d/3-d animation, video, and the World Wide Web. This course covers the aesthetic, conceptual, and technical aspects of recording, editing and using audio with those electronic media. The course includes lectures on the physical properties of sound, and the various formats of sound.

Students should be able to:

1. Maintain and develop the effectiveness of audio digital hardware and software.
2. Select and control sound and video images from a number of sources.
3. Edit sound to specifications.
4. Determine and agree to requirements for the selection and control of audio files.
5. Select and control sound from a number of sources.
6. Use audio authoring tools to edit the digital audio.

TSGD 252 PHOTOGRAPHY LAB AND STUDIO I

3.0: 3 cr. E

Fundamentals in techniques and application of the medium. Black and white processing and printing. 35 mm camera exposure meter, etc.

Students should be able to:

1. Apply copyright and other laws related to usage and licensing of images.
2. Evaluate and select technology and/or equipment.
3. Undertake photographic assignments.
4. Use minilab equipment and technology to process and print images.
5. Plan, set up and control digital workflow.
6. Carry out the process of image cataloguing.
7. Store, conserve and preserve images.